



CITY OF HIGHLAND

FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

Special Meeting
November 12, 2024 at 4:45 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

November 12, 2024 - 4:45 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 email to be read aloud at the meeting. Email comments must be submitted by 3:45 p.m. on November 12, 2024, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the November 12, 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 - September 3, 2024 Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. 2023/2024 Annual Comprehensive Financial Report (ACFR), Single Audit Report on Federal Award Programs, Independent Auditor's Report on Internal Controls, Audit Conclusion Letter, and Gann Limit (Appropriations Limit) Letter
RECOMMENDATION: That the Subcommittee review and approve the item be brought forward to City Council and recommend they receive and file the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, Independent Auditor's Report on Internal Controls, Audit Conclusion Letter, and Gann Limit (Appropriations Limit) Letter.
3. Annual AB 1600 Development Impact Fee Report for Fiscal Year 2023/2024
RECOMMENDATION: That the Subcommittee review and approve the item be brought forward to City Council to receive and file the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2023/2024.
4. Annual Developer In-Lieu Fee Report for Fiscal Year 2023/2024
RECOMMENDATION: That the Subcommittee review and approve the item be brought forward to City Council to receive and file the Developer In-Lieu Fee Annual Report for Fiscal Year 2023/2024.

5. Resolution No. 2024-___ Establishing Employee SalariesRECOMMENDATION: That the Subcommittee:

- 1) Review and approve the items be brought forward to City Council to approve a 5% salary increase beginning January 1, 2025, for the Assistant Public Works Director; and
- 2) Approve Resolution No. 2024-___ establishing employee salaries.

6. Budget Adjustments for Emergency Preparedness and Response Efforts as a Result of the Line Fire for Fiscal Year 2024/2025RECOMMENDATION: That the Subcommittee:

- 1) Approve a budget adjustment in the amount of \$99,999.00 from the General Fund reserves (Fund Balance 001-2100) to be expended from 001.1450.4260 for immediate emergency preparedness and response efforts;
- 2) Authorize the City Manager to approve contracts and purchase orders up to the Finance Subcommittee's authority limits for items related to emergency preparedness and response efforts;
- 3) Recommend City Council approve an additional budget adjustment in the amount of \$200,001.00 from the General Fund reserves, Economic Uncertainty Fund balance (001-2550), to be expended from 001.1450.4260. This adjustment will bring the total budget for emergency preparedness and response efforts to \$300,000.00 for Fiscal Year 2024/2025; and
- 4) Recommend City Council authorize the City Manager to approve contracts and purchase orders up to the total budgeted amount of \$300,000.00 for emergency preparedness and response efforts.

ADJOURN

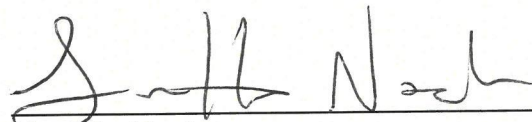
I, Lissette Nock, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 7th day of November, 2024, by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: November 7, 2024



Lissette Nock
Deputy City Clerk