

**MINUTES OF THE REGULAR MEETING OF THE
MONROVIA MEASURE K CITIZEN
ADVISORY COMMITTEE
HELD MONDAY, OCTOBER 10, 2022, AT 7:00 P.M
CITY HALL COUNCIL CHAMBERS**

CONVENE: Chair Brenda Trainor convened the Regular Meeting of the Monrovia Measure K Citizen Advisory Committee on Monday, October 10, 2022, at 7:01 p.m. Staff in attendance: City Manager Dylan Feik, Administrative Services Director Buffy Bullis, and Deputy Administrative Services Director Rae Bowman. The meeting was conducted in-person at City Hall Council Chambers. Upon convening, Chair Trainor recognized Indigenous Peoples' Day.

PLEDGE OF ALLEGIANCE: Committee Member Mike Vachani led the Flag Salute.

ROLL CALL: Committee Members in attendance: Committee Members Edward Corser, Philip Tiffany, Brenda Trainor, Michael Vachani, and Michael Kaplan

COMMITTEE MEMBER INTRODUCTIONS:

Committee members introduced themselves in the following order.

- Committee Member Ed Corser
- Committee Member Michael Vachani
- Committee Member Phil Tiffany
- Committee Member Michael Kaplan
- Committee Member Brenda Trainor

CONSENT CALENDAR:

CC-1 Unadopted Minutes of March 29, 2022, Regular Meeting

Chair Trainor provided a brief review of the March 29, 2022, Meeting Minutes for Committee Member Kaplan.

It was moved by Committee Member Corser, seconded by Committee Member Vachani, to accept the Minutes of the March 29, 2022, Regular Meeting. The motion carried unanimously.

PRESENTATIONS: None.

ADMINISTRATIVE REPORTS:

AR-1 Measure K Financial Policy

City Manager Dylan Feik provided a brief review of the Measure K Financial Policy, which was originally drafted from feedback received from City Council as a result of the Measure K outreach efforts. The draft policy was first presented to the Measure K Citizen Advisory Committee during the March 29,

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2022, meeting. Since then, the policy was updated to incorporate Committee member feedback. The current draft of the policy incorporated six principles, in no hierarchical order, and was meant as a guiding framework. It was anticipated that the redrafted policy would be presented to City Council before the end of the year. As part of the discussion during this presentation, the Committee also asked what is needed for the City to receive a AAA bond rating. It was suggested that one of the main factors in obtaining a AAA rating is a higher percentage of reserve funds as part of the overall budget, and Council would need to consider the advantages and disadvantages of building a significant reserve balance rather than addressing other priorities or needs.

It was moved by Committee Member Vachani, seconded by Committee Member Corser, to receive and file the report. The motion carried unanimously.

AR-2 Measure K Financial Update

Administrative Services Director Buffy Bullis provided a financial update on Measure K funds. Ms. Bullis noted that the City has not closed its books for Fiscal Year 2021-22 and the figures presented were based on pre-audited numbers. The City would begin its audit in October 2022, and would complete the Annual Comprehensive Financial Report in December 2022. Ms. Bullis presented a financial summary of 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 October 2022, and this list included some one-time projects, as well as transfers to other funds.

Part of this report included status updates on the following projects: Munis, Mitel Phone Improvements, and the Wireless Access Points in Canyon Park. The Committee requested a specific link on the City website related to Measure K that is easy to find and navigate, and contains relevant information including the meeting minutes.

It was moved by Committee Member Vachani, seconded by Committee Member Corser to receive and file the report. The motion carried unanimously.

REPORTS FROM STAFF: None.

REPORTS FROM COMMITTEE MEMBERS / DIRECTION TO STAFF:

- a) **Committee Member Corser** – No report. Committee Member Corser requested an overview of the budget timeline. City Manager Dylan Feik would provide the committee with a document that includes an overview of the budget process. Mr. Feik also shared that since the Pandemic, the City began providing quarterly budget reports to City Council rather than biannual reports.
- b) **Committee Member Tiffany** – No report.
- c) **Committee Member Trainor** – Chair Trainor spoke on a correspondence that she received via email, which discussed some of the expectations of Measure K funds and the responsibility of the Committee to express concerns brought up by the public. City Manager Dylan Feik encouraged the Committee to contact him for any questions, and to direct any members of the public who may have concerns about Measure K to contact their City Council Members. In addition, Chair Trainor asked about the feasibility

of approving Meeting Minutes prior to the next meeting in Spring 2023. City Manager Feik would inquire with the City Clerk and circle back to the Committee with a possible solution.

d) **Committee Member Vachani** – No report

e) **Committee Member Kaplan** – No report

PUBLIC INPUT: No public input.

NEXT SCHEDULED MEETING: The next Regular Meeting of the Monrovia Measure K Citizen Advisory Committee was tentatively scheduled for Tuesday, March 28, 2023, at 7pm. The Committee requested that a reminder email be sent to them by February 28, 2023, to reconfirm the date.

Prior to Adjournment, the Committee and staff recognized Committee Member Michael Kaplan’s birthday.

AJOURNMENT: Chair Trainor adjourned the meeting at 8:41 p.m.

 /s/ Phil Tiffany
Phil Tiffany, Secretary

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