

**MINUTES OF A REGULAR MEETING  
OF THE CITY COUNCIL OF THE CITY OF  
LA VERNE  
Monday, May 16, 2022**

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

2. Council Members present: Mayor Tim Hepburn  
Mayor Pro Tem Muir Davis  
Council Member Robin Carder  
Council Member Wendy Lau  
Council Member Rick Crosby

Absent: None.

Advisory personnel present: City Manager Robert Russi  
Assistant to the City Manager JR Ranells  
City Attorney Robert L. Kress  
Assistant City Clerk Lupe Gaeta Estrella  
Police Chief Colleen Flores  
Community Development Director Eric Scherer  
Public Works Director Shawn Igoe  
Community Services Manager Yvonne Duran  
Public Works Manager Tracy Costello

3. Pledge of Allegiance and presentation of Colors was led by La Verne VFW Band of Brothers Post 12034.

4. Presentations/Chair of Honor Dedication at La Verne City Hall La Verne VFW Commander Post 12034 Daniel Lopez and former La Verne City Council Member and Veteran Dan Harden thanked Council Member Carder for bringing forth their request to City Council to place a "Chair of Honor" in the City Council Chambers. The empty chair will serve as a reminder of all the sacrifices made for 'Our Country' by the 82,000 American still missing service members.

Council Member Carder read a commendation honoring and celebrating the men and women that have served our country in the 6 branches of the United States Armed Forces and which has always been paramount to the City of La Verne and its' residents. The "Chair of Honor" will be a reminder of all the sacrifices made for our country by the 82,000 still-missing American service members.

La Verne VFW Post 12034 Commander Daniel Lopez and former La Verne City Council Member and Veteran Dan Harden unveiled the "Chair of Honor". Mr. Harden reported that the Chair was not finished yet, but would be ready for the second dedication at the Memorial Day Ceremony. After the ceremony, the "Chair of Honor" will be placed in the Council Chambers as a permanent memorial in honor of the still missing America service members.

The City Council thanked the La Verne VFW Band of Brothers Post 12034 and Mr. Harden for bringing the "Chair of Honor" to the City of La Verne which will be placed in the Council Chambers and used on Memorial Day and Veterans Day events.

"Older Americans Month"

Mayor Hepburn, on behalf of the City Council, presented a proclamation to Senior Advisory Chairman Terry Kistler proclaiming the Month of May 2022 as "Older Americans Month" recognizing the contributions of our older citizens, to help create an inclusive society, and join efforts to supports older Americans' choices about how they age in their community.

"Mental Health Month"

Mayor Hepburn, on behalf of the City Council, presented a Proclamation to Rimmi Hundal, Director of Mental Health Services proclaiming the Month of May 2022 as "Mental Health Month" to support and recognize the efforts at fighting the stigma associated with mental health, providing support, educating the public, and advocating for equal care; and to increase awareness and understanding of mental illnesses, reducing stigma and discrimination, and promoting appropriate and accessible services for all people with mental illnesses.

The City Council recessed at 6:49 p.m. and reconvened at 6:56 p.m.

5. Announcements of Upcoming Community Events

George May, La Verne Library Manager, reported on the upcoming Library Summer Program starting in June and other library events.

Rick Bowen, Chair of the La Verne Concerned Citizen Collation announced that they will be holding a Question and Answer Forum with Mayor Hepburn and Mayor Pro Tem Davis who are both running for City Council for Districts 1 & 3 on Thursday, June 2, 2022, at the Rock of the Foothills at 6:30 pm.

Council Member Crosby announced that the Bonita High School Girls' Softball Team made the CIF finals. The last time the Girls Softball made the CIF Finals was in 1979, 42 years ago.

Mayor Hepburn, speaking as a La Verne resident, stated that he was concerned with things being posted on social media involving District 3 and felt it was necessary to remind candidates of the "Code of Fair Practices" that each of the Candidates signed when they chose to run for City Council. He read the "Code of Fair Practices". He urged the Candidates to subscribe to the Code of Fair Campaign Practices by following its basic principles of decency, honesty and fair play. He stated that La Verne is a small town and everyone will still be family and friends after the election.

6. Consent Calendar

It was moved by Davis, seconded by Carder, and unanimously carried to accept, approve, or act on the Consent Calendar items as follows:

City Council Minutes

**City Council Minutes** of the regular and adjourned meetings of May 2, 2022, ***received and filed.***

Register of Audited Demands

**Register of Audited Demands** in the amount of \$1,911,621.82, dated April 14, 2022, in the amount of \$281,734.63, dated April 21, 2022, in the amount of \$1,166,325.91, dated April 28, 2022, and in the amount of \$1,362,806.58 dated May 5, 2022, ***approved as recommended by Finance Director Pendleton.***

Armored Vehicle Replacement

**Armored Vehicle Replacement** - The La Verne Police Department's 1982 Dodge Armored Peacekeeper has reached its end of life and cannot be repaired without a substantial cost to the City. The Department is seeking authority to purchase an armored incident vehicle from Lenco. The Department received information from the manufacturer, Lenco Armored Vehicles, who is selling a refurbished 2008 Lenco Bearcat Armored Response Vehicle for \$194,225.

Police Chief Flores recommended that the City Council approve and provide the City Manager the authority to purchase a refurbished 2008 Lenco Bearcat Armored Incident Response Vehicle from Lenco Armored Vehicles for \$194,225 supported by the funding source noted within this report. Assembly Bill 481 requires approval from City Council for all military equipment purchases to comply with Government Code 7071. **Approved as recommended.**

**Staff recommended approval and passage of the following Resolutions:**

Resolution No. 22-22,  
Authorizing a Fiduciary  
Services Agreement with the  
Los Angeles High Intensity  
Drug Trafficking Area (LA  
HIDTA) Program

**Resolution No. 22-22** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING A FIDUCIARY SERVICES AGREEMENT WITH THE LOS ANGELES HIGH INTENSITY DRUG TRAFFICKING AREA (LA HIDTA) AGENCY) PROGRAM - In the May 2, 2022 City Council study session, it was shared that the City of La Verne has been approached to become the fiduciary of the LA HIDTA Program, which requires performing financial accounting services, receiving grant awards in the name of the City, and ensuring performance of any required program audits. Council directed staff to finalize the terms of the agreement with LA HIDTA, which is presented today for Council consideration. The agreement will provide compensation to fund one Accountant specializing in grant accounting and reimbursements and additional audit services required for the LA HIDTA programs.

Finance Director Pendleton recommended that the City Council adopt Resolution 22-22, authorizing the Mayor to execute the Agreement, authorize grants secured for LA HIDTA operations to be awarded in the name of the City of La Verne, direct the Finance Director to open bank accounts; establish the required accounting funds/accounts to facilitate the agreed upon fiduciary duties and to incorporate LA HIDTA initiatives into the Fiscal Year 2022-23 budget. **Approved as recommended.**

**Ordinance(s). Second Reading. approval recommended.**

Ordinance No. 1110,  
Adopting Military Equipment  
Policy

**Ordinance No. 1110** - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADDING CHAPTER 10 ("MILITARY EQUIPMENT POLICY") TO TITLE 9, SECTION NO. 10.04.010 OF THE LA VERNE MUNICIPAL CODE GOVERNING THE USE OF MILITARY EQUIPMENT BY THE POLICE DEPARTMENT - Assembly Bill 481 ("AB 481") went into effect on January 1, 2022, and requires a law enforcement agency to obtain approval of its governing body to enact a military equipment use policy before purchasing, using, raising funds for, or acquiring military equipment. The Ordinance was placed on first reading and further reading was waived by City Council on April 18, 2022.

Police Chief Flores recommended approval of Ordinance No.1110, adding Chapter 10 (Military Equipment Policy) to Title 9, Section 10.04.010 of the La Verne Municipal Code governing the use of the Military Equipment by the Police Department. **Approved as recommended.**

6. Annual Report and Public  
"Protest" Hearing - Old Town  
La Verne Business  
Improvement District

Community Services Director Scherer reported on the annual report and the Public "Protest" Hearing for the Old Town La Verne Business Improvement District. He stated that following the "protest" hearing, the City Council should receive and file a report of the OTLVBID prior year activities; consider approval of the proposed OTLVBID 2022-2023 Annual Budget and incorporate it into the overall City Budget; and consider approving re-establishment of the District boundaries and assessment formula.

Craig Walters, Chair of the Old Town La Verne Business Improvement District reported on the past and upcoming events in Old Town La Verne. He stated that the recent wine walk was a huge success. He reported on the struggles and recovery of the owner operated businesses after the pandemic. He also reported their annual budget and two capital Improvements, Mainiero Square and tree lighting for the rest of Old Town La Verne. He thanked Community Development Director Scherer, Principal Planner Bowcock, Administrative Secretary Natalie Hiatt and the Public Works Department for their assistance to ensure the success of the Old Town La Verne events. He stated he saw a bright future for Old Town La Verne.

The City Council thanked Craig Walters, Chair of the Old Town La Verne Business Improvement District, for his leadership and report.

Mayor Hepburn opened the "Protest" Hearing and called for public comment on this matter. There was none.

It was moved by Davis, seconded by Crosby and unanimously carried to receive and file a report of the OTLVBID prior year activities; approved the proposed OTLVBID 2022-2023 Annual Budget; approved re-establishment of the District boundaries and assessment formula, and adopted Resolution No.22-23, approving the OTLVBID Annual Report.

Resolution No. 22-23,  
Overruling Protests and  
Approving the Annual Report of  
the Old Town La Verne  
Business Improvement District  
2022-2023

**Resolution No. 22-23** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, OVERRULING PROTESTS AND APPROVING THE ANNUAL REPORT OF THE OLD TOWN LA VERNE BUSINESS IMPROVEMENT DISTRICT FOR 2022-2023 PURSUANT TO THE PROVISIONS OF SECTION 36500 ET SEQ. OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA. **Approved.**

7. Consideration of Urgency Ordinances Amending Chapter 13.15 of the La Verne Municipal Code Relative to Water Conservation, Use and Restrictions

Public Works Director Igoe reported on consideration of Urgency Ordinance No. 1111, or Ordinance No. 1112, amending Chapter 13.15 of the La Verne Municipal Code Relative to Water Conservation, Use and Restrictions. He stated that on March 18, 2022 the Department of Water Resources (DWR) announced a decrease in the State Water Project (SWP) allocation from 15 percent to 5 percent. On March 28, 2022, Governor Gavin Newsom signed Executive Order N-7-22 (Executive Order) proclaiming a State of Emergency across all the counties of California. In response, the Three Valleys Municipal Water District (TVMWD) Board voted to move to a Water Shortage Contingency Plan (WSCP) Level 5 in its SWP constrained areas requiring a restriction on outdoor watering of no more than one day per week. The constrained area of TVMWD includes the cities of Claremont and La Verne.

He stated that an update to the City's Water Conservation and Restrictions Ordinance is necessary to impose water restrictions and enforcement as required by the new mandates placed on State Water Project (SWP) constrained areas by Metropolitan Water District (MWD) and it must be put in place no later than June 1, 2022. He reported that the very high fire hazard property in La Verne and property where La Verne provides water service is exempt from single day watering per week, but they would still be required to reduce water usage by 20%. The high hazard properties are identified on the of La Verne Very High Fire Hazard Severity Zone (VHFHSZ) map as established by California Department of Forestry and Fire Protection.

Public Works Director Igoe stated that instead of adopting citywide restrictions, staff is proposing two options for Council consideration.

Option 1 - Urgency Ordinance No. 1111 would provide an exemption to the single day per week outdoor watering for properties with the high fire hazard zone, while still requiring a 20% reduction in water usage.

Option 2 - Urgency Ordinance No. 1112 would provide an exemption to the single-day per week outdoor watering for properties within the high fire hazard and limit outdoor watering to three days per week, while still requiring a 20% reduction.

Mayor Hepburn called for public comment.

There were public comments. (To hear what was said during public comment, please visit the City's website to view the archived Council meeting.)

The City Council discussed the options. They all agreed on Urgency Ordinance No. 1111, which would provide an exemption to the single day per week outdoor watering for properties with the high fire hazard zone, while still requiring a 20% reduction in water usage. They also agreed that the Urgency Ordinance was necessary to impose water restrictions and enforcement as required by the new mandates placed on State Water Project (SWP) constrained areas by Metropolitan Water District (MWD). City Council directed staff to educate and help the residents to conserve water and direct them to any rebate programs.

It was moved by Davis, seconded by Crosby, and unanimously carried to adopt Urgency Ordinance No. 1111 amending Section 13.15.040 and Section 13.15.043 of Chapter 13.15 of the La Verne Municipal Code, which would provide an exemption to the single day per week outdoor watering for properties with the high fire hazard zone, while still requiring a 20% reduction in water usage.

Urgency Ordinance No. 1111, Amending Sections 13.15.040 and 13.15.043 of Chapter 13.15 of the La Verne Municipal Code Relative to Water Conservation, Use, and Restrictions

**Urgency Ordinance No. 1111** - AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGES, STATE OF CALIFORNIA, AMENDING SECTIONS 13.15.040 AND 13.15.043 OF CHAPTER 13.15 OF THE LA VERNE MUNICIPAL CODE RELATIVE TO WATER CONSERVATION, USE AND RESTRICTIONS.

8. 2022-23 Comprehensive Fee Schedule.

City Manager Russi reported on the 2022-23 Comprehensive Fee Schedule. He stated that the City's comprehensive fee schedule is reviewed each year in conjunction with the annual budget process. Adjustments are recommended to reflect changes in the cost of City services in accordance with State and local laws. City Manager Russi reported on the changes in the cost of City services as listed in the Staff Report dated May 16, 2022. He recommended that the City approve Resolution No. 22-24, which provides for the adjustments to the 2022-23 Comprehensive Fee Schedule. He also reported that the fee schedule would be returned to Council for additional adjustments later this month once the annual agreements are approved.

Mayor Hepburn opened the public hearing and called for public comment. There was none.

It was moved by Davis, seconded by Lau, and unanimously carried to approve the updates to the City's Comprehensive Fee Schedule as set forth in Resolution No. 22-24. All fee schedule changes are scheduled to become effective July 1, 2022.

Resolution No. 22-24, Amending Resolution No. 21-25, Relative to Certain Fees and Policies for Services

**Resolution No. 22-24** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AMENDING RESOLUTIONS NO. 21- 25, RELATIVE TO CERTAIN FEES AND POLICIES FOR SERVICES PROVIDED BY THE CITY OF LA VERNE.

9. Public Comment

This was the time set aside for anyone wishing to address the City Council on items not listed in any other place on the agenda.

Mayor Hepburn called for public comment.

There were public comments at the meeting. (To hear what was said during public comment, please visit the City's website to view the archived Council meeting.)

City Manager Russi responded to a question asked during public comment.

10. Council Comments

Council Member Carder reported on the La Verne Day at the Fair. She spoke of her visit with her daughter where they visited the Lincoln Monument in Washington D.C. She stated that upon reading the inscription that "A House Divided will not Stand", it reminded her of La Verne and how the City is like a family. She stated that the City has great Police and Fire Chiefs, and department heads. She also asked for an update on how dispatching with LA County is working.

City Manager Russi reported he would coordinate with Fire Chief and come back with an update.

Council Member Crosby stated he really appreciated the VFW Band of Brothers Post 12304 bringing the "Chair of Honor" to La Verne to honor and remember the missing American service members.

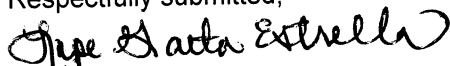
Council Member Lau announced that the Los Angeles County Fair is back. She reported on the National Peace Officer Memorial month and Police Officer week. She stated that it's coming close to end of the school year with school events like the prom and graduations going on. She reported that there is a link on the City's website for residents who wished to view the City's Candidate's Form held on May 12, 2022.

Mayor Pro Tem Davis stated he missed La Verne Day at the Fair and the Wine Walk due to family commitments. He reported on the Pomona Valley Transportation Authority meeting. In additional, he spoke about participating in a Candidate Forums hosted by Hillcrest Homes and the City of La Verne. He stated that the Candidate's Forum can be viewed on YouTube and that a link is on the City's website or it can be watched on the Community Access Channel 3 for those who subscribe to Spectrum cable.

Mayor Hepburn spoke about it being Military Appreciation Month and he thanked Council Member Carder for bringing forth the request by the La Verne VFW Band of Brothers Post 12034 to place a "Chair of Honor" in the Council La Verne Chambers which is a tribute to the City. He reported on the Teacher of Year event and Bonita High School Girls Softball making the CIF Finals. He thanked the residents who attended the City's Candidate's Forum on May 12, 2022. He spoke about the success of the Wine Walk and thanked Community Development Director Scherer and staff for their work in assisting Old Town La Verne Business District on the event. He thanked everyone for attending the Council meeting.

11. Adjournment 8:16 p.m., to Monday, June 6, 2022, at 4:30 p.m., for a presentation of the 2022-23 Budget to City Council by Department Heads.

Respectfully submitted,



Lupe Gaeta Estrella, CMC  
Assistant City Clerk