



City of Highland

Larry McCallon, Member
District 5

Jimmy Saldana, Member
District 2

Finance/Personnel Subcommittee Meeting Agenda

February 17, 2026 at 4:00 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.highlandca.gov.

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 \$500 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

Roll Call

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 3:00 p.m. on February 17, 2026, to publiccomment@highlandca.gov. 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 - January 28, 2026 Finance/Personnel Subcommittee Meeting

Approve the Minutes as submitted.

2. Single Audit Report on Federal Award Programs for Fiscal Year Ended June 30, 2025

Review and approve item be brought forward to the City Council to receive and file the Single Audit Report on Federal Award Programs for Fiscal Year Ended June 30, 2025.

3. Amendment to Title 5, Chapter 5.04, Section 5.04.160 of the City of Highland Municipal Code (Business License)

Review and approve item be brought forward to the City Council to:

1. Introduce and conduct a 1st and 2nd reading and subsequently adopt Ordinance No. _____ amending section 5.04.160 (License Fee-Payment Due Dates) of the Highland Municipal Code amending the term and collection of the fee for new business licenses; and
2. Making a finding of exemption under the California Environmental Quality Act.

4. Community Park Athletic Field Lighting Maintenance

1. Approve a budget adjustment of \$75,000 from the Fiscal Year 2026/2027 "Development Impact Fee" (DIF) fund balance to be expended from the current Fiscal Year 2025/2026 DIF Fund (Acct# 007.8330.6040);
2. Approve the proposal from Musco Sports Lighting, LLC in the amount of \$43,768 to purchase and install 164 Musco 1,500-watt Z lamps through the Sourcewell Cooperative Purchasing Program Contract #041123-MSL for maintenance purposes;
3. Authorize the City Manager to sign purchase agreements related to community park lighting maintenance not to exceed \$75,000; and
4. Approve Musco Sports Lighting, LLC as the sole source for procurement and installation of the proposed lights and associated equipment.

5. A Resolution of the City Council of The City of Highland, California, Amending a Policy Regarding Expense Reimbursement and Use of Public Resources

Review and approve item to be brought forward to the full City Council to adopt a Resolution amending the City's policy regarding expense reimbursement and the use of public resources.

Adjourn

Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted on our website at www.highlandca.gov 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.