

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
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City Hall Council Chamber
3660 D Street
La Verne, CA 91750

Monday, April 06, 2020 - 6:30 p.m.

City Hall

Council Chambers

3660 D Street, La Verne, CA 91750

In order to minimize the spread of the COVID 19 Virus, Governor Newsom has issued Executive Orders that temporarily suspend requirements of the Brown Act. Please be advised that the Council Chambers are closed to the public and La Verne City Council Members may attend this meeting telephonically.

You are strongly encouraged to observe the City Council meeting through the City's website at www.cityoflaverne.org and follow the link titled "Council Meeting Live Stream" or on YouTube at www.cityoflaverne.org/youtube.

If you wish to make a comment on a specific agenda item, please submit your comments via email to the Assistant City Clerk at cityclerk@cityoflaverne.org. Comments will be accepted continuously during the meeting. Every effort will be made to read your comment into the records, but some comments may not be read due to time limitations.

In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (909) 596-8726 at least 48 hours prior to the meeting. Regular Meetings are held on the 1st and 3rd Monday of every month.

The City of La Verne thanks you in advance for taking all precautions to prevent the spread of the COVID 19 virus.

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. **POST ELECTION PROCEDURES**

- a. **Reciting the Facts of the Consolidated General Municipal Election held on March 3, 2020, and Declaring such other matters as provided by law.** - The City Council is being asked to confirm the Certificate of the Canvass of Election Returns.

Based on the official canvass, the following candidates were elected to office:

- **Tim Hepburn, Mayor for a two-year term or until March 2022**
- **Rick Crosby, Council Member for a four-year term or until March 2024**
- **Wendy M. Lau, Council Member for a four-year term or until March 2024**

STAFF RECOMMENDATION:

The City Council should adopt Resolution No. 20 - 18, reciting the facts of the Consolidated General Municipal Election held on the 3rd day of March 2020, declaring the result and other such matters as provided by law.

Resolution No. 20-18 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, RECITING THE FACT OF THE CONSOLIDATED GENERAL MUNICIPAL ELECTION HELD ON MARCH 3, 2020, AND DECLARING THE RESULT AND SUCH OTHER MATTERS AS PROVIDED BY LAW.

- b. **Installation of Officers** - The Oaths of Office will be administered by Assistant City Clerk Lupe Gaeta Estrella, as follows:

**Mayor Tim Hepburn
Council Member Rick Crosby
Council Member Wendy M. Lau**

- c. **Remarks by Mayor Hepburn and Council Members Crosby and Lau.**

- d. **Rotation of Mayor Pro Tem** - The City Council has followed a formal procedure for the rotation of the office of Mayor Pro Tem since 1993 and reaffirmed that policy annually. Attached is an updated Resolution establishing the rotation policy of the office of Mayor Pro Tem.

STAFF RECOMMENDATION:

The City Council should approve Resolution No. 20-19, establishing procedures for selecting a Mayor Pro Tem pursuant to California Government Code Section 26801 and repealing Resolution No. 16-19; and that pursuant to Resolution No. 20-19, the City Council appoint Robin Carder as Mayor Pro Tem for a one-year term, or until the second Council meeting in March 2021.

Resolution No. 20-19 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ESTABLISHING PROCEDURES FOR SELECTING A MAYOR PRO TEM PURSUANT TO THE PROVISIONS OF CALIFORNIA GOVERNMENT CODE SECTION 26801 AND REPEALING RESOLUTION NO. 16-19.

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) Announcements can be submitted to Assistant City Clerk at cityclerk@cityoflaverne.org and will be read into the record.

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. **Register of Audited Demands** for the following:

- In the amount of \$1,233,304.95, dated March 11, 2020
- In the amount of \$458,354.36, dated March 18, 2020; and
- In the amount of \$251,543.97, dated March 25, 2020.

Staff recommends approval of the Register of Audited Demands

- b. **Treasurer's Report for the Month of January, 2020**, to be received and filed.

- c. **Outstanding Older American Selection** - On February 19, 2020, the Senior Advisory Committee nominated one senior citizen for the Outstanding Older American Award. This recognition is part of the Los Angeles County Commission for Older Adults 55th Annual Older Americans Recognition Day (OARD) Awards Program, which honors a senior citizen from each city in Los Angeles County. The Senior Advisory Committee recommends that Diane Victor be nominated as the City's Outstanding Older American. Mrs. Victor resides in La Verne and has dedicated countless hours of service to the community.

Staff and the Senior Advisory Committee recommend that the City Council approve the nomination of Diane Victor as the Outstanding Older American representing the City of La Verne.

- d. **Staff recommends approval and passage of the following Resolutions:**

1. **Resolution No. 20-20 and Resolution No. 20-21 - Measure LV Sales Tax Administration Agreements with California Department of Tax and Fee Administration** - *Sales taxes from Measure LV will be collected by the California Department of Tax and Fee Administration (CDTFA). Resolution No.20-20, authorizes the City Manager to enter into two agreements with CDTFA for this purpose and Resolution No. 20-21, gives authorization for City Staff to review sales tax return information collected by CDTFA.*

Resolution No. 20-20 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING THE EXECUTION OF AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION FOR IMPLEMENTATION OF LOCAL TRANSACTIONS AND USE TAX COLLECTION.

Resolution No. 20-21 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING THE EXAMINATION OF TRANSACTIONS (SALES) AND USE TAX RECORDS.

2. **Resolution No. 20-22** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING A THREE-YEAR AGREEMENT WITH THE CITY OF POMONA FOR JAIL SERVICES AND BOOKING AND HOUSING OF PRISONERS AT THE CITY OF POMONA - ***At the La Verne City Council Meeting on July 15, 2019, Council gave direction to finalize an agreement with the City of Pomona for the booking and housing of La Verne's arrestees. On March 16, 2020, the Pomona City Council approved the jail contract which is being brought back for ratification by the La Verne City Council.***

Staff recommends that the City Council approve Resolution 20-22, allowing the La Verne Police Department to contract for three-years with the City of Pomona for booking, housing and the care and custody of arrestees at the Pomona City Jail.

3. **Resolution No. 20-25** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DESIGNATING ITS AGENT(S) FOR THE PURPOSE OF APPLYING FOR FINANCIAL ASSISTANCE TO THE STATE OFFICE OF EMERGENCY SERVICES - ***Occasionally, a local emergency may be declared as a result of natural or manmade events, including earthquakes, floods, and fires. Local agencies may qualify for emergency financial assistance through the California Office of Emergency Services (CalOES) depending upon the scope and financial impact of the event. CalOES requires that an agency designate authorized agents to act on behalf of the agency.***

Staff recommends approval of Resolution No. 20-25, authorizing the Director of Public Works, Director of Community Development, and the Finance Officer to act as the City's authorized agents regarding emergency financial assistance applications and related documents through the California Office of Emergency Services.

7. **PUBLIC HEARINGS**

Community Development Block Grant Program for 2020-2021 - This is the 46th funding year for the Community Development Block Grant Program. According to the Los Angeles County CDBG Bulletin, the City of La Verne will be allocated approximately \$151,628 in Community Development Block Grant (CDBG) funds. Staff is continuing to work with the Community Development Commission to allocate the remaining portion of the grant to benefit the City of La Verne.

STAFF RECOMMENDATION:

The City Council should approve the following allocation of the 2020-2021 Community Development Block Grant (CDBG) funds as follows:

2020-2021 CDBG Allocation	\$151,628
Roll-over 2019-20	\$229,171
Total:	\$380,799
Senior Hot Lunch Program	\$ 22,745
Sidewalk Repairs	\$116,000
Housing Rehab	\$100,000
Revolving Grant Fund	\$ 30,065
Unallocated 20-21	\$111,989

This recommendation is made after consideration of the federal allocation requirements and the desire to continue the existing public service program. In addition, the City Council should approve Resolution No. 20-23, approving participation in the 2020-21 Community Development Block Grant Program.

RESOLUTION NO. 20-23 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND SELECTING CERTAIN PROJECTS FOR FUNDING IN THE FISCAL YEAR 2020 – 2021.

8. **OTHER MATTERS**

Agreement for Employment with Mark Alvarado, Resolution No. 20-24 - As a result of a vacancy, the City and Mark Alvarado are desirous to enter into an interim employment agreement pursuant to California Code Section 21221(h).

STAFF RECOMMENDATION:

The City Council should approve Resolution No. 20-24, authorizing the City Manager to execute an agreement with Mark Alvarado to provide interim, part-time employment.

Resolution No. 20-24 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING AN AGREEMENT WITH "RETIRED ANNUITANT" MARK ALVARADO FOR INTERIM DIRECTOR OF FINANCE SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAME.

9. **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.

10. **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.

11. **CLOSED SESSION**

The City Council will meet in closed session for the following purpose:

Conference with Labor Negotiator (Government Code Section 54957.6).

Negotiators: City Manager and Personnel Officer

Employee Organization(s): La Verne Firefighters Association

12. **ADJOURNMENT**

THE NEXT REGULAR MEETING of the La Verne City
Council is on Monday, April 20, 2020, at 6:30 pm

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
____ Nick Paz, Police Chief
____ Devin Leonard, Interim Fire Chief
____ Dominic Milano, City Engineer
____ Bill Elftman, Information Services Manager

Posting Statement: On March 31, 2020, 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.