



FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER
JOHN TIMMER, MEMBER

June 9, 2020
10:00 a.m.
Upright Conference Room
Highland City Hall
27215 Base Line
Highland, California

SPECIAL NOTICE REGARDING COVID-19

Pursuant to Governor Newsom's Executive Order N-25-20 and N-29-20, members of the Highland City Council/Subcommittee members or staff may participate in this meeting via a teleconference in the interest of maintaining appropriate social distance. Highland City Council Members/Subcommittee Members are not required to attend in person.

In an effort to protect public health and prevent the spread of COVID-19, the City of Highland encourages the public to listen to the Subcommittee meeting by dialing (844) 855-4444 (no charge/toll free). When prompted for the Access Code, press 360803#. This will allow the public to listen to the meeting in real time.

Submission of Public Comments: For those wishing to make public comments at the June 9, 2020 Finance/Personnel Subcommittee meeting, please submit your comments by email to be read aloud at the meeting by staff. Email comments must be submitted by 9:00 a.m. on June 9, 2020 to publiccomment@cityofhighland.org. Please identify the agenda item in the subject line. Staff shall read all email comments received before 9:00 a.m., provided that the reading shall not exceed three (3) minutes as this is the time limit for speakers at a Council Meeting. The email comments submitted shall become part of the record of the Subcommittee meeting.

CITY OF HIGHLAND 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.

Visit the City's Website at: www.cityofhighland.org

THE CITY OF HIGHLAND COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF YOU REQUIRE SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CALL THE CITY CLERK'S OFFICE AT (909) 864-8732, EXT. 226 AT LEAST 48 HOURS PRIOR TO THE MEETING.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the [legislative or other body] less than 72 hours prior to that meeting are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours.

Larry McCallon, Member

John Timmer, Member

FINANCE/PERSONNEL SUBCOMMITTEE

June 9, 2020 – 10:00 a.m.

CALL TO ORDER

PUBLIC COMMENT

ITEMS

1. Review Minutes of May 26, 2020 Meeting
ACTION:

2. AT&T Lease Agreement Term New Cingular Wireless PCS at Aurantia Park (Attachment)
ACTION:

3. CFD 90-1 Levy 2019/2020 (Attachment)
ACTION:

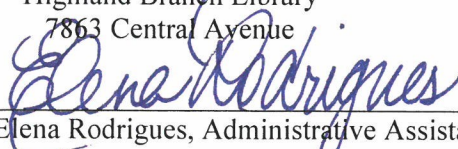
4. CFD 2001-1 Levy 2019/2020 (Attachment)
ACTION:

5. CFD 2007-1 Levy 2019/2020 (Attachment)
ACTION:

ADJOURN

I, Elena Rodrigues, Administrative Assistant III, of the City of Highland, California, certify that I caused to be posted this Agenda on the 4th day of June 2020 by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

City Hall
27215 Base Line

Highland Branch Library
7863 Central Avenue

Elena Rodrigues, Administrative Assistant III

Highland Fire Station No. 1
26974 Base Line

MINUTES
FINANCE/PERSONNEL SUBCOMMITTEE
May 26, 2020

CALL TO ORDER

The regular meeting of the Finance/Personnel Subcommittee of the City of Highland was called to order at 10:00 a.m. at the Upright Conference Room, 27215 Base Line, Highland, California.

ROLL CALL

Present: McCallon, Timmer
Absent: None

PUBLIC COMMENT

Received no public comment

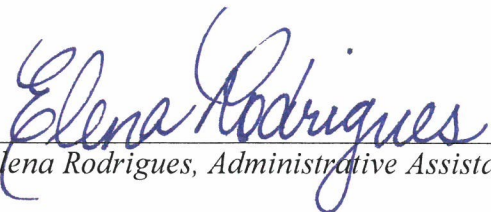
ITEMS

1. Review Minutes of May 12, 2020 Meeting
 - Minutes were approved as submitted
2. Pavement Sinkhole Repairs at Highland Avenue/Base Line
 - Bid Approved with 10% contingency
3. Appropriations Limits 2020/2021
 - Approved, present item to City Council
4. City Treasurer Authority 2020/2021
 - Approved, present item to City Council
5. Investment Policy 2020/2021
 - Approved, present item to City Council

ADJOURN

There being no further business the meeting was adjourned at 10:09 a.m.

Submitted by:


Elena Rodriguez, Administrative Assistant III

Approved by:

Subcommittee Member



MEMO

Community Development Department

DATE: June 9, 2020
TO: Finance Subcommittee
FROM: Lawrence A. Mainez, Community Development Director 
SUBJECT: **AT&T Lease Agreement Term (New Cingular Wireless PCS)(Aurantia Park)**

Brief Background:

In December, 2007, the City Council approved a lease agreement with Verizon Wireless for the installation of a co-locatable faux eucalyptus cell tower and related equipment facility in the City's Aurantia Park.

Earlier this year the City was approached by AT&T to install arrays on the existing cell tower installed by Verizon Wireless. Since the existing facility was approved as a co-locatable facility, the City was prepared to approve AT&T's request with a staff level design review and building & safety permit. Unfortunately, the existing Verizon Wireless equipment building was not large enough to accommodate AT&T's equipment so they are proposing a separate equipment structure to be built near the existing Verizon structure (and attach their arrays to the existing cell tower). The proposed equipment building footprint is outside the limits of the Verizon Lease Agreement and land use entitlements, therefore it requires a Major Design Review Application by the Planning Commission (currently in process), and a separate City Lease Agreement for the equipment structure footprint.

Recommended Lease Terms:

Staff is requesting the Finance Subcommittee provide direction concerning the appropriate lease terms. The Subcommittee's recommendation will be included in AT&T's draft Lease Agreement for the City Council's consideration in the near future.

The following terms have been suggested by staff and conceptually accepted by AT&T for the Subcommittee's consideration.

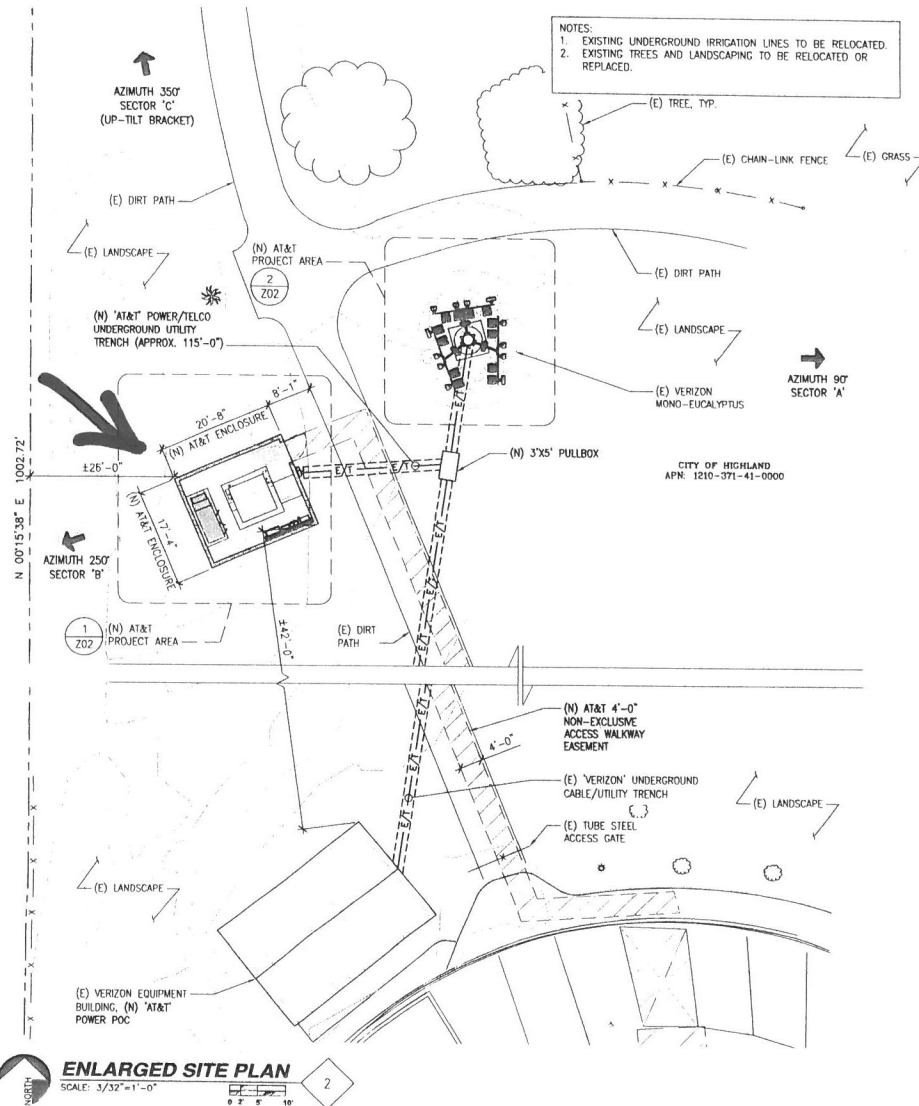
1. Lease to cover approximately four hundred ninety-three (493) square foot area near the existing Verizon Wireless facilities (see Attachment A – Site Plan).
2. The term of the lease to be commensurate with the remaining term of the existing Verizon Lease which will expire in February 2031 (10 years, 8 months) – inclusive of (4) automatic five (5) year term extensions thereafter.
3. The rent proposed is \$1,200.00 per month with a 3% annual increase.

Note: The existing Verizon Lease term commenced in 2007 with a monthly rent of \$1,500.00. Currently Verizon pays \$2,388.00 per month. Due to the fact AT&T is only adding an additional equipment structure and utilizing Verizon's existing co-locatable cell tower, it is staff's opinion the \$1,200 per month with a 3% annual increase is reasonable.

ATTACHMENT A

Site Plan

CCF-FHNT-BEHTEL-INFRASTRUCTURE AND POWER (LAWSON) 2018 THE NEW CHAINLINK CONSTRUCTION INFORMATION PROPRIETARY TO BEHTEL INFRASTRUCTURE AND POWER CORPORATION THAT IS NOT TO BE USED, REPRODUCED, OR REPRODUCED IN ANY FORM OR BY ANY MEANS, WITHOUT PERMISSION FROM BEHTEL INFRASTRUCTURE AND POWER CORPORATION. THE RIGHT TO USE THE INFORMATION CONTAINED IN THIS DOCUMENT IS RESERVED TO BEHTEL INFRASTRUCTURE AND POWER CORPORATION. ALL RIGHTS RESERVED.



ENLARGED SITE PLAN
SCALE: 1/32"=1'-0"

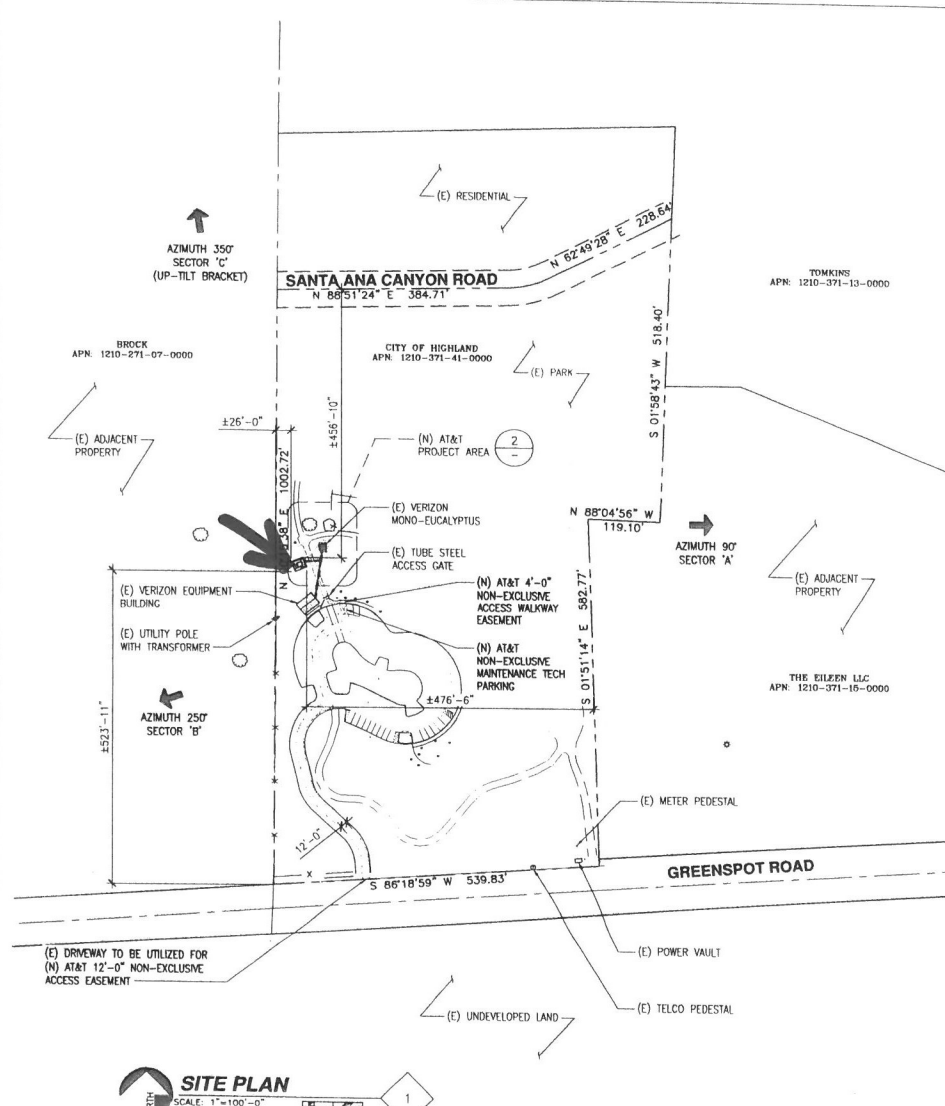
DCI PACIFIC
AIEIC WORKS

ARCHITECTURE | ENGINEERING | CONSULTING
24 EXECUTIVE PARK | SUITE 170
IRVINE | CA 92614

VERIZON COLO
CLV2534 (CSL02534)
PACE#:MRLOS015257/USID#:266429
/FA#:13014387
29624 GREENSPOT ROAD
HIGHLAND, CA 92346



1452 EDINGER AVENUE, 3RD FLOOR
TUSTIN, CA 92780



SITE PLAN
SCALE: 1"=100'-0"

NO.	DATE	REVISIONS	BY	CHK	APP'D
1	10/04/18	INCORP DRW COMMENTS	RF	BOX	DKD
0	08/08/19	INCORP DRW COMMENTS	EJ	BOX	DKD
8	06/17/19	ISSUED FOR 2D REVIEW AND COMMENTS	EJ/RF	BOX	DKD
NO.	DATE	REVISIONS	BY	CHK	APP'D
SCALE	AS SHOWN	DESIGNED	DRAWN		



AT&T MOBILITY
TUSTIN, CA

SITE & ENLARGED SITE PLANS

JOB NO.	DRAWING NUMBER	REV.
25736-615	AA-CSL02534-Z01	1

City of Highland
Community Facilities District 90-1
Five (5) Year Special Tax Rate Comparison

Maximum & Applied Special Tax Rates



Tax Rate Area	Land Use Category	Number of Parcels	Applied 2016/2017 Special Tax Rate	2016/2017 Percent Change over 2015/2016	Applied 2017/2018 Special Tax Rate	2017/2018 Percent Change over 2016/2017	Applied 2018/2019 Special Tax Rate	2018/2019 Percent Change over 2017/2018	Applied 2019/2020 Special Tax Rate	2019/2020 Percent Change over 2018/2019	Proposed 2020/2021 Special Tax Rate	2020/2021 Proposed Percent Change over 2019/2020
1	RES	325	\$627.53	2.00%	\$640.08	2.00%	\$652.88	2.00%	\$665.94	2.00%	\$679.26	2.00%
2	RES	239	\$627.53	2.00%	\$640.08	2.00%	\$652.88	2.00%	\$665.94	2.00%	\$679.26	2.00%
	UND	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3	RES	333	\$627.53	2.00%	\$640.08	2.00%	\$652.88	2.00%	\$665.94	2.00%	\$679.26	2.00%
5	RES	95	\$627.53	2.00%	\$640.08	2.00%	\$652.88	2.00%	\$665.94	2.00%	\$679.26	2.00%
6	RES	16	\$627.53	2.00%	\$640.08	2.00%	\$652.88	2.00%	\$665.94	2.00%	\$679.26	2.00%
7	COM	5	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%

Note: Beginning Fiscal Year 2014/2015, the District is only being levied for the Police and Fire Services ("Services Tax"). The Bonds matured September 1, 2015. Commercial and Undeveloped are not levied for the Services Tax. The parcels being levied for Services Tax are levied at the Maximum.

City of Highland
Community Facilities District 2001-1
Five (5) Year Special Tax Rate Comparison

Special Tax Rates

Land Use Category	Residential Floor Area	Parcels Levied	2016/2017 Applied Special Tax Rate	Percent Change over 2015/2016	2017/2018 Applied Special Tax Rate	Percent Change over 2016/2017	2018/2019 Applied Special Tax Rate	Percent Change over 2017/2018
1	Under - 2,000 Sq. Ft.	55	\$1,124.00	0.99%	\$1,116.30	-0.69%	\$1,110.08	-0.56%
2	2,001 - 2,900 Sq. Ft.	78	\$1,429.18	0.99%	\$1,419.40	-0.68%	\$1,411.48	-0.56%
3	2,901 - 3,200 Sq. Ft.	93	\$1,478.02	0.99%	\$1,467.88	-0.69%	\$1,459.70	-0.56%
4	3,201 - 3,900 Sq. Ft.	74	\$1,781.32	0.99%	\$1,769.12	-0.68%	\$1,759.24	-0.56%
5	Over - 3,900 Sq. Ft.	25	\$2,151.30	0.99%	\$2,136.56	-0.69%	\$2,124.64	-0.56%
6	Non-Residential Property*	0	N/A	N/A	N/A	N/A	N/A	N/A
	Undeveloped*	0	N/A	N/A	N/A	N/A	N/A	N/A

Maximum & Applied Special Tax Rates

Land Use Category	Residential Floor Area	Parcels Levied	2016/2017 Maximum Special Tax Rate	2016/2017 Applied Special Tax Rate (2)	Percent of Maximum	2017/2018 Maximum Special Tax Rate	2017/2018 Applied Special Tax Rate	Percent of Maximum
1	Under - 2,000 Sq. Ft.	55	1,197.00	\$1,124.00	93.90%	1,197.00	\$1,116.30	93.26%
2	2,001 - 2,900 Sq. Ft.	78	1,522.00	\$1,429.18	93.90%	1,522.00	\$1,419.40	93.26%
3	2,901 - 3,200 Sq. Ft.	93	1,574.00	\$1,478.02	93.90%	1,574.00	\$1,467.88	93.26%
4	3,201 - 3,900 Sq. Ft.	74	1,897.00	\$1,781.32	93.90%	1,897.00	\$1,769.12	93.26%
5	Over - 3,900 Sq. Ft.	25	2,291.00	\$2,151.30	93.90%	2,291.00	\$2,136.56	93.26%
6	Non-Residential Property*	0	N/A	N/A	N/A	N/A	N/A	N/A
	Undeveloped*	0	N/A	N/A	N/A	N/A	N/A	N/A

*Rate is per Acre

City of Highland
Community Facilities District 2001-1
Five (5) Year Special Tax Rate Comparison

Special Tax Rates

Land Use Category	Residential Floor Area	Parcels Levied	2019/2020 Applied Special Tax Rate	Percent Change over 2018/2019	2020/2021 Proposed Special Tax Rate	Proposed Percent Change over 2019/2020
1	Under - 2,000 Sq. Ft.	55	\$1,128.26	1.64%	\$1,119.82	-0.75%
2	2,001 - 2,900 Sq. Ft.	78	\$1,434.60	1.64%	\$1,423.88	-0.75%
3	2,901 - 3,200 Sq. Ft.	93	\$1,483.62	1.64%	\$1,472.52	-0.75%
4	3,201 - 3,900 Sq. Ft.	74	\$1,788.06	1.64%	\$1,774.70	-0.75%
5	Over - 3,900 Sq. Ft.	25	\$2,159.44	1.64%	\$2,143.30	-0.75%
6	Non-Residential Property*	0	N/A	N/A	N/A	N/A
	Undeveloped*	0	N/A	N/A	N/A	N/A

Maximum & Applied Special Tax Rates

Land Use Category	Residential Floor Area	Parcels Levied	2018/2019 Maximum Special Tax Rate	2018/2019 Applied Special Tax Rate	Percent of Maximum	2019/2020 Maximum Special Tax Rate	2019/2020 Applied Special Tax Rate	Percent of Maximum	2020/2021 Maximum Special Tax Rate	2020/2021 Proposed Special Tax Rate	Percent of Maximum
1	Under - 2,000 Sq. Ft.	55	1,197.00	\$1,110.08	92.74%	\$1,197.00	\$1,128.26	94.26%	\$1,197.00	\$1,119.82	93.55%
2	2,001 - 2,900 Sq. Ft.	78	1,522.00	\$1,411.48	92.74%	\$1,522.00	\$1,434.60	94.26%	\$1,522.00	\$1,423.88	93.55%
3	2,901 - 3,200 Sq. Ft.	93	1,574.00	\$1,459.70	92.74%	\$1,574.00	\$1,483.62	94.26%	\$1,574.00	\$1,472.52	93.55%
4	3,201 - 3,900 Sq. Ft.	74	1,897.00	\$1,759.24	92.74%	\$1,897.00	\$1,788.06	94.26%	\$1,897.00	\$1,774.70	93.55%
5	Over - 3,900 Sq. Ft.	25	2,291.00	\$2,124.64	92.74%	\$2,291.00	\$2,159.44	94.26%	\$2,291.00	\$2,143.30	93.55%
6	Non-Residential Property*	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Undeveloped*	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Rate is per Acre

**City of Highland
Community Facilities District 2007-1
Five (5) Year Special Tax Rate Comparison**

Special Tax Rates

Land Use Category ⁽¹⁾	Parcels Levied	2016/2017 Applied Special Tax Rate ⁽²⁾	Percent Change over 2015/2016	2017/2018 Applied Special Tax Rate	Percent Change over 2016/2017	2018/2019 Applied Special Tax Rate	Percent Change over 2017/2018	2019/2020 Applied Special Tax Rate	Percent Change over 2018/2019	2020/2021 Proposed Special Tax Rate	Proposed Percent Change over 2019/2020
1	118	\$325.00	N/A	\$331.50	2.00%	\$338.13	2.00%	\$344.89	2.00%	\$351.79	2.00%

Maximum & Applied Special Tax Rates ⁽³⁾

Land Use Category ⁽¹⁾	2016/2017 Maximum Special Tax Rate	2016/2017 Applied Special Tax Rate ⁽²⁾	Percent of Maximum	2017/2018 Maximum Special Tax Rate	2017/2018 Applied Special Tax Rate	Percent of Maximum	2018/2019 Maximum Special Tax Rate	2018/2019 Applied Special Tax Rate	Percent of Maximum	2019/2020 Maximum Special Tax Rate	2019/2020 Applied Special Tax Rate	Percent of Maximum	2020/2021 Maximum Special Tax Rate	2020/2021 Proposed Special Tax Rate	Percent of Maximum
1	\$388.41	\$325.00	83.68%	\$396.17	\$331.50	83.68%	\$404.10	\$338.13	83.68%	\$412.18	\$344.89	83.67%	\$420.42	\$351.79	83.68%

⁽¹⁾ In accordance with the Special Tax Rate and Method of Apportionment, developed property is defined as all Taxable Property in the Community Facilities District as of July 1st of any Fiscal Year for which a final subdivision map or parcel map has been recorded as of May 1 of the previous Fiscal Year.

⁽²⁾ Fiscal Year 2016/2017 was the first year the CFD was levied.

⁽³⁾ Per the CFD Report, the service portion's rate starts Fiscal Year 2007/2008 at \$325.00 per unit and increases every Fiscal Year by 2% thereafter