



CITY OF HIGHLAND

FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

Special Meeting
August 12, 2025 at 5:30 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
AUGUST 12, 2025 - 5:30 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 4:30 p.m. on August 12, 2025, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the August 12, 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 - July 8, 2025 Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. Resolution No. 2025-___, Establishing a Schedule of Fees and Charges for City Services
RECOMMENDATION: That the Subcommittee review and approve the item be brought forward to City Council to conduct a public hearing and adopt Resolution No. 2025-___ establishing a \$15.00 fee for passport photo services offered through the City's Passport Acceptance Facility.
3. Demolition Work Authorization for 25646 Base Line
RECOMMENDATION: That the Subcommittee authorize the City Manager to expend up to a "not to exceed" amount totaling \$65,000 to demolish and remediate the subject property, and to bring the final cost to City Council to authorize the placement of a tax lien on the property.

ADJOURN

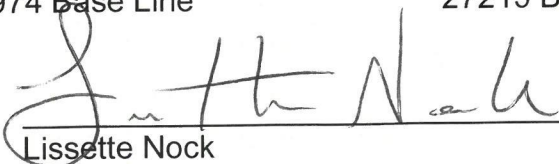
I, Lissette Nock, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 7th day of August, 2025, by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: August 7, 2025


Lissette Nock
Deputy City Clerk