

City of Highland Finance/Personnel Subcommittee Agenda

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER
JOHN TIMMER, MEMBER

November 7, 2023
10:00 a.m.
Upright Conference Room
Highland City Hall
27215 Base Line
Highland, California

STAFF

Joseph A. Hughes - City Manager
Chuck Dantuono - Director of Administrative Services/City Treasurer
Michelle Gomez – Accountant
Lawrence Mainez - Community Development Director
Alondra Muñoz - Deputy City Clerk
Leticia Nava-Cruz - Assistant Director of Administrative Services
Carlos Zamano - 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.

Visit the City's Website at: 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 accommodation to include interpreters.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the Subcommittee less than 72 hours prior to that meeting are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours.

**FINANCE/PERSONNEL SUBCOMMITTEE
NOVEMBER 7, 2023 – 10:00 a.m.**

CALL TO ORDER

PUBLIC COMMENT

Submission of Public Comments: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 9:00 a.m. on November 7, 2023, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the November 7, 2023 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 – October 18, 2023 Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. Design Services Proposal for Greenspot Road Median and Parkway Improvements Project (Project No. str23002)
RECOMMENDATION: That the Subcommittee:
 - 1) Review and approve Willdan Engineering's Design Services Proposal for the Greenspot Road Median Parkway Improvements Project (Project No. str23002); and
 - 2) Authorize the City Manager to approve contract amendments up to 10% of the proposal amount.
3. Audit 2022/2023 Annual Comprehensive Financial Report (ACFR), Single Audit Report, SAS 114 Letter, Management Letter, Independent Auditor's Report on Internal Control, Appropriations Limit Report
RECOMMENDATION: That the Subcommittee review and approve the item to bring forward to the City Council for consideration. All reports are for the fiscal year ending June 30, 2023.

4. Annual AB1600 Development Impact Fees Report 2022/2023
RECOMMENDATION: That the Subcommittee review and approve the item to bring forward to the City Council for consideration.
5. Annual Developer In-Lieu Fees Report 2022/2023
RECOMMENDATION: That the Subcommittee review and approve the item to bring forward to the City Council for consideration.

ADJOURN

I, Alondra Muñoz, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 2nd day of November, 2023, 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: November 2, 2023



Alondra Muñoz
Deputy City Clerk