

LOMA LINDA HOUSING AUTHORITY

AGENDA

REGULAR MEETING OF JULY 14, 2020

7:00 p.m. or as soon thereafter as possible

CORONAVIRUS DISEASE (COVID-19) ADVISORY

The City Council Chambers will be open to the public, physical distancing and masks required; seating may be limited.

THIS MEETING WILL ALSO BE AVAILABLE TO THE PUBLIC VIA WEBINAR/TELECONFERENCE FOR THE PURPOSE OF PUBLIC COMMENTS.

Pursuant to Sec. 3 of Executive Order N-29-20 issued by Governor Newsom on March 17, 2020, this meeting will allow for remote participation via the ZOOM virtual meeting platform and for viewing via YouTube. Please see the City Council Agenda for connection instructions.

Reports and Documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours. The Loma Linda Branch Library is also provided an agenda packet for your convenience. The agenda and reports are also located on the City's Website at www.lomalinda-ca.gov.

Materials related to an item on this Agenda submitted to the Housing Authority Board after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 25541 Barton Road, Loma Linda, CA during normal business hours. Such documents are also available on the City's website at www.lomalinda-ca.gov subject to staff's ability to post the documents before the meeting.

Persons wishing to speak on an agenda item are asked to complete an information card and present it to the City Clerk prior to consideration of the item. When the item is to be considered, please step forward to the podium, the Chair will recognize you and you may offer your comments. The Housing Authority meeting is recorded to assist in the preparation of the Minutes, and you are therefore asked to give your name and address prior to offering testimony.

The Oral Reports/Public Participation portion of the agenda pertains to items NOT on the agenda and is limited to 30 minutes; 3 minutes allotted for each speaker. Pursuant to the Brown Act, no action may be taken by the Housing Authority at this time; however, the Housing Authority Board may refer your comments/concerns to staff or request that the item be placed on a future agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (909) 799-2819. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible.

Agenda item requests for the July 28, 2020 meeting must be submitted in writing to the City Clerk no later than Noon, Tuesday, July 14, 2020.

A. Call To Order

B. Roll Call

C. Closed Session

D. Items To Be Added Or Deleted

E. Oral Reports/Public Participation - Non-Agenda Items (Limited to 30 minutes; 3 minutes allotted for each speaker)

F. Conflict of Interest Disclosure - Note agenda item that may require member abstentions due to possible conflicts of interest

G. Scheduled Items

H. Consent Calendar

1. Demands Registers
2. Minutes of June 9, 2020

I. New Business

J. Chair and Member Reports

K. Reports of Officers

L. Adjournment



Loma Linda Housing Authority Official Report

Phill Dupper, Chairman
Ronald Dailey, Vice Chairman
Rhodes Rigsby, Member
John Lenart, Member
Bhavin Jindal, Member

HOUSING AUTHORITY AGENDA: July 14, 2020
TO: Housing Authority Board
SUBJECT: Demands Registers

Approved/Continued/Denied By Housing Authority Board Date _____

RECOMMENDATION

It is recommended that the Housing Authority Board approve the attached list of demands for payment.

vchlist

06/17/2020

6:26:05PM

Voucher List

CITY OF LOMA LINDA

06-23-2020 HA

Bank code : bofaha

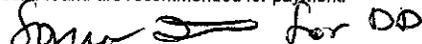
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
2279	6/4/2020	006140 FARMERS INSURANCE, PAYMENT PROCESSI	93316-44-27 POLICY	P-0000016616	GOMES -10655 LIND AVE/HOMEOWNEF	1,369.59	
					Total :	1,369.59	
2280	6/9/2020	005395 USBANK EQUIPMENT FINANCE	415563014 HA	P-0000015920	PRINTER LEASE AGREEMENT	25.07	
					Total :	25.07	
2281	6/9/2020	005395 USBANK EQUIPMENT FINANCE	HA-415563014	P-0000015920	PRINTER LEASE AGREEMENT	27.01	
					Total :	27.01	
2282	6/16/2020	001799 STRADLING,YOCCA, CARLSON, & RAUTH	364954-0006		PROFESSIONAL/LEGAL SERVICES	625.80	
					Total :	625.80	
2283	6/16/2020	001799 STRADLING,YOCCA, CARLSON, & RAUTH	364953-0000		PROFESSIONAL/LEGAL SERVICES	387.40	
					Total :	387.40	
2284	6/16/2020	001799 STRADLING,YOCCA, CARLSON, & RAUTH	364187-0006		APRIL 2020-PROFESSIONAL/LEGAL SE	3,145.54	
					Total :	3,145.54	
2285	6/16/2020	001799 STRADLING,YOCCA, CARLSON, & RAUTH	364186-0000		APRIL 2020-PROFESSIONAL/LEGAL SE	268.20	
					Total :	268.20	
2286	6/23/2020	005791 CENTURYLINK	120137368 HA	P-0000015960	INTERNET SERVICES AND VOIP	2.60	
					Total :	2.60	
8 Vouchers for bank code : bofaha						Bank total :	5,851.21
8 Vouchers in this report						Total vouchers :	5,851.21

Bank code : bofaha

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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CLAIMS VOUCHER APPROVAL

I have reviewed the above listing of payments on check nos. 2279 through 2286 for a total disbursement of \$ 5,851.21, and to the best of my knowledge, based on the information provided, they are correct and are recommended for payment.


DIANA DE ANDA, Finance Director

Recommend that City Council approve for payment.

T. Jarb Thaipejr, City Manager

Approved by the City Council at their meeting held on 07/14/2020 and the City Treasurer is hereby directed to pay except as noted.

Phillip Dupper, Mayor

vchlist
07/09/2020 2:25:36PM

Voucher List
CITY OF LOMA LINDA
07-14-2020 HA

Page: 1

FY: 2019/2020

Bank code : bofaha

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2288	7/8/2020	000266 ROBBINS & HOLDAWAY, A PROFESSIONAL CC	39214		PTOFESSIOAL/LEGAL SERVICES	116.38

Total : 116.38

1 Vouchers for bank code : bofaha

Bank total : 116.38

1 Vouchers in this report

Total vouchers : 116.38

CLAIMS VOUCHER APPROVAL

I have reviewed the above listing of payments on check nos.
2288 through 2288 for a total
disbursement of \$ 116.38, and to the best of
my knowledge, based on the information provided, they are
correct and are recommended for payment.


DIANA DE ANDA, Finance Director

Recommend that City Council approve for payment.

T. Jarb Thaipejr, City Manager

Approved by the City Council at their meeting held on
07-14-2020 and the City Treasurer is hereby directed
to pay except as noted.

Phillip Dupper, Mayor

Page: 1

vchlist
07/09/2020 2:48:55PM

Voucher List
CITY OF LOMA LINDA
07-14-2020 HA

Page: 1

FY: 2020/2021

Bank code : bofaha

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2287	7/2/2020	006052 UNIVERSITY HOMES INC, C/O CMS	1341577		25613 PROSPECT AVE-JULY 2020 HOA	162.00
					Total :	162.00
2289	7/14/2020	005364 TECHSTRATA	1001-25-127 HA	P-0000016746	NETWORK MANAGED SERVICES	75.23
					Total :	75.23
2 Vouchers for bank code : bofaha						Bank total : 237.23
2 Vouchers in this report						Total vouchers : 237.23

CLAIMS VOUCHER APPROVAL

I have reviewed the above listing of payments on check nos.
2287 and 2289 for a total
disbursement of \$ 237.23, and to the best of
my knowledge, based on the information provided, they are
correct and are recommended for payment.


DIANA DE ANDA, Finance Director

Recommend that City Council approve for payment.

T. Jarb Thaipejr, City Manager

Approved by the City Council at their meeting held on
07-14-2020 and the City Treasurer is hereby directed
to pay except as noted.

Phillip Dupper, Mayor

Page: 1



Loma Linda Housing Authority Official Report

Phill Dupper, Chairman
Ronald Dailey, Vice Chairman
Rhodes Rigsby, Member
John Lenart, Member
Bhavin Jindal, Member

HOUSING AUTHORITY AGENDA: July 14, 2020
TO: Housing Authority Board
SUBJECT: Minutes of June 9, 2020

Approved/Continued/Denied By Housing Authority Board Date _____

RECOMMENDATION

It is recommended that the Housing Authority Board approve the minutes of June 9, 2020.

Loma Linda Housing Authority
Minutes
A Regular Meeting of June 9, 2020

A regular meeting of the Loma Linda Housing Authority was called to order by Chairman Dupper at 7:48 p.m., Tuesday, June 9, 2020.

This meeting was conducted via webinar/teleconference. Pursuant to Sec. 3 of Executive Order N-29-20 issued by Governor Newsom on March 17, 2020, this meeting was conducted remotely via the ZOOM virtual meeting platform. In compliance with the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there was no in-person meeting location at which the public may appear. The public was invited to participate via Zoom.

Board Members Present: Chairman Phill Dupper, present in Council Chambers
Vice Chairman Ron Dailey, present in Council Chambers
Rhodes Rigsby, present in Council Chambers
John Lenart, present in Council Chambers
Bhavin Jindal, present in Council Chambers

Board Members Absent: None

Others Present: Executive Director T Jarb Thaipejr, present in Council Chambers
General Counsel Richard Holdaway, present in Council Chambers

No items were added or deleted; no public participation comments were offered upon invitation of the Chair; and no conflicts of interest were noted.

New Business

HA-2019-11

CC-2019-031 – Joint meeting of the City Council and Housing Authority regarding Fiscal Year 2020-2021 budget

- a. Presentation of proposed FY 2020-2021 Budget [**Finance**]
- b. Budget Committee Recommendations
- c. Five-Year Capital Improvement Program (CIP) [**Public Works**]
- d. Council Bill #R-2020-21 – Approving the 2020-2021 adjusted appropriations limit [**Finance**]
- e. Investment Policy [**Finance**]
- f. COPS Grant Expenditure Plan [**Finance**]
- g. Schedule "A" pertaining to contract with Sheriff's Department [**City Manager**]
- h. Extension of Annual Service Contracts for Fiscal Year 2020-2021 [**Public Works**]:
 1. Gopher Patrol – Rodent Abatement at City Hall and all City parks
 2. Golden West Landscape – Landscape Maintenance Services at all Landscape Maintenance Districts (LMD), Barton road Median, Mission Road Median and Barton Road Parkway
 3. Loma Linda Heat & Air – HVAC Maintenance Services for all City buildings
 4. St. Francis Electric - Traffic Signal Maintenance Services
 5. Kellermeyer Bergensons (Pristine Environments) – Janitorial Services for all City buildings

6. Adopt-a-Highway – Maintenance of hardscape at the On-Off ramps @ I-10 Freeway and Mt View Avenue
7. Willdan Financial Services – District Administrative Services for the Landscape Maintenance Districts (LMD) and Street Light District (SLD) assessment areas
8. Facilities Protection Systems – Fire Protection System Monitoring and Preventative Maintenance for all City buildings
- i. Council Bill #R-2020-22 – Approving the Wildland Fire Protection Contract #3CA043297 between the California Department of Forestry and Fire Protection (CAL FIRE) and the City for Fiscal Year 2020-2021 in the amount of \$58,449.20 and authorize the Mayor or Mayor pro tempore to sign the contract pursuant to Government Code 40601 **[Fire]**
- j. Council Bill #R-2020-23 - Adopting the 2020-2021 fiscal year budget
- k. LLHA Bill #R-2020-02 – Adopting the 2020-2021 fiscal year budget

Finance Director DeAnda presented the 2020-2021 Budget, which included the General Fund, the City as a whole (all funds) and the Housing Authority Budget. She indicated there were no changes since the May 7, 2020 budget workshop where the proposed 2020-2021 budget was presented and the current year impacts of the Governor's stay at home executive order were included.

She reviewed the General Fund, the City's key operational fund and the city as a whole to include all funds, as well as the Housing Authority. She indicated that a deficit spending budget was being proposed of approximately \$500,000. The proposed budget include a decrease in projected revenues for the first and second quarters, primarily in sales tax, TOT tax and business license revenue.

City Manager Thaipejr indicated that during fiscal year 2019-2020, the City had paid an additional \$2,500,000 to reduce the CalPERS unfunded liability. Mayor pro tempore Dailey commented on the unexpected losses due to the pandemic.

Finance Director DeAnda continued, indicated that proposed expenditures had been reduced as well. She reviewed the top 7 revenues and expenditures, noting those with increases and decreases. She highlighted the fund balances and stated that the unassigned and assigned general fund change in general fund balance was a net negative \$563,400. Overall City funds, which included General Fund, Sewer, LLCCP, Water, Capital and other funds, reflected a slight increase.

Finance Director reviewed the Housing Authority proposed budget. There continued to be some low-moderate housing funding, and noting that fiscal year 2019-2020 saw a large expenditure with the Mary Erickson Community Housing project on Juanita Street.

Discussion ensued regarding the Regional Housing Needs Allocation (RHNA) and recently revised numbers by the State of California. Assistant City Manager Bolowich responded to questions.

Finance Director DeAnda concluded that in addition to the usual conservative revenues projections, staff had incorporated estimates due to the COVID-19 impact and had prudently proposed expenditures. The proposed budget for fiscal year 2020/2021, including \$2.4 million in Unassigned, \$1.25 million in the Assigned and \$2 million in the Committed Fund Balance, for a total of over \$5.6 million in General Fund Balance.

Jay Gallant, Chairman of the Budget Committee, via Zoom, reviewed the Committee's observations and comments. He thanked the City Manager, staff and employees for working together to present the budget again this year. While he noted the Committee had a slight reservation for a deficit proposed budget, Loma

Linda remained a “well-run city”. The Committee’s recommendations at this time were that the budget should not be balanced using cash reserves; that public safety and other vital city services be maintained at current levels; that the budget should reflect the general economy; allocation for maintenance of all City assets should be continued; that public services should be reviewed; that the City Council reduce its compensation during this difficult time.

Discussion ensued regarding adopting a deficit budget, alternatives for police services or reduction in costs and reduction in City Council compensation.

City Manager Thaipejr responded to the Budget Committee Recommendations, indicating that the City had requested reductions in costs related to the Sheriff’s Contract for law enforcement services. Due to previously negotiated and approved salary increases for sheriff personnel by the County, a reduction in costs was denied.

Mayor Dupper and City Manager Thaipejr thanked Jay Gallant and the Budget Committee for their review and recommendations on the budget.

City Manager Thaipejr then presented the Five-Year Capital Improvement Program, a planning document for both short-term and long-term capital improvements. The CIP was divided into seven major categories – Fleet, General Buildings, Parks and Recreation, Sewer, Storm Drains, Streets and Street Lights, and water. He reviewed the various funding sources and the limitations of each; the proposed projects over the five-year period, noting that funding for some projects sometimes spanned several years, depending upon the size and complexity of the project. He then reviewed projects for the next five years, focusing on those for this next fiscal year.

Finance Director DeAnda reviewed the resolution approving the Adjusted Appropriations Limit; the Investment Policy; and the COPS Grant Expenditure Plan.

City Manager Thaipejr reviewed the Schedule “A” to the contract with the Sheriff’s Department. Mayor Dupper commented that costs were shared with the City of Grand Terrace and the County for many of the services provided. Councilman Rigsby stated that one of the biggest reasons for continuing to contract with the County was liability.

Mayor pro tempore Dailey commented on the budget committee recommendations.

City Manager reviewed the extension of several Annual Service contracts with:

- Gopher Patrol – Rodent Abatement at City Hall and all City parks
- Golden West Landscape – Landscape Maintenance Services at all Landscape Maintenance Districts (LMD), Barton road Median, Mission Road Median and Barton Road Parkway
- Loma Linda Heat & Air – HVAC Maintenance Services for all City buildings
- St. Francis Electric - Traffic Signal Maintenance Services
- Kellermeyer Bergensons (Pristine Environments) – Janitorial Services for all City buildings
- Adopt-a-Highway – Maintenance of hardscape at the On-Off ramps @ I-10 Freeway and Mt View Avenue
- Willdan Financial Services – District Administrative Services for the Landscape Maintenance Districts (LMD) and Street Light District (SLD) assessment areas
- Facilities Protection Systems – Fire Protection System Monitoring and Preventative Maintenance for all City buildings

City Manager Thaipejr and Fire Chief Harker reviewed the Wildland Fire Protection contract, indicated there was no increase for Fiscal Year 2020 – 2021.

Mayor Dupper pulled the Schedule "A" pertaining to the contract with the Sheriff's department to be voted on separately.

Motion by Jindal to approve Council Bills #R-2020-21, 22, and LLHA Bill #R-2020-02. Discussion ensued and the motion died for lack of a second.

Motion by Rigsby, seconded by Jindal to receive the Budget Committee Recommendations, approve the Five-Year Capital Improvement Program; adopt Council Bill #R-2020-21 pertaining to the 2020-2021 Adjusted Appropriations Limit; accepting the Investment Policy; COPS Grant Expenditure Plan; Extension of the Annual Service Contracts - Gopher Patrol for gopher control services, Golden West Landscape for landscape services, Loma Linda Heat and Air for HVAC maintenance services, St. Francis Electric for traffic signal maintenance services, Pristine Environments for janitorial services, Adopt-a-Highway for maintenance of I-10 Freeway on and off ramps at Mt. View Avenue, and Willdan Financial Services for LMD and SLD assessment area administrative services; adopt Council Bill R-2020-22 approving the Wildland Fire Protection Contract; and LLHA Bill #R-2020-02 adopting the 2020-2021 Housing Authority Budget. The City Clerk called the roll and the motion carried unanimously.

Resolution No. 3066

A Resolution of the City Council of the City Loma Linda, California, adopting an amended City Appropriation Limit for Fiscal Year 2020-2021 in accordance with the provisions of Division 9 of Title 1 of the California Government Code

Resolution No. 3067

A Resolution of the City Council of the City of Loma Linda, California, approving the Department of Forestry and Fire for services from July 1, 2020 to June 30, 2021

LLHA Resolution No. 46

A Resolution of the Loma Linda Housing Authority establishing a final budget for Fiscal Year commencing July 1, 2020 and ending June 30, 2021

Motion by Rigsby, seconded by Jindal to adopt Schedule "A" pertaining to the contract with the Sheriff's Department; the City Clerk called the roll and the motion carried. Mayor Dupper abstained.

Councilman Jindal suggested an amendment that the City Council salary be reduced by the equivalent of any taken by City employees and questioned adopting the budget without negotiations with employee associations being completed. Assistant City Manager Bolowich replied that salary negotiations would continue and should there be any changes to the budget resulting from the negotiations, those would be brought back before the City Council for approval. Discussion ensued.

Motion by Jindal to adopt Council Bill #R-2020-23 with the amendment that the City Council salary be reduced by the equivalent of any taken by City employees.

City Manager Thaipr requested that should salary cuts be necessary for City employees that the reduction of City Council salary be brought back before the City Council at that time.

Motion by Jindal, seconded by Rigsby to adopt Council Bill #R-2020-23; the City Clerk called the roll and the motion carried unanimously.

Resolution No. 3068

A Resolution of the City Council of the City of Loma Linda, California, adopting the final budget for the City of Loma Linda for the Fiscal Year commencing July 1, 2020 and ending June 30, 2021

HA-2020-12 – Consent Calendar

Motion by Lenart, seconded by Rigsby to approve the Consent Calendar; the City Clerk called the role and the motion passed unanimously.

The Demands Register dated

- May 26, 2020 with commercial demands totaling \$3,945.09;
- June 9, 2020 with commercial demands totaling \$897389.

The minutes of June 9, 2020 as presented.

The meeting adjourned at 10:12 p.m.

Approved at the meeting of

Secretary