

**MINUTES OF THE REGULAR MEETING OF THE
MONROVIA MEASURE K CITIZEN
ADVISORY COMMITTEE
HELD TUESDAY, MARCH 29, 2022, AT 7:00 P.M.**

CONVENE: Chair Janet Wall convened the Regular Meeting of the Monrovia Measure K Citizen Advisory Committee on Tuesday, March 29, 2022, at 7:03 p.m. Staff in attendance: City Manager Dylan Feik, Administrative Services Director Buffy Bullis, Deputy Administrative Services Director Rae Bowman, and Management Analyst Jason Loya. In accordance with Executive Order N-29-20, the meeting was conducted via video conference.

PLEDGE OF ALLEGIANCE: Secretary Edward Corser led the Flag Salute.

CONSENT CALENDAR:

CC-1 Unadopted Minutes of the September 16, 2021, Regular Meeting

It was moved by Vice Chair Brenda Trainor to accept the Minutes of the September 16, 2021, Regular Meeting, and seconded by Committee Member Philip Tiffany. The motion carried unanimously.

PRESENTATIONS: None.

ADMINISTRATIVE REPORTS:

AR-1 Review of the Results on the Measure K Roadshow and Outreach Efforts

City Manager Dylan Feik reviewed the results of the Measure K Roadshow, which was originally presented to City Council in a special February meeting earlier in the year. Mr. Feik first provided a brief review of the history of Measure K, leading up to the discussion of the Roadshow efforts. Mr. Feik emphasized the broad range of outreach that staff has taken in order to obtain feedback. This roadshow included community group meetings, one-on-one discussions, an online survey, and town hall meetings. Mr. Feik reviewed the results of the feedback that was gathered during these outreach efforts. These results and suggestions were categorized into five different tiers, and additional detail was provided in the agenda packet as mentioned by Mr. Feik.

A motion to receive and file the report was moved by Secretary Edward Corser and seconded by Vice Chair Brenda Trainor. The motion carried unanimously.

AR-2 Review of the Measure K Financial Policy Draft

City Manager Dylan Feik presented the Measure K Financial Policy draft. The policy draft, which included five policies, resulted from feedback received from Council as a result of the Measure K outreach efforts.

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The Committee provided the following feedback and recommendations:

- Verbiage in the policy to split Policy IV to address separately, building reserves and funding CIP projects.
- Clarification in the policy that reflects that Measure K funds will be used to maintain existing City needs, prior to Measure K being committed to new projects with new ongoing costs. There was also a long discussion about whether a policy should constrain the City where it cannot spend Measure K funds on new projects.
- Clarification in the policy that addresses whether the principles of the policy are listed in order of priority or not.
- An addition of a preamble to the policy. The following preamble language was provided by Vice Chair Brenda Trainor via email to Mr. Feik, Ms. Bullis, and Ms. Bowman during the meeting:
“This Financial Policy provides direction to City Staff to consider when developing a proposed Annual Spending Plan for Measure K funds that shall be regularly presented to the Measure K Citizens Advisory Committee for review and comment, and prior to presenting to Council any recommended appropriation or allocation from Measure K funds.”

City Manager Dylan Feik discussed redrafting the policy, given the feedback and recommendations provided by the Committee. A draft of the policy will be provided to the Committee prior to being brought to Council for approval.

AR-3 Review of Measure K Revenues and Expenditures

Administrative Services Director Buffy Bullis provided a financial update on Measure K funds. Ms. Bullis noted that the City has closed the books and completed its financial audit for Fiscal Year 2020-21. Ms. Bullis presented a financial summary of the Measure K Revenues and Expenditures, beginning with Fiscal Year 2019-20 Actuals to FY 2022-23 Budget. She also provided a detailed listing of Measure K expenditures as of March 2022, and this list included some one-time projects as well as transfers to other funds.

Management Analyst Jason Loya reviewed the status of one-time IT-related projects that were approved by Council. Committee members discussed that funding for ongoing annual IT costs should come out of the General Fund instead of Measure K funds for FY 2022-23.

A motion was moved to receive and file this report by Committee Member Mike Vachani and seconded by Secretary Edward Corser. The motion carried unanimously.

AR-4 Rotation of Officers for the Monrovia Measure K Citizens Advisory Committee, Resolution No. K2022-01

Administrative Services Director Buffy Bullis reviewed the three Committee positions that will be rotating. These positions include the Chair, Vice Chair, and Secretary, which were originally

selected in the Committee's first meeting in March 2021. Each position is held for a one-year term which rotates in March of each year. Ms. Bullis reviewed the responsibilities of each position, and reminded the Committee Members that they are allowed to nominate each other as well as themselves. Committee Member Janet Wall nominated Brenda Trainor as Chair and Committee Member Mike Vachani seconded. Committee Member Phil Tiffany nominated Committee Member Edward Corser as Vice Chair and Committee Member Brenda Trainor seconded. Committee Member Phil Tiffany volunteered as Secretary and Committee Member Brenda Trainor seconded.

A motion was moved by Secretary Edward Corser and seconded by Vice Chair Brenda Trainor to approve the selection of officers. The motion carried unanimously.

REPORTS FROM STAFF: None.

REPORTS FROM COMMITTEE MEMBERS / DIRECTION TO STAFF: The committee engaged in discussion about the need for a formal spending plan. City Manager Dylan Feik pointed out that not appropriating funds out of Measure K is City Council's spending plan at the moment.

PUBLIC INPUT: Public comment was accepted by email to Deputy Administrative Services Director Rae Bowman prior to 3:00 p.m. on the day of the meeting. There were no public comments received via email. The following two attendees provided public comment during the meeting via Zoom.

- Gloria Crudgington
- Edward Belden

NEXT SCHEDULED MEETING: The next Regular Meeting of the Monrovia Measure K Citizen Advisory Committee will be scheduled in September. The meeting time will be coordinated and scheduled 60 days in advance.

AJOURNMENT: Chair Janet Wall adjourned the meeting at 8:42 p.m.

/s/ Phil Tiffany

Phil Tiffany, Secretary

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