



City of Highland

Jimmy Saldana, Member
District 2

John Timmer, Member
District 4

Parks & Recreation Subcommittee Special Meeting Agenda

August 3, 2026 at 5:15 PM
City Hall Upright Conference Room
27215 Base Line, Highland, CA 92346

Staff

Carlos Zamano, City Manager
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Lawrence Mainez, Community Development Director
Maricela Marroquin, City Attorney
Lisette Nock, Deputy City Clerk

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

Public Comment

Limited to items on this agenda only. To address the Parks & Recreation 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 4:15p.m. on August 3, 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 - March 23, 2026 Parks & Recreation Subcommittee Special Meeting

Approve the Minutes as submitted.

2. YMCA Agreement Restructuring

Review and provide direction on a proposed framework to restructure the City's current agreement with the YMCA by:

1. Separating the existing agreement into a long-term lease agreement for the facility; and a separate operating subsidy agreement addressing the City's financial contribution; and
2. Incorporating a City Employee Health and Wellness membership benefit.

Based on Subcommittee direction, staff may prepare draft agreements for consideration by the City Council.

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.



Staff Report

to the Parks & Recreation Subcommittee

Agenda
Item
No.1.

Date: August 3, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Minutes - March 23, 2026 Parks & Recreation Subcommittee Special Meeting

Recommendation:

Approve the Minutes as submitted.

Fiscal Impact:

None

Public Notice:

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Background:

The Parks & Recreation Subcommittee is required to maintain an official record of its proceedings. Minutes serve as the permanent record of actions taken by the Parks & Recreation Subcommittee and provide transparency to the public regarding the business conducted at each meeting. In accordance with standard practice, the draft minutes from the March 23, 2026 Parks & Recreation Subcommittee Meeting have been prepared and are submitted for the Parks & Recreation Subcommittee's review and approval.

Attachments:

1. Minutes - March 23, 2026 Parks & Recreation Subcommittee Special Meeting

Call to Order

The Parks and Recreation Subcommittee special meeting was called to order at 4:30 p.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

Roll Call

Present: Saldana, Timmer

Absent: None

Public Comment

None

Business Items

1. YMCA Agreement Restructuring and Program Oversight Updates

The Subcommittee recommended scheduling a follow-up meeting with the Highland YMCA to discuss and review the City's agreement with the YMCA.

Adjourn

There being no further business, Member Saldana adjourned the meeting at 5:00 p.m.

Submitted By:

Approved By:

Lisette Nock, Deputy City Clerk

Subcommittee Member



Staff Report

to the Parks & Recreation Subcommittee

Agenda
Item
No.2.

Date: August 3, 2026
From: Carlos Zamano, City Manager
Reviewed By: Marvin Hernandez, YMCA Director
Carlos Zamano, City Manager
Prepared By: Tish Nava-Cruz, Director of Administrative Services/City Treasurer
Subject: YMCA Agreement Restructuring

Recommendation:

Review and provide direction on a proposed framework to restructure the City's current agreement with the YMCA by:

1. Separating the existing agreement into a long-term lease agreement for the facility; and a separate operating subsidy agreement addressing the City's financial contribution; and
2. Incorporating a City Employee Health and Wellness membership benefit.

Based on Subcommittee direction, staff may prepare draft agreements for consideration by the City Council.

Fiscal Impact:

None.

Public Notice:

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Background:

The current agreement between the City and the YMCA combines facility use, operational funding, financial assistance, and reporting requirements into a single document. Staff and YMCA leadership have identified an opportunity to improve the structure of the partnership by separating these components into two distinct agreements. The proposed restructuring provides a clearer separation between facility operations and financial support. See attached exhibit.

The primary objective is to establish a long-term lease that provides operational stability and demonstrates the City's commitment to the facility. A lease term of 20–25 years would strengthen the YMCA's ability to secure private donations, grants, and other investments needed for facility repairs and capital improvements. YMCA leadership has indicated that

several potential facility improvement projects—including deferred maintenance, building repairs, equipment replacement, and program enhancements—could become more attractive to donors and funding partners if the organization can demonstrate long-term site stability through a lease agreement. By increasing donor confidence, a long-term lease may help leverage private investment to address facility needs that would otherwise be difficult to fund, benefiting the City, the YMCA, and the community.

Long-Term Lease Agreement

The proposed lease agreement would govern the use and operation of the facility and outline the responsibilities and obligations of both the City and the YMCA. The lease establishes the framework necessary for long-term planning, investment, and facility improvements. Staff recommends that the Parks and Recreation Subcommittee review and provide direction on the lease terms and work on updating operational expectations. YMCA staff will provide examples via the attachments of possible projects that a long-term lease would support. It should be noted that the existing agreement was established on December 12, 2006, which includes a provision to extend it for an additional four years per Section 3(C) “Term of Lease, Extension; Termination—Option to Extend.” The City Council has approved five separate amendments, bringing the term through December 31, 2026.

Operating Subsidy Agreement

A separate agreement would address the City's annual operating subsidy. Staff recommends establishing a flat annual contribution for a five-year period, aligned with the City's fiscal year, to provide greater budget certainty and administrative efficiency. Because this agreement involves a financial commitment, it would be reviewed by the Finance Subcommittee prior to consideration by the City Council.

Next Steps

Subject to Subcommittee direction, staff will:

1. Work with the YMCA and City Attorney to prepare draft lease and operating subsidy agreements.
2. Present the Long-Term Lease and Operating Subsidy agreements to the City Council for their consideration.
3. Prepare any necessary amendment to the current agreement to facilitate transition to the new agreement structure.

Attachments:

1. Conceptual City-YMCA Building Visual



A STRONGER HIGHLAND, TOGETHER.

POTENTIAL OPPORTUNITIES WITH INVESTORS AND GRANTS



WELCOME & COMMUNITY SPACES



MODERN FITNESS & TRAINING



YOUTH PROGRAMS & LEARNING



GROUP FITNESS & WELLNESS



STRENGTHENING THE PARTNERSHIP

The current agreement between the City of Highland and the Highland Family YMCA includes facility operations, financial assistance, funding, and reporting requirements into a single agreement.

The proposed approach separates the existing agreement into a long term facility lease agreement and subsidy agreement to create greater clarity while strengthening the long-term partnership between the City and the YMCA.



WHY A LONG-TERM LEASE MATTERS

A 20-25 year lease would provide the long-term stability necessary to:

- Increase confidence among private donors
- Improve competitiveness for state and federal grants
- Attract philanthropic and corporate investment
- Support long-term facility planning
- Preserve and enhance a valuable community asset



CREATING OPPORTUNITIES FOR INVESTMENT

A long-term lease allows the YMCA to pursue funding for projects such as:

- Facility Modernization
- Deferred Maintenance
- Building repairs
- Energy-efficient improvements
- Equipment replacement
- Expanded youth programming
- Family gathering spaces
- Aquatic improvements
- Community wellness initiatives

These investments would benefit both the City of Highland and the families who rely on the YMCA every day.



BUILDING ON A SUCCESSFUL PARTNERSHIP

- Original Agreement Approved: December 12, 2006
- Five City Council Amendments Approved
- Current Agreement Expires: December 31, 2026



For nearly 20 years, the YMCA and the City of Highland have partnered to serve thousands of children, families, seniors, and residents.

A new long-term lease would build upon this successful relationship while positioning the facility for continued growth over the next generation.



RECOMMENDATION

The YMCA respectfully requests consideration of a 20-25 year lease agreement to:

- Demonstrate the City's long-term commitment
- Encourage outside investment
- Reduce reliance on public funding
- Improve facilities without increasing financial burden on the City
- Expand services and opportunities for the Highland community



TIMELINE



2006
Original Lease



2006-2026
Nearly 20 Years
of Partnership



2026
New Long-Term
Lease



2027-2051+
Donor Investment - Grants
Facility Improvements -
Community Growth - Stronger
Highland

TOGETHER, WE CAN BUILD A STRONGER HIGHLAND
FOR TODAY AND GENERATIONS TO COME.