

Call to Order

The adjourned 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.

Roll Call

Present: Hogan, Lilburn, McCallon, Saldana
Absent: Timmer

Report From Closed Session

None

Public Comment

None

City Council Consent Calendar

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

1. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
2. Claim Considerations
Rejected all claims.
3. Community Works Design Group LLC, Service Rate Increase (City's Landscape Architect)
 1. Approved 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. Authorized the Mayor to sign the Addendum.

City Council Public Hearing

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

Mayor Lilburn opened the public hearing.

City Manager Zamano stated this item is a compensation increase for Councilmembers. During the April 14, 2026 City Council Regular meeting, staff presented this item to City Council and agreed to a monthly compensation increase up to \$1,600 per month in accordance with Government Code Section 36516.

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

A MOTION was made by Councilmember McCallon, seconded by Mayor Pro Tem Saldana to 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. Motion carried on a roll call vote, 4-0, with Councilmember Timmer being absent.

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

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

Mayor Lilburn opened the public hearing.

Code Enforcement Officer Owens stated this item is an amendment to the Highland Municipal Code related to fireworks enforcement to provide an option for third-party collection of administrative citations and fines. As the City Council is aware, staff conducted a pilot project which involved staff teams patrolling the city on July 4th. During this initiative, Code Enforcement staff issued approximately 40 administrative citations. One key observation from the pilot program was that the process of collecting fines was lengthy and resource-intensive for staff. To date, less than 50% of the fines have been successfully collected, due to non-compliance with payment plans and lack of response to citations. Once the proposed code amendment is approved to allow the use of third-party services for fine collection, staff will consult with the company currently handling parking citation processing and collections for the city. Should staff reach an agreement to utilize a third-party provider for fireworks-related citations and fine collections, the proposed contract will be presented to the City Council in June for approval.

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

Councilmember McCallon asked what percentage does the third-party vendor deduct from the collection?

Code Enforcement Officer Owens stated staff does not have that information yet. Staff is still looking at the third-party vendor options. That will be one of the questions asked to them, what is their success rate for collecting fees and how do they collect citations that are unpaid.

Mayor Pro Tem Saldana asked what is staff doing about the 13 citations that have gone un-responded?

Code Enforcement Officer Owens stated the citations were submitted to collections.

City Attorney Marroquin clarified the code amendment allows the City flexibility to use a third-party vendor for collections, but it is not obligated. If for a reason, the City can't come to terms this year with a third-party vendor or it does not work out with one that is selected, it could go back to City staff to continue to collect. It's just to add some flexibility while the City tries to understand the best process moving forward.

City Manager Zamano stated even when citations are forwarded to collections, they go unpaid. The City is doing its best to collect these fines.

Councilmember McCallon asked if the third-party vendor contract will come back to the Finance/Personnel Subcommittee for approval?

City Manager Zamano confirmed staff will bring the item to the Finance/Personnel Subcommittee, then to City Council for approval.

Director of Administrative Services/Finance Director Nava-Cruz stated the City has an existing agreement with the vendor who assists with parking citations, and they charge \$1.25 to process each one and a minimum of \$200 a month. They provided a similar quote to take care of fireworks administrative citations. We are seeing if we can use that same vendor to help us with the fireworks administrative citations so they can be the ones sending the notices. This will alleviate staff from having to do it. They don't get a percentage of the citation amount like our collection agency. A quote has already been received from them, which staff has not brought to City Council, but it's similar to our parking citation process.

Councilmember Hogan asked is it possible to attach something to it – maybe a lien on the house? That might be too far, but something with a more teeth in it?

Director of Administrative Services/Finance Director Nava Cruz stated the parking citation process currently does attach it to their DMV. When working with administrative sites, that is part of the contract they provide. If the City chooses to utilize those options, which has not yet been determined, they also offer to attach citations to state refunds and similar mechanisms. It ultimately depends on how the contract is structured.

City Attorney Marroquin added this would have to be explored because there are some limitations on how administrative citations can be collected, which is different from the violations of a parking citation per the Vehicle Code.

Mayor Lilburn stated that the City Council found it important to pursue the citations and that the City should enforce them with stronger measures; otherwise, there is no purpose in having the violation. She suggested reviewing the matter and exploring available alternatives.

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

1. Introduce and conduct a first reading of City Council Ordinance No. 484, 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. Motion carried on a roll call vote, 4-0 with Councilmember Timmer being absent.

City Clerk Muñoz introduced Ordinance No. 484.

ORDINANCE NO. 484

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

Which title was read.

City Council Legislative

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

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

A MOTION was made by Mayor Pro Tem Saldana, seconded by Councilmember McCallon to:

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). Motion carried on a roll call vote, 4-0, with Councilmember Timmer being absent.

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

None.

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

Councilmember McCallon stated he and Mayor Lilburn attended the Arbor Day Tree Planting ceremony at the Daniel D. Yarnell Memorial Park.

Mayor Lilburn thanked staff for keeping the Memorial Park clean. In addition, Councilmember McCallon and herself will be attending the 2026 City County Conference in Lake Arrowhead May 14-15.

Announcements

None.

Closed Session

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

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

City Council reconvened into open session.

City Attorney Marroquin stated the City Council met in closed session on the following items:

Conference with Legal Counsel Potential Litigation Government Code Section 54956.9(d)(4). Direction was reported by staff, but no reportable action was taken.

Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b). No reportable action was taken.

Adjourn

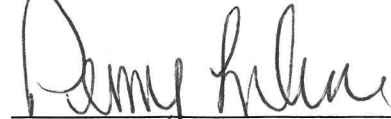
Mayor Lilburn adjourned the meeting in memory of Donald Brubaker and Robert Hooker at 7:00 p.m.

Submitted By:



Alondra Muñoz, CMC
City Clerk

Approved By:



Penny Lilburn
Mayor