

LOMA LINDA HOUSING AUTHORITY

AGENDA

REGULAR MEETING OF May 28, 2019

A regular meeting of the Housing Authority of the City of Loma Linda is scheduled to be held at 7:00 p.m. or as soon thereafter as possible, Tuesday, May 28, 2019 in the City Council Chamber, 25541 Barton Road, Loma Linda, California.

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](http://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](http://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 June 11, 2019 meeting must be submitted in writing to the City Clerk no later than Noon, Tuesday, May 28, 2019**

**A. Call To Order**

**B. Roll Call**

**C. Items To Be Added Or Deleted**

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

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

**F. Scheduled Items**

**G. Consent Calendar**

1. Demands Register
2. Minutes of May 2 and 14, 2019

**H. New Business**

3. **Joint meeting of the City Council and Housing Authority** regarding Fiscal Year 2019-2020 Budget [**City Manager/Finance Director**]
  - a. Presentation of proposed FY 2019-2020 Budget [**Finance**]
  - b. Budget Committee Recommendations
  - c. Five-Year Capital Improvement Program (CIP) [**Public Works**]
  - d. Council Bill #R-2019-20 – Approving the 2019-2020 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 2019-2020 [**Public Works**]:
    1. Clean Street – Street Sweeping Services
    2. Gopher Patrol – Gopher Control Services
    3. Golden West Landscape – Landscape Services
    4. Loma Linda Heat & Air – HVAC Maintenance
    5. St. Francis Electric - Traffic Signal Maintenance Services
    6. Pristine Environments – Janitorial Services
  - i. Council Bill #R-2019-21 – Approving the Wildland Fire Protection Contract #3CA043297 between the California Department of Forestry and Fire Protection (CAL FIRE) and the City for Fiscal Year 2019-2020 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-2019-22 - Adopting the 2019-2020 fiscal year budget
  - k. LLHA Bill #R-2019-02 – Adopting the 2019-2020 fiscal year budget

**I. Chair and Member Reports**

**J. Reports of Officers**

**K. Adjournment**



# Loma Linda Housing Authority Official Report

---

Rhodes Rigsby, Chairman  
John Lenart, Vice Chairman  
Ovidiu Popescu, Member  
Phillip Dupper, Member  
Ronald Dailey, Member

HOUSING AUTHORITY AGENDA: May 28, 2019  
TO: Housing Authority Board  
SUBJECT: Demands Register

Approved/Continued/Denied By City Council Date _____
--

## **RECOMMENDATION**

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

vchlist  
05/23/2019 10:45:59AM

Voucher List  
CITY OF LOMA LINDA  
05-28-2019 HA

Page: 1

Bank code : bofaha

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2144	5/14/2019	005395 USBANK EQUIPMENT FINANCE	383822657 HA	P-0000015162	PRINTERS LEASE AGREEMENT	27.01
					Total :	27.01
2145	5/14/2019	005364 TECHSTRATA	1001-25-49C HA	P-0000015686	EXTREME SWITCHES INFASTRUCTUR	23.96
					Total :	23.96
2146	5/16/2019	003628 U.S. BANK CORPORATE PYMNT SYS	4246-0470-0025-8803-		10605 LIND AVE-DAVIS, J/HOME INSUR	1,284.66
					Total :	1,284.66
2147	5/28/2019	000110 BURTRONICS BUSINESS SYSTEM	AR57410 HA	P-0000015274	PRINTING OVERAGES	4.71
					Total :	4.71
2148	5/28/2019	001799 STRADLING,YOCCA, CARLSON, & RAUTH	353816-0000		PROFESSIONAL/LEGAL SERVICES	298.65
					Total :	298.65
5 Vouchers for bank code : bofaha						Bank total : 1,638.99
5 Vouchers in this report						Total vouchers : 1,638.99

Page: 1

Bank code : bofaha

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
---------	------	--------	---------	------	---------------------	--------

CLAIMS VOUCHER APPROVAL

I have reviewed the above listing of payments on check nos. 2144 through 2148 for a total disbursement of \$ 1,638.99, 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 05/28/2019 and the City Treasurer is hereby directed to pay except as noted.

Rhodes Rigsby, Mayor



# Loma Linda Housing Authority Official Report

---

Rhodes Rigsby, Chairman  
John Lenart, Vice Chairman  
Ovidiu Popescu, Member  
Phillip Dupper, Member  
Ronald Dailey, Member

HOUSING AUTHORITY AGENDA: May 28, 2019

TO: Housing Authority Board

SUBJECT: Minutes of May 2 and May 14, 2019

Approved/Continued/Denied By City Council Date _____
--

## **RECOMMENDATION**

It is recommended that the City Council approve the minutes of May 2 and May 14, 2019.

City of Loma Linda  
Housing Authority Minutes  
Regular Meeting of May 2, 2019

A joint meeting of the City Council, Housing Authority and Budget Committee was called to order by Mayor Rigsby at 6:42 p.m., Tuesday, May 2, 2019, in the Civic Center Community Room, 25541 Barton Road, Loma Linda, California.

Councilmen Present:	Mayor Rhodes Rigsby Ovidiu Popescu Phill Dupper Ron Dailey
Councilmen Absent:	Mayor pro tempore John Lenart
Budget Committee Members Present:	Jay Gallant Gary Nelson Jim Walling Verne Miller
Budget Committee Members Absent:	Mary Cooke Kurt Swigart Kevin Fisher
Others Present:	City Manager T. Jarb Thaipejr Assistant City Manager Konrad Bolowich Fire Chief Dan Harker Finance Director Diana DeAnda City Clerk Barbara Nicholson

**Scheduled Items**

HA-2019-08 -  
CC-2019-034 – 2019-2020 Proposed Budget

City Manager introduced the City's new Fire Chief Dan Harker.

Chief Harker reviewed the current Fire Department management staffing and Department accomplishments over the past year. He also reviewed some of the major items included in the 2019-2020 proposed budget to include the purchase of a fire truck and remodel/expansion of the EOC and Station 251. He responded to questions from City Council and Budget Committee regarding sources of funding.

Assistant City Manager Konrad Bolowich presented an overview of accomplishments, statistics and areas of responsibility for Planning, Building and Safety, Loma Linda Connected Communities, Information Systems, Code Enforcement and Animal Control, Special Events and Economic Development. He noted some of the development happening and upcoming in the City including developments within Special Planning Area D – The Groves - a 4<sup>th</sup> and possibly a 5<sup>th</sup> hotel. With the dramatic increase in activity throughout the City, these departments have continued to meet the service goals with existing staff. He responded to questions.

Housing Authority Minutes

May 2, 2019

Page 2

City Clerk Barbara Nicholson presented statistics and an overview of department activities to include agenda/minutes, Public Records Requests, Claims, Elections, as well as activities of the Housing Authority and Human Resources.

Discussion ensued regarding the City's 50<sup>th</sup> Anniversary of Incorporation, 1970 – 2020. Ideas included revitalization of the Community Parade, street banners, lapel pins, and a reception prior to the September 2020 meeting of the City Council.

Finance Director Diana DeAnda provided an overview of Finance Department activities and statistics of the department's responsibilities include daily cash management, collection and process payments, bi-weekly payroll and employee benefit payments; monthly bank reconciliations, utility billing that includes new radio-read meters, month-end closings; quarterly tax payments, TOT and incentive payment review; annual coordination/oversight of the budget preparation, annual report audits and various state reports. First and foremost was providing excellent customer service to the citizens and the business community. The department was currently working to implement a significant upgrade to the current ERP account system, servers and software.

City Manager/Public Works Director/City Engineer T. Jarb Thaipejr reviewed the Public Works Department activities, including Engineering, Water and Sewer, Parks and Streets, as well as current and proposed Public Works Capital Improvement Projects (CIP). He also discussed Art in Public Places and proposed projects for next fiscal year at Barton and Campus, Anderson and Academy Way, and the proposed roundabout at Anderson and Mound Streets.

City Manager Thaipejr then presented an overview of the proposed 2019-2020 budget. These included increases and decreases in revenues; a conservative estimate indicated a total increase of \$234,000 to the general fund. He also reviewed the enterprise funds – Water, Sewer, and LLCCP. Expenditure changes amounted to \$6.5 million, due to the City's CalPERS Unfunded Liability pre-payment. He indicated the City would continue to make additional pre-payments in 2019-2020. The overall budget presented reflected a net change of \$37,300 to the positive.

He indicated it was anticipated the Budget Committee would meet again on May 16 to formulate their recommendations to the City Council, with the scheduled to be adopted at the regular meeting of May 28, 2019.

The meeting adjourned at 834 p.m.

Approved at the meeting of \_\_\_\_\_, 2019.

---

City Clerk

Loma Linda Housing Authority

Minutes

A Regular Meeting of May 14, 2019

A regular meeting of the Loma Linda Housing Authority was called to order by Chairman Rigsby at 7:25 p.m., Tuesday, May 14, 2019, in the City Council Chamber, 25541 Barton Road, Loma Linda, California.

Board Members Present:

Chairman Rhodes Rigsby  
Vice Chairman John Lenart  
Ovidiu Popescu  
Phill Dupper

Board Members Absent:

Ron Dailey

Others Present:

Executive Director T Jarb Thaipejr  
General Counsel Richard Holdaway

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

HA-2019-09 – Consent Calendar

**Motion by Popescu, seconded by Dupper and carried unanimously to approve the following:**

The Demands Registers dated:

- April 23, 2019 with commercial demands totaling \$831.74;
- May 14, 2019 with commercial demands totaling \$3,127.37

The minutes of April 9, 2019 as presented.

The meeting adjourned at 7:26 p.m.

Approved at the meeting of \_\_\_\_\_.

\_\_\_\_\_  
Secretary



# City of Loma Linda Official Report

Rhodes Rigsby, Mayor  
John Lenart, Mayor pro tempore  
Ovidiu Popescu, Councilman  
Phillip Dupper, Councilman  
Ronald Dailey, Councilman

CITY COUNCIL AGENDA: May 28, 2019

TO: City Council

SUBJECT:

Approved/Continued/Denied By City Council Date _____
--

**Joint meeting of the City Council and Housing Authority** regarding  
Fiscal Year 2019-2020 Budget [**City Manager/Finance Director**]

- a. Presentation of proposed FY 2019-2020 Budget [**Finance**]
- b. Budget Committee Recommendations
- c. Five-Year Capital Improvement Program (CIP) [**Public Works**]
- d. Council Bill #R-2019-20 – Approving the 2019-2020 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 2019-2020 [**Public Works**]:
  1. Clean Street – Street Sweeping Services
  2. Gopher Patrol – Gopher Control Services
  3. Golden West Landscape – Landscape Services
  4. Loma Linda Heat & Air – HVAC Maintenance
  5. St. Francis Electric - Traffic Signal Maintenance Services
  6. Pristine Environments – Janitorial Services
- i. Council Bill #R-2019-21 – Approving the Wildland Fire Protection Contract #3CA043297 between the California Department of Forestry and Fire Protection (CAL FIRE) and the City for Fiscal Year 2019-2020 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-2019-22 - Adopting the 2019-2020 fiscal year budget
- k. LLHA Bill #R-2019-02 – Adopting the 2019-2020 fiscal year budget

Please see City Council Agenda Item 7.

**CC AGENDA ITEM 7**  
**HA AGENDA ITEM 3**