



# City of Highland

Jimmy Saldana, Member  
District 2

Penny Lilburn, Member  
District 3

## **Public Safety Subcommittee Special Meeting Agenda**

October 14, 2025 at 5:15 PM

City Hall Upright Conference Room | 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

Lissette Nock, Deputy City Clerk

Michelle Gomez, Assistant Director of Administrative Services

Octavio Duran Jr., Public Works Director/City Engineer

### **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.cityofhighland.org](http://www.cityofhighland.org).

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 \$250 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

### Public Comment

Limited to items on this agenda only. To address the Public Safety Subcommittee, please complete a speaker form located at the entrance prior to the beginning of the meeting. For those wishing to make public comments by email, please submit your comments by 4:15 p.m. on October 14, 2025, to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). Please identify the agenda item number in the subject line. Emailed comments will be distributed to the Subcommittee and retained as part of the public record; however, submissions will not be read out loud during the meeting.

### Business Items

1. Minutes - September 18, 2025 Public Safety Subcommittee Meeting  
Approve the Minutes as submitted.
2. Police Department and Code Enforcement Added Positions Update  
Receive and file.

## Adjourn

---

### Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted on our website at [www.cityofhighland.org](http://www.cityofhighland.org) 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 twenty-four (24) hours prior to the meeting per Government Code Section 54956.



# Staff Report

## to the Public Safety Subcommittee

Agenda  
Item  
No.1.

---

**Date:** October 14, 2025  
**From:** Carlos Zamano, City Manager  
**Reviewed By:** Alondra Muñoz, City Clerk  
**Prepared By:** Lissette Nock, Deputy City Clerk  
**Subject:** Minutes - September 18, 2025 Public Safety Subcommittee Meeting

---

**Recommendation:**

Approve the Minutes as submitted.

**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 Public Safety Subcommittee is required to maintain an official record of its proceedings. Minutes serve as the permanent record of actions taken by the Public Safety Subcommittee and provide transparency to the public regarding the business conducted at each meeting. In accordance with standard practice, the draft minutes from the September 18, 2025 Public Safety Subcommittee meeting have been prepared and are submitted for the Public Safety Subcommittee review and approval.

**Attachments:**

1. Minutes - September 18, 2025 Public Safety Subcommittee Meeting

# Attachment 1 Minutes

**CALL TO ORDER**

The Public Safety Subcommittee special meeting was called to order at 4:16 p.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

**ROLL CALL**

Present: Lilburn, Saldana  
Absent: None

**PUBLIC COMMENT**

None

**BUSINESS ITEMS**

1. Minutes - July 9, 2025 Meeting  
Approved Minutes as submitted.
2. Update on Community Park Safety Improvements on Lillian Drive  
The Subcommittee:
  - 1) Reviewed and recommended Lillian Drive be closed off to pedestrian and vehicle access, contingent upon fence height matching the parks perimeter fence;
  - 2) Add a gate for emergency access only; and
  - 3) Add a Knox Box for emergency access gate.
3. Various Fire Department Items: Assistance by Hire Intent Document, Vehicle Acquisitions, Internship Agreement, and Fire Station No. 3 Patio Project  
The Subcommittee:
  - 1) Reviewed and recommended against the Assistance by Hire (ABH) Intent Document from CAL FIRE;
  - 2) Recommended the planning and acquisition of fire department vehicles, including a new aerial (ladder) truck and squad vehicle be brought to the next Work Program for 2027/2028;
  - 3) An internship agreement with Victor Valley Community College be brought forward to City Council for consideration; and
  - 4) Construction of a covered patio at Fire Station No. 3 be brought to the next Work Program for 2027/2028.

**CLOSED SESSION**

None

**ADJOURN**

There being no further business, Member Lilburn adjourned the meeting at 4:57 p.m.

Submitted by:

Approved by:

---

Lisette Nock, Deputy City Clerk

---

Subcommittee Member



# Staff Report

## to the Public Safety Subcommittee

Agenda  
Item  
No.2.

---

**Date:** October 14, 2025  
**From:** Carlos Zamano, City Manager  
**Reviewed By:** Jeremy Dean, Captain San Bernardino County Sheriff's Department  
Phill Dupper, Lieutenant San Bernardino County Sheriff's Department  
Lawrence Mainez, Community Development Director  
**Prepared By:** Carlos Zamano, City Manager  
**Subject:** Police Department and Code Enforcement Added Positions Update

---

**Recommendation:**

Receive and file.

**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:**

**Additional Deputies**

Prior to the start of the current two-year budget cycle for FY 2025/2026 and FY 2026/2027, the Mayor and City Council were able to work with the Sheriff collaboratively to add five additional Deputies to the Highland contract. The purpose of adding five Deputies was to strengthen patrol operations and set a new minimum level of staffing for each of the four patrol shifts. To add a Deputy to each of the four shifts requires five positions, one extra deputy to cover vacations and mandatory training, etc. Both the City and Sheriff recognized the need to increase the law enforcement contract due to the ongoing addition of several new businesses and housing developments throughout the city.

To ease the cost of this increase, both the City and Sheriff agreed to add three Deputies in FY 2025/2026 and the remaining two Deputies next fiscal year. It was further agreed that the Sheriff would not immediately fill the first three positions to help transition the increased costs over time. As of September 2025, the Police Department has added one Deputy and the remaining two are scheduled to be added in the coming months. Once all three positions have been added and the Deputies complete their required field training programs, they will be assigned to various patrol shifts. The same will happen when the two Deputies are added at the start of next fiscal year.

Once all the five positions are in place and training programs completed, the Police Department will begin operating at the new staffing levels set forth by the City Council and Sheriff. This change to the contract was to increase patrol staffing and does not affect specialized positions such as traffic and quality of life. Due to the sensitive nature of law enforcement staffing, our Sheriff's Station Command Staff welcome each of the City Council Members and City Department Heads to set up individual private meetings where specific details regarding staffing and assignments can be explained in more detail.

### **Code Enforcement Officer**

A new contract Code Enforcement Officer started service the first week of July 2025. Her name is Dixie Vargas with Willdan Engineering. The contract Code Enforcement Officer (Officer) is currently working 40 hours a week and works Wednesday through Saturday from 8 a.m. to 6:30 p.m. The Officer also assists with special food vendor sweeps as periodically scheduled on Friday or Saturday evenings (but also enforces illegal vendors on a daily basis). In addition, the Officer is assisting with other "proactive" code assignments, which could include property maintenance issues in targeted neighborhoods. This proactive approach helps to achieve the goals of the City while bringing in more revenue to be self-sufficient. In January 2026, we plan to meet with this Subcommittee to discuss and evaluate the contract Code Enforcement Officer's 6-month performance period as well as the overall activities of the Code Enforcement Division to determine whether an additional contract Code Officer is warranted/feasible at that time. We anticipate the additional Officer will help with homeless outreach and encampment mitigation/clean-up efforts. This additional position would require City Council approval because it is not included in the two-year budget.

### **Attachments:**

None