

**CITY OF LA VERNE  
MEASURE LV CITIZEN OVERSIGHT COMMITTEE  
INITIAL MEETING AGENDA  
MAY 28, 2020, 3:00 P.M.  
Watch Live at  
[www.cityoflaverne.org/stream](http://www.cityoflaverne.org/stream)**

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Consistent with Executive Order N-29-20 to minimize the spread of the COVID 19 Virus, in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. However, the City would encourage public participation of the meeting and as such want to make residents aware of the following opportunities on how to participate:

1. View the meeting live through the City's website at [www.cityoflaverne.org/stream](http://www.cityoflaverne.org/stream) and following the link titled "Council Meeting Live Stream" or on YouTube at [www.cityoflaverne.org/youtube](http://www.cityoflaverne.org/youtube).
2. For individuals that wish to share their comments before the meeting, you may email the Assistant City Clerk at [cityclerk@cityoflaverne.org](mailto:cityclerk@cityoflaverne.org) by 12:00 pm, the day of the meeting with a phone number and the item(s) you wish to speak on. We will call you back at the appropriate time during the meeting for your comment.

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 as needed.

**1. CALL TO ORDER**

- 2. ROLL CALL**      Committee Members: Daniel Annabi, Marlene Carney, Keny Chang, Ron White and Dave Zylstra.

- 3. PUBLIC COMMENT** - Public comments will be allowed on items not on the Agenda but within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items except as provided by law.

**4. ACTION ITEMS**

- a. **Oath of Office**
- b. **Election of Chairperson and Vice-Chairperson**
- c. **Approval of By-Laws (Exhibit A)**

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Any writings or documents provided to a majority of the Measure LV Citizen Oversight Committee, regarding any item on this agenda, will be made available for public inspection at City Hall, 3660 D Street, La Verne, CA 91750 during normal business hours and on the City's website at [www.cityoflaverne.org](http://www.cityoflaverne.org).

5. **DISCUSSION ITEMS**

- a. **Overview of Measure LV Spending Guidelines**
- b. **Presentation of the preliminary 2020-21 budget overview and the projected 2020-21 Measure LV sales tax revenues**

6. **STAFF/COMMITTEE COMMUNICATION/INFORMATION/FUTURE AGENDA ITEMS**

Committee members may ask a question for clarification, make a brief announcement, and make a brief report on his/her own activities, request staff to report back at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

7. **ADJOURNMENT**

The next regularly scheduled meeting of the Measure LV Citizen Oversight Committee will be held prior to the City Council meeting on June 15, 2020, considering the 2020-21 budget adoption.

**Posting Statement:** On May 26, 2020, a true and correct copy of this Notice was posted on the bulletin board at La Verne City Hall, 3660 D Street, La Verne, and on the City's website at [www.cityoflaverne.org](http://www.cityoflaverne.org).

# Exhibit A

## Measure LV Citizen Oversight Committee By-Laws

**Purpose:** The Citizen Oversight Committee (committee) is charged with ensuring that the revenues from Measure LV (0.75% sales tax increase) are spent in accordance with the approved spending guidelines. The spending guidelines have been established to ensure that the revenue derived from Measure LV is directed to supporting the intent of the voters and the City Council.

**Committee Responsibilities:** The Committee is responsible for reviewing and maintaining adequate fund balances for future projected needs in keeping with City Council direction and these spending guidelines. The Committee shall:

- Review the revenues anticipated from Measure LV for the ensuing fiscal year as projected by the Finance Division;
- Review and recommend any suggested changes for the use of revenues available for Tier 1 programs;
- Review and recommend any suggested changes for the use of the revenues available for Tier 2 programs; and
- Report to City Council on the City's compliance regarding use of the revenue within the budget as required by the spending guidelines.

**Committee Composition:** The Committee is a citizen committee and shall be comprised of five La Verne residents. Committee members should have knowledge of finance, banking, business, or retirement planning. Individuals will be selected by a majority of the City Council in a manner similar to the practices used for other City Committees and Commissions. Staff support for the committee shall be provided by the Finance Manager or his designee.

**Committee Officers and Duties:** The Committee will elect one of its members to serve as chairperson, and one to serve as vice chairperson. The chairperson will preside at all meetings, submit all motions for vote, interface with the City staff liaison, and in general carry out all activities ordinarily required of a committee chairperson. The vice chairperson will assume and perform the duties of the chairperson during his/ her absence.

**Terms:** The term of office of each member of the Committee selected shall be four (4) years. Members will continue to serve until their successors are appointed. In the event of a vacancy, a successor will be appointed by City Council for the remainder of the term. Members may serve a maximum of two (2), four (4) year terms.

**Meetings:** The Committee is expected to meet at the following times to provide recommendation and comment to the City Council on the use of the Measure LV tax revenue:

- Prior to Council consideration of annual appropriation (May)
- Prior to Council considering midyear adjustments report (February)
- Prior to Council consideration of end of year report (November)

# Measure LV Spending Guidelines

**Purpose:** These spending guidelines are established to ensure that use of the revenues derived from Measure LV (0.75% sales tax increase) are used to support and maintain existing programs and services and, to the extent that funds are available, provide funding for additional program and service enhancements.

**Use Guidelines:** The City Council has prioritized the use of these funds as follows:

**Tier 1** – A majority of the funds generated from the Measure LV shall be used to fund the City's traditional compensation model, thereby enhancing the recruitment and retention of the most qualified employees. These expenses include costs associated with annual median salary adjustments, health insurance premiums, and other related benefit costs as projected to occur during the next 10 years.

**Tier 2** – An estimated \$550,000-\$600,000 will be available for program or service enhancements during the initial year of the tax and annually thereafter. Allocation of such funding for specific program or service improvements shall be reviewed by the Citizen Oversight Committee with a recommendation to the City Council each year.

- Improvements to emergency response capabilities via added personnel or new operational enhancements.
- Existing shortfall of scheduled but unfunded General Fund Capital Improvement projects.
- Support operations of proposed new Teen Center.
- Improvements toward the current level of maintenance for streets, sidewalks, parks, and other public property.

The Finance Division shall prepare an annual report noting revenue received during the then current fiscal year and estimating revenue expected to be generated for all subsequent fiscal years. The report shall also note use of the funds during the then

current fiscal year as well as anticipated expenses for all subsequent fiscal years. The initial report shall be prepared following completion of the first full fiscal year's receipts. The report shall be reviewed annually and revised as necessary to reflect changes in revenue and expense projections for the ensuing fiscal years.

**Funds Tracking:** Funds generated from the sales tax are "general" funds and by law shall be placed into the City's general fund. However, the Finance Division shall establish a sub fund or other acceptable means of accounting for all revenues received from this tax measure and how such funds were expensed.