



Measure K Citizen Advisory Committee Meeting

Financial Update

October 10, 2022



Measure K Financial Update

The City is currently in the process of closing its books for the annual financial audit for Fiscal Year 2021-22, which is scheduled at the end of October 2022.

The financial review presented to the Committee this evening is based on pre-audit numbers.

- Sales tax revenues and expenditures are based on up-to-date actuals.
- Interest income has not yet been finalized and posted.

The final Annual Comprehensive Financial Report (ACFR) will be completed at the end of December 2022.

Revenue and Expenditure Tracking Reminders

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 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 Estimated	\$6,456,227	\$1,105,812	\$11,075,057
FY 2022-23 Budget	\$6,449,000	\$1,000,000	\$16,524,057

Line Item	Date Approved by City Council	Agenda Item	Name of Expenditure	Target Objective Category	Fiscal Year Approved	Amount Approved	Actual Amount Spent Through 10/10/22	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	\$64,554	In final completion phase.
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	\$14,427	In Progress
11	6/15/21	AR-2	Transfer to Workers Comp	Financial Management	FY 22-23	\$500,000	\$500,000	Completed in FY 22-23
12	6/15/21	AR-2	Transfer to General Fund Reserves	Financial Management	FY 22-23	\$500,000	\$500,000	Completed in FY 22-23
SUBTOTAL						<u>\$3,484,916</u>	<u>\$3,425,728</u>	

Projects Moved To The City's Operating Budget

Line Item	Date Approved by City Council	Agenda Item	Name of Expenditure	Target Objective Category	Fiscal Year Approved	Amount Approved	Actual Amount Spent Through 10/10/22	Fiscal Year Completed
13	6/15/21	AR-2	Annual Server Replacement	Infrastructure	FY 22-23	\$15,000	\$0	No longer funded by Measure K. Alternative funding identified in City's operating budget.
14	6/15/21	AR-2	Storage Area Network Unit - City Hall	Infrastructure	FY 22-23	<u>\$75,000</u>	<u>\$0</u>	No longer funded by Measure K. Alternative funding identified in City's operating budget.
SUBTOTAL						<u>\$90,000</u>	<u>\$0</u>	

FY 2021-22 Project Update

OnBase Document Management System

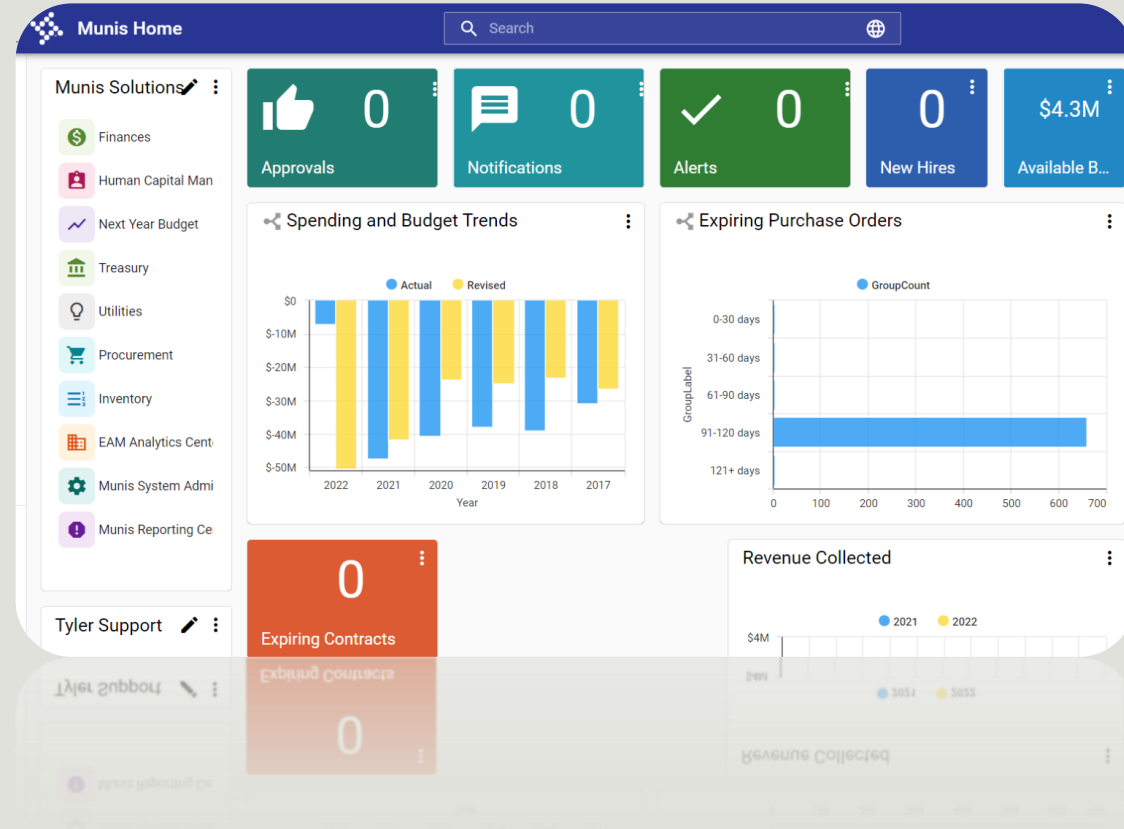
- **Project Description:** This project provides for an upgrade to the City's centralized Document Management System, OnBase.
- **Status:** The upgrade and new server installation are complete, and the old server was decommissioned in June 2022. The software upgrade is operating as expected.

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 'Document Date', 'Search Type' (KEYWORDS, TEXT, NOTES), and various fields like 'PO. No.', 'Date PO', 'Vendor No.', and 'Vendor/Contr. Name' are visible. A 'Search' button is at the bottom of the sidebar. 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, the vendor name 'STAPLES' with its address in Dallas, TX, and the bill-to information for the Community Center in Monrovia, CA. The purchase order number '2200470' is prominently displayed.

FY 2021-22 Project Update

Munis Enterprise Resource Planning (ERP) System

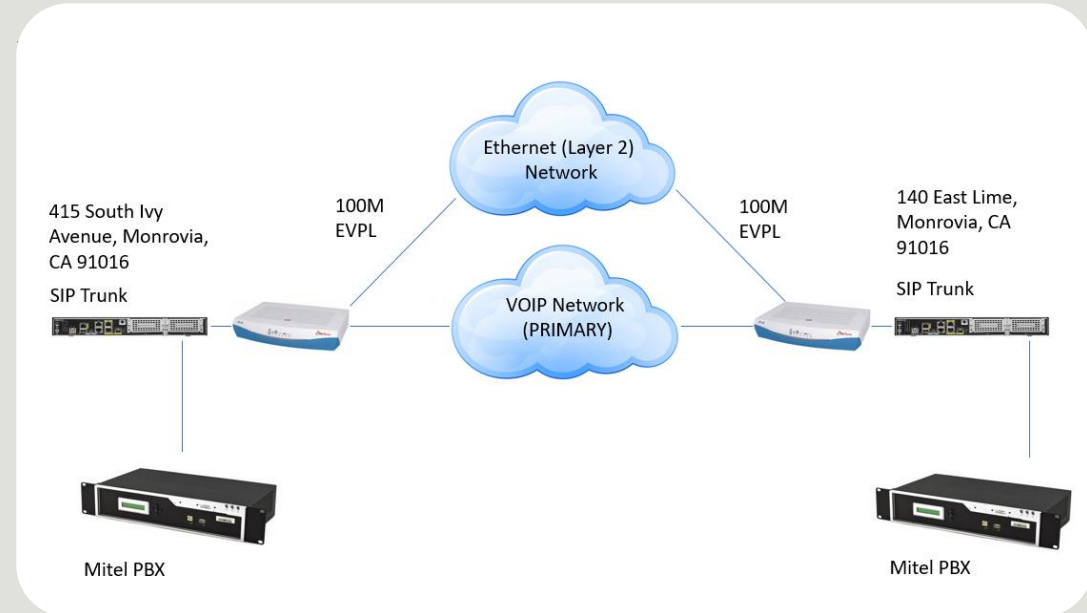
- **Project Description:** This project provides for an upgrade to the City's Enterprise Resource Planning (ERP) system, Munis.
- **Status:** The upgrade and new server installation have been completed and are running concurrently with the prior version and prior Munis server to ensure the upgrade satisfies all requirements. The anticipated completion date for this project is November 2022.
- **Budget (OnBase and Munis):** \$82,666
- **Expenditures to-date:** \$64,554



FY 2021-22 Project Update

Mitel Phone System Improvements

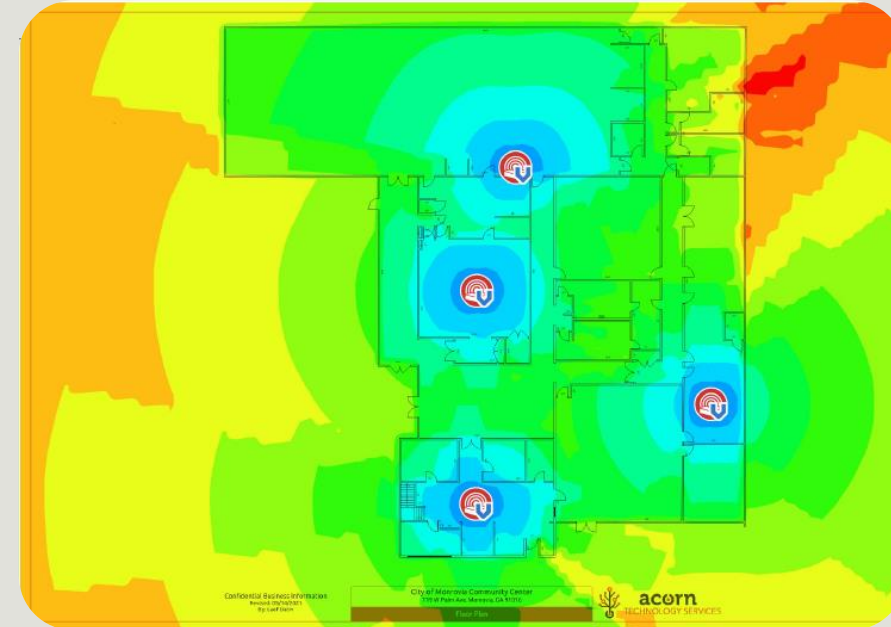
- **Project Description:** This project provides for the modernization of the City's telephone system.
- **Status:** During the upgrade, staff experienced supply chain issues with the delivery of specific equipment for the upgrade, as well as the turnover of a project team member. City staff, Acorn (the City's information technology service provider), and Protelesis, are currently on standby as a new project manager is currently being assigned by Frontier to complete the upgrade. The anticipated completion date for this project is at the beginning of 2023.
- **Budget:** \$28,500
- **Expenditures to-date:** \$26,829



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. The locations include City Hall, Community Center, Public Works, Fire Stations 101 & 102, Library (inside the facility), Canyon Park Ranger Station, Canyon Park Nature Center, Canyon Park Cabin, and the May Avenue Booster Station and Reservoir
- **Status:** Seventy percent (70%) of the WAPs at these locations have been replaced and are providing a stronger Wi-Fi signal for both employee and guest Internet access. Replacements at the Canyon Park Ranger Center, Canyon Park Nature Center, and Canyon Park Cabin were put on hold due to unforeseen damages caused by the rain and windstorm in December 2021. Staff have recently reinitiated efforts at the Canyon Park. The completion of the project is unknown at this time because Canyon Park is currently closed for operations. Additionally, improvements to the Ranger Station kiosk enclosure are still pending.
- **Budget:** \$48,500
- **Expenditures to-date:** \$14,427



FY 2022-23 Project Update

- For Fiscal Year 2022-23, four projects were originally approved for Measure K funding by the City Council.
- However, during the Fiscal Year 2022-23 Budget process (in June 2022), staff was able to identify an alternative funding source in the City's operating budget for:
 - The Annual Server Replacement Project - \$15,000
 - Storage Area Network Unit – City Hall Project - \$75,000.
 - City Council approved removing \$90,000 that was originally budgeted for these two projects from Measure K. These items have been moved to the City's operating budget.
- Below is a listing of the remaining Fiscal Year 2022-23 projects.
 - Transfer to Workers Compensation Fund - \$500,000
 - Transfer to General Fund Reserves - \$500,000

Next Steps

At this time, no new Measure K expenditures have been approved by the City Council and the direction remains the same, due to the unforeseen damage caused by debris flow within Monrovia Canyon Park in December and January.

A Fiscal Year 2022-23 quarterly budget update will be presented to City Council in November 2022.

The Measure K Financial Policy will be presented to Council within the next few months.

Next Measure K meeting will be scheduled for March 2023.

Thank you for your time!



Questions?