



Measure K Citizen Advisory Committee Meeting

March 29, 2022

Measure K Financial Update

Recap of Revenue and Expenditure Tracking

- The City's fiscal year runs July 1 through June 30. Revenues and expenditures will be tracked and accounted for based on this fiscal period.
- In order to accurately account for all Measure K revenues and expenditures:
 - A separate Measure K Fund (Fund 112) has been established in the City's accounting records.
 - Within this fund, separate projects are created for each separate type of expenditure. Using separate projects will help to keep costs segregated.
- Unused revenues will be added to Measure K fund reserves at the end of each year.
- At year-end, the Measure K Fund is reported as part of the General Fund on the Annual Comprehensive Financial Report.

Measure K Financial Update

- The City has closed the books and completed its financial audit for Fiscal Year 2020-21.
- The City's Fiscal Year 2020-21 Annual Comprehensive Financial Report (ACFR) is available on the City's website.
- The financial review presented to the Committee in September 2021 was based on pre-audit numbers. Tonight's financial review includes final, audited numbers for Fiscal Year 2020-21.

Measure K Revenues, Expenditures, and Fund Balances

Fiscal Year	Revenues	Expenditures	Fund Balance
FY 2019-20 Actuals	\$890,851	\$0	\$890,851
FY 2020-21 Actuals	\$6,153,709	\$1,319,918	\$5,724,642
FY 2021-22 Budget	\$6,709,000	\$1,159,666	\$11,273,976
FY 2022-23 Budget	\$7,077,000	\$1,090,000	\$17,260,976

Line Item	Date Approved by City Council	Agenda Item	Name of Expenditure	Target Objective Category	Fiscal Year Approved	Amount Approved	Actual Amount Spent Through 3/24/22	Fiscal Year Completed
1	10/20/20	CC-6	ADA Transition Plan	Infrastructure	FY 20-21	\$105,250	\$105,070	Completed in FY 20-21
2	5/4/21	AR-2	Batting Cages at Barney Glenn Field	Infrastructure	FY 20-21	\$20,000	\$14,848	Completed in FY 20-21
3	5/4/21	AR-2	Transfer to Workers Comp	Financial Management	FY 20-21	\$500,000	\$500,000	Completed in FY 20-21
4	5/4/21	AR-2	Transfer to General Fund Reserves	Financial Management	FY 20-21	\$500,000	\$500,000	Completed in FY 20-21
5	5/4/21	AR-2	Transfer to Support Assessment District	Financial Management	FY 20-21	\$200,000	\$200,000	Completed in FY 20-21
6	6/15/21	AR-2	Transfer to Workers Comp	Financial Management	FY 21-22	\$500,000	\$500,000	Completed in FY 21-22
7	6/15/21	AR-2	Transfer to General Fund Reserves	Financial Management	FY 21-22	\$500,000	\$500,000	Completed in FY 21-22
8	6/15/21	AR-2	OnBase and Munis Upgrade	Infrastructure	FY 21-22	\$82,666	\$60,095	In Progress
9	6/15/21	AR-2	Mitel Phone Improvements	Infrastructure	FY 21-22	\$28,500	\$26,829	In Progress
10	6/15/21	AR-2	City Hall Wireless Access Points	Infrastructure	FY 21-22	\$48,500	\$14,570	In Progress
11	6/15/21	AR-2	Transfer to Workers Comp	Financial Management	FY 22-23	\$500,000	\$0	Future Year
12	6/15/21	AR-2	Transfer to General Fund Reserves	Financial Management	FY 22-23	\$500,000	\$0	Future Year
13	6/15/21	AR-2	Annual Server Replacement	Infrastructure	FY 22-23	\$15,000	\$0	Future Year
14	6/15/21	AR-2	Storage Area Network Unit - City Hall	Infrastructure	FY 22-23	<u>\$75,000</u>	<u>\$0</u>	Future Year
SUBTOTAL						<u>\$3,574,916</u>	<u>\$2,421,412</u>	

FY 2021-22 Project Update

Transfers To Other Funds

Project Description: Transfer to Worker's Compensation Fund

Status: Complete

Budget: \$500,000

Expenditures to-date: \$500,000

FY 2021-22 Project Update

Transfers To Other Funds

Project Description: Transfer to General Fund

Status: Complete

Budget: \$500,000

Expenditures to-date: \$500,000

FY 2021-22 Project Update

One-Time Projects Status Summary

Project Title	Total Estimated Cost	Anticipated Completion Date	Percent Complete
Munis Upgrade	\$23,771	9/30/2022	95%
OnBase Upgrade	\$58,895	4/30/2022	95%
Wireless Access Points	\$48,500	5/31/2022	80%
Mitel Phone System Upgrade	\$28,500	5/31/2022	50%
Annual Server Replacement	\$15,000	TBD	
SAN Unit Replacement	<u>\$75,000</u>	TBD	
TOTAL	<u>\$249,666</u>		

FY 2021-22 Project Update

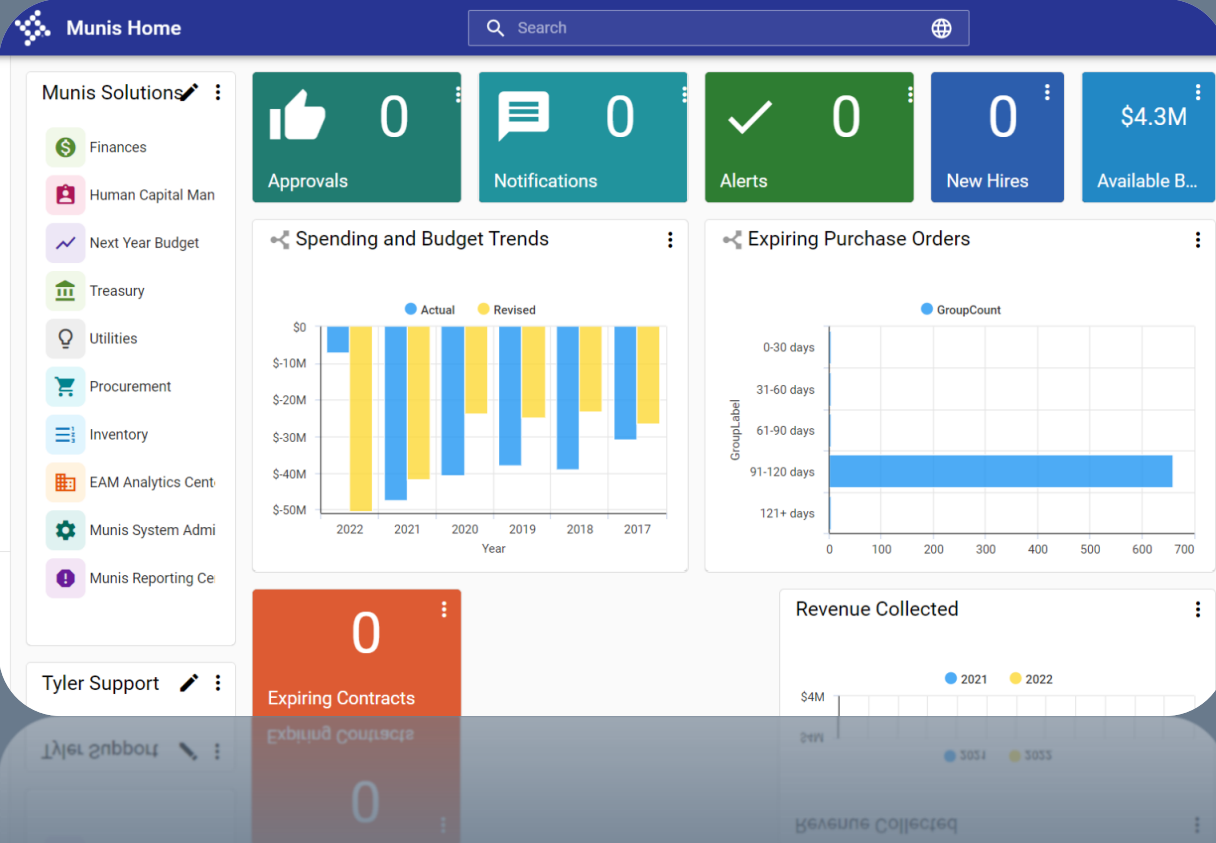
Munis Enterprise Resource Planning (ERP) System

Project Description: This project provides for upgrades to the City's financial management system, Munis.

Status: Upgrades were completed in the first quarter of 2022. Testing of the new system is underway and final migration to the new database is scheduled for September, 2022.

Budget: \$23,771

Expenditures to-date: \$14,366



FY 2021-22 Project Update

OnBase Document Management System

Project Description: This project provides for upgrades to the City's document database, OnBase.

Status: Upgrades were completed in the first quarter of 2022. Testing and implementation is in progress and anticipated for completion in May 2022.

Budget: \$58,895

Expenditures to-date: \$45,729

The screenshot displays the OnBase Document Management System interface. On the left, the 'Document Retrieval' sidebar shows a list of document types, with 'FIN-Purchase Orders' selected. Below this, search filters for 'PO. No.', 'Date PO', 'Vendor No.', and 'Vendor/Contr. Name' are visible. The main area shows 'Document Search Results' with a table of results. The first result is highlighted: 'FIN-Purchase Orders - PO No. 2200470 Date PO 7/15/2021 Vendor No.: 3679 Vendor/Contr. Name STAPLES INC'. Below the search results, a document preview is shown for the selected PO. The preview includes the City of Monrovia logo and contact information for the Finance Department, as well as the vendor information for STAPLES. The document is titled 'Purchase Order' and includes a fiscal year of 2022 and a purchase order number of 2200470.

FY 2021-22 Project Update

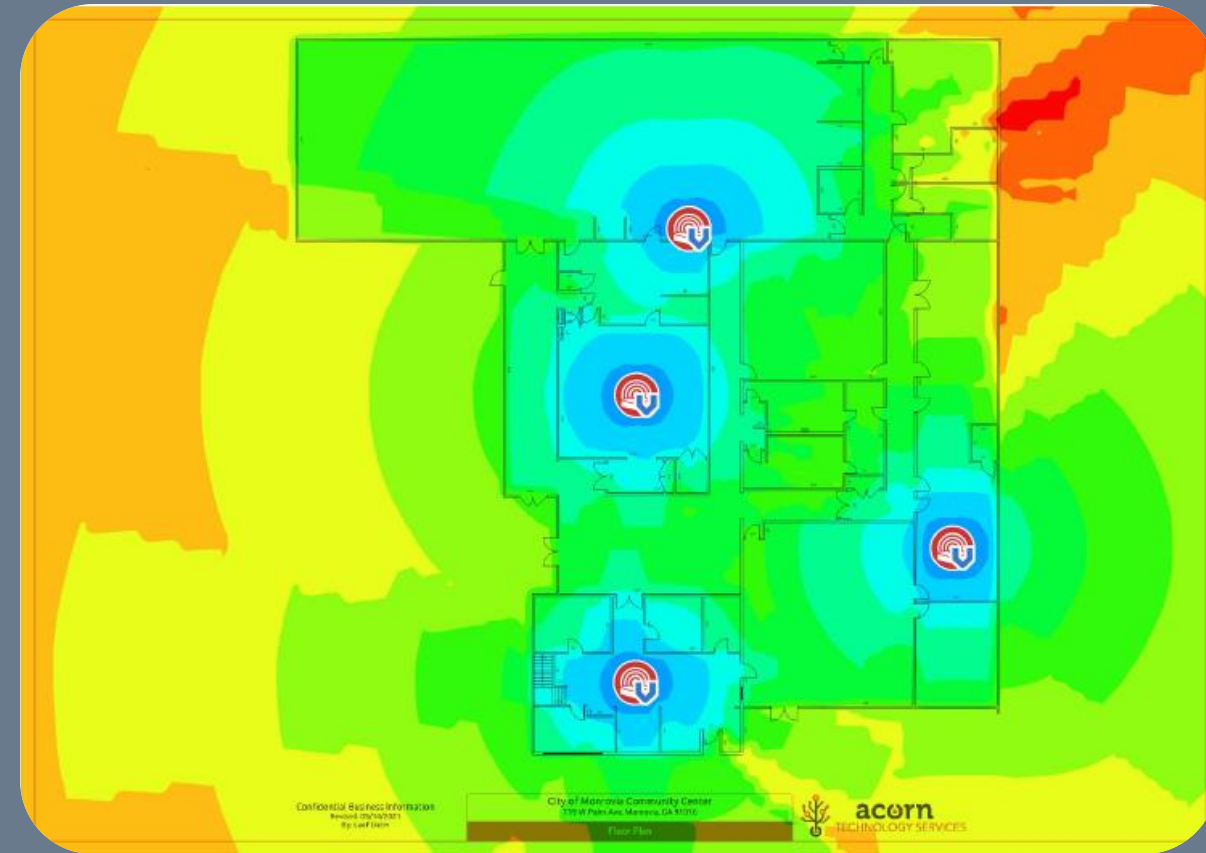
Citywide Wi-Fi Improvements

Project Description: This project provides for the replacement of obsolete Wireless Access Points (WAPs) at various City facilities.

Status: Phase 1 locations completed in the first quarter of 2022 include: City Hall, Library, Community Center, Fire Station 1 & 2, and Public Works. Phase 2 locations will include Canyon Park facilities (3) and May Avenue Reservoir.

Budget: \$48,500

Expenditures to-date: \$14,570



FY 2021-22 Project Update

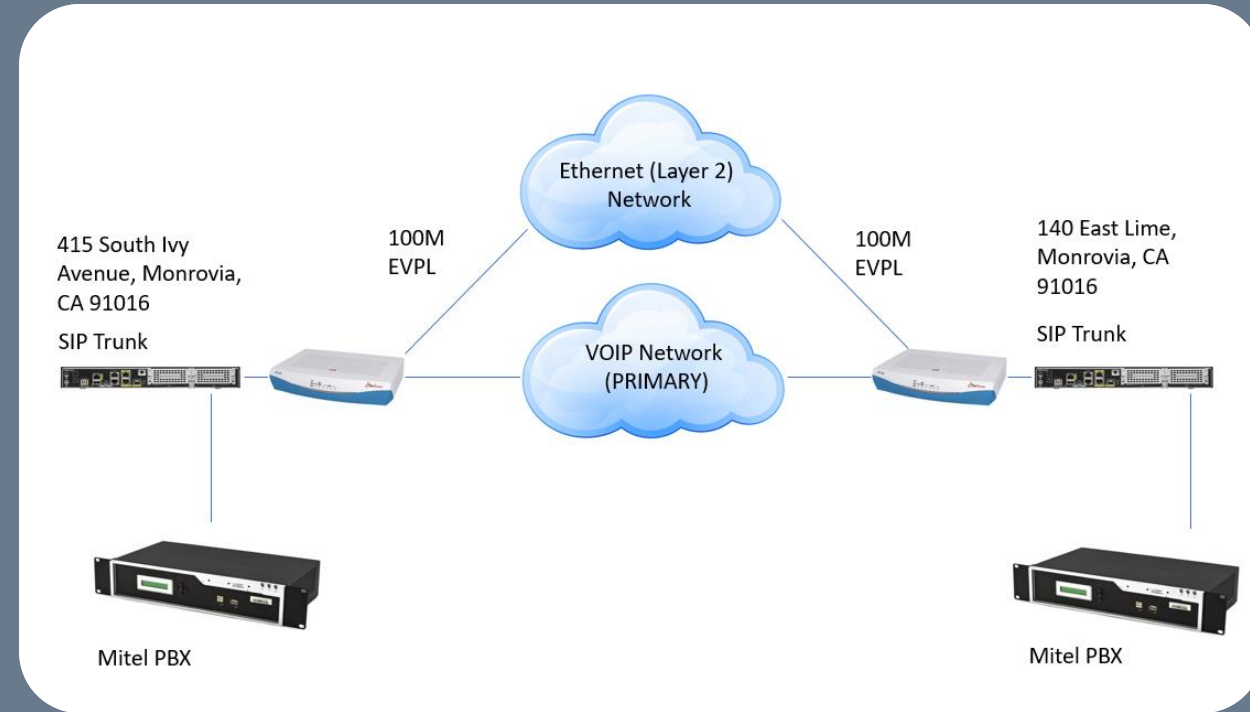
Mitel Phone System Improvements

Project Description: Improvements include modernizing the Mitel phone system and migrating to a fiber connection.

Status: Equipment procurement and installation in progress. Anticipated date of completion scheduled for May 2022.

Budget: \$28,500

Expenditures to-date: \$26,829



One-Time Projects Scheduled for FY 2022-23

Annual Server Replacement

Project Description: Life cycle replacement of network equipment for City Hall and the Police Department.

Justification: Following a replacement schedule mitigates unforeseen costs and promotes prudent asset management.

Budget: \$15,000

City Hall SAN Unit Replacement

Project Description: Replacement of the City's primary Storage Area Network (SAN) unit.

Justification: This device maintains and secures critical organizational data and is central to the IT infrastructure.

Budget: \$75,000

Questions?



Thank You!