



City of Highland

Jimmy Saldana, Member
District 2

Penny Lilburn, Member
District 3

Public Safety Subcommittee Meeting Agenda

January 13, 2026 at 4:00 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.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

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 3:00 p.m. on January 13, 2026, to publiccomment@highlandca.gov. 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 - October 14, 2025 Public Safety Subcommittee Special Meeting

Approve the Minutes as submitted.

2. Regulating the Use of Bicycles and E-Conveyances in Public Areas

Provide input and recommend City Council adopt an ordinance regarding bicycle and e-conveyance restrictions.

3. Base Line Traffic Enforcement

Discuss measures to curb or mitigate traffic-related concerns along the Base Line corridor.

4. Palm Plaza Shopping Center Loitering Complaints (S/W corner of Palm Avenue and Cypress Street)

Hear staff's presentation on enforcement efforts associated with loitering complaints within the Palm Plaza Shopping Center.

Adjourn

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 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: January 13, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Minutes - October 14, 2025 Public Safety Subcommittee Special 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 October 14, 2025 Public Safety Subcommittee meeting have been prepared and are submitted for the Public Safety Subcommittee's review and approval.

Attachments:

1. Minutes - October 14, 2025 Public Safety Subcommittee Special Meeting

Call to Order

The Public Safety Subcommittee special meeting was called to order at 5:17 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 - September 18, 2025 Public Safety Subcommittee Special Meeting
Approved Minutes as submitted.
2. Police Department and Code Enforcement Added Positions Update
Captain Dean and Lieutenant Dupper from the San Bernardino County Sheriff's Department provided the Subcommittee with an update regarding vacant positions.

City Manager Zamano provided the Subcommittee with an update regarding the new contract Code Enforcement Officer, Dixie Vargas.

The Subcommittee recommended scheduling a follow-up meeting in three (3) months to review the updates.

Closed Session

None.

Adjourn

There being no further business, Member Lilburn adjourned the meeting at 5:55 p.m.

Submitted by:

Approved by:

Lissette Nock, Deputy City Clerk

Subcommittee Member



Staff Report

to the Public Safety Subcommittee

Agenda
Item
No.2.

Date: January 13, 2026
From: Carlos Zamano, City Manager
Reviewed By: Octavio Duran, Public Works Director/City Engineer
Prepared By: Octavio Duran, Public Works Director/City Engineer
Subject: Regulating the Use of Bicycles and E-Conveyances in Public Areas

Recommendation:

Provide input and recommend City Council adopt an ordinance regarding bicycle and e-conveyance restrictions.

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 City of Highland (City), like many cities throughout California and the country, has experienced a significant rise in the use of electric bicycles (e-bikes) and other electric conveyances (e—conveyances), such as electric scooters and skateboards on city streets, sidewalks, and other public places. While these devices provide sustainable and accessible transportation alternatives, they have also led to an increase in safety concerns—particularly around their operation in public areas where they may conflict with vehicles and pedestrians.

In recent months, community members have increasingly expressed concern regarding unsafe behaviors associated with e-conveyance use. These behaviors include riding at excessive speeds, performing stunts or wheelies in active traffic, ignoring traffic signals and signs, riding without helmets, and carrying multiple riders on a single device. These actions increase the potential for collisions and injuries and have raised significant public safety concerns. National data reinforces these community concerns and local trends. According to the U.S. Consumer Product Safety Commission (CPSC), injuries associated with e-bikes, e-scooters, and similar devices have increased by more than 20% each year. From 2017 to 2022, the CPSC reported 233 related fatalities nationwide, underscoring the urgency for cities to adopt regulations that help mitigate risk and protect all users of public spaces.

In response to these challenges, the City is exploring strategies to balance the benefits of e—conveyances with the need to ensure safety, accessibility, and the preservation of public property. In line with other nearby agencies, the City is proposing an ordinance as a proactive

step toward addressing these issues through clear regulations, which are part of the City's comprehensive approach to enhancing safety and supporting the quality of life for all residents.

In California, e—bikes are regulated under the California Vehicle Code (CVC) as conventional bicycles and must obey most all the same regulations as non—motorized bicycles. E—bikes are defined by the CVC as bicycles with an electric motor of less than 750 watts and fully operable pedals. There are three classes of e—bikes codified in Section 312.5 of the CVC:

Class 1: Pedal—assist only, with motor assistance up to 20 mph

Class 2: Pedal—assist and includes a throttle, with motorized assistance up to 20 mph

Class 3: Pedal—assist only, with motor assistance up to 28 mph (all operators must be at least 16 years old, must wear a safety helmet, and must not transport passengers)

It is important to distinguish these devices from electric "off-highway motorcycles," which are becoming increasingly common. Despite their off-road-only classification, they are frequently mistaken for standard c—bikes, complicating enforcement and increasing risk. Electric off-highway motorcycles (e.g., Sur—ron, Talaria, E Ride Pro) are not classified as e—bikes because they do not have operable pedals and often exceed power limits outlined in the California Vehicle Code. As such, they are not street legal and may be subject to impoundment and citation if operated on any publicly-owned property, including but not limited to a public street, sidewalk, public right of way, park, bicycle path or trail, or any other public area open for vehicle or pedestrian travel. They are only permitted in areas designated for off—highway vehicle recreation or on private property with the owner's permission. These vehicles are not eligible for highway registration and cannot be modified for on-road use unless they were originally manufactured and certified for dual-purpose operation.

The California Vehicle Code provides express authority to cities to enact ordinances regulating the time, place and manner of bicycles and e—conveyances for the purpose of assuring the safety of pedestrians, including persons with disabilities and others using sidewalks, bike paths, pathways, trails, bike lanes, streets, roads, and highways. The proposed ordinance includes the following key provisions designed to enhance public safety and address concerns related to the use of bicycles and e—conveyances on public property:

- Prohibits riding a bicycle or e—conveyance in an unsafe manner on any publicly-owned property.
- Defines an "unsafe manner" to include violations of state or local traffic laws, as well as behaviors that endangers the operator, passenger, motorists, other riders, pedestrians, or public property. Examples of unsafe behavior include riding against traffic, disobeying signs, carrying passengers on single—rider devices, racing, performing stunts or wheelies, or operating without proper control.
- Prohibits the use of handheld wireless devices while riding unless operating hands—free and voice-activated devices.
- Restricts riding areas, including prohibiting use on sidewalks (with limited exceptions), parks (except on designated paths), landscaped areas, fields, and in City—owned parking lots.
- Clarifies rules for off-highway electric motorcycles (e.g., Sur—Ron, Talaria), which are not street legal and are prohibited on all public property unless in a designated off-highway vehicle area
- Reinforces helmet requirements, including state—mandated helmet use for operators under 18 years old and all operators and passengers of Class 3 e—bikes, regardless of age.

- Reaffirms requirements to always yield to pedestrians when emerging from an alley, driveway, bicycle path, building or otherwise approaching upon a sidewalk or sidewalk area.
- Requires riders to ride in single file, and not more than two abreast except on paths or parts of a roadway set aside for the exclusive use of bicycles.
- Requires all bicycles and e—conveyances to comply with equipment standards outlined in CVC Section 21201.
- Prohibits parking bicycles and e-conveyances in a manner that obstructs pedestrian pathways or violates posted parking regulations.
- Outlines enforcement protocols, including penalties and fines, and allows for the impoundment of devices operated by minors in a dangerous manner.
- Holds parents or guardians accountable for violations committed by minors, including potential civil liability for property damage.

The proposed ordinance includes fines for each violation. Staff is not recommending the confiscation of electric mobility devices due to the logistics involved in the process. The City would need to have a place to store the items, provide the opportunity for an appeal process and designate an appropriate appeal process/body.

These provisions aim to promote responsible use, enhance public safety, reduce property damage, and preserve equitable access to public spaces for all community members. Overall, the proposed ordinance is part of a comprehensive strategy to promote the safe shared use of public areas. It is aligned with a broader vision that seeks not only to regulate and enforce, but also to educate and empower residents to travel safely. Enforcement will be paired with education and awareness campaigns to help both riders and drivers better understand the rules and responsibilities of operating bicycles and e-conveyances within the community. These combined efforts address safety concerns through effective regulation while fostering a safe and active transportation environment for all.

Attachments:

1. Draft Ordinance

ORDINANCE NO. ____

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)

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

WHEREAS, the City of Highland (“City”) is committed to ensuring the public health, safety and welfare of its residents and visitors; and

WHEREAS, the City recognizes the importance of fostering sustainable transportation options while maintaining public safety and accessibility for all users of public spaces; and

WHEREAS, electric mobility devices (electric bicycles, scooters, and similar devices) have become increasingly popular modes of transportation and recreation within the City; and

WHEREAS, the use of electric mobility devices in public spaces presents both benefits and challenges, including safety concerns for riders, pedestrians, and motorists; and

WHEREAS, the City has observed a significant increase in traffic incidents involving electric mobility device users and motor vehicles with their increasing popularity, often due to the ability of such devices to reach higher speeds and the unsafe riding practices of such devices by riders; and

WHEREAS, the public has expressed concerns regarding the unsafe operation of electric mobility devices, including reckless riding behaviors that pose risks to riders, pedestrians, drivers, and others in public spaces; and

WHEREAS, the City aims to promote the safe use of electric mobility devices by implementing regulations that align with state law and best practices in transportation safety; and

WHEREAS, the City recognizes that providing clear guidelines for the operation of electric mobility devices in public spaces will improve the quality of life for all residents and visitors.

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

Section 1. Code Addition. A new Chapter 8.60 (Electric Bikes and Electronic Mobility Devices) is hereby added to Title 8 (Health and Safety) of the City of Highland Municipal Code to read as follows:

"Chapter 8.60 Electric Bikes and Electronic Mobility Devices

Sections:

- 8.60.010 Definitions.
- 8.60.020 Operation.
- 8.60.030 Enforcement.
- 8.60.040 Exceptions.

8.60.010 Definitions.

For the purposes of this chapter, unless otherwise specifically provided, the words and phrases used in this chapter are defined as follows:

"Bicycle" has the same meaning as defined in California Vehicle Code Section 231, as it may be amended from time to time.

"City" means the City of Highland.

"Electronic Mobility Device" means any electric bicycle or e-bike, pocket bike, electric scooter, electrically motorized skateboard, or other device that is designed to convey one or more people and is capable of being powered by human propulsion or electric motor propulsion.

"Electric Bicycle" or "E-Bike" has the same meaning as defined in California Vehicle Code Section 312.5, as it may be amended from time to time, and which, as of the date of the adoption of this section, provides that an "electric bicycle" is a bicycle equipped with fully operable pedals and an electric motor that does not exceed 750 watts, and are categorized under Class 1, Class 2, and Class 3.

"Electrically Motorized Board" has the same meaning as defined in California Vehicle Code Section 313.5, as it may be amended from time to time.

"Electric Personal Assistive Mobility Device" has the same meaning as defined in California Vehicle Code Section 313, as it may be amended from time to time.

"Minor" means any person under the age of eighteen.

"Motorized Scooter" has the same meaning as defined in California Vehicle Code Section 407.5, as it may be amended from time to time.

"Off-Highway Motorcycle" has the same meaning as defined in California Vehicle Code Section 436, as it may be amended from time to time.

"Operator" means a person who operates and/or controls an electric mobility device.

"Pedestrian" has the same meaning as defined in California Vehicle Code Section 467, as it may be amended from time to time.

"Pocket Bike" has the same meaning as in California Vehicle Code Section 473, as it may be amended from time to time.

"Public area" means any outdoor area, public alley, parkway, public transportation path, roadway, right-of-way, sidewalk, park, trail, paseo, pathway or street that is owned, granted by easement, operated or controlled by the City.

"Unsafe manner" is defined as an act in violation of the City Municipal Code, California Vehicle Code, or any other applicable state or federal law. For purposes of this section, operation of a bicycle or e-conveyance in an "unsafe manner" also includes operating in such a way that constitutes a danger to the operator, passenger, other motorist, other rider, pedestrian, or property.

"Vehicle" has the same meaning as in California Vehicle Code Section 670, as it may be amended from time to time.

8.60.020. Operation.

A. No person shall operate or ride an electric mobility device: (i) upon any public sidewalk; (ii) in any public drainage facility, culvert, ditch, or channel; (iii) outside of any roadway or other paved public area; (iv) in or upon any public park, athletic field, athletic/sports court, or gymnasium in the city; (v) over any equestrian trail, or hiking or recreational trail.

B. No person shall ride a bicycle, e-bike, moped, motorized scooter, or any other electric mobility device, in an unsafe manner in any public area. Examples of riding in an unsafe manner include, but are not limited to, the following actions:

1. Not yielding to vehicles or pedestrians when required.
2. Operating an electric mobility device in a manner it was not designed for, including carrying passengers when not designed for carrying passengers.
3. Failing to obey posted traffic or other signs.
4. Engaging in racing, speed, or stunt contests.
5. Carrying any package, bundle, item or article which prohibits the operator from having full control and forward visibility at all times.
6. Operating a bicycle or e-conveyance at a speed greater than is reasonable and prudent under the existing conditions taking into account the weather,

pedestrian and vehicular traffic, and the surface and width of the sidewalk or roadway.

7. Performing any acrobatics, tricks, wheelies, or stunts when pedestrians or moving vehicles are present.

C. Operators shall allow the inspection of electric mobility devices upon lawful contact with police officers or code enforcement officers to determine if the rider is legally allowed to operate such electric mobility device.

8.60.030. Enforcement.

A. Any person, including a minor, who violates the provisions of this Chapter shall be subject to penalties, fines, and enforcement procedures set forth in Chapters 1.24 and 2.56 of this Municipal Code.

B. In the case of a minor committing a violation under this chapter, the parent or guardian may be held responsible for the violation and any associated penalties or fines. If the minor's activities result in damage to public property, the city may, pursuant to California Civil Code section 1714.1, pursue a civil complaint against the minor's parent(s) or guardian(s) having custody and control of the minor for every tort resulting in property damage.

8.60.40. Exemptions.

A. The restrictions in this Chapter do not apply to persons with mobility disabilities utilizing a wheelchair or other power-driven mobility device in accordance with the Americans with Disabilities Act (42 U.S.C. Section 12101 et seq.) and Section 36.311 of Title 28 of the Code of Federal Regulations.

B. First responders, as defined under California Government Code Section 8562, are exempt from this Chapter while in the performance of their duties.

Section 2. 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 regulations on the operation of electric mobility devices in public places, as provided in this Ordinance, will not have a significant effect on the environment.

Section 3. Severability. If any sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or otherwise invalid, such a decision shall not affect the validity of the remaining provisions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each sentence, clause or phrase thereof irrespective of the fact that any one or more sentences, clauses or phrases be declared unconstitutional or otherwise invalid.

Section 4. 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.

Section 5. Execution. The Mayor is hereby directed to attest to the adoption of this Ordinance by signing where indicated below.

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

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

APPROVED AS TO FORM:

Maricela Marroquin
City Attorney



Staff Report

to the Public Safety Subcommittee

Agenda
Item
No.3.

Date: January 13, 2026
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
Prepared By: Carlos Zamano, City Manager
Subject: Base Line Traffic Enforcement

Recommendation:

Discuss measures to curb or mitigate traffic-related concerns along the Base Line corridor.

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:

There have been multiple traffic-related accidents along the Base Line corridor west of Victoria Avenue. Some have recently resulted in deaths. As a result of these traffic concerns, Subcommittee Member Jimmy Saldana requested this item be brought forward to this Subcommittee for discussion. The Police Department will provide a verbal report regarding the measures they will take to curb or mitigate the traffic concerns along Base Line.

Attachments:

None



Staff Report

to the Public Safety Subcommittee

Agenda
Item
No.4.

Date: January 13, 2026
From: Carlos Zamano, City Manager
Reviewed By: Lawrence Mainez, Community Development Director
Prepared By: Lawrence Mainez, Community Development Director
Subject: Palm Plaza Shopping Center Loitering Complaints (S/W corner of Palm Avenue and Cypress Street)

Recommendation:

Hear staff's presentation on enforcement efforts associated with loitering complaints within the Palm Plaza Shopping Center.

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:

As a result of a recent complaint from a resident living near the Palm Plaza Shopping Center concerning impacts related to homeless persons loitering within the center (see Attachment A, email from Mr. Craig Dorsey, dated January 6, 2026), staff wanted to take this opportunity to summarize the actions the city has taken and is taking to mitigate this type of issue citywide. First, as it relates to the attached complaint, on January 6, 2026, the Highland Police Department directed their Quality of Life Deputy to patrol the shopping center to initiate enforcement efforts. In addition, Barrie Owens, our Senior Code Compliance Officer/Homeless Liaison, is familiar with the individuals in the photograph and revisited the site on January 6th and was able to make contact with those individuals with a Highland Deputy.

As the Public Safety Subcommittee is aware, the City's Code Enforcement Division receives complaints from various sources, and a code case is activated once received. In the case of homeless trespassing and encampment issues, the City also takes a proactive approach. As noted above, Barrie Owens is also our Homeless Liaison and also a member of the Quality of Life Taskforce. During her work hours, she is responsible for engaging with the homeless and providing homeless information through the County's Homeless Consortium of Care (County wide resources). In most cases, she works directly with a Quality of Life Deputy proactively and when responding to complaints related to encampments, loitering, and panhandling within the City. Barrie also meets regularly with shopping center property owners/management companies to ensure they have the appropriate city public safety contact information, the

appropriate security lighting/cameras, and "no loitering" signage to help with city enforcement efforts. Barrie and the Highland Police Department also meet bi-weekly as part of the City's Quality of Life Taskforce to discuss current quality of life issues that need to be addressed immediately, which includes issues related to homelessness.

Code Enforcement staff and members of the Highland Police Department will be available during the Public Safety Subcommittee meeting to address questions as needed.

Attachments:

1. Attachment A - Craig Dorsey Palm Plaza email & photo 1-6-26

Attachment A – Email from Craig Dorsey, January 6, 2025

From: craig dorsey [REDACTED]
Sent: Tuesday, January 6, 2026 11:10:20 AM
To: Penny Lilburn <plilburn@cityofhighland.org>
Subject: Community safety concern

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

Dear Mayor Mrs. Lilburn,

I am writing on behalf of concerned residents in our community to bring attention to ongoing safety and quality-of-life issues occurring around Cee Vee Liquor Store.

Over an extended period of time, there has been a consistent presence of individuals experiencing homelessness congregating in and around the property. While we recognize and respect the dignity of every person, these individuals are not permitted to solicit on the premises, and their continued presence has led to serious concerns for nearby residents.

Members of the community have repeatedly observed activity that appears unsafe and potentially illegal. This includes individuals approaching vehicles that pull up near the store and engaging in exchanges that appear to be transactions. Additionally, people are frequently seen going behind the store where activities cannot be clearly observed, raising further concern about drug use or other unlawful behavior.

There is a visible police presence assigned to the area, and we respectfully ask whether enforcement efforts can be strengthened or more consistently applied to address these ongoing issues. Our goal is not to criminalize homelessness, but to ensure public safety, uphold local ordinances regarding solicitation, and prevent activities that place residents, families, and business patrons at risk.

We are requesting the City's support in coordinating appropriate enforcement, outreach services, and preventative measures to restore a safe and welcoming environment for everyone. Addressing this situation proactively will help protect both vulnerable individuals and the broader community.

Thank you for your time, attention, and continued commitment to the safety and well-being of our neighborhood. We would appreciate any follow-up or guidance on the steps being taken to address these concerns.

Respectfully,

Craig Dorsey

[REDACTED]

Highland Ca 92346

[REDACTED]

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