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CITY OF LA VERNE

CITY COUNCIL AGENDA

Don Kendrick, Mayor
Charlie Rosales, Mayor Pro Tem
Robin Carder, Council Member
Muir Davis, Council Member
Tim Hepburn, Council Member

www.cityoflaverne.org
(909) 596-8726 - Phone
(909) 596-8740 - Fax
City Hall Council Chamber
3660 D Street
La Verne, CA 91750

Monday, November 04, 2019 - 6:30 p.m.

City Hall

Council Chambers

3660 D Street, La Verne, CA 91750

Attendance and participation at the City of La Verne Council meetings are welcomed and appreciated. Community engagement provides the City Council with valuable information. Regular Meetings are held on the 1st and 3rd Monday of every month. 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.

Individuals may contact the City Clerk's Office for guidance on how to request an item to be added to a future Agenda. Materials related to an item on this agenda, submitted to the Council after distribution of the agenda packet, are available for public inspection at the meeting or in the City Clerk's Office during normal business hours.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:** Council Member Carder, Council Member Davis, Council Member Hepburn, Mayor Pro Tem Rosales and Mayor Kendrick

4. **PRESENTATIONS - Acknowledgement of VFW Post #12034, Band of Brothers.**

5. **ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS** (Any person who wishes to make a brief announcement of a future community event that is open to the general public may do so at this time.)

6. **CONSENT CALENDAR** (All items on the Consent Calendar are considered to be routine and will be enacted by one motion unless a member of the City Council or member of the audience requests separate discussion.)

a. **City Council Minutes** of the regular meeting of October 7, 2019, ***to be received and filed.***

b. **Register of Audited Demands** as follows

- **$956,270,62 dated October 10, 2019**
- **$179,360.66 dated October 17, 2019**
- **$1,233,216.01 dated October 24, 2019**

Staff recommends approval of Register(s) of Audited Demands.

c. **Treasurer's Report** for the Month of August 2019, ***to be received and filed.***

d. **Fund Appropriation for Replacement of Police Vehicle** - The Police Department suffered the loss of a vehicle utilized by the Department's detective bureau on April 22, 2019, when it was involved in a collision. The department is looking to replace the vehicle as it was deemed a total loss by insurance adjusters.

Staff recommends that the City Council appropriate $34,000 from the City's Asset Forfeiture Fund (231) to be transferred to the City's Fleet Services Fund (624) for the purchase of a replacement public safety vehicle. A net fund balance decrease of $13,000 is included in the request.

e. Resolution(s) passage and adoption recommended, as follows:

1. **Resolution No. 19-77- Keep California Safe** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, SUPPORTING AN INITATIVE ON THE NOVEMBER 2020 BALLOT "REDUCING CRIME AND KEEPING CALIFORNIA SAFE ACT OF 2020"-The passing of Assembly Bill 109, Prop 47, and Prop 57 created certain issues that have contributed to an increase in certain crimes throughout California.

   Staff requests City Council to adopt Resolution No. 19-77 in support of the initiative known as the "Reducing Crime and Keeping California Safe Act of 2020" which will appear on the November 2020 ballot.

2. **Resolution No. 19-78 - Approving Class Specifications** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING A CLASS SPECIFICATION FOR BATTALION CHIEF, FIRE CAPTAIN, FIRE APPARATUS ENGINEER, AND FIREFIGHTER-PARAMEDIC - The Fire Department wishes to make updates to current job classifications to better represent duties and required skills for the associated positions. In accordance with the City's personnel rules and regulations, such changes require City Council approval.

   Staff recommends the City Council adopt Resolution No. 19-78 approving class specifications for Battalion Chief, Fire Captain, Fire Apparatus Engineer, and Firefighter-Paramedic.

7. PUBLIC HEARINGS

Appeal of Case No. 38-19CUP-Continuted - An application for a Conditional Use Permit to request the operation of a U-Haul vehicle rental agency at 1712 Arrow Highway, in conjunction with the existing auto repair business. On August 14, 2019, the Planning Commission voted 5-0 to deny Case No. 38-19CUP, a request to operate a U-Haul vehicle rental agency at 1712 Arrow Highway, in conjunction with the existing auto repair business.

STAFF RECOMMENDATION: The City Council should uphold the Planning Commission's decision to deny Case No. 38-19CUP, based on the limited size of the property site and the parking deficit.

8. **PUBLIC COMMENTS/ORAL COMMUNICATIONS** - This is the time set aside for anyone wishing to address the City Council on items not listed in any other place on the agenda. Under the provisions of the Brown Act, the legislative body is prohibited from talking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion at a later date. Any person desiring to speak should complete a 'Speaker Card,' located at the podium, and hand it to the Assistant City Clerk. When addressing the Council, please go to the podium and state your name and address for the record. The Mayor reserves the right to place limits on duration of comments.

9. **COUNCIL COMMENTS AND CONFERENCE/MEETING REPORTS** - Each Council Member may address the Council and public on matters of general information and/or concern. This is also the time for Council Members to report on conferences and/or meetings they have attended.

10. CLOSED SESSION:

As authorized by Government Code Section 54956.8 the City Council will meet in a closed session to confer with its real property negotiators regarding:

Property: 1943 White Ave, La Verne, CA 91750

City Negotiators:	City Manager, Assistant City Manager, Community Development Director
Negotiating parties:	The City of La Verne and Metro Gold Line Foothill Extension Construction Authority
Under negotiation:	Price and terms

11. ADJOURNMENT in memory of

Dorothy Brandt Davis, native La Verne resident passed away on Monday, September 30, 2019. She was born in Pomona Valley Hospital on December 8, 1929 followed shortly thereafter by her twin brother Daryl. Dorothy graduated from Bonita High School (1947); received a Bachelor of Arts (1952), and Master of Arts (1971) degrees from La Verne College, and a Juris Doctorate (1976) from the University of La Verne. As a youth, Dorothy was active in the Church of the Brethren's first Peace Caravan movement that gave birth to Brethren Volunteer Service and authored three books for children about historical figures in the Church of the Brethren.

Dorothy married J. Rodney Davis on July 12, 1950. Throughout their life together they dreamed and executed projects large and small. They successfully navigated social change, and actively embraced the ideals of equality and social justice. Dorothy taught in the Chicago Public School District in the mid 1950's, elementary school in the Azusa District in the 1960's and Sewing and English at San Antonio Continuation High School in the Claremont District until she retired in the early 1980's. After earning her law degree, Dorothy clerked for Judge Paul Egly on the court-mandated integration efforts of the Los Angeles Unified School District.

Dorothy is survived by her sisters Bernice and Marian and her twin brother Daryl; by her 4 children: daughter Sara, sons Carl, Muir, and Eric, and 13 grandchildren and 4 great-grandchildren. Her Memorial Service will be held at 2:00 pm on December 8th, at La Verne Church of the Brethren.

THE NEXT REGULAR MEETING of the La Verne City Council is scheduled for **Monday, November 18, 2019, at 6:30 p.m.**

ADVISORY STAFF

____ Robert Russi, City Manager
____ Dan Keesey, Assistant City Manager/Director of Public Works
____ Robert Kress, City Attorney
____ Lupe Gaeta Estrella, Assistant City Clerk
____ Eric Scherer, Director of Community Development
____ Bill Aguirre, Director of Community Services
____ Nathan Statham, Finance Manager
____ Nick Paz, Police Chief
____ Kirk Summers, Interim Fire Chief
____ Dominic Milano, City Engineer
____ Bill Elftman, Information Services Manager

Posting Statement: On October 29, 2019, a true and correct copy of this Agenda was posted on the bulletin board at La Verne City Hall, 3660 D Street, La Verne, and on the City's website at cityoflaverne.org.

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF LA VERNE HELD IN THE COUNCIL CHAMBERS OF THE LA VERNE CITY HALL

Monday, October 7, 2019

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1. A regular meeting of the La Verne City Council was called to order by Mayor Kendrick at 6:30 p.m.

2. Council Members present: Mayor Don Kendrick
Mayor Pro Tem Charlie Rosales
Council Member Robin Carder
Council Member Muir Davis

Absent: Council Member Tim Hepburn

Advisory personnel present: City Manager Robert Russi
City Attorney Robert L. Kress
Assistant City Clerk Lupe Gaeta Estrella
Community Development Director Eric Scherer
Community Services Director Bill Aguirre
Police Chief Nick Paz
Police Captain Colleen Flores
Finance Manager Nathan Statham
Personnel Officer JR Ranells
Principal Planner Candice Bowcock
Assistant Planner Maia McCurley
Community Services Coordinator Yvonne Duran

3. Pledge of Allegiance was led by Mayor Kendrick.

4. Announcements of Upcoming Community Events

Announcements of Upcoming Community Events - This is the time that any person who wishes to make a brief announcement of a future community event that is open to the general public can do so.

Tom Nolan, Holy Name of Mary announced that they are celebrating "Creation Day" on Saturday, October 19, 2019.

Hugh Kelly, La Verne Coalition of Concerned Citizens (LVC3) announced that their next meeting will be on Monday, October 28, at 7:00 pm. and that the Bonita Unified School District Superintendent will be speaking on sex education.

Linda Logan, La Verne K-9 Foundation reported on the organization's fundraising efforts to purchase a specialized K-9 patrol car to support the La Verne Police Department K-9 Program. She also reported that the Field of Valor project is starting again. She spoke about the Covina Rotary Club, Veterans Administration, Local Law Enforcement and the community assisting homeless veterans. She stated that 100 percent of the funds raised from the Field of Valor go to providing assistance to veterans.

5. Consent Calendar

It was moved by Carder, seconded by Davis and carried by a vote of 4-0 (Hepburn Absent) to approve the consent calendar, except for the following Consent Calendar items, which were pulled by La Verne Resident Richard Bowen for public comment.

- City Council Minutes of August 19, 2019 and September 3, 2019
- Register of Audited Demands
- Assignment of Agreement for City Attorney Legal Services
- Resolution No. 19-66 - Applications for, and receipt of SB Planning Grants Program Funds.

City Council Minutes

City Council Minutes of August 19, 2019 and September 3, 2019.

Richard Bowen, La Verne resident questioned the accuracy of the September 3, 2019 minutes. He stated that a comment made by Mayor Pro Tem Rosales was incorrect. He stated that Mayor Pro Tem Rosales stated that the new tax measure would bring four more police officers.

It was moved by Carder, seconded by Davis, and carried by a vote of 4-0 (Hepburn Absent) to receive and file the City Council minutes as submitted with no change.

Registers of Audited Demands

Register of Audited Demands as follows:

In the amount of $774,565.45, dated September 12, 2019, and
In the amount of $427,344.07, dated September 19, 2019, and
In the amount of $2,771,374.43 dated September 26, 2019

Richard Bowen questioned several payments on the warrant list as follows:

Check No. 148131 to CDCE in the amount of $107,897.91
Check No. 148289 Homes Meritage of CA in the amount of $100,000
Check No. 148329 to LA Enforcement Services in the amount of $119,070.00

City Manager replied that payment to Meritage Homes was for a refund of a deposit for the Old Golden Hills Road, which is no longer inexistence. He stated that Staff would follow up with Mr. Bowen on the rest.

It was moved by Carder and seconded by Davis and carried by a vote of 4-0 (Hepburn Absent) to approve the Register of Audited Demands.

Approval of Assignment of Agreement for City Attorney Legal Services

Approval of Assignment of Agreement for City Attorney Legal Services - The City of La Verne's city attorney law firm will end its partnership effective December 31, 2019. Members of the firm that provide service to the City will be joining the firm of Jones & Mayer. Wallin, Kress, Reisman & Kranitz is assigning its legal services agreement to Jones & Mayer and Council approval was sought.

La Verne resident Richard Bowen questioned the Attorney Assignment Agreement. He stated it seemed that the partners were being hired as consultants not employees, and now the City has a new firm, when the City Attorney's contract was just approved recently.

It was moved by Carder, seconded by Davis and carried by a vote of 4-0 (Hepburn Absent) to approve the assignment of the legal services agreement to Jones & Mayer.

Designation of City Historian

Designation of City Historian - Board Members of the La Verne Historical Society (LVHS) on behalf of their President have submitted a request to the Mayor to designate William Lemon the official City Historian.

Staff recommended that the City Council accept the recommendation to designate William Lemon as City Historian. ***Approved.***

Resolution (s) passed & adopted, as recommended, as follows:

Resolution No. 19-66, Authorizing Application for, and Receipt of SB 2 Planning Grants Program Funds

Richard Bowen, La Verne resident pulled Resolution No. 19-66 for further discussion.

Resolution No. 19-66 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING APPLICATION FOR, AND RECEIPT OF SB 2 PLANNING GRANTS PROGRAM FUNDS - In March 2018, the State Department of Housing and Community Development allocated approximately $123 million of funding for the Senate Bill 2 Planning Grants Program. The funds will provide financial and technical assistance to local jurisdictions implementing plans, programs and process improvements that streamline housing approvals and accelerate housing production. The City is eligible to apply for funding through this program and as part of the application process, the City must adopt a resolution authorizing application for, and receipt of, Senate Bill 2 Planning Grants Program funds.

Richard Bowen La Verne resident stated that it appeared that the City was speeding up the approval of future housing.

He was informed that the Resolution was actually to allow on-line applications of building permits and to digitize building records.

It was moved by Carder, seconded by Davis, and carried by a vote of 4-1 (Hepburn Absent) to adopt Resolution No. 19-66, authorizing staff to submit an application for the State of California's Department of Housing and Community Development Planning Grants Program, and authorizing the City Manager to enter into a State of California Agreement to receive grant program funds, if the application is approved.

Resolution No. 19-67, Authorizing the Execution of a Memorandum of Understanding with the City of Glendora and the City of San Dimas for Shared Homeless

Resolution No. 19-67 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF GLENDORA AND THE CITY OF SAN DIMAS FOR SHARED HOMELESS PLAN IMPLEMNTATION PROGRAM GRANT FUNDS - The Cities of Glendora, San Dimas and La Verne submitted a joint application for the County of Los Angeles' 2018 Cities Homelessness Plan Implementation Program and were awarded $305,700 of grant funding to further achieve the strategic goals of their County approved homelessness plans. The County of Los Angeles requires the three (3) cities to execute a Memorandum of Understanding (MOU) to set forth provisions related to the shared grant funds and shared services the funds will be utilized for. Staff has prepared a resolution to authorize execution of an MOU for this purpose.

Staff recommended that the City Council adopt Resolution No. 19-67, authorizing the execution of an MOU between the Cities of Glendora, San Dimas and La Verne for the shared $305,700 of grant funds awarded under the County of Los Angeles' 2018 Cities Homelessness Plan Implementation Program. ***Approved.***

Resolution No. 19-68, Authorizing the Execution of an Agreement with the University of La Verne for a Homecoming Event

Resolution No. 19-68 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE UNIVERSITY OF LA VERNE FOR A HOMECOMING EVENT - The University of La Verne has submitted a request to use parts of Third Street and C Street for Homecoming events on Saturday, October 19, 2019. The request specifically involves the closure of Third Street between B Street and C Street, and the closure of C Street between Third Street and Second Street. The street closures will occur from the hours of 12:01 a.m. to 3:30 p.m. on the day of the event. Recent policy has been to prepare individualized agreements for street closure events. Staff has therefore developed a standard agreement outlining the traffic control plan requirements, locations, schedule, estimated fees, applicant's responsibilities, and insurance and indemnification requirements.

Staff recommended that the City Council Adopt Resolution No. 19-68, authorizing the City Manager to execute the Agreement with the University of La Verne permitting the Homecoming event on Third Street and C Street. ***Approved.***

Resolution No. 19-70, Authorizing Execution of a Public Works Contract with Calpromax Engineering, Inc., for the Regional Commuter Bicycle Gap Closure Project

Resolution No. 19-70 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING EXECUTION OF A PUBLIC WORKS CONTRACT WITH CALPROMAX ENGINEERING, INC. FOR THE REGIONAL COMMUTER BICYCLE GAP CLOSURE PROJECT, FEDERAL PROJECT NO. STPL-5149(019) - Bids were received and opened for the Regional Commuter Bicycle Gap Closure Project Federal Project No. ATPL- 5149(019) on September 24, 2019. A total of five (5) bids were received for this project. The project includes the installation of bike lanes and other related improvements on a variety of streets throughout the community.

Staff recommended approval of Resolution No. 19-70, authorizing a contract award to the second lowest bid submitted by Calpromax Engineering Inc. for the Regional Commuter Bicycle Gap Closure Project - Federal Project No. ATPL-5149(019), and to reject all other bids. The lowest bid did not meet the responsiveness standards in submitting a complete and thorough bid. ***Approved.***

Comment by Mayor Kendrick

Mayor Kendrick, on behalf of the City Council, welcomed and congratulated William Lemon, a life - long resident for his appointment as the City's Official City Historian.

Community Development Block Grant Housing Rehabilitation Program in the Fiscal Year 2019-2020

City Manager Russi reported on the Community Development Block Grant Housing Rehabilitation Program in the Fiscal Year 2019-2020. He stated that the City Council gave staff direction to explore options of facilitating a Housing Rehabilitation Program using Community Development Block Grant (CDBG) funds, a year ago. Staff has reached out to other cities and has been working with the Los Angeles County Development Authority (formerly known as the Community Development Commission) to develop a program to implement. A request for a proposal has been sent out to a number of qualified firms to aid in administering the program.

Mayor Kendrick opened the public hearing and called for public comment on this matter.

There was none.

Council Member Davis stated that he was in favor of the housing rehabilitation program and that it will help La Verne residents.

Mayor Kendrick also agreed and the Housing Rehabilitation Program will be good and that it would help low-income residents fix their homes. He spoke about a similar grant program funded by redevelopment funds.

It was moved by Rosales, seconded by Davis, and carried by a vote of 4-0 (Hepburn Absent) to adopt Resolution No. 19-69, approving the CDBG funded Housing Rehabilitation Program in the amount of $100,000.

Resolution No. 19-69, Approving the Community Development Block Grant Housing Rehabilitation Program

Resolution No. 19-69 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING REHABILITATION PROGRAM IN THE FISCAL YEAR 2019 - 2020.

7. Public Comment

This was the time set aside for anyone wishing to address the City Council on items not listed on any other matters placed on the agenda. Mayor Kendrick called for public comment.

Rick McGuern, La Verne resident questioned why the City Council did not know what the payments were for on the Registered of Audited Demands that was questioned by Richard Bowen. He stated that the City would follow-up with Mr. Bowen, but will the residents be informed too.

Mayor Kendrick replied that the information would be provided at the next City Council meeting.

Pat Baur, La Verne resident reported on Heritage Park, and stated that the Park is the Crown Jewel of Parks. He thanked the many volunteers and donation of hay by Citrus Feed. He also thanked the Parks and the Public Works Departments for the work performed at the park.

Ceeroosh Hartunian, La Verne resident presented a proposal for a Traffic Light and Street Sign at College Lane and White Avenue. She spoke about the recent fatal accident at White Avenue and College Lane. She stated that something has to be done for the safety of the residents.

City Manager Russi stated that he would pass on her proposal to the Public Works Director.

Pat Murphy, La Verne resident thanked the City Council for putting in bicycle lanes and obtaining the grant money to do the project. He stated that there are a lot of cyclists, especially students, that will appreciate it and that it was money well spent.

Anna Anderson, La Verne resident stated that she hates bicycle lanes and putting them in was a waste of money. She stated that the money could be spent on better things and she asked how much will the City be spending on the bicycle lane project. She stated that people have to drive their cars. She asked if Arrow Highway would be a road diet to put in a bicycle lane.

Gary Hunter, La Verne resident stated he enjoys riding his bicycle all over the City and he stated that it was great that the City will be putting in bicycle lanes for the safety of the riders.

Mike Riggs, La Verne resident stated that he commutes by riding his bike and that he was almost hit four times. He stated that the bicycle lanes will keep the cyclist safer and they will be contributing to clean air.

Pam McGuren, La Verne resident stated that she has nothing against bicycle lanes. She stated that it was good for the bike rider, but stated that cyclists need to stay in their own lane.

Sherry Best, President of the La Verne Historical Society stated that in conjunction with the Bike Coalition are hosting a bike tour of the owners of homes of the residents they will be visiting at La Verne Cemetery. She stated that the cyclists would ride in a single line.

Joanne, La Verne resident reported that she received a text from a family member that there is a fire in north La Verne.

City Manager Russi reported that he also received a text and that the fire is in the Live Oak incorporated area of La Verne and the County of Los Angeles Fire Department were responding and La Verne Fire and Police Department are assisting.

Richard Bowen, La Verne resident asked when is the bike lane project going to happen, what's the time frame? He asked for an update on the old Baker's square project.

City Manager Russi responded that the Bicycle Lane Project has been awarded and approved by Council at tonight's meeting and should start within a couple of weeks. Arrow Highway road diet was associated with the Gold Line but it was dropped.

Community Development Director Scherer reported on the proposed project at the corner of Wheeler Avenue and Foothill Boulevard (Old Bakers' Square). The permits have been submitted and in the next couple of weeks demolishing of the building should start.

City Manager Russi stated that the Register of Audited Demands was a check warrant process and a matter of business. All invoices for payment were vetted by the Department Heads and Finance before being submitted to Council for approval. He suggested that residents, who have questions regarding payments on the warrant list, should contact staff before or after the City Council meeting to allow staff time to obtain the information.

8. Council Comments and Meeting/Conference Reports

Council Member Davis reported that he would be attending the California Joint Powers Insurance Authority Risk Summit.

Council Member Carder stated that the bike lanes were a long time coming. She stated that she toured the City about five years ago and saw the lack of bike lanes. She spoke to the Public Works Director Keesey and he acquired the grant. She stated that it would be good to have bike lanes in the City for the safety of the cylistists. In addition, she reported on the Foothill Gold Line Contract signing Press Conference for the design-build contract for the Glendora to Montclair project held on October 4, 2019, She handed out pins depicting "The Journey Continues with Gold Line."

Mayor Pro Tem Rosales reported that an Orange County Judge in a court ruling struck down certain requirements by the Los Angeles Regional Water Quality Control Board regarding the MS4 permit which forces cities throughout the county to adopt costly watershed management programs. He stated that the ruling would save the residents millions of dollars. He stated that the ruling would be subject to appeal, but for now it was good news. In addition, he stated that he would also be attending the California Joint Powers Insurance Authority.

Mayor Kendrick thanked Mayor Pro Tem Rosales for all his efforts as an advocate on the MS4 permit requirements and for all his work which is appreciated. He reported attending two ribbon cuttings, Splash and Dash, and Kumon of La Verne (New Owner). He also reported attending the Eagle Scout Ceremony of a young man who installed the flagpole at Veterans Hall as part of his Eagle Scout project. He stated that originally Arrow Highway was designated as bike lane, but removed because of the Gold Line Project. Overall, it will be a wonderful project.

9. Adjournment at 7:29 pm, in memory of Kenneth Robert (Ken) Cairns. He was born on March 4, 1937 in East Orange, New Jersey. Ken passed away on September 15, 2019 at the age of 82 in La Verne, CA. He worked as a mechanic until a friend taught him to drive tractor-trailer trucks where he traveled the east coast until he moved into management. A position he held for about 35 years in various management positions. Ken moved to California in 1976, were he owned a stained glass studio in Upland, CA for 12 years. There he made and also repaired many beautiful windows. He also was a volunteer with Montclair Police Department and served 4 years with La Verne Police Departments' RSVP program. He served from October 18, 2006 until July 5, 2010. Ken enjoyed and respected the men and woman in our police force.

Respectfully submitted,

Lupe Gaeta Estrella, CMC
Assistant City Clerk

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CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS
10/10/2019

DEMANDS PRESENTED HAVE BEEN APPROVED CONSISTENT WITH THE CITY'S PURCHASING/FUNDING POLICY AND HAVE BEEN REVIEWED BY THE FINANCE MANAGER FOR ACCURACY AND PROPER APPROVAL.

SUMMARY OF DEMANDS

LARGEST 10 CITY DEMAND PAYMENTS OTHER THAN PAYROLL AND RELATED BENEFITS.

	AMOUNT	ISSUED TO	DESCRIPTION
1.	$ 94,770.97	ALL AMERICAN ASPHALT	PAVEMENT MGMT PROGRAM
2.	24,778.96	IPC(USA), INC. AND SUBSIDIARY	DIESEL FUEL
3.	20,000.00	MAGICAL HOLIDAY DESIGNS	DOWNTOWN TREE LIGHTING
4.	18,665.00	ASSOC. OF CALIFORNIA WATER AGENCIES	ANNUAL MEMBERSHIP DUES
5.	7,280.81	FIRE SUPPLY DEPOT	C.E.R.T. ACTION RESPONSE UNIT
6.	6,516.00	LEXIPOL, LLC	FIRE POLICY MANUAL UPDATE
7.	6,000.00	MYSIDEWALK, INC.	FIRE SOFTWARE ANNUAL RENEWAL
8.	5,337.50	DAWN TRILLES	NURSE EDUCATOR SERVICES
9.	5,250.00	SAN GABRIEL VALLEY ECONOMIC PTSHIP	ANNUAL MEMBERSHIP RENEWAL
10.	4,999.50	BABCOCK LABRATORIES, INC.	WATER TREATMENT SERVICES
	57,137.47	OTHER DEMANDS	
	$250,736.21		

DEMANDS OF $658,615.25 WERE PAID FOR PAYROLL AND EMPLOYEE BENEFIT RELATED ITEMS.

DEMANDS OF $46,919.16 WERE PAID ON BEHALF OF LAIMPACT FOR LAW ENFORCEMENT TASK FORCE OPERATIONS.

A DETAILED LIST OF WARRANTS PAID IS ATTACHED AS EXHIBIT A.

IN ACCORDANCE WITH GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REGISTER OF AUDITED DEMANDS.

NATHAN STATHAM
FINANCE MANAGER

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

10/10/2019

CHECK NO.	AMOUNT	ISSUED TO
148445	$ 18,665.00	ASSOC. OF CALIFORNIA WATER AGENCIES
148446	321.62	AIRGAS USA, LLC.
148447	300.00	AJ'S ENTERTAINMENT
148448	94,770.97	ALL AMERICAN ASPHALT
148449	450.00	ARAGON, RICHARD
148450	50.00	ASSOCIATION OF ENVIORNMENTAL PROF.
148452	258.74	BALTIMORE, WESLEY
148453	2,826.00	BARTEL ASSOCIATES, LLC
148454	1,441.58	BASSLER ENTERPRISES
148455	75.00	REBEKAH BIEDERMANN
148456	1,296.79	BRENNTAG PACIFIC, INC.
148457	925.95	CALPERS
148458	3,500.00	CICO ELECTRICAL CONTRACTORS, INC.
148459	269.50	RETIRED SENIOR VOL. PATROL INC.
148460	143.29	CM SCHOOL SUPPLY CO.
148461	275.25	COLLEY FORD
148462	1,000.00	THE COUNSELING TEAM INTERNATIONAL
148463	170.00	CALIFORNIA PARK & RECREATION SOCIETY
148464	3,815.45	DANIELS TIRE SERVICE
148465	2,327.72	DATAPROSE, INC.
148466	1,027.93	DIRECT EDGE INC.
148467	300.00	DYLAN FISHER
148468	44.20	EVERSOFT
148469	653.63	EWING IRRIGATION PRODUCTS
148471	7,280.81	FIRE SUPPLY DEPOT, LLC.
148472	780.52	FLORES, COLLEEN
148473	975.38	FOOTHILL COMMUNICATIONS, LLC
148474	261.65	GALLS, LLC.
148475	97.50	EQUILIBRIUM FITNESS
148476	644.00	GIRON, ANTHONY
148477	600.00	GMC ELECTRICAL, INC.
148479	169.13	HI STANDARD AUTOMOTIVE, LLC
148480	1,427.59	HOLLIDAY ROCK CO.
148481	74.26	INMARK PRECISION SIGNS
148482	375.00	INTELLI-TECH
148483	76.00	ISELA MARIEN
148484	47.63	J.G. TUCKER & SON
148485	76.00	JASON JONES
148486	7.65	KEYSTONE UNIFORM DEPOT
148487	22.13	KONICA MINOLTA BUSINESS SOLUTIONS
148488	76.00	KOURTNEY GARNER
148489	76.00	KRISTEN SISSEL
148490	105.00	LA VERNE BREWING COMPANY
148491	251.41	LA VERNE PETTY CASH
148492	53.83	LA VERNE POWER EQUIPMENT, INC.
148493	6,516.00	LEXIPOL, LLC
148494	807.00	LEXIS NEXIS RISK SOLUTIONS
148495	520.02	LOWE'S
148496	20,000.00	MAGICAL HOLIDAY DESIGNS
148497	100.00	MAK FIRE PROTECTION ENGINEERING
148498	2,195.00	MCLAY SERVICES, INC.
148499	498.07	MICKY REHM
148500	6,000.00	MYSIDEWALK,INC.
148501	76.00	NICOLE RASMUSSEN
148503	233.76	OFFICE SOLUTIONS
148504	20.00	PATRICIA MCLEOD
148505	214.95	PITNEY BOWES GLOBAL FINANCIAL
148506	721.64	ROBERTA'S VILLAGE INN
148507	5,250.00	SAN GABRIEL VALLEY ECONIMIC

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

10/10/2019

CHECK NO.	AMOUNT	ISSUED TO
148508	245.01	SAN GABRIEL VALLEY TRIBUNE
148512	500.00	STACEY LARA
148513	94.55	STATHAM, NATHAN
148515	540.00	DIANE TEMPLE
148516	60.00	THREE VALLEYS MUNICIPAL WATER DIST.
148517	184.97	TIME WARNER CABLE
148518	204.25	TRANSUNION RISK & ALTERNATIVE DATA
148519	266.41	UNITED WATER WORKS, INC.
148523	152.00	VANESSA RAKTHET
148524	4,124.34	VERIZON WIRELESS
148525	79.28	VISTA PAINT CORPORATION
148526	1,682.73	WASTE MANGEMENT OF SAN GABRIEL
148527	755.99	WAXIE SANITARY SUPPLY
148528	350.00	YVONNE WILLIAMS
148529	1,253.68	ZEP SALES & SERVICE
148530	254.40	ZOLL MEDICAL CORPORATION
EFT	78.78	ALL STATE POLICE EQUIPMENT CO.
EFT	4,999.50	BABCOCK LABRATORIES, INC.
EFT	2,226.87	CALIBER COMMERCIAL POOL SERVICE
EFT	130.31	COLLEGIATE PRESS
EFT	1,322.76	COURIER PRINTING, INC.
EFT	525.00	D.F. POLYGRAPH
EFT	300.00	GREENSCAPE MAINTENANCE SERVICES
EFT	202.58	HAAKER EQUIPMENT CO.
EFT	694.93	HI-WAY SAFETY INC.
EFT	24,778.96	IPC(USA), INC. AND SUBSIDIARY
EFT	1,140.00	MESSINA AND ASSOCIATES
EFT	304.58	POMONA TRUCK & AUTO SUPPLY
EFT	1,000.00	SFG RETIREMENT PLAN CONSULTING, LLC
EFT	162.16	SUN BADGE CO.
EFT	58.95	SUPERION, LLC.
EFT	5,337.50	TRILLES, DAWN
EFT	265.04	UNDERGOUND SERVICE ALERT OF SO CAL
EFT	4,922.13	WESTERN WATER WORKS
	$ 250,736.21	
	658,615.25	Total Payroll and Employee Benefit Payments
	46,919.16	Total LAIMPACT Demands
Total Demands	$ 956,270.62	

Payroll and Employee Benefit Payments:

148428	$ 2,010.05	AFLAC
148430	3,463.44	DELTA DENTAL INSURANCE CO.
148431	11,833.86	DELTA DENTAL
148432	490.00	CITY OF LA VERNE EMPLOYEE FUND
148433	1,125.00	FIDELITY INVESTMENTS
148434	6,912.72	HARTFORD-PRIORITY ACCOUNT
148435	166,225.27	HEALTH NET
148436	68,481.92	KAISER FOUNDATION HEALTH
148437	1,396.08	METLIFE - GROUP BENEFITS
148438	921.75	NEWMAN CO., A.C.
148439	1,750.00	RUSSI, CHRISTINA
148440	32.00	UNITED WAY CAMPAIGN
148441	82,257.10	WAGEWORKS INC. 002PLAN
148442	948.29	WAGEWORKS INC.
148443	102.00	WAGEWORKS-ADMIN FEE
148444	120.00	AARP
Bank Draft	115,979.21	UNITED STATES TREASURY
Bank Draft	38,399.19	STATE OF CALIFORNIA

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

10/10/2019

CHECK NO.	AMOUNT	ISSUED TO
Bank Draft	1,715.26	STATE DISBURSEMENT UNIT
Bank Draft	19,032.35	WILMINGTON TRUST COMPANY
Bank Draft	9,322.97	LINCOLN NATIONAL LIFE INSURANCE
Bank Draft	126,096.79	STATE OF CALIFORNIA
Total	$ 658,615.25	

Break down of standard providers and the benefits they provide

Provider	Benefits Description
Delta Dental	Employee dental insurance coverage
Health Net	Employee health insurance
Kaiser	Employee health insurance
Wage Works	401A plan and Flexible Savings Account (FSA)
US Treasurey	Employee federal tax withholdings
State of California	Employee state income tax, unemployment
Wilmington Trust	457B plan
Lincoln National	Replacement Social Security plan
Fire/Police/La Verne Employee Fund	Employee Group Dues

LAIMPACT Law Enforcement Task Force Demands

148451	$	125.00	AT&T
148470		73.16	FEDERAL EXPRESS CORP.
148478		15,138.26	HELITENDER INC.
148502		250.00	NUWAY JANITORIAL SERVICES
148514		357.00	T-MOBILE USA, INC.
Multiple		30,975.74	LAI ENFORCEMENT OPERATIONS*
Total	$	46,919.16	

* Payments in this category are made in the course of ongoing criminal cases.

LAIMPACT demands are paid from federal asset forfeiture dollars allocated to LAIMPACT crime prevention activities. These funds are not City funds and are not available for City use outside of LAIMPACT activities.

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS
10/17/2019

DEMANDS PRESENTED HAVE BEEN APPROVED CONSISTENT WITH THE CITY'S PURCHASING/FUNDING POLICY AND HAVE BEEN REVIEWED BY THE FINANCE MANAGER FOR ACCURACY AND PROPER APPROVAL.

SUMMARY OF DEMANDS

LARGEST 10 CITY DEMAND PAYMENTS OTHER THAN PAYROLL AND RELATED BENEFITS.

	AMOUNT	ISSUED TO	DESCRIPTION
1.	$ 13,166.13	U.S. BANK CORPORATE PAYMENT	CREDIT CARD PAYMENT-U.S. BANK
2.	12,261.56	INTER-CON SECURITY SYSTEMS, INC.	PARKING ENFORCEMENT SERVICES
3.	10,936.80	ATHENS SERVICES	STREET SWEEPING SERVICES
4.	9,961.25	ESO SOLUTIONS,INC	FIREHOUSE SOFTWARE
5.	9,850.00	SUPERIOR COURT OF CA,COUNTY OF L.A.	COURT CITATIONS-AUG & SEPT
6.	9,809.50	SIERRA PACIFIC ELEC. CONTRACTING	SERVICE STREET LIGHTS
7.	7,903.00	SOUTHERN CALIF. REG. RAIL AUTH.	METROLINK PASS-AUGUST
8.	7,500.00	TERRIS BARNES WALTERS BOIGON HEATH	CONSULTING-SALES TAX MEASURE
9.	5,788.00	BABCOCK LABORATORIES, INC.	WATER TREATMENT SERVICES
10.	5,450.00	GLEN MARTYN STRIPING	STREET LANE STRIPING
	61,050.49	OTHER DEMANDS	
	$ 153,676.73		

DEMANDS OF $6,291.83 WERE PAID FOR PAYROLL AND EMPLOYEE BENEFIT RELATED ITEMS.

DEMANDS OF $19,392.10 WERE PAID ON BEHALF OF LAIMPACT FOR LAW ENFORCEMENT TASK FORCE OPERATIONS

A DETAILED LIST OF WARRANTS PAID IS ATTACHED AS EXHIBIT A.

IN ACCORDANCE WITH GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REGISTER OF AUDITED DEMANDS.

NATHAN STATHAM
FINANCE MANAGER

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

10/17/2019

CHECK NO.	AMOUNT	ISSUED TO
148531	$ 8.64	ACTION AWARDS, INC.
148532	550.00	ARMANDO'S CLEANING SERVICES
148533	10,936.80	ATHENS SERVICES
148534	114.00	BEE REMOVERS
148535	189.00	BINGO BUGLE
148536	300.00	BONITA HIGH SCHOOL
148538	1,099.76	BRENNTAG PACIFIC, INC.
148539	20.00	BURRO CANYON SHOOTING PARK
148540	50.00	CA-NV AWWA
148541	376.20	CALIFORNIA BUILDING STANDARDS COMM.
148542	975.00	CALIFORNIA PEST MANAGEMENT,INC.
148548	2,931.53	CINTAS
148550	1,098.75	CIVILTEC ENGINEERING, INC.
148551	595.26	DEPARTMENT OF CONSERVATION
148552	88.99	DIRECTV, INC.
148553	30.00	EILEEN KILLWORTH
148554	9,961.25	ESO SOLUTIONS,INC
148555	97.83	EWING IRRIGATION PRODUCTS
148557	216.15	FOYE, DARLEEN
148558	315.28	GALLS, LLC.
148559	5,450.00	GLEN MARTYN STRIPING
148560	647.20	GRAINGER
148561	400.00	GUTIERREZ, HECTOR
148562	255.95	HIRSCH PIPE AND SUPPLY
148563	1,793.96	HOME DEPOT CREDIT SERVICES
148564	876.64	INLAND VALLEY DAILY BULLETIN
148565	500.00	JESSICA MARTINEZ
148566	0.78	KONICA MINOLTA BUSINESS SOLUTIONS
148567	902.20	KOSMONT COMPANIES
148568	54.63	DAISEY KOSTECKI
148569	36.86	LA VERNE POWER EQUIPMENT, INC.
148570	472.50	LEADFOOT OFFROAD
148571	23.50	LIBCO INC. DBA MAGICAL HOLIDAY
148572	120.00	LISA SCHAFER
148573	488.17	MCKINLEY ELEVATOR CORP.
148574	1,905.43	MCLAY SERVICES, INC.
148575	108.00	MIJAC ALARM
148576	3,935.70	NATIONAL FIRE FIGHTER WILDLAND
148577	1,664.25	NATIONAL FIRE PROTECTION ASSOCIATION
148578	248.36	OFFICE DEPOT
148579	843.19	OFFICE SOLUTIONS
148580	91.49	PATTON SALES
148581	639.63	PRISTINE UNIFORMS
148582	100.00	PIEROTTI, RACHEL
148583	19.38	SANDERS LOCK & KEY
148584	240.00	SOUTHERN CALIF. WATER UTILITES ASSOC.
148585	9,809.50	SIERRA PACIFIC ELEC. CONTRACTING
148586	137.36	SIGTRONICS CORP.
148587	7,903.00	SOUTHERN CALIF. REG. RAIL AUTH.
148588	664.39	STRYKER SALES CORPORATION
148589	9,850.00	SUPERIOR COURT OF CA,COUNTY OF L.A.
148590	7,500.00	TERRIS BARNES WALTERS BOIGON HEATH
148591	517.50	THE LIVING DESERT

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

10/17/2019

CHECK NO.	AMOUNT	ISSUED TO
148592	104.82	TIJERINA, LAURA
148593	98.91	TIME WARNER CABLE
148594	1,641.57	TURBO DATA SYSTEMS INC.
148595	767.85	U.S. POSTMASTER
148596	69.61	UNIVERSAL METRO,INC.
148597	60.15	UPS
148599	55.00	WALLIN, KRESS & KRANITZ
148600	868.48	WAXIE SANITARY SUPPLY
148601	1,500.00	WATER ED. WATER AWARENESS COMMITTEE
148602	5,007.97	WLC ARCHITECTS
148603	324.92	XEROX CORPORATION
WIRE	3,102.07	NASSAU CANDY DISTRIBUTORS,INC.
EFT	1,161.00	ACCESS CONTROL SECURITY, INC.
EFT	5,788.00	BABCOCK LABORATORIES, INC.
EFT	464.00	BSK ASSOCIATES
EFT	1,100.00	EVAN BROOKS ASSOCIATES, INC.
EFT	443.84	HAAKER EQUIPMENT CO.
EFT	578.42	HASA, INC.
EFT	4,475.60	HI-WAY SAFETY INC.
EFT	12,261.56	INTER-CON SECURITY SYSTEMS, INC.
EFT	5,395.60	MOUNTAIN TEK - TECHNICAL RESCUE
EFT	3,534.87	SALT WORKS, INC.
EFT	1,822.25	TELEFLEX, LLC
EFT	13,166.13	U.S. BANK CORPORATE PAYMENT
EFT	1,730.10	WESTERN WATER WORKS
	153,676.73	
	6,291.83	Total Payroll and Employee Benefit Payments
	19,392.10	Total LAIMPACT Demands
Total Demands	$ 179,360.66	

Payroll and Employee Benefit Payments:

EFT	4,066.25	LA VERNE FIRE ASSOCIATION
EFT	2,225.58	LA VERNE POLICE OFFICERS ASSOCIATION
Total	6,291.83	

Break down of standard providers and the benefits they provide

Provider	Benefits Description
Delta Dental	Employee dental insurance coverage
Health Net	Employee health insurance
Kaiser	Employee health insurance
Wage Works	401A plan and Flexible Savings Account (FSA) deductions
US Treasurey	Employee federal tax withholdings
State of California	Employee state income tax, unemployment insurance and child support/garnishments
Wilmington Trust	457B plan
Lincoln National	Replacement Social Security plan
Fire/Police/La Verne Employee Fund	Employee Group Dues

LAIMPACT Law Enforcement Task Force Demands

148537	$ 475.70	BPS TACTICAL, INC.
148543	597.87	CBE LOS ANGELES
148544	201.77	CELL BUSINESS EQUIPMENT
148549	5,762.84	CITY OF PASADENA

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

10/17/2019

CHECK NO.	AMOUNT	ISSUED TO
148556	53.92	FEDERAL EXPRESS CORP.
Multiple	12,300.00	LAI ENFORCEMENT OPERATIONS*
Total	$ 19,392.10	

* Payments in this category are made in the course of ongoing criminal cases.

LAIMPACT demands are paid from federal asset forfeiture dollars allocated to LAIMPACT crime prevention activities. These funds are

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS
10/24/2019

DEMANDS PRESENTED HAVE BEEN APPROVED CONSISTENT WITH THE CITY'S PURCHASING/FUNDING POLICY AND HAVE BEEN REVIEWED BY THE FINANCE MANAGER FOR ACCURACY AND PROPER APPROVAL.

SUMMARY OF DEMANDS

LARGEST 10 CITY DEMAND PAYMENTS OTHER THAN PAYROLL AND RELATED BENEFITS.

	AMOUNT	ISSUED TO	DESCRIPTION
1.	$ 686,671.89	THREE VALLEYS MUNICIPAL WATER DIST.	SEPTEMBER 2019 WATER PURCHASES
2.	38,036.01	AM-TEC TOTAL SECURITY INC.	SECURITY SYSTEM UPGRADES
3.	18,570.49	GREENSCAPE MAINTENANCE SERVICES INC.	TREE MAINTENANCE SERVICES
4.	11,225.02	ECONOLITE SYSTEMS, INC.	TRAFFIC SIGNAL MAINTENANCE-SEPT
5.	10,169.83	INLAND VALLEY HUMANE SOCIETY	ANIMAL CARE/CONTROL SERVICES
6.	9,006.38	BUCKNAM INFRASTRUCTURE, INC.	PVMT MGMT CONSULTING SERVICES
7.	5,995.13	CDCE, INC.	PD VEHICLE COMPUTER ACCESSORIES
8.	4,879.32	TRAFFIC AND PARKING CONTROL CO., INC.	PORTABLE TRAFFIC ANALYZER
9.	4,655.53	BRENNTAG PACIFIC INC.	CHEMICAL PURCHASE
10.	4,434.00	IWORQ SYSTEMS	SOFTWARE RENEWAL-WORK MGMT
	50,044.12	OTHER DEMANDS	
	$ 843,687.72		

DEMANDS OF $369,293.04 WERE PAID FOR PAYROLL AND EMPLOYEE BENEFIT RELATED ITEMS.

DEMANDS OF $20,235.25 WERE PAID ON BEHALF OF LAIMPACT FOR LAW ENFORCEMENT TASK FORCE OPERATIONS

A DETAILED LIST OF WARRANTS PAID IS ATTACHED AS EXHIBIT A.

IN ACCORDANCE WITH GOVERNMENT CODE SECTION 37202, I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REGISTER OF AUDITED DEMANDS.

NATHAN STATHAM
FINANCE MANAGER

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

10/24/2019

CHECK NO.	AMOUNT	ISSUED TO
92523	$ 395.00	COPWARE, INC.
92524	3,350.00	EDWARD PROFESSIONAL ADVISORS
92525	104.01	GALLS, LLC.
92526	76.25	HARRIS & RUTH PAINTING
92527	56.25	LEE ARMSTRONG COMPANY, INC.
92528	345.00	RKA
92529	190.00	SAFESHRED COMPANY, INC.
92530	120.00	SANDERS LOCK & KEY
92531	3,068.81	SFC COMMUNICATION
92532	500.00	THE CALIFORNIA PEACE OFFICERS' ASSOCIATION
92533	1,479.19	UNIVERSITY OF LA VERNE
92534	914.19	UNIVERSITY OF LA VERNE
92535	642.50	UNIVERSITY OF LA VERNE
92536	607.90	VISIBLE GRAPHICS INC
92537	284.70	ACT NOW SIGNS
92538	53.80	AIRGAS USA, LLC.
92539	174.93	ALCO TARGET CO.
92540	175.25	ALITA INDUSTRIES, INC.
92541	700.00	AMERICAN PUBLIC WORKS ASSOCIATION
92542	500.00	ANGELICA GUTIERREZ
92543	100.00	ANGELICA REYES
92544	100.00	ANGIE QUINTERO
92545	182.94	BACA, MARK
92546	395.00	BEE REMOVERS
92547	350.00	BEN'S DOOR AND WINDOW
92548	4,655.53	BRENNTAG PACIFIC, INC.
92549	9,006.38	BUCKNAM INFRASTRUCTURE, INC.
92550	17.88	C & E LUMBER COMPANY
92551	178.77	CALIFORNIA JPIA
92552	490.00	CALIFORNIA PEST MANAGEMENT,INC.
92553	5,995.13	CDCE, INC
92555	3,412.02	COUNTY OF L.A. DEPT. OF PUBLIC WRKS
92556	96.00	CUI YU
92558	98.00	DEPARTMENT OF JUSTICE
92559	1,959.00	DEPARTMENT OF JUSTICE
92560	1,607.87	EAN SERVICES, LLC.
92561	11,225.02	ECONOLITE SYSTEMS, INC.
92562	800.00	ESRI, INC.
92563	666.98	EWING IRRIGATION PRODUCTS
92564	1,157.90	FAILSAFE TESTING, LLC
92566	39.48	FEDEX
92567	96.96	GAETA, JOHN
92568	688.61	GOLDEN STATE WATER COMPANY
92569	100.56	GRAINGER
92570	640.16	HOLLIDAY ROCK CO.
92571	1,919.04	INLAND VALLEY DAILY BULLETIN
92572	10,169.83	INLAND VALLEY HUMANE SOCIETY
92573	4,434.00	IWORQ SYSTEMS, INC.
92574	957.01	KIEWIT-PARSON, AJV
92575	238.34	LA VERNE POLICE DEPARTMENT
92576	43.28	LA VERNE POWER EQUIPMENT, INC.
92577	3,649.00	LIEBERT CASSIDY WHITMORE
92578	1,396.50	LWIN, DONNA
92579	69.00	NATIONAL NOTARY ASSOCIATION
92580	15.59	OFFICE DEPOT

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

10/24/2019

CHECK NO.	AMOUNT	ISSUED TO
92581	304.05	OFFICE SOLUTIONS
92582	160.00	RANIA HABIB
92583	150.00	RAUL MANCILLA
92584	562.32	RUBALCABA, BERNICE
92585	491.75	SAM'S CLUB/SYNCHRONY BANK
92587	57.00	SHARON RENEE SCHWEEN
92588	1,163.15	SMARTHIRE
92589	237.60	SOCIAL VOCATIONAL SERVICES, INC.
92591	765.13	SPRAGUES', INC.
92593	1,133.36	STAPLES CREDIT PLAN
92594	187.57	STATER BROS. MARKETS
92595	68.81	SUPERION
92597	1,000.00	THE COUNSELING TEAM INTERNATIONAL
92598	686,671.89	THREE VALLEYS MUNICIPAL WATER DIST.
92599	4,879.32	TRAFFIC AND PARKING CONTROL CO.,INC
92600	300.00	TRI EVENTS
92601	350.00	UDOM LANTAI
92602	781.67	ULTIMATE CUSTOM COINS
92604	1,061.39	WALTERS WHOLESALE ELECTRIC CO.
92605	963.16	WAXIE SANITARY SUPPLY
92606	100.00	YWCA SAN GABRIEL VALLEY
EFT	381.03	ALL STATE POLICE EQUIPMENT CO.
EFT	38,036.01	AM-TEC TOTAL SECURITY INC.
EFT	150.00	CALIFORNIA LANDSCAPE & DESIGN
EFT	307.70	COLLEGIATE PRESS
EFT	18,570.49	GREENSCAPE MAINTENANCE SERVICES INC.
EFT	65.21	HACH COMPANY
EFT	880.51	HASA, INC.
EFT	175.79	HI-WAY SAFETY
EFT	45.00	LA VERNE CHAMBER OF COMMERCE
EFT	1,723.75	MIRELES, CHAE
EFT	1,025.00	PEST OPTIONS INC.
EFT	169.50	SUN BADGE CO.
EFT	80.00	TERRY'S TESTING, INC.
	843,687.72	
	369,293.04	Total Payroll and Employee Benefit Payments
	20,235.25	Total LAIMPACT Demands
Total Demands	$ 1,233,216.01	

Payroll and Employee Benefit Payments:

148604	$ 490.00	CITY OF LA VERNE EMPLOYEE FUND
148605	1,125.00	FIDELITY INVESTMENTS
148606	1,750.00	CHRISTINA M. RUSSI
148607	32.00	UNITED WAY CAMPAIGN
148608	948.29	WAGEWORKS INC.
2010301	161,537.60	UNITED STATES TREASURY
2010302	54,224.70	STATE OF CALIFORNIA
2010303	1,715.26	STATE DISBURSEMENT UNIT
2010304	17,460.27	WILMINGTON TRUST COMPANY
2010305	5,386.53	LINCOLN NATION LIFE INSURANCE

CITY OF LA VERNE
REGISTER OF AUDITED DEMANDS - EXHIBIT A

10/24/2019

CHECK NO.	AMOUNT	ISSUED TO
2010306	124,623.39	STATE OF CALIFORNIA
Total	$ 369,293.04	

Break down of standard providers and the benefits they provide

Provider	Benefits Description
Delta Dental	Employee dental insurance coverage
Health Net	Employee health insurance
Kaiser	Employee health insurance
Wage Works	401A plan and Flexible Savings Account (FSA) deductions
US Treasurey	Employee federal tax withholdings
State of California	Employee state income tax, unemployment insurance and child support/garnishments
Wilmington Trust	457B plan
Lincoln National	Replacement Social Security plan
Fire/Police/La Verne Employee Fund	Employee Group Dues

LAIMPACT Law Enforcement Task Force Demands

92554	$ 662.00	CODE 5 GROUP, LLC.
92557	63.00	DAILY JOURNAL CORPORATION
92565	222.43	FEDERAL EXPRESS CORP.
92590	105.00	SOUTHLAND SHREDDING, INC.
92592	2,525.82	STAPLES BUSINESS CREDIT
92596	357.00	T-MOBILE USA, INC.
Multiple	16,300.00	LAI ENFORCEMENT OPERATIONS*
Total	$ 20,235.25	

* Payments in this category are made in the course of ongoing criminal cases.

LAIMPACT demands are paid from federal asset forfeiture dollars allocated to LAIMPACT crime prevention activities. These funds are not City funds and are not available for City use outside of LAIMPACT activities.

City of La Verne Treasurer's Report
for the Month Ended August 31st, 2019

Portfolio Summary

- As of August 31, 2019, the market value of the City's investment portfolio totaled $48,382,221. The City's investment yield to maturity at market increased from 2.08% to 2.1% during the month of August. The weighted average maturity of the portfolio decreased from 386 days on July 31 to 364 days (1. years) on August 31.

- During the month of August, the City's total cash and investments increased by $45,424. The significant cash receipts and disbursements (registers of audited demands) are listed below.

Treasurer's Comments:

1. The City holds funds for L.A. IMPACT in a fiduciary capacity.
2. The fiscal agent balance pertains to the 1996 Revenue Bonds funding the purchase of La Verne Mobile Country Club.

August 2019 Activity

Cash Receipts ($100,000 and over presented)		Cash Disbursements		Investment Activity	
Sales Tax	$ 393,189	Audited Demands 08/08/19	$ (329,299)	Purchases	$ -
Property Tax	310,008	Audited Demands 08/15/19	(1,204,595)	Sales	-
CDBG	103,500	Audited Demands 08/22/19	(548,418)	Redemptions	(490,000)
Bond Payment-Oriental Bank CD	245,000	Audited Demands 08/29/19	(1,312,813)	LAIF - Transfers	-
Bond Payment-Goldman Sach Bnk	245,000	Payroll 08/07/19	(469,044)	LAIF - Interest Reinvestment	-
		Payroll 08/21/19	(421,890)	Fair Market Adjustment	129,727
				Total Investing Activity	$ (360,273)
All Other Cash Receipts	3,113,267	Previous Demand Payments	(363,819)		
Total Cash Receipts	$ 4,409,965	Total Cash Disbursements	$ (4,649,879)		

Cash and Investment Balance

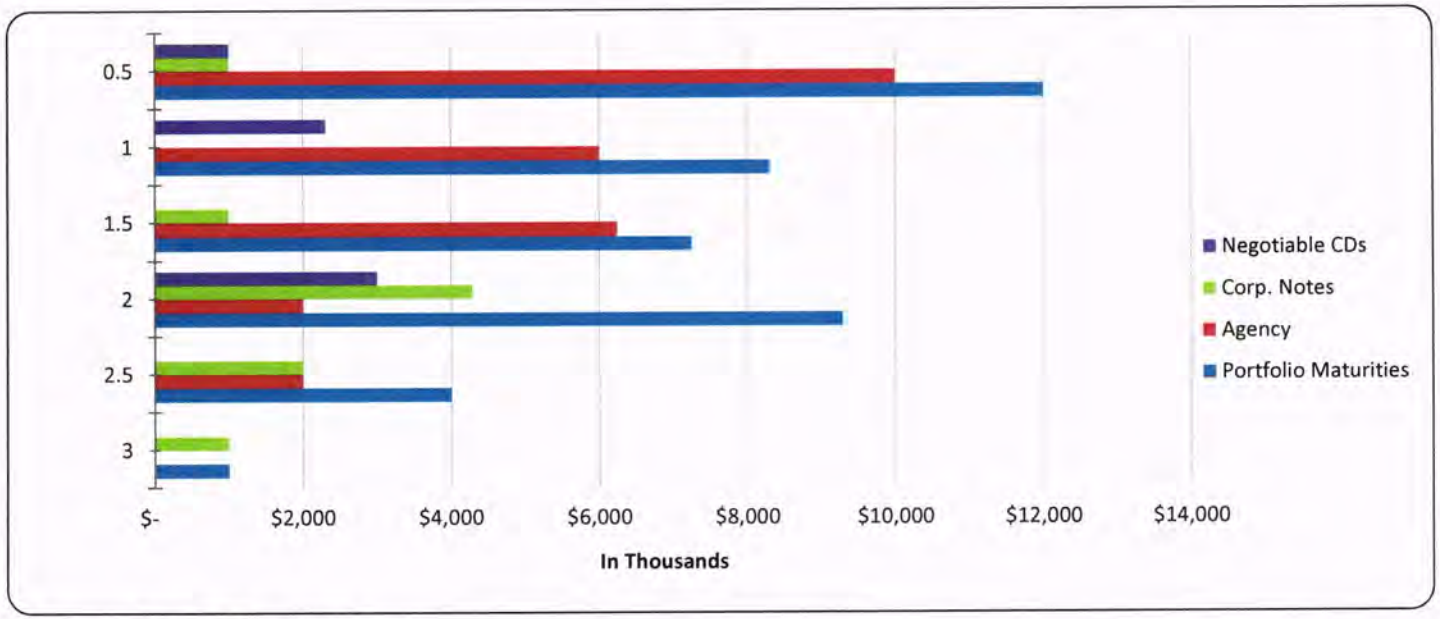
Prior Month to Current Month Ending Balance Reconciliation

July Treasurer's Report		August Activity		City Cash and Investment Balance	
Portfolio Balance	$ 48,742,494	Cash Receipts	4,409,965	Investment Portfolio	$ 48,382,221
Demand Deposit Balance	2,411,740	Cash Disbursements	(4,649,879)	Demand Deposits	4,153,820
Fiscal Agent Balance	3,501,517	Increased Outstanding Demands	(174,943)	Less: Outstanding Demands	(2,156,938)
Fiduciary Funds[1]	9,092,239	Net Investment Activity	(360,273)	Treasury Cash & Investments	50,379,103
Cash & Investments	63,747,990	Fiscal Agent - Increase	900,144	Fiscal Agent[2]	4,401,661
		Fiduciary - Increase[1]	(79,590)	Fiduciary Funds[1]	9,012,649
		Total Cash & Investments	$ 63,793,413	Total Cash & Investments	$ 63,793,413

City of La Verne Treasurer's Report
for the Month Ended August 31st, 2019

Portfolio Maturity Schedule (shown at redemption value)

Maturity Range (Years)	Agency Debt Securities	Corporate Notes	Negotiable Certificates of Deposit	Maturity Schedule	LAIF
0.5	$10,000,000	$ 1,000,000	$ 1,000,000	$ 12,000,000	$ 6,396,939
1	6,000,000	-	2,300,000	8,300,000	-
1.5	6,240,000	1,000,000	-	7,240,000	-
2	2,000,000	4,285,000	3,000,000	9,285,000	-
2.5	2,000,000	2,000,000	-	4,000,000	-
3	-	1,000,000	-	1,000,000	-
	$26,240,000	$ 9,285,000	$ 6,300,000	$ 41,825,000	$ 6,396,939



Investment Policy Compliance

	Category	% of Portfolio	Policy Limit	Max Maturity	In Compliance with Policy
Agency Debt Securities	$ 26,240,000	54.4	None	5 years	Yes
Corporate Notes	9,285,000	19.3	30%	5 years	Yes
Negotiable Certificates of Deposit	6,300,000	13.1	None	5 years	Yes
LAIF	6,396,939	13.3	$65,000,000	N/A	Yes
	$ 48,221,939				

City of La Verne Treasurer's Report for the Month Ended August 31st, 2019

Cash and Investments Balance by Fund

Fund		Cash and Investments Balance
101	GENERAL FUND	5,418,930
Special Revenue Funds		
206	GAS TAX	2,501,990
208	TRAFFIC SAFETY *	-
215	CDBG*	-
216	OPER. & MAINT. CFD 90-1	892,199
217	EIFD	14,113
221	CABLE PUBLIC ACCESS-PEG	113,695
223	DOWNTN PARKING IN-LIEU	123,540
226	AFFORDABLE HOUSING FUND	1,277,838
229	LV HOUSING SUCCESSOR	357,369
231	ASSET FORFEITURE FUND	4,627,261
232	LACMTA - PROPOSITION A	517,960
234	LACMTA - PROPOSITION C	1,093,525
235	LACMTA - MEASURE R	767,062
236	LACMTA - MEASURE M*	-
240	PROP 172 PUBLIC SAFETY	14,304
241	SUPPLEMENTAL LAW ENF SERV	87,060
243	AB2766 MOBILE SRC AIR POL	526,095
244	PUBLIC SAFETY EQUIPMENT FUND	693,059
245	DNTWN. BUS. IMP. DIST.	151,333
246	MAINTENANCE DIST.	634,209
250	FIRE EQUIPMENT REPLACEMENT	1,842,151
252	LARGE BLDG CFD FUND	194,801
256[2]	LA VERNE MOBILE COUNTRY CLUB	4,502,021
257[2]	VALLEY RANCHO MHP	238,114
299	MISCELANEOUS GRANTS*	-

Fund		Cash and Investments Balance
Debt Service Fund		
326	LOAN REPAYMENT	-
Capital Project Funds		
405	GENERAL CAP. IMP.	1,721,210
406	ROW MANAGEMENT FUND	3,821,668
407	I/S TECHNOLOGY CAPITAL FUND	50,469
410	UNDERGROUND UTILITY	93,758
412	PARK DEVELOPMENT	877,718
413	YOUTH SPORTS CIP	107,067
419	STORM DRAIN DIST.	1,391,310
Enterprise Funds		
502	WATER	1,319,114
507	WATER CAP. IMP.	3,839,173
519	MIRAMAR DEBT SERVICE	5,660,376
530	SEWER	1,395,333
531	SEWER CAPITAL IMP.	7,151,074
624	EQUIPMENT FUND	72,918
625	RISK MANAGEMENT*	-
Custodial Funds (fiduciary in nature)		
713	TRUST & AGENCY	426,264
730	REDEV OBLIGATION RETIREMENT	264,683
758	L. A. IMPACT	2,603,235
759	L. A. IMPACT - ASSET FORFEITURE	6,409,414
	Total Treasury Cash & Investments	$ 63,793,413

* Funds currently showing a negative cash balance due to unreimbursed costs are shown as if the applicable due to/from other funds balances were posted in the General Fund. Negative cash balances totaled $3,993,270

Note: the above balances represent cash and investment balances in the respective funds, not the respective financial statement fund balances.

City of La Verne Treasurer's Report
for the Month Ended August 31st, 2019
Portfolio Holdings - Pooled Investments

Purchase Cost	Market Value	Investment Institution	Description	Doc. I.D.	Investment Date	Maturity Date	Yield to Maturity
$6,396,939	$6,407,889	California State Treasurer	LAIF	9819439	Various	9/1/2019	2.400
$2,000,000	$1,999,260	Securities America, Inc.	FHLB Note	3130A6GD3	9/25/2015	9/25/2019	1.501
$2,000,000	$1,997,900	Hilltop Securities, Inc.	FFCB Note	3133EFKY2	10/28/2015	10/28/2019	1.361
$2,000,000	$1,998,040	Securities America, Inc.	FHLB Note	3130A6NA1	10/29/2015	10/29/2019	1.401
$1,000,000	$1,001,810	Multi Bank Securities, Inc	TCF National Bank CD	8722784J2	6/12/2018	12/20/2019	2.496
$2,000,000	$1,997,060	Piper Jaffray	FHLMC Note	3134GAZY3	12/30/2016	12/30/2019	1.502
$2,000,000	$1,994,480	Hilltop Securities, Inc.	FFCB Note	3133EFZT7	2/26/2016	2/24/2020	1.404
$989,078	$1,001,030	Hilltop Securities, Inc.	HSBC USA Inc.	40428HPR7	6/11/2018	3/5/2020	2.348
$2,000,000	$1,992,660	Hilltop Securities, Inc.	FHLB Note	3130A7ZT5	5/18/2016	5/18/2020	1.405
$2,000,000	$1,995,320	Securities America, Inc.	FHLB Note	3130AA3Z9	12/15/2016	6/15/2020	1.504
$1,300,000	$1,310,699	Time Value Investments	Morgan Stanley CD	61747M2N0	6/11/2018	6/15/2020	2.777
$1,000,000	$1,008,460	Hilltop Securities, Inc.	Enterprise Bank CD	29367SHX5	6/8/2018	6/22/2020	2.777
$2,000,000	$1,992,120	Piper Jaffray	FHLMC Note	3134GABM5	8/30/2016	8/28/2020	1.305
$2,000,000	$1,993,700	Hilltop Securities, Inc.	FFCB Note	3133EGXX8	10/13/2016	10/13/2020	1.344
$2,000,000	$1,993,900	Multi Bank Securities, Inc	FFCB Note	3133EGEU5	6/14/2016	12/14/2020	1.545
$1,035,700	$1,022,580	Multi Bank Securities, Inc	General Electric Cap. Corp.	36962G4Y7	6/13/2018	1/7/2021	3.162
$2,000,000	$2,000,580	Multi Bank Securities, Inc	FHLB	3130A6XY8	1/27/2016	1/27/2021	1.999
$240,000	$238,661	Hilltop Securities, Inc.	FHLB Note	3130A7CL7	2/26/2016	2/26/2021	1.700
$998,150	$1,019,170	Multi Bank Securities, Inc	General Dynamics	369550BE7	6/13/2018	5/11/2021	2.944
$1,035,000	$1,040,810	Multi Bank Securities, Inc	Blackrock INC	09247XAH4	6/13/2018	5/24/2021	2.998
$2,000,000	$1,995,920	Hilltop Securities, Inc.	FFCB Note	3133EGDH5	6/2/2016	6/2/2021	1.694
$1,000,000	$1,021,210	Time Value Investments	American Express CD	02589AAC6	6/5/2018	6/7/2021	2.938
$1,000,000	$1,021,210	Time Value Investments	Citibank NA CD	17312QM63	6/6/2018	6/7/2021	2.938
$1,000,000	$1,021,450	Hilltop Securities, Inc.	BMW Bank NA CD	05580ANA8	6/8/2018	6/15/2021	2.937
$959,592	$996,990	Time Value Investments	Microsoft Corp	594918BP8	6/11/2018	8/8/2021	2.900

Portfolio Holdings - Pooled Investments

Purchase Cost	Market Value	Investment Institution	Description	Doc. I.D.	Investment Date	Maturity Date	Yield to Maturity
$1,206,124	$1,249,913	Time Value Investments	Oracle Corp.	68389XBK0	6/11/2018	9/15/2021	3.040
$2,000,000	$2,000,400	Hilltop Securities, Inc.	FHLB Note	3130AABB3	12/21/2016	12/22/2021	2.000
$988,280	$1,016,570	Multi Bank Securities, Inc	US Bancorp	91159HHP8	5/31/2018	1/24/2022	2.966
$992,240	$1,023,970	Multi Bank Securities, Inc	TD Ameritrade	87236YAE8	5/31/2018	4/1/2022	3.166
$994,460	$1,028,460	Multi Bank Securities, Inc	Qualcomm Inc.	747525AE3	5/31/2018	5/20/2022	3.149
$48,135,563	**$48,382,221**	**Total Pooled Investments**					

I hereby certify that the investment activity for this reporting period conforms with the current investment policy as set forth in Resolution No. 06-04. Per government code requirements, there are adequate funds available to meet the City of La Verne's budgeted and actual expenditures for the next six months.

Ronald L. Clark

Ronald L. Clark
CITY TREASURER

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Agenda Report

CITY OF LA VERNE
Police Department

DATE: November 4, 2019

TO: Mayor and City Council

FROM: Nick Paz, Chief of Police SG ON BEHALF of CHIEF PAZ.

SUBJECT: Fund Appropriation for Replacement of Police Vehicle

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AGENDA SUMMARY

The Police Department suffered the loss of a vehicle utilized by the Department's detective bureau on April 22, 2019, when it was involved in a collision. The department is looking to replace the vehicle as it was deemed a total loss by insurance adjusters.

RECOMMENDATION:

Staff recommends that the City Council appropriate $34,000 from the City's Asset Forfeiture Fund (231) to be transferred to the City's Fleet Services Fund (624) for the purchase of a replacement public safety vehicle. A net fund balance decrease of $13,000 is included in the request.

BACKGROUND:

On April 22, 2019 a La Verne police detective was involved in a traffic collision in the City of San Dimas. The investigation into the accident deemed the other party at fault resulting in the recovery of associated costs relating to the accident. The City recovered $21,000 as a result. The City vehicle, a 2013 Ford F150, was previously purchased utilizing asset forfeiture funds and the funds recovered were returned to the City's Asset Forfeiture Fund (231).

The Department's detective bureau currently assigns vehicles to each detective for official use and they are currently operating with one less vehicle. The department is seeking to replace the vehicle in order to resume efficient operations.

The purchase of a replacement vehicle will result in a net decrease in fund balance for the City's Asset Forfeiture Fund (231) of $13,000. The Asset Forfeiture fund has sufficient reserves for this purchase with a projected fund balance of $742,000.

Respectfully submitted by: Administrative Lieutenant Sam Gonzalez

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Agenda Report

CITY OF LA VERNE
Police Department

DATE: November 4, 2019

TO: Mayor and City Council

FROM: Nick Paz, Police Chief SG ON BEHALF OF CHIEF PAZ

SUBJECT: Keep California Safe Initiative

AGENDA SUMMARY
The passing of Assembly Bill 109, Prop 47, and Prop 57 created certain issues that have contributed to an increase in certain crimes throughout California.

RECOMMENDATION:
Staff requests Council to adopt a resolution in support of the initiative known as the "Reducing Crime and Keeping California Safe Act of 2020" which will appear on the November 2020 ballot.

BACKGROUND:
The passing of Assembly Bill 109 in 2011 transferred supervision responsibility of parolees to municipalities rather than the State Parole Board and released thousands of prisoners into our communities. The subsequent passing of Props 47 and 57 also allowed for reclassification of certain crimes to be lowered to a misdemeanor or infraction level as well as reclassification of certain crimes – which should clearly be considered violent crimes – to a non-violent status. Just a few of the crimes considered non-violent include: sex trafficking of children, rape of an unconscious person, felony assault with a deadly weapon, and felony domestic violence. Props 47 and 57 also allowed for the release of thousands of additional criminals back into our communities.

The "Keep California Safe Coalition" is comprised of crime victims, law enforcement, business owners and public safety leaders working to pass the "Reducing Crime and Keeping California Safe Act of 2020", which is aimed at accomplishing the following:

- Reclassifying current non-violent crimes
- Reform the parole system to stop the early release of violent felons, expand parole oversight and strengthen penalties for parole violations.
- Reform theft laws to restore accountability for serial thieves and organized theft gangs.
- Expand DNA collection to include those convicted of drug, theft domestic violence and other serious crimes to help solve rape, murder and other violent crimes- and to exonerate those wrongly accused.

RESOLUTION NO. 19-77

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES,STATE OF CALIFORNIA, IN SUPPORT OF AN INITATIVE KNOWN AS THE "REDUCING CRIME AND KEEPING CALIFORNIA SAFE ACT OF 2020", WHICH WILL APPEAR ON THE NOVEMBER 2020 BALLOT

WHEREAS, protecting every person in our State, including our most vulnerable children, from violent crime is of the utmost importance. Murderers, rapists, child molesters and other violent criminals should not be released early from prison; and

WHEREAS, since 2014, California has had a larger increase in violent crime than the rest of the United States. Since 2013, violent crime in Los Angeles has increased 69.5%. Violent crime in Sacramento rose faster during the first six months of 2015 than in any of the 25 largest U.S. cities tracked by the FBI; and

WHEREAS, The FBI Preliminary Semiannual Uniform Crime Report for 2017, which tracks crimes committed during the first six months of the past year in U. S. cities with populations over 100,000, indicates that last year violent crime increased again in most of California largest cities.

WHEREAS, recent changes to parole laws allowed the early release of dangerous criminals by the law's failure to define certain crimes as "violent." These changes allowed individuals convicted of sex trafficking of children, rape of an unconscious person, felony assault with a deadly weapon, battery on a police officer or firefighter, and felony domestic violence to be considered "nonviolent offenders"; and

WHEREAS, as a result, these so-called "non-violent" offenders are eligible for early release from prison after serving only a fraction of the sentence ordered by a judge; and

WHEREAS, violent offenders are also being allowed to remain free in our communities even when they commit new crimes and violate the terms of their post release community supervision, like the gang member charged with the murder of Whittier Police Officer, Keith Boyer; and

WHEREAS, this measure reforms the law so felons who violate the terms of their release can be brought back to court and held accountable for such violations; and

WHEREAS, nothing in this act is intended to create additional "strike" offenses which would increase the state prison population, nor is it intended to affect the ability of the California Department of Corrections and Rehabilitation to award educational and merit credits; and

WHEREAS, recent changes to California law allow individuals who steal repeatedly to face few consequences, regardless of their criminal record or how many times they steal; and

WHEREAS, as a result, between 2014 and 2016, California had the 2nd highest increase in theft and property crimes in the United States, while most states have seen a steady decline. According to the California Department of Justice, the value of property stolen in 2015 was $2.5 billion with an increase of 13 percent since 2014, the largest single-year increase in at least ten years; and

WHEREAS, grocery store operators around the state have seen unprecedented increases in the amount of losses associated with shoplifting in their stores, with some reporting up to 150% increases in these losses from 2012 to present, with the largest jumps occurring since 2014; and

WHEREAS, shoplifting incidents have started to escalate in such a manner that have endangered innocent customers and employees; and

WHEREAS, individuals who repeatedly steal often do so to support their drug habit. Recent changes to California law have reduced judges' ability to order individuals convicted of repeated theft crimes into effective drug treatment programs; and

WHEREAS, California needs stronger laws for those who are repeatedly convicted of theft related crimes, which will encourage those who repeatedly steal to support their drug problem to enter into existing drug treatment programs. This measure enacts such reforms; and

WHEREAS, collecting DNA from criminals is essential to solving violent crimes. Over 450 violent crimes including murder, rape and robbery have gone unsolved because DNA is being collected from fewer criminals; and

WHEREAS, DNA collected in 2015 from a convicted child molester solved the rape-murders of two six-year-old boys that occurred three decades ago .in Los Angeles County. DNA collected in 2016 from an individual caught driving a stolen car solved the 2012 San Francisco Bay Area rape/murder of an 83-year-old woman; and

WHEREAS, recent changes to California law unintentionally eliminated DNA collection for theft and drug crimes. This measure restores DNA collection from persons convicted for such offenses; and

WHEREAS, permitting collection of more DNA samples will help identify suspects, clear the innocent and free the wrongly convicted, and

WHEREAS, this measure does not affect existing legal safeguards that protect the privacy of individuals by allowing for the removal of their DNA profile if they are not charged with a crime, are acquitted or are found innocent.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of La Verne hereby supports the Reducing Crime and Keeping California Safe Act of 2020.

That the Mayor shall sign and the Assistant City Clerk shall certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force.

PASSED, APPROVED AND ADOPTED this 5th day of November, 2019.

_____
Don Kendrick, Mayor

ATTEST:

_____
Lupe Gaeta Estrella, Assistant City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF LA VERNE)

I hereby certify that the foregoing Resolution No. 19-77 was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the 5th day of November, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Agenda Report

CITY OF LA VERNE
City Manager's Office

DATE: November 4, 2019

TO: Honorable Mayor and City Council

FROM: JR Ranells, Personnel Officer

SUBJECT: Resolution No.19-78 Approving Class Specifications for Battalion Chief, Fire Captain, Fire Apparatus Engineer, and Firefighter-Paramedic

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SUMMARY

The Fire Department wishes to make updates to current job classifications to better represent duties and required skills for the associated positions. In accordance with the City's personnel rules and regulations, such changes require City Council approval.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 19-78 approving class specifications for Battalion Chief, Fire Captain, Fire Apparatus Engineer, and Firefighter-Paramedic.

BACKGROUND

The Fire Department positions have been recognized job classifications of the City for a number of years. However, during a recent review, it was discovered that updates were needed to the description of the various positions to better reflect currently assigned duties, requirements of the position, and department needs. There is no fiscal impact of this action as they are already established positions. This action simply brings the City's Fire Department classifications up to date. As part of reviewing the positions, the City has shared the draft classifications and received support from the Battalion Chief's and the La Verne Firefighters' Association with making the recommended changes.

The City's personnel rules and regulations require a formal action by the City Council to properly codify such classification updates.

Attachments: Resolution No. 19-78
Battalion Chief Job Description
Fire Captain Job Description
Fire Apparatus Engineer Job Description
Firefighter-Paramedic Job Description

RESOLUTION NO. 19-78

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING A CLASS SPECIFICATION FOR BATTALION CHIEF, FIRE CAPTAIN, FIRE APPARATUS ENGINEER, AND FIREFIGHTER-PARAMEDIC

BE IT RESOLVED by the City Council of the City of La Verne as follows:

Section 1. The class specification for Battalion Chief attached hereto and thereby incorporated herein, is adopted.

Section 2. The class specification for Fire Captain attached hereto and thereby incorporated herein, is adopted.

Section 3. The class specification for Fire Apparatus Engineer attached hereto and thereby incorporated herein, is adopted.

Section 4. The class specification for Firefighter-Paramedic attached hereto and thereby incorporated herein, is adopted

Section 5. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force.

PASSED, APPROVED AND ADOPTED this 4th of November, 2019.

_____
Mayor Don Kendrick

ATTEST:

_____
Lupe Estrella, Assistant City Clerk

I hereby certify that the foregoing **Resolution No. 19-78** was duly and regularly adopted by the City Council of the City of La Verne at a meeting thereof held on the **4th day of November, 2019**, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lupe Estrella, Assistant City Clerk

JOB DESCRIPTION

Battalion Chief

DEPARTMENT: FIRE **DATE: November 2019**

SUMMARY: Under the direction of the Fire Chief, manages La Verne Fire Department (LVFD) Firefighters on an assigned shift; performs the role of Incident Commander on emergency incidents, manages Department programs, may function in the specialty roles of Fire Marshal, Training Officer or EMS Coordinator, and assures that assigned Fire Department members are properly trained and ready to provide an effective all hazards response to the community. The BC ensures the completion of maintenance and repair of vehicles, facilities, equipment and all LVFD assets.

DEPARTMENT VALUES:

- The Battalion Chief (BC) will maintain the integrity, professionalism, and values of the Fire Service and the LVFD by maintaining personal, and organizational discipline, and assuring that all rules, regulations and Standard Operating Procedures (SOPs) are followed
- The BC will promote professionalism and esprit-de-corps among all Fire Department members
- The BC will promote a positive relationship with other City staff members and the general public
- The BC assures that all assigned personnel are properly trained and equipped to work safely in hazardous work environments consistent with LVFD SOPs and industry standards

ESSENTIAL FUNCTIONS: *-- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responds to emergency incidents to include, but not limited to: fires of all types, medical emergencies rescue operations, hazardous materials spills and natural disasters
- Assumes emergency incident command according to ICS/NIMS and LVFD guidelines. Determines the proper course of action, and coordinates emergency response which may include; fire suppression, hazardous materials spill mitigation, emergency medical care, rescue or extrication/disentanglement, or other protective actions
- Supervise personnel in the delivery of emergency services in accordance with accepted local, state, and national standards and accepted industry practices
- Provides for the safety of all emergency personnel and provides for the best care possible for any injured responder
- Provides training and professional development for subordinates through: classes, drills, and in-service training to maintain firefighting, rescue, and emergency medical care proficiency
- Supervises Fire Captains or professional staff to ensure that routine reports such as: training reports, apparatus repair and maintenance reports, hose records, narcotic logs and any other required report/record is accurately completed on time and appropriately maintained
- Prepare all forms, schedules, reports, recommendations, and other administrative duties
- Coordinates the inspection, maintenance, and repair of vehicles, facilities, equipment, and Department infrastructure. Notifies the Fire Chief of serious maintenance or repair problems that may negatively affect the Department or the City

- Ensures that vehicles, Personal Protective Equipment (PPE), and all emergency response equipment is in a high state of readiness and available for immediate use
- Assists the Fire Chief in long range planning for Department sustainability
- Helps develop the annual LVFD budget and manages portions of the ongoing budget
- Continuously updates knowledge of City geography, streets, building locations, and special hazards of designated facilities, to assure that emergency response activities are accomplished in a fast, effective, and safe manner
- Acts in the role of Unified Incident Commander with Law Enforcement and allied Fire Agencies.
- Represents the City in professional meetings and in the public
- The BC will maintain the confidentiality of the Department's and the City's sensitive information
- The BC will guard and keep confidential a medical patient's personal medical information in accordance with local, state and federal law
- Performs other duties as required or assigned

KNOWLEDGE AND SKILLS:

Knowledge Of:

- City and LVFD policies and procedures.
- L.A. County, state and federal incident management practices, procedures and regulations governing all hazards emergency response, including but not limited to:
    - ICS/NIMS
    - ICS Field Operations Guide
    - Haz-Mat First Responder Operations (29 CFR, 1910-120)
    - L.A. County and State EMS protocols and guidelines
    - National Fire Protection Association (NFPA) codes and standards.
- Advanced strategy and tactics for the deployment of personnel and resources for all hazards emergency response
- Appropriate employment of specialized emergency apparatus/resources
- Occupational hazards, safe work practices, and safety precautions for an all hazard response
- City and regional geography, traffic patterns, and the location of all streets, landmarks, and buildings

Skill in:

- Managing complex emergency scenes, and quickly developing priorities, mitigation plans and solutions
- Assuming incident command responsibilities in a multi-agency/multi-discipline response. Making risk assessment decisions in collaboration with other incident commanders, deployment of multi-agency resources to mitigate emergencies
- Routinely make independent decisions, maintaining composure, and working effectively under high stress emergency situations
- Using initiative and independent judgment within established procedural guidelines
- Operate effectively in a political environment
- Communicating effectively verbally and in writing
- Operating and maintaining fire suppression apparatus, tools, and equipment
- Effectively managing and leading Fire Department members, and delegating tasks and authority
- Effectively managing situations requiring diplomacy, fairness, firmness, and sound judgment
- Operating and maintaining specialized computer and communications equipment
- Establishing and maintaining cooperative working relationships with other departments and City staff, co-workers, and allied agencies

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

<u>Working environment includes, but is not limited to any of the following:</u>

- Exposure to all types of fires including structure, wildland, aircraft, and vehicles
- Working on or within unstable structures or vehicles

- Working on extreme topography during fire or rescue operations
- Exposure to potentially hazardous materials including toxic smoke
- Exposure to body fluids and communicable diseases
- Exposure to traffic hazards
- Routinely wear a variety of PPE including full turnout gear and Self Contained Breathing Apparatus (SCBA)

Physical demands of the position involve:

- Arduous physical work while often working in a dangerous environment
- Arduous work periods may last for an extended time through multiple operational periods
- BCs are expected to perform in ICS/NIMS roles which may include extensive hiking or climbing in PPE, such as; Strike Team Leader, Division Supervisor or Safety Officer.
- Hazardous work environments often necessitate the wearing of a variety of specialized PPE and SCBA
- Functional vision and normal hearing is required to differentiate sounds (voice, horn, machinery, etc.)
- All members will maintain a high level of personal fitness to meet the physical challenges of the position
- Driving a Department designated emergency response vehicle

MINIMUM QUALIFICATIONS:

- Eight years' full time experience in a state, county, or municipal Fire Service organization(s) with a minimum of two years at the rank of Fire Captain or above
- Associates Degree

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree in a fire science related field, organizational leadership or public administration
- Chief Fire Officer Certification

LICENSE AND CERTIFICATION:

- Must possess a valid California Class C Driver's License
- Maintain EMT 1 licensure from the Los Angeles County Emergency Medical Services Agency
- Depending on the needs of the City, additional licenses and certifications may be required and will be reflected on the job posting

JOB DESCRIPTION

Fire Captain

DEPARTMENT: FIRE **DATE: November 2019**

SUMMARY: Under general supervision, supervises La Verne Fire Department (LVFD) Firefighters on an assigned shift; manages emergency incidents, and assures that personnel are properly trained and ready to provide an effective response; supervises maintenance and repair of vehicles, facilities, and equipment.

DEPARTMENT VALUES:

- The Fire Captain (FC) will maintain the integrity, professionalism, and values of the Fire Service and the LVFD by maintaining personal, Fire Company and organizational discipline, and assuring that all rules, regulations, and Standard Operating Procedures (SOPs) are followed
- The FC will promote professionalism and esprit-de-corps among Fire Department members
- The FC will promote a positive relationship with other City staff members and the general public
- The FC assures that all assigned personnel are properly trained and equipped to work safely in hazardous work environments consistent with LVFD SOPs and industry standards

ESSENTIAL FUNCTIONS: *-- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responds to emergency incidents to include, but not limited to, fires of all types, medical emergencies, rescue operations, hazardous materials spills and natural disasters
- Assumes emergency incident command according to ICS/NIMS and LVFD guidelines. Determines the proper course of action, and coordinates emergency response which may include: fire suppression, hazardous materials spill mitigation, emergency medical care, rescue or extrication/disentanglement, or other protective actions
- Supervise personnel in the delivery of emergency services in accordance with accepted local, state, and national standards and accepted industry practices
- Provides for the safety of all assigned crewmembers and provides for the best care possible for any injured member
- Ensures that EMS reports, narcotic logs and apparatus inventories are completed and submitted on time with a high degree of accuracy
- Provides training and professional development to subordinates through: classes, drills, and in-service training to maintain firefighting, rescue, and emergency medical skills
- Ensures that routine reports such as: training reports, apparatus repair and maintenance reports, hose records, and any other required report/record is accurately completed on time and appropriately maintained
- Supervises inspection, maintenance, and repair of vehicles, facilities, equipment, and infrastructure; notifies supervisor of serious maintenance problems
- Provides fire safety and prevention training for schools and community groups
- Inspects vehicles, equipment, and Personal Protective Equipment (PPE), and assures that all emergency response equipment is in a high state of readiness and available for immediate use
- Leads and coordinates fire safety and building inspections, and development of fire pre-plans

- Continuously updates knowledge of City geography, streets, building locations, and special hazards of designated facilities, to assure that emergency response activities are accomplished in a fast, effective, and safe manner
- Assists and coordinates with law enforcement personnel and other first responders as required
- The FC will maintain the confidentiality of the Department's and the City's sensitive information
- The FC will guard and keep confidential a medical patient's personal medical information in accordance with local, state and federal law
- Performs other duties as required or assigned

KNOWLEDGE AND SKILLS:

Knowledge of:

- City and LVFD policies and procedures.
- L.A. County, state, and federal incident management practices, procedures and regulations governing all hazards emergency response, including but not limited to:
    - ICS/NIMS
    - ICS Field Operations Guide
    - Haz-Mat First Responder Operations (29 CFR, 1910-120)
    - L.A. County and State EMS protocols and guidelines
    - National Fire Protection Association (NFPA) codes and standards
- Basic strategy and tactics for the deployment of personnel and resources for all hazards emergency response
- Appropriate employment of specialized emergency apparatus/resources
- Advanced principles and practices for emergency medical care and life support
- Occupational hazards, safe work practices, and safety precautions for an all hazard response
- City and regional geography, traffic patterns, and the location of all streets, landmarks, and buildings

Skill in:

- Evaluating emergency scenes, and quickly developing priorities, mitigation plans and solutions
- Assuming incident command responsibilities, making risk assessment decisions on deployment of staff, and coordinating firefighting, rescue, and emergency medical resources
- Acting to mitigate emergencies
- Making independent decisions, maintaining composure, and working effectively under high stress emergency situations
- Using initiative and independent judgment within established procedural guidelines
- Communicating effectively verbally and in writing
- Operating and maintaining fire suppression apparatus, tools, and equipment
- Effectively managing and leading crewmembers, and delegating tasks and authority
- Effectively managing situations requiring diplomacy, fairness, firmness, and sound judgment
- Operating and maintaining specialized computer and communications equipment
- Establishing and maintaining cooperative working relationships with co-workers
- Maintaining and repairing firefighting vehicles, facilities, and equipment
- Working as a team member with other emergency services agencies

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Working environment includes, but is not limited to any of the following:

- Exposure to all types of fires including structure, wildland, aircraft, and vehicles
- Working on or within unstable structures or vehicles
- Working on extreme topography during fire or rescue operations
- Exposure to potentially hazardous materials including toxic smoke
- Exposure to body fluids and communicable diseases
- Exposure to traffic hazards

- Routinely wear a variety of PPE including full turnout gear and Self Contained Breathing Apparatus (SCBA)

Physical demands of the position involve:

- Arduous physical work while often working in a dangerous environment
- Arduous work periods may last for an extended time through multiple operational periods
- FCs are also expected to lift, climb and carry charged hose lines, ladders, heavy tools and equipment, patient litters over uneven, difficult terrain
- Hazardous work environments often necessitate the wearing of a variety of specialized PPE and Self Contained Breathing Apparatus (SCBA)
- Functional vision and normal hearing is required to differentiate sounds (voice, horn, machinery, etc.).
- All members are encouraged to maintain a high level of personal fitness to meet the physical challenges of the position. An annual pack test may be required to demonstrate physical fitness at the arduous level in order to accept out of district or ICS wildland fire assignments

MINIMUM QUALIFICATIONS:

- Five years' experience as a full time Firefighter or Firefighter/Paramedic, and not under probationary status
- Qualify for La Verne Fire Department Apparatus Engineer Certification which includes the completion of the following classes;
    - California Office of the State Fire Marshal Driver-Operator 1A
    - California Office of the State Fire Marshal Driver-Operator 1B
- California Class-C driver's license with a Firefighter Endorsement

REQUIRED LICENSE AND CERTIFICATION:

- Completion of the class series for the Firefighter/Company Officer certification from the California Office of the State Fire Marshal
- Paramedic licensure from the Los Angeles County Emergency Medical Services Agency
- Depending on the needs of the City, additional licenses and certifications may be required and will be specified when job opening is posted

JOB DESCRIPTION

Fire Apparatus Engineer-Paramedic

DEPARTMENT: FIRE **DATE: November 2019**

SUMMARY: Under basic supervision, maintains and operates La Verne Fire Department (LVFD) vehicles; performs skilled work in emergency response, fire suppression, emergency medical services, hazardous materials response, technical rescue, fire safety education, and fire prevention.

DEPARTMENT VALUES:

- The Fire Apparatus Engineer (FAE/PM) will maintain the integrity, professionalism, and values of the Fire Service and the LVFD by maintaining personal, Fire Company and organizational discipline, and assuring that all rules, regulations and Standard Operating Procedures (SOPs) are followed
- The FAE/PM will promote professionalism and esprit-de-corps among all Fire Department members
- The FAE/PM will promote a positive relationship with other City staff members and the general public
- The FAE/PM will strive to be properly trained and equipped to work safely in hazardous work environments consistent with LVFD SOPs and industry standards

ESSENTIAL FUNCTIONS: *-- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responds to emergency incidents to include, but not limited to, fires of all types, medical emergencies, rescue operations, hazardous materials spills and natural disasters
- Drives LVFD vehicles and apparatus to fires and other emergency calls. Monitors fire pumps and hose lines, calculates hydraulics and fire flow, and ensures a reliable water supply for fire suppression operations
- Provides incident support by positioning/staging tools and equipment for other members operating on the incident
- The FAE/PM may also function as a Firefighter/Paramedic, and under the direction of a Fire Captain (FC), the FAE/PM performs fire suppression activities to include extending hose lines for fire attack, ventilation, rescue, life support, and salvage, performs clean-up activities at fire and emergency scenes
- In the Paramedic role, the FAE/PM assesses treats, stabilizes, and transports patients according to L.A. County EMSA medical protocols, provides advanced life support services including invasive and non-invasive medical procedures, and complex treatment modalities
- Operates emergency, fire, rescue, medical, and lifesaving tools and equipment
- Ensures that EMS reports, narcotic logs and apparatus inventories are completed and submitted on time with a high degree of accuracy
- Mitigates hazardous materials incidents
- Assists and coordinates with law enforcement personnel and other first responders as required
- Performs assigned duties on a rotating shift assignment, within scope of authority and training, and according to LVFD policies and procedures; duties may vary according to job assignment and skill level.
- Inspects, tests, and maintains vehicles and equipment to assure proper operating conditions; maintains and updates maintenance logs, schedules, reports, and other documents
- Inspects and maintains Personal Protective Equipment (PPE), and assures that all emergency response equipment is in a high state of readiness and available for immediate use; notifies supervisors of equipment problems beyond the scope of skills and training

- Prepares and maintains departmental records and reports; completes specialized emergency services paperwork, narcotics and medication inventory, and medical billings
- Assists with building inspections, fire pre-plans, and verifying compliance with fire prevention ordinances.
- Maintains station living quarters and grounds; participates in physical conditioning training and testing, and maintains required levels of physical fitness
- Participates in classes, drills, and training to maintain and upgrade firefighting, rescue, and emergency medical skills; prepares reports, and maintains LVFD records and work logs
- Continuously updates knowledge of City geography, streets, building locations, and special hazards of designated facilities, to assure that firefighting activities are accomplished in a fast, effective, and safe manner
- The FAE/PM will maintain the confidentiality of the Department's and the City's sensitive information
- The FAE/PM will guard and keep confidential a medical patient's personal medical information in accordance with local, state and federal law
- Performs other duties as assigned or required

KNOWLEDGE AND SKILLS:

Knowledge In:

- City and LVFD policies and procedures
- State and federal regulations, practices, and procedures governing fire safety and emergency services, including National Fire Protection Association (NFPA) codes and standards
- Methods, practices, and procedures for fire prevention, fire suppression, hazardous material responses, emergency medical services, rescue operations, and fire investigations
- Operational characteristics of specialized fire suppression apparatus, vehicles, and equipment
- Procedures and equipment used in modern firefighting and emergency medical response
- Advanced principles and practices for emergency medical service and life support
- Safe work practices, occupational hazards and safety precautions
- City geography, traffic patterns, and the location of all streets, landmarks, and buildings

Skill in:

- Safely driving and operating a variety of specialized vehicles and equipment
- Remaining alert at all times, and reacting quickly and calmly in emergency situations
- Providing firefighting, rescue, and medical services under emergency conditions
- Following orders under stressful conditions, and following safe firefighting practices
- Assessing emergency medical needs, stabilizing patient, and providing emergency medical care
- Assessing complex emergency medical situations, stabilizing high-risk patients, and providing advanced emergency medical care
- Recognizing the construction, contents, and occupancy of buildings in order to apply appropriate firefighting techniques
- Operating and maintaining fire suppression apparatus, tools, and equipment
- Maintaining and repairing firefighting vehicles, facilities, and equipment
- Operating and maintaining specialized computer and communications equipment
- Establishing and maintaining cooperative working relationships with co-workers
- Working as a team member with other emergency services agencies
- Communicating effectively verbally and in writing

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Working environment includes, but is not limited to any of the following:

- Exposure to all types of fires including structure, wildland, aircraft, and vehicles
- Working on or within unstable structures or vehicles
- Working on extreme topography during fire or rescue operations
- Exposure to potentially hazardous materials including toxic smoke

- Exposure to body fluids and communicable diseases
- Exposure to traffic hazards
- Routinely wear a variety of PPE including full turnout gear and Self Contained Breathing Apparatus (SCBA)

Physical demands of the position involve:

- Arduous physical work while often working in a dangerous environment
- Arduous work periods may last for an extended time through multiple operational periods
- FAEs are also expected to lift, climb, and carry charged hose lines, ladders, heavy tools and equipment, patient litters over uneven, difficult terrain
- Hazardous work environments often necessitate the wearing of a variety of specialized PPE and Self Contained Breathing Apparatus (SCBA)
- Functional vision and normal hearing is required to differentiate sounds (voice, horn, machinery, etc.)
- All members will maintain a high level of personal fitness to meet the physical challenges of the position

MINIMUM QUALIFICATIONS:

- High School diploma or GED equivalent
- Three years' experience as a full time Firefighter-Paramedic and not on probationary status with the City of La Verne

REQUIRED LICENSE AND CERTIFICATION:

- Must possess a valid California Class C Driver's License with Firefighter Endorsement
- California State Fire Marshal Driver Operator 1A
- California State Fire Marshal Driver Operator 1B
- Paramedic licensure from the Los Angeles County Emergency Medical Services Agency are required.

JOB DESCRIPTION

Firefighter-Paramedic

DEPARTMENT: FIRE **DATE: November 2019**

SUMMARY: Under basic supervision, performs firefighting, rescue, and licensed professional emergency medical duties as required to protect the lives and property of the City residents and businesses; responds to calls for service, and maintains La Verne Fire Department (LVFD) equipment and facilities.

DEPARTMENT VALUES:

- The Firefighter/Paramedic (FF/PM) will maintain the integrity, professionalism, and values of the Fire Service and the LVFD by maintaining personal, Fire Company and organizational discipline, and assuring that all rules, regulations and Standard Operating Procedures (SOPs) are followed
- The FF/PM will promote professionalism and esprit-de-corps among Fire Department members
- The FF/PM will promote a positive relationship with other City staff members and the general public
- The FF/PM will strive to be properly trained and equipped to work safely in hazardous work environments consistent with LVFD SOPs and industry standards

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responds to emergency incidents to include, but not limited to, fires of all types, medical emergencies, rescue operations, hazardous materials spills and natural disasters
- In the Firefighter role, and under the direction of a Fire Captain (FC), the FF/PM performs fire suppression activities to include extending hose lines for fire attack, ventilation, rescue, life support, and salvage, performs clean-up activities at fire and emergency scenes
- In the Paramedic role, the FF/PM assesses treats, stabilizes, and transports patients according to L.A. County EMSA medical protocols, provides advanced life support services including invasive and non-invasive medical procedures, and complex treatment modalities
- In the absence of a FC on scene, a FF/PM team is expected to take initial action to mitigate an emergency situation until relieved by a FC or Chief Officer
- Operates emergency, fire, rescue, medical, and lifesaving tools and equipment
- Mitigates hazardous materials incidents
- Ensures that EMS reports, narcotic logs and apparatus inventories are completed and submitted on time with a high degree of accuracy
- Assists and coordinates with law enforcement personnel and other first responders as required
- Performs assigned duties on a rotating shift assignment, within scope of authority and training, and according to LVFD policies and procedures; duties may vary according to job assignment and skill level
- Inspects and maintains personal protective equipment (PPE), and assures that all emergency response equipment is in a high state of readiness and available for immediate use; notifies supervisors of equipment problems beyond the scope of skills and training
- Prepares routine reports such as; training reports, apparatus repair and maintenance reports, hose records and any other required report/record is accurately completed on time and appropriately maintained
- Assists with building inspections, fire pre-plans, and verifying compliance with fire prevention ordinances

- Maintains station living quarters and grounds
- Provides care and maintenance of response vehicles, tools and equipment assigned to the station or apparatus
- Participates in physical conditioning training and maintains required levels of physical fitness
- Participates in classes, drills, and training to maintain and upgrade firefighting, rescue, Haz-Mat response and emergency medical skills
- Continuously updates knowledge of City geography, streets, building locations, and special hazards of designated facilities, to assure that emergency response activities are accomplished in a fast, effective, and safe manner
- Maintain the confidentiality of the Department's and the City's sensitive information
- Guard and keep confidential a medical patient's personal medical information in accordance with local, state and federal law
- Provides fire safety and prevention training for schools and community groups
- Inspects vehicles, equipment, and Personal Protective Equipment (PPE), and assures that all emergency response equipment is in a high state of readiness and available for immediate use
- Performs fire safety and building inspections, and development of fire pre-plans
- Assists and coordinates with law enforcement personnel and other first responders as required
- Performs other duties as required or assigned

KNOWLEDGE AND SKILLS:

Knowledge In:

- City and LVFD policies and procedures
- L.A. County, state and federal incident management practices, procedures and regulations governing all hazards emergency response, including but not limited to:
    - ICS/NIMS
    - ICS Field Operations Guide
    - Haz-Mat First Responder Operations (29 CFR, 1910-120)
    - L.A. County and State EMS protocols and guidelines
    - National Fire Protection Association (NFPA) codes and standards
- Methods, practices, and procedures for fire prevention, fire suppression, hazardous material responses, emergency medical services, rescue operations, and fire investigations
- Procedures and equipment used in modern firefighting and emergency medical response
- Advanced principles and practices for emergency medical service and life support
- Operational characteristics of fire suppression apparatus and equipment
- Safe work practices, occupational hazards and safety precautions
- City geography, traffic patterns, and the location of all streets, landmarks, and buildings

Skill in:

- Remaining alert at all times, and reacting quickly and calmly in emergency situations
- Providing firefighting, rescue, and medical services under emergency conditions
- Following orders under stressful conditions, and following safe firefighting practices
- Assessing emergency medical needs, stabilizing patient, and providing emergency medical care
- Assessing complex emergency medical situations, stabilizing high-risk patients, and providing advanced emergency medical care
- Recognizing the construction, contents, and occupancy of buildings in order to apply appropriate firefighting techniques
- Operating and maintaining fire suppression apparatus, tools, and equipment
- Maintaining and repairing firefighting vehicles, facilities, and equipment
- Operating and maintaining specialized computer and communications equipment
- Establishing and maintaining cooperative working relationships with co-workers
- Working as a team member with other emergency services agencies
- Communicating effectively verbally and in writing

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Working environment includes, but is not limited to any of the following:

- Exposure to all types of fires including structure, wildland, aircraft, and vehicles
- Working on or within unstable structures or vehicles
- Working on extreme topography during fire or rescue operations
- Exposure to potentially hazardous materials including toxic smoke
- Exposure to body fluids and communicable diseases
- Exposure to traffic hazards
- Routinely wear a variety of PPE including full turnout gear and Self Contained Breathing Apparatus (SCBA)

Physical demands of the position involve:

- Arduous physical work while often working in a dangerous environment.
- Arduous work periods may last for an extended time through multiple operational periods
- FF/PMs are also expected to lift, climb and carry charged hose lines, ladders, heavy tools and equipment, patient litters over uneven, difficult terrain
- Hazardous work environments often necessitate the wearing of a variety of specialized PPE and Self Contained Breathing Apparatus (SCBA)
- Functional vision and normal hearing is required to differentiate sounds (voice, horn, machinery, etc.)
- All members will maintain a high level of personal fitness to meet the physical challenges of the position

MINIMUM QUALIFICATIONS:

- High School diploma or GED equivalent
- Graduate of an accredited fire academy or California State Fire Marshall Firefighter I certification
- Must possess a valid California Class C Driver's License prior to appointment

REQUIRED LICENSE AND CERTIFICATION:

- National Registry Paramedic Certification or Paramedic licensure from the Los Angeles County Emergency Medical Services Agency
- Current American Heart Association Cardiopulmonary Resuscitation card (CPR)
- Current American Heart Association Advanced Cardiac Life Support card (ACLS)
- Current American Heart Association Pediatric Advanced Life Support card (PALS)

Agenda Report

CITY OF LA VERNE
Community Development Department

DATE: November 4, 2019

TO: Mayor and City Council

FROM: Eric Scherer, AICP, Community Development Director

SUBJECT: Appeal of Case No. 38-19CUP – An application for a Conditional Use Permit to request the operation of a U-Haul vehicle rental agency at 1712 Arrow Highway, in conjunction with the existing auto repair business

---

AGENDA SUMMARY

The Planning Commission voted to deny Case No. 38-19CUP, a request to operate a U-Haul vehicle rental agency at 1712 Arrow Highway, in conjunction with the existing auto repair business. The applicant has appealed the Planning Commission's decision.

RECOMMENDATION:

Staff recommends denying the appeal and upholding the Planning Commission's recommendation to deny Case No. 38-19CUP, based on the limited size of the property site and the parking deficit.

BACKGROUND:

On August 14, 2019, the Planning Commission voted 5-0 to deny Case No. 38-19CUP, a request to operate a U-Haul vehicle rental agency at 1712 Arrow Highway, in conjunction with the existing auto repair business.

The applicant submitted an appeal to the City Council on September 23, 2019.

Staff is recommending to deny the appeal and uphold the Planning Commission's recommendation to deny Case No. 38-19CUP, based on the requirements of the Arrow Corridor Specific Plan

According to the Arrow Corridor Specific Plan:

> Section V: "*23. Parking: g. Vehicle repair shop parking requirement shall be 1 space per 250 square feet of gross building area.*"

The total square footage of the building is 2,140 square feet; therefore a total of 9 parking spaces would be required. The site plan illustrates four parking spaces,

including one handicapped space, one compact space, and two standard parking spaces; therefore there is a parking deficit of 5 spaces.

Respectfully submitted by: Candice Bowcock, Principal Planner

Attachment:

A. Planning Commission Staff Report
B. Resolution Number 1247

Agenda Report

CITY OF LA VERNE
Community Development Department

DATE: August 14, 2019

TO: Planning Commission

FROM: Candice Bowcock, Principal Planner

SUBJECT: Case No. 38-19CUP – 1712 Arrow Highway – Conditional Use Permit for the operation of a U-Haul rental agency at Ray Auto Repair

---

AGENDA SUMMARY

The applicant, Ray Bejjani, has submitted an application for a Conditional Use Permit to request the operation of a U-Haul vehicle rental agency at 1712 Arrow Highway, in conjunction with the existing auto repair business.

RECOMMENDATION

Staff and the Development Review Committee recommend denial of Case No. 38-19CUP to the Planning Commission based on this staff report. A resolution will come back to the Planning Commission reflecting the decision that is made to approve or deny the request.

BACKGROUND

Ray Auto Repair, located at 1712 Arrow Highway, is an existing 2,140 square foot building located between Park Street and A Street within the Commercial Manufacturing zone of the Arrow Corridor Specific Plan. The previous business, Auto Dynamics opened in 1981 and continued to operate until December of 2018. While Auto Dynamics continued to be in operation, other business co-located in the building including: J&J Performance Automotive (1994), Naz Car Automotive (1996) and C-K Auto Repair (2003), and B&M Towing (2009). The most recent business, B&M Towing, a towing a tire repair business, was cited multiple times by Code Enforcement for illegally parking vehicles and excessive outdoor storage due to the site being too small. Due to the limited space on the site, B&M Towing relocated further east to a larger site on Arrow Highway.

In December of 2018, Ray Auto Repair opened. The use was the same as the previous business, therefore, a Conditional Use Permit was not required, however if Auto Dynamics would have closed for longer than 6 months a Conditional Use Permit would have been required for an auto repair shop. Vehicle rental agencies are listed within the Arrow Corridor Specific Plan as a conditionally permitted use within the Commercial Manufacturing zone.

Soon after opening the business, U-Haul offered the applicant the opportunity to supplement his auto repair income by installing hitches on U-Haul vehicles. A U-Haul representative informed the applicant that if he wanted to install hitches for U-Haul he would be required to become a small U-Haul truck rental dealer. Therefore, the applicant is proposing to operate a U-Haul

vehicle rental agency as an additional use to the existing auto repair shop. Staff has had several discussions and expressed concerns to the applicant and the U-Haul representative over the last several months regarding the operation of a U-Haul rental agency in conjunction with the existing business.

ANALYSIS

The applicant's hours of operation are 8am to 6pm, six days a week, and closed on Sundays. The two U-Haul vehicles (small vans and small pickup trucks) are proposed to be stored inside the building in the garage repair area, therefore, customers will only be able to return and pick up the rental vans/trucks during normal business hours.

According to the Arrow Corridor Specific Plan:

> Section V: "*23. Parking: g. Vehicle repair shop parking requirement shall be 1 space per 250 square feet of gross building area.*"

The total square footage of the building is 2,140 square feet; therefore a total of 9 parking spaces would be required. The attached site plan provides for four parking spaces, including one handicapped space, one compact space, and two standard parking spaces, therefore there is a parking deficit of 5 spaces.

After a site visit by staff it was questionable as to whether a parking stall under the overhang along the property line would be feasible do to the amount of items being stored under tarps in that location. The applicant believes that four parking spaces are sufficient due to the option of on street parking spaces on Park Avenue. Staff has explained to the applicant that the parking required for the building shall be located on the same property, not public parking areas.

The existing vehicle repair business, without the addition of U-Haul sales, is non-conforming to the current zoning regulations do to the lack of required parking; therefore the addition of another use to an existing non-conforming site cannot be supported by staff at this time.

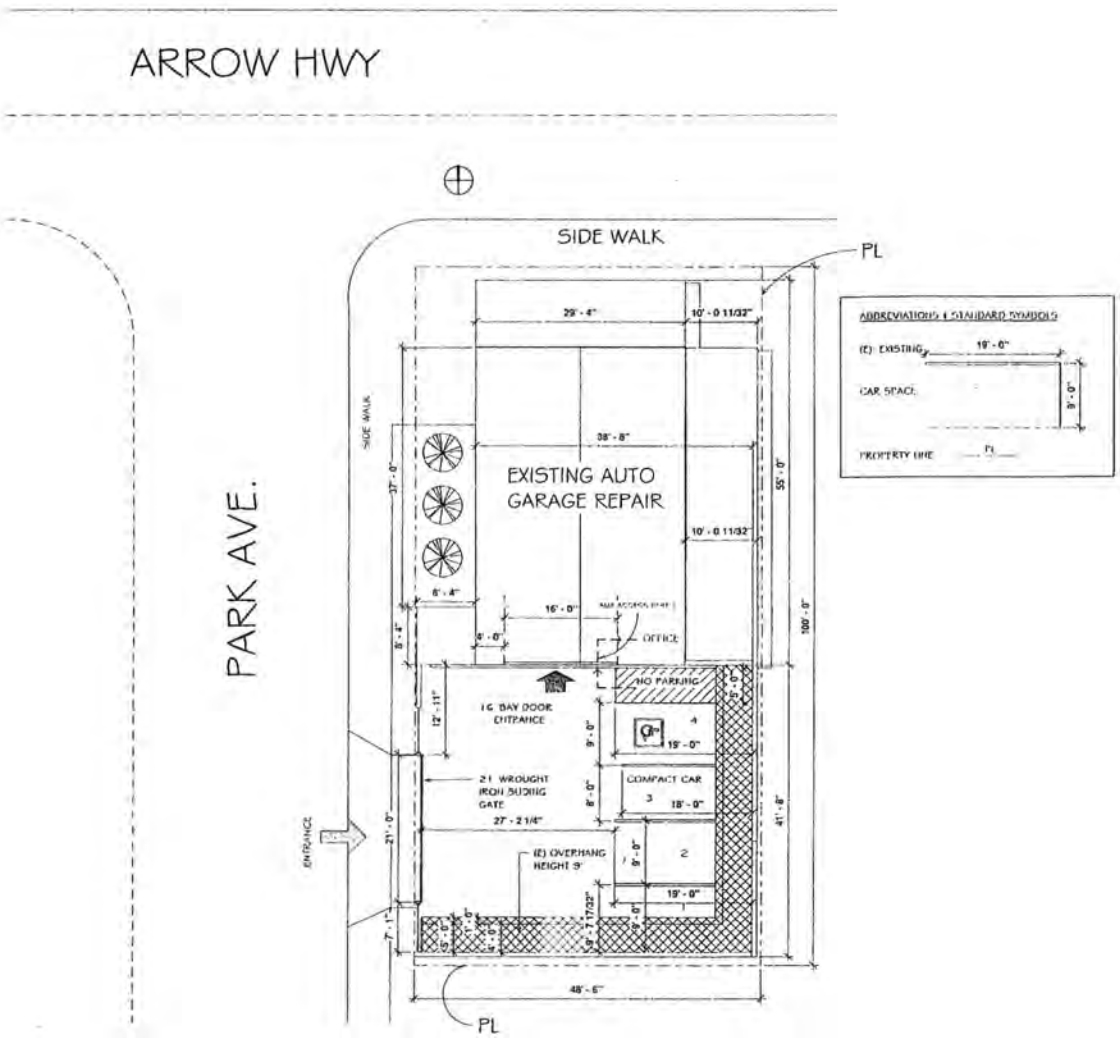
Public Notice: A notice of public hearing was published in the Inland Valley Daily Bulletin on August 2, 2019, and notices were mailed to all owners of property within 300 feet of the subject property on July 31, 2019.

California Environmental Quality Act (CEQA): This Conditional Use Permit is exempt from the provisions of the California Environmental Quality Act (CEQA) and the La Verne Environmental Guidelines per Section 15061(b)(3) of the CEQA Guidelines.

Respectfully submitted,

Candice Bowcock
Principal Planner

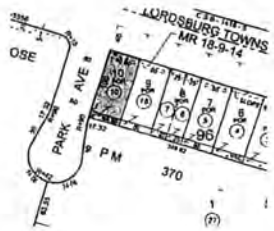
Attachments: A. Site Plan/Floor Plan
B. Narrative



1 Site Plan
1/8" = 1'-0"

SCOPE OF WORK SUMMARY
THE PROJECT IS A PROPOSED PARKING SPACE FOR 2 U-HAUL 15' TRUCK INSIDE SHOP, THREE SMALL CARS AND ONE ADA PARKING OUTSIDE.
PROPERTY TYPE: COMMERCIAL / INDUSTRIAL
Land size: 4850 Sq.Ft.
Building Size: 2140 Sq.Ft.

2 VICINITY MAP
1" = 50'-0"



3 ASSESSOR MAP
1" = 50'-0"

U-HAUL

U-haul Dealer No

1712 ARROW
LA VERNE, 9

No.	Revision Date	De

ATTACHMENT A

SITE PLAN, SCOPE OF WORK SUMMARY, VICINITY PLAN AND ASSESSOR'S

PROPOSED PARKING SPACE

GARY SMITH / RAY AUTO DEALER

Project Number	2019-2
Date	5/8/2019
Drawn By	P.H
Checked By	P.H

A101

Scale: As Indicated

DATE: July 3, 2019

TO: Development Review Committee

SUBJECT: Narrative and Justification for Conditional Use Permit (CUP) for Accessory U-Haul Dealer at Ray Auto Repair.

The applicant, Mr. Ray Bejjani, doing business as Ray Auto Repair, is hereby requesting approval of a Conditional Use Permit (CUP). Such CUP approval would permit Mr. Bejjani to become a small U-Haul truck rental dealer on a limited basis.

In December 2018, Mr. Bejjani opened Ray Auto Repair at 1712 Arrow Hightway., La Verne. Prior to opening his new business, Mr. Bejjani was a lead mechanic and manager for 16 years at JR Shell Auto Repair in La Verne.

Upon opening Ray Auto Repair, U-Haul offered Mr. Bejjani the opportunity to supplement his auto repair income by installing hitches on U-Haul vehicles. This would amount to approximately 1-2 hitches per week. Mr. Bejjani was informed that a requirement of performing such additional work for UHaul would require that he become a small U-Haul truck rental dealer.

Mr. Bejjani is requesting approval to conduct an accessory U-Haul vehicle rental business resulting in the temporary parking of a maximum of 2 of U-Haul's smallest vehicles (small van and small pickup truck) on his property inside his shop area. Currently the repair shop has enough space to temporarily park 4 vehicles.

Mr. Bejjani agrees to rent a maximum of 1-2 small U-Haul vehicles per week on a very minimum basis. Rentals (pick-up and return) shall be on a reservation basis only and available for pick-up only Monday through Saturday 8 am – 5 p.m. Persons renting such vehicles will clearly understand that vehicles must be returned to Ray Auto Repair no later than 5 p.m. on the 6 days as noted above. Rental customers will also clearly

ATTACHMENT B

understand that there will be absolutely no parking of U-Haul vehicle returns in the street, especially in the area of Ray Auto Repair.
The proposed hitch & U-Haul business will have a minimum impact on Mr. Bejjani's primary business of vehicle repair at Ray Auto Repair.

Currently there is sufficient temporary parking available for nine vehicles directly on the property of Ray Auto Repair. There is also limited parking available in the street in front of Ray Auto Repair excluding U-Haul vehicles.

Your consideration and approval in this matter will be greatly appreciated.

Sincerely,

_____

Ray Bejjani
Applicant
(909) 593-0093

RESOLUTION NO. 1247

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DENYING CASE NO. 38-19CUP, A REQUEST BY RAY BEJJANI FOR THE OPERATION OF A U-HAUL VEHICLE RENTAL AGENCY AT 1712 ARROW HIGHWAY.

WHEREAS, on April 9, 2019, Ray Bejjani submitted an application for a Conditional Use Permit to request the operation of a U-Haul vehicle rental agency at 1712 Arrow Highway, in conjunction with the existing auto repair business; and

WHEREAS, Section 18.108.030 of the La Verne Municipal Code authorizes the Planning Commission to consider such requests subject to certain findings; and

WHEREAS, the property is located within the Commercial Manufacturing zone of the Arrow Corridor Specific Plan; and

WHEREAS, this request is exempt from the provisions of the California Environmental Quality Act (CEQA) and the La Verne Environmental Guidelines per Section 15061(b)(3) of the CEQA Guidelines; and

WHEREAS, a notice of public hearing was published in the Inland Valley Daily Bulletin on August 2, 2019, and copies of the notice mailed to all property owners within 300 feet of the subject property on July 31, 2019; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on August 14, 2019, taking oral and written testimony;

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of La Verne:

Section 1. **Findings**. The Planning Commission HEREBY FINDS and DETERMINES that the proposal does not satisfy the findings necessary for the granting of a Conditional Use Permit as contained in Section 18.108.030 of the La Verne Municipal Code in that:

FINDING: The proposed use and development are each consistent with the general plan and the applicable land use zone.

The property is located within the industrial designation of the general plan and is located within the Commercial Manufacturing zone of the Arrow Corridor Specific Plan.

The Arrow Corridor Specific Plan states: Section V: "*23. Parking: g. Vehicle repair shop parking requirement shall be 1 space per 250 square feet of gross building area.*" The total square footage of the building is 2,140 square feet; therefore a total of 9 parking spaces would be required. There are only four parking spaces at this location; there is a parking deficit of 5 spaces, therefore the proposal in not consistent with the requirements of the land use zone.

FINDING: The site for the proposed use is adequate in size, shape, topography, accessibility, and other physical characteristics to accommodate the proposed use

and development in a manner compatible with existing and proposed surrounding land uses.

The site is not adequate in size to accommodate the addition of a U-HAUL vehicle rental agency in addition to the existing auto repair business. There is not adequate space to accommodate the required parking for this type of proposed use.

FINDING: The development site has adequate access to those utilities and other services required for the proposed use.

The site has adequate access to utilities and other services.

FINDING: The proposed use will be arranged, designed, constructed, operated and maintained so as to be compatible with the character of the area as intended by the general plan.

The proposed use will not be operated to be compatible with the surrounding area as intended by the general plan, as the site is too small to accommodate the necessary parking that is required to operate this type of business.

FINDING: Potential adverse effects upon the surrounding properties will be minimized to the extent practical and any remaining adverse effects are justified by the benefits conferred upon the neighborhood or community as a whole.

The limited size of the site does not allow for the required number of parking spaces to be provided, therefore there is a potential for adverse effects upon the surrounding properties as customers would have to find parking in other locations to visit the proposed U-HAUL business.

Section 2. **Denial**. In accordance with the provisions of the La Verne Municipal Code, the Planning Commission HEREBY APPROVES Resolution No. 1247, denying Case No. 38-19CUP, for a Conditional Use Permit to request the operation of a U-Haul vehicle rental agency at 1712 Arrow Highway, in conjunction with the existing auto repair business based upon the findings listed above.

Section 3. **Signature**. The Chairperson shall sign and the Secretary shall attest to the adoption of Resolution No. 1247.

APPROVED AND ADOPTED this eleventh day of September, 2019, by the Planning Commission at La Verne, California.

Chairperson, Planning Commission

ATTEST:

Darleen M. Lop

Secretary, Planning Commission

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