



FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER
JOHN TIMMER, MEMBER

June 14, 2022
5:15 p.m.
Upright Conference Room
Highland City Hall
27215 Base Line
Highland, California

Submission of Public Comments: 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 4:15 p.m. on June 14, 2022, to publiccomment@cityofhighland.org.

If you are submitting a public comment pertaining to an item on the June 14, 2022 agenda, please identify the agenda item number in the subject line. 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

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 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.

Larry McCallon, Member

John Timmer, Member

FINANCE/PERSONNEL SUBCOMMITTEE

June 14, 2022 – 5:15 p.m.

CALL TO ORDER

PUBLIC COMMENT

ITEMS

1. Review Minutes of May 24, 2022 Meeting

RECOMMENDATION: Approve the Minutes as submitted.

2. Review Community Development Block Grant (CDBG) COVID-19 Proposed Transfer of Funds between Projects

RECOMMENDATION: Approve the proposed transfer of COVID-19 funds between projects

3. Application for Land Based Financing Community Facilities District (CFD) by LUMAR Devco IV, LLC to fund construction of a new Traffic Signal on Base Line between Buckeye Street and SR-210 (CUP-21-001/CFD-22-001, Two drive-thru restaurants).

RECOMMENDATION: Review and consider the subject application options and provide a preliminary recommendation for stakeholders and City Council consideration.

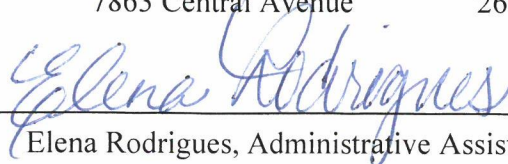
ADJOURN

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 June 2022, 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

Agenda Item #1

MINUTES
FINANCE/PERSONNEL SUBCOMMITTEE
May 24, 2022

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. in 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 April 12, 2022 Meeting
Approved the Minutes as submitted.
2. Review Minutes of April 18, 2022 Meeting
Approved the Minutes as submitted.
3. Appropriations Limits 2022/2023
Subcommittee reviewed and approved the Appropriations Limits for Fiscal Year 2022/2023.
4. City Treasurer Authority 2022/2023
Subcommittee reviewed and approved the City Treasurer Authority for Fiscal Year 2022/2023.
5. Investment Policy 2022/2023
Subcommittee reviewed and approved the Statement of Investment Policy for Fiscal Year 2022/2023.
6. CFD 90-1 Annual Tax Levy Fiscal Year 2022-2023
Subcommittee reviewed and approved the CFD 90-1 Annual Tax Levy for Fiscal Year 2022-2023.
7. CFD 2001-1 Annual Tax Levy Fiscal Year 2022-2023
Subcommittee reviewed and approved the CFD 2001-1 Annual Tax Levy for Fiscal Year 2022-2023.
8. CFD 2007-1 Annual Tax Levy Fiscal Year 2022-2023
Subcommittee reviewed and approved the CFD 2007-1 Annual Tax Levy for Fiscal Year 2022-2023.

9. American Rescue Plan Act (ARPA) #1 Funding Balance Redesignation

Subcommittee reviewed and made the recommendation of on 9/30/2022, to transfer the remaining combined balances from 2.9 Small Business Economic Assistance & 2.4 Mortgage Assistance Program to be spread 1/3 to 1.9 Payroll Cost for Safety Staff (Police) & 2/3 to 3.1 Public Sector Workforce Payroll (Fire & Paramedic).

ADJOURN

There being no further business the meeting was adjourned at 10:13 a.m.

Submitted by:



Elena Rodriguez, Administrative Assistant III

Approved by:

Subcommittee Member

Agenda Item #2

CDBG COVID-19 PROPOSED TRANSFER OF FUNDS

A Mortgage Assistance Program was established approximately one year ago by the City with a second round of CDBG COVID-19 funding from San Bernardino County. Due to a lack of interest by the community, no funds have been expended and a balance of \$287,854 remains. Staff recommends \$150,000 of the funds be transferred out of this program and into two others as noted below:

- 1) Continuation of the 'Grab and Go' Meals Program by the Senior Center. Seniors will continue to receive prepared box meals in a drive-thru line to be eaten off-site. The City could request a \$75,000 transfer from the Mortgage Assistance Program to the existing Senior Meals program.
- 2) There was interest expressed by the community to the City and the Senior Center for assistance purchasing groceries. The Senior Center is willing to create a personalized grocery shopping program to provide low-income seniors with weekly groceries. The resident will provide a reasonable list and a Senior Center representative will shop on their behalf and deliver the food to their home. The City would request a transfer of \$75,000, separate from #1 above, from the existing Mortgage Assistance Program to the existing Grocery Delivery Program. The "Grocery Delivery Program" which currently provides grocery store shopping subscriptions (ie. Instacart) would be modified to instead pay for the groceries themselves as well as the delivery by Senior Center Staff.

	May 2020 First Round of Funding	2020-2021 Transfers	June 2021 Second Round of Funding	Total Current Allocation	Current Balance	Proposed Transfer by Finance Subcommittee June 2022
Antibody Testing (City Program)	\$200,000	\$200,000 Transferred to 'Grab & Go'		0	0	
'Grab & Go' Readymade Meals (Senior Center Program)	\$37,080	\$200,000 Received from 'Antibody'		\$237,080	0	\$75,000 received from "Mortgage Assistance Program"
Grocery Delivery Subscription (i.e., Instacart) (City Program) Senior Grocery Program	\$40,000			\$40,000	\$38,517	\$75,000 received from "Mortgage Assistance Program"
Mortgage Assistance Program (City Program)	0		\$287,854	\$287,854	\$287,854	\$150,000 Transferred out; (\$75,000 Transferred to 'Grab & Go' & \$75,000 Transferred to Senior Grocery Program)
	\$277,080	N/A	\$287,854	\$564,934	\$326,371	

Agenda Item #3



MEMO

CITY OF HIGHLAND

DATE: June 14, 2022

TO: Finance Subcommittee

FROM: Lawrence A. Mainez, Community Development Director/Assist Exec Dir *Lamy*
Matt Bennett, Assistant Public Works Director *MB*

SUBJECT: Application for Land Based Financing (CFD) by LUMAR Devco IV, LLC to fund construction of a new Traffic Signal on Base Line between Buckeye Street and SR-210 (CUP-21-001/CFD-22-001, two drive-thru restaurants).

Recommendation:

That the Finance Subcommittee review and consider the subject application options and provide a preliminary recommendation for stakeholders and City Council consideration

BACKGROUND:

On January 18, 2022, the Planning Commission took action to approve a land use entitlement to construct two (2) restaurant uses on property located at the northwest corner of Base Line and SR 210 Freeway (PC Resolution No. 2022-003, CUP-21-001). Engineering Condition Number 20 requires the development to install a traffic signal on Base Line, and two (2) traffic signal location options were given consideration by the Planning Commission. The Planning Commission supported location B, an alignment with the southerly Starbuck's/Popeye's/Gas Station driveway (see Attachment A, Exhibit for both traffic signal location options).

Due to the location of utilities, and the existing traffic signal interconnect facilities, among other items the proposed traffic signal is estimated to cost \$1,250,000.00 to construct (see Attachment B). The Developer, LUMAR Devco IV, LLC is proposing to fund the construction of the new traffic signal through a Community Facilities District (CFD). On March 28, 2022, LUMAR Devco IV, LLC submitted a Land Based Financing Application and the related application fee of \$10,000.00 to get the CFD process started. As noted in the Application, two parcels located on the southside of Base Line will be included within the proposed District (one parcel developed with Starbuck's/Popeye's, and one parcel developed with a 76 Gas Station). Assessor Parcel Maps are included in Attachment A.

Staff and LUMAR Devco IV, LLC met with the property owners/stakeholders noted above on January 6, 2022, and June 8, 2022. At these meetings, the design options and cost were discussed in detail. There was a consensus in support of Option B (driveway alignment). However, the property owners/stakeholders on the southside of Base Line requested more detailed construction cost information and requested an estimate on the potential CFD Apportionment.

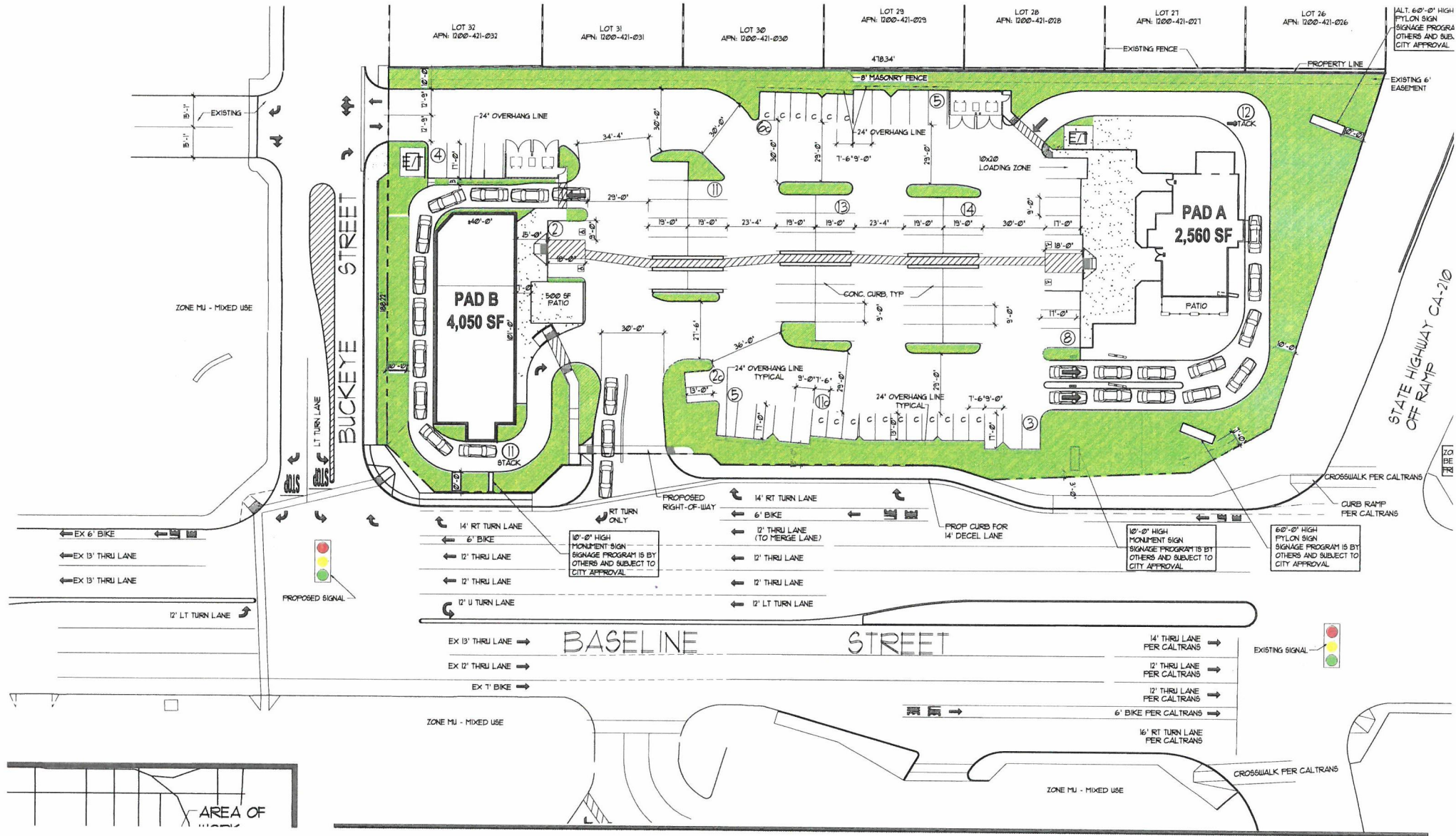
The amount of the CFD Apportionment will not be known until the Land Based Financing Application is completed by the City's Special Bond Counsel, Special Tax Consultant, and the Municipal Advisor along with the additional deposit in the amount of \$65,000.00 is received.

Before the developer - LUMAR Devco IV, LLC - expends additional resources, staff recommends the Finance Subcommittee review and consider the subject application options and provide a preliminary recommendation for stakeholders and City Council consideration.

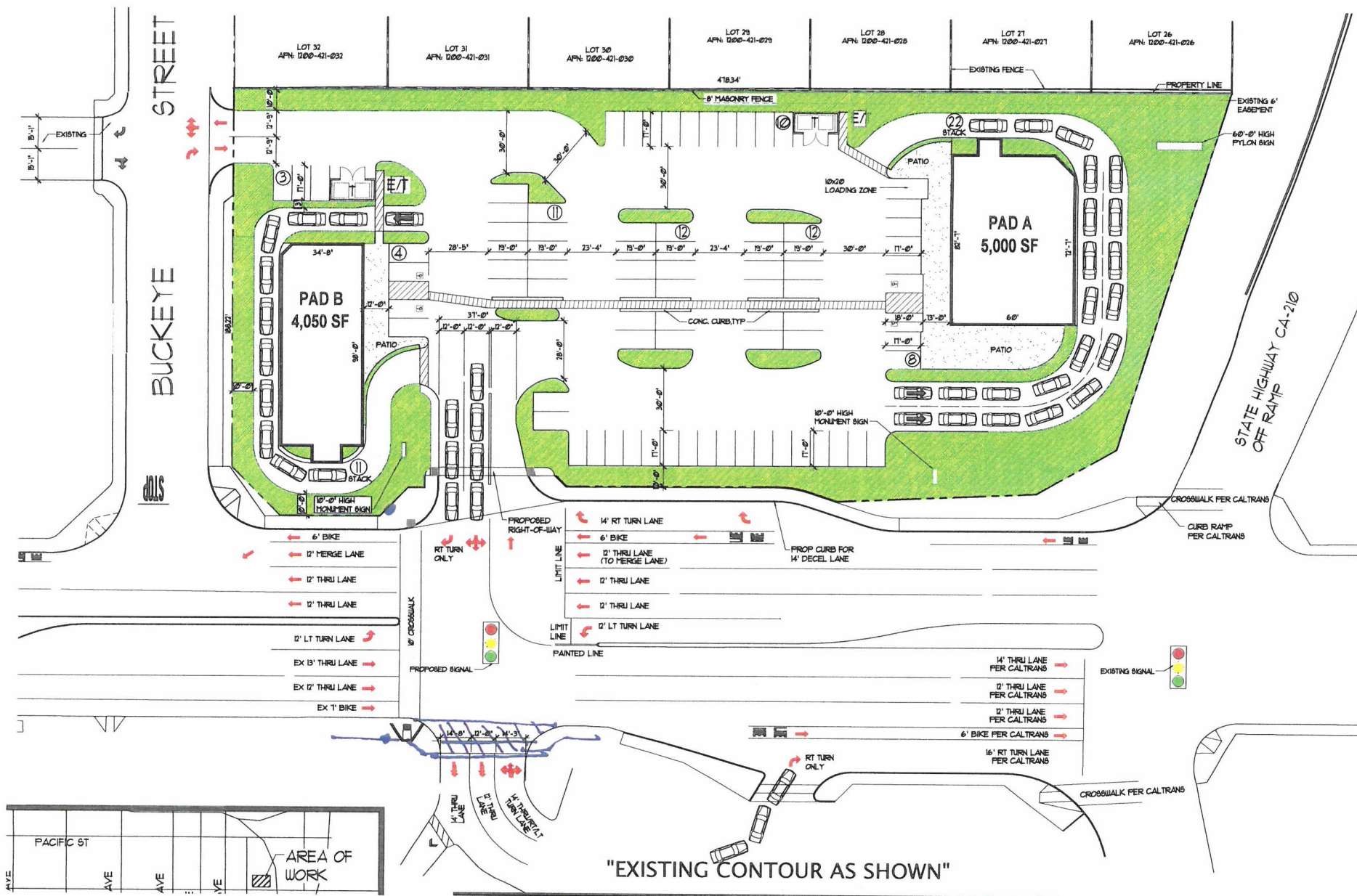
Attachments: A. Traffic Signal Location Options
B. Traffic Signal Construction Cost Estimate.

ATTACHMENT A

Option A



Option B



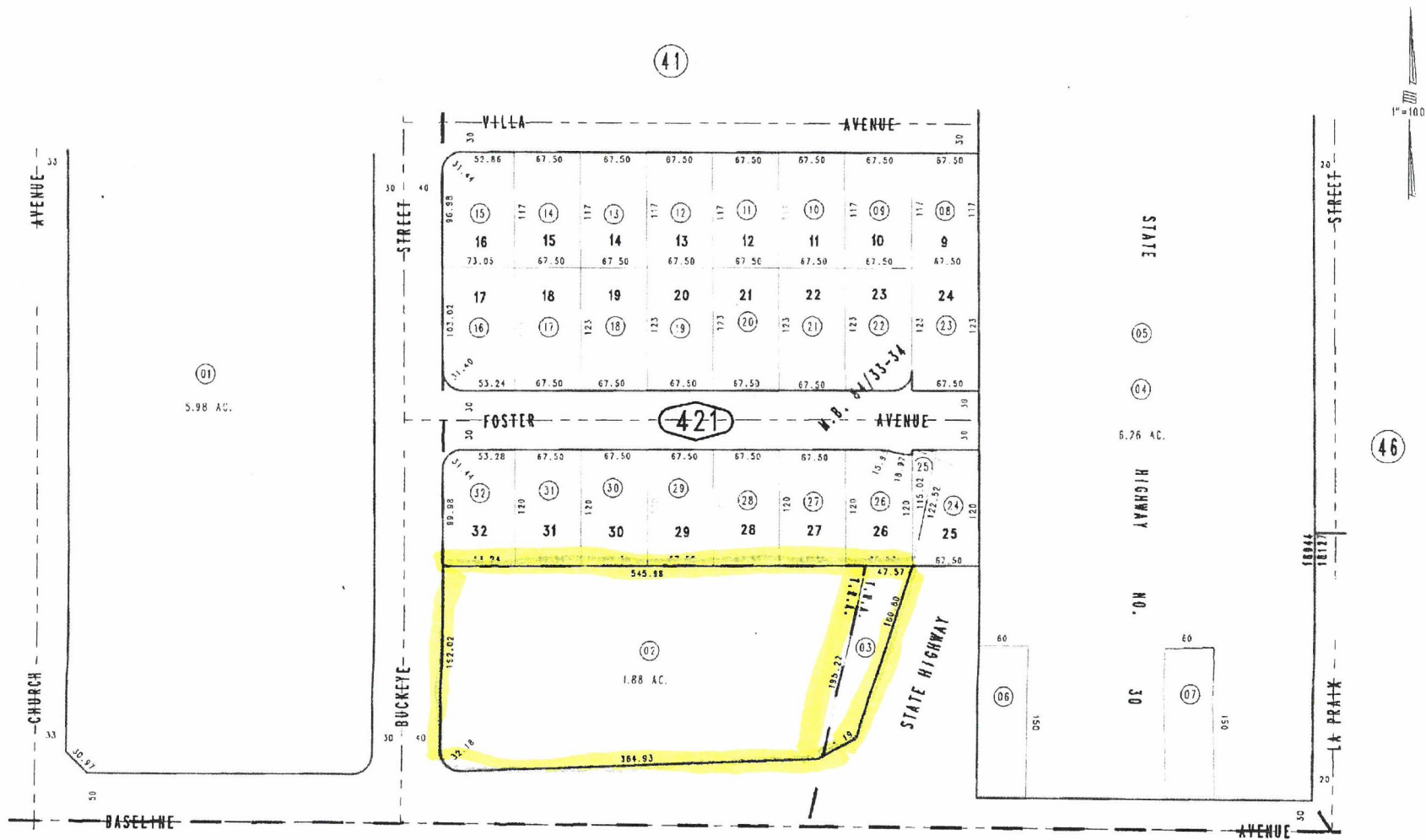
THIS MAP IS FOR THE PURPOSE
OF AD VALOREM TAXATION ONLY.



S.1/2, S.E.1/4, S.W.1/4 Sec. 33, T.1N.,R.3W. S.B.M.

City of Highland
Tax Rate Area
18044 18127

1200 - 42



JULY 1995

Ptn Tract No. 6650, M.B. 84/33-34

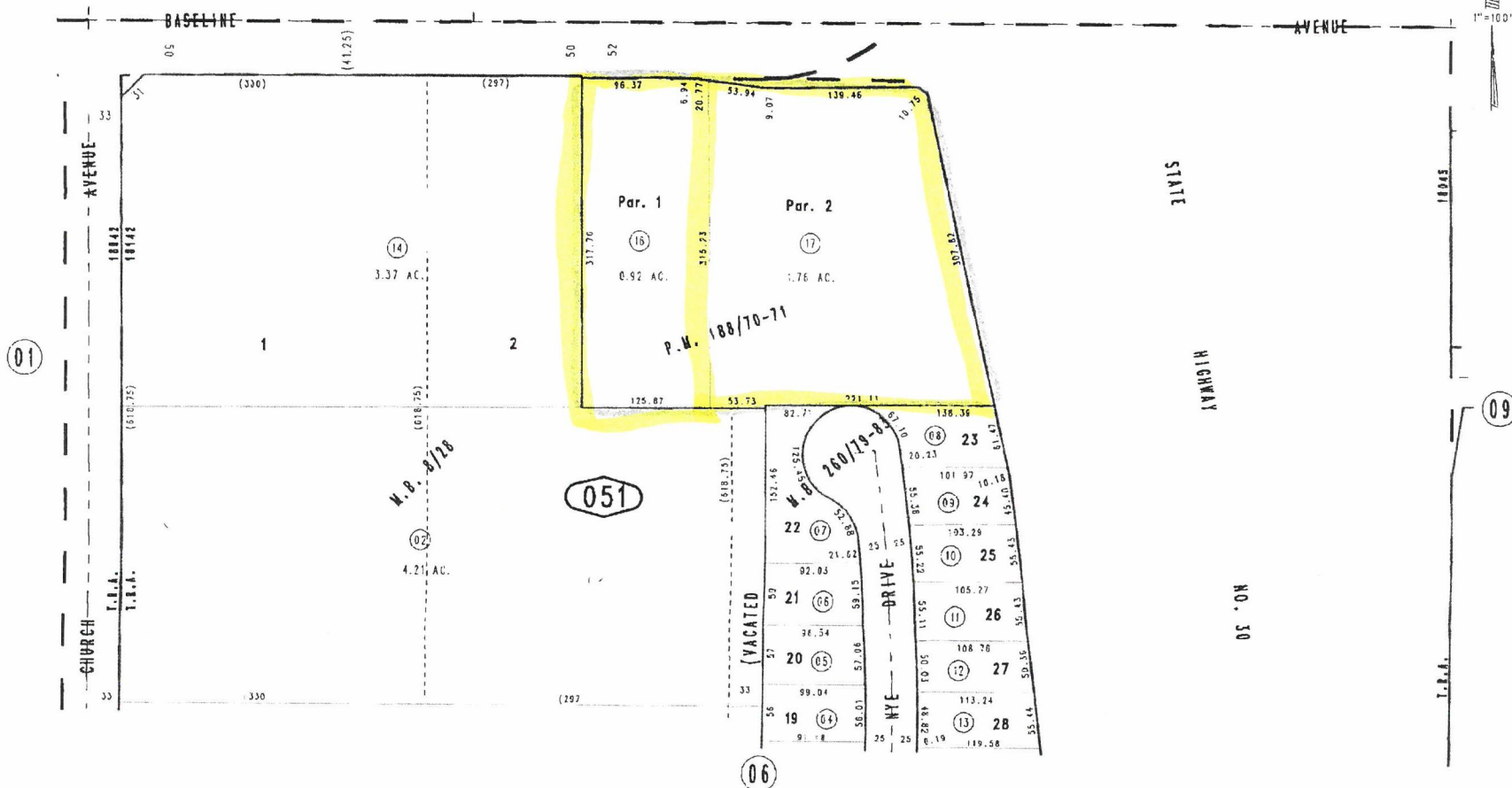
1201
05

Assessor's Map
Book 1200 Page 42
San Bernardino County

REVISED

1200
42

1201 - 05



Assessor's Map
Book 1201 Page 05
San Bernardino County

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8-14-96 AL
03/28/00 RM
03/30/00 RM

ATTACHMENT B

3/23/2022

Cannon

NEC Base Line and Buckeye - City of Highlands
OPINION OF PROBABLE CONSTRUCTION COST
Offsite Improvements - Project Driveway at Starbucks and Base Line

For Discussion	
Cannon Project #: 18035	Date: 3/23/2022
Contingency: 25%	By: SJJ/CV/JS

Soft Costs	\$	153,500.00	
Misc (Project)	\$	35,700.00	
Grading	\$	17,400.00	
Erosion Control	\$	41,055.00	
Paving	\$	97,300.00	
Signal, Striping (provided by Urban Systems)	\$	597,500.00	
Landcaping (provided by Vella & Associates)	\$	19,100.00	
Subtotal	\$	961,555.00	(rounded up)
Contingency	\$	240,389.00	
Total	\$	1,201,944.00	

*** Permit fees (City, Caltrans, etc) are not included**

*Rounded up to
\$ 1,250,000 to
cover permit fees*

This Opinion of Probable Construction Cost represents the Engineer's best judgement as a design professional. The Engineer, however, has no control over the cost of labor, materials, or delivery costs and, therefore, cannot guarantee that construction bids will not vary from this Opinion

3/23/2022

Cannon

NEC Base Line and Buckeye - City of Highlands
OPINION OF PROBABLE CONSTRUCTION COST
Offsite Improvements - Project Driveway at Starbucks and Base Line

For Discussion

Note#	Item Description	QTY	UNIT	UNIT PRICE	TOTAL
Soft Costs					
	Civil Engineering & Landscape Design	1	LS	\$ 33,000.00	\$ 33,000.00
	Architectural Project Coordination (Consultant Oversight)	1	LS	\$ 5,000.00	\$ 5,000.00
	Traffic Signal Engineering (Striping/signing/TC/Signal)	1	LS	\$ 40,500.00	\$ 40,500.00
	Traffic Study (Encroachment Permit Support and Processing Support- does not include permit fees)	1	LS	\$ 75,000.00	\$ 75,000.00
				Subtotal =	\$ 153,500.00
Misc (Project)					
	Mobilization & Demobilization	1	LS	\$ 35,695.00	\$ 35,700.00
				Subtotal =	\$ 35,700.00
Grading					
	Cut	250	CY	\$ 35.00	\$ 8,800.00
	Fill	50	CY	\$ 32.00	\$ 1,600.00
	Export	200	CY	\$ 35.00	\$ 7,000.00
				Subtotal =	\$ 17,400.00
Erosion Control					
	Erosion Control	1	LS	\$ 35,695.00	\$ 35,700.00
	Emergency Erosion Control mobilization	2	LS	\$ 35,695.00	\$ 5,355.00
				Subtotal =	\$ 41,055.00
Paving					
	Heavy Duty Asphalt 4" AC	6,548	SF	\$ 3.00	\$ 19,600.00
	Cab (4" For LD Asphalt, 7" For HD Asphalt, 4" For LD Concrete, 12" For HD Concrete)	288	CY	\$ 21.00	\$ 6,100.00
	6" Curb	708	LF	\$ 17.00	\$ 12,000.00
	6" Curb And Gutter	0	LF	\$ 25.00	\$ -
	Longitudinal Gutter	240	LF	\$ 8.72	\$ 2,100.00
	Accessible Curb Ramp	3	EA	\$ 1,525.00	\$ 4,600.00
	6" Concrete Pavement (Driveway)	1,857	SF	\$ 10.00	\$ 18,600.00
	4" Concrete Sidewalk	2,158	SF	\$ 6.00	\$ 12,900.00
	Curb Demo	519	LF	\$ 10.00	\$ 5,200.00
	Pavement Demolition	4,041	SF	\$ 4.00	\$ 16,200.00
				Subtotal =	\$ 97,300.00
Signal, Striping (provided by Urban Systems)					
	Signal	1	EA	\$ 350,000.00	\$ 350,000.00
	Striping	1	EA	\$ 50,000.00	\$ 50,000.00
	Miscellaneous - Contingency Cost for Caltrans Meetings, Coordination, Permit Support	1	EA	\$ 75,000.00	\$ 75,000.00
	Miscellaneous - Contingency cost for construction, signal hardware, materials, supply chain disruptions, inflation. 35% of total costs for traffic related items.	1	EA	122500	\$ 122,500.00
				Subtotal =	\$ 597,500.00
Landcaping (provided by Vella & Associates)					
30	Soil amendments	2,340	SF	\$ 0.31	\$ 700.00
	Finish grading	2,340	SF	\$ 0.19	\$ 400.00
	Irrigation	2,340	SF	\$ 3.75	\$ 8,800.00
	Trees	1	LS	\$ 2,250.00	\$ 2,300.00
	Shrubs	1	LS	\$ 6,400.00	\$ 6,400.00
	Decomposed Granite	1	LS	\$ 458.00	\$ 500.00
				Subtotal =	\$ 19,100.00