City of Highland
Finance/Personnel Subcommittee
Agenda

August 29, 2023
10:00 a.m.
Upright Conference Room
Highland City Hall
27215 Base Line
Highland, California

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER
JOHN TIMMER, MEMBER

STAFF

Joseph A. Hughes - City Manager
Chuck Dantuono - Director of Administrative Services/City Treasurer
Michelle Gomez – Accountant
Lawrence Mainez - Community Development Director
Alondra Muñoz - Deputy City Clerk
Leticia Nava-Cruz - Assistant Director of Administrative Services
Carlos Zamano - Public Works Director/City Engineer

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
AUGUST 29, 2023 – 10:00 a.m.

CALL TO ORDER

PUBLIC COMMENT

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 August 29, 2023, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the August 29, 2023 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

BUSINESS ITEMS

1. Minutes – June 28, 2023 Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

2. Fiscal Year 2022/2023 Year-End Budget Adjustments for Expenditures/Revenues
   RECOMMENDATION: That the Subcommittee review and consider the Fiscal Year 2022/2023 Year-End Budget Adjustments for Expenditures/Revenues.

ADJOURN

I, Alondra Muñoz, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 24th day of August, 2023, by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library	Fire Station No. 1	City Hall
7863 Central Avenue	26974 Base Line	27215 Base Line

Date: August 24, 2023

Alondra Muñoz
Deputy City Clerk

Business Item No. 1

MINUTES
FINANCE/PERSONNEL SUBCOMMITTEE
June 28, 2023

CALL TO ORDER

The Finance/Personnel Subcommittee meeting was called to order at 10:20 a.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

ROLL CALL

Present: McCallon, Timmer
Absent: None

PUBLIC COMMENT

None

BUSINESS ITEMS

1. Minutes – June 13, 2023 Meeting
   Approved the Minutes as submitted.

2. 2023 Development Impact Fee (DIF) Update
   The Subcommittee:
   1) Reviewed and approved the proposed 2023 comprehensive DIF update; and
   2) Directed staff to finalize the DIF report and present the completed DIF report to the City Council on August 8, 2023.

ADJOURN

There being no further business, the meeting was adjourned at 10:51 a.m.

Submitted by:

Alondra Muñoz, Deputy City Clerk

Approved by:

Subcommittee Member

Business Item No. 2

City-Fiscal Year 2022/2023 Year-End Budget Adjustments-Expenditures

General Fund

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Addition of Deputy City Clerk position	001-General	1200-City Clerk	3010-Salaries	22,525	160,190	182,715
Addition of Deputy City Clerk position	001-General	1200-City Clerk	3510-Cafeteria Plan	9,850	33,060	42,910
Transfer funds to help offset current year expenditures	001-General	1450-General Government	4102-Operating Xfer Out-Traffic Safety	39,530	-	39,530
Transfer funds for future expenditures	001-General	1450-General Government	4123-Operating Xfer Out-Gen Capital Fin	1,445,000	-	1,445,000
Transfer funds for future expenditures	001-General	1450-General Government	4141-Operating Xfer Out-Insurance	580,000	-	580,000
Transfer funds for future expenditures	001-General	1450-General Government	4142-Operating Xfer Out-General Services	525,000	-	525,000
CE Officer out for a year on Military Leave-need contract	001-General	4600-Code Enforcement	4535-Contract Services-Code Enforcement	70,000	-	70,000

Traffic Safety

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Crossing Guard contract increased	002-Traffic Safety	8200-Traffic Safety	4530-Contract Services-Crossing Guards	4,290	59,000	63,290

Gas Tax

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Project str20002 budgeted in 2021/2022 & done in 2022/2023	004-Gas Tax	8310-Gas Tax	6530-Street/Sidewalk Construction	301,500	-	301,500
Project str18001 budgeted in 2021/2022 & done in 2022/2023	004-Gas Tax	8310-Gas Tax	6550-Traffic Improvements	145,023	-	145,023

Article 3

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Project str17001 budgeted in 2021/2022 & done in 2022/2023	005-Article 3	8320-Article 3	6530-Street/Sidewalk Construction	106,230	-	106,230

CDBG

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
CDBG overlay projects budgeted in 2021/2022 & done in 2022/2023	006-CDBG	8400-HCD	6550-Traffic Improvements	212,700	390,000	602,700

Development Impact Fees

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Base Line interchange project-ich09001	007-DIF	8330-DIF	6813-Bridge Construction	1,217,100	481,000	1,698,100

Street Light District

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Budgeted too low on electricity	013-SLD	8510-SLD	4011-Electricity-Street Lighting	29,600	275,000	304,600
More maint was done than budgeted-some to be reimbursed	013-SLD	8510-SLD	4664-Contract Services-Street Light Maint.	20,000	100,000	120,000

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	7,500	32,500	40,000

City-Fiscal Year 2022/2023 Year-End Budget Adjustments-Expenditures

Measure I

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Project str12005 did not qulaify for grant funding-xfer to Measure I	017-Measure I	8350-Measure I	4127-Operating Xfer Out-Grants Fund	149,250	-	149,250
	017-Measure I	8350-Measure I	6530-Street/Sidewalk Construction	75,000	83,000	158,000

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	310	165,000	165,310

General Services

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
New IT Contract-IT person went part-time	042-General Services	9510-Building Services	4627-Contract Services-Network	11,275	5,000	16,275

Total Proposed Expenditure Increases 4,939,308

Summary

Current City Expenditure Budget	70,982,845
Total Proposed Expenditure Increases	4,939,308
Total Proposed City Expenditure Budget	75,922,153

City-Fiscal Year 2022/2023 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	39,530	-	39,530

COPS

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received higher grant amount	021-COPS	8450-AB 3229	9350-COPS Grant	310	156,000	156,310

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	1,445,000	-	1,445,000

Grants Fund

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Project str12005 did not qulaify for grant funding-xfer to Measure I	027-Grants Fund	8490-Misc. Grants	9917-Operating Xfer In-Measure I	149,250	-	149,250

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	580,000	-	580,000

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	525,000	-	525,000

Total Proposed Revenue Increases 2,739,090

Summary

Current City Revenue Budget	49,140,735
Total Proposed Revenue Increases	2,739,090
Total Proposed City Revenue Budget	51,879,825

Housing Authority-Fiscal Year 2022/2023 Year-End Budget Adjustments-Expenditures

Housing Authority

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Senior Housing Project contract services	070-Housing Authority	7000-Housing Authority	4520-Contract Services-Attorney	3,800	30,000	33,800
Senior Housing Project contract services	070-Housing Authority	7000-Housing Authority	4556-Contract Services-Demolition	3,500	47,575	51,075
Senior Housing Project contract services	070-Housing Authority	7000-Housing Authority	4611-Contract Services-LMI Housing	5,000	25,000	30,000
			Total Proposed Expenditure Increases	12,300		

Summary

Current HA Expenditure Budget	284,380
Total Proposed Expenditure Increases	12,300
Total Proposed HA Expenditure Budget	296,680