FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER
JOHN TIMMER, MEMBER

September 14, 2021
5:30 p.m.
Upright Conference Room
Highland City Hall
27215 Base Line
Highland, California

SPECIAL NOTICE REGARDING COVID-19

This meeting is being held in person. Please be advised, facial coverings or masks are required to be worn in the Upright Conference Room. If you do not have a facial covering or mask, one will be provided to you.

Submission of Public Comments: To limit the number of persons in the Upright Conference Room, the public is encouraged to make public comments by email rather than in person. For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 4:30 p.m. on September 14, 2021, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the September 14, 2021 agenda, please identify the agenda item number in the subject line. All email comments shall be subject to the same rules as would otherwise govern speaker comments at a Council meeting. Members of the public will be permitted to make public comments in person.

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 Subcommittee 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 14, 2021 – 5:30 p.m.

CALL TO ORDER

PUBLIC COMMENT

ITEMS

1. Review Minutes of August 24, 2021 Meeting
RECOMMENDATION: Approve the Minutes as submitted.

2. City Fiscal Year 2020/2021 Year – End Budget Adjustment Expenditures/Revenues
RECOMMENDATION: That the Finance/Personnel Subcommittee review and consider the Fiscal Year 2020/2021 Year End Budget Adjustment Expenditures/Revenues.

ADJOURN

I, Elena Rodrigues, Administrative Assistant III, of the City of Highland, California, certify that I caused to be posted this Agenda on the 9th day of September 2021, 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

Agenda Item #1

MINUTES
FINANCE/PERSONNEL SUBCOMMITTEE
August 24, 2021

CALL TO ORDER

The regular meeting of the Finance/Personnel Subcommittee of the City of Highland was called to order at 4:45 p.m. in the Donahue Council Chambers, 27215 Base Line, Highland, California.

ROLL CALL

Present: McCallon, Timmer
Absent: None

PUBLIC COMMENT

Received no public comment.

ITEMS

1. Review Minutes of August 10, 2021 Meeting
   - Approved Minutes as submitted.

2. Landscape Maintenance District (LMD) Budget
   - The Finance Subcommittee reviewed the item and directed staff to conduct community outreach meetings with affected neighborhoods to discuss deficits and options.
   - Bring findings of Community Outreach Meetings back to subcommittee for further recommendation.

ADJOURN

There being no further business the meeting was adjourned at 5:08 p.m.

Submitted by:

Elena Rodrigues

Elena Rodrigues, Administrative Assistant III

Approved by:

Subcommittee Member

Agenda Item #2

City-Fiscal Year 2020/2021 Year-End Budget Adjustments-Expenditures

General Fund

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds for future expenditures	001-General	1450-General Government	4123-Operating Xfer Out-Gen Capital Fin	295,000	-	295,000
Transfer funds for future expenditures	001-General	1450-General Government	4141-Operating Xfer Out-General Liability	178,650	-	178,650
Transfer funds for future expenditures	001-General	1450-General Government	4142-Operating Xfer Out-General Services	215,000	-	215,000
Unforeseen maintenance was required on graffiti truck	001-General	6010-Graffiti	4240-Vehicle Maintenance	2,180	3,000	5,180
Expended more $ on needed trails maintenance than budgeted	001-General	6100-Trails	4198-City Administration	2,450	4,000	6,450

Community Development Block Grant

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Additional CDBG Coronavirus Grant funds	006-CDBG	8400-HCD	4353-CDBG CV Programs	150,000	-	150,000
Project mostly budgeted in 2019/2020 & done in 2020/2021	006-CDBG	8400-HCD	6550-Traffic Improvements	305,000	337,000	642,000

Development Impact Fees

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Base Line Interchange Project	007-DIF	8330-DIF	6813-Bridge Construction	710,500	179,000	889,500

Developer Fees

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Projects str 11-005 & 11-006 budgeted in prior years	008-Developer Fees	8340-Developer Fees	6530-Street/Sidewalk Construction	80,710	13,000	93,710

Capital Improvements

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Base Line & Boulder Bridges construction budgeted prior year	010-Capital Improvements	3830-Facilities Construction	6813-Bridge Construction	1,137,400	618,000	1,755,400

Landscape Maintenance District

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Water usage was higher than budgeted	012-LMD	8500-LMD	4030-Water	35,000	150,000	185,000

Street Light District

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Charged higher rate for power-will receive credit	013-SLD	8510-SLD	4011-Electicity-Street Lighting	76,600	275,000	351,600
More maint was done than budgeted (reimbursed)	013-SLD	8510-SLD	4664-Contract Services-Street Light Maint.	14,000	85,570	99,570

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	895	156,000	156,895

City-Fiscal Year 2020/2021 Year-End Budget Adjustments-Expenditures

General Capital Financing

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Sale of 6th/Vic prop/OC Loan xfer to General Fund-AD Res.	023-General Capital Financing	3890-Capital Construction	4101-Operating Xfer Out-General Fund	284,105	-	284,105
Sale of 6th/Vic prop/OC Loan xfe to General Svcs future exp	023-General Capital Financing	3890-Capital Construction	4142-Operating Xfer Out-General Services	284,105	-	284,105

Insurance

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
General liability and W/C premiums higher than budgeted	041-Insurance	9500-General Liability	4360-Premiums	59,000	310,750	369,750
Network consultant services	041-Insurance	9500-General Liability	4554-Contract Services-Consultant	217,085	-	217,085

General Services

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
New computers for staff & network	042-General Services	9510-Building Services	4203-Office Equipment	75,000	1,400	76,400
Network consultant services & equipment	042-General Services	9510-Building Services	4554-Contract Services-Network	121,255	5,000	126,255

Total Proposed Expenditure Increases 4,243,935

Summary

Current City Expenditure Budget	60,758,260
Total Proposed Expenditure Increases	4,243,935
Total Proposed City Expenditure Budget	65,002,195

City-Fiscal Year 2020/2021 Year-End Budget Adjustments-Revenues

General Fund

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer from Gen Cap Fin for Assessment District reserves	001-General Fund	1450-General Government	9923-Operating Xfer In-General Cap Fin	284,105	-	284,105

CDBG

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Increase grant reimbursement by $455,000	006-CDBG	8400-HCD	9300-CDBG	455,000	-	455,000

COPS

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received higher grant amount	021-COPS	8450-AB 3229	9350-COPS Grant	895	156,000	156,895

General Capital Financing

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds for future expenditures	023-General Capital Financing	3890-Capital Construction	9901-Operating Xfer In-General Fund	295,000	-	295,000

Insurance

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds for future expenditures	041-Insurance	9500-General Liability	9901-Operating Xfer In-General Fund	178,650	-	178,650

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	215,000	-	215,000
Transfer funds for future expenditures	042-General Services	9510-Building Servives	9923-Operating Xfer In-General Cap Fin	284,105	-	284,105

Total Proposed Revenue Increases 1,712,755

Summary

Current City Revenue Budget	49,140,735
Total Proposed Revenue Increases	1,712,755
Total Proposed City Revenue Budget	50,853,490