

1. Agenda And Agenda Packet

Documents:

[2022-02-22 LV MEASURE OVERSIGHT COMMITTEE AGENDA.PDF](#)
[2022-02-22 LV MEASURE OVERSIGHT COMMITTEE AGENDA PACKET.PDF](#)

1.1. Minutes

Documents:

[2022-02-22 MINUTES OF LV MEASURE CITIZEN OVERSIGHT COMMITTEE.PDF](#)



**CITY OF LA VERNE
MEASURE LV CITIZEN OVERSIGHT COMMITTEE**

**MEETING AGENDA
TUESDAY, FEBRUARY 22, 2022, 4:00 P.M.
La Verne City Hall – Council Chambers,
3660 D Street, La Verne, CA 91750**

In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (909) 596-8726 at least 48 hours prior to the meeting. Regular meetings are held as needed.

The Council Chambers will be opened to the public at 4:00 p.m. In an effort to keep a safe environment and to minimize the spread of the COVID-19 Virus, the City will be limiting occupancy and requiring masking for all that will be in attendance. Any documents provided to a majority of the Measure LV Citizen Oversight Committee, regarding any item on this agenda, are available on the City's website at www.cityoflaverne.org.

1. CALL TO ORDER

2. ROLL CALL Committee Members: Chair Daniel Annabi, Vice Chair Marlene Carney, Keny Chang, Jennifer Simison, and Ron Ingels.

Staff: Finance Director Marla Pendleton, CPA, and City Manager Robert Russi.

3. PUBLIC COMMENT - Public comments will be allowed on items not on the Agenda but within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items except as provided by law.

4. COMMITTEE MEETING MINUTES – receive and file minutes from the Tuesday, October 5, 2021 meeting.

5. ACTION ITEMS

- a. Review of Independent Account's Report for agreed-upon procedure review of Measure LV revenue and expenditures as of June 30, 2021 and 10-year revenue and expenditure projections.
- b. Review current revenue projections for Fiscal Year 2021-22.

6. DISCUSSION ITEMS

a. Committee consideration of Tier 2 expenditures.

7. STAFF/COMMITTEE COMMUNICATION/INFORMATION/FUTURE AGENDA ITEMS - Committee members may ask a question for clarification, make a brief announcement, and make a brief report on his/her own activities, request staff to report back at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

8. ADJOURNMENT

The next scheduled meeting of the Measure LV Citizen Oversight Committee will be held in May 10, 2022 at 4:00 p.m. prior to the adoption of the annual appropriation budget.

Posting Statement: A true and correct copy of this Notice was posted on February 16, 2022, on the bulletin board at La Verne City Hall, 3660 D Street, La Verne, and on the City's website at www.cityoflaverne.org.



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1. CALL TO ORDER

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6. **DISCUSSION ITEMS**

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7. **STAFF/COMMITTEE COMMUNICATION/INFORMATION/FUTURE AGENDA ITEMS** - Committee members may ask a question for clarification, make a brief announcement, and make a brief report on his/her own activities, request staff to report back at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

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CITY OF LA VERNE
Measure LV Citizen Oversight Committee
Minutes of Regular Meeting
Tuesday, October 5, 2021, at 4:00 pm.
Teleconference

1. The City of La Verne Measure LV Citizen Oversight Committee meeting was closed to the public in compliance with Governor Newsom's Executive Order to minimize the spread of the COVID-19 Virus. Additionally, the meeting was conducted via teleconference with all Authority members and members of the public participating remotely.
2. The City of La Verne Measure LV Citizen Oversight Committee was called to order by Chair Annabi at 4:00 pm.
3. Committee Members Present: Chair Daniel Annabi, Vice Chair Marlene Carney, Keny Chang, Ron Ingels and Jennifer Simison.

Absent: None

Staff Present: City Manager Bob Russi, Marla Pendleton, Finance Director, Former Interim Finance Director Mark Alvarado, and Senior Management Analyst Christy Lopez.

4. Public Comments
Public Comments were allowed on items not on the Agenda, but within the subject matter jurisdiction of the Committee, however, no action can be taken on off-agenda items, as provided by law.

Finance Director Pendleton called for public comment.

There was none.
5. Oversight Measure LV Committee Minutes
It was approved by the Board by a vote of 5-0 to receive and file the Oversight Measure LV Minutes of May 28, 2020 June 9, 2020 and June 1, 2021.
6. Review of Fiscal Year 2020-21 Measure LV revenue
Finance Director Pendleton reported on Measure LV revenue for Fiscal Year 2020-21 along with a slide presentation.
7. 10 year projection of Measure LV sales tax revenues and personnel costs
Finance Director Pendleton and Senior Administrative Analyst reported on the 10-year projection of Measure LV sales tax revenues and personnel costs.

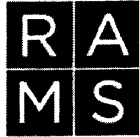
At 4:10 p.m., Interim Finance Director Alvarado entered the Zoom Meeting and also reported and answered questions posed by the Board Members.

After reviewing and discussing the 10-year projection of Measure LV sales tax revenue between the Board and staff, the Board asked if they could be provided a more detailed chart of actual expenditures of the sales tax revenue and they asked for a line item be added of the excess revenue and what can it be used for.

8. Meeting was adjourned at 5:01 p.m. The next scheduled meeting of the Measure LV Citizen Oversight Committee will be held after the completion of the Fiscal Year 2020-21 audit (February 8, 2022).

Respectfully submitted,

Lupe Gaeta Estrella
Assistant City Clerk



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

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Independent Accountant's Report

To the Honorable Mayor and Members of the City Council
City of La Verne, California

PARTNERS

Brenda L. Odle, CPA, MST
Terry P. Shea, CPA
Scott W. Manno, CPA, CGMA
Leena Shanbhag, CPA, MST, CGMA
Bradford A. Welebir, CPA, MBA, CGMA
Jenny W. Liu, CPA, MST

MANAGERS / STAFF

Gardenya Duran, CPA, CGMA
Brianna Schultz, CPA, CGMA
Seong-Hyea Lee, CPA, MBA
Evelyn Morentin-Barcena, CPA
Veronica Hernandez, CPA
Laura Arvizu, CPA
Xinlu Zoe Zhang, CPA, MSA
John Maldonado, CPA, MSA
Thao Le, CPA, MBA
Julia Rodriguez Fuentes, CPA, MSA

MEMBERS

American Institute of
Certified Public Accountants

*PCPS The AICPA Alliance
for CPA Firms*

*Governmental Audit
Quality Center*

*Employee Benefit Plan
Audit Quality Center*

California Society of
Certified Public Accountants

We have performed the procedures enumerated below on the City's Measure LV revenues and expenditures as of June 30, 2021 and 10-year revenue and expenditure projections thereafter. The City of La Verne's (the City) management is responsible for this information.

The City has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of ensuring compliance with the City's Measure LV Spending Guidelines. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

1. Based on the City's General Ledger for General Fund Measure LV Revenue (107-000-313-1200), validate the amount of revenue received and accrued to the fiscal year being reviewed.

Findings: No exceptions noted as a result of our procedures.

2. For Tier 1 expenditures, review the methodology and calculation provided to arrive at the annual salary increases to be funded by Measure LV.

Findings: No exceptions noted as a result of our procedures.

3. If any Tier 2 expenditures were incurred during the fiscal year, review supporting documentation to ensure the amount reported was valid and supported by recommendations made by the Measure LV Citizen Oversight Committee.

Findings: No exceptions noted as a result of our procedures.



4. Review the mathematical computations and reasonableness of the 10-year revenue and expenditure projections.

Findings: No exceptions noted as a result of our procedures. However, we suggest the description be changed from 'Projected Total Personnel Cost Increases' to 'Projected **Cumulative** Personnel Cost Increases **from Base Year**' in order to avoid confusion.

5. Recalculate the General Fund Committed Fund Balance for Measure LV to ensure the change in the balance equals the revenue less expenditures/ revenue usage as reviewed for the fiscal year.

Findings: No exceptions noted as a result of our procedures.

We were engaged by the City to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Measure LV revenues and expenditures as of June 30, 2021, and 10-year revenue and expenditure projections thereafter. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

Rogers, Anderson, Malody & Scott, LLP.

San Bernardino, California
January 24, 2022

**City of La Verne
Measure LV Funds Rev and Cost Projection
10 Year Forecast**

Description	Actual	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Tax Measure - Expected New Sales Tax	\$4,042,543	\$4,163,819	\$4,247,096	\$4,332,038	\$4,418,678	\$4,507,052	\$4,597,193	\$4,689,137	\$4,782,920	\$4,878,578
Projected Cumulative Personnel Cost Increases from Base Year	(\$864,770)	(\$1,729,770)	(\$2,594,770)	(\$3,459,770)	(\$4,324,770)	(\$5,189,770)	(\$6,054,770)	(\$6,919,770)	(\$7,784,770)	(\$8,649,770)
Excess/(Deficit) Annual Sales Tax Collections	\$3,177,773	\$2,434,049	\$1,652,326	\$872,268	\$93,908	(\$662,718)	(\$1,457,577)	(\$2,230,633)	(\$3,001,850)	(\$3,771,192)
Excess Sales Tax Reserved for Future Years	\$3,177,773	\$5,611,822	\$7,264,148	\$8,136,416	\$8,230,324	\$7,547,606	\$6,090,029	\$3,859,396	\$857,545	(\$2,913,647)

CITY OF LA VERNE
Measure LV Citizen Oversight Committee
Minutes of Regular Meeting
Tuesday, February 22, 2022

1. The City of La Verne Measure LV Citizen Oversight Committee was called to order by Chair Annabi at 4:01 pm.

2. Committee Members Present: Chair Daniel Annabi, Vice Chair Marlene Carney, Keny Chang, Ron Ingels and Jennifer Simison.

Absent: None

Staff Present: City Manager Bob Russi, Marla Pendleton, Finance Director, and Lupe Gaeta Estrella, Assistant City Clerk.

3. Public Comments Public Comments were allowed on items not on the Agenda, but within the subject matter jurisdiction of the Committee, however, no action can be taken on off-agenda items, as provided by law.

City Manager Russi called for public comment.

There was none.

4. Oversight Measure LV Committee Minutes It was approved by Ingles, seconded by Carney and carried by a roll call of 5-0 to receive and file minutes from the Tuesday, October 5, 2021 meeting.

6. Review of Independent Account's Report City Manager Russi and Finance Director Pendleton reported on the review of the Independent Account's Report for agreed-upon procedure and review of Measure LV revenue on the expenditures as of June 30, 2021 and the 10-year revenue and expenditure projections. They reported that Bradferd Welebir, Partner and Brianna Schultz, Managing Senior Partner from Rogers, Anderson, Malody and Scott, Certified Public Accountants who reviewed the report found no findings.

Board Member Simison suggested that more financial backup be provided to the Board Members.

After discussion by the Board on the tiers and expenditures, it was moved by Ingles, seconded by Simison, and carried by a vote of 5-0 by roll call to receive and file the Independent Account's Report.

7. Review current revenue projections for Fiscal Year 2021-22 Finance Director Pendleton reported on the current revenue projections for Fiscal Year 2021-22.

The Board received and filed the report and no action was taken.

Committee consideration of Tier 2 expenditures.

Finance Director Pendleton reported on the Tier 2 expenditures consideration by the committee.

The Board discussed what other items, things or projects can the LV Measure funds of \$100,000 be used for and asked for direction from staff.

8. Meeting was adjourned at 4:54 p.m.

Respectfully submitted,



Lupe Gaeta Estrella
Assistant City Clerk