

**AGENDA FOR THE REGULAR STUDY SESSION MEETING  
OF THE LA MIRADA CITY COUNCIL  
AUGUST 9, 2016 – 5 P.M.  
CONFERENCE ROOM #1, CITY HALL, 13700 LA MIRADA BOULEVARD,  
LA MIRADA, CALIFORNIA 90638**

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1. CALL TO ORDER
2. ROLL CALL:  
Councilmember Deal  
Councilmember Mowles  
Councilmember Sarega  
Mayor Pro Tem Eng  
Mayor De Ruse
3. PUBLIC COMMENT: Any information or materials provided during Public Comment are recorded in the minutes and are subject to public disclosure under the Public Records Act.
4. REVIEW AND DISCUSSION
  - 4.1 STRAIGHT TALK, INC. FUNDING REQUEST FOR FISCAL YEAR 2016-17 – It is recommended the City Council review and discuss the Fiscal Year 2016-17 funding request for Straight Talk, Inc. in the amount of \$58,381 and in-kind contribution of \$47,688.
  - 4.2 LA MIRADA SYMPHONY FUNDING REQUEST FOR FISCAL YEAR 2016-17 - It is recommended the City Council review and discuss La Mirada Symphony's Fiscal Year 2016-17 funding request in the amount of \$5,000 and an in-kind contribution of \$25,050 for a total of \$30,050.
  - 4.3 CALIFORNIA JOINT POWERS INSURANCE AUTHORITY AMERICANS WITH DISABILITIES ACT ASSISTANCE PROGRAM PROPOSAL - It is recommended the City Council review and discuss the CJPIA ADA Assistance Program.
  - 4.4 PARTICIPATION IN GATEWAY CITIES COUNCIL OF GOVERNMENTS EDUCATION EFFORT REGARDING THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY'S PROPOSED TAX - It is recommended the City Council review and discuss participating with the Gateway Cities Council of Governments in an educational effort to communicate the local impacts of a proposed tax by Metro.
5. CITY MANAGER'S REPORT
6. ADJOURNMENT

*I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.*

Dated this 5<sup>th</sup> day of August, 2016.



Anne Haraksin, City Clerk



***REVIEW AND DISCUSSION***

## **STUDY SESSION**

**City Council  
August 9, 2016**

**TO:** Mayor and City Council

**FROM:** Jeff Boynton, City Manager

**ORIGINATED BY:** Lori Thompson, Community Services Director  
Lisa Montoya, Community Services Supervisor

**SUBJECT: STRAIGHT TALK, INC. FUNDING REQUEST FOR FISCAL YEAR  
2016-17**

### **BACKGROUND**

Since 1982, the City has contracted with Straight Talk, Inc. (Straight Talk) to provide professional, affordable and convenient counseling services for children, teens, adults, and families. During this past year, Straight Talk provided counseling services to some 2,027 La Mirada residents.

### **FINDINGS**

Straight Talk provided 7,285 hours of counseling sessions to La Mirada clients in the past year for individual and group sessions. Individual counseling sessions are available only to La Mirada residents. Support groups are offered to La Mirada residents and non-residents. Of the 889 individuals receiving group counseling, 80 percent were La Mirada residents. The agency provides basic staffing and hours of operation independent of the number of clients served. Straight Talk offers several support groups at the Straight Talk offices, La Mirada Resource Center, Activity Center, and local schools.

Straight Talk provides a wide range of counseling services: parenting classes; anger management classes for adults and adolescents; drug and alcohol prevention programs for adolescents; homebound counseling for seniors and individuals in rehabilitation; support groups for men, teens, caregivers, bereavement, parenting, and couples; and specialized testing for clients with learning disabilities.

Some duplication of counseling services exists in La Mirada such as Biola Counseling Center, Helpline Youth Counseling, and The Whole Child. However, Straight Talk tailors its counseling services based on the needs of La Mirada residents.

In July 2015, Straight Talk initiated the Beyond Program to accommodate non-residents seeking counseling services during non-peak times. Since its inception, Straight Talk has counseled 162 Beyond clients of which 134 of the clients were non-residents. Straight Talk La Mirada is including the revenue generated from the Beyond Program in the overall financials for the La Mirada clinic. Currently, the Beyond Program has generated \$30,000 in additional revenue for the La Mirada site. In Fiscal Year 2016-17, Straight Talk

anticipates purchasing new computers and implementing an electronic medical record software system with the revenue generated from the Beyond Program.

Straight Talk has requested funding from the City in the amount of \$58,381 for Fiscal Year 2016-2017. This is the same amount funded by the City in Fiscal Year 2015-16. Additionally, the City provides Straight Talk with annual in-kind services valued at \$47,688 which includes office space, utilities, security, and custodial services at the La Mirada Resource Center as shown in Exhibit A.

The following table provides historical data on the agency's approved funding since Fiscal Year 2010-11.

<b>Fiscal Year</b>	<b>Contract Amount</b>	<b>Percentage Change</b>
FY 2010-2011	\$64,868	25% decrease
FY 2011-2012	\$64,868	No change
FY 2013-2014	\$58,381	10% decrease
FY 2014-2015	\$58,381	No change
FY 2015-2016	\$58,381	No change
FY 2016- 2017 Proposed	\$58,381	No change

City staff is currently reviewing the financial reports provided by Straight Talk. Exhibit A also includes a Survey of Counseling Services, Funding Request Form, Effectiveness Questionnaire, Application Verification, and FY 2016-2017 Straight Talk Budget.

### **RECOMMENDED ACTION**

It is recommended the City Council review and discuss the Fiscal Year 2016-17 funding request for Straight Talk Inc. in the amount of \$58,381 and in-kind contribution of \$47,688.

**EXHIBIT A**

**IN-KIND SERVICES**

Effective July 1, 2016, through June 30, 2017

The City of La Mirada provides Straight Talk- La Mirada with the following in-kind services:

<b>Service Provided</b>	<b>Rate</b>	<b>Unit of Measure</b>	<b>Total Annual Value</b>
Facility (5,200 sq. ft.)	\$ 3,380	per month	\$40,560
Utilities (except phone)	\$269	per month	\$3,228
Security	\$70	per month	\$840
Custodial Care	\$255	per month	\$3,060
<b>TOTAL</b>			<b>\$ 47,688</b>

In-kind Services Summary:

The current estimated price per square foot of space is \$.65. The City of La Mirada provides the office space, utilities, security, and custodial services at the La Mirada Resource Center, located at 13710 La Mirada Boulevard, La Mirada, CA 90638. Straight Talk- La Mirada provides counseling services, workshops, and classes to the La Mirada community.

Applicant Agency \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

**Straight Talk Clinic, Inc. Services**  
Serving the City of La Mirada  
An Overview of 2015-2016

**Units of Services and Costs**

- Provided 7,284.50 Units of Service in 2015-2016
- 2,027 duplicated residents received service at the La Mirada clinic
- 2,189 duplicated non-residents and La Mirada residents received services at the clinic
- 395 unduplicated La Mirada residents received services
- 3,656 duplicated clients – this number includes La Mirada residents, groups (both La Mirada and non La Mirada residents), and clients seen in the school system La Mirada area
- Client fees have increased 26% from 2014-2015
- Total units of service for schools and groups are 1,735.50
- Total clients 21 and under seen was 1,058
- Costs
  - In the 2014-2015 fiscal year, total expenses to operate the La Mirada clinic were \$157,593
  - 2014-2015 La Mirada Clinic had a loss of \$19,012
  - New Executive Director, Diana Wydo, provided fiscal oversight of the 2015-2016 La Mirada budget to ensure adherence to established budget line items
  - Straight Talk Clinic, Inc. is currently in the process of closing for fiscal year 2015-2016, and anticipates a positive balance sheet for La Mirada due to the initiation of the Beyond Program

**Groups**

- 889 units of service for groups in 2015-16; this represents an increase of 348 units from last fiscal year
- 80% were La Mirada residents
- 9 on-going groups - groups have and will continue to be expanded to meet the needs of the La Mirada community

**School Counseling**

- Offered counseling services and support to nine (9) schools – La Mirada High School, El Camino Continuation High School, Los Coyotes Middle School, Benton Middle School, Garden Hill Elementary, Eastwood Elementary, Dulles Elementary, La Pulmna, and Escalona.
- 662 duplicated students seen; this represents an increase of 50% from last fiscal year (FY 14-15 358 duplicated students)
- Provided 846.5 units of service in schools.

**Staffing**

Currently we have 25 therapists at Straight Talk La Mirada, and 25% of our staff are residents of La Mirada and bordering cities, including our Program Manager and Office Manager. The majority of Straight Talk La Mirada therapists are part-time; the full-time equivalents (FTE's) would be 16 FTE's. The 16 FTE's also includes reception staff and clinical supervisors for the clinic.

**Marketing**

Straight Talk La Mirada continues to participate in SARB Board to offer support and resources for La Mirada students and families. The Agency has presented to the Kiwanis Club (Executive Director, Diana Wydo, on March 17<sup>th</sup>) and other La Mirada service groups. We also participate at the 3<sup>rd</sup> of July Celebration, the City's Holiday Event and the City's Health Fair, which serves as outreach in the community. Straight Talk continues

to distribute flyers and brochures at all City events and is grateful to be included in the quarterly La Mirada Living magazine.

### **Opportunities**

Straight Talk La Mirada continues to offer services to Victims of Crimes (VOC) through the State of California, for those clients who have been victimized through physical and sexual abuse. Funds are available for counseling services for these clients to allow them to receive the much needed support that they need.

In Fiscal Year 2015-2016, STC would like to pursue credentialing for the La Mirada clinic in the Medi-Cal network in LA County. The credentialing of STC's La Mirada clinic will allow La Mirada residents with Medi-Cal to utilize their insurance at the clinic, and not be reliant on La Mirada city funding. The credentialing process will be led by STC Executive Director, Diana Wydo, and there will be no cost to the city of La Mirada for this credentialing process. Medi-Cal will credential the individual therapist's employed at the La Mirada clinic, and not the actual facility site. Therefore, no physical enhancements will be required.

Additionally, STC has engaged Orange Door, a fund development, marketing, and strategy consulting group, to assist with grant and foundation applications to further support the low-cost counseling services provided at the La Mirada clinic.

## **BEYOND PROGRAM REPORT**

### Background

Last year, Straight Talk La Mirada requested to start a pilot program called the "Beyond Program" which would allow Straight Talk La Mirada to see non residents and residents when our office is not officially open or at other non-peak times. Non-resident clients were to be seen at a higher fee and the fees were to be split 50/50 between Straight Talk and the Straight Talk/La Mirada counselors.

Since July 2015, The Beyond Program has seen 162 clients for a total of 488 units of service. 28 of the clients have been La Mirada residents and 134 were non-residents. The Beyond Program counselors have been carefully chosen by Straight Talk who have at least 2,5000 hours toward MFT licensure. The Beyond counselors have demonstrated dedication and loyalty to Straight Talk's mission statement. At present, we have 8 counselors who are working in the Beyond Program.

In 2015-16 STC projects that the Beyond Program will have brought in \$30,000 in additional revenue for the La Mirada Clinic. STC projects Beyond Counselors have received \$15,250 in compensation based upon the established 50/50 fee splits (not including payroll taxes, FICA, SUI, and workman's compensation insurance).

### Benefits to La Mirada Residents of Beyond Program

- La Mirada residents have priority in obtaining counseling a broader range of times, i.e., Fridays and Saturdays and weekday mornings).
- Many of the counselors chosen for the Beyond Program have areas of expertise and are licensed or close to licensure.

## Benefits To Straight Talk La Mirada

- The Beyond Program maximizes the use of the facility and provides mental health and substance abuse counseling services for a greater community than just La Mirada.
- The program has increased revenue for Straight Talk, allowing STC to cover deficits in the organizations operating expenses from the current fiscal year and fiscal year 2014-2015.
- The program provides professional development of our most qualified counselors and helps to further their growth and expertise
- The Beyond Program provides an incentive for long term, quality interns to remain at Straight Talk La Mirada

## Projected Revenue in BEYOND Program

- STC anticipates a \$30,000 revenue in the Beyond Program; however after reconciliation of the overall La Mirada Clinic budget – Straight Talk La Mirada will close fiscal year end 2015-2016 with a projected \$10,000 revenue surplus
- STC will utilize the revenue surplus to purchase new computers and update operating software for the La Mirada clinic office – \$3,500 in computer related expenses
- STC will purchase an Electronic Medical Record (EMR) system for the clinic and targets implementation by October 1<sup>st</sup>, 2016; the EMR system will be TheraNest. The TheraNest system is currently in use at STC's Cypress Clinic, and to expand usage to La Mirada will cost \$1,560 in one time fees and \$120.00 a month for ongoing usage. Total of \$3,000 annual cost.
- STC will hire a clinician on a part-time basis to support the implementation of the EMR system and train all current staff and counselors. Projected annual cost of the part-time clinician will be \$19,760 (not including payroll taxes, FICA, SUI, and workman's compensation insurance). The cost for the clinician will be covered by additional revenue generated from the Beyond Program.

### Straight Talk La Mirada Intervention of Critical Incidents and Support Services

Located in the La Mirada Resource Center, Straight Talk Clinic has responded immediately upon request of intervention to critical incidents. Straight Talk is one of the agencies involved in the City's Disaster Preparedness Program and is part of the critical response team in case of an actual emergency. Straight Talk would like to highlight the following services:

- Straight Talk provides school based counseling services at La Mirada schools.
- Straight Talk is part of the Student Attendance Review Board (SARB).
- Straight Talk also attends NLMUSD District Guidance Meetings.
- Straight Talk serves as a referral source for Teen substance abuse groups for NLMUSD and other districts.
- Straight Talk participates in the City's Health Fair to provide depression screenings.
- Straight Talk has offered and plans to offer again Social Skills Building Groups for elementary aged children through the summer months.

## Success Stories and How Straight Talk Assisted

A teenage female suffered from extreme anxiety and was unable to leave her home. A Straight Talk Counselor was able to provide In Home counseling for her. After several months, the client was able to come into the office for counseling. The young woman has been attending counseling for several years and is now working, attending school, and is even planning on getting married.

A family came into counseling because the parents were considering divorce after 30 years of marriage. After weekly family counseling sessions, the parents have decided to stay together and the family is now communicating in a much healthier way.

After attending our Bereavement Group for a few months, a man who had been grieving the loss of his wife was able to begin to enjoy spending time with his family once again without being overcome with emotion. The man left counseling to spend the summer out of state on vacation with family.

A 20 year old male who originally sought counseling because of extreme nervousness and anxiety is now able to recognize the triggers for his anxiety and is able to calm himself down.

A male in his 30's sought counseling for depression, anxiety and insomnia. Through personal exploration, and the use of techniques that he learned from his counselor, the client's depression and insomnia have lessened and his anxiety is improving.

## CITY OF LA MIRADA

### SOCIAL SERVICE AGENCY FUNDING REQUEST FORM FISCAL YEAR 2016-2017

AGENCY NAME: STRAIGHT TALK LA MIRADA

AGENCY CONTACT: Meg Kalugin, Manager, Outpatient Services  
(Name & Title)

AGENCY ADDRESS: 13710 La Mirada Blvd., La Mirada

AGENCY TELEPHONE #: 562-943-0195

FISCAL YEAR 2016-2017 FUNDING REQUEST AMOUNT: \$58,381.00

FISCAL YEAR 2015-2016 CONTRACTED FUNDING AMOUNT: \$58,381.00

Number of La Mirada residents served in 2015: 2,027

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Clearly state what the agency expects to provide the City of La Mirada. Include number of La Mirada residents currently served and number of residents projected to be served next fiscal/calendar year. Please indicate if numbers reflect duplicated or unduplicated clients.

Straight Talk La Mirada will continue providing quality, affordable counseling for individuals, couples and families who live in La Mirada. The Clinic will also continue our ongoing support groups and psycho-educational classes in La Mirada, which were 80% La Mirada residents and 20% non residents. The agency also sees Victim of Crimes (VOC) and these referrals come from Children's and Family Services for clients who have experienced violence in a domestic setting including sexual and physical abuse. Straight Talk La Mirada will continue to offer critical incident debriefing for City employees and local schools as needed. The agency is providing school based counseling to nine (9) local schools in La Mirada, which includes groups. Straight Talk La Mirada participates in the July 3<sup>rd</sup> celebration which helps to raise additional funds. In addition, ST La Mirada participated in the annual Holiday Event and the annual Health Fair which serves as outreach in the community.

The Beyond Program which began in July 2015 has been very successful, and has helped Straight Talk fill operating gaps and allow for infrastructure expansion at the La Mirada clinic. In FY 2016-2017, Straight Talk will be purchasing new computers and implementing an electronic medical record software system with the revenue generated from the Beyond program. Since July 2015, Straight Talk has seen 162 Beyond clients; 134 of the clients were non-residents. Straight Talk La Mirada tracks client participants

separately for the Beyond program. At the current time, Straight Talk La Mirada is including the revenue generated from the Beyond program in the overall financials for the La Mirada clinic.

In 2015-16, Straight Talk La Mirada served 2,027 La Mirada duplicated residents, and provided 7,284.5 total units of service, groups, schools and clinic services. Straight Talk La Mirada projects to increase total clients served by 10% in 2016-2017; total number of projected clients will be 2,229. Straight Talk La Mirada clinic served a total of 2,189 residents and non-residents in FY 2015-16, and a total client census of 3,656 which includes La Mirada and non La Mirada residents in individual counseling, group counseling, elderly homebound, and children in the La Mirada school systems.

# CITY OF LA MIRADA

## SOCIAL SERVICE AGENCY EFFECTIVENESS QUESTIONNAIRE FISCAL YEAR 2016-2017

*This questionnaire should provide clear, measurable performance data for the agency's programs and services to illustrate the extent to which the agency is accomplishing its intended purpose in La Mirada. Please specify throughout the questionnaire and application the current La Mirada residents served by your agency.*

**AGENCY NAME:** Straight Talk Clinic, Inc., La Mirada

**What is the purpose of the agency as it relates to La Mirada residents?**

Straight Talk La Mirada is a non-profit, community counseling clinic under contract with the City to provide quality, affordable mental health and substance abuse counseling services to La Mirada residents for the overall benefit of the community and their families.

**2. How does the agency measure its effectiveness? What formula is used?**

Straight Talk La Mirada measures its effectiveness using the following methods: client feedback by phone or in writing, satisfaction surveys given upon termination of therapy and client referrals from family and friends. Straight Talk, with the revenue generated from the Beyond program, will be purchasing and implementing an electronic medical record system that will allow us to track outcome data and report in a quantitative manner to the city.

**3. What does the measure of effectiveness mean? What is being measured?**

These methods measure the degree of client satisfaction with the Straight Talk La Mirada services. Client feedback from confidential surveys provide immediate information as to how the services are meeting the client's needs and what quality improvements can be implemented to improve the client's overall experience.

**4. Why is the measure of effectiveness used? (i.e. requirement of principal funder, etc.)**

These measures are standard and best practices in the mental health field. The results of various measurement tools are gathered and evaluated on an ongoing basis in order to make changes to better meet the needs of the community and to expand services when appropriate.

**5. Do similar agencies use the same measure? If not, why? What do they use?**

Yes, similar measures are utilized in the behavioral healthcare field. Additionally, with the upcoming implementation of an electronic medical record, Straight Talk will be able to utilize

custom reporting of measures and also automate reporting of pertinent demographic information.

6. Does the agency follow up with clients after delivery of service? If so, how?

After termination of services, clients are sent a confidential client satisfaction survey. Straight Talk La Mirada's return rate on the surveys is approximately 30%. If clients return for additional services at later time, we attempt to obtain additional client input.

7. In the past year, how many La Mirada residents did the agency refer to other resources if the agency was unable to assist the person(s)?

Straight Talk La Mirada initiated 8 referrals to other service agencies. The number of referrals for 2015 is significantly less than 2014 in which Straight Talk made 65 referrals. The reason is the Beyond program, and Straight Talk's ability to provide counseling services to non La Mirada residents. Straight Talk would like to thank the city of La Mirada for allowing Straight Talk Clinic to see nonresidents; Straight Talk's mission is to help the most vulnerable populations and the Beyond program embraces our mission. Reaching out and acknowledging one needs counseling intervention is difficult, and La Mirada has removed the barrier for many individuals with the Beyond program. Often when Straight Talk historically referred non-residents to other service agencies, the non-residents did not follow-up and engage in needed services. The city of La Mirada is providing a great service to the larger community of Los Angeles County. Thank-you.

8. What is the agency's cost to serve one person? Indicate whether the cost is over one month, one year, etc. (Break out costs by program/service if necessary).

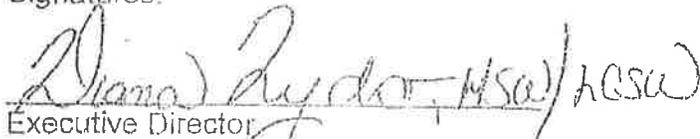
The average cost for counseling services in the current year is \$19.00 per counseling session for La Mirada residents. Clients submit current financial information for fee reductions and intake appointments are \$25.00. The number of clients in 2015-16 was 2,027 with overall projected income of \$131,166.00 bringing the cost to serve each client to \$64.70. Some clients are seen on a short term basis, while others receive services long term services. The total number of units of service, which includes groups, schools and counseling at the clinic, is 7,284.5 in 2015-2016.

### Application Verification

I attest that the information contained in this FY 2016-2017 City grant application is accurate and that the funds requested will not supplant any other monies secured by the agency. I further agree that the agency will abide by the precepts of the City of La Mirada Mission Statement as stated below.

Attached is a resolution, letter, or other document providing evidence that the Board of Directors approved the application as submitted, and endorses the precepts of the City of La Mirada's Mission Statement.

Signatures:

  
Executive Director

6/7/2016  
Date

  
Board President/Chairperson

6/8/2016  
Date

### City of La Mirada Mission Statement

As City of La Mirada staff members, we are committed to service through dedication, innovative and financial responsibility. Our mission is to preserve La Mirada as a superior place in which to live, work, and invest.

We believe that the success of our organization depends on teamwork, integrity, and excellence through commitment to the following precepts:

We are committed to enhancing the quality of life in La Mirada through innovative and diverse services focusing on expressed community needs;

We support a caring, courteous and timely response to the fundamental safety, human, recreational, and cultural needs of the community;

We support open communication between members of our organization and within the community to achieve an atmosphere of mutual consideration;

We are committed to maintaining a safe and clean environment;

We value sound, ethical decision-making;

We support efforts to foster a vital city economy;

We recognize and embrace the rich diversity of the community and workplace by creating an environment which respects the human dignity of all without regard to race, religion, national origin, age, gender, sexual orientation or physical attributes; and

We nurture the skills and ability of employees and involved citizens through education and training and encourage public participation

**LA MIRADA BUDGET FOR 2016-2017**

<b>ACCOUNT NAME</b>	<b>LA MIRADA</b>
<b>REVENUE</b>	
Client Fees	\$ 90,000.00
City of La Mirada	58,381.00
Grant/Foundations	3,000.00
Donations/Fundraising	2,500.00
<b>Total Revenues</b>	<b>\$ 153,881.00</b>
<b>EXPENSE</b>	
Salaries	\$ 105,000.00
Fica Taxes	7,122.00
State Unemployment Insurance	931.00
Health Insurance	5,500.00
Worker's Compensation	465.00
Consultants /Supervision	18,250.00
Payroll Services	1,303.00
Office Supply	1,050.00
Printing	200.00
Program Supply	580.00
General Supply	120.00
Postage	150.00
Mileage/Transportation	450.00
Advertising	75.00
Fundraising expense	50.00
Public Relations	100.00
Personnel Expense	300.00
Repair & Maint - Equipment	150.00
Repair & Maint - Janitorial	
Equipment Expense	60.00
Computer Expense	6,500.00
Telephone	1,950.00
Utilities	-
Dues & Subscriptions-Other	50.00
Inservice/training	100.00
Classes/Seminars/Training	100.00
Professional Fees - Accounting	675.00
Insurance Expense	2,980.00
Licenses & Fees	65.00
<b>Total Expenses</b>	<b>\$ 154,276.00</b>
<b>Net Income</b>	<b>\$ (395.00)</b>

## STUDY SESSION

City Council  
August 9, 2016

TO: Mayor and City Council

FROM: Jeff Boynton, City Manager

ORIGINATED BY: BT McNicholl, Theatre Director

**SUBJECT: LA MIRADA SYMPHONY FUNDING REQUEST FOR FISCAL YEAR 2016-17**

### **BACKGROUND**

The La Mirada Symphony has been performing at the La Mirada Theatre for the Performing Arts for almost four decades. The Symphony proposes to produce three concerts this year, which is one fewer than has been offered in prior years. All three concerts are offered free to the public. The Symphony also works with local schools to bring students to its annual youth concerts, and two youth concerts are proposed, which is the same as last year. The City provides marketing support for the Symphony through placement in the Theatre Season Brochure, marketing postcards and a lobby presence.

### **FINDINGS**

Attached are copies of the funding request, budget, and additional information required by the City. The Symphony requests \$30,050, which includes a \$5,000 direct contribution and in-kind funding for use of the Activity Center for rehearsals and the Theatre for rehearsals and performances. The Symphony uses the Activity Center's multi-purpose room on Tuesday evenings for about four hours 15 times during the year. Funding for this request is included in the City's Fiscal Year 2016-17 Budget.

Staff recommends providing funding to the La Mirada Symphony as follows:

- \$5,000 in direct support of general Symphony activities.
- An in-kind contribution for house charges to use the La Mirada Theatre for the Performing Arts throughout the FY 2016-17 season. The in-kind value is not to exceed \$16,500. If it does, the Symphony is required to cover the overage.
- An in-kind contribution for use of the City's Activity Center for rehearsals valued at approximately \$8,550.

### **RECOMMENDED ACTION**

It is recommended the City Council review and discuss La Mirada Symphony's Fiscal Year 2016-17 funding request in the amount of \$5,000 and an in-kind contribution of \$25,050 for a total of \$30,050.



lamiradasymphony@aol.com

PO Box 117 La Mirada, CA 90637-0117

Alan Mautner, Conductor, Music Director

July 23, 2016

La Mirada City Council  
La Mirada, Ca. 90638

Honorable Members of the City Council,

Thank you for allowing us to present our request at your study session regarding your financial support for our coming 2016-2017 season.

The past two seasons have been most successful with Alan Mautner as our conductor. Our audience and our orchestra members alike have been very pleased with Alan at the helm for our free concerts and free student concerts.

We are in the process of analyzing our financial structure and our support systems. We want to insure our continuing presence in the community for many years to come. As a result of our analysis we are preparing for this coming season three free classical concerts and one paid admission concert that includes Golden Clef awards. Please note that the paid admission concert is not part of our funding request.

We will be continuing our two free concerts for the youth in our school district as well as providing opportunity for our young people to experience and participate in the fine music genre. Instrumental visits to schools and our advisory capacity in La Mirada High School Visual and Performing Arts academy (VAPA) will continue since we feel strongly that our influence can directly enhance the school curriculum in the area of the arts. We are initiating conversations with the District VAPA director as well as the Superintendent relative to creating modified master classes at the middle and high school levels.

Thank you for being our partner through the years. Your financial support has enabled the Symphony Association to provide these programs for La Mirada and the surrounding communities. We respectfully request the amount of \$30,050.

Sincerely,

Joseph Yakovetic, President  
La Mirada Symphony Association

**CITY OF LA MIRADA**  
**BUDGET REQUEST FORM**

ORGANIZATION LA MIRADA SYMPONY ASSOCIATION  
P.O. Box 117, LA MIRADA, CA 90637  
(address)

CONTACT JOSEPH YAKOVETIC

TELEPHONE 909-241-6088

CONTRACT AMOUNT: 2015/16 \$43,400

CONTRACT REQUEST: 2016/17 \$30,050

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**If the request is a larger amount from Fiscal Year 2015/16, please state your organization's rationale for the increase:**

N/A

**Clearly state what your organization expects to provide the City of La Mirada:**

Three free concerts for the community.

One paid admission concert that includes our second annual Golden Clef Awards (note: this concert is not part of our funding request).

Two free concerts for youth from private and public schools in the area.

An opportunity for an outstanding young musician to perform at the student concerts.

Preliminary plans include an opportunity for outstanding middle school honor band musicians to perform on stage with the orchestra.

Ensemble visits to schools.

Advisory membership on boards of VAPA and BEST Foundations.

Accompaniment for young soloists at concerto concert at Biola.

Increase our exposure through social media.

## Effectiveness Questionnaire

Agency Name: La Mirada Symphony Association

Contact / Title Joseph Yakovetic

Phone: 909-241-6088

**1. What is the purpose of the agency as it relates to La Mirada residents?**

The mission of the La Mirada Symphony Association is to provide the opportunity for the community and youth to experience and participate in the art of concert music.

**2. How does the agency measure its effectiveness? What formula is used?**

The success of the concert series is determined by a measurable expression of appreciation and acceptance by the community as noted in publicity and private critique. The use of evaluation forms distributed periodically at performances measures public reaction. Continuous acquisition of new musicians and the consistent long term retention of the orchestra members measure the appeal of the orchestra in the performing community. Increase of free-will donations at performances. Additional grants from corporate and foundation sources will measure confidence in the mission of the Association. Positive evaluation by teachers and students measures the success of the program for youth.

**3. What does the measure mean? What does it tell us?**

The measurements tell us there is a need to provide the music experience to our communities. They also show us the need to enhance the curriculum for youth who benefit greatly by the arts, but whose access to the arts is diminished by lack of funding. The growing participation of orchestra musicians shows that the experience is an outlet for talented instrumentalists to participate in their art. Audience reaction indicates that those who love and appreciate fine music have found it here in this beautiful venue.

**4. Why is the measure used? (i.e. requirement of principal funder)**

The measures are used to evaluate whether we are fulfilling our mission as stated above. It also indicates that we are fulfilling the intended purpose for which funding is being received. It also shows that we are addressing the needs of the youth of the community which has been an important concern for the city of La Mirada.

**5. Do similar agencies use the same measure? If not, why? What do they use?**

There are no similar agencies for fine music arts nor do we have knowledge of what measures other agencies may use.

**6. Does the agency follow up with clients after services delivery? How?**

Our 'clients' are acknowledged in future concert programs, in publicity, in letters of appreciation, by invitations to receptions, through reaction surveys and by follow up education materials sent to participating schools. Reports are provided to grantors to summarize the outcome of events funded.

**7. How many people from La Mirada did you refer to another agency if you were full to capacity or could not help the client in the past year?**

We often received calls meant for the theatre and refer them to the proper source. Also, because of our presence in the theatre, many attendees are introduced to the facility throughout our series and take advantage of ordering tickets for other productions that are offered there.

**8. What is the agency's cost to serve one person? Over what period of time?**

N/A

Note: the goal is to have a clear measurable performance data to determine whether programs and services are accomplishing their intended purpose.

LA MIRADA SYMPHONY ASSOCIATION

PROPOSED BUDGET - 53RD SEASON  
FISCAL YEAR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

INCOME:

City of La Mirada	\$30,050
Grants	20,000
Fundraiser	45,000
Ads in Program	1,000
Association Memberships & Door Donations	17,000
Other Income	<u>2,000</u>
<b>TOTAL PROJECTED INCOME</b>	<b>\$115,050</b>

EXPENDITURES:

Advertising	\$4,000
Conductor	8,000
Fundraiser	30,000
Guest Soloists	1,600
Music Rental	1,000
Brochures Graphics & Printing	1,500
Miscellaneous Other Expenses	4,000
Orchestral Musicians	25,000
Program Graphics & Printing	8,000
Youth Enrichment Program	12,000
Theatre Costs	<u>16,500</u>
<b>TOTAL PROJECTED EXPENDITURES</b>	<b><u>\$111,600</u></b>

NET \$3,450

LA MIRADA SYMPHONY ASSOCIATION

Balance Sheet

As of June 30, 2016

	<u>Jun 30, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
102 · BANK - WELLS FARGO	14,251
Total Checking/Savings	<u>14,251</u>
Total Current Assets	<u>14,251</u>
<b>TOTAL ASSETS</b>	<u><u>14,251</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
235 · RESERVE - PIANO RENTAL	2,000
Total Other Current Liabilities	<u>2,000</u>
Total Current Liabilities	<u>2,000</u>
Total Liabilities	2,000
Equity	
3900 · Retained Earnings	33,588
Net Income	<u>-21,337</u>
Total Equity	<u>12,251</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>14,251</u></u>



lamiradasymphony@aol.com

PO Box 117 La Mirada, CA 90637-0117

Alan Mautner, Conductor, Music Director

July 23, 2016

In the month of July an \$8,000 funding commitment was received from Don Knabe, Los Angeles County Supervisor.

This \$8,000 is not included in the enclosed June 30, 2016 financial statements.

# CITY OF LA MIRADA

## SOCIAL SERVICE AGENCY ASSETS & LIABILITIES FORM

**AGENCY NAME:** La Mirada Symphony Association

**Minimum Eligibility**

YES NO

Can the agency provide proof of non-profit status?

Can the agency provide proof of service to La Mirada residents?

Funding request amount for FY 2016-17 \$30,050

Funds will serve what purpose? To allow the continuation of free concerts for La Mirada and for the many surrounding communities, to provide free concerts for youth and to expand our contributions to the arts curriculum at the schools with instrumental ensemble visits, Formation of modified master classes.

Is there a reasonable correlation between funds requested and residents served?    
Cost to serve each client?:

Can the agency provide proof of fiscal soundness?

Can the agency provide clear and concise program/service definition?

<p><b>Target population:</b>  <b>All ages, youth to adult</b>                      52 years in La Mirada in 2015, incorporated in 1963  <b>Where is the service provided?:</b>                      La Mirada Theatre for the Performing Arts and school Venues as requested  <b>Explain why the service is needed:</b>                      For cultural balance in the city, for youth education and to provide for youth participation                      To satisfy the classical music interest and need in the community</p>	<p><b>Describe service(s) provided:</b>                      Three free community concerts, one paid admission concert that includes golden clef awds. Performance opportunity for middle school honor band students to perform with the orchestra Merit award for an exceptionally talented young musician chosen by competition.                      Instrumental ensemble visits to schools upon request to inspire and educate in the music genre                      Community advisors to the Visual and Performing Arts program at La Mirada High School.                      Formation of modified masters' classes as recommended by the school district.</p>
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**Finances**

YES NO DOES NOT APPLY

Can the agency provide proof of current non-profit status?

501 [c] 3?   
 Joint Powers Authority?

Does the agency have an annual budget, approved and monitored by the board, which includes all program and management expenses and all sources and uses of funds?

Statement of expenditures?   
 Statement of revenues?

**Finances (continued)**

YES NO DOES NOT APPLY

Does the agency prepare monthly financial statements which compare actual revenues and expenses to the approved budget?

Does the agency follow accounting practices which conform to standard practices?

Is an independent audit or review of the agency's financial condition conducted annually?

Independent audit?

Term: \_\_\_\_\_ to \_\_\_\_\_

Independent review?

Term: \_\_\_\_\_ Oct Sept

Annual Exempt Statement?

Is a written statement of the organization's financial position (i.e. a financial statement) available to potential funders and donors?

Can the agency identify which programs are running at a surplus or loss and why?

Can the agency identify its primary funding sources and whether or not they are secure for the next few years?

Does the agency differentiate between restricted and unrestricted income?

Is the agency running a deficit?

If it has a deficit, is there a plan to eliminate it within the next fiscal year?

Does the agency have a financial surplus?

If there is a surplus, is it unrestricted money and is it repeatable?

Does the agency receive more than 30% of its operating budget from one source?

If yes, is the money unrestricted?

If yes, is this funding renewable over the mid- to long-term?

**Personnel**

YES NO DOES NOT APPLY

Does the agency have a Board of Directors?

Does the agency have an adequate number of active board members?

Does the agency have board representation from La Mirada?

Does the agency have board members who are recognized leaders in the community?

Does the board provide clear leadership within the organization?

Does the board participate in fundraising?

Do board members have relationships that can help leverage additional resources for the organization?

**Personnel (continued)**

YES NO DOES NOT APPLY

Is the board stable? (e.g. is there orderly turnover of board members, with adequate training of new board members?)

Does the agency have a stable volunteer base?

Is there a system for recruiting, training, and recognizing volunteers?

Does the agency effectively match the skills and interests of volunteers with the work to be done?

Are the volunteers trained to be effective "ambassadors" for your agency?

Do volunteers have relationships that can help leverage additional resources for the organization?

Can volunteers be used more effectively to meet the personnel needs of your organization? (e.g. if staff has been cut, can volunteers fill part or all of the gap?)

Does the agency have adequate staff to implement current programs?

Does the agency have adequate administrative and support staff?

Does the agency have adequate fundraising staff?

Is there staff leadership that works effectively with the board to implement goals and objectives?

Does the agency have dynamic program staff who could assist in fundraising (motivators, recruiters, speakers)?

**Credibility**

YES NO DOES NOT APPLY

Does the agency have documented evidence of community support?

Are community leaders on the board of directors?

Does the agency receive financial contributions from individuals?

Does the agency receive cash or in-kind donations from local businesses?

How many clients were served agency-wide last fiscal/calendar year? 8000

How many La Mirada residents were served last fiscal/calendar year? undetermined

Does the agency receive recognition by the press, government, other agencies?

Is an active volunteer base involved with the agency?

Are positive testimonials from clients, members, volunteers, etc. on file?

**Credibility (continued)**

YES NO DOES NOT APPLY

Is there a measurable performance evaluation process provided (e.g. number of clients served, or units of service)?

**Has the agency documented program success?**

Can the agency demonstrate the results of the services it provides (e.g. changes in their clients as a result of services)? % succes undetermined

Is there continuity in the successful provision of these services (e.g. history plus track record)?

**Is there evidence of good organizational health?**

Is the organization financially stable?

Does the agency operate with board-approved by-laws?

Does the board give money, as well as time, to the organization?

Is the agency getting funds from a diverse array of funders/donors?    
If so, where? Individuals/volunteers/Federal Grants

Is the agency's staff and board well-qualified?

Does the agency work collaboratively with other agencies?    
If so, which agencies? \_\_\_\_\_

Does the agency demonstrate a high standard of professional service?

**Service and Value to La Mirada**

YES NO

Is the service accessible to La Mirada residents? # of miles to city: 0

Is there a continuing La Mirada resident demand for the agency's service(s)?

Does the agency provide a unique service in the La Mirada service area?

Does this agency's service duplicate another service provided to La Mirada residents?    
If yes, how? \_\_\_\_\_

Is the funding request reasonable for the number of La Mirada clients served?

***For City of La Mirada use only:***

Is the funding request consistent with similar services funded by the City?

Can the City afford the service?

Will the service have a minimal impact on staff time?

**Evaluator:**

## STUDY SESSION

City Council  
August 9, 2016

TO: Mayor and City Council

FROM: Jeff Boynton, City Manager

ORIGINATED BY: Mark Stowell, P.E., Public Works Director/City Engineer  
Cristina Cota, Human Resources Manager  
Tony Moreno, Administrative Analyst II

SUBJECT: CALIFORNIA JOINT POWERS INSURANCE AUTHORITY  
AMERICANS WITH DISABILITIES ACT ASSISTANCE  
PROGRAM PROPOSAL

### **BACKGROUND**

The Americans with Disabilities Act of 1990 (ADA) is a wide-ranging civil rights law that prohibits discrimination based on disability. It affords similar protections to the Civil Rights Act of 1964 which made discrimination based on race, religion, sex, national origin and other characteristics illegal. The ADA required that all cities with greater than 50 employees establish an ADA Transition Plan by 1995. The City's ADA Transition Plan was first developed in 1994.

There are five titles of the ADA. Title 1 is Employment, Title II is State and Local Government, Title III is Public Accommodations, Title IV is Telecommunications, and Title V is Miscellaneous. The City is primarily affected by Title II of the ADA, which prohibits discrimination and requires access to City programs, services and activities. At this time, it is necessary to update the City's ADA Transition plan in order to maintain compliance with current ADA requirements.

### **FINDINGS**

To assist California Joint Powers Insurance Authority (CJPIA) members with their ADA compliance efforts, the CJPIA recently entered into a partnership with Disability Access Consultants (DAC), a consulting firm specializing in accessibility requirements to provide ADA assistance programs. DAC has extensive experience working with state and federal agencies as well as private businesses to achieve compliance with the ADA. CJPIA members have access to a variety of services including current compliance assessments, development of transition plans, inspection of public right-of-way and facilities, and review of programs, policies and procedures. Additionally, members may utilize DacTrak software, a system developed by DAC which collects data and generates reports documenting compliance efforts. The annual licensing fee to utilize DacTrack is \$2,000.

In 2015, City representatives met with DAC to discuss a preliminary review of the City's ADA Transition Plan with regard to public right-of-way as well as programs, policies and procedures. Subsequently, DAC submitted a proposal in an amount not to exceed \$85,700 for the services. Staff has reviewed similar professional services pricing and found the DAC proposal to be favorable.

The ADA Transition Plan update will include several components. DAC would conduct surveys and reviews of City programs, policies, procedures, buildings, parks and the public right-of-way to identify barriers to access. DAC would provide public outreach, create an ADA database, and develop the final ADA Transition Plan update document. The survey and review would include an analysis of each ADA finding, the location and/or the title of the related program, the policy or procedure, an estimated cost to mitigate the finding, programmatic solutions, and priority ranking subject to approval by the City. The process would be completed in approximately 25 weeks.

If approved, the City would enter into a Memorandum of Understanding (MOU) directly with CJPIA. Funding for the proposal is included in the Fiscal Year 2016-17 Budget. CJPIA has offered funding in the amount of \$26,300 to help offset the costs of this project, including the first year of DacTrack licensing fees.

This item is identified as objective 1.9 under Strategy 4. Provide Quality Planning and Infrastructure in the City's 2020 Strategic Plan. The target completion date is March 2017.

### **RECOMMENDED ACTION**

It is recommended the City Council review and discuss the CJPIA ADA Assistance Program.

## **STUDY SESSION**

**City Council  
August 9, 2016**

**TO:** Mayor and City Council

**FROM:** Jeff Boynton, City Manager

**SUBJECT: PARTICIPATION IN GATEWAY CITIES COUNCIL OF GOVERNMENTS EDUCATION EFFORT REGARDING THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY'S PROPOSED TAX**

### **BACKGROUND**

The Los Angeles County Metropolitan Transportation Authority (Metro) approved its Expenditure Plan, part of the Los Angeles County Traffic Improvement Plan Ordinance, on June 23. Metro also approved placing a measure on the November 2016 ballot that would raise sales taxes in the County by half a percent in exchange for \$120 billion in transportation projects over the next 40 years. The ballot measure does not include a sunset provision.

Due to concerns regarding project funding levels and timelines, the I-5 Consortium Cities Joint Powers Authority, along with the Gateway Cities Council of Governments (Gateway Cities COG), has opposed the Expenditure Plan. On July 12, the City Council adopted Resolution No. 16-20 opposing Metro's Expenditure Plan for the 2016 proposed ballot measure.

### **FINDINGS**

On August 3, the Gateway Cities COG approved the engagement of a consultant to assist with educating residents on the local impacts of Metro's proposed tax. The South Bay COG is expected to consider a similar action to join the education effort. The Gateway Cities COG will administer the agreement with the consultant for the duration of the project. The total cost of the project is approximately \$400,000, and each city would be requested to contribute approximately \$10,000.

The investment of these funds to communicate the local impacts of a proposed tax is critical for local residents. It is permissible for public agencies to disseminate factual information to constituents and the public about a given policy matter. With this in mind, funds will be used to: 1) assess public attitudes towards Metro's proposed projects, including understanding regional similarities and differences in public viewpoints by geography and audience; 2) retain experts to develop effective, accessible informational messages about this issue, engage the public, respond to questions, and create informational toolkits or training for Gateway member cities; 3) disseminate information about local impacts in permissible, cost-effective mediums in accordance with usual

methods for dissemination of information to the public, including: press events and conferences; stakeholder and influential updates; web-based video, social media, and new media. All information provided will be factual, as no campaign advocacy can occur using public funds.

**RECOMMENDED ACTION**

It is recommended the City Council review and discuss participating with the Gateway Cities Council of Governments in an educational effort to communicate the local impacts of a proposed tax by Metro.