

Call to Order

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Invocation

The invocation was given by Pastor Scott Stevenson, Immanuel Baptist Church.

Pledge of Allegiance

The Pledge of Allegiance was led by Councilmember Hogan.

Roll Call

Present: Hogan, McCallon, Saldana, Timmer

Absent: Lilburn

Report From Closed Session

None

Special Presentations

Mayor Pro Tem Saldana presented a proclamation proclaiming the month of April as Child Abuse Prevention Month to Ashley Brooksher representing the San Bernardino County Children Network.

Public Comment

Chris Nielsen and Jane Bouch representing the Highland Area Chamber of Commerce spoke regarding upcoming events.

Abigail Munoz, from Cal State San Bernardino School of Social Work spoke about their senior population advocacy project.

City Council Business**1. Across the Board Adjustment for All Employees**

Director of Administrative Services Nava-Cruz stated the Finance/Personnel Subcommittee recommended the approval of a 5% cost-of-living adjustment (COLA), effective July 1, 2026, for all City employees, including unrepresented staff, management personnel, department directors, assistant directors, and the City Manager. This adjustment was previously deferred due to budget considerations related to state funding. However, updated financial information indicates the city is now in a position to proceed with implementing this adjustment. Additionally, the increase is accounted for in the 2026-2027 budget, therefore, no further modifications are necessary at this time.

City Attorney Marroquin stated this is an across the board (COLA) applied to all employees. In accordance with Government Code Section 54953, the legislative body is required to report a summary of any recommendations related to salary or compensation for local agency executives, including department heads and the City Manager. Therefore, we will be providing this oral report accordingly. Current monthly salaries for the positions of Assistant Community Development Director, Assistant Director of Administrative Services, Assistant Public Works Director, Building Official, City Clerk, City Manager, Community

Development Director, Director of Administrative Services, Public Services Manager, Public Works Director, City Engineer, and Public Works Manager are detailed on page two of the staff report. This section specifies each position's current salary and the new salary if the proposed 5% COLA is implemented. Additionally, the increase applies solely to salaries and does not extend to any other types of benefits.

Councilmember Timmer stated the City Council discussed this during the regular budget process, and the implementation of the second phase of the increase was deferred due to uncertainties related to state financial issues. These concerns have since been addressed, and City Council is proceeding with the plan that was established over a year ago.

A MOTION was made by Councilmember Timmer, seconded by Councilmember McCallon to approve Resolution No. 2026-012 approving a 5% cost-of-living adjustment (COLA) effective July 1, 2026, for all City employees, including unrepresented employees and management classifications such as department directors, assistant directors, and City Manager. Motion carried, 4-0, with Mayor Lilburn being absent.

RESOLUTION NO. 2026-012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,
ESTABLISHING EMPLOYEE SALARIES

City Council Consent Calendar

A MOTION was made by Councilmember McCallon, seconded by Councilmember Timmer to approve the consent calendar as submitted. Motion carried on a roll call vote, 4-0, with Mayor Lilburn being absent.

2. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
3. Minutes - March 10, 2026 Joint City Council Regular Meeting & Housing Authority Special Meeting
Approved the Minutes as submitted.
4. Treasurer's Report for February 2026
Received and filed the Treasurer's Report for February 2026.
5. Warrant Register No. 788
Approved Warrant Register No. 788; Warrants in the amount of \$3,689,361.23 and Payroll in the amount of \$280,684.05.
6. Claim Considerations
Rejected all claims.
7. Second Reading of Ordinance No. 479 Amending Highland Municipal Code Section 3.08.080 Relating to Monetary Settlement Authority for Tort Liability Claims
Conducted a second reading and adopted Ordinance No. 479 amending subsections B, C, and D of Section 3.08.080 of the Highland Municipal Code to Revise Monetary Settlement Thresholds for Tort Liability Claims.

ORDINANCE NO. 479

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTION 3.08.080 OF THE HIGHLAND MUNICIPAL CODE RELATING TO MONETARY SETTLEMENT AUTHORITY FOR TORT LIABILITY CLAIMS

8. Second Reading of Ordinance No. 480 Amending Highland Municipal Code Section 2.15.035 to Incorporate SB 827 Financial and Fiscal Training Requirements and Expanded Ethics Training Obligations

Conducted a second reading and adopted Ordinance No. 480 amending Section 2.15.035 of the Highland Municipal Code to:

1. Incorporate fiscal and financial oversight training requirements mandated by SB 827 for covered local agency officials; and
2. Update and expand ethics training requirements to reflect current State law.

ORDINANCE NO. 480

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTION 2.15.035 (MEMBERSHIP - COMMISSIONER RESPONSIBILITIES) OF CHAPTER 2.15 (GENERAL PROVISIONS APPLICABLE TO COMMISSIONS, BOARDS, AND COMMITTEES) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE MUNICIPAL CODE TO INCLUDE REQUIRED FINANCIAL TRAINING AND EXPANDED ETHICS TRAINING

9. Second Reading of Ordinance No. 481, an Amendment to Title 5, Chapter 5.04, Section 5.04.160 of the City of Highland Municipal Code (Business License)

1. Conducted a second reading and subsequently adopted Ordinance No. 481 amending Section 5.04.160 (License Fee-Payment Due Dates) of the Highland Municipal Code amending the term and collection of the fee for new business licenses; and
2. Making a finding of exemption under the California Environmental Quality Act.

ORDINANCE NO. 481

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTION 5.04.160 (LICENSE FEE - PAYMENT DUE DATES) OF CHAPTER 5.04 (BUSINESS LICENSES GENERALLY) OF TITLE 5 (BUSINESS LICENSES AND REGULATIONS) OF THE HIGHLAND MUNICIPAL CODE AMENDING THE TERM AND COLLECTION OF THE FEE FOR NEW BUSINESS LICENSES AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

10. TDA Article 3 Grant Claim Resolution for the Boulder Avenue & Webster Street School Area Sidewalk Gap Closure Project (SWK26001)

1. Adopted Resolution No. 2026-013 authorizing the submittal of periodic claims to the San Bernardino County Transportation Authority (SBCTA) for Transportation Development Act (TDA) Article 3 funds in the amount of \$357,700 for the Boulder Ave. & Webster St. School Area Sidewalk Gap Closure Project (SWK26001);
2. Authorized the Public Works Director/City Engineer to execute the claim documents;

3. Adopted Resolution No. 2026-014 approving the Amended Measure I Five-Year Capital Improvement Program (Fiscal Years 2025/2026 through 2029/2030);
4. Approved a budget adjustment for the use of \$357,700 in TDA Article 3 funds (Expenditure Acct #005.8320.6550, Revenue Acct# 005.8320.7205); and
5. Approved a budget adjustment to use to \$372,300 from the Measure I fund balance (Acct# 017-2100) to be expended from the Traffic Improvements Account (Acct# 017-8350-6550) for the project.

RESOLUTION NO. 2026-013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AUTHORIZING SUBMITTAL OF A CLAIM TO THE SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY FOR TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 FUNDS FOR THE BOULDER AVENUE & WEBSTER STREET SCHOOL AREA SIDEWALK GAP CLOSURE PROJECT

RESOLUTION NO. 2026-014

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING THE AMENDED MEASURE I FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FY2025/2026 THROUGH FY2029/2030

11. Bid Award - Bid No. 2026-03, "Tree Trimming and Arborist Services" Agreement
 1. Awarded the on-call contract for Bid No. 2026-03, "Tree Trimming and Arborist Services Agreement" to the lowest responsive bidder, West Coast Arborist, Inc; and
 2. Authorized the City Manager to execute up to four, one-year extensions to the agreement.

12. Contract Change Order and Contingency Authorization - Financial Management Software Upgrade (Work Program HP+)
 1. Approved a contract change order with Tyler Technologies for additional implementation services related to the Financial Management Software upgrade to Enterprise (Munis); and
 2. Authorized a 10% contingency on the revised implementation contract amount to address unforeseen necessary system configuration and integration modifications identified during implementation with change orders to be signed by the City Manager.

13. Notice of Completion - Bid No. 2024-02, "Highland Natural Parkland Trail Project" (Project No. TRA20001)
 1. Accepted Bid No. 2024-02, "Highland Natural Parkland Trail Project" (Project No. TRA20001) as complete;
 2. Authorized the Mayor to sign the Notice of Completion; and
 3. Directed the City Clerk to file the Notice of Completion.

14. Design Award for the Base Line and Greenspot Road Connected Smart Corridors Project (Project No. SIG25002)
 1. Approved the proposal from AGA Engineers, Inc. (AGA) to provide traffic engineering, design, and construction management services for the Base Line and Greenspot Road Connected Smart Corridors Project in the amount of \$378,274.58; and
 2. Authorized the City Manager to approve contract amendments up to 10% of the contract amount.

15. Joint Powers Authority (JPA) for the Establishment of a San Bernardino Regional Housing Trust (SBRHT)

Recommended not to participate in the San Bernardino Council of Government's (SBCOG) proposed SBRHT and JPA.

City Council Public Hearing

16. Ordinance Adding a New Chapter to the Highland Municipal Code Regarding Electronic Bikes, Scooters, and Skateboards (Electric Mobility Devices)

Mayor Pro Tem Saldana opened the public hearing.

Public Works Director/City Engineer Duran Jr. stated this item is a proposed ordinance for the use of E-bikes and other electric mobility devices, such as scooters and skateboards. These devices have gained popularity over the years, and recently, have received numerous requests and complaints from residents concerning unsafe behavior exhibited by some users. The purpose of the ordinance is not to prohibit the use of these devices but to establish clear guidelines for their safe operation on public facilities and roadways. Since January 2026, there have been five reported collisions involving these devices, with four of the incidents indicating the device user was at fault. Staff consider implementing regulations to enhance safety within the community, benefiting not only E-bike and device users but all roadway participants, including drivers and pedestrians. The ordinance outlines specific behaviors that are considered unsafe, such as excessive speeding, performing stunts, and failing to yield, all of which are explicitly defined within the document. Enforcement will be carried out by the Police Department, with an emphasis on education as the initial approach. This will be followed by citations and, when appropriate, confiscation of the devices. While enforcement will be at the officer's discretion, the ordinance provides a clear framework for applying these rules consistently. Additionally, this ordinance has been reviewed and recommended for approval by the Public Safety Subcommittee and seeks City Council approval to move forward.

Councilmember McCallon inquired if E-bikes are prohibited from being used on sidewalks.

Public Works Director/City Engineer Duran Jr. stated that is correct.

Councilmember McCallon stated it is observed that parents allow children as young as 12 years old or younger to use E-bikes, often with multiple children at once, engaging in unpredictable and potentially unsafe behaviors.

This ordinance is appropriate, and parents will recognize the importance of taking responsibility for supervising and guiding their children to ensure safety.

Councilmember Timmer inquired whether this ordinance relates to the claim currently listed on the agenda regarding an E-bike incident.

Public Works Director/City Engineer Duran Jr. stated there is no connection to the claim.

Mayor Pro Tem Saldana asked if there were any questions from the public? Seeing none, he closed the public hearing and brought it back to City Council for deliberation.

A MOTION was made by Councilmember McCallon, seconded by Councilmember Hogan to:

1. Introduce and conduct a first reading of an ordinance entitled, An Ordinance of the City Council of the City of Highland, California adding a new Chapter 8.60 "E-Bikes" to Title 8 "Health and Safety" of the City Municipal Code; and
2. Make a finding of Exemption pursuant to the California Environmental Quality Act Section 15061(B)(3). Motion carried, 4-0, with Mayor Lilburn being absent

City Clerk Muñoz introduced Ordinance No. 482.

ORDINANCE NO. 482

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ADDING A NEW CHAPTER 8.60 "E-BIKES" TO TITLE 8 "HEALTH AND SAFETY" OF THE CITY'S MUNICIPAL CODE, AND MAKING A FINDING OF EXEMPTION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT SECTION 15061(B)(3)

Which title was read.

17. City Council Monthly Compensation Adjustment

Mayor Pro Tem Saldana opened the public hearing.

City Manager Zamano stated on January 13, 2026, City Council directed staff to prepare an ordinance to increase the monthly compensation for Councilmembers to \$1,600. This adjustment aligns with state regulations and is scheduled to take effect following the Municipal Election in November 2026. The fiscal impact of this adjustment is estimated at \$48,240.60 per year. The current budget includes accommodation funds to support this increase in City Council compensation.

Councilmember McCallon asked if City Manager Zamano could provide further details regarding the increases in compensation awarded to Councilmembers in previous years?

City Manager Zamano stated since 2013, the City Council has been compensated at a rate of \$795.99 per month. For many years, this amount has been less than half of what the Councilmembers are entitled to under state law. Prior to that, the compensation was lower. Therefore, it is appropriate for the City Council to receive an increase in recognition of their contributions.

Councilmember McCallon stated the City Council has the capacity to increase salaries by 5% annually and has not implemented this practice. In effect, the current proposal reflects the level that would have been reached had 5% annual increases been implemented historically.

City Attorney Marroquin stated this law went into effect in 2023, allowing the increase to occur up to \$1,600. This has been in effect for several years and City Council has not acted on it.

Councilmember McCallon inquired whether \$1,600 is the maximum permissible amount for this size city?

City Manager Zamano stated that is correct.

Councilmember Timmer voiced his concern stating, given the current economic challenges, a 100% increase in salaries or compensation is difficult to justify. Although the City Council has not implemented such an increase in many years, public perception may view this as inappropriate under the present circumstances. Therefore, is unable to support this.

Mayor Pro Tem Saldana asked if there were any questions from the public? Seeing none, he closed the public hearing and brought it back to City Council for deliberation.

A MOTION was made by Councilmember Hogan, seconded by Councilmember McCallon, to introduce and conduct a first reading of the City Council Ordinance No. 483, amending Section 2.04.010 (Compensation of Councilmembers) of the Highland Municipal Code to increase compensation of Councilmembers. Motion carried, 3-1, with Councilmember Timmer dissenting and Mayor Lilburn being absent.

City Clerk Muñoz introduced 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

Which title was read.

City Council Legislative

18. America's 250th Anniversary on July 4, 2026

City Manager Zamano gave a brief review of the staff report.

City Council recommended receiving the free official CA 175/America 250 logo from the Governor's Office of California.

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

City Manager Zamano stated the Highland Sheriff's Department for the month of March received 3,430 calls for service, made 359 reports, 132 arrests, issued 72 citations, conducted 221 traffic enforcement stops, responded to 71 traffic collisions, 28 transient calls, and 19 towed vehicles.

The Highland Fire Department for the month of March received 690 calls for service, some of which included: 550 medical aids, 36 traffic collisions, 11 structure fires, 23 other fires, 5 vehicle fires and 17 public service assistances.

The Administrative Services/Finance Department for the month of March issued 46 business licenses, renewed 267 business licenses, issued 109 dog licenses, 84 yard sale permits, and 246 account payable checks.

On Saturday, April 18, from 8:00 a.m. to 12:00 p.m., the Highland Improvement Team (HIT) will host a cleanup event.

On Thursday, April 23, from 8:00 a.m to 12:00 p.m. the city will celebrate Arbor Day at the Daniel D. Yarnell Memorial Park.

On Saturday, May 9, from 8:00 a.m. to 12:00 p.m., the city will host a Compost Giveaway at the City Hall parking lot.

For the month of March, Burrtec completed 216 illegal dumping work orders.

The Community Development Department announced on March 17, the Planning Commission voted 2-3, denying a motion to install a new cell tower by Verizon Wireless at the southeast corner of Base Line and Church Street within East Highlands Ranch. The proposal is a 60' tall faux eucalyptus tree to be built on the south side of the existing Church of God building. Staff is preparing a formal resolution for denial to be considered on April 21.

The 28th Annual Citrus Harvest Festival was a remarkable success, attracting approximately 5,000 local residents. The event featured over 100 vendors, showcased classic cars, hosted the Historic Walking Tour which attracted 40 participants, highlighted performances by the Highland Music Company, and offered numerous enjoyable family activities. Next year's Historic Walking Tour will include the historic bank building scheduled to be restored in 2027 by new owner Brett Waterman, this year's Citrus Harvest Festival Honoree.

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

Councilmember McCallon stated the San Bernardino County Transportation Authority (SBCTA), recently had the opportunity to accept a \$2 million grant from Congressman Pete Aguilar for the Highland/Redlands Regional Connector Gap Project. The event was well attended by Redlands Mayor Mario Saucedo, and SBCTA President Rick Denison. Additionally, there was a separate ceremony at Omnitrans where a \$3 million grant

provided by Congressman Pete Aguilar, was officially presented, with Mayor Lilburn in attendance.

Mayor Pro Tem Saldana stated he attended a public safety event at Serrano Middle School, sponsored by Yuhaaviatam of San Manuel Nation. He expressed his appreciation for their support. These events are valuable in inspiring our community's youth to consider careers in law enforcement and public safety. Additionally, he thanked staff for their efforts in the completion of the Lillian Lane gate installation; it looks excellent and should help in deterring unwanted activity in that area.

Announcements

None

Closed Session

City Attorney Marroquin read the City Council into closed session regarding the following:

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(2)

A point has been reached, where, based on existing facts and circumstances, there is a significant exposure to litigation against the City resulting from a claim submitted by Lucia Cruz related to property damage that occurred to a backyard retaining wall at 28599 Cherokee Rose Drive in the City of Highland on August 1, 2024. The claim that was submitted on March 6, 2025 is available for public inspection at the City Clerk's office.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Name of case: In Re: National Prescription Opiate Litigation, U.S. District Court for the Northern District of Ohio, Case No. 1:17-MD-2804

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(2)

A point has been reached, where, based on the opinion of the City Council, based on existing facts and circumstances, there is a significant exposure to litigation against the City.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Name of case: City of Highland v. Pathak, et. al, San Bernardino County Court Case Number CIVSB2521254

At 7:16 p.m. City Council reconvened into open session.

City Attorney Marroquin stated the City Council met in closed session to discuss four separate items.

Conference with Legal Counsel Regarding Anticipated Litigation Government Code Section 54956.9(d)(2). Direction was provided by City Council to staff, but no reportable action was taken.

Conference with Legal Counsel Regarding Existing Litigation Government Code Section 54956.9(d)(1). The City Council met with respect to the national prescription opioid litigation. Direction was provided to staff, but no reportable action was taken.

Conference with Legal Counsel Regarding Anticipated Litigation Government Code Section 54956.9(d)(2). A discussion was made, but no reportable action was taken.

Conference with Legal Counsel Regarding Existing Litigation Government Code Section 54956.9(d)(1). Direction was provided, but no reportable action was taken.

Adjourn

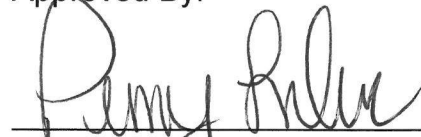
Mayor Pro Tem Saldana adjourned the meeting to Tuesday, April 28, 2026, at 6:00 p.m.

Submitted By:



Alondra Muñoz, CMC
City Clerk

Approved By:



Penny Lilburn
Mayor