



FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER
JOHN TIMMER, MEMBER

October 3, 2022
11:00 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 10:00 a.m. on October 3, 2022, to publiccomment@cityofhighland.org.

If you are submitting a public comment pertaining to an item on the October 3, 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.

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.

FINANCE/PERSONNEL SUBCOMMITTEE

October 3, 2022 – 11:00 a.m.

CALL TO ORDER

PUBLIC COMMENT

ITEMS

1. Minutes – September 6, 2022 Meeting
RECOMMENDATION: Approve the Minutes as submitted.

2. American Rescue Plan Act (ARPA) No. 1 – Update
RECOMMENDATION: That the Finance/Personnel Subcommittee receive update from staff.

3. American Rescue Plan Act (ARPA) No. 2 – Use of Funds
RECOMMENDATION: That the Finance/Personnel Subcommittee review and approve the item to be bring forward to the City Council for consideration.

4. Staff Reorganization/Succession Planning
RECOMMENDATION: That the Finance/Personnel Subcommittee review and approve the item to bring forward to the City Council for consideration to create three new employee positions; Assistant Director of Administrative Services, Deputy City Clerk and Senior Civil Engineer.

ADJOURN

I, Lisa Del Rio, Administrative Assistant II, of the City of Highland, California, certify that I caused to be posted this Agenda on the 28th day of September, 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

A handwritten signature in cursive script, reading "Lisa Del Rio", is written over a horizontal line.

Lisa Del Rio, Administrative Assistant II

Agenda Item #1

MINUTES
FINANCE/PERSONNEL SUBCOMMITTEE
September 6, 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 June 14, 2022 Meeting
Approved the Minutes as submitted.

2. City Fiscal Year 2021/2022 Year-End Budget Adjustments for Expenditures/Revenues
Subcommittee reviewed and approved the 2021/2022 Year-End Budget Adjustments for Expenditures and Revenues

ADJOURN

There being no further business the meeting was adjourned at 10:09 a.m.

Submitted by:


Elena Rodriguez, Administrative Assistant III

Approved by:

Subcommittee Member

Agenda Item #2

AMERICAN RESCUE PLAN ARP21001/21002

	1- Public Health			2-Negative Economic Impacts		6-Revenue Replacement		3-Public Health Negative		
	1.4 Prevention/Mitigation in Congregate Settings (Park Fences, Cubicle Dividers, Ventilation Improvements)	1.5 PPE	1.8 Other COVID-19 Public Health Expenses (Communications /Enforcement/Le gal)	1.9 Payroll Cost for Safety Staff Responding to Public Health Emergency	2.9 Small Business Economic Assistance	2.4 Mortgage Assistance Program	6.1 Provision of Government Services (Cybersecurity)	6.1 (a) Provision of Government Services (Public Works)	3.1 Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety or Human Services Workers.	
	\$1,016.40	\$474.10	\$272.00	\$923,169.00	\$1,177,500.00		\$19,322.16		\$366,137.44	
	\$363.00	\$1,086.10	\$340.00	\$26,831.00	-\$45,000.00		\$5,900.00		\$504,166.94	
	\$1,016.40	\$107.70	\$85.00		\$120,000.00		\$3,153.66		\$691,220.60	
	\$1,412.40	\$216.00	\$490.84		-\$22,500.00		\$450.14		\$258,779.40	
	\$290.40	\$525.90	\$181.00		\$7,500.00		\$4,080.55		\$79,695.62	
	\$300.00	\$413.44	\$153.00		\$7,500.00		\$7,200.00		\$898,350.00	
	\$300.00	\$1,293.00	\$148.25		\$22,500.00				\$898,350.00	
	\$0.00	\$431.00	\$96.01		\$22,500.00				\$898,300.00	
	\$68.40	\$258.60	\$332.11		\$7,500.00					
	\$14,996.00	\$646.50	\$323.12		\$7,500.00					
	\$2,379.70	\$905.10	\$85.83							
	\$3,749.00	\$334.03	\$152.50							
	\$68.40	\$167.01	\$68.00							
	\$300.00	\$102.30								
	\$300.00	\$885.17								
	\$235.07									
	\$610.70									
	\$117.53									
	\$232.31									
	\$168.13									
	\$600.00									
	\$3,487.22									
	\$176.30									
	\$200,075.00									

Agenda Item #3

State and Local Fiscal Recovery Funds (SLFRF) & American Rescue Plan Act (ARPA) Uses for Second Installment

	1- Public Health		3-Public Health Negative Economic Impact Public Sector Capacity	6-Revenue Replacement	Total
Fiscal Year	1.5 PPE (Masks, hand sanitizer, wipes, cleaning materials, bio- hazard clean-up, etc.)	1.8 Communications/ Enforcement (Legal Services)	3.1 Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety or Human Services Workers (Contract)	6.1 Provision of Government Services (Public Works Projects)	
2022-2023	5,000	1,000	150,000	1,744,000	1,900,000
2023-2024	5,000	1,000	1,162,500	1,744,000	2,912,500
2024-2025*	5,000	1,000	1,162,500	1,466,555	2,635,055
	15,000	3,000	2,475,000	4,954,555	7,447,555

*Must be obligated by 12/31/2024 & expended by 12/31/2026.

Budget

Fiscal Year	Category	Account #	Purpose	\$
2022-2023	1.5	030-8495-4349	PPE	5,000
2022-2023	1.8	030-8495-4520	City Attorney Services	1,000
2022-2023	3.1	030-8495-4560	Police Services-O/T	150,000
2022-2023	6.1	030-8495-6550	Public Works Projects	1,744,000
2023-2024	1.5	030-8495-4349	PPE	5,000
2023-2024	1.8	030-8495-4520	City Attorney Services	1,000
2023-2024	3.1	030-8495-4560	Police Services	337,500
2023-2024	3.1	030-8495-4567	Paramedic Services	337,500
2023-2024	3.1	030-8495-4569	Fire Services	337,500
2023-2024	3.1	030-8495-4560	Police Services-O/T	150,000
2023-2024	6.1	030-8495-6550	Public Works Projects	1,744,000
2024-2025	1.5	030-8495-4349	PPE	5,000
2024-2025	1.8	030-8495-4520	City Attorney Services	1,000
2024-2025	3.1	030-8495-4560	Police Services	337,500
2024-2025	3.1	030-8495-4567	Paramedic Services	337,500
2024-2025	3.1	030-8495-4569	Fire Services	337,500
2024-2025	3.1	030-8495-4560	Police Services-O/T	150,000
2024-2025	6.1	030-8495-6550	Public Works Projects	1,466,555
				<u>7,447,555</u>

Agenda Item #4

Building Services Department

		<u>Summary</u>	
Administrative Services Manager:		Administrative Services Manager (full-time)	(162,564)
Salary	117,800	Administrative Services Manager (part-time)	50,971
Benefits	44,764	IT Contract with All Covered (full-time)	55,140
	<u>162,564</u>	IT Contract with All Covered (part-time)	(2,880)
		Asst. Director of Administrative Services	199,410
Asst. Director of Administrative Services:		Accounting Supervisor	(147,798)
Salary	144,500	Net Increase (Decrease)	<u>(7,721)</u>
Benefits	54,910		
	<u>199,410</u>		
Accounting Supervisor:			
Salary	107,100		
Benefits	40,698		
	<u>147,798</u>		

The recommendation above reduces the full-time position of Administrative Services Manager to part-time with no benefits. It also re-classifies the Supervising Accountant to Asst. Dir. of Administrative Services and converts a part-time IT contract to full-time.

City Clerk Department

		<u>Summary</u>	
Administrative Assistant III:		Administrative Assistant III	(86,664)
Salary	62,800	Deputy City Clerk	136,802
Benefits	23,864	Net Increase (Decrease)	<u>50,138</u>
	<u>86,664</u>		
Deputy City Clerk:			
Salary	99,132		
Benefits	37,670		
	<u>136,802</u>		

The recommendation above re-classifies the Admin Asst. III to a Deputy City Clerk-then back to an Admin Assistant III.

Engineering Department

		<u>Summary</u>	
Senior Civil Engineer:		Senior Civil Engineer	186,300
Salary	135,000	Contract Services-General Fund	(50,000)
Benefits	51,300	Contract Services-Eng Projects (Plan Checking)	(22,500)
	<u>186,300</u>	Contract Services-General Capital Financing	(30,000)
		Contract Services-Measure I	(42,000)
		Contract Services-Capital Improvements (2007 Bonds)	(8,500)
		Revenue (Plan Checking)	(33,500)
		Net Increase (Decrease)	<u>(200)</u>

The recommendation above adds the Senior Civil Engineer position-will no longer be contracted. It also reduces Contract Services in several departments to offset cost.

Total Net Increase (Decrease)

42,217