FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER
JOHN TIMMER, MEMBER

September 6, 2022
10:00 a.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 9:00 a.m. on September 6, 2022, to publiccomment@cityofhighland.org.

If you are submitting a public comment pertaining to an item on the September 6, 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

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodation to include interpreters.

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 6, 2022 – 10:00 a.m.

CALL TO ORDER

PUBLIC COMMENT

ITEMS

1. Review Minutes of June 14, 2022 Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

2. City Fiscal Year 2021/2022 Year – End Budget Adjustments for Expenditures/Revenues
   RECOMMENDATION: That the Finance/Personnel Subcommittee review and consider the Fiscal Year 2021/2022 Year End Budget Adjustments for 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 1st day of September 2022, 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
June 14, 2022

CALL TO ORDER

The regular meeting of the Finance/Personnel Subcommittee of the City of Highland was called to order at 5:15 p.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 May 24, 2022 Meeting
   Approved the Minutes as submitted.

2. Review Community Development Block Grant (CDBG) COVID-19 Proposed Transfer of Funds between Projects
   Subcommittee reviewed and approved the $150,000 transfer of funds - $75,000 transferred to 'Grab & Go' Readymade Meals and $75,000 transferred to Senior Grocery program

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)
   Subcommittee reviewed and approved to move forward with option B (driveway alignment).

ADJOURN

There being no further business the meeting was adjourned at 5:33p.m.

Submitted by:

Elena Rodrigues

Elena Rodrigues, Administrative Assistant III

Approved by:

Subcommittee Member

Agenda Item #2

City-Fiscal Year 2021/2022 Year-End Budget Adjustments-Expenditures

General Fund

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds to help offset current year expenditures	001-General	1450-General Government	4102-Operating Xfer Out-Traffic Safety	17,615	-	17,615
Transfer funds to help offset current year expenditures	001-General	1450-General Government	4112-Operating Xfer Out-LMD	213,540	-	213,540
Transfer funds for future expenditures	001-General	1450-General Government	4123-Operating Xfer Out-Gen Capital Fin	1,500,000	-	1,500,000
Transfer funds for future expenditures	001-General	1450-General Government	4142-Operating Xfer Out-General Services	675,000	-	675,000
Engineering expenditures covered by Engineering revenues	001-General	3200-Engineering	4551-Contract Services-Engineering Proj	96,500	280,000	376,500
Unforeseen Plan B expenditures-not budgeted	001-General	3200-Engineering	4605-Contract Services-Conservation Plan	31,715	-	31,715
Used more City Atty resources than budgeted	001-General	4600-Code Enforcement	4520-Contract Services-Attorney	19,500	30,000	49,500
CE Officer out for a year on Military Leave-need contract	001-General	4600-Code Enforcement	4535-Contract Services-Code Enforcement	66,500	-	66,500
Used more Board & Secure resources than budgeted	001-General	4600-Code Enforcement	4557-Contract Services-Board & Secure	7,500	7,500	15,000
Unforeseen maintenance was required on graffiti truck	001-General	6010-Graffiti	4240-Vehicle Maintenance	3,925	1,500	5,425

Gas Tax

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Over budget on Traffic Signal maintenance	004-Gas Tax	8310-Gas Tax	4580-Contract Services-Traffic Signals	73,000	185,000	258,000
Project mostly budgeted in 2020/2021 & done in 2021/2022	004-Gas Tax	8310-Gas Tax	6550-Traffic Improvements	730,000	337,000	1,067,000

Development Impact Fees

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Base Line interchange project-ich09001	007-DIF	007-DIF	6813-Bridge Construction	2,975,000	2,056,000	5,031,000

Street Light District

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
More maint was done than budgeted-some to be reimbursed	013-SLD	8510-SLD	4664-Contract Services-Street Light Maint.	24,000	97,000	121,000

Park Maintenance District

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Water usage was higher than budgeted	016-PMD	8540-PMD	4030-Water	3,500	32,500	36,000

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	1,330	160,000	161,330

Total Proposed Expenditure Increases 6,438,625

Summary

Current City Expenditure Budget	86,946,285
Total Proposed Expenditure Increases	6,438,625
Total Proposed City Expenditure Budget	93,384,910

City-Fiscal Year 2021/2022 Year-End Budget Adjustments-Revenues

Traffic Safety

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds to help offset current year expenditures	002-Traffic Safety	8200-Traffic Safety	9901-Operating Xfer In-General Fund	17,615	-	17,615

LMD

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds to help offset current year expenditures	012-LMD	8500-LMD	9901-Operating Xfer In-General Fund	213,540	-	213,540

COPS

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received higher grant amount	021-COPS	8450-AB 3229	9350-COPS Grant	1,330	156,000	157,330

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	1,500,000	-	1,500,000

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	675,000	-	675,000

Total Proposed Revenue Increases 2,407,485

Summary

Current City Revenue Budget	49,140,735
Total Proposed Revenue Increases	2,407,485
Total Proposed City Revenue Budget	51,548,220