



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

**MEETING AGENDA
TUESDAY, OCTOBER 5, 2021, 4:00 P.M.**

**Watch Live at
www.cityoflaverne.org/stream**

Consistent with Executive Order N-29-20 to minimize the spread of the COVID 19 Virus, in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. However, the City would encourage public participation of the meeting and as such want to make residents aware of the following opportunities on how to participate:

1. View the meeting live through the City's website at www.cityoflaverne.org/stream and following the link titled "Council Meeting Live Stream" or on YouTube at www.cityoflaverne.org/youtube.
2. For individuals that wish to share their comments before the meeting, you may email the Assistant City Clerk at cityclerk@cityoflaverne.org by 12:00 pm, the day of the meeting with a phone number and the item(s) you wish to speak on. We will call you back at the appropriate time during the meeting for your comment.

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.

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 Past Interim Finance Director Mark Alvarado.

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 following meetings:
 - a. May 28, 2020
 - b. June 9, 2020
 - c. June 1, 2021
5. **ACTION ITEMS**
 - a. Review of Fiscal Year 2020-21 Measure LV revenue
 - b. 10 year projection of Measure LV sales tax revenues and personnel costs
6. **DISCUSSION ITEMS**
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 after the completion of the Fiscal Year 2020-21 audit (February 8, 2022).

Posting Statement: A true and correct copy of this Notice was posted on September 29, 2021, on the bulletin board at La Verne City Hall, 3660 D Street, La Verne, and on the City's website at www.cityoflaverne.org.

CITY OF LA VERNE
Measure LV Citizen Oversight Committee
Minutes of Regular Meeting
Thursday, May 28, 2020, at 3:00 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 participating remotely.

2. The first meeting of the City of La Verne Measure LV Citizen Oversight Committee was called to order at 3:00 pm.

3. Committee Members Present: Daniel Annabi, Marlene Carney, Keny Chang, Ron White and Dave Zylstra.

Absent: None

Staff Present: City Manager Bob Russi, Interim Finance Director Mark Alvarado and Senior Management Analyst Christy Lopez, and Assistant City Clerk Lupe Gaeta Estrella.

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 non-agenda items ,as provided by law.

5. Public Comments City Manager Russi called for public comment. There was none.

6. Oath of Office Assistant City Clerk Estrella administered the Oath of Office to Daniel Annabi, Marlene Carney, Keny Chang, Ron White and Dave Zylstra.

7. Election of Chairperson and Vice Chairperson It was moved by Zylstra, seconded by Carney and unanimously carried to appoint Daniel Annabi as Chairperson

It was moved by Zylstra, seconded by Annabi, and unanimously carried to appoint Marlene Carney as Vice Chairperson.

City Manager Russi went over the by-laws with the Committee.

8. Approval of Bylaws of the Measure LV Citizen Oversight Committee It was moved by Carney, and seconded by Zylstra, and unanimously carried to approve the bylaws of Measure LV Citizen Oversight Committee.

City Manager Russi gave an overview of Measure LV Spending Guidelines.

9. Overview of Measure LV Spending Guidelines It was moved by Annabi, seconded by Chang and unanimously carried to approve Measure LV Spending Guidelines.

10. Presentation of the Preliminary 2020-21 Budget Overview and the Projected 2020-21 Measure LV Sales Tax Revenues
City Manager Russi reported on the Preliminary 2020–21 Budget Overview and the Projected 2020-21 Measure LV Sales Tax Revenues along with a power point presentation. He explained the budget process which starts in February of each Year and where the Committee fits in the process. He stated that the sales tax increase would start on July 1, 2020. The Committee will be meet again prior to the June 15, 2020 Council when the City Budget is adopted to go over Measure LV sales tax revenue and overview of employee compensation salary survey data and process.
11. Meeting was adjourned at 3:53 p.m. LV Measure Citizen Oversight Committee to meet again on Tuesday, June 9, 2020 p.m., at 3:00 p.m.

Respectfully submitted,

Lupe Gaeta Estrella, CMC
Assistant City Clerk

CITY OF LA VERNE
Measure LV Citizen Oversight Committee
Minutes of Regular Meeting
Tuesday, June 9, 2020, at 3:00 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 3:00 pm.
3. Committee Members Present: Chair Daniel Annabi, Vice Chair Marlene Carney, Keny Chang, Ron White and Dave Zylstra.

Absent: None

Staff Present: City Manager Bob Russi, Assistant to the City Manager JR Ranells, 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.

Chairman Annabi called for public comment. There was none.
5. 10-Year projection of Measure LV Sales Tax Revenues
Interim Finance Director Alvarado reported on the 10-Year projection of Measure LV sales tax revenues and he went over the estimates for sales tax and the salary increases.
6. Overview of employee compensation salary survey data and process
Assistant to the City Manager Ranells gave an overview of employee compensation salary survey data and process.

The increases planned for December 2020 was discussed and the Committee made a recommendation for Council to keep the salary increase date in December and not any sooner.
7. Meeting was adjourned at 3:56 pm. The next scheduled meeting of the Measure LV Citizen Oversight Committee will be held after the completion of the 2019-20 financial audit (late Fall, 2020).

Respectfully submitted,

Mark Alvarado,
Interim Finance Director

CITY OF LA VERNE
Measure LV Citizen Oversight Committee
Minutes of Regular Meeting
Tuesday, June 1, 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, 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.

Chairman Annabi called for public comment. There was none.
5. Potential Future Meetings Dates
City Manager Russi stated he has scheduled the following future meeting dates for the Oversight Committee meeting. The Board saw no problem with the future meeting dates.

October 5, 2021
February 8, 2022
June 7, 2022
6. Review of Current year Measure LV revenue
City Manager Russi and Senior Management Lopez reported on the current year Measure LV revenue. Revenue was better than expected coming to \$3.3 million.
7. 10-year Projection of Measure LV Sales Tax Revenues and Personnel Costs
City Manager Russi and Senior Management Analyst reported on the 10-year projection of Measure LV sales tax revenues and personnel costs with a slide presentation. They focused mostly on Tier 1 on personnel costs for salaries and medical insurance increases reflected in Tier 1. No requests were made beyond Tier 1.

Interim Finance Director Alvarado entered the Zoom Meeting and also reported and answered questions posed by the Board Members.

City Manager Russi recommended after review of Tier 1, that the Board Members should approve the estimated revenue of \$1.8 million for salary and medical increases and incorporate into Tier 1 and the upcoming fiscal budget.

It was moved by Ingles, seconded by Simison, and unanimously carried by roll call to approve the estimated revenue of \$1.8 million for salary and medical increases and incorporate into Tier 1 and the upcoming fiscal budget.

8. Meeting was adjourned at 5:07 p.m. The next scheduled meeting of the Measure LV Citizen Oversight Committee will be held after the completion of the 2020-21 fiscal year (October 5, 2021, at 4:00 p.m.).

Respectfully submitted,

Lupe Gaeta Estrella
Assistant City Clerk

**City of La Verne
Measure LV Funds Revenue and Cost
Fiscal Year 2020-21**

	Original Estimate 6/9/20 Meeting	Actual (Unaudited)	Variance
Tax Measure - Expected New Sales Tax	\$2,727,820	\$4,042,543	\$1,314,723
Projected Total Personnel Cost Increases	(\$974,000)	(\$862,000)	\$112,000
Excess/(Deficit) Annual Sales Tax Collections	\$1,753,820	\$3,180,543	\$1,426,723
Excess Sales Tax Reserved for Future Years	\$1,753,820	\$3,180,543	\$1,426,723

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

Description	Year 1 20/21	Year 2 21/22	Year 3 22/23	Year 4 23/24	Year 5 24/25	Year 6 25/26	Year 7 26/27	Year 8 27/28	Year 9 28/29	Year 10 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 Total Personnel Cost Increases	(\$862,000)	(\$1,727,000)	(\$2,592,000)	(\$3,457,000)	(\$4,322,000)	(\$5,187,000)	(\$6,052,000)	(\$6,917,000)	(\$7,782,000)	(\$8,647,000)
Excess/(Deficit) Annual Sales Tax Collections	\$3,180,543	\$2,436,819	\$1,655,096	\$875,038	\$96,678	(\$679,948)	(\$1,454,807)	(\$2,227,863)	(\$2,999,080)	(\$3,768,422)
Excess Sales Tax Reserved for Future Years	\$3,180,543	\$5,617,362	\$7,272,458	\$8,147,496	\$8,244,174	\$7,564,226	\$6,109,419	\$3,881,556	\$882,475	(\$2,885,947)