



FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER
JOHN TIMMER, MEMBER

September 22, 2020
9:30 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 22, 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 8:30 a.m. on September 22, 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

City of Highland, 27215 Base Line, Highland, CA 92346 (909) 864-6861 FAX (909) 862-3180

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

September 22, 2020 – 9:30 a.m.

CALL TO ORDER

PUBLIC COMMENT

ITEMS

1. Review Minutes of September 8, 2020 Meeting

RECOMMENDATION: Approve the Minutes as submitted.

2. Redistribution of Community Development Block Grant (CDBG) – COVID Specific Funds (Attachment)

RECOMMENDATION: Staff recommends the Finance/Personnel Subcommittee reallocate \$22,800 from the Antibody Testing program to the Highland Senior Center.

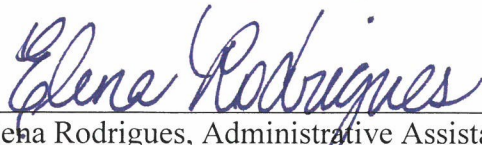
ADJOURN

I, Elena Rodrigues, Administrative Assistant III, of the City of Highland, California, certify that I caused to be posted this Agenda on the 17th day of September 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

Highland Fire Station No. 1
26974 Base Line



Elena Rodrigues, Administrative Assistant III

MINUTES
FINANCE/PERSONNEL SUBCOMMITTEE
September 8, 2020

CALL TO ORDER

The regular meeting of the Finance/Personnel Subcommittee of the City of Highland was called to order at 10:15 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 July 20, 2020 Meeting
 - Minutes were approved as submitted

2. Corona Virus Aid Relief and Economic Security (CARES) Act Funding
 - Approved with recommendation to bring item forward to City Council

3. City Fiscal Year 2019/2020 Year End Budget Adjustments
 - Approved with recommendation to bring item forward to City Council

ADJOURN

There being no further business the meeting was adjourned at 10:27 a.m.

Submitted by:

Approved by:


Elena Rodriguez, Administrative Assistant III

Subcommittee Member



Memorandum

City of Highland

DATE: September 15, 2020

TO: Finance Subcommittee

FROM: Kim Stater, Asst. Community Development Director *VS*

SUBJECT: Redistribution of CDBG-Covid Funds

The City received \$277,080 in COVID-specific CDBG funds. It was allocated in the amounts of \$200,000 for Antibody Testing, \$40,000 for Grocery Delivery and \$37,080 for a Meal Program at the Highland Senior Center ("Readymade Food Pickup and Delivery"). The Senior Center has expended the total of their funds as contracted. Because the need still exists, and there are funds available in other programs, **staff recommends the Subcommittee reallocate \$22,800 from the Antibody program to the Senior Center.** See attached backup.

Kim Stater

From: plilburn@aol.com
Sent: Tuesday, September 15, 2020 9:54 AM
To: kstater@cityofhighland.org
Cc: HighSenCtr@aol.com; hscoutreach@aol.com; plilburn@aol.com
Subject: COVID19 LUNCH PROGRAM FOR SENIORS

Hi Kim,

Appreciate you working with the Highland Senior Center with our continued Hot Lunch Daily program. As you know we have been working with local restaurants M-F to provide hot nutritional meals through the center due to the COVID19 Pandemic and the current funding allocated has come to an end.

As we discussed, we can go with our regular Hot lunch program that we contract out. This lunch is provided to the seniors for a donation of 3.50 per senior. We will continue to provide the lunches to those who have completed their benefit form and meet the guild lines

Current program:

Proposed: Effective Sept.28, 2020

To December 31, 2020

Lunches: \$7.00 per lunch @ 50

Lunches: 3.50 per lunch @ 60

Staff: 3 @ 3 hours day - \$135.00

Staff: 3 @ 2hours day - \$90.

We are upping the number of lunches and lessening the amount of hours as staff doesn't have to go pick up the lunches and help bag them.

Days total proposed:

75 days x \$210.00 (lunches) + \$15,750.00

75 days x \$ 90.00 (Staff) = \$ 6,750.00 (3 staff @ 2hours)

Supplies \$300.00 - \$ 300.00 containers, gloves, masks, soap etc

22,800.00

Please let me know what your thoughts are and if this looks acceptable to present to the sub-committee

Penny Lilburn - Executive Director

HIGHLAND SENIOR CENTER

plilburn@aol.com

909.890.8040 - cell

909.862.8104 - office

COUNTY OF SAN BERNARDINO
Community Development and Housing Department
Community Development Block Grant-CV (CDBG-CV) Program
Cooperating City Recommended Projects Form

City ⁽¹⁾: City of Highland

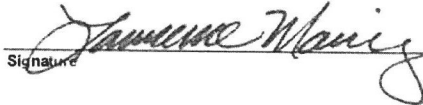
Finance Sub. Hearing Date ⁽²⁾: 12-May-20

City's CDBG-CV Allocation (3): \$277,080

CDH Application Log # (6)	Project Title (* indicates project required a "General Fund Guarantee") (7)	Public Service Y/N (8)	Applicant's Requested Amount ⁽⁹⁾	City's Recommended Allocation Amount (10)	Activity Total (13)
HIGH-CDBG-CV-006	Highland: COVID-19 Antibody Testing	Y	252,080	200,000	200000
HIGH-CDBG-CV-004	Highland: Food-Grocery Delivery Program	Y	25,000	40,000	40000
HIGH-CDBG-CV-028	Highland: Readmade Food Pickup and Delivery	Y	23,500	37,080	37080
			0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
			0	0	0
Totals ⁽¹⁴⁾			\$ 300,580	\$ 277,080.00	\$ 277,080.00

Total Amount Available: \$277,080

Authorized City Representative ⁽¹⁷⁾:

Signature 

Date ⁽¹⁸⁾ 5/12/2020

General Fund Guarantee Certification ⁽¹⁹⁾

For Third-Party capital improvement activities, the City understands that reimbursements received from the County for which no measurable outcome is achieved may subsequently be required to be repaid by the City (using non-federal funds) to County. Measurable outcomes are defined as providing benefits to low- to moderate-income individuals, families, organizations, and communities and are derived from the project or program.

☐ YES The City agrees to enter into a "General Fund Guarantee" in order for the County to recommend activity funding.