



City of Highland

Penny Lilburn, Mayor
District 3

Jimmy Saldana, Mayor Pro Tem
District 2

Gregory Hogan, Councilmember
District 1

Larry McCallon, Councilmember
District 5

John P. Timmer, Councilmember
District 4

City Council Adjourned Regular Meeting Agenda

April 28, 2026 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland, CA 92346

Staff

Carlos Zamano, City Manager
Lawrence Mainez, Community Development Director
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Octavio Duran Jr., Public Works Director/City Engineer
Maricela Marroquin, City Attorney
Alondra Muñoz, City Clerk

Mission Statement

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

In compliance with the Brown Act, any writings or documents provided to a majority of the legislative body regarding any item on this agenda, that are not exempt from disclosure under the California Public Records Act, will be made available for public inspection at City Hall, 27215 Base Line Highland, CA 92346, during normal business hours. Such documents will also be made available on the City's website at www.highlandca.gov.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodations, including interpreters.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$500 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

Call to Order

Roll Call

Report From Closed Session

Public Comment

To address the City Council, please complete a speaker form located at the entrance and give it to the City Clerk prior to the beginning of the meeting. Your name will be called when it is your turn to speak. State Law prohibits the City Council from acting on any item not on the agenda. Individual speakers are limited to three (3) minutes each. For those wishing to make public comments by email, please submit your comments by 5:00 p.m. on April 28, 2026, to publiccomment@highlandca.gov. If you are submitting a public comment pertaining to an item on the agenda, please identify the agenda item number. Members of the public may submit comments on public hearing items at any time before the meeting, as well as during the meeting up until the close of the public hearing for the respective item.

City Council Consent Calendar

1. Waive the Reading of All Ordinances

Wave the reading of all ordinances in their entirety and read by title only.

2. Claim Considerations

George Hills recommends the City Council reject the claims.

3. Community Works Design Group LLC, Service Rate Increase (City's Landscape Architect)

1. Approve Addendum No. 1 to the Professional Services Contract with Community Works Design Group, LLC to reflect a change in the billing rate schedule; and
2. Authorize the Mayor to sign the Addendum.

City Council Public Hearing

The order of business for Public Hearings shall be:

1. Mayor opens Public Hearing;
2. Staff presentation;
3. Applicant/Representative presentation;
4. Speakers in favor of proposal;
5. Speakers in opposition to proposal;
6. Applicant rebuttal;
7. Mayor closes Public Hearing;
8. Council discussion, motion and vote.

Once the Public Hearing is closed, no further testimony is taken.

4. Public Hearing and Second Reading of Ordinance No. 483, Amending Section 2.04.010 (Compensation of Councilmembers) of the Highland Municipal Code to Increase Compensation of City Council Members

Conduct a public hearing and second reading and subsequently adopt Ordinance No. 483, amending Section 2.04.010 (Compensation of Councilmembers) of the Highland Municipal Code to increase compensation of City Councilmembers.

5. An Ordinance Amending Chapter 8.58 (Fireworks) Pertaining to Penalties and Enforcement of Fireworks Violations and Amending Chapter 2.56 (Admin Citation Process) Allowing for Third-Party Administration and Collection of Administrative Citation Fines

1. Introduce and conduct a first reading of City Council Ordinance No. _____, amending Chapter 8.58 (Fireworks) pertaining to penalties and enforcement of fireworks violations and amending Chapter 2.56 (Administrative Citation Process) allowing for third-party administration and collection of administrative citation fines; and
2. Direct staff to file a CEQA Notice of Exemption with the County Clerk of the Board of Supervisors.

City Council Legislative

6. Purchase of a New Ford F250 4X4 Truck for 2nd Battalion Chief

1. Waive formal contract procedures per Municipal Code Section 2.40.100 for which the City's best interests are served;
2. Approve the purchase (using the State Contract 1-22-23-20F | CLIN: 36) and equipping of a new 2026 Ford F250 Supercab pickup 4x4 for the second Battalion Chief;
3. Authorize the City Manager to sign purchase and build-out agreements; and
4. Approve the following budget adjustment: Transfer \$150,000 from 029-2512 (Vehicle Replacement Reserves) to be expended from 029-2100-6060 (Vehicles).

7. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)

Discussion and possible action.

8. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Discussion and possible action.

Announcements

Closed Session

CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION

Government Code Section 54956.9(d)(4)

A point has been reached, where, based on existing facts and circumstances, the City needs to decide whether to initiate litigation.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)

Title: City Manager


Adjourn

Regular Meetings

Effective March 1, 2022, pursuant to Resolution No. 2022-001, the regular City Council meetings will be held once a month on the second Tuesday of each month. The next regular meeting of the City Council is scheduled for May 12, 2026.

Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted on our website at www.highlandca.gov and in the following designated areas: Highland Branch Library (7863 Central Avenue), Fire Station No. 1 (26974 Base Line), and City Hall (27215 Base Line) at least seventy-two (72) hours prior to the meeting per Government Code Section 54954.2.





Staff Report

to the City Council

Agenda
Item
No.1.

Date: April 28, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Waive the Reading of All Ordinances

Recommendation:

Wave the reading of all ordinances in their entirety and read by title only.

Fiscal Impact:

None

Public Notice:

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Background:

Under California Government Code Section 36934, before adopting an ordinance, the title of the ordinance must be read in full or by title only. Government Code Section 36933 further allows the legislative body to waive the reading of the ordinance in full, provided that the ordinance has been made available to the public and the Council by title and in writing. Copies of all proposed ordinances are included in the City Council agenda packet, made available to the public in advance, and posted on the City's website.

Attachments:

None



Staff Report

to the City Council

Agenda
Item
No.2.

Date: April 28, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Alondra Muñoz, City Clerk
Subject: Claim Considerations

Recommendation:

George Hills recommends the City Council reject the claims.

Fiscal Impact:

None.

Public Notice:

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Background:

The following claims were received by the City Clerk's Office on the corresponding dates below. They were then sent to the City's claim adjuster, George Hills Company, who is recommending the claimss be rejected.

Claimant	Date Received
Lucia Cruz	8/22/2024
Lubedia Colquitt	Dennis 3/26/2026

Attachments:

1. Claim - Cruz, Lucia
2. Claim - Colquitt, Lubedia

Attachment 1

April 16, 2026

Alondra Munoz
City of Highland

RE: Client: City of Highland
 Claim Number: GHC00785020
 Date of Loss: August 01, 2024
 Claimant: Lucia Cruz

Dear Ms. Munoz:

We have reviewed the above captioned claims and request that you take the action indicated below:

- **Please issue a standard rejection to commence the statute of limitations.**

Please provide us with a copy of the notices sent.

Should you have any questions, please feel free to contact the undersigned.

Kindest Regards,
George Hills Company,



Jennifer Arellano
Claims Supervisor
Direct Dial: (916) 352.7793
Email: Jennifer.arellano@georgehills.com



RECEIVED

MAR 06 2025

CITY OF HIGHLAND
WALK IN
AT 1:55 PM

Do not write in this space.
For office use only:

Received: Eileen Prado

By: _____
 E-Mail Mail In person

CLAIM AGAINST THE CITY OF HIGHLAND
(For damages to persons or personal property)

A claim must be filed with the City Clerk within 180 days after which the incident or event occurred. Be sure your claim is against the City of Highland and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to:

CITY CLERK, CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, ext. 226

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

NOTICE: PER GOVERNMENT CODE SECTION 910.4, THIS FORM MUST BE USED IN ORDER TO COMPLY WITH SECTIONS 910 AND 910.2 OF THE GOVERNMENT CODE.

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF HIGHLAND:

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

1. Name of Claimant LUCIA CRUZ

- a. Complete Address of Claimant, including City, State and Zip Code:
 - 28599 Cherokee Rose Drive
 - Highland, CA

- b. Phone Number _____

- c. Date of Birth _____

d. Driver's License/State Identification Card Number:

Issued by which State: CA

Driver's License Identification Card

Expiration Date: _____

2. Name, telephone and address to which claimant desires notices to be sent, if other than above:

3. Occurrence or event from which the claim arises:

a. Date of occurrence August 1, 2024

b. Time of occurrence 8:00 AM

c. Place of occurrence (Exact and specific location)

Backyard Retaining Wall

d. How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary).

Public tree roots are encroaching into backyard

causing damage/instability to retaining wall, patio, hardscape, and patio structure.

e. What particular action by the City, or its employees, caused the alleged damage or injury?

Public trees not being maintained/monitored for

overgrowth.

4. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. If there were no injuries, state "no injuries".

Damage to retaining wall. No injury.

5. Give the name(s) of the City employee(s) causing the damage or injury:

N/A

6. Name and address of any other person injured:

N/A

7. Name and address of the owner of any damaged property:

Lucia Cruz

28599 Cherokee Rose Drive

8. Damages Claimed:

a. Amount claimed as of this date: \$ _____

b. Estimate amount of future costs: \$ _____

c. Total amount claimed: \$ _____

- d. Basis for computation of amounts claimed. **Include copies of all bills, invoices, estimates, etc.:**

Property assessment attached

9. Names and addresses of all witnesses, hospitals, doctors, etc.

- a. Luis Cruz - Resident
- b. _____
- c. _____
- d. _____
- e. _____

10. Any additional information which might be helpful in considering this claim:

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72: INSURANCE CODE S556.1.

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Signed at: Highland, CA
City and State

Date: 3/6/2025

Signature of Claimant _____

Lucia Cruz
Printed name of person signing above

ESTIMATE

Prepared For

Sra Lucia
28599 Cherokee Rose Dr
Highland, Ca 92346
(909) 844-7757

EKC & De La Rosa Contractors
Construction, Additions, Remodeling, Repair, &
Maintenance.

Estimate # 88
Date 01/27/2025

20950 Claire Rd
Perris, Ca 92570
Phone: (909) 222-5403
Email: jxcontractor81@gmail.com

Description	Total
Remove existing retaining wall and footing	\$2,700.00
Remove plants, roots, dirt, and debris	\$1,750.00
Build new retaining wall	\$10,200.00
Subtotal	\$14,650.00
Total	\$14,650.00

Notes:

All work described in this estimate includes labor and materials all changes on materials, or labor not described in this estimate will be charged separated

Sra Lucia

Alondra Munoz

From: LUCIA CRUZ
Sent: Thursday, August 29, 2024 6:30 PM
To: Alondra Munoz
Subject: 28599 Cherokee Rose Drive

EXTERNAL EMAIL: Do not click on links or open attachments unless you know the content is safe.





Sent from my iPhone

Attachment 2

April 20, 2026

Alondra Munoz
City of Highland

RE: Client: City of Highland
 Claim Number: GHC0095463
 Date of Loss: March 17, 2026
 Claimant: Lubedia Colquitt

Dear Ms. Munoz:

We have reviewed the above captioned claims and request that you take the action indicated below:

- Please issue a standard rejection to commence the statute of limitations.

Please provide us with a copy of the notices sent.

Should you have any questions, please feel free to contact the undersigned.

Kindest Regards,
George Hills Company,



Jennifer Arellano
Claims Supervisor
Direct Dial: (916) 352.7793
Email: Jennifer.arellano@georgehills.com



Do not write in this space.
For office use only:

Received: 3-26-2026

By: Eileen Prado

E-Mail Mail In person

CLAIM AGAINST THE CITY OF HIGHLAND
(For damages to persons or personal property)

A claim must be filed with the City Clerk within 180 days after which the incident or event occurred. Be sure your claim is against the City of Highland and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to:

CITY CLERK, CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, ext. 226

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

NOTICE: PER GOVERNMENT CODE SECTION 910.4, THIS FORM MUST BE USED IN ORDER TO COMPLY WITH SECTIONS 910 AND 910.2 OF THE GOVERNMENT CODE.

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF HIGHLAND:

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

1. Name of Claimant Lubelia R Denny Colquhoun
 - a. Complete Address of Claimant, including City, State and Zip Code:
17972 Newport Plum Way
San Bernardino, CA 92407
 - b. Phone Number _____
 - c. Date of Birth _____

d. Driver's License/State Identification Card Number:

Issued by which State: California

Driver's License Identification Card

Expiration Date: _____

2. Name, telephone and address to which claimant desires notices to be sent, if other than above:

3. Occurrence or event from which the claim arises:

a. Date of occurrence March 17th 2020

b. Time of occurrence 07:03

c. Place of occurrence (Exact and specific location)
In front of 26454 Highland, west bound
#1 lane

d. How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary).

See Attached

e. What particular action by the City, or its employees, caused the alleged damage or injury?

See attached letter

4. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. If there were no injuries, state "no injuries".

See Attached

5. Give the name(s) of the City employee(s) causing the damage or injury:

/

6. Name and address of any other person injured:

/

7. Name and address of the owner of any damaged property:

Lubechia D. Colquist
17972 Newport Plum way San Bernardino
CA 92407

8. Damages Claimed:

a. Amount claimed as of this date: \$ _____

b. Estimate amount of future costs: \$ _____

c. Total amount claimed: \$ _____

- d. Basis for computation of amounts claimed. **Include copies of all bills, invoices, estimates, etc.:**

See Attached

9. Names and addresses of all witnesses, hospitals, doctors, etc.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

10. Any additional information which might be helpful in considering this claim:

See attached

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Signed at: San Bernardino CA
City and State

Date: 3/23/26

Printed name of person signing above

Statement of facts/events

#3a,b,c,d

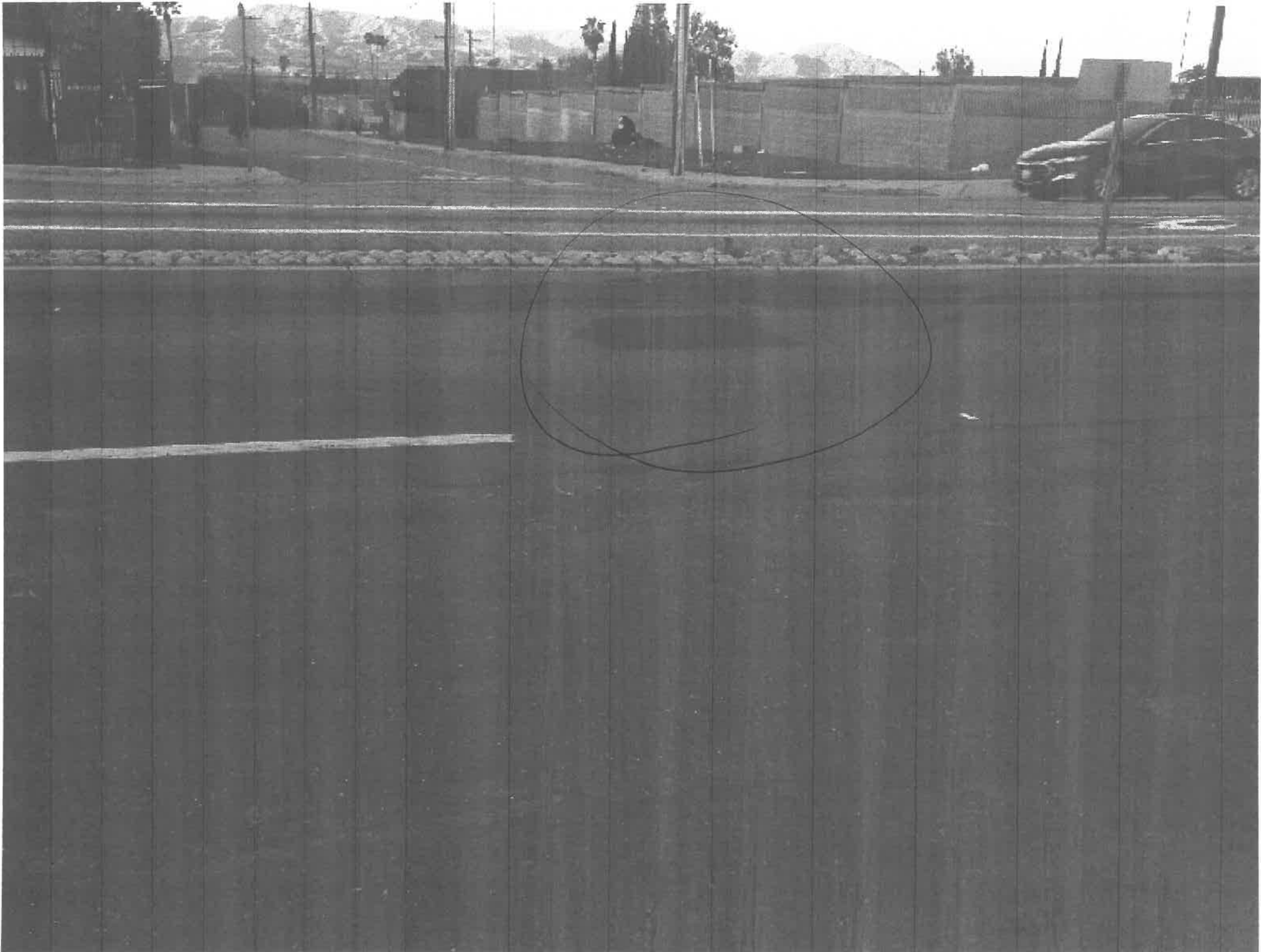
#4

#10

On March 17, 2026, at approximately 7:03 a.m., I was driving westbound on Highland Avenue in the number one lane when my vehicle encountered a large, unmaintained pothole in the roadway. Located in front/near 26454 Highland Ave, CA 92346

The pothole was not visibly marked, barricaded, or otherwise identified as a hazard. Due to its size and depth, I was unable to safely avoid it. Upon impact, the pothole caused immediate damage to my vehicle, specifically to the driver's side front tire and rear tire.

The damage occurred as a direct result of the city's failure to properly maintain the roadway and/or failure to repair a known hazardous condition within a reasonable time. The presence of this pothole created a dangerous condition for vehicles traveling in that lane.





6251 Sierra Ave
Fontana, CA 92336
9094286769

Store: 570
Estimate: 57000446243
Salesperson: Mario C

Est. Time Expected: 8:15 AM

ARD 301931

Customer Information

Customer ID: A05707050
Name: LUBEDIA DENNIS
Address:
City, State, Zip: FONTANA, CA 92336
Phone:

Vehicle Information

Vehicle: 2020 HONDA ACCORD
Color: GRAY VIN:
Mileage: 1
License:

Les Schwab Estimate

Qty	Product Code	Product Description	Price/ea	FET	Amount
2	730474	FLAT REPAIR - PASS/LT	\$20.99	\$0.00	\$41.98
2	730470	COMPLIMENTARY FLAT TIRE REPAIR	(\$20.99)	\$0.00	(\$41.98)
1	12857	ALIGNMENT CHECK	\$119.99	\$0.00	\$119.99
1	12815	COMPLIMENTARY ALIGNMENT CHECK	(\$119.99)	\$0.00	(\$119.99)
2	16958	Pass Tire TPMS Rebuild w/Disp	\$0.00	\$0.00	\$0.00
2	1228983	235/40R19XL 96V CONFIDENCE ALL SEASON	\$152.99	\$0.00	\$305.98
2	13718	WHEEL SPIN BALANCE - PASSENGER	\$17.99	\$0.00	\$35.98
2	13537	TIRE PRESSURE MONITORING SYSTEM REBUILD KIT	\$9.25	\$0.00	\$18.50
2	1046759	PASSENGER TIRE DISPOSAL	\$4.99	\$0.00	\$9.98
2	1260064	AMERICAS BEST TIRE WARRANTY	\$0.00	\$0.00	\$0.00
1	15814	AL7 4-WHEEL ALIGNMENT W/SHIMS	\$0.00	\$0.00	\$0.00
1	123308	4 WHEEL ALIGNMENT - DOMESTIC/IMPORT CARS (SHIMS INCLUDED)	\$134.99	\$0.00	\$134.99

Sales Tax: \$29.26

Tire Fee: \$3.50

Estimate Total: \$538.19

Authorized By:

LUBEDIA DENNIS 03-17-26 07:59 AM \$0.00
LUBEDIA DENNIS 03-17-26 08:13 AM \$538.19

Customer Signature X

Les Schwab will not be responsible for loss or damage to vehicles or other property left on Les Schwab's premises. Please remove all personal property from your vehicle.

* indicates promotional price
For more information on our products and services, visit www.LesSchwab.com.
All parts new unless specified.



Estimate Date/Time: 03-17-2026 7:59 AM

Page 1 of 1



Staff Report

to the City Council

Agenda
Item
No.3.

Date: April 28, 2026
From: Carlos Zamano, City Manager
Reviewed By: Lawrence Mainez, Community Development Director
Prepared By: Lawrence Mainez, Community Development Director
Subject: Community Works Design Group LLC, Service Rate Increase (City's Landscape Architect)

Recommendation:

1. Approve Addendum No. 1 to the Professional Services Contract with Community Works Design Group, LLC to reflect a change in the billing rate schedule; and
2. Authorize the Mayor to sign the Addendum.

Fiscal Impact:

The City's Landscape Architect, Community Works Design Group LLC (CWDG), is requesting to increase their 2021 hourly service rates competitively, with an increase averaging three (3%) percent per year going forward. Applying their proposed rate increase to the four (4) most common rate classifications used by their firm for services rendered for the City Highland, the increase for 2026 would be as follows:

Professional Service:	Current 2021 Hourly Rates:	Proposed 2026 Hourly Rates:	Average Annual Increase (%) (last 5 years):
Principal Certified Access Specialist	\$225.00/hr	\$245.00/hr	1.75%
Principal Landscape Architect	\$195.00/hr	\$235.00/hr	4.1%
Senior Landscape Architect	\$155.00/hr	\$195.00/hr	5.16%
Landscape Designer	\$115.00/hr	\$140.00/hr	4.3%
Weighted Average increase:			3.8%

The impact to the City's General Fund is negligible, due to the fact the services provided by CWDG are recovered through the Development and Planning Entitlement Application "Deposit Fees", such as a Conditional Use Permit Application, Major Design Review Application, and Tentative Tract Map Application fees. CWDG estimated time for review of development

applications is included in the City's Fee Study as updated from time to time. The proposed CWDG hourly rate increases will be reflected in the City's next Fee Study in the near future. Other services that the City may request of CWDG are rendered as funding is available through grants or budgeted as part of the City's Capital Improvement Program.

Public Notice:

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Background:

On October 9, 1990, the City Council approved a Service Contract with CWDG (called *Elliott/Maloney Landscape Architecture* at that time), to assist the City's Community Development Department and City Engineering Department in the performance of reviewing, plan checking, and inspecting landscape planting and irrigation plans submitted to the city in conjunction with residential development, commercial and industrial development, public facility projects, and other related projects.

The 1990 service fees charged by CWDG remained in place until a rate increase was approved by the City Council in 2010. The weighted annual average increase for the 2010 rate increase was approximately 1.5 percent per year.

In 2019, the CWDG's contract was amended and approved by the City Council to include Certified Accessibility Specialist Services (CASp). This service is intended to enhance public knowledge and compliance with state accessibility requirements through a program referred to as "Certified Accessibility Specialist (CASp)" (in accordance with AB1379, passed in 2013). No changes to the service fees were proposed at that time except for the addition of a Certified Accessibility Specialist position.

On April 13, 2021, CWDG was approved to provide environmental, design, and right-of-way services for the City's Natural Parkland Trail Renovation project, which was funded in part from a \$1.5 million State Recreational Trails Program Grant. At that time, CWDG also updated their service rates, which are partially summarized in the fiscal impact section above.

In addition to their request to increase service rates, CWDG informed the City that they had recently expanded through a merger with the firm RHA Landscape Architects and Planners, Inc. They will continue to operate under the name of "Community Works Design Group, LLC".

The merger has doubled their staff size and has greatly increased their range of services to the advantage of the City of Highland. They now have ten (10) licensed landscape architects on their team for a total of twenty (20) staff members.

Their request to increase their service rate fees with an anticipated annual increase of 3% is reasonable and standard in the industry (see **Attachment 1**, Community Works Design on-call service letter/2026 Hourly Rate Schedule dated April 17, 2026). The new rates will be reflected in the City's next Fee Study as it relates to the deposit-based fees charged for new development applications. All other services requested will be based on funding availability through grants or budgeted as part of the City's Capital Improvement Program.

Over the last 36 years, CWDG has served the city well with exceptional customer service and landscape expertise. Their contribution has made a significant difference to the aesthetic quality of the City's built environment.

Attachments:

1. Community Works Design Group on-call landscape service letter dated 4-17-26
2. Community Works Design Group Professional Service Agreement Addendum No 1 - Billing Schedule 4-28-26

ATTACHMENT 1

Community Works Design Group LLC on-call landscape services letter dated April 17, 2026,



April 17, 2026

Mr. Lawrence Mainez, Community Development Director
City of Highland
27215 Base Line
Highland, CA 92346

RE: On-Call Landscape Architect Services:
Community Works Design Group (now known as RHA Community Works)

Dear Larry:

Community Works Design Group (CWDG), has proudly provided the City of Highland with On-Call Landscape Architectural services since 1990. In a similar manner as the City, our company has grown and metamorphosed over the years. Our identity has evolved from Elliott Maloney Landscape Architecture in the late 1980's, to T.I. Maloney, Inc. in the 1990's, then Community Works Design Group in the early 2000's. Our firm continues to grow and adapt with the City, as Landscape Architecture responds to changes in climate, technology, and humanity.

We are proud to announce that in early 2026, Community Works Design Group has strategically merged our business operations with RHA Landscape Architects Planners Inc., to form RHA Community Works (RHA+CW). This merger greatly expands our team's capabilities and bandwidth moving forward. Our services for the City of Highland will continue to be led by Scott Rice as our Principal Point-of-Contact, and Dan Burkhart as our lead plan reviewer and landscape inspector. Scott Rice has served as the City Landscape Architect continuously since 2005, and Dan Burkhart has led our Plan Review and Landscape Inspection services since 2020. The merged company will operate as a fictitious business name to Community Works Design Group LLC's ongoing Federal and State Tax/ Employer Identification and Secretary of State Registration.

Our team is uniquely positioned to support Highland's goal of elevating its visual identity through innovative, low-maintenance, and water-efficient design. We understand that the City's diverse inventory, from prominent gateway corridors and medians to parks and trails, serves as a critical component of community pride and economic vitality. We are prepared to deliver quality designs that transform aging infrastructure into high-performing, drought-tolerant assets. Beyond project delivery, we offer the technical expertise necessary to modernize the City's Landscape Design Standards.

Key strengths our team brings to this partnership include:

- **Water-Efficient Innovation:** Our staff includes LEED Accredited Professionals, Certified Native Plant Specialist, and ISA Certified Arborist who prioritize drought-tolerant plant palettes and high-efficiency systems.
- **Constructibility & Maintenance Focus:** We focus on biddable and buildable packages with item-specific notes that reduce contractor "artistic license," ensuring designs are practically maintainable and fiscally sustainable. We also utilize our in-house FAA Drone technology to capture real-time construction progress.
- **Community Identity & Placemaking:** We utilize a "FUNnel" approach to community outreach and 3D photo-realistic modeling to ensure that new landscape identities resonate with both residents and stakeholders.

With the re-introduction of our firm to the City, our firm continues to provide competitive rates for our services. However, we have noted that with the longevity of our contract with the City, we have gone several years without modifying our hourly rates to increase annually with the Consumer Price Index (CPI). We hereby request that the City allow us to reconcile our service rates offered to the City with our current hourly rates, included within this document.

As always, please do not hesitate to contact us to discuss further.

Respectfully submitted,

COMMUNITY WORKS DESIGN GROUP, LLC
(dba RHA COMMUNITY WORKS)



Scott Rice ASLA, PLA, LEED AP, CASp
Managing Partner
Landscape Architect CA #5111 / NY #2645
Certified Access Specialist CASp-709
scott@rhacw.com
Phone: (951) 369-0700

EXECUTIVE SUMMARY



COMMUNITY WORKS DESIGN GROUP - LLC (CWDG)
Doing business as: RHA Community Works (RHA+CW)
Landscape Architecture - Planning
7111 Indiana Avenue, Suite 300
Riverside, California 92504
(951) 369-0700
Federal I.D. 82-1854334 / Registered Small Business # 1769579
California Department of Industrial Relations #: PW-LR-1000707823

PRINCIPAL: Scott Rice ASLA, PLA, LEED AP, CASp- Managing Partner/ Authorized Signer
MAIN CONTACT: Scott Rice, LLA #5111 (Licensed 20+ years since 2005; expiration date: 12/31/26)
scott@rhacw.com | (951) 369-0700 office / (909) 754-1257 cell

RHA Community Works (RHA+CW) is a premier, full-service landscape architecture and park planning firm dedicated to creating vibrant, inclusive, and community-oriented outdoor environments. With a legacy of excellence spanning over 40 years, we specialize in assisting public agencies and private partners in the design, plan review, and implementation of diverse public landscapes.

To further elevate our service offerings, CWDG is proud to announce a strategic merger with RHA Landscape Architects Planners Inc.. This integration significantly increases our technical “bench strength” and operational bandwidth. This merger blends CWDG’s award-winning expertise in public works and academic projects with RHA’s deep-rooted experience—established in 1979—ensuring our clients receive the highest level of innovative, sustainable, and regulatory-compliant design.

The unified firm now features a diverse team of over 20 professionals, including:

- 11 Licensed Landscape Architects
- LEED Accredited Professionals
- Certified Access Specialists (CASp)
- Certified Arborists (ISA)
- Certified Irrigation Designer

Core Services

Our multidisciplinary team bridges the gap between creativity, technical feasibility, and environmental sensitivity. Our core competencies include:

- **Public Works Planning:** Neighborhood and community parks, sports complexes, skate parks, dog parks streetscapes, community branding, and more.
- **Specialized Consulting:** CASp/ADA accessibility auditing, tree inventory and management, and water conservation strategies.
- **Master Planning:** Site-specific conceptual development, 3D photo-realistic rendering, and community outreach.
- **Construction Support:** Detailed construction documentation, cost estimating, and comprehensive construction administration.
- **Plan Check & Inspection Services:** We provide a seamless, dual-layer approach that ensures every project—from initial technical review to final field installation—is executed with 100% regulatory compliance, water-use efficiency, and adherence to the highest construction standards.



EXPERIENCE AND TECHNICAL COMPETENCE



2023
 American Public Works Association
 Southern California Chapter
 B.E.S.T. Winner



Area 2: Natural Parkland Trailhead
 Accessible Trailhead and Improved Trail

Dir: June 4, 2021

Natural Parkland Trail Improvements



ON-CALL SERVICES

CITY OF HIGHLAND

CWDG INVOLVEMENT:

Conceptual Design,
 3D Modeling,
 Construction Drawings,
 Construction Administration

CONTACT:

Kim Stater, Assistant Community
 Development Director
 (909) 864-8732
 kstater@cityofhighland.org

CWDG has worked with the City of Highland since 1990 in various capacities and have highlighted a few of our favorite projects below:

- SR210 Base Line Community Identity Enhancements (Pictured Top)
- Greenspot Iron Bridge Kiosk (Pictured Above Left)
- Natural Parkland Trail Improvements (Pictured Above Right)
- Town Center Streetscape
- Boulder Avenue Streetscape
- Aurantia Park Improvements
- City Facility Turf Removal/ Xeriscape Project at various City Facilities (including City Yard, Parks, Fire Stations)
- CASp Staff Training
- SB 1383 Mulch and Compost Utilization Study
- Autumn Chase Emergency Slope Stabilization (after 2010 Storms)
- Ongoing Coordination with East Valley Water District, East Highlands Ranch Master HOA
- Contributed Landscape Sections to multiple Specific Plans (Greenspot Village Specific Plan, Airport Gateway in cooperation with Yuhaaviatam of San Manuel Nation (YSMN) and City of San Bernardino, Harmony Specific Plan, Town Center Corridor, etc.



HOURLY RATES - effective January 1 - December 31, 2026

Principal Certified Access Specialist (CASp)'s time at the fixed rate of:	\$245.00 per hour
Principal Landscape Architect's time at the fixed rate of:	\$235.00 per hour
Certified Access Specialist (CASp)'s time at the fixed rate of:	\$215.00 per hour
Senior Landscape Architect's time at the fixed rate of:	\$195.00 per hour
Construction Manager's time at the fixed rate of:	\$185.00 per hour
ISA Certified Arborist's time at the fixed rate of:	\$185.00 per hour
FAA Part 107 sUAS Remote Pilot's time at the fixed rate of:	\$185.00 per hour
Senior Project Manager's time at the fixed rate of:	\$175.00 per hour
Certified Water Auditor's time at the fixed rate of:	\$175.00 per hour
Certified Irrigation Designer's time at the fixed rate of:	\$175.00 per hour
Project Manager/Senior Landscape Designer's time at the fixed rate of:	\$160.00 per hour
Landscape Designer's time at the fixed rate of:	\$140.00 per hour
Design Assistant's time at the fixed rate of:	\$ 90.00 per hour
Professional Staff's time at the fixed rate of:	\$ 75.00 per hour

RATE INCREASES

Rates are anticipated to increase on an annual basis of 3%.

OUTSIDE CONSULTANTS

Services of outside consultants not listed in this proposal, at our direct cost, plus 15% of the actual cost of their services for coordination.

REIMBURSABLE ITEMS

Reimbursable items, such as the cost of plotting, graphic reproduction and shipping, at our direct cost plus 15%. Auto travel shall be charged at the current *IRS Standard Mileage Rates*. Reimbursable items are billed in addition to the stated fee.

TERMS AND CONDITIONS OF PAYMENT

We will bill in proportion to the percentage of work complete at the time of billing. All billing statements are due upon receipt. Interest will be charged at the rate of 2% per month on the past due balance thirty days and over.

ATTACHMENT 2

Professional Services Agreement Addendum No. 1 (Billing Rate Schedule)

ADDENDUM NO. 1

TO PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL LANDSCAPE ARCHITECTURAL SERVICES BETWEEN THE CITY OF HIGHLAND AND COMMUNITY DESIGN GROUP LLC.

This Addendum to the agreement for Community Design Group LLC is made and entered into this 28th day of April 2026 by and between the City of Highland (“City”) and Community Works Design Group LLC. (“Consultant”).

Community Works Design Group LLC entered into an agreement for landscape architectural services with the City on October 9, 1990. The agreement provides for the billing rate schedule for services performed by the consultant staff.

This addendum alters the Agreement as follows:

“That the Billing Rate Schedule be replaced by **Exhibit A** attached hereto and effective April 28, 2026”.

Except as expressly modified above, the term of the original agreement dated October 9, 1990, and all its subsequent addenda shall control the respective rights and obligations of the parties hereto.

ATTEST:

Penny Lilburn
Mayor

Scott Rice, PLA, LEED AP, CASp
Community Works Design Group LLC
Managing Partner

Alondra Muñoz,
City Clerk

Exhibit A



2026 HOURLY RATE SCHEDULE RHA COMMUNITY WORKS

RATES EFFECTIVE JANUARY 1, 2026 – DECEMBER 31, 2026

Principal Certified Access Specialist (CASp)'s time at the fixed rate of:	\$245.00 per hour
Principal Landscape Architect's time at the fixed rate of:	\$235.00 per hour
Certified Access Specialist (CASp)'s time at the fixed rate of:	\$215.00 per hour
Senior Landscape Architect's time at the fixed rate of:	\$195.00 per hour
Construction Manager's time at the fixed rate of:	\$185.00 per hour
ISA Certified Arborist's time at the fixed rate of:	\$185.00 per hour
FAA Part 107 sUAS Remote Pilot's time at the fixed rate of:	\$185.00 per hour
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Landscape Designer's time at the fixed rate of:	\$140.00 per hour
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Professional Staff's time at the fixed rate of:	\$ 75.00 per hour

RATE INCREASES

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Services of outside consultants not listed in this proposal, at our direct cost, plus 15% of the actual cost of their services for coordination.

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Reimbursable items, such as the cost of plotting, graphic reproduction and shipping, at our direct cost plus 15%. Auto travel shall be charged at the current *IRS Standard Mileage Rates*. Reimbursable items are billed in addition to the stated fee.

TERMS AND CONDITIONS OF PAYMENT

We will bill in proportion to the percentage of work complete at the time of billing. All billing statements are due upon receipt. Interest will be charged at the rate of 2% per month on the past due balance thirty days and over.



Staff Report

to the City Council

Agenda
Item
No.4.

Date: April 28, 2026
From: Carlos Zamano, City Manager
Reviewed By: Carlos Zamano, City Manager
Maricela Marroquin, City Attorney
Prepared By: Tish Nava-Cruz, Director of Administrative Services/City Treasurer
Subject: Public Hearing and Second Reading of Ordinance No. 483, Amending Section 2.04.010 (Compensation of Councilmembers) of the Highland Municipal Code to Increase Compensation of City Council Members

Recommendation:

Conduct a public hearing and second reading and subsequently adopt Ordinance No. 483, amending Section 2.04.010 (Compensation of Councilmembers) of the Highland Municipal Code to increase compensation of City Councilmembers.

Fiscal Impact:

The fiscal impact is an increase of \$48,240.60 per year. There are sufficient funds in the FY 2025-2026 budget to cover this increased cost.

Public Notice:

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Background:

Government Code Section 36516 authorizes General Law cities, like the City of Highland, to compensate City Council Members up to the statutory limits based on population. The City Council's current monthly salary of \$795.99, established by Ordinance No. 381 in 2013, has not kept pace with inflation. Senate Bill 329, signed into law in 2023, updated the allowable compensation amounts and modified the process for adjusting council salaries to reflect increased costs of living and support broader access to public service. As amended, Government Code Section 36516 allows the City of Highland to compensate its City Council Members up to \$1,600 per month, which is based on the City's population.

The City Council has shown long-standing fiscal restraint in applying salary adjustments. Although State law allows increases of up to 5% per year, the City Council has adopted such increases only three times since the passage of Ordinance No. 58, which initially established a compensation amount of \$300 in 1989. Specifically, compensation increased from \$300 to \$593.98 per month in 2006, to \$654.86 per month in 2008, and to \$795.99 per month in 2013. As a result, the City Council's current monthly compensation of \$795.99 is significantly below both the Government Code maximum and the amount the City Council members would have

received had the allowable annual adjustments been taken each year.

Historical tracking compiled by staff over the years indicates that consistent 5% annual adjustments would have brought City Council compensation to approximately \$1,500 per month, which closely aligns with the maximum permitted under State law.

A compensation update could possibly strengthen the candidate pool for the City Council by reducing financial barriers and attracting more diverse applicants. It also reflects the significant growth in City Council responsibilities since the original pay structure was set. Updating compensation aligns the City with state standards for similarly sized communities, and the associated annual cost remains a modest, predictable impact on the General Fund.

This item was presented for review and direction by the Finance/Personnel Subcommittee on December 9, 2025, and they recommended forwarding this item to the full City Council for discussion, without taking a position to approve or reject either option or provide alternative direction.

On January 13, 2026, the City Council was presented two options, discussed both options in open session, and directed staff to return with an ordinance increasing monthly compensation to \$1,600, consistent with State law. Consistent with State law, the compensation increase would become operative following the next General Municipal Election in November 2026.

On April 14, 2026, the City Council held the first of the two public hearings regarding the Ordinance. The Ordinance was introduced and had a first reading by City Council. Staff recommends the City Council conduct a second public hearing, second reading and adopt the Ordinance as submitted.

Attachments:

1. Ordinance Council Compensation

Attachment 1
Ordinance No. 483

ORDINANCE NO. 483

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTION 2.04.010 OF THE HIGHLAND MUNICIPAL CODE TO INCREASE THE COMPENSATION OF CITY COUNCIL MEMBERS PURSUANT TO AND CONSISTENT WITH SENATE BILL 329

THE CITY COUNCIL OF THE CITY OF HIGHLAND ORDAINS AS FOLLOWS:

WHEREAS, Government Code Section 36516 authorizes general law cities, including the City of Highland, to pay city council members a monthly salary for their service up to a statutory limit based on city population;

WHEREAS, pursuant to Highland Municipal Code Section 2.04.010 (“Compensation of councilmembers”), the current City Council monthly salary is \$795.99 per month, which was last adopted by Ordinance No. 381 in 2013;

WHEREAS, on June 23, 2023, the Governor signed into law Senate Bill 329 (“SB 329”), which made changes both to the amount of salary council members may receive and changes to the manner in which salary adjustments can be made;

WHEREAS, Senate Bill 329 was adopted to “reset” city council salaries to take into account that the salary amounts listed in the Government Code had not been revised since 1984 and thus had not kept pace with inflation. Moreover, in adopting SB 329, the State Legislature found and declared that allowing cities to adjust council member salaries would help city councils become more diverse and would encourage more persons to consider public service as council members because the increased compensation could help individuals from across different income levels receive sufficient income to help ensure that they can continue to serve and support their families;

WHEREAS, the City Council reviewed and discussed the purpose and impact of SB 329 on the future governance of the City of Highland at its meeting of January 13, 2026; and

WHEREAS, the monthly salary for members of the City Council can be increased in accordance with Government Code Section 36516 as amended by SB 329.

NOW, THEREFORE, the City Council of the City of Highland does hereby ordain as follows:

Section 1. The City Council hereby specifically finds that all of the facts set forth in the recitals of this Ordinance are true and correct and are incorporated herein as if set forth in full.

Section 2. Pursuant to Government Code Section 36516(g)(2), the City Council makes the following findings demonstrating the need for the increased compensation as follows: (i) the statewide compensation schedule for city council members of general law cities, which includes the City of Highland, has not been adjusted since 2013, meaning that city council compensation has not kept pace with inflation; (ii) according to the U.S. Bureau of Labor Statistics, California has had an approximate 40% increase in the cost of living since 2013; (iii) the privilege to serve on the city council requires the expenditure of significant time during weekdays and weekends to attend meetings of the City as well as other meeting assignments as well as attend events in the community; (iv) city council service also involves time and work in reviewing staff reports, other agenda reports, legal documents, and state legislation that would impact the city; attending to representative assignments at regional government body meetings; staying informed on current local and state issues; and reviewing financial materials, budgets and reports among the many duties of a council member; and (v) increasing city council compensation will reflect the time and work being performed by members of the city council but more importantly, will create opportunities to assist the city in encouraging that its council become more diverse as stated by the findings of SB 329 that increased compensation can help individuals from across different income levels receive sufficient income from their service to help ensure that they can continue to serve the public and support themselves and their families.

Section 3. Section 2.04.010 (“Compensation of councilmembers”) of Chapter 2.04 (“City Council”) of Title 2 (Administration and Personnel”) of the Highland Municipal Code is hereby amended in its entirety as follows:

“It is determined that each member of the city council shall receive a salary in the amount of \$1,600 per month as provided for in Government Code Section 36516, which shall be payable at the same time and in the same manner as salaries paid to other employees of the City.”

Section 4. Pursuant to Government Code Section 36516.5, the adjustment in compensation for all City Council members provided by this ordinance shall not take effect until the commencement of the terms of any new City Council members or re-elected City Council members following the general municipal election to be held in November 2026. When such adjustment takes effect, Ordinance No. 381 shall be repealed.

Section 5. Severability. The City Council hereby declares that, should any provision, section, subsection, paragraph, sentence, clause, phrase, or word of this Ordinance, or any part thereof, be rendered or declared invalid or unconstitutional by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, such decision or action shall not affect the validity of the remaining section or portions of the Ordinance or part thereof. The City Council hereby declares that it would have independently adopted the remaining provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words of this Ordinance irrespective of the

fact that any one or more provisions, sections, subsections, paragraphs, sentences, clauses, phrases, or words may be declared invalid or unconstitutional.

Section 6. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED, AND ADOPTED, this __th day of _____, 2026.

AYES:
NOES:
ABSENT:
ABSTAIN:

Penny Lilburn, Mayor

ATTEST:

Alonda Muñoz, City Clerk

APPROVED AS TO FORM:

Maricela Marroquin, City Attorney



Staff Report

to the City Council

Agenda
Item
No.5.

Date: April 28, 2026

From: Carlos Zamano, City Manager

Reviewed By: Lawrence Mainez, Community Development Director
Maricela Marroquin, City Attorney

Prepared By: Barrie Owens, Senior Code Enforcement Officer

Subject: An Ordinance Amending Chapter 8.58 (Fireworks) Pertaining to Penalties and Enforcement of Fireworks Violations and Amending Chapter 2.56 (Admin Citation Process) Allowing for Third-Party Administration and Collection of Administrative Citation Fines

Recommendation:

1. Introduce and conduct a first reading of City Council Ordinance No. _____, amending Chapter 8.58 (Fireworks) pertaining to penalties and enforcement of fireworks violations and amending Chapter 2.56 (Administrative Citation Process) allowing for third-party administration and collection of administrative citation fines; and
2. Direct staff to file a CEQA Notice of Exemption with the County Clerk of the Board of Supervisors.

Fiscal Impact:

The proposed code amendment will allow the city an option to use a third-party service for the administration and collection of administrative citation fines, therefore, it is unknown what the fiscal impact/cost will be at this time. Should staff opt to utilize a third-party service for firework citations, that service will be evaluated, inclusive of the fiscal impact to the city's General Fund prior to the City Council taking action on a service contract in the future.

Public Notice:

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Background:

In May 2025, the City Council amended the Highland Municipal Code related to illegal fireworks enforcement and, in part, increased the administrative fine to \$2,000. Also, on July 4, 2025, the city conducted a fireworks enforcement pilot program which involved City staff teams patrolling the City during the evening of July 4, 2025. That pilot program resulted in the issuance of 40 citations (or approximately \$80,000 in citation fines), and as of the date of this staff report only thirteen (13) citations have been paid in full (or \$26,000 in citation fines). The following is a summary of the citation collection effort to date.

a.	Number of citations paid/Total fines collected:	13 Citations / \$26,000
b.	Number of citations with payment plans but stopped payments/Amount of fines collected to date:	14 Citations / \$17,628
c.	Number of citations with no responses/Amount of fines pending:	13 Citation / \$33,133

As illustrated above, almost one year later, the City's Code Enforcement Officers continue to attempt to collect the fines for citations issued during the July 4th 2025, fireworks enforcement pilot program. The outstanding fines total approximately \$50,761. The City's internal collection process has become a time-consuming endeavor which takes time away from other Code Enforcement cases and assignments.

The proposed Municipal Code Amendment adds a provision to Municipal Code Section 2.56.110 authorizing the use of third-party services for administrative fines which will improve the City's ability to enforce its fireworks regulations and recover the lawfully imposed penalties. Staff is contemplating the use of third-party services for the mailing of the administrative citations and the collection of the fines.

The proposed amendment includes a change to Section 2.56.100 to authorize payment of administrative fines to a third-party agency, at the City's election, and amends Section 2.56.170 to authorize the use of first class mail for subsequent notices sent by a third-party.

In addition, the Municipal Code Amendment also includes some minor code cleanup items recommended by the City Attorney which include an amendment to Section 8.58.060 to specify that city employees identified in Municipal Code Section 2.56.030 are authorized to enforce the fireworks ordinance. This is already covered in Municipal Code Section 2.56.030 which identifies the City Enforcement Officers that may issue administrative citations, but for ease of reference, it is recommended to be cross-referenced in Section 8.58.060 as well. The Municipal Code Amendment also amends Section 8.58.060 to clarify that a person who violates the fireworks ordinance is subject to prosecution as a misdemeanor and may also be issued an administrative citation. (see Attachment 1, Draft Ordinance).

There will be no modifications to the Appeals section of the Municipal Code. All appeals will continue to be administered by the City in accordance with Municipal Code Sections 2.56.130, 2.56.140, and 2.56.150.

Attachments:

1. Draft Ordinance (Fireworks Penalties & Third-Party Collections)

ATTACHMENT 1
Draft Ordinance – Fireworks Penalties & Third-Party Collections

ORDINANCE NO. [REDACTED]

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING CHAPTER 8.58 (FIREWORKS) OF TITLE 8 (HEALTH AND SAFETY) OF THE HIGHLAND MUNICIPAL CODE PERTAINING TO PENALTIES AND ENFORCEMENT OF FIREWORKS VIOLATIONS AND AMENDING CHAPTER 2.56 (ADMINISTRATIVE CITATION PROCESS) ALLOWING FOR THIRD-PARTY ADMINISTRATION AND COLLECTION OF ADMINISTRATIVE CITATION FINES

WHEREAS, the City of Highland pursuant to its police power, may adopt regulations to protect the health, safety, and welfare of the public under California Constitution, Article XI, Section 7 and California Government Code Section 37100.

WHEREAS, the City of Highland has adopted regulations governing the possession, use, and enforcement of fireworks within the City, including provisions establishing both administrative citation procedures and criminal enforcement mechanisms; and

WHEREAS, the City Council previously amended the Highland Municipal Code to strengthen enforcement of fireworks violations, including increasing administrative citation fines in order to deter unlawful activity; and

WHEREAS, despite these regulations, the unlawful use and discharge of fireworks continues to occur within the City, particularly during and around the Fourth of July and other events, posing risks to life, property, and public safety; and

WHEREAS, the City Council has determined that certain provisions of the Highland Municipal Code related to penalties and enforcement may benefit from clarification to more clearly distinguish between enforcement mechanisms and to ensure consistent and effective application of the law; and

WHEREAS, the City Council finds that authorizing the use of third-party services for administrative fines will improve the City’s ability to enforce its regulations and recover lawfully imposed penalties; and

WHEREAS, the City Council finds that clarifying and refining these provisions will promote fairness, improve enforceability, and further the City’s interest in protecting the public health, safety, and welfare;

NOW, THEREFORE, the City Council of the City of Highland does hereby ordain as follows:

Section 1. **Code Amendment.** Section 8.58.050 (Seizure and disposal) of Chapter 8.58 (Fireworks) of Title 8 (Health and Safety) of the Highland Municipal Code is hereby renamed as “Enforcement, seizure and disposal” and amended to read as follows, with additions shown in underlined text:

“§ 8.58.050 **Enforcement, seizure and disposal.**”

“A. It shall be the duty of the fire chief and his or her authorized representatives and the police chief and his or her authorized representatives, or any of the city employees identified in HMC § 2.56.030 to enforce the provisions of this chapter.

Section 2. **Code Amendment.** Section 8.58.060 (Penalties) of Chapter 8.58 (Fireworks) of Title 8 (Health and Safety) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text and deletions shown in strikethrough text:

“§ 8.58.060 Penalties.

A. Any person who violates any provision of this chapter may be subject to prosecution as ~~either an infraction or~~ a misdemeanor as set forth in Chapter 1.24 HMC.

B. Any person who violates any provision of this chapter may be issued an administrative citation pursuant to Chapter 2.56 HMC.

1. A violation of any provision of this chapter is subject to an administrative citation in the amount of \$2,000 for each violation, ~~pursuant to the procedures set forth in Chapter 2.56 HMC.~~ Such administrative remedy may be exercised in place of, or in addition to, any administrative, criminal, civil, or equitable remedy allowed by law.

~~**C.** If a person who violates any provision of this chapter is charged with a misdemeanor, upon conviction that person shall be punished by a fine of not more than \$1,000, or by imprisonment in the county jail for a period not exceeding one year, or by both such fine and imprisonment.~~

~~**DC.** A person is guilty of a separate offense for each and every day or portion thereof during which he or she commits, continues or permits a violation of this chapter.~~

~~**ED.** Nothing in this chapter shall be interpreted to limit any of the penalties provided for under the California Health and Safety Code or Penal Code with regard to the sale, use, possession, delivery and/or transportation of dangerous fireworks.”~~

Section 3. **Code Amendment.** Section 2.56.100 (Administrative citations) of Chapter 2.56 (Administrative Citation Process) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text:

“§ 2.56.100 Administrative citations.

A. Any person violating any provision or failing to comply with any requirement of the municipal code or any other code adopted by the municipal code may be issued an administrative citation by an enforcement officer, as provided in this chapter. The issuance of an administrative citation shall not preclude prosecution of another offense in accordance with Chapter 1.24 HMC.

B. A continuing violation or failure to comply with any requirement of the municipal code or of any other code adopted by the municipal code constitutes a separate and distinct violation each and every day that said violation or failure exists.

C. A citation fine or penalty shall be assessed by means of an administrative citation issued by the enforcement officer and shall be payable directly to the city or, at the city's election, to a third-party agency or other authorized entity, who shall collect the fine or penalty on the City's behalf.

D. Fines or penalties assessed by means of an administrative citation shall be collected in accordance with the procedures specified in this chapter.

Section 4. Code Amendment. Section 2.56.110 (Administrative citation fines and penalties assessed) of Chapter 2.56 (Administrative Citation Process) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text and deletions shown in strikethrough text:

“§ 2.56.110 Administrative citation fines and penalties assessed.

A. Unless a particular fine or penalty is otherwise specified within the relevant section or chapter of the municipal code or in subsection B of this section, fines and penalties shall be assessed as infractions as follows:

1. A fine of \$100.00 for a first violation;
2. A fine of \$200.00 for a second violation of the same ordinance or permit within one year from the date of the first violation; and
3. A fine of \$500.00 for each additional violation of the same ordinance or permit within one year from the date of the first violation.

B. Violations of any provision or failing to comply with any requirement of the California Building Code, the California Fire Code, the California Electrical Code, the California Plumbing Code, the California Mechanical Code, the California Residential Code, the California Green Building Standards Code, the California Energy Code, the California Existing Building Code, the California Historical Code, the Property Maintenance Code, and the Uniform Sign Code are exceptions to subsection A of this section, and fines and penalties for these violations or failures are to be assessed as misdemeanors as follows:

1. A fine of \$500.00 for the first violation;
2. A fine of \$750.00 for a second violation of the same section of the same code within one year from the date of the first violation; and
3. A fine of \$1,000 for each additional violation of the same section of the same code within one year from the date of the first violation.

C. All fines and penalties assessed shall be payable to the city within 25 days from the date of service of the administrative citation.

D. Any person who fails to pay to the city any fine or penalty imposed pursuant to the provisions of this chapter on or before the date that the fine is due shall also be liable for the penalty of double the citation amount.

E. The city may collect any past due administrative citation fine or penalty or late payment charge by use of any available legal means. The city may recover its collection costs.

F. The city may, in its discretion, utilize a third-party agency or other authorized entity to collect any unpaid administrative fines, penalties, fees, and costs imposed pursuant to the code,

FG. Any administrative citation fine or penalty paid pursuant to subsection **A** or **B** of this section shall be refunded in accordance with HMC § 2.56.130(F)(4) if it is determined upon appeal that the person charged in the administrative citation was not responsible for the violation or that there was no violation as charged in the administrative citation.

GH. The fine or penalty amount described in subsection **A** and **B** of this section as infraction or misdemeanor amounts shall have no bearing on the city attorney or district attorney's determination in Chapter **1.24** HMC to prosecute the matter as an infraction or a misdemeanor.”

Section 5. Code Amendment. Section 2.56.170 (Administrative citation fines and penalties assessed) of Chapter 2.56 (Administrative Citation Process) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text:

“§ 2.56.170 Notices.

A. Any and all notices or decisions required to be given by the provisions of this chapter shall be served on the property owner by registered or certified mail, return receipt requested as set forth in HMC § 2.56.040. The notices or decisions shall be addressed to the property owner, including the address provided on forms required by the provisions of this chapter. Personal service may be substituted for mailed notices. Actual notice shall be deemed adequate notice regardless of the method of service. Failure to receive any notice shall not affect the validity of any proceedings conducted hereunder.

B. If a third-party agency or other authorized entity is used to administer the administrative citations, the initial notice of the administrative citation required to be given by the provisions of this chapter shall be served on the property owner by registered or certified mail, return receipt requested as set forth in HMC § 2.56.040 and any subsequent notices, including notices of delinquent payment may be sent by first class mail.”

Section 6. CEQA.

The Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the adoption of the Ordinance will have a significant effect on the environment.

Section 7. Severability.

If any one or more of the terms, provisions or sections of this Ordinance shall to any extent be judged invalid, unenforceable and/or voidable for any reason whatsoever by a court of competent jurisdiction, then each and all of the remaining terms, provisions and sections of this Ordinance shall not be affected thereby and shall be valid and enforceable.

Section 8. Publication.

The City Clerk is directed to publish this Ordinance as required by law prior to the expiration of fifteen (15) days after its passage.

PASSED, APPROVED AND ADOPTED this ____ day of May, 2026.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

APPROVED AS TO FORM:

Maricela Marroquin
City Attorney



Staff Report

to the City Council

Agenda
Item
No.6.

Date: April 28, 2026
From: Carlos Zamano, City Manager
Reviewed By: Carlos Zamano, City Manager
Prepared By: Tish Nava-Cruz, Director of Administrative Services/City Treasurer
Subject: Purchase of a New Ford F250 4X4 Truck for 2nd Battalion Chief

Recommendation:

1. Waive formal contract procedures per Municipal Code Section 2.40.100 for which the City's best interests are served;
2. Approve the purchase (using the State Contract 1-22-23-20F | CLIN: 36) and equipping of a new 2026 Ford F250 Supercab pickup 4x4 for the second Battalion Chief;
3. Authorize the City Manager to sign purchase and build-out agreements; and
4. Approve the following budget adjustment: Transfer \$150,000 from 029-2512 (Vehicle Replacement Reserves) to be expended from 029-2100-6060 (Vehicles).

Fiscal Impact:

Amount not-to-exceed \$150,000. Attached is a quote from Downtown Ford Sacramento for a 2026 Ford F250 Supercab pickup in the amount of \$58,058.07.

Public Notice:

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Background:

On June 24, 2025, the City entered into a five-year agreement with CAL FIRE for fire services covering the period of July 1, 2025 through June 30, 2030. As part of this agreement, the City is responsible for funding a second Battalion Chief (BC) position beginning in Fiscal Year 2026/2027, effective July 1, 2026. The addition of a second BC will enhance supervisory coverage, improve incident management capacity, and support increasing service demands within the City.

At the time the agreement was approved, CAL FIRE was evaluating whether a shared BC vehicle could be provided to the City. Due to significant growth in responsibilities and staffing needs in the past year for CAL FIRE's San Bernardino Unit, they are unable to supply a shared vehicle to the City. It is therefore necessary for the City to provide a dedicated vehicle to support the new BC position for the following reasons:

- Battalion Chiefs are frequently assigned to simultaneous incidents, requiring independent and immediate response capabilities;
- Coverage areas and shift assignments often place Battalion Chiefs in different geographic locations, making vehicle sharing impractical and potentially delaying emergency response times;
- Each Battalion Chief must have continuous access to specialized equipment, communications systems, and incident command tools that are installed in their assigned vehicle; and
- Operational readiness standards necessitate that command staff maintain dedicated vehicles to ensure uninterrupted service during emergency and non-emergency responses.

Based on prior procurement, staff estimates the cost of the vehicle and necessary outfitting to be approximately \$150,000, broken down as follows:

- Vehicle Purchase: \$58,058.07 (Process Purchase Order by May 1, 2026, to lock in quote from Downtown Ford Sacramento. Otherwise, we could be looking at a 2027 model that is 5% more expensive.
- Vehicle Build-Out and equipment: Approximately \$91,940, including installation of a camper shell, command box, deck radios, lighting package (emergency lighting, sirens system and command-grade wiring), radios, battery management system, decals and identification, and minor contingency for price fluctuations and additions.

If approved, staff will place an order and the truck should be ready in approximately five to seven months (September – November). Should the new BC start prior to this timeframe, CAL FIRE has agreed to provide the City's Fire Department a loaner vehicle until the City receives delivery of the new vehicle.

Attachments:

1. Battalion Chief Vehicle Quote

Attachment 1
Battalion Chief Vehicle Quote

525 N16TH STREET, SACRAMENTO, CA 95811
 PHONE: 916-299-3529

QUOTE

Customer

Name LIZ BROWN - CITY OF HIGHLAND FIRE
 Address 26974 BASELINE ST
 City HIGHLAND State CA Zip 92346
 Phone 909-361-1251 // SEAN: 909-680-9526

DATE 4/9/2026
 SALES REP AARON
 PHONE 916-929-0577
 FOB SACRAMENTO

Qty	Description	Unit Price	TOTAL
1	2026 FORD F250 SUPERCAB PICKUP 4X4 6 3/4' BED STATE OF CALIFORNIA CONTRACT: 1-22-23-20F CLIN: 36 EXTERIOR COLOR: Z1 - OXFORD WHITE	\$48,792.00	\$48,792.00
OPTIONS			
PRICING BELOW SUBJECT TO CHANGE			
1	X4M - 4.30 ELECTRONIC LOCK REAR AXLE	\$430.00	\$430.00
1	43C - 110V / 400W OUTLET	\$225.00	\$225.00
1	TBM - ALL TERRAIN TIRES	\$165.00	\$165.00
1	17X - FX4 OFF ROAD PACKAGE	\$600.00	\$600.00
1	67H - HD SERVICE SUSPENSION	\$125.00	\$125.00
1	18B - RUNNING BOARDS	\$445.00	\$445.00
1	86M - DUAL BATTERY	\$210.00	\$210.00
1	67B - DUAL EXTRA HEAVY DUTY ALTERNATOR	\$215.00	\$215.00
1	96D - XL DRIVER ASSIST PACKAGE	\$730.00	\$730.00
1	85S - SPRAY-IN BEDLINER	\$625.00	\$625.00
1	CKE - EXTRA KEY W/ KEY FOB	\$299.00	\$299.00
1	DOC FEE	\$85.00	\$85.00
SALES TAX CALCULATED AT: 7.750%			
BASED ON REGISTRATION ADDRESS			

SubTotal	\$52,946.00
DELIVERY	\$1,000.00
SALES TAX	\$4,103.32
CA Tire Tax	\$8.75
TOTAL	\$58,058.07

Payment Details

Cash
 Check
 Credit Card

Name _____
 CC # _____
 Expires _____

Office Use Only

\$500 DISCOUNT WITH PAYMENT IN 20 DAYS



Staff Report

to the City Council

Agenda
Item
No.7.

Date: April 28, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)

Recommendation:

Discussion and possible action.

Fiscal Impact:

None

Public Notice:

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Background:

Attachments:

None



Staff Report

to the City Council

Agenda
Item
No.8.

Date: April 28, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Recommendation:

Discussion and possible action.

Fiscal Impact:

None

Public Notice:

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Background:

Attachments:

None