



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Special Meeting
June 3, 2025 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

COUNCILMEMBERS

Penny Lilburn, Mayor
District 3

Larry McCallon, Mayor Pro Tem
District 5

Gregory Hogan, Councilmember
District 1

Jimmy Saldana, Councilmember
District 2

John P. Timmer, Councilmember
District 4

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 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.

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on the meeting agenda and distributed by the City of Highland to all or a majority of the City Council prior to that meeting are available for public inspection at City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

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.

**CITY COUNCIL SPECIAL MEETING
JUNE 3, 2025 - 6:00 p.m.**

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT (LIMITED TO ITEMS ON THIS AGENDA ONLY)

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 June 3, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the June 3, 2025 agenda, please identify the agenda item number in the subject line.

CITY COUNCIL CONSENT

1. Sheriff's Department Schedule A Contract Amendment for FY 2025/2026
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council authorize the Mayor to execute the amended Schedule A contract (FY 2025/2026) for Law Enforcement Services with the San Bernardino County Sheriff's Department.

ADJOURN

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before June 2, 2025 by 5:30 p.m., on our website at 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).

Date: June 2, 2025



Alondra Muñoz, CMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: June 3, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer *UNC*

SUBJECT: Sheriff's Department Schedule A amendment for FY 2025-2026

RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council authorize the Mayor to execute the amended Schedule A contract (FY 2025-2026) for Law Enforcement Services with the San Bernardino County Sheriff's Department.

FISCAL IMPACT: The fiscal impact of the amended Schedule A for FY 2025-2026 is \$13,866,585 of which \$310,625 will be reimbursed by EVWD. There are sufficient funds in the FY 2025-2026 budget.

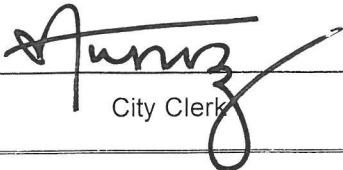
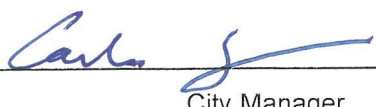
PUBLIC NOTICE: The agenda for this item was posted at the three required locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: The proposed FY 2025-2026 Schedule A reflects an overall increase of \$826,323 (\$13,866,585 - \$13,040,261) from the 2024-2025 amended Schedule A. There are proposed increases to service levels in this proposed Schedule A with the addition of one Office Specialist position and 3 deputy positions. The deputies are currently in negotiations with the County. As a result, this current proposed schedule A does not include any additional increases for salaries as a result of those negotiations-because they are not known at this time.

The reasons for the \$826,323 increase (by line item) are included in Attachment 2.

Attachments:

1. FY 2025-2026 Schedule A (proposed) 42nd amendment.
2. Comparison of FY 2024-2025 Schedule A (actual) to FY 2025-2026 Schedule A (proposed).

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

Attachment 1
FY 2025-2026 Schedule A (proposed) 42nd amendment

Page 1

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

94-522 A-42

SAP Number

N/A

Sheriff/Coroner/Public Administrator

Department Contract Representative	<u>Carolina Mendoza, Chief Deputy Director of Sheriff's Administration</u>
Telephone Number	<u>(909) 387-0640</u>
Contractor	<u>City of Highland</u>
Contractor Representative	<u>Penny Lilburn, Mayor</u>
Telephone Number	<u>(909) 864-6861</u>
Contract Term	<u>07/01/2025 through 06/30/2026</u>
Original Contract Amount	<u>\$13,866,585</u>
Amendment Amount	<u>-----</u>
Total Contract Amount	<u>\$13,866,585</u>
Cost Center	<u>4413161000</u>

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT No. 42

Effective July 1, 2025, Contract No. 94-522 to provide law enforcement service to the City of Highland is hereby amended by replacing Schedule A referred to in Section II. CONSIDERATION, with the Schedule A attached hereto and incorporated herein by this reference.

Except as amended, all other terms and conditions of this Contract remain as stated therein.

[With the exception of signatures, this page is intentionally left blank].

SAN BERNARDINO COUNTY

►
Dawn Rowe, Chair, Board of Supervisors

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

City of Highland
(Print or type name of corporation, company, contractor, etc.)

By ►
(Authorized signature - sign in blue ink)

Name Penny Lilburn
(Print or type name of person signing contract)

Title Mayor
(Print or Type)

Dated: _____

Address 27215 Base Line
Highland, CA 92346

FOR COUNTY USE ONLY

Approved as to Legal Form

►
Grace B Parsons, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

►

Date _____

Reviewed/Approved by Department

►
Carolina Mendoza, Chief Deputy Director of
Sheriff's Administration

Date _____

SCHEDULE A
Law Enforcement Services Contract
City of Highland
2025-26

Change: Replace Pickup Truck (Unit #05017) with 4x4 Chevrolet Silverado (Unit #06261)

Add: 1 Office Specialist, 3 Deputies, 1 Marked Unit

		FY 2025-26
<u>LEVEL OF SERVICE</u>		<u>COST</u>
1.00 - Captain		577,765 ¹
1.00 - Lieutenant		396,969 ¹
6.00 - Sergeant		1,949,112 ¹
3.00 - Detective/Corporal		827,292 ¹
28.00 - Deputy Sheriff		6,430,116 ¹
4.00 - Sheriff's Service Specialist		382,172 ¹
1.00 - Administrative Assistant		96,898 ¹
5.00 - Office Specialist		495,340 ¹
15.00 - Marked Unit		339,879 ²
1.00 - Marked 4x4 Chevrolet Silverado		25,846 ²
7.00 - Unmarked Unit		79,768 ²
1.00 - Mini Van		10,478 ²
2.00 - Command Staff Vehicle		32,814 ²
2.00 - Pickup truck		21,965 ²
2.00 - Citizen Patrol Truck		17,526 ²
1.00 - Citizen Patrol Donated SUV (Equip & Comm Only)		2,530 ³
Dispatch Services		656,991 ¹
64.00 - HTs (Amortization, Access & Maintenance)		102,528
2.00 - Additional MDCs		2,349
37.00 - Taser Replacement (Amortized over 5-years)		38,170
Administrative Support		62,047
Office Automation		152,671
Body Worn Cameras		50,315
Vehicle Insurance		96,779
Personnel Liability & Bonding		857,740
Workers' Comp Experience Modification		(43,462)
County Administrative Cost		190,777
Startup Cost		13,209
Cost for FY2025-26 \$		13,866,585 ¹⁻⁵

Monthly Payment Schedule

1 st payment due July 15, 2025:	\$1,155,546
2 nd through 12 th payments due the 5 th of each month:	\$1,155,549

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- ¹ Personnel costs include salary and benefits and are subject to change by Board of Supervisors' action. Changes in salary and benefit costs will be billed to the City on a quarterly invoice.
- ² Vehicle costs do not include fuel and maintenance. The City is responsible for fuel, repair and maintenance of all contract vehicles, including collision damage. All fuel, repair and maintenance costs incurred by the County will be billed to the City on a quarterly invoice.
- ³ No replacement cost is included for grant funded or donated vehicles.
- ⁴ Services and supplies will be billed to the City on a quarterly invoice.
- ⁵ Grant funded, donated and non-replaceable vehicles will incur a vehicle insurance and equipment connection cost for the period the vehicle is in use.

SCHEDULE A
Law Enforcement Services Contract
City of Highland
2025-26

Additional Costs Billed Quarterly:

The City will be billed on a quarterly basis for the following items:

- Increase to salaries and benefits resulting from Board of Supervisors-approved changes to Memoranda of Understanding with the County's various employee organizations.
- Actual overtime costs.
- Actual on-call costs.
- Actual costs of vehicle fuel, repair and maintenance, including the costs of collision repair.
- Actual costs for services and supplies.

LEVEL OF SERVICE SUMMARY

SAFETY:

Captain	-	1.00
Lieutenant	-	1.00
Sergeant	-	6.00
Detective/Corporal	-	3.00
Deputy Sheriff	-	28.00
		<u>39.00</u>

GENERAL:

Sheriffs Service Specialist	-	4.00
Administrative Assistant	-	1.00
Office Specialist	-	5.00
Dispatchers	-	4.59
		<u>14.59</u>

VEHICLES:

Marked Patrol Units	-	16.00
Safety Unmarked Units	-	7.00
Command Staff Units	-	2.00
Unmarked Units Non-code (Van)	-	1.00
Pickup Trucks	-	2.00
Citizen Patrol	-	2.00
Donated Vehicles-Ins Only	-	9.00 *
		<u>39.00</u>

DONATED VEHICLES LIST:

Citizen Patrol SUV	-	1.00 *
Command Post	-	1.00 *
Light Tower Trailer	-	2.00 *
Utility Trailer-Smart	-	1.00 *
Utility Trailer-Zieman	-	1.00 *
Utility Trailer-Mighty Mover	-	1.00 *
Kawasaki UTV	-	1.00 *
Polaris Ranger	-	1.00 *
		<u>9.00 *</u>

* (Included for insurance costs only)

Attachment 2
Comparison of FY 2024-2025 Schedule A (actual) to FY 2025-2026 Schedule A (proposed)

Comparison of FY 2024/2025 & 2025-26 Schedule A

	Proposed 2025/2026	Actual 2024/2025	Increase/ (Decrease) \$	Increase/ (Decrease) %
Captain	577,765	568,555	9,210	1.62%
Lieutenant	396,969	406,966	(9,997)	-2.46%
Sergeants	1,949,112	1,991,460	(42,348)	-2.13%
Detectives	827,292	847,152	(19,860)	-2.34%
Deputies	6,430,116	5,909,050	521,066	8.82%
Sheriff Service Specialists	382,172	365,456	16,716	4.57%
Secretary	96,898	83,503	13,395	16.04%
Office Specialists	495,340	354,364	140,976	39.78%
Marked Units	339,879	303,976	35,903	11.81%
Unmarked Units	79,768	79,758	10	0.01%
Mini Van	10,478	10,428	50	0.48%
Command Staff Vehicles	32,814	31,556	1,258	3.99%
Pickup Truck	21,965	33,509	(11,544)	-34.45%
Marked 4x4 Chevy Silverado	25,846	-	25,846	100.00%
Citizen Patrol Vehicles	20,056	19,310	746	3.86%
Dispatch Services	656,991	608,653	48,338	7.94%
HTs	102,528	93,574	8,954	9.57%
Additional MDCs	2,349	2,481	(132)	-5.32%
Tasers	38,170	11,424	26,746	234.12%
Admin Support	62,047	61,748	299	0.48%
Office Automation	152,671	148,951	3,720	2.50%
Body Worn Cameras	50,315	46,235	4,080	8.82%
Vehicle Insurance	96,779	57,374	39,405	68.68%
Personnel Liability & Bonding	857,740	740,785	116,955	15.79%
Workers Comp Exp Modification	(43,462)	74,188	(117,650)	-158.58%
Startup Cost	13,209	4,493	8,716	193.99%
COWCAP	190,777	185,312	5,465	2.95%
	13,866,585	13,040,261	826,323	6.34%