



CITY OF HIGHLAND

FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

Special Meeting
February 4, 2025 at 10:30 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
February 4, 2025 - 10:30 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 9:30 a.m. on February 4, 2025, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 4, 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 - January 7, 2025 Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. Resolution No. 2025-___, Establishing Employee Salaries
RECOMMENDATION: That the Subcommittee:
 - 1) Review and approve the items be brought forward to City Council to approve Resolution No. 2025-___, establishing employee salaries;
 - 2) Approve the following budget adjustment: Transfer \$21,630 from 001-2516 (General Fund-Service Enhancement) to be expended from 001-1450-3010 (General Government-Salaries); and
 - 3) Approve the attached job description.

ADJOURN

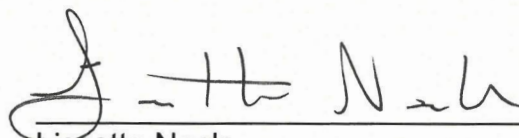
I, Lissette Nock, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 30th day of January, 2025, by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: January 30, 2025



Lissette Nock
Deputy City Clerk



STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: February 4, 2025

FROM: Lissette Nock, Deputy City Clerk

SUBJECT: Minutes - January 7, 2025 Special Meeting

RECOMMENDATION: Approve the minutes as submitted.

CALL TO ORDER

The Finance/Personnel Subcommittee special meeting was called to order at 10:30 a.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 - November 12, 2024 Meeting
Approved the Minutes as submitted.
2. Resolution No. 2025-__, Establishing Employee Salaries
The Subcommittee:
 - 1) Reviewed and approved the item be brought forward to City Council to reclassify the position of Administrative Services Manager to Information Technology Technician (IT);
 - 2) Retain position of Deputy City Clerk;
 - 3) Approved Resolution No. 2025-__, establishing employee salaries; and
 - 4) Approved City Attorney to finalize the All Covered Managed Service Provider Information Technology (IT) contract and authorize the City Manager to execute the contract when final.

ADJOURN

There being no further business, the meeting was adjourned at 10:49 a.m.

Submitted by:

Approved by:

Lissette Nock, Deputy City Clerk

Subcommittee Member



STAFF REPORT

TO THE FINANCE PERSONNEL SUBCOMMITTEE

DATE: February 4, 2025

FROM: Carlos Zamano, City Manager *CZ*

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

SUBJECT: Resolution No. 2025- 1 establishing employee salaries.

RECOMMENDATION: That the Finance Subcommittee review and approve the items below to be brought forward to City Council:

1. Approve Resolution No 2025- 1 establishing employee salaries &
2. Approve the following budget adjustment: Transfer \$21,630 from 001-2516 (General Fund-Service Enhancement) to be expended from 001-1450-3010 (General Government-Salaries) &
3. Approve the attached job description.

FISCAL IMPACT: The fiscal impact of 2 temporary positions for the 5 remaining months of fiscal year 2024-2025 is \$21,630.

PUBLIC NOTICE: The agenda for this item was posted at the three required locations per Resolution 2011-047 and on the City's website.

BACKGROUND: The City is in the process of implementing a new financial management software system, scheduled to start in July 2025. This upgrade, which includes the adoption of a new cashiering system, financial management system, project accounting management system and human resource management system, is an essential investment in modernizing our financial and administrative operations and our current system will no longer be supported. The implementation process requires extensive staff involvement, including testing, data migration, and duplication of efforts between the current and new systems for the duration of two years.

The 2025-2027 budget will already account for the funding of 2 temporary staff augmentation personnel to support this transition. However, after further evaluation, we believe it would be advantageous to bring on the temporary staff now, ahead of the implementation's critical phases. Early onboarding would allow us to provide thorough training in key functional areas, such as accounts payable (AP), general ledger (GL), payroll, purchasing, cashiering, and project accounting.

Without additional staff support, our current team will face significant challenges balancing day-to-day responsibilities while managing the complex tasks associated with the software implementation. The demands for testing, data migration, and ensuring accuracy in both systems during the transition period will leave minimal capacity for training new staff at that time.

This early preparation will ensure that the temporary staff are fully trained and capable of handling routine tasks during the peak implementation period.

Having these additional resources in place will allow the existing team to focus on the critical elements of the upgrade while maintaining continuity in operations. Given the scale and importance of this system, which serves as the City's primary record-keeping platform, it is imperative that we execute the transition carefully and with adequate staffing.

Attachments:

1. Proposed Resolution
2. Temporary Accounting Assistant I Job Description

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF HIGHLAND, CALIFORNIA,
ESTABLISHING EMPLOYEE SALARIES**

WHEREAS, the City Council of the City of Highland has determined it is necessary for the efficient operation and management of the City that salary ranges be established for employees; and

WHEREAS, the City Council recognizes that it competes in a market place to obtain qualified personnel to perform and provide municipal service, and that compensation and conditions of employment must be sufficiently attractive to recruit and retain qualified employees.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Highland does hereby resolve to:

1. Add the salary range for the following position effective February 12, 2025.

<u>Position Title</u>	<u>Minimum Monthly</u>	<u>Maximum Monthly</u>
Temporary Accounting Assistant I	\$3,667	\$4,457

PASSED, APPROVED AND ADOPTED this 11th day of February 2025

Penny Lilburn, Mayor

Attest:

Alondra Muñoz, City Clerk



CITY OF HIGHLAND

TEMPORARY ACCOUNTING ASSISTANT I (Special Project)

JOB SUMMARY

The City of Highland is seeking a **Temporary Accounting Assistant I** to support a special project anticipated to last **two and a half years**. This position performs a variety of responsible technical and clerical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions. This is an excellent opportunity for candidates interested in gaining or expanding their experience in municipal accounting.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Assistant Director of Administrative Services and may receive additional technical guidance from other senior staff members.

TYPICAL JOB DUTIES: – The following are example tasks that may be performed. Incumbents may not perform all of these tasks or may perform similar related tasks not listed here.

- Preparing, maintaining, and processing accounting records, including accounts payable, receivable, and payroll functions.
- Providing technical support to supervisory personnel and assisting with research and documentation for audits or other special projects.
- Responding to inquiries from departments, vendors, and the public, and resolving issues related to financial transactions.
- Supporting the administration of business licenses, parking citations, and other revenue-generating activities.
- Performs other duties as assigned

QUALIFICATIONS

- **Knowledge of:** Basic accounting principles, modern office practices, and computer-based systems.
- **Ability to:** Perform accurate mathematical computations, use office and accounting software, and interact professionally with coworkers and the public.
- **Experience:** Prior accounting-related experience is desirable but not required.
- **Education:** High school diploma or equivalent.

ENVIRONMENTAL CONDITIONS

Work is generally performed in a temperature-controlled office environment subject to typical office noise.



CITY OF HIGHLAND

TEMPORARY ACCOUNTING ASSISTANT I (Special Project)

Salary Range: \$21.15 to \$25.71 per hour/\$3,667 to \$4,457 per month

Work Schedule: Date of Hire through June 30, 2025 20 hours per week
July 1, 2025 through June 30, 2027 40 hours per week

Sick Leave: 40 hours after 90 days of employment

Benefits: \$100 Annual Credit monitoring allowance

Retirement:

If an employee works over 1,000 hours in a year, they are entitled to Retirement benefits provided through the California Public Employees' Retirement System (CalPERS); 2% @ 55 for (classic) CalPERS members, with the City paying the member contribution; 2% @ 62 for (new) CalPERS members, with the employee paying the member contribution. The distinction between "classic" and "new" is pursuant to State pension reform legislation (PEPRA).

The passing of a pre-placement physical will be performed as a condition of employment. A DMV background check and fingerprinting will also be performed.

Required application can be obtained at the City of Highland, 27215 Base Line, Highland, CA, 92346, (909) 864-6861, or at www.cityofhighland.org.

Applications will be accepted until the position is filled.

AN EQUAL OPPORTUNITY EMPLOYER