



City of Highland

John P. Timmer, Member
District 4

Larry McCallon, Member
District 5

Finance/Personnel Subcommittee Special Meeting Agenda

November 12, 2025 at 4:30 PM
City Hall Upright Conference Room
27215 Base Line, Highland CA 92346

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 Brown Act, any writings or documents provided to a majority of the legislative body regarding any item on this agenda, that are not exempt from disclosure under the California Public Records Act, will be made available for public inspection at City Hall, 27215 Base Line Highland, CA 92346, during normal business hours. Such documents will also be made available on 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 accommodations, including interpreters.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

Call to Order

Public Comment

Limited to items on this agenda only. To address the Finance/Personnel Subcommittee, please complete a speaker form located at the entrance prior to the beginning of the meeting. For those wishing to make public comments by email, please submit your comments by 3:30 p.m. on November, 12, 2025, to publiccomment@cityofhighland.org. Please identify the agenda item number in the subject line. Emailed comments will be distributed to the Subcommittee and retained as part of the public record; however, submissions will not be read out loud during the meeting.

Business Items

1. Minutes - October 22, 2025 Finance/Personnel Subcommittee Meeting

Approve the Minutes as submitted.

2. Developer In-Lieu Fee Annual Report for Fiscal Year 2024-2025

Review and approve the item to be brought forward to City Council to receive and file the Developer In-Lieu Fee Annual Report for Fiscal Year 2024-2025.

3. AB1600 Development Impact Fee Annual Report for Fiscal Year 2024-2025 per Government Code Section 66006

Review and approve the item to be brought forward to City Council to receive and file the AB1600 Development Impact Fee Annual Report for Fiscal Year 2024-2025.

4. The Annual Comprehensive Financial Report (ACFR), the Independent Auditor's Report on Internal Controls, the Audit Conclusion Letter, and the Gann Limit (Appropriations Limit) Letter; All Reports are for Fiscal Year Ended June 30, 2025

To review and approve the items be brought forward to City Council and recommend they receive and file the Annual Comprehensive Financial Report (ACFR), the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2025.

Adjourn

Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted 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), and City Hall (27215 Base Line) at least twenty-four (24) hours prior to the meeting per Government Code Section 54956.