

ADJOURNED MEETING
CITY OF LA VERNE
CITY COUNCIL AGENDA

Tim Hepburn, Mayor
Muir Davis, Mayor Pro Tem
Robin Carder, Council Member
Rick Crosby, Council Member
Wendy M. Lau, Council Member



www.cityoflaverne.org
(909) 596-8726 - Phone
(909) 596-8740 - Fax
City Hall Council Chamber
3660 D Street
La Verne, CA 91750

Monday, May 2, 2022 – 5:00 p.m.

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 on the 1st and 3rd Monday of every month.

The City encourages public participation and as such wants to make residents aware of the following opportunities on how to participate:

- 1) View the meeting through the City's website at www.cityoflaverne.org and click on the green "Council Meeting Live Stream" button.
- 2) Individuals can email their comments to the Assistant City Clerk at cityclerk@cityoflaverne.org up to noon on the day of the meeting. Those comments will be shared with City Council in advance of the City Council meeting and included as part of the permanent record. **Please be advised that public comments submitted by emails or any other format to the City are public records that will be made available for public viewing.**
- 3) Individual who wish to share their comments directly during the meeting may do so by emailing the Assistant City Clerk at cityclerk@cityoflaverne.org with their phone number and the item(s) they wish to speak on. Requests will be accepted before and throughout the meeting and staff will call you back at the appropriate time. Once items are considered by the City Council, no further public comment on that matter will be accepted. A time limit of 3-minutes is set for all public comments
- 4) If you wish to participate via Zoom, you will need to register at https://us02web.zoom.us/webinar/register/WN_ck5YekcVTYC7z2FBWCUEpQ before noon on Monday, May 2, 2022, and please be aware that space is limited. You will have the ability to watch the meeting in real time and raise your hand to request to comment as appropriate on the current agenda item(s). Once it is your turn to speak, you will be brought into the meeting and have the ability to turn your video on when called upon.

1. **CALL TO ORDER**

2. **ROLL CALL:** Council Member Lau, Council Member Crosby, Council Member Carder, Mayor Pro Tem Davis and Mayor Hepburn.

3. **The City Council will meet in a Study Session on the Preliminary Budget and on the Capitol Improvement Programs for Fiscal Year 2022-23.**

4. **PUBLIC COMMENTS/ORAL COMMUNICATIONS** - This is the time set aside for anyone wishing to address the City Council on items not listed in any other place on the agenda. Under the provisions of the Brown Act, the legislative body is prohibited from talking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion at a later date. Please email your public comment to the Assistant City Clerk at cityclerk@cityoflaverne.org. Your public comment will be shared with the City Council and included as part of the permanent record. If you wish to speak, email your phone number and staff will call you back. There is a 3-minute time limit on public comments.

5. **ADJOURNMENT**

**THE NEXT REGULAR MEETING of the La Verne City Council
is scheduled for Monday, May 02, 2022, at 6:30 p.m.**

ADVISORY STAFF

____ Robert Russi, City Manager
____ Robert Kress, City Attorney
____ Lupe Gaeta Estrella, Assistant City Clerk
____ Marla Pendleton, Finance Director
____ Shawn Igoe, Public Works Director

Posting Statement: On Tuesday, April 26, 2022, , a true and correct copy of this Agenda was posted on the bulletin board at La Verne City Hall, 3660 D Street, La Verne, and on the City's website at cityoflaverne.org.

COUNCIL STUDY SESSION

MAY 2, 2022

2022/23 Capital Improvement Plan

2023/24 – 2027/28 Five Year CIP Plan

Capital Improvement Program

- The Capital Improvement Program has delivered over \$30 million in projects and other improvements since its inception in 2013.
- In the coming fiscal year, another \$11.8 million will be directed to 22 fully funded projects and other improvements.
- 40 projects and other improvements totaling \$66.5 million are programmed for the following five years (2023/24 to 2027/28)
- By adding \$1.5 million from ARPA funds into the General Capital fund, projects in this fund are now currently fully funded through 2027/28.

Capital Improvement Program

- 2021/22 - 6 of the 16 funded projects accomplished
- 9 projects carried forward into 2022/23
- The Traffic Signal – Wheeler South project was reprogrammed into another fiscal year to balance funding availability and work load
- 2022/23 includes 22 projects - 100% funded, pending grant approvals

2022-2023 CIP Project Listing

\$11.8 Million

Project	Funding
Pavement Management	\$1,500,000
Equipment Replacement Program	\$1,815,999
Waterline Repair	\$75,000
Sewer Lines Repair	\$75,000
NPDES Implementation	\$350,000
Plateau Summit Replacement Line	\$2,700,000
Pool Replastering/Decking	\$800,000
Mainiero Square Stage	\$400,000
Exterior Parking Lights at City Facilities	\$175,000
<i>Las Flores South Restroom</i>	<i>\$520,000</i>
Lowell Brandt Playground	\$75,000

Project	Funding
Public Safety Security Fence	\$200,000
<i>Tennis Court Surfacing & Lighting</i>	<i>\$130,000</i>
Fire Station 1 Room Addition PSE	\$100,000
Downtown Tree Lighting	\$150,000
Live Oak Generator	\$160,000
Sidewalk Repairs	\$175,000
Arrow Highway Urban Greening Grant	\$532,000
<i>Lowell Brandt BBall Court Resurfacing</i>	<i>\$20,000</i>
<i>6th St. and D St. Crosswalk</i>	<i>\$60,000</i>
Transit Area Lighting Upgrade	\$1,300,000
Pedestrian Bridge (design only)	\$419,000

Five Year CIP Outlook (2023-2028)

- 40 projects programmed through 2027/28 with a total value of \$66.5 million financed through more than 23 funding sources.
- Seven new projects requested for the 2027/28 period include:
 - Amherst Treatment Plant Upgrades
 - Heritage Park Gazebo
 - PD Parking Lot Awning
 - Fruit St. and Amherst St. Signal
 - PW and PS Mesh Network Updates (Federal funding requested)
 - Fire Department Training Tower (unfunded)
 - Public Safety Building Expansion (unfunded)
- Two new projects were requested that will be completed in 2022/23 which include the Lowell Brandt Park Basketball Court Resurfacing and 6th St. and D St. Crosswalk enhancements pending grant funding approval.

Summary

- Project funding is 100% for next fiscal year with the General CIP now fully funded for the next five years.
- Per decisions made regarding fiscal sustainability, current estimates anticipate \$250,000 of General Fund contributions each year with an additional \$1.5 million contribution from ARPA funds for this year only.
- The General Fund supports communitywide enhancements, while other sources typically support specific operational functions.
- Reliance on grant funding is significant at \$39.3 million leaving some projects unfunded for the next five years until grants are fully secured. General fund contributions and the parks development fund are also heavily relied upon.

COUNCIL STUDY SESSION

MAY 2, 2022

2022/23 Preliminary Budget Review

Timeline



- Departments prepare current year estimates and upcoming budget year requests for personnel and operational needs.
- Finance prepares revenue estimates based on year-to-date amounts received, tax consultant reports, and fee revenue analysis provided by department heads.
- Finance compiles budget worksheets comparing requested department needs (expenditure estimates) with projected resources (revenue estimates). Worksheets are updated as estimates are refined and re-evaluated.
- CM & Finance meet with Department Heads to discuss department requests in an effort to align overall needs with available resources. Preliminary budget developed.
- **City Council study session is held to review preliminary budget proposal.**

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- **Detailed budget documents are prepared based on comments from City Council.**

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- City Council study session is held to review preliminary budget proposal.
- Detailed budget documents are prepared based on comments from City Council.
- **Department heads present the recommended budget to the City Council.**

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- City Council study session is held to review preliminary budget proposal.
- Detailed budget documents are prepared based on comments from City Council.
- Department heads present the recommended budget to the City Council.
- **Final budget is prepared for Council approval.**

2021-22 General Fund In Review

YEAR END PROJECTIONS

Revenues	\$46,311,000 – Including Restricted Revenues and Transfers
Expenditures	\$41,764,000 – Including Prior Year Carryover and Transfers

RESERVE STATUS

	July 1, 2021	Estimated Year-End
Anticipated Surplus/(Use)	(\$621,000)	\$769,000
Projected YE Balance	\$11,420,000	\$12,189,000

RESERVE HISTORY

June 30, 2019	June 30, 2020	June 30, 2021	Estimated June 30, 2022
\$10,980,000	\$10,745,000	\$11,420,000	\$12,189,000

2021-22

General Fund

Beyond the Numbers

- Measure LV Use and Allocation
- Status of ARPA Allocation
- Added Expenses
 - Pool Repairs - \$55,000 – Parks Development
 - Peacekeeper PD \$195,000 - ARPA
 - SCBA's FD - \$456,000 – Fire Equip./ARPA
 - Windstorm Costs \$70,000 – General Fund
 - Overtime due to PD IOD \$300,000 – General Fund
- **Transfer to CIP \$?**

2022-23 Breakdown General Fund

Revenues	\$41,892,000
Expenditures	\$42,129,000
Deficit After City Manager Review	(\$237,500)
Requested Appropriation for One-time Expenditures	(\$295,500)
Projected Reoccurring Operational Surplus	\$58,000

2022-23 Breakdown General Fund

Notable Highlights

Revenues

- Minimal growth projected for Sales Tax (\$84,000)
- 4% Growth in Property Tax
- Building Activity – 2.5 anticipated developments
- Recreation programs up 60%

Personnel

- Allows for reorganization of IT (Personnel & Operations)
- Adds Deputy Chief position to Fire
- Includes new Accountant position in Finance (HIDTA)
- Anticipates annual market adjustments funded from Measure LV

2022-23 Breakdown

General Fund

Notable Highlights

Operational/Capital

- Funding for 17 vehicles/equipment
 - ❖ 4 patrol vehicles
 - ❖ 5 Admin Vehicles PD/Fire/PW
 - ❖ 6 Trucks
 - ❖ Camera Van - Sewer Dept.
 - ❖ Dump Truck
- \$80k for election related in expenses
- \$295k in funding needed for one time expenditures
- Reinststitutes GF contribution towards CIP \$250,000
- Shift PD cameras to subscription model
- Funding to contract with a grant writer

Other Financial Considerations

- Non-General Fund Capital (\$948,000)
 - Pool Heater
 - Fire Equipment
- HIDTA Agreement
- Oversight Board Review - May 9
 - Costs increase (\$1.8m - \$2.4m)
 - Tier II Requests \$115,000

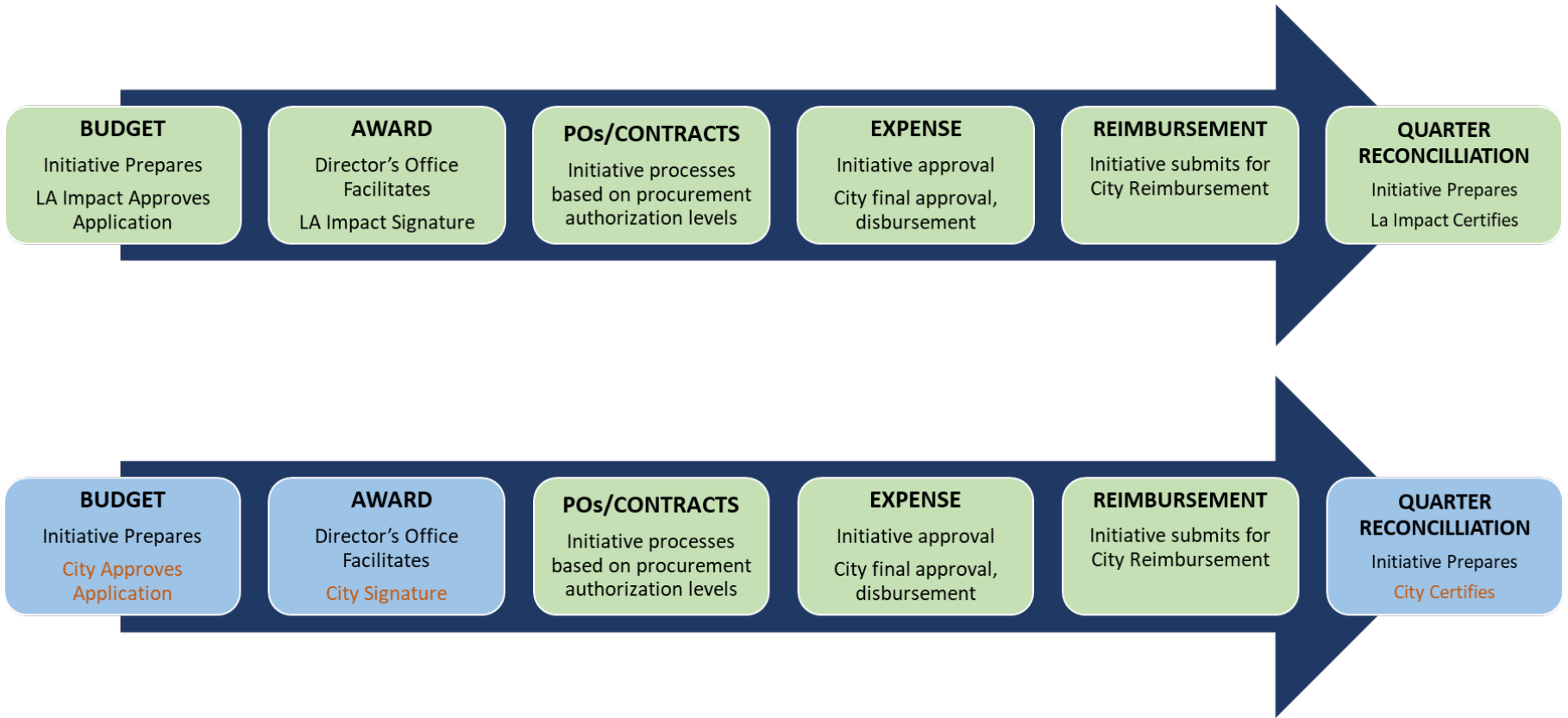
HIDTA OVERVIEW

- The City served as LAIMPACT's (LAI) financial fiduciary over their accounts for more than 10 years.
- LA HIDTA is requesting the City of La Verne now expand that work to act as the fiduciary for several of their area initiatives.

ROLE & RESPONSIBILITIES

- **Receive Funds:** City enters agreement with ONDCP is recipient grant (2022 award - \$5,659,584)
- **Execute Contracts**
 - Payer of 12 management assignments
 - Approximately 60 contracts/POs with vendors annually
- **Process Transactions:** Approximately 60 invoices/mo.
- **Transmit Quarterly Reports**
- **Complete Audits**
 - Single Audit requirements & ONDCP audits as requested
 - Tracking all equipment under as per city practices

LA IMPACT v. HIDTA



Contract Terms & Department Impact

Initial Terms:

- 3 years with option for 2 year extension after evaluation of workload
- City will be compensated \$150,000 per year

Department Impact:

- Finance to hire accountant level position to handle added activity as well as tracking other City grant related activities
- New position's employment will be conditioned on agreement

2022/23 Preliminary Budget Review

- Next Steps
- Questions