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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, April 04, 2022 - 6:30 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 on the 1st and 3rd Monday of every month.

The Council Chambers will be opened to the public at 6:00 p.m. Below are 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) Individuals 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_Cv3QXTxwR7er-ocEIXUacg before 5:00 p.m. on Monday, April 04, 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. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Council Member Lau, Council Member Crosby, Council Member Carder, Mayor Pro Tem Davis and Mayor Hepburn.
4. **PRESENTATIONS**

Presentation of a Proclamation Proclaiming the Month of April, 2022 as “Donate a Life” Month recognizing that 100,000 individuals nationwide and more than 20,000 in California who are currently on the national organ transplant waiting list, and that on average, 17 people die each day while waiting for an organ, eye, tissue, marrow and blood donation which are life-giving acts recognized worldwide as expressions of compassion to those in need. Ambassador for Donate for Life Ina Strickland will be accepting the Proclamation on behalf of the “Donate a Life” Foundation.

5. **ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS** (Any person who wishes to make a brief announcement of a future community event that is open to the general public may do so at this time).
6. **CONSENT CALENDAR** (All items on the Consent Calendar are considered to be routine and will be enacted by one motion unless a member of the City Council or member of the audience requests separate discussion.)
 - a. **City Council Minutes** of the adjourned and regular meetings of March 21, 2022, ***to be received and filed.***
 - b. **Register of Audited Demands** in the amount of \$1,741,063.52 dated March 3, 2022; and in the amount of \$885,288.45 dated March 10, 2022, ***approval recommended by Finance Director Pendleton.***
 - c. **Staff recommends approval and passage of the following Resolutions:**

Resolution No. 22-15 - A RESOLUTION OF THE CITY COUNCIL, CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DECLARING ITS INTENTION TO INITIATE PROCEDURES FOR VACATION OF A PUBLIC UTILITY EASEMENT PURSUANT TO THE PROVISIONS OF DIVISION 9, PART 3, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA, AND SETTING A TIME AND PLACE FOR PUBLIC HEARING THEREON - ***The property owner of 1941 N. White Avenue has requested that the City vacate a public utility easement located on said property. The subject utility easement does not serve any known utilities. Setting a public hearing and providing noticing will initiate the easement vacation process.***

City Engineer Howing recommends that the City Council approve Resolution No. 22-15, declaring its intention to initiate the procedures for the vacation of the public utility easements located at 1491 N. White Avenue; setting the public hearing for Monday, May 2, 2022 at 6:30 p.m. and to direct the City Clerk to conduct noticing of the public hearing pursuant to Streets and Highways Code Division 9, Part 3.

7. **OTHER MATTERS**

Mid-Year Budget Update Fiscal Year 2021-22 - A recommendation to decrease the Fiscal Year 2021-22 Amended General Fund Appropriation Budget by \$101,816 from \$40,920,192 to \$40,818,376 and increase the anticipated revenue from \$38,808,915 to \$45,464,837 is being proposed. The net impact of the proposed budget adjustments will result in an anticipated increase of \$4,646,461 on the General Fund reserves (fund balance) at fiscal year-end of which \$4,000,000 is recommended to be transferred to fund the Section 115 pension trust. Overall, revised year-end estimates now reflect a General Fund surplus of \$646,461.

The Mid-Year Budget Report includes the recommended appropriation budget for use of the \$7,648,860 American Rescue Plan Act (ARPA) allocation, separating the emergency firefighting budget from the General Fund into its own fund, California Fire Assistance Agreement (CFAA) Reimbursable, Fund 110, and increasing the Measure LV sales tax revenue by \$1,100,000.

STAFF RECOMMENDATION:

The City Council should approve the proposed budget adjustments and Section 115 trust funding as presented in the Mid-Year Budget Update Fiscal Year 2021-22.

8. **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.

9. **COUNCIL COMMENTS AND CONFERENCE/MEETING REPORTS** - Each Council Member may address the Council and public on matters of general information and/or concern. This is also the time for Council Members to report on conferences and/or meetings they have attended.

10. **CLOSED SESSION:**

The City Council will meet in Closed Session for the following:

Conference with Labor Negotiator (Government Code Section 54957.6).

Negotiators:	City Manager, Personnel Officer, and City Attorney
Employee Organization(s):	La Verne City Employees Association, La Verne Police Officers' Association, La Verne Firefighters' Association, La Verne Police Middle Management Association and all unrepresented employees.

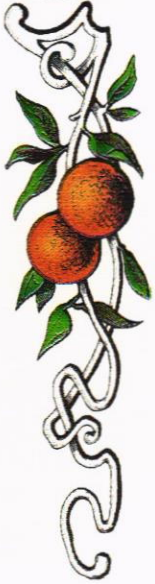
11. **ADJOURNMENT to Monday, April 18, 2022 at 6:00 p.m. for presentations of life saving awards to Retired Senior Volunteer Patrol (RSVP) Members and La Verne Police Officers and for a Fire Marshal Badge pinning ceremony.**

**THE NEXT REGULAR MEETING of the La Verne City Council
is scheduled for Monday, April 18, 2022 at 6:30 p.m.**

ADVISORY STAFF

- _____ Robert Russi, City Manager
- _____ JR Ranells, Assistant to the City Manager
- _____ Robert Kress, City Attorney
- _____ Lupe Gaeta Estrella, Assistant City Clerk
- _____ Shawn Igoe, Public Works Director
- _____ Eric Scherer, Director of Community Development
- _____ Marla Pendleton, Finance Director
- _____ Colleen Flores, Police Chief
- _____ Christopher Nigg, Fire Chief
- _____ Yvonne Duran, Community Services Manager
- _____ Cody Howing, City Engineer

<p>Posting Statement: On March 29, 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.</p>
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City of La Verne

~COMMENDATION~

WHEREAS, organ, tissue, marrow and blood donations are life-giving acts recognized worldwide as expressions of compassion to those in need; and

WHEREAS, more than 100,000 individuals nationwide and more than 20,000 in California are currently on the national organ transplant waiting list; and

WHEREAS, a single individual's donation of the heart, lungs, liver, kidneys, pancreas and small intestine can save up to eight lives; and

WHEREAS, millions of lives each year are saved and healed by donors of organs, tissues, marrow and blood; and

WHEREAS, over seventeen million Californians have signed up with the state-authorized Donate Life California Donor Registry to ensure their wishes to be organ, eye and tissue donors are honored; and

WHEREAS, California residents can sign up with the Donate Life California Donor Registry when applying for or renewing their driver's licenses or ID cards at the Californian Department of Motor Vehicles; and

NOW, THEREFORE, I, TIM HEPBURN, Mayor of the City of La Verne do hereby proclaim the month of April 2022 as

"DMV/Donate Life California Month"

in the City of La Verne and in doing so we encourage all Californians to check "Yes" when applying for or renewing their driver's license or I.D. card, or by signing up at www.donateLIFCalifornia.org.

Dated this 4th day of April, 2022.

Tim Hepburn, Mayor

Attest:

Lupe Gaeta Estrella, Assistant City Clerk



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**MINUTES OF AN ADJOURNED MEETING
OF THE CITY COUNCIL OF THE CITY OF
LA VERNE**

Monday, March 21, 2022

1. A regular meeting of the La Verne City Council was called to order by Mayor Hepburn at 6:00 p.m.
2. Council Members present: Mayor Tim Hepburn
Mayor Pro Tem Muir Davis
Council Member Robin Carder
Council Member Wendy Lau
Council Member Rick Crosby

Absent: Council Members Carder and Lau

Advisory personnel present: City Manager Robert Russi
Assistant to the City Manager JR Ranells
City Attorney Robert L. Kress
Assistant City Clerk Lupe Gaeta Estrella
Fire Chief Chris Nigg
3. Pledge of Allegiance was led by Fire Chief Nigg.
4. Fire Badge Pinning Ceremony for the following Fire Personnel Mayor Hepburn, on behalf of the City Council, introduced and congratulated the following fire personnel on their promotions: Fire personnel family members were present and assisted in the badge pinning.

<u>Fire Captain Promotions</u>	<u>Fire Engineer Promotions</u>
Travis Moore	Mike Bentz - Absent
Joe Mancino	Jimmy Wilfong
Dave Bonanno	Stephen Bautista - Absent
	Jason Arrow
	Manny Gonzales
	Chris Palmer
5. Public Comment This was the time set aside for anyone wishing to address the City Council on items not listed in any other place on the agenda.

There was none.
6. Adjournment at 6:20 p.m.

Respectfully submitted,

Lupe Gaeta Estrella, CMC
Assistant City Clerk

**MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL OF THE CITY OF
LA VERNE**

Monday, March 21, 2022

1. A regular meeting of the La Verne City Council was called to order by Mayor Hepburn at 6:30 p.m.
2. Council Members present: Mayor Tim Hepburn
Mayor Pro Tem Muir Davis
Council Member Rick Crosby

Absent: Council Members Carder and Lau

Advisory personnel present: City Manager Robert Russi
Assistant to the City Manager JR Ranells
City Attorney Robert L. Kress
Assistant City Clerk Lupe Gaeta Estrella
3. Pledge of Allegiance was led by Mayor Hepburn.
4. Presentation of Proclamation Proclaiming the Month of March, 2022 as "Red Cross" Month

Mayor Hepburn, on behalf of the City Council, presented to Erica Frausto Aguado, Executive Director of the Red Cross for the Greater San Gabriel and Pomona Valleys a Proclamation proclaiming the Month of March, 2022 as **"Red Cross" Month** honoring and recognizing everyday heroes who help us fulfill our mission in our communities and across the country, who donate funds, donate blood or volunteer to make a difference.

Erica Frausto Aguado, Executive Director of the Red Cross for the Greater San Gabriel and Pomona Valleys who attended the meeting virtually thanked the Mayor and City Council for the proclamation and for the City's continued support of the Red Cross.

Presentation of Proclamation Proclaiming the Month of March, 2022 as "Irish-American Heritage" Month

Mayor Hepburn, on behalf of the City Council, presented a Proclamation to La Verne resident Richard Bowen proclaiming the Month of March, 2022 as **"Irish- American Heritage" Month** recognizing the contributions that Irish immigrants and their descendants have made to U.S. society. Virtually every realm of American endeavor, from steel working to biotechnology to literature, has seen improvement through Irish-descended hands and minds.

La Verne resident Richard Bowen spoke about his family's Irish history and thanked the City Council for the proclamation.
5. Announcements of Upcoming Community Events

Thomas Allison announced that the Cultural Awareness & Social Inclusion Committee (CASI) meets virtually on the first Wednesday of each month at 5:00 p.m. and that the next virtual meeting is on Wednesday, April 6, 2022, at 5:00 p.m.

Mayor Hepburn announced that at the Board of Supervisors' meeting on March 15, 2022, the Board voted 4-1 to accept the motion and amendment by Supervisor Solis, removing Camps Afflerbaugh and Paige from further consideration as a Secure Youth Treatment Facility.

Mayor Hepburn thanked Los Angeles County Supervisors Barger and Solis, for their work, vote, and support in removing Camps Afflerbaugh and Paige from further consideration as a Secure Youth Treatment Facility. He also thanked the City Council, City Manager Russi and La Verne resident Danita Beauchamp for their leadership, educating the community and for staying on top of the Camps Afflerbaugh and Paige issue.

6. Consent Calendar

It was moved by Davis, seconded by Crosby, and unanimously carried by a vote of 3-0 (Carder and Lau Absent) to accept, approve, or act on the Consent Calendar items, except for the following:

City Council Minutes

City Council Minutes of an adjourned meeting of February 28, 2022, and the regular and adjourned meetings of March 7, 2022, ***received and filed.***

Street Closure for the Cool Cruise Car Show

Street Closure for the Cool Cruise Car Show - The City Council was requested to consider a street closure for the Cool Cruise car show on April 16, 2022. Flying Deuces submitted a request to close Third Street from B to E Street and D Street from Second Street to Bonita Avenue. The street closure will be between the hours of 5:00 a.m. and 6:00 p.m. on the day of the event. It is expected that over 500 cars will be parked on the closed sections of the street, and at various University of La Verne parking lots.

Community Development Director Scherer recommended that the City Council approve the street closure and direct the Public Works Director to take the necessary steps to permit the temporary street closure for portions of D Street and Third Street in Old Town La Verne; and approve to waive administrative review fees necessary for the processing, permitting, management, promotion, and operations of the Cool Cruise Car Show with exception of the payment to the La Verne Police Department Reserves. ***Approved as recommended by staff.***

Staff recommended approval and passage of the following Resolutions:

Resolution No. 22-12,
An Agreement with Majestic
Cycling for La Verne Stage
Race

Resolution No. 22-12 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH MAJESTIC CYCLING FOR THE LA VERNE STAGE RACE. - The City Council was requested to consider a street closure for the La Verne Stage Race event. Majestic Cycling has submitted a request to use portions of Wheeler Avenue, Wright Avenue, Fairplex Drive, and Puddingstone Drive for a cycling race on Saturday and Sunday, March 26 through March 27, 2022 between the hours of 8:00 a.m. to 5:00 p.m.

Community Development Director Scherer recommended that the City Council adopt Resolution No. 22-12, authorizing the City Manager to execute the Agreement with Majestic Cycling permitting the cycling race on specified streets. ***Approved.***

Resolution No. 22-13,
Approving the Final Track Map
for Tract No. 83354,
Brandywines Homes for an
Eight Unit Affordable Detached
Homes at Walnut and B Street.

Resolution No. 22-13 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING THE FINAL MAP FOR TRACT 83354, A REQUEST BY BRANDYWINE HOMES, TO SUBDIVIDE THREE PARCELS WITH COMBINED AREA OF 0.7 ACRES AT WALNUT STREET AND "B" STREET INTO AN EIGHT UNIT AFFORDABLE DETACHED RESIDENTIAL SUBDIVISION - On September 28, 2021 the Planning Commission approved Tentative Tract Map No. 83354 for affordable detached homes (Brandywine Homes) located at the south/west corner of Walnut and "B" Streets. The Final Tract Map has been submitted for approval, allowing for the three existing parcels with an approximate combined area of .7 acres to be developed with eight detached homes.

City Engineer Howing recommended that the City Council adopt Resolution No. 22-13, approving Final Tract Map No. 83354 for affordable detached homes and to direct staff to sign the map as to its conformance with the with the Subdivision Map Act, Specific Plan (65-20SP) and General Plan Amendment (123-20GPA). **Approved.**

7 Conflict of Interest/Lau

Council Member Lau was absent from this meeting. Her conflict of interest was because she lives within 500 feet of the proposed vacation of public utility easements on White Avenue.

Public Hearing for the Vacation
a City's Water and Sewer
Easement located at 1520 and
1530 White Avenue.

City Engineer Howing reported on the vacation of a City of La Verne Water and Sewer Easement located at 1520 and 1530 N. White Avenue. He stated that on February 7, 2022, the City Council set the public hearing for the vacation of two utility easements on the subject properties for March 21, 2022 and that staff posted the appropriate notices pursuant to the Streets and Highways Code.

City Engineer Howing reported that the Public Works Department has inspected the existing utility easements and determined that the proposed vacation will not impact any existing or future service for the area.

Mayor Hepburn called for public comment on this matter.

There was none.

It was moved Crosby, seconded by Davis, and carried by a vote of 3-0 (Carder and Lau Absent) to approve Resolution 22-14, vacating the two water and sewer easements located at 1520 and 1530 N. White Avenue and authorizing staff to record the quitclaim deed with the Office of the County Recorder.

Resolution No. 22-14,
Vacating Public Utility
Easements for Water and
Sewer at 1520 and 1530 White
Avenue

Resolution No. 22-14 - A RESOLUTION OF THE CITY COUNCIL, CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, VACATING PUBLIC UTILITY EASEMENTS FOR WATER AND SEWER WITHIN LOTS 1 AND 2 OF PARCEL MAP NO. 6333 WITHIN THE CITY OF LA VERNE MORE PARTICULARLY DESCRIBED IN THIS RESOLUTION. **Approved.**

8. Direction on Bond Issuance to Fund Priority Projects of Enhanced Infrastructure Financing District (EIFD)

City Manager Russi reported that in February 2020, the City Council gave preliminary authorization for the City to pursue funding alternatives to initiate the work scheduled in the City's Enhanced Infrastructure Financing District's Plan (EIFD). Since that time, staff in collaboration with the Public Finance Authority (the EIFD's governing board) has been evaluating the priority projects, estimated cost, as well as acceptable options to finance the work. At their March 9th meeting the PFA was presented with an updated status report and provided authorization to proceed with issuance of a bond. Given that the bond would be issued under the City, staff is seeking the Council's concurrence before proceeding.

Mayor called for public comment on this matter.

There was public comment. (To hear what was said during public comment, please visit the City's website to view the archived Council meeting.)

The City Council authorized staff to continue the process, as previously directed, with the intent of returning for final authorization on the issuance of a lease revenue bond.

9. Public Comment

This was the time set aside for anyone wishing to address the City Council on items not listed in any other place on the agenda.

Mayor Hepburn called for public comment.

There were public comments at the meeting. (To hear what was said during public comment, please visit the City's website to view the archived Council meeting.)

City Manager Russi responded to the questions asked during public comment.

10. Council Comments

Council Member Crosby read a statement from Council Member Lau who was absent. She sent her apologies for not attending the City Council Meeting. She sent out a shout out to La Verne Little League Opening Day, National Irish-American Month, and Women's Month. She thanked La Verne resident Richard Bowen for bringing forward the Irish-American Proclamation and thanked Yvonne Gallegos from CASI for her research and for providing the wording for the proclamation. She invited residents to the re-opening of Fire Station No. 3, on Saturday, March 26, 2022. She also sent kudos to Fire Chief Nigg on his substantial fire plan. She asked that everyone stay safe and to be kind.

Council Member Crosby thanked Mayor Hepburn, La Verne resident Danita Beauchamp and Los Angeles County Board Supervisors Barger and Solis for their efforts and support pertaining to the Afflerbaugh and Paige Camps matter. He thanked Congress Member Napolitano for securing funding for the Gold Line Pedestrian Bridge. He reported on the upcoming La Verne Stage Race sponsored by Majestic Cycling. He also thanked Mr. Alfred Sanchez from Majestic Cycling for the donation of 40 bicycles to the Youth and Family Action Committee.

Mayor Pro Tem Davis congratulated Damien High School Basketball Team for their 2022 CIF State Championships Division I win. He stated that La Verne Little League Opening Day was fantastic. He thanked Los Angeles County Board Supervisors Solis and Barger for their support and efforts in removing Camps Afflerbaugh and Paige from further consideration as a Secure Youth Treatment Facility. He also thanked La Verne resident Danita Beauchamp for the leading way in getting information out to residents and that she did an outstanding job. He thanked Congress Member Napolitano for securing funding for the Gold Line Pedestrian Bridge. He invited residents to attend the re-opening of La Verne Fire Station No. 3 on Saturday, March 26, 2022.

Mayor Hepburn thanked the residents for their efforts in the Afflerbaugh & Paige Camps issue. He stated that the City dodged a bullet. He commended La Verne resident Danita Beauchamp for doing a great job in keeping residents informed. He thanked Congress Member Napolitano for securing funding for the Gold Line Pedestrian Bridge. He spoke about La Verne Little League Opening Day and that was nice to see the youth and their family members enjoying the day and the game. He thanked the Public Works Department for their work in getting the field ready for game day. He also invited residents to attend the re-opening of La Verne Fire Station No. 3 on Saturday, March 26, 2022. He reported on Bonita High School Car Show. He agreed that Sierra La Verne Golf Course was a mess and should be taken care of by the owners.

11. Closed Session

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

The City Council met in a closed session, pursuant to Government Code §54956.9 (a), to discuss Michael Hunt v. City of La Verne, Los Angeles Superior Court, Case No. 22STCV03552, for the following purpose: conference with legal counsel - existing litigation.

There was no announcement.

12. Adjournment at 8:00 p.m., to Monday, April 4, 2022 at 6:00 p.m., for a Presentation to the Bonita High School Water Polo Team

Respectfully submitted,

Lupe Gaeta Estrella, CMC
Assistant City Clerk

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS
3/3/2022

DEMANDS PRESENTED HAVE BEEN APPROVED CONSISTENT WITH THE CITY'S PURCHASING/FUNDING POLICY AND HAVE BEEN REVIEWED BY THE INTERIM FINANCE DIRECTOR FOR ACCURACY AND PROPER APPROVAL.

SUMMARY OF DEMANDS

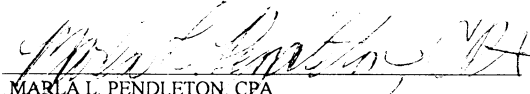
LARGEST 10 CITY DEMAND PAYMENTS OTHER THAN PAYROLL AND RELATED BENEFITS.

	AMOUNT	ISSUED TO	DESCRIPTION
1.	300,000.00	CITY OF INDUSTRY	PROP A FUND EXCHANGE PAYMENT
2.	60,748.00	SCHULER CONSTRUCTORS	REPAIR NITRATE VESSEL #2 AT AMHERST TREATMENT PLANT
3.	43,805.00	NATIONAL DEMOGRAPHICS CORP.	PAYMENT FOR BY-DISTRICT VOTING PROCEDURES AND IMPLEMENTATION SERVICES
4.	30,980.87	CALIFORNIA FUELS AND LUBRICANTS	FLEET DEPARTMENT DIESEL AND REGULAR FUEL PURCHASES
5.	21,000.00	AP TRITON, LLC	FIRE RISK ASSESSMENT SERVICES - FEBRUARY 2022
6.	18,021.00	PRECISION CONCRETE CUTTING	SURVEY AND REMOVAL OF CITY SIDEWALKS
7.	10,428.75	CARE AMBULANCE SERVICE, INC.	AMBULANCE TRANSPORT COSTS - FEBRUARY 2022
8.	9,950.00	ENVIRONMENTAL LAND MANAGEMENT, INC.	FIRE FUEL MITIGATION BY GOAT GRAZING SERVICES
9.	7,875.00	TRIPEPI SMITH	PROFESSIONAL SERVICES (RETAINER) FEBRUARY 2022
10.	7,500.00	ECONOLITE SYSTEMS, INC.	ANNUAL STANDARD MAINTENANCE AGREEMENT - APRIL 2022 TO MARCH 2023
	74,443.80	OTHER DEMANDS	
	<u>\$ 584,752.42</u>		

DEMANDS OF \$1,101,701.98 WERE PAID FOR PAYROLL AND EMPLOYEE BENEFIT RELATED ITEMS.

DEMANDS OF \$54,609.98 WERE PAID ON BEHALF OF LAIMPACT FOR LAW ENFORCEMENT TASK FORCE OPERATIONS.

IN ACCORDANCE WITH GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REGISTER OF AUDITED DEMANDS.


MARLA L. PENDLETON, CPA
FINANCE DIRECTOR

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

3/3/2022

CHECK NO.	AMOUNT	ISSUED TO
158501	\$ 187.43	ALCO TARGET CO.
158502	21,000.00	AP TRITON, LLC
158503	3,000.00	RICHARD ARAGON
158504	1,289.48	AT&T MOBILITY
158505	117.08	BANFIELD PET HOSPITAL #5133
158506	1,100.00	BEN'S DOOR AND WINDOW
158507	126.60	MICHAEL BENTZ
158508	126.60	DAVE BONANNO
158509	10.00	BURRO CANYON SHOOTING PARK
158510	30,980.87	CALIFORNIA FUELS AND LUBRICANTS
158511	410.00	CALIFORNIA PEST MANAGEMENT, INC.
158512	126.60	LARRY CAMPBELL
158513	10,428.75	CARE AMBULANCE SERVICE, INC.
158515	300,000.00	CITY OF INDUSTRY
158516	90.00	RETIRED SENIOR VOL. PATROL INC.
158517	126.60	DAVIS COOK
158518	2,437.77	DANIELS TIRE SERVICE
158519	7,500.00	ECONOLITE SYSTEMS, INC.
158520	9,950.00	ENVIRONMENTAL LAND MANAGEMENT, INC.
158521	45.62	FEDEX
158522	350.00	DAWN FINN
158523	310.87	FRONTIER COMMUNICATIONS
158524	126.60	DAVID GARCIA
158525	860.00	GEO-ADVANTEC INC
158526	265.00	GINA VASQUEZ
158527	189.90	ANDREW GLAZE
158528	126.60	EMMANUEL GONZALEZ
158529	337.31	HAMPTON INN - ARROYO GRANDE
158530	486.60	TODD HAROUTUNIAN
158531	126.60	ADAM HECHT
158532	126.60	FRANK HERNANDEZ
158533	1,374.36	HOLIDAY INN EXPRESS-SAN DIEGO
158534	365.81	HOLLIDAY ROCK CO.
158535	1,964.93	HOME DEPOT CREDIT SERVICES
158536	995.00	IACP MEMBERSHIP
158537	2,920.00	IMAGETREND, INC.
158538	413.98	INMARK
158539	108.76	INNOVATION AND TECHNOLOGY DEPT.
158540	795.56	INTERNATIONAL LINE BUILDERS
158541	126.60	MICHAEL JACQUES
158542	1,931.12	DON JOHNSON
158543	816.33	KEYSTONE UNIFORM DEPOT
158544	63.30	LEO KILMAN
158545	271.24	LA VERNE POLICE DEPARTMENT
158546	2,387.19	LESLIE'S POOLMART, INC.
158547	2,072.00	LIEBERT CASSIDY WHITMORE
158548	856.51	LIFE-ASSIST
158549	1,736.94	LINE GEAR
158550	90.00	LOVELY JESSA RIVAS
158551	126.60	JOSEPH MANCINO
158552	760.00	MCLAY SERVICES, INC.
158553	32.62	MICHAEL LAI
158554	292.50	MNS ENGINEERS, INC.
158555	126.60	TRAVIS MOORE
158556	43,805.00	NATIONAL DEMOGRAPHICS CORP.

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

3/3/2022

CHECK NO.	AMOUNT	ISSUED TO
158557	201.50	NATIONAL NOTARY ASSOCIATION
158558	126.60	CONNOR NOBBS
158559	506.22	OC MISSION HILLS PROJECT OWNER
158560	126.60	STEPHEN PAIGE
158561	126.60	CHRIS PALMER
158562	4,095.70	PERERA CONSTRUCTION & DESIGN
158563	189.90	MICHAEL PEREZ
158564	90.00	PORAC LDF
158565	18,021.00	PRECISION CONCRETE CUTTING
158566	203.70	REGIONAL TAP SERVICE CENTER
158567	126.60	ELIJAH ROYBAL
158568	7.72	SANDERS LOCK & KEY
158569	600.00	SANDERS TOWING, INC.
158570	185.00	SARALA DONTINENI
158571	211.48	HOLLIE SAVAGE
158572	60,748.00	SCHULER CONSTRUCTORS
158573	12.50	SMARTHIRE
158574	315.09	SOUTHEAST CONSTRUCTION PRODUCTS
158575	25.64	SOUTHERN TIER TELECOMMUNICATIONS
158576	126.60	CORY THOMPSON
158577	378.23	TIME WARNER CABLE
158578	4,440.80	TPX COMMUNICATIONS
158579	119.60	TRILOGY MEDWASTE WEST, LLC
158580	7,875.00	TRIPEPI SMITH
158581	126.60	VLADIMIR TRUBIN
158582	1,230.36	U.S. ARMOR CORPORATION
158583	900.00	UNITED STAND CONSTRUCTION
158584	2,781.97	VERIZON WIRELESS
158585	3,125.00	WAYNE ENTERPRISES, INC.
158586	2,297.88	WELLS FARGO VENDOR FIN SERV
158587	126.60	JIMMY WILFONG
158588	126.60	KEVIN WILTON
158589	856.80	YOUNG REMBRANDTS
EFT	995.00	ACOM SOLUTIONS, INC.
EFT	2,674.40	BABCOCK LABORATORIES, INC.
EFT	5,646.83	BRENNTAG PACIFIC, INC.
EFT	156.58	COLLEGIATE PRESS
EFT	686.56	COMMERICAL DOOR COMPANY, INC.
EFT	86.52	GRAINGER
EFT	959.67	HACH COMPANY
EFT	2,273.36	HARRINGTON INDUSTIRAL PLASTICS, LLC
EFT	2,309.59	HASA, INC.
EFT	500.00	LAW ENFORCEMENT MEDICAL SERVICES
EFT	866.25	RKA CONSULTING GROUP
EFT	226.39	TIFCO INDUSTRIES, INC.
EFT	146.95	UNDERGROUND SERVICE ALERT OF SO CAL
	<u>584,752.42</u>	
	1,101,701.12	Total Payroll and Employee Benefit Payments
	54,609.98	Total LAIMPACT Demands
Total Demand:	<u>\$ 1,741,063.52</u>	

Payroll and Employee Benefit Payments:

158607	\$ 1,605.08	AFLAC
158608	3,124.88	DELTA DENTAL INSURANCE COMPANY

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

3/3/2022

CHECK NO.	AMOUNT	ISSUED TO
158609	11,399.72	DELTA DENTAL
158610	450.00	CITY OF LAVERNE EMPLOYEE FUND
158611	1,410.00	FIDELITY INVESTMENTS #P0754
158612	6,321.80	THE HARTFORD - PRIORITY ACCOUNTS
158613	156,667.38	HEALTH NET
158614	73,605.57	KAISER FOUNDATION HEALTH PLAN
158615	1,422.72	METLIFE - GROUP BENEFITS
158616	815.60	A.C. NEWMAN CO.
158617	19.00	UNITED WAY CAMPAIGN
BANK DRAFT	35,717.41	CALIFORNIA, STATE OF
BANK DRAFT	147,102.78	CALIFORNIA, STATE OF
BANK DRAFT	5,105.33	MASSACHUSETTS MUTUAL LIFE INSURANCE - ROTH
BANK DRAFT	9,921.88	MASSACHUSETTS MUTUAL LIFE INSURANCE 401-A
BANK DRAFT	25,412.61	MASSACHUSETTS MUTUAL LIFE INSURANCE
BANK DRAFT	1,579.76	STATE DISBURSEMENT UNIT
BANK DRAFT	107,736.31	UNITED STATE TREASURY
BANK DRAFT	501,950.57	PAYROLL 02/13/2022 TO 02/26/2022
EFT	2,545.01	CHARLES SCHWAB BANK
EFT	2,786.25	LA VERNE FIRE ASSOCIATION
EFT	2,419.81	LA VERNE POLICE OFFICERS ASSOCIATION
EFT	1,750.00	RUSSI, CHRISTINA
EFT	731.65	WAGeworks INC.
EFT	100.00	WAGeworks - ADMIN FEE
Total	\$ 1,101,701.12	

Break down of standard providers and the benefits they provide

Provider	Benefits Description
A.C. Newman Co.	Accidental Death Life Insurance
Delta Dental	Employee dental insurance coverage
The Hartford	Life Insurance Policy
Health Net	Employee health insurance
Kaiser	Employee health insurance
Wage Works	Flexible Savings Account (FSA) deductions
US Treasury	Employee federal tax withholdings
State of California	Employee state income tax, unemployment insurance and child support/garnishments
Mass Mutual A	401A plan
Mass Mutual B	457B plan
Mass Mutual Roth	Roth plan
Lincoln National	Replacement Social Security plan
Fire/Police/La Verne	Employee Group Dues

LAIMPACT Law Enforcement Task Force Demands

158590	\$ 1,908.18	BANK OF AMERICA
158598	1,099.00	CHARTER COMMUNICATIONS
158599	185.00	HONG, JOHN
158605	1,131.00	TOTAL NETWORK SOLUTIONS
158606	286.80	TRANSUNION RISK & ALTERNATIVE DATA
MULTIPLE	50,000.00	LAI ENFORCEMENT OPERATIONS
Total	\$ 54,609.98	

LAIMPACT demands are paid from federal asset forfeiture dollars allocated to LAIMPACT crime prevention activities. These funds are not City funds and are not available for City use outside of LAIMPACT activities.

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS
3/10/2022

DEMANDS PRESENTED HAVE BEEN APPROVED CONSISTENT WITH THE CITY'S PURCHASING/FUNDING POLICY AND HAVE BEEN REVIEWED BY THE INTERIM FINANCE DIRECTOR FOR ACCURACY AND PROPER APPROVAL.

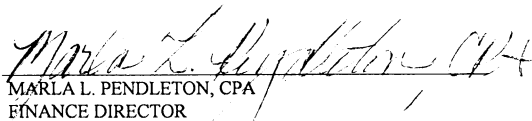
SUMMARY OF DEMANDS

LARGEST 10 CITY DEMAND PAYMENTS OTHER THAN PAYROLL AND RELATED BENEFITS.

	AMOUNT	ISSUED TO	DESCRIPTION
1.	375,118.78	THREE VALLEYS MUNICIPAL WATER DIST.	JANUARY 2022 WATER USE
2.	237,977.37	WASTE MANAGEMENT	JANUARY 2022 REFUSE SERVICES
3.	95,807.84	ONYX PAVING COMPANY, INC.	PAVING SERVICES - CONTRACT COMPLETE FOR FEBRUARY 2022
4.	31,812.12	WEST COAST ARBORISTS, INC.	TREE MAINTENANCE SERVICES - FEBRUARY 1ST TO FEBRUARY 15TH, 2022
5.	16,922.10	DOTY BROS. CONSTRUCTION COMPANY	CITY YARD COMMUNICATION LINE REPAIR
6.	16,549.57	CITY OF POMONA	LAND BASE AGREEMENT - DECEMBER 2021 TO FEBRUARY 2022
7.	9,860.00	ENVIRONMENT CONTROL PUENTE HILLS	CITYWIDE LANDSCAPE SERVICES - DECEMBER 2021 AND MARCH 2022
8.	8,200.00	JONES & MAYER	ATTORNEY SERVICES (RETAINER) - MARCH 2022
9.	7,000.00	HERNANDEZ ENVIRONMENTAL SERVICES	GENERAL BIOLOGICAL ASSESSMENT SERVICES
10.	5,399.50	SIERRA PACIFIC ELEC. CONTRACTING	CITYWIDE LIGHT MAINTENANCE AND REPAIRS
	55,608.90	OTHER DEMANDS	
	\$ 860,256.18		

DEMANDS OF \$25,032.27 WERE PAID ON BEHALF OF LAIMPACT FOR LAW ENFORCEMENT TASK FORCE OPERATIONS.

IN ACCORDANCE WITH GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REGISTER OF AUDITED DEMANDS.


MARLA L. PENDLETON, CPA
FINANCE DIRECTOR

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

3/10/2022

CHECK NO.	AMOUNT	ISSUED TO
158622	\$ 262.80	ACT NOW SIGNS
158623	575.00	ADRAZEN NETWORKS LLC
158624	140.00	ALL PURPOSE DOCUMENT DESTRUCTION
158625	20.00	AMERICAN PAVEMENT SYSTEMS, INC
158626	195.00	AMERICAN TANK TESTING
158627	1,000.00	ANGIE QUINTERO
158628	250.00	ANNETTE DEATHRAGE
158629	34.40	ARROW WHITE CORNER, LLC
158630	250.00	ARROW, JASON
158631	900.00	ASHLEY RODRIGUEZ
158632	61.31	BARRIOS, JASON
158633	478.68	BIEDERMANN, REBEKAH
158634	727.35	BSN SPORTS, LLC
158635	50.00	BURRO CANYON SHOOTING PARK
158636	387.52	CALIFORNIA JPIA
158637	1,360.00	CALIFORNIA PEST MANAGEMENT, INC.
158638	500.00	CELIA GONZALES
158639	380.80	CHARTER COMMUNICATIONS
158640	2,478.25	CICO ELECTRICAL CONTRACTORS, INC.
158641	213.50	CITY OF LA VERNE RETIRED SENIOR VOL. PATROL INC.
158642	39.56	COLLEY FORD
158643	541.00	DEPARTMENT OF JUSTICE
158644	350.00	DIAZ, JOHN
158645	89.00	DIRECTV
158646	16,922.10	DOTY BROS. CONSTRUCTION COMPANY
158647	286.68	EGGE, JENNIFER
158648	49.02	EVERSOFT
158649	2,379.72	EWING IRRIGATION PRODUCTS
158650	166.59	FEDEX
158651	165.00	FLORES, COLLEEN
158652	30.91	FLUID TECH
158653	699.92	FUEL PROS, INC.
158654	42.00	GARCIA, SHANTELLE
158655	55.00	GRACIANO, MARK
158656	77.50	HARDY WINDOW COMPANY
158657	165.00	HEDRICK FIRE PROTECTION
158658	7,000.00	HERNANDEZ ENVIRONMENTAL SERVICES
158659	494.00	HERNANDEZ, FRANK
158660	843.95	HI STANDARD AUTOMOTIVE, LLC
158661	202.05	HOLLIDAY ROCK CO.
158662	759.93	HOPPER'S OFFICE & DRAFTING
158663	1,122.70	INLAND EMPIRE STAGES, LTD.
158664	12.50	JEFF BRADLEY
158665	8,200.00	JONES & MAYER
158666	335.62	KME FIRE APPARATUS
158667	28.27	KONICA MINOLTA BUSINESS SOLUTIONS
158668	243.67	LA VERNE PETTY CASH
158669	17.67	LI, GUANG YU
158670	4,223.86	LIFE-ASSIST
158671	350.00	LIGHTNING OIL CO., INC.
158672	52.43	LOGOS BY M
158673	46.22	LOZANO, THOMAS
158674	559.00	MAK FIRE PROTECTION ENGINEERING & CONSULTING SVCS.
158675	190.02	MCCOURT, MAX
158676	4,725.00	MCLAY SERVICES, INC.
158677	2,386.92	O.F. WOLFINBARGER
158678	184.11	OFFICE DEPOT
158679	95,807.84	ONYX PAVING COMPANY, INC.
158680	20.00	ONYX PAVING COMPANY, INC.
158681	190.02	PEREZ, MICHAEL

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

3/10/2022

CHECK NO.	AMOUNT	ISSUED TO
158682	242.44	PHOTOGRAPHY BY DARCELLE
158683	16,549.57	POMONA, CITY OF
158684	60.00	R. AARON WHITHAM
158685	89.97	SALAS, GABRIEL
158686	5,100.00	SALVADOR'S IRON WORKS
158687	5,399.50	SIERRA PACIFIC ELEC. CONTRACTING
158688	1,194.83	SPRAGUES', INC.
158689	792.34	T-MOBILE
158690	19.99	TIME WARNER CABLE
158691	296.00	TRANSUNION RISK & ALTERNATIVE DATA
158692	1,288.29	U.S. POSTMASTER
158693	47.96	UPS
158694	100.00	VERIZON WIRELESS - VSAT NORTH
158695	237,977.37	WASTE MANAGEMENT
158696	43.25	WEINREB, ALAN
158697	361.91	WEX BANK
158698	1,829.49	WHITE CAP, L.P.
158699	1,816.23	WM CORPORATE SERVICES, INC.
EFT	202.20	ALL STAR FIRE EQUIPMENT, INC.
EFT	581.31	ALL STATE POLICE EQUIPMENT, CO.
EFT	1,750.00	CALIBER COMMERCIAL POOL SERVICE
EFT	1,387.22	CALIFORNIA LANDSCAPE & DESIGN
EFT	325.32	COASTLINE EQUIPMENT
EFT	9,860.00	ENVIRONMENT CONTROL PUENTE HILLS
EFT	451.53	GRAINGER
EFT	3,419.15	GREENSCAPE MAINTENANCE SERVICES INC.
EFT	597.39	HARRINGTON INDUSTRIAL PLASTICS, LLC
EFT	230.10	INTERSTATE BATTERY INLAND VALLEY
EFT	598.18	POMONA TRUCK & AUTO SUPPLY
EFT	183.05	SOUTH COAST EMERGENCY VEHICLE SVCS
EFT	375,118.78	THREE VALLEYS MUNICIPAL WATER DIST.
EFT	211.30	UNDERGROUND SERVICE ALERT OF SO CAL
EFT	31,812.12	WEST COAST ARBORISTS, INC.
	860,256.18	
	25,032.27	Total LAIMPACT Demands
Total Demands:	\$ 885,288.45	

LAIMPACT Law Enforcement Task Force Demands

158618	201.77	CELL BUSINESS EQUIPMENT
158619	2,650.00	CODE 5 GROUP, LLC
158620	105.00	SOUTHLAND SHREDDING, INC.
158700	2,075.50	LOS ANGELES COUNTY SHERIFF'S DEPT.
MULTIPLE	20,000.00	LAI ENFORCEMENT OPERATIONS
Total	\$ 25,032.27	

LAIMPACT demands are paid from federal asset forfeiture dollars allocated to LAIMPACT crime prevention activities. These funds are not City funds and are not available for City use outside of LAIMPACT activities.

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Agenda Report

CITY OF LA VERNE

City Engineer

DATE: April 4, 2022

TO: Honorable Mayor and City Council

FROM: Cody A. Howing, City Engineer

SUBJECT: Setting Time and Date for a Public Hearing Regarding the Vacation of a City of La Verne Public Utility Easement Located at 1941 N. White Avenue

AGENDA SUMMARY:

The property owner of 1941 N. White Avenue has requested that the City vacate a public utility easement located on said property. The subject utility easement does not serve any known utilities. Setting a public hearing and providing noticing will initiate the easement vacation process.

RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 22-15, declaring its intention to initiate the procedures for the vacation of the public utility easements located at 1941 N. White Avenue; setting the public hearing for Monday, May 2, 2022 at 6:30 p.m. and to direct the City Clerk to conduct noticing of the public hearing pursuant to Streets and Highways Code Division 9, Part 3.

BACKGROUND:

The property located at 1941 N. White Avenue is composed of two individual parcels located south of the Metrolink San Bernardino Line and north west of the intersection of White Avenue and Arrow Highway. Prior to the current configuration of the existing property, "G" Street extended south from the current terminus at First Street to intersect the roadway which is now Arrow Highway.

In 1967 the portions of "G" Street south of First Street that previously ran through the site were vacated for street purposes. However, in that street vacation, an easement for public utilities for storm drain purposes was reserved.

The Public Works department has reviewed the site and available records to confirm no drainage facilities exist within the subject easement. Currently, drainage facilities are available on Arrow Highway and White Avenue within the public right-of-way for those respective streets. The property of 1941 N. White Avenue generally drains via parkway drains or surface drainage to Arrow Highway and White Avenue where flow is then picked up by the local catch basins. To the north of the site including the Foothill Gold Line rail and station facilities, drainage is managed with the improvements under construction and do not require use of this easement. Those properties fronting First Street drain to the street which then flows to the west where it is picked up by catch basins located in the vicinity of the intersection at First Street and "E" Street.

Based on the existing conditions, there is no apparent need for drainage facilities to be constructed in the subject easement. Any future project in the vicinity will be responsible for addressing drainage from their site to ensure those future improvements function with the existing facilities and drainage conditions.

Attachments:

- A. Drainage Easement Location Exhibit
- B. City Council Resolution No. 22-15

RESOLUTION NO. 22-15

A RESOLUTION OF THE CITY COUNCIL, CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DECLARING ITS INTENTION TO INITIATE PROCEDURES FOR VACATION OF A PUBLIC UTILITY EASEMENT PURSUANT TO THE PROVISIONS OF DIVISION 9, PART 3, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA, AND SETTING A TIME AND PLACE FOR PUBLIC HEARING THEREON

WHEREAS, this City has received a request from the property owner to vacate an existing easement for the purpose of drainage utilities located within the property of 1941 N. White Avenue; and

WHEREAS, the City Public Works Department has reviewed said request and identified that the subject vacation will not impact any existing or future utility service for drainage facilities; and

WHEREAS, at this time the City Council is desirous to take proceedings to initiate vacation of the public utility easement intended for the purpose of drainage located on the property of 1941 N. White Avenue; and

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA VERNE, CALIFORNIA AS FOLLOWS:

SECTION 1. That the above recitals are all true and correct.

SECTION 2. That the public interest and convenience requires, and it is the intention of this City Council to undertake proceedings for the vacation of the public utility easement for drainage purposes located at 1941 N. White Avenue.

SECTION 3. **NOTICE IS HEREBY GIVEN THAT ON THE 2nd DAY OF MAY, 2022 AT THE HOUR OF 6:30 P.M. IN THE CITY COUNCIL CHAMBERS OF LA VERNE CITY HALL, IS THE TIME AND PLACE FIXED BY THIS CITY COUNCIL FOR THE HEARING OF PROTESTS OR OBJECTIONS IN REFERENCE TO THE VACATION OF THE PUBLIC UTILITY EASEMENT.**

SECTION 4. The Assistant City Clerk is hereby authorized and directed to notice and publish the public meeting and public hearing as required by law.

SECTION 5. That the Assistant City Clerk is further directed to cause a copy of the Resolution of Intention to be posted upon the official bulletin board customarily used by the City for posting of notices.

SECTION 6. This Resolution shall take effect immediately upon its adoption.

SECTION 7. For any and all information relating to the proceedings, any documentation and/or information of a procedural or technical nature, your attention is directed to the below listed person at the local agency or department so designated:

CODY HOWING
RKA CONSULTING GROUP
398 LEMON CREEK DRIVE, SUITE E
WALNUT, CA 91789
(909) 594-9702

PASSED, APPROVED AND ADOPTED this 4th day of **APRIL, 2022.**

Tim Hepburn, Mayor

ATTEST:

Lupe Gaeta Estrella, CMC, Assistant City Clerk

CERTIFICATION

I, Lupe Gaeta Estrella, Assistant City Clerk of the City of La Verne, DO HEREBY CERTIFY that Resolution No. 22-15 was duly passed and adopted by the said City Council at a regular meeting of the said Council held on the 4th day of April, 2022 by the following vote:

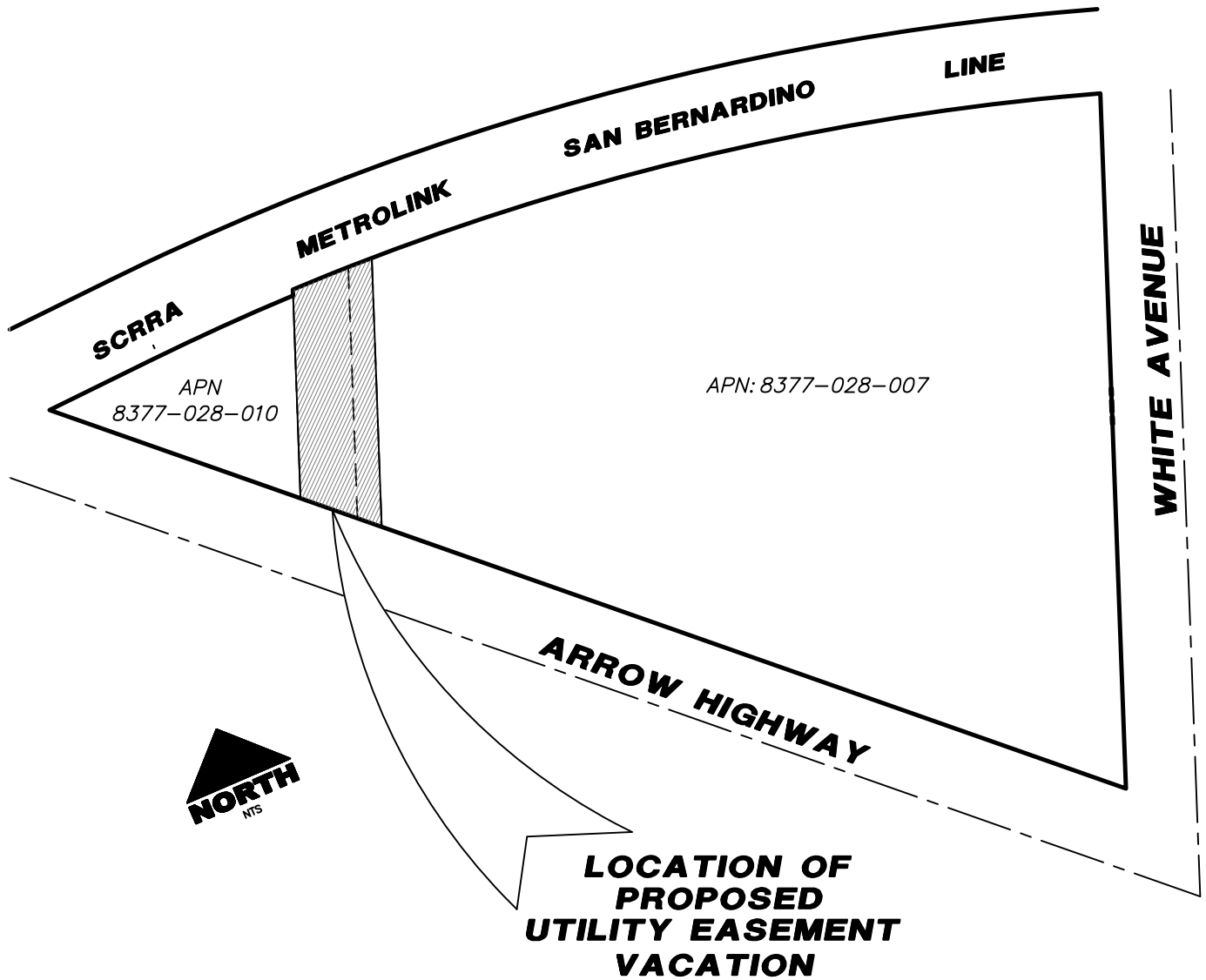
AYES:

NOES:

ABSENT:

ABSTAIN:

Lupe Gaeta Estrella, CMC, Assistant City Clerk



**DRAINAGE EASEMENT
LOCATION EXHIBIT**

1941 N. WHITE AVENUE

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Agenda Report

CITY OF LA VERNE

Office of the City Manager, Finance Division

DATE: April 4, 2022

TO: Honorable Mayor and City Council

FROM: Marla L. Pendleton, CPA, Director of Finance

SUBJECT: Mid-Year Budget Update Fiscal Year 2021-22

AGENDA SUMMARY

A recommendation to decrease the Fiscal Year 2021-22 Amended General Fund Appropriation Budget by \$101,816, from \$40,920,192 to \$40,818,376 and increase the Anticipated Revenue from \$38,808,915 to \$45,464,837 is being proposed. The net impact of the proposed budget adjustments will result in an anticipated increase of \$4,646,461 on the General Fund reserves (fund balance) at fiscal year-end of which \$4,000,000 is recommended to be transferred to fund the Section 115 pension trust. Overall, revised year-end estimates now reflect a General Fund surplus of \$646,461.

The Mid-Year Budget Report includes the recommended appropriation budget for use of the \$7,648.860 American Rescue Plan Act (ARPA) allocation, separating the emergency firefighting budget from the General Fund into its own fund, California Fire Assistance Agreement (CFAA) Reimbursable, Fund 110, and increasing the Measure LV sales tax revenue by \$1,100,000.

RECOMMENDATION:

It is recommended that the City Council approve the proposed budget adjustments and Section 115 trust funding as presented in the Mid-Year Budget Update Fiscal Year 2021-22.

BACKGROUND:

In order to provide an update on the City of La Verne's financial position through December 31, 2021, a Mid-Year Budget Update has been prepared to focus on the revenue and expenses of the General Fund. The focus is on the General Fund since the spending is at the discretion of the City Council to support the day-to-day activities of the City. The spending for other funds are for various restricted purposes. To the

extent these funds rely on operating transfers from the General Fund, these funds have been reviewed to determine the overall impact to the General Fund.

The Fiscal Year 2021-22 Budget was adopted by City Council in June 2021 and any unexpended appropriations for capital projects or obligated contract amounts were rolled over from Fiscal Year 2020-21 and continued into the current fiscal year, resulting in an Amended General Fund Appropriation Budget of \$40,920,192

Attachment: Mid-Year Budget Update Fiscal Year 2021-22.



City of La Verne Mid-Year Budget Update Fiscal Year 2021-22

OVERVIEW

This Mid-Year report primarily represents the City's General Fund revenue and expenditure results through December 31, 2021 and includes significant budget variances in other funds maintained in the City Treasury.

GENERAL FUND

The General Fund supports the day-to-day activities of the City, which includes General Administration, City Clerk, City Manager, Community Development, Fire, Police, Community Services, and Public Works. General Fund activities are primarily supported by taxes.

General Fund Financial Condition: As of December 31, the General Fund appears to have a \$1.1 million year-to-date deficit and a \$2.1 million deficit based on the Amended Budget as summarized in the below table. However, based on the analysis contained within this report and the summary of all proposed budget adjustments, the General Fund is healthy. Rather than using reserves as anticipated for the fiscal year, a surplus of \$4.6 million is anticipated after considering all proposed General Fund budget adjustments.

GENERAL FUND YEAR-TO-DATE SUMMARY			
	Amended Budget	Actual 12-31-21	Budget Variance
Total Revenue	\$ 38,808,915	\$ 19,566,475	\$ 19,242,440
Total Expenditures	40,920,192	20,692,459	20,227,733

Below is a reconciliation from the Adopted General Fund Appropriation Budget to the Amended Budget at December 31, 2021.

Adopted Budget FY 2021-22		\$ 38,669,491
Operating Transfers Out		760,500
Continuing Approp from FY 2020-21		864,152
<u>Budget Adjustments</u>		
By-District Voting Consultant	\$ 50,000	
Police Advance Hire	42,000	
Fire Deployment	534,049	626,049
Amended Budget FY2021-22		\$ 40,920,192



City of La Verne Mid-Year Budget Update Fiscal Year 2021-22

Revenue. The General Fund accounts for 53.8% of the City's total amended revenue budget (49.5% excluding Operating Transfer In transaction from the revenue total). Overall General Fund revenue as of December 31 is 41.9%, \$5.8 million higher than the same period last fiscal year. The most significant increase is in the *Use of Money & Property* category which included \$5.6 million from the sale of land. Below are the budgeted, year-to-date actual and projected annual revenue for the fiscal year by source.

GENERAL FUND REVENUE BY CATEGORY				
Revenue Category	Amended Budget	YTD Actual 12-31-21	FY Estimate	Anticipated Budget Variance
Transfer In	\$ 7,286,298	\$ 3,445,885	\$ 7,286,298	\$ -
Charges for Services	6,223,170	2,971,117	6,248,370	25,200
Property Taxes	6,089,560	2,845,016	6,131,085	41,525
Sales Tax	5,035,800	1,875,141	5,722,243	686,443
Motor Vehicle In-Lieu Fee	4,026,270	-	4,161,922	135,652
RPTTF Distribution	3,144,000	-	3,144,000	-
Utility User Tax	2,856,000	1,354,443	2,934,638	78,638
License and Permits	1,821,717	833,753	2,731,717	910,000
Other Taxes	1,127,000	241,139	1,147,000	20,000
Intergovernmental	615,300	166,117	416,585	(198,715)
Use of Money & Property	553,200	5,811,847	6,141,230	5,588,030
Penalty & Interest On Del Taxes	20,000	18,019	20,000	-
Fines & Forfeitures	10,600	3,998	10,600	-
GF Revenue As of 12-31-21	\$ 38,808,915	\$ 19,566,475	\$ 46,095,688	\$ 7,286,773

- Sales Tax- this revenue category includes the Bradley Burns 1% Local Sales Tax and the Public Safety Proposition 172 ½ Cent Sales Tax, which based on current receipts are expected to exceed the combined budget by \$686,443 for the fiscal year. The most significant budget variance is anticipated in the 1% Local Sales Tax revenue which has increased 12.3% compared to the same period in FY2020-21 for the City. While overall sales numbers have increased, General Consumer Goods produced the most sales tax for the City than any other major industry group. Anticipated revenue is expected to exceed the \$4,615,800 budget by \$644,000 for the fiscal year based on a \$5.26 million estimate. A requested budget adjustment for the increase will be proposed.
- Motor Vehicle In-Lieu Tax revenue is received annually in two installments (January and May) with an annual true-up from the prior year occurring usually in March. Annual increases from 2% to 8% have occurred over the past ten years. Based on the first installment payment received in January, anticipated revenue is expected to exceed the \$4,026,270 budget by \$135,000. The \$4,162,000 anticipated revenue for the fiscal year is a 6% increase from the \$3,934,000 received in fiscal year 2020-21.
- License and Permits includes fees collected on business licenses, alarms, overnight parking, building, and other permits. As of December 31, total revenue was 8.8% higher than the same period in FY2020-21. Anticipated revenue is expected to exceed the \$1,821,717 budget by \$910,000 for a total of \$2,731,717 at fiscal year-end in the revenue category. Building permits is the most significant revenue source attributing to the excess



City of La Verne Mid-Year Budget Update *Fiscal Year 2021-22*

revenue. As of December 31, \$665,000 had been collected in building permits and an additional \$1.7 million is expected by fiscal year-end to generate \$2,340,000 in revenue for the fiscal year compared to the \$1.5 million budget, an increase of \$840,000 over budget. Several large construction projects, including the build-out of the Gilead Sciences campus, requires City building permits in the second half of the fiscal year, which attributes to the extraordinary significant spike in revenue. A budget adjustment is recommended to better align the budget with actual anticipated revenue. In addition, contract services are utilized to generate building inspection revenue. Therefore, a corresponding budget appropriation increase of \$310,000 has been requested and is recommended for the related costs associated with the demand.

- Intergovernmental – Intergovernmental revenue includes funding received from Federal, State and County agencies; primarily grant reimbursement programs. Actual revenue as of December 31 was \$166,117 compared to \$655,372 for the same period in Fiscal Year 2020-21. The decrease was primarily due to one-time money received pursuant to the Coronavirus, Aid, Relief and Economic Security (CARES) Act in Fiscal Year 2020-21. In the current year, \$200,000 was budgeted, however all proceeds were expended by the December 31, 2020 deadline. Therefore, a budget adjustment is recommended for the \$200,000 unrealized CARES Act revenue.
- Use of Money and Property includes income generated on investments and rental of property. A \$5.5 million increase is anticipated due to unbudgeted proceeds received on the sale of property. A budget adjustment is recommended for the property sale. In addition, staff recommends \$4,000,000 of sale proceeds to be used to fund the Section 115 trust established for pension costs.

Based on the above review of General Fund revenue, the following proposed budget adjustment is recommended on revenue accounts with absolute variances of \$100,000 or more:

Increase anticipated revenue:

101-000-363-1000	GF Revenue- Sale of Property	\$ 5,588,000
101-000-322-1515	GF Revenue- Building Permits	840,000
101-000-313-1000	GF Revenue- Sales and Use Tax	644,000
101-000-311-1200	GF Revenue- Motor Vehicle In-Lieu	135,000
101-000-345-1014	GF Revenue- Planning Projects	<u>123,000</u>
		\$ 7,330,000



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Decrease anticipated revenue:

101-000-330-2500	GF Revenue- COVID (CARES Act)	\$ 200,000
101-000-340-1523	GF Revenue- BUSD/ ULV Pool Maint	<u>128,000</u>
		<u>\$ 328,000</u>

Proposed Net Budget Adjustment to General Fund

Anticipated Revenue (Increase) **\$ 7,002,000**

In order to meet the increased demand in building inspection permits, the following proposed appropriation budget adjustment is recommended to increase the \$620,000 budget to \$930,000:

Increase appropriations:

101-3004-434-3205	GF Com Dev Bldg Insp: Prof Engineering Services	<u>\$ 310,000</u>
		<u>\$ 310,000</u>

Transfer cash to Section 115 Trust for future pension liabilities:

Cash Transfer to Section 115 Pension Trust:

101-0000-101-0000	GF Cash	<\$ 4,000,000>
101-0000-105-3000	GF Pension 115 Trust	<u>\$ 4,000,000</u>
	Net Impact on Budget	-0-



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Expenditures. At mid-year, overall the General Fund appropriation budget was on target with 49% expended as shown in the following summary by department.

GENERAL FUND EXPENDITURES BY DEPARTMENT				
Department	Amended Budget	Actual YTD 12-31	Budget Variance	YTD Expended
Police Department	\$ 13,857,547	\$ 7,474,375	\$ 6,383,172	53.9%
Fire Department	10,926,965	6,303,741	4,623,224	57.7%
Street Maintenance	5,677,926	2,081,477	3,596,449	36.7%
Parks	2,007,961	1,037,492	970,469	51.7%
Community Development	1,776,366	788,385	987,981	44.4%
Information Systems	1,182,561	704,461	478,100	59.6%
Finance	915,398	465,328	450,070	50.8%
City Manager	847,105	369,081	478,024	43.6%
Recreation	821,781	315,356	506,425	38.4%
Transfer Out	760,500	-	760,500	0.0%
City Building	511,684	290,439	221,245	56.8%
Recreation Facilities	391,351	216,467	174,884	55.3%
Recreation Aquatics	374,907	254,142	120,765	67.8%
General Government	291,200	104,650	186,550	35.9%
City Clerk	213,639	73,555	140,084	34.4%
City Council	136,499	74,097	62,402	54.3%
City Attorney	115,000	83,954	31,046	73.0%
Personnel	73,436	14,211	59,225	19.4%
Recreation Special Events	38,366	41,248	(2,882)	107.5%
GF Expenditures As of 12/31/21	\$ 40,920,192	\$ 20,692,459	\$ 20,227,733	50.6%

The General Fund appropriation budget includes personnel, operational, capital, and operating transfers-out, which represents 65.3%, 31.9%, 0.9%, and 1.9% of the total appropriation budget. To better understand the details of the General Fund budget, tables are presented below by department for each appropriation category comparing actual expenditures to-date to the amended budget as of December 31.



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GENERAL FUND PERSONNEL COSTS BY DEPARTMENT				
Department	Amended Budget	Actual 12-31-21	Budget Variance	YTD Expended
Police Department	\$ 11,789,268	\$ 6,411,589	\$ 5,377,679	54.4%
Fire Department	9,444,501	5,428,337	4,016,164	57.5%
City Manager	836,105	367,527	468,578	44.0%
Community Development	836,066	399,464	436,602	47.8%
Finance	786,438	380,898	405,540	48.4%
Parks	717,225	355,660	361,565	49.6%
Street Maintenance	670,200	321,497	348,703	48.0%
Recreation	906,138	501,725	404,413	55.4%
Information Systems	418,093	177,891	240,202	42.5%
City Clerk	146,639	70,555	76,084	48.1%
City Building	144,842	70,101	74,741	48.4%
City Council	36,499	17,894	18,605	49.0%
Personnel	8,436	3,755	4,681	44.5%
GF Personnel 12-31-21	\$ 26,740,450	\$ 14,506,893	\$ 12,233,557	54.3%

Personnel Expenditures – As of December 31, 12 out of 26 pay periods, 46% of pay periods had been paid for service provided by employees, however, personnel costs were 54.3% of personnel budget. The most significant variances were in Public Safety (Fire and Police Departments), which provide 24-Hour services and Recreation, which budgets were based on lower service levels due to uncertainty associated with the pandemic

- √ The Fire Department personnel cost were \$5.4 million, 57.5% of the \$9.4 million budget at December 31. Overtime primarily attributed to the actual costs being higher than anticipated. The majority of overtime was incurred in response to emergency firefighting assistance, which is fully reimbursed by the California Office of Emergency Services (CalOES) in accordance with state master mutual aid program, California Fire Assistance Agreement (CFAA). The cost of these efforts are included in the various fire department budgets and distort the routine operational costs of the department. To better account for CFAA reimbursable services, a budget adjustment is being proposed to remove the revenue and appropriation budget from the General Fund into a new separate fund entitled CFAA Reimbursable, Fund 110. Other department overtime was incurred due to staff shortages, which is currently being rectified based on the recent operational changes and recruitment efforts approved by City Council on 11/15/21 in Resolution 21-89. Excess remaining overtime costs are expected to be absorbed by salary savings due to non-PEPRA vacancies and the delay in fully implementing the department redeployment plan.
- √ The Police Department personnel cost were \$6.4 million, 54.4% of the \$11.8 million budget at December 31. Overtime primarily attributed to the actual costs being higher than anticipated at midyear due to the annual payout of compensation time in November. In addition, the General Fund reflects asset forfeiture funded personnel costs, which annual are transferred into the asset forfeiture fund to offset against revenue received from the program.



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- √ Recreation personnel cost were \$501 thousand, 55.4% of the \$906 thousand budget at December 31. The most significant factor attributing to the variance is due to aquatic personnel costs being seasonal, the majority of costs incurred in July and August, rather than being incurred evenly throughout the fiscal year.

In order to account for CFAA reimbursable activity in a separate fund, the below proposed budget adjustment is recommended to remove the related revenue and appropriations budgets from the General Fund.

Decrease anticipated revenue:

101-0000-341-1512	GF Work for Others/ Fire Dept	\$	510,000
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Decrease appropriations:

101-2010-421-1200	GF Asst to Firefighters: Part-Time Salaries	\$	270,622
101-2010-421-1300	GF Asst to Firefighters: Overtime Salaries		195,366
101-2010-421-2000	GF Asst to Firefighters: Fringe Benefit Costs- Reg		6,887
101-2010-421-2050	GF Asst to Firefighters: Workers Comp Insurance		22,064
101-2010-421-2051	GF Asst to Firefighters: Workers Comp- Public Safety		2,066
101-2010-421-2800	GF Asst to Firefighters: Other Benefits		<u>6,733</u>
		\$	503,738

To establish revenue and appropriations budgets in the newly created CFAA Reimbursable, Fund 110, the following budget adjustment is recommended. Budgeted amounts are based on updated fiscal year projects. Revenue includes a 36% indirect cost rate for general administration costs to provide firefighting services. The indirect costs are accounted for in the General Fund and therefore, the proposed budget adjustment includes an operating transfer between the General Fund and the CFAA Reimbursable fund.

Increase anticipated revenue:

110-0000-341-1512	GF Work for Others/ Fire Dept	\$	952,000
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Increase appropriations:

110-2010-421-1300	CFAA Reimb: Overtime Salaries	\$	685,000
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110-2010-421-2000	CFAA Reimb: Fringe Benefit Costs- Reg	10,000
110-2010-421-5605	CFAA Reimb: Travel/ Meals	500
110-2010-421-5606	CFAA Reimb: Travel/Lodging	3,000
110-2010-421-2800	CFAA Reimb: Gasoline	500
110-2010-421-9101	CFAA Reimb: Operating Transfer to GF	<u>252,000</u>
		\$ 952,000

Increase anticipated operating transfer into the General Fund:

101-0000-399-0110	GF: Operating Transfer In- CFAA Reimb	\$ 252,000
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GENERAL FUND OPERATIONAL COSTS BY DEPARTMENT				
Department	Amended Budget	Actual 12-31-21	Budget Variance	YTD Expended
Street Maintenance	\$ 4,964,803	\$ 1,732,928	\$ 3,231,875	34.9%
Police Department	1,981,039	1,034,381	946,658	52.2%
Fire Department	1,417,264	874,865	542,399	61.7%
Parks	1,288,736	681,108	607,628	52.9%
Community Development	940,300	388,921	551,379	41.4%
Information Systems	681,323	467,395	213,928	68.6%
City Building	366,089	220,338	145,751	60.2%
Recreation	294,927	47,859	247,068	16.2%
General Government	291,200	102,593	188,607	35.2%
Recreation Aquatics	196,760	135,926	60,834	69.1%
Recreation Facilities	161,795	114,983	46,812	71.1%
Finance	128,960	84,430	44,530	65.5%
City Attorney	115,000	83,954	31,046	73.0%
City Council	100,000	56,203	43,797	56.2%
City Clerk	67,000	3,000	64,000	4.5%
Personnel	40,000	12,513	27,487	31.3%
Recreation Special Events	24,800	26,720	(1,920)	107.7%
City Manager	11,000	1,554	9,446	14.1%
GF Operational 12-31-21	\$ 13,070,996	\$ 6,069,671	\$ 7,001,325	46.4%

Operational Expenditures – Overall, the General Fund operational budget was 46.4% expended as of December 31st. It is anticipated that 50% of the budget would be expended at mid-year. For those department budgets varying 10% or more from the 50% expended expectation and with a \$100,000 or more unexpended, we reviewed to determine the reason for the variance. The departments over-expended at December 31 include Fire, Information Systems and City Buildings. The department under expended included Street Maintenance, and Recreation.



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- √ At mid-year the Fire department had expended \$874,865, 61.7%, of its \$1,417,264 combined operating budget. In the Emergency Services budget, a budgeted annual payment of \$177,000 was paid at the beginning of this fiscal year to LA Fire. The Paramedic Services budget incurred \$77,000 as of December 31 of unanticipated costs for contract ambulance services, medical supplies and safety equipment resulting from increased COVID testing requirements and having only one City ambulance operating. American Rescue Plan Act (ARPA) funding will be used to supplement these costs, which require a budget adjustment to support the department operational needs. See analysis on ARPA proposed budget adjustment on page 11 of this report. In addition, with a first full-time Fire Chief being hired in over two years, the department underwent an assessment to analyze its structure and deployment model to best suit the needs of its citizens. A budget adjustment of \$70,000 is recommended to cover professional and legal services.
 - √ Of the \$681,323 operational budget for Information Systems, 68.6%, \$467,395 was expended as of December 31. Information System contracts for computer and copy machine maintenance, as well as software licenses which are generally paid on an annual basis in one lump sum. Therefore, the amount expended to date does not reflect costs for a six month period. At this time, the department is expected to be within their annual budget at fiscal year-end.
 - √ Of the \$366,089 operational budget for City Buildings, 60.2%, \$220,338 was expended as of December 31. The significant cost variance is attributed to facility electricity charges. Based on our review, \$160,000 of actual costs are expected for the fiscal year compared to the \$120,000 budget. Other operational account variances, are expected to be within the total department budget at fiscal year-end. Therefore, a \$40,000 budget increase for electricity costs at city facilities is being recommended.
 - √ Of the \$4,964,803 Street Maintenance operating budget, \$1,732,928, 34.9% was expended as of December 31. The department includes street administration, waste and recycling, street maintenance, traffic lighting, and graffiti removal. Work on both the waste management recycling and street resurfacing programs were slowed during fiscal year 2020-21 due to the pandemic and budgeted appropriations were continued into fiscal year 2021-22 for ongoing contract costs. Project work began in the 3rd quarter of the fiscal year. The majority of budgeted expenditure are anticipated to be expended by fiscal year-end, with any remaining balances to be continued into next fiscal year.
 - √ Of the \$294,927 Recreation operating budget, \$47,859, 16.2% was expended as of December 31. The most significant variance is in the recreation class budget. Due to the passage of Assembly Bill 5, effective January 1, 2020, individuals could no longer be contracted with to instruct classes. Instead, instructors had to become City employees or a business had to be contracted with to perform the service. In addition, with the closures related to COVID, the City was unable to provide the majority of recreation classes in the first half of the year. As a result, of the \$140,000 contract services appropriation budget
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for classes, only \$6,897 was expended as of December 31. A budget savings of \$100,000 is anticipate, however, this will be offset by a reduction of \$ 78,000 in anticipated revenue from these programs. A proposed budget adjustment reducing appropriations and revenue is recommended in the amount of \$70,000. In addition, a revenue shortfall of \$70,000 is anticipated in aquatics swim lesson revenue. Revenue at January 31 is at \$29,408 compared to \$50,218 for the same period in Fiscal Year 2020-21; a 41.4% reduction. A budget adjustment to reduce this revenue is also being proposed.

Based on the above analysis, following are the recommended department operating budget adjustments:

Increase appropriations:

101-2001-421-3200	GF Fire Admin: Other Professional Services	\$	70,000
101-4102-441-6251	GF City Building: Electricity		<u>40,000</u>
		\$	110,000

Decrease appropriations:

101-6002-452-3209	GF Recreation: Other Contractual Services	\$	<u>70,000</u>
		\$	70,000

Net Change in Budgeted Appropriations (Increase) **\$ 40,000**

Decrease revenue:

101-0000-346-1103	GF Revenue: Aquatics/ Swim Lessons	\$	70,000
101-0000-346-1000	GF Revenue: Recreation Fees and Charges		<u>70,000</u>
		\$	140,000

Net Impact on GF Fund Balance **\$ 180,000**

GENERAL FUND CAPITAL COSTS BY DEPARTMENT					
Department	Amended Budget	Actual 12-31-21	Budget Variance	YTD Expended	
Police Department	\$ 87,240	\$ 28,405	\$ 58,835	32.6%	
Information Systems	83,145	59,175	23,970	71.2%	
Fire Department	65,200	539	64,661	0.8%	
Street Maintenance	42,923	27,052	15,871	63.0%	
Recreation Aquatics	40,000	-	40,000	0.0%	
Personnel	25,000	-	25,000	0.0%	
Parks	2,000	724	1,276	36.2%	
Recreation	1,985	-	1,985	0.0%	
City Building	753	-	753	0.0%	
GF Capital 12-31-21	\$ 348,246	\$ 115,895	\$ 232,351	33.3%	



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Capital Expenditures – The Adopted Budget for Fiscal Year 2021-22 included \$260,600 appropriations for department capital costs, which included City website design and implementation, Fire Standard of Care Study, Police dispatch equipment and storage, and Aquatic Center pool lights. In addition, \$87,646 unexpended appropriations for Fiscal Year 2020-21 were rolled over into the current year budget for a total of \$348,246. The most significant costs included in the rolled over appropriations were for Street Maintenance machinery and automotive equipment and office furniture and equipment for multiple department budgets. At December 31, \$115,895, 33.3% of the capital budget had been expended. At this time, it is expected that costs will be within the fiscal year appropriation budget and any unexpended capital funds will be continued into next fiscal year.

GENERAL FUND OPERATING TRANSFERS-OUT				
Department	Amended Budget	Actual 12-31-21	Budget Variance	YTD Expended
Transfer Out	\$ 760,500	\$ -	\$ 760,500	0.0%
GF Operating Transfers Out 12-31-21	\$ 760,500	\$ -	\$ 760,500	0.0%

Operating Transfers – The amended budget for General Fund Operating transfers out include support for traffic safety, assessment districts, and fire equipment replacement of \$440,500, \$20,000, and \$300,000, respectively. No significant variances are anticipated between the actual and budgeted amounts.

Traffic Safety, which includes crossing guards and parking enforcement had a \$715,506 appropriation budget for the fiscal year. Parking fines, forfeitures and reimbursement for vehicle towing and impound costs are expected to cover \$287,860 of the costs and General Fund support to cover the remaining costs (\$427,646 to balance based on the original budget).

Twenty thousand dollars of General Fund support was budgeted to partially offset the \$467,346 Maintenance Assessment District appropriation budget. The remaining funding is expected to be generated from Assessment District taxes and fund balance reserves estimated at \$304,400, and \$142,946, respectively.

The Adopted Budget included \$881,500 to replace a Type 1 Fire Engine, utility up fitting and computers. General Fund support of \$300,000 will partially offset some of the costs.

American Rescue Plan Act (ARPA)

As presented in the December 6, 2021 City Council Study Session, the City will be receiving an allocation of \$7,648,860 from the ARPA federal stimulus program. Fund 290, ARPA, was created in the City General Ledger to account for the proceeds and to track the allowable expenditures made in accordance with the US Department of Treasury Compliance and Reporting Guidance. To establish a budget for the revenue and intended use of funds, as outlined in the study session and modified based on City Council direction, the below budget adjustment is recommended. For



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any preliminary costs which are currently known to date, actual verses estimated costs are used in the recommended budget adjustment being proposed.

Increase anticipated revenue:

290-000-331-2321 COVID/ ARPA American Rescue Plan Revenue \$ 7,648,860

Increase appropriations:

290-7900-405.5406 ARPA- COVID Mitigation - Food Packaging \$ 18,810

290-7901-405.3209 ARPA- COVID Mitigation- Testing/ Supplies 165,596

Supporting Public Health \$ 184,406

290-7902-405.6962 ARPA – Business Grant Assistance \$ 1,000,000

290-7902-405.3200 ARPA – Business Grant Administration 70,000

Supporting Small Businesses \$ 1,070,000

290-7907-405-3000 ARPA – Housing Rehab, Homeless

Outreach & Diversion & Outdoor Recreation \$ 1,755,000

Investment in Housing / Neighborhoods and

Promoting Healthy Childhood Environments \$ 1,755,000

(Funding to be further allocated once plan has been fully developed and cost estimates obtained for housing rehab, diversion and outdoor recreation program components of funding.)

290-7908-405-6963 ARPA – Premium Pay \$ 520,000

Premium Pay for Essential Workers \$ 520,000

507-7255-443-7310 Water Capital Imp – Plateau/ Summit \$ 1,500,000

507-7215-443-7500 Water Capital Imp – Water Meter Automation 105,000

Invest in Water Infrastructure \$ 1,605,000



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The below recommended appropriation budget increase is for government services to the extent of calculated losses.

405-7255-443-7310	General Capital Imp – FY23 – FY27 Shortfall	<u>\$ 1,500,000</u>
	General Capital Improvement	\$ 1,500,000
101-1501-402-7405	GF Info Systems: Equipment	\$ 15,000
101-2002-421-6407	GF Fire Emergency Srvs: Safety Equip	20,000
101-4203-442-4305	GF PW St Maint: Maint Services	<u>16,922</u>
	General Fund	\$ 51,922
250-7044-510-7410	PS Fire Equip: Automotive – Work Equip	\$ 57,765
405-7255-443-7210	General Capital Imp: Building Improvement	\$ 140,000
405-7255-443-7310	General Capital Imp: Construction Contracts	<u>450,000</u>
	General Capital Improvement	\$ 590,000
624-4501-445-7410	Equip Fund: Automotive/ Work Equip	\$ 186,084
290-7907-445-7500	ARPA CIP: Capital Outlay	<u>128,682</u>
	Department Priorities	<u>\$ 1,014,454</u>
	Government Services to the Extent of Calculated Losses	<u>\$2,514,454</u>
	Total ARPA Appropriations	\$7,658,860



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For the requested ARPA appropriation budget that is anticipated to be expended outside of ARPA Fund 290, a transfer from Fund 290 into the appropriate fund will be needed. The actual transfer will be based on actual cost to ensure only valid costs are incurred and allow tracking of expended amounts. The following operating transfer budgets are recommended.

Increase appropriations/ operating transfers out:

290-0000-290-9101	ARPA: Op Transfer to General Fund	\$ 51,922
290-0000-290-9250	ARPA: Op Transfer to PS Fire Equipment Fund	57,765
290-0000-290-9405	ARPA: Op Transfer to General Cap Improvements	2,090,000
290-0000-290-9507	ARPA: Op Transfer to Water Capital Imp	1,605,000
290-0000-290-9624	ARPA: Op Transfer to Equipment Fund	<u>186,084</u>
		\$ 3,990,771

Increase anticipated operating transfers in:

101-0000-399-0290	GF: Operating Transfer In- ARPA	\$ 51,922
250-0000-399-0290	PS Fire Equip: Operating Transfer In- ARPA	57,765
405-0000-399-0290	General Cap Improv: Operating Transfer In- ARPA	2,090,000
507-0000-399-0290	Water Capital Imp: Operating Transfer In- ARPA	1,605,000
624-0000-399-0290	Equipment Fund: Operating Transfer In- ARPA	<u>186,084</u>
		\$ 3,990,771

Police Asset Forfeiture Fund 231

Police public safety software appropriations were not included in the current year budget nor encumbrances rolled over from the previous fiscal year. In order to acquire the needed software, an appropriation budget adjustment is recommended. Funding is available to support the increase.

Increase appropriations:

231-2514-422-6106	PD Asset Forfeiture- Computer Software	\$ 15,850
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Measure LV Sales Tax Fund 107

In the March 2020 elections, Measure LV was passed enacting a 3/4 cent (\$0.0075 per dollar) district transaction tax for sales within the City effective July 1, 2020. A cumulative total of \$6.5 million in taxes have been received by the City since the measure was passed; \$4,042,543 in Fiscal Year 2020-21 and \$2,489,318 for Fiscal Year 2021-22 through December 31. Tax collections were 30.6% higher than the previous fiscal year through December 31. Based on the year-to-date receipts, an estimated \$4.6 million is anticipated for the fiscal year compared to the \$3.5 million budgeted. Therefore, a budget adjustment to Measure LV revenue is proposed for the \$1.1 million anticipated increase.

Increase anticipated revenue:

107-000-313-1200	Measure LV Sales Tax	\$ 1,100,000
		\$ 1,100,000

Summary of General Fund Budget Adjustments

	Revenue	Expense
Amended General Fund Budget FY 2021-22	\$ 38,808,915	40,920,192
<u>Proposed General Fund Budget Adjustments</u>		
Revenue Increase	7,002,000	
Building Inspection Services		310,000
Transfer Fire CFAA Reimb Activity (New Fund)	(510,000)	(503,738)
Transfer In From CFAA Reimb Activity	252,000	
Operating Expense Budget Adjustments	(140,000)	40,000
ARPA Reimb	51,922	51,922
Net GF Proposed Budget Adjustments	\$ 6,655,922	\$ (101,816)
Amended General Fund Budget FY 2021-22 After Proposed Adjustments	\$ 45,464,837	\$ 40,818,376

Based on the above, an estimated increase in General Fund Reserves (revenue expected to exceed budgeted appropriations) for Fiscal Year 2021-22 by \$4,646,461, of which \$4,000,000 is recommended to be transferred into the Section 115 Trust for future pension costs.

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