



CITY OF HIGHLAND

FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

Special Meeting
September 3, 2024 at 10:00 AM
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

September 3, 2024 - 10:00 a.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 email to be read aloud at the meeting. Email comments must be submitted by 9:00 a.m. on September 3, 2024, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the September 3, 2024 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 - August 13, 2024 Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. Vehicle Usage Policy
RECOMMENDATION: That the Subcommittee review and approve the Vehicle Usage Policy.
3. Bid Award - Bid No. 2024-04, "Purchase of One New Vehicle"
RECOMMENDATION: That the Subcommittee review and recommend the City Council:
 - 1) Award Bid No. 2024-04 to Courtesy Chevrolet Center in the amount of \$65,187.67;
 - 2) Approve the quote from West Coast Lights and Sirens to perform the outfitting of the new vehicle in the amount of \$37,241.28 through our Sourcewell Cooperative Purchasing Program Contract No. 97402; and
 - 3) Approve a budget adjustment transfer of \$2,169.97 from 007.2100 (DIF-Fund Balance) to be expended from 007.8330.6060 (Vehicles).
4. Year-End Budget Adjustments for Fiscal Year 2023/2024
RECOMMENDATION: That the Subcommittee review and consider the Fiscal Year 2023/2024 Year-End Budget Adjustments for Expenditures and Revenues.

ADJOURN

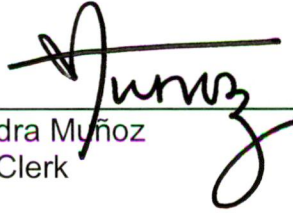
I, Alondra Muñoz, City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 29th day of August, 2024, by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: August 29, 2024



Alondra Muñoz
City Clerk