



CITY OF HIGHLAND

FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

Special Meeting
June 24, 2025 at 5:15 PM
City Hall Upright Conference Room
27215 Base Line, Highland CA 92346

SUBCOMMITTEE MEMBERS

Larry McCallon, Member
District 5

John P. Timmer, Member
District 4

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 Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, prior to the meeting for any requests for reasonable accommodations, including interpreters.

Any disclosable public records related to an open session item provided to the majority of the Subcommittee after posting of this agenda are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours and available online at www.cityofhighland.org.

FINANCE/PERSONNEL SUBCOMMITTEE
June 24, 2025 - 5:15 p.m.

CALL TO ORDER

PUBLIC COMMENT

Submission of Public Comments for ITEMS ON THIS AGENDA ONLY: For those wishing to make public comments by email, please submit your comments by 4:15 p.m. on June 24, 2025, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the June 24, 2025 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

BUSINESS ITEMS

1. Minutes - May 20, 2025 Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. Amendment to Extend All City Management Contract for School Crossing Guard Service
RECOMMENDATION: That the Subcommittee:
 - 1) Authorize the City Manager to execute the Amendment Agreement between All City Management Services, Inc. and the City of Highland for providing School Crossing Guard Services for FY 2025/2026; and
 - 2) Authorize the City Manager to execute all future Amendments to the Agreement between All City Management Services, Inc. and the City of Highland for providing School Crossing Guard Services up to the allowable purchasing policy limit for the Finance/Personnel Subcommittee of \$99,999,99.

ADJOURN

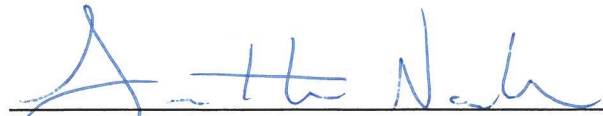
I, Lissette Nock, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 11th day of June, 2025, by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: June 11, 2025



Lissette Nock
Deputy City Clerk



Business Item No.
1

STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: June 24, 2025

FROM: Lissette Nock, Deputy City Clerk

SUBJECT: Minutes - May 20, 2025 Meeting

RECOMMENDATION: Approve the minutes as submitted.

CALL TO ORDER

The Finance/Personnel Subcommittee special meeting was called to order at 2:00 p.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

ROLL CALL

Present: McCallon, Timmer
Absent: None

PUBLIC COMMENT

None

BUSINESS ITEMS

1. Minutes - April 21, 2025 Meeting
Approved Minutes as submitted.
2. Investment Policy for Fiscal Year 2025/2026
The Subcommittee reviewed and approved the item be brought forward to City Council regarding the Annual Statement of Investment Policy for Fiscal Year 2025/2026.
3. Appropriations Limit 2025/2026
The Subcommittee reviewed and approved the item be brought forward to City Council regarding the Appropriations Limit for Fiscal Year 2025/2026.
4. Confirming City Treasurer Authority, Pursuant to Government Code Section 53607
The Subcommittee reviewed and approved the item be brought forward to City Council regarding confirming the authority of the City Treasurer, pursuant to Government Code Section 53607.
5. Community Facilities District No. 90-1 Annual Special Tax for Fiscal Year 2025/2026
The Subcommittee reviewed and approved the item be brought forward to City Council regarding the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2025/2026.
6. Community Facilities District No. 2001-1 Annual Special Tax for Fiscal Year 2025/2026
The Subcommittee reviewed and approved the item be brought forward to City Council regarding the Annual Special Tax Community Facilities District No. 200-1 for Fiscal Year 2025/2026.
7. Community Facilities District No. 2007-1 Annual Special Tax for Fiscal Year 2025/2026
The Subcommittee reviewed and approved the item be brought forward to City Council regarding the Annual Special Tax Community Facilities District No. 2007-1 for Fiscal Year 2025/2026.

8. Contract with the California Department of Forestry and Fire Protection (Cal-Fire) for the Period of July 1, 2025 - June 30, 2030

The Subcommittee:

- 1) Approved the proposed Cal-Fire contract for the period of July 1, 2025 - June 30, 2030 and authorize the Mayor to sign the contract; and
- 2) Adopted the attached Resolution approving the proposed contract.

9. Ordinance No. , Establishing a Fee and Service Charge Revenue/Cost Comparison System and Resolution 2025- , Establishing a Schedule Charge Revenue/Cost Comparison Services

The Subcommittee reviewed and recommended City Council introduce Ordinance No. __, establishing a fee and service charge revenue/cost comparison system.

ADJOURN

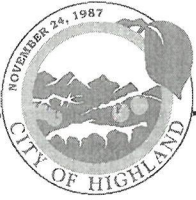
There being no further business, Member McCallon adjourned the meeting at 2:31 p.m.

Submitted by:

Approved by:

Lisette Nock, Deputy City Clerk

Subcommittee Member



STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: June 24, 2025

FROM: Carlos Zamano, City Manager *CZ*

REVIEWED BY: Octavio Duran, Public Works Director/City Engineer *OD*

PREPARED BY: Melissa Morgan, Public Services Manager *MM*

SUBJECT: Consideration of an Amendment to extend the All City Management contract for School Crossing Guard Services

(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

RECOMMENDATION: Staff Recommends:

- 1) Authorize the City Manager to execute the Amendment to Agreement between All City Management Services, Inc. and the City of Highland for providing School Crossing Guard Services for FY 2025/26; and
- 2) Authorize the City Manager to execute all future Amendments to the Agreement between All City Management Services, Inc. and the City of Highland for providing School Crossing Guard Services up to the allowable purchasing policy limit for the Finance/Personnel Subcommittee of \$99,999.99.

FISCAL IMPACT: The initial Agreement for the term of FY 2023/24 cost was \$68,666.00. The Amendment for FY 2024/25 cost was \$72,122.40. The proposed Amendment for FY 2025/26 sets forth a cost estimate of \$74,800.80. The increase from FY 2024/25 to FY 2025/26 is approximately \$2,678.60 or 3.71%.

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 current crossing guard services contractor, All City Management, initial agreement set forth an initial term of one-year and included the option for extensions beyond one year and compensation to be negotiated between the contractor and city staff.

Crossing guards are provided in the following four locations:

1. Church Street and Love Street (SE)
2. Cunningham Street and 9th Street (NW)
3. 9th Street and Sterling Avenue (NE)
4. Sterling Avenue and Base Line (SE)

All City Management has been the provider for crossing guard services in the city since 1994. City staff have found the contractor to be extremely responsive. Concerns and/or complaints are resolved immediately when brought to their attention.

The proposed Amendment for FY 2025/26 sets forth a cost estimate of \$74,800.80. The increase from FY 2024/25 to FY 2025/26 is approximately \$2,678.60 or 3.71%.

Historically, various fines—such as California Vehicle Code (CVC) fines and traffic-related penalties—were sufficient to fund the Crossing Guard contract. In recent years, however, these revenues have proven inadequate to fully cover the associated costs. As a result, transfers from the General Fund have been required to supplement the Traffic Safety Fund.

Outlined below are the actual and projected transfers from the General Government Fund to the Traffic Safety Fund:

FY 2024/25: \$53,735

FY 2025/26 (Budgeted): \$58,530

FY 2026/27 (Budgeted): \$68,725

This upward trend underscores the ongoing fiscal impact and the increasing reliance on General Fund resources to support essential traffic safety services.

Attachments: Initial Agreement, FY 2025/26 Costs Worksheet and Amendment



AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the "Agreement") is dated June __, 2023 and is between the CITY OF HIGHLAND (hereinafter called the "City"), and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a term which commences on July 1, 2023 and ends on June 30, 2024 and for such term thereafter as the parties may mutually agree upon in writing.
2. The Contractor will provide personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a "Crossing Guard". The Contractor is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City.
3. The City's representative in dealing with the Contractor shall be designated by the City of Highland.
4. The City shall determine the locations where Crossing Guards shall be furnished by the Contractor. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement. Training shall be comprehensive and include information on, but not limited to, traffic control techniques, incident reporting procedures, conflict avoidance, conflict resolution, and mitigation techniques and legal responsibilities, and liabilities associated with providing Crossing Guard services. Additionally, Contractor shall provide instruction on the proper and acceptable use of equipment (e.g. hand held stop sign), customer service and public relations.
5. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
6. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed.

7. Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school crossing areas and have passed an appropriate background check
8. Crossing Guard Services (the "Services") shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under City's jurisdiction. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.
9. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand-held Stop signs and any other safety equipment which may be necessary.
10. The Contractor shall at all times provide workers' compensation insurance as required by law covering its employees and shall provide City a Certificate of Insurance naming the City and its officials, officers and employees as additional insureds. Such insurance shall include commercial general liability with a combined single limit of not less than \$2,000,000.00 per occurrence and in aggregate for property damage and bodily injury and Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$2,000,000.00 per accident for bodily injury and property damage. Such insurance shall be primary with respect to any insurance maintained by the City and shall not call on the City's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the City, its officers, agents and interest of the City. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice has been given to the City. Contractor hereby waives all rights of subrogation against City. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Contractor shall procure a bond guaranteeing payment of losses and expenses. Procurement of insurance by Contractor shall not be construed as a limitation of Contractor's liability or as full performance of Contractor's duty to indemnify City.
11. Contractor agrees to defend, indemnify and hold harmless the City, its officers, employees, agents and representatives, from and against any and all actions, claims for damages to persons or property, penalties, obligations or liabilities (each a "Claim" and collectively, the "Claims") that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the acts or omissions, or willful misconduct, of Contractor, its agents, employees, subcontractors, representatives or invitees.

12. The Contractor shall not have the right to assign this Agreement to any other person or entity except:
- a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.
 - b) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the acts or omissions of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by the City, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.
 - c) In the event that a court determines that liability for any Claim was caused or contributed to by the negligent act or omission or the willful misconduct of City, liability will be apportioned between Contractor and City based upon the parties' respective degrees of culpability, as determined by the court, and Contractor's duty to indemnify City will be limited accordingly.
 - d) Notwithstanding anything to the contrary contained herein, Contractor's indemnification obligation to City for Claims under this Agreement will be limited to the maximum combined aggregate of Contractor's general liability and umbrella insurance policies in the amount of \$9,000,000 (Nine Million Dollars).
 - e) Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party with the prior written consent of the City.
13. The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Thirty-one Dollars and Seventy-nine Cents (**\$31.79**) per hour, per Crossing Guard during the term. Based on a minimum of four (4) sites and upon a projected (2,160) hours of service the cost shall not exceed Sixty-eight Thousand Six Hundred and Sixty-six Dollars (\$68,666.00) per year,.
14. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.
15. Contractor may request, but is not entitled to, a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide City with 60 days-notice of its request to increase pricing. City agrees to review and respond to said notice within 30 days of receipt.

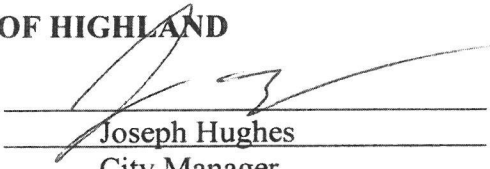
16. The City shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties in writing.
17. This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state in which the Services are to be performed, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year written below.

CITY:

CITY OF HIGHLAND

By: 
Name: Joseph Hughes
Title: City Manager
Date: July 18, 2023

CONTRACTOR:

All City Management Services, Inc.,
a California corporation

By: 
Name: D. Farwell
Title: Corporate Secretary
Date: 07/26/23, 2023



ALL CITY MANAGEMENT SERVICES

May 23, 2025

Melissa Morgan
City of Highland
27215 Base Line, Highland, CA 92346

Dear Public Services Manager,

It is once again the time of the year when many agencies are formulating their budgets for the coming fiscal year. Toward that end, please allow this letter to serve as confirmation of our interest in extending our agreement for Crossing Guard Services through the 2025-2026 school year.

As you may know, hiring challenges have impacted all sectors of the labor market across the nation. Recently the United States Chamber of Commerce has published an article “Understanding America’s Labor Shortage”, which illustrates how thousands of jobs are published each month and yet a significant number of positions still remain unfilled. Essentially, labor force participations rates have still not returned to pre-COVID levels. This situation leads to heightened competition among businesses as they vie for the limited pool of available talent.

ACMS has experienced these same challenges and in many cases, we’ve transitioned a significant number of employees from an older, primarily stable workforce to a younger mobile workforce. This new segment of our employees are more sensitive to current cost-of-living increases and are looking for higher wages and more hours. They often accept our position and work for days, sometimes weeks and if we’re lucky months then abruptly leave when they find higher pay.

For these reasons, as well as cost increases in most segments of our business, we must appeal for an increase in our hourly rate for the upcoming 2025-2026 school year. To facilitate the calculation of the 2025-2026 annual cost of your Crossing Guard program, we have developed and included with this letter a Client Worksheet. This Worksheet details the new hourly billing rate and the overall estimated program cost, based on the number of sites and the hours worked at each site.

We remain committed to providing a safe, cost-effective and professional School Crossing Guard Program and we hope you will find this new pricing acceptable. If you have any questions or need additional information, please contact me at (800) 540-9290. Take care.

Sincerely,

Baron Farwell

Baron Farwell,
General Manager

All City Management Services Inc.

Client Worksheet 2025 - 2026

Department: 1003401

Billing Rate for 2025 - 2026: \$ 34.63

City of Highland
27215 Base Line
Highland, CA 92346

KEY:

Traditional Calendar:

For sites with no regularly scheduled early release days, use 180 regular days

Sites with traditional calendar:

		12		180		\$34.63	=	\$74,800.80
4 Sites at 3.00 hrs per day	Total Hrs/day	X		days/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS

2,160.00

TOTAL ANNUAL PROJECTED COST

\$74,800.80



ALL CITY MANAGEMENT SERVICES

Amendment to Agreement between All City Management Services, Inc., and the City of Highland for providing School Crossing Guard Services

The **City of Highland** hereinafter referred to as the "City" and **All City Management Services, Inc.**, located at 10440 Pioneer Blvd Ste. 5, Santa Fe Springs, CA 90670, hereinafter referred to as the "Contractor", mutually agree to amend the existing Agreement entered into on (Date of Executed Contract), as follows:

1. **Item #1** This Agreement is for a term which commences on or about July 1, 2025, and ends on June 30, 2026, and for such term thereafter as the parties may mutually agree upon in writing.
2. **Item #13** The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Thirty-four Dollars and Sixty-three Cents (**\$34.63**) per hour, per Crossing Guard during the term. Based on a minimum of four (4) sites and upon a projected (2,160) hours of service the cost shall not exceed Seventy-four Thousand, Eight Hundred and One Dollars (\$74,801.00) for the 2025/2026 School Year.

Except as provided for in Item #1 and Item # 13 all other terms and conditions of the original Agreement and Amendments thereto between the City of Highland and the Contractor remain in effect.

The City of Highland

All City Management Services, Inc.

By _____
Signature

By Demetra Farwell
Demetra Farwell, Corporate Secretary

Print Name and Title

Date May 23, 2025

Date _____