FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER
JOHN TIMMER, MEMBER

September 8, 2020
10:15 a.m.
Upright Conference Room
Highland City Hall
27215 Base Line
Highland, California

SPECIAL NOTICE REGARDING COVID-19

In accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference. Anyone can join the meeting.

Please follow the instructions below to listen to the meeting.

- Dial (844) 855-4444 (no charge/toll free)
- Press 360803# - When prompted for the Access Code

Submission of Public Comments: For those wishing to make public comments at the September 8, 2020 Finance/Personnel Subcommittee meeting regarding items listed on the agenda, please submit your comments by email to be read aloud at the meeting by the Administrative Assistant. Email comments must be submitted by 9:00 a.m. on September 8, 2020, to publiccomment@cityofhighland.org. Please identify the agenda item in the subject line.

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.

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Larry McCallon, Member John Timmer, Member

FINANCE/PERSONNEL SUBCOMMITTEE
September 8, 2020 – 10:15 a.m.

CALL TO ORDER

PUBLIC COMMENT

ITEMS

1. Review Minutes of July 20, 2020 Meeting
   ACTION:

2. Corona Virus Aid Relief and Economic Security (CARES) Act Funding (Attachment)
   ACTION:

3. City Fiscal Year 2019/2020 Year End Budget Adjustments (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 3rd day of September 2020 by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

City Hall	Highland Branch Library	Highland Fire Station No. 1
27215 Base Line	7863 Central Avenue	26974 Base Line

Elena Rodrigues

Elena Rodrigues, Administrative Assistant III

MINUTES
FINANCE/PERSONNEL SUBCOMMITTEE
July 20, 2020

CALL TO ORDER

The regular meeting of the Finance/Personnel Subcommittee of the City of Highland was called to order at 1:00 p.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 June 9, 2020 Meeting
   - Minutes were approved as submitted

2. Engineering Resources of Southern California (ERSC) Design Services Proposal approval of $17,980 for Fiscal Year 2020/2021 Community Development Block Grant (CDBG) Pavement Rehabilitation on Central Avenue, City Project No. OLA20001
   - Approved, proposal by Engineering Resources of Southern California in the amount of $17,980 for Fiscal Year 2020/2021 for City Project No. OLA20001

3. YMCA Roof Repair
   - Approved, proposal by Diamond Sheet Metal in the amount of $13,800 and to allow a budget up to $6,000 for additional repairs as needed once existing sheet metal is removed

4. Base Line at Central Avenue Landscape Median Modification
   - Approved, with East Valley Water District providing reimbursement for materials and labor costs

ADJOURN

There being no further business the meeting was adjourned at 1:11 p.m.

Submitted by:

Elena Rodrigues

Elena Rodrigues, Administrative Assistant III

Approved by:

Subcommittee Member

CARES Act Funding

Expenses by Category	Account #	Recommended Amounts	Expended to-date	Balance
Personal Protective Equipment (PPE)	030-8495-4349	41,080	2,275	38,805
Improving Telework Capabilities	030-8495-4349	7,000	117	6,883
Legal Services (City Attorney)	030-8495-4520	10,000	6,309	3,691
Bio Hazard Clean-up	030-8495-4349	5,000	150	4,850
Public Health & Safety Employees	030-8495-4560/4567/4569	365,000		365,000
Contract Services & Administration	030-8495-4540/4198	5,000	573	4,427
Small Business Assistance Grants	030-8495-4349	250,000		250,000
		683,080	9,424	673,656

City-Fiscal Year 2019/2020 Year-End Budget Adjustments-Expenditures

General Fund

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds to help offset negative fund balance	001-General	1450-General Government	4102-Operating Xfer Out-Traffic Safety	17,620	-	17,620
Transfer funds to help offset negative fund balance	001-General	1450-General Government	4112-Operating Xfer Out-LMD	51,035	-	51,035
To reimburse GCF Project STR 17-005 (mining tax)	001-General	1450-General Government	4123-Operating Xfer Out-Gen Capital Fin	146,530	-	146,530
Transfer funds for future expenditures	001-General	1450-General Government	4129-Operating Xfer Out-Fire Department	441,400	-	441,400
Transfer funds for future expenditures	001-General	1450-General Government	4142-Operating Xfer Out-General Services	50,000	-	50,000
Pay out of leave balances on 30 year employee	001-General	3200-Engineering	3010-Salaries	45,835	62,205	108,040
Expended more on general eng services than budgeted	001-General	3200-Engineering	4550-Contract Services-Engineering	62,700	132,000	194,700
Expended more on eng plan check than budgeted	001-General	3200-Engineering	4551-Contract Services-Plan Check	144,350	280,000	424,350
Unanticipated trails maintenance in 2019/2020	001-General	6100-Trails	4592-Contract Services-Trails Maintenance	3,250	-	3,250

Article 3

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
str 15-002 budgeted in 2018/2019-expended in 2019/2020	005-Article 3	8320-Article 3	6816-Trails Construction	125,350	-	125,350

Development Impact Fees

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
str 12-004 budgeted in 2018/2019-expended in 2019/2020	007-DIF	8330-DIF	6530-Street/Sidewalk Construction	390,000	700,000	1,090,000

COPS

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received higher grant amount	021-COPS	8450-AB 3229	4560-Contract Services-Police Services	6,425	150,000	156,425

Total Proposed Expenditure Increases 1,484,495

Summary

Current City Expenditure Budget	89,631,820
Total Proposed Expenditure Increases	1,484,495
Total Proposed City Expenditure Budget	91,116,315

City-Fiscal Year 2019/2020 Year-End Budget Adjustments-Revenues

Traffic Safety

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer from General Fund to offset negative fund balance	002-Traffic Safety	8200-Traffic Safety	9901-Operating Xfer In-General Fund	17,620	-	17,620

Article 3

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Increase grant reimbursement by $160,000	005-Article 3	8320-Article 3	7205-Transportation Tax-Article 3	125,350	290,000	415,350

Landscape Maintenance District

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer from General Fund to offset negative fund balance	012-LMD	8500-LMD	9901-Operating Xfer In-General Fund	51,035	-	51,035

COPS

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received higher grant amount	021-COPS	8450-AB 3229	9350-COPS Grant	6,425	150,000	156,425

General Capital Financing

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
To reimburse GCF Project STR 17-005 (mining tax)	023-General Capital Financing	3890-Capital Construction	9901-Operating Xfer In-General Fund	146,530	-	146,530

Fire Department

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds for future expenditures	029-Fire Department	2100-Fire Department	9901-Operating Xfer In-General Fund	441,400	-	441,400

General Services

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds for future expenditures	042-General Services	9510-Building Servives	9901-Operating Xfer In-General Fund	50,000	-	50,000

Total Proposed Revenue Increases 838,360

Summary

Current City Revenue Budget	74,152,960
Total Proposed Revenue Increases	838,360
Total Proposed City Revenue Budget	74,991,320