

# CITY OF LA VERNE

## CITY COUNCIL AGENDA

Tim Hepburn, Mayor

Wendy Lau, Mayor Pro Tem

Rick Crosby, Council Member

Steven Frank Johnson, Council Member

Meshal "Kash" Kashifalghita, Council Member



[www.cityoflaverne.org](http://www.cityoflaverne.org)

(909) 596-8726 - Phone

(909) 596-8740 - Fax

City Hall Council Chamber

3660 D Street, La Verne, CA

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### AMENDED

**Monday, October 2, 2023**  
**Landscaping & Lighting District Study Session at 5:30 p.m.**  
**Joint Regular City Council & Public Financing**  
**Authority Meetings at 6:30 p.m.,**  
**La Verne City Hall Council Chambers**  
**3660 "D" Street, La Verne, CA**

In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation 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.

Individuals can email their comments to the Assistant City Clerk at [cityclerk@cityoflaverne.org](mailto:cityclerk@cityoflaverne.org) up to noon on the day of the meeting. Those comments will be shared with City Council in advance of the City Council meeting and included as part of the permanent record. **Please be advised that public comments submitted by emails or any other format to the City are public records that will be made available for public viewing.**

Individuals who wish to share their comments with Council during the meeting may do so in a variety of ways:

- Attend the City Council Meeting in person and fill out a comment card or raise your hand to request to comment on the current agenda item(s).
- Participate via Zoom, by visiting [cityoflaverne.org/zoom](http://cityoflaverne.org/zoom) where you will be automatically redirected to the meeting. You will have the ability to watch the meeting in real time and raise your hand to request to comment as appropriate on the current agenda item(s). Once it is your turn to speak, you will be brought into the meeting and have the ability to turn your video on when called upon.

Call into the meeting via phone **1-669-900-6833** and enter **ID 816 6168 9924** when prompted.

Once items are considered by the City Council, no further public comment on that matter will be accepted. A time limit of 3-minutes is set for all public comments.

**Council Meeting Decorum:** Per the City's Rules for Decorum, all Speakers and Members of the Audience are to conduct themselves with decorum and not engage in willful conduct which interrupts the meeting or with the orderly conduct of the meeting.

**STUDY SESSION – 5:30 p.m.**

**CALL TO ORDER**

**ROLL CALL** Council Member Meshal “Kash” Kashifalghita, Council Member Steven Frank Johnson, Council Member Rick Crosby, Mayor Pro Tem Wendy Lau, and Mayor Tim Hepburn.

**STUDY SESSION ON LANDSCAPING AND LIGHTING DISTRICTS**

The City Council will recess and reconvene at 6:30 p.m. for the regularly scheduled City Council meeting.

**REGULAR CITY COUNCIL MEETING – 6:30 p.m.**

**PLEDGE OF ALLEGIANCE** by Matthew Jackson; Army National Guard; Major.

**ROLL CALL** Council Member Meshal “Kash” Kashifalghita, Council Member Steven Johnson, Council Member Rick Crosby, Mayor Pro Tem Wendy Lau, and Mayor Tim Hepburn.

**PRESENTATIONS**

1. **RECOGNITION OF KENADIE KELLY.** Kenadie Kelly is a 13-year-old student at Ramona Middle School who is being honored for her dedicated service to our four-legged friends. Over the last four to five years, Kenadie has donated proceeds from her Girl Scout cookie money to local shelters in La Verne and neighboring cities. She additionally creates bookmarks and sea glass jewelry, providing 100% of her sales to shelters. Kenadie has donated over \$5,000 in the past few years to various shelters and recently donated \$250 to the La Verne K9 Police Foundation. The City Council will provide a Certificate of Recognition to Kenadie for her community efforts.
2. **PINK PATCH PRESENTATION BY LA VERNE POLICE DEPARTMENT**

**ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS**

(Any person who wishes to make a brief announcement of a future community event that is open to the public may do so at this time.)

## **CONSENT CALENDAR**

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

1. **CITY COUNCIL MINUTES** of the study session and regular City Council meetings of September 18, 2023.

**RECOMMENDATION:** That the City Council approve the minutes.

2. **REGISTER OF AUDITED DEMANDS** for the following:

**Fiscal Year 2023-24** – In the amount of \$361,909.55, dated September 6, 2023, in the amount of \$1,857,440.46 dated September 13, 2023; and in the amount of \$988,812.07, dated September 20, 2023

**RECOMMENDATION:** That the City Council approve the Register of Audited Demands.

3. **RED RIBBON WEEK 2023 PROCLAMATION-** Duarte Elks Lodge #1427 has requested that the City Council proclaim the week of October 23 to 31, 2023, as Red Ribbon Week. Upon approval, the proclamation would be presented at the October 16 City Council meeting.

**RECOMMENDATION:** That the City Council approve the Red Ribbon Week Proclamation to be presented at the October 16, 2023, City Council meeting.

4. **DECLARATION OF SURPLUS PUBLIC WORKS PROEPRTY** - The Public Works Department is seeking City Council declaration of certain vehicles and equipment as surplus property. Each listed unit is no longer useful or is ineffective for current operational requirements and is proposed to be disposed of per Administrative Regulation No. 606.

**RECOMMENDATION:** That the City Council declare the vehicles and equipment identified in Attachment 1 as surplus and direct staff to sell each asset per Administrative Regulation No. 606.

5. **AUTHORIZE AGREEMENT WITH MERRIMAC PETROLEUM, INC., DBA MERRIMAC ENERGY GROUP, FOR FUEL DELIVERY SERVICES** - This item seeks City Council authorization to enter into an agreement with an initial term of one-year and option to renew up to four additional one-year extensions, with Merrimac Petroleum, Inc, DBA Merrimac Energy Group, for fuel delivery services in an amount not-to-exceed \$305,000 per year.

**RECOMMENDATION:** That the City Council approve an agreement, with an initial term of one-year and option to administratively renew up to four additional one-year extensions, with Merrimac Energy Group for fuel delivery services, in a not-to-exceed amount of \$305,000 per year.

6. **CITY OF LA VERNE INVESTMENT POLICY FOR PUBLIC FUNDS** - To ensure the guidelines for investment of temporary idle cash is managed consistently with the California Government Code and the conservative investment philosophy of the City Council, to maximize investment while safeguarding the assets of the City, the Investment Policy has been reviewed and updated.

**RECOMMENDATION:** That the City Council adopt Resolution No. 23-67, titled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING OF THE CITY'S INVESTMENT POLICY FOR PUBLIC FUNDS."

7. **PROCLAMATION AND CERTIFICATE OF RECOGNITION POLICY-** The City Council is requested to approve the Proclamation and Certificate of Recognition Policy to be included within the City of La Verne's Administrative Regulations. The Policy outlines the City's procedure for processing requests for honorary proclamations and certificates from the community.

**RECOMMENDATION:** That the City Council approve the Proclamation and Certificate of Recognition Policy.

**THE LA VERNE CITY COUNCIL WILL RECESS TO MEET AS THE LA VERNE PUBLIC FINANCING AUTHORITY.**

**PUBLIC FINANCING AUTHORITY**

8. **PUBLIC FINANCING AUTHORITY MINUTES** of the meeting of August 7, 2023.

**RECOMMENDATION:** That the Board approve the minutes.

9. **RESOLUTION NO. JPFA -69 GRANTING AN EASEMENT TO SOUTHERN CALIFORNIA EDISON COMPANY FOR UTILITY PURPOSES FOR 2909 ARROW HIGHWAY (VALLEY RANCHO MOBILE HOME PARK)** – Resolution No. JPFA-69, grants an easement to Southern California Edison Company for utility purposes at the Valley Rancho Mobile Home Park which is owned by the La Verne Public Financing Authority. This easement is similar to one approved for the Southern California Gas Company and will allow the conversion of the current utility infrastructure for electrical to be replaced, improved, and transferred.

**RECOMMENDATION:** That the Board adopt Resolution No. JPFA-69, titled, "A RESOLUTION OF THE LA VERNE PUBLIC FINANCING AUTHORITY, GRANTING AN EASEMENT TO SOUTHERN CALIFORNIA EDISON COMPANY FOR UTILITY PURPOSES FOR 2909 ARROW HIGHWAY (VALLEY RANCHO MOBILE HOME PARK)."

**LA VERNE PUBLIC FINANCING AUTHORITY WILL ADJOURN AND THE CITY COUNCIL WILL IMMEDIATELY RECONVENE**

**PUBLIC HEARINGS**

10. **CASE NUMBERS 74-23ANX AND 93-23ZC – 406 BASELINE ROAD – ANNEXATION FROM COUNTY OF LOS ANGELES INTO LA VERNE AND ZONE CHANGE TO ESTABLISH PRE-ZONING DESIGNATION** - The applicant, Deborah Chavez, is proposing to annex 406 Baseline Road (APN No. 8666-009-033), a 15,096 square foot parcel, from the County of Los Angeles into the City of La Verne. A Pre-Annexation Zone Change is proposed to establish the zoning designation for the site that is currently within the unincorporated area of Los Angeles County.

**RECOMMENDATION:** That the City Council:

1. Approve Case Nos. 74-23ANX and 93-3ZC with a Categorical Exemption from the California Environmental Quality Act, together with a subsequent Local Agency Formation Commission (LAFCO) approval of annexation of this property into the City of La Verne.
2. Adopt Resolution No. 23-68, titled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING ANNEXATION OF 406 BASELINE ROAD, APN# 8666-009-033, (15,096 SQUARE FEET) FROM LOS ANGELES UNINCORPORATED COUNTY INTO THE CITY OF LA VERNE; and
3. Introduce, waive further reading, and place on first reading, Ordinance No. 1120, Titled: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ESTABLISHING A PRE-ANNEXATION ZONING DESIGNATION FROM THE LOS ANGELES COUNTY ZONING OF A-1-15000 TO PR3D AND ADOPTING THE PR3D (HDOZ) ZONING FOR 406 BASELINE ROAD (APN No. 8666-009-033) IN THE CITY OF LA VERNE AND FINDING THE ORDINANCE TO BE CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

**OTHER MATTERS**

11. **ASSEMBLY BILL 481 MILITARY EQUIPMENT LOAN REQUEST BY SIERRA MADRE POLICE DEPARTMENT** - The Police Department is a member of the Foothills Special Enforcement Team (FSET), whose membership grew in 2023 with the addition of the City of Sierra Madre Police Department. This item follows the procedures outlined in Assembly Bill 481 (AB 481) regarding loaning equipment between police agencies.

**RECOMMENDATION:** That the City Council approve the loan of three (3) Colt rifles to the City of Sierra Madre Police Department, for a period of up to one year from the date of approval.

- 12. AWARD OF CONTRACT FOR LAS FLORES PARK AQUATIC CENTER- POOL DECKING AND PLASTER IMPROVEMENT PROJECT** - This action will appropriate funding and award a construction contract to California Waters Development, Inc., in the amount of \$1,330,505 for the Las Flores Park Pool renovations. The project will be funded in part from a financial contribution from Assembly Member Chris Holden's office, with the remaining amount shared equally by the City and its Aquatic Center Partners – University of La Verne and Bonita Unified School District.

**RECOMMENDATION:** That the City Council:

1. Award a public works construction contract to California Waters Development, Inc., the lowest, most responsible bidder, in the amount of \$1,330,505 for the Las Flores Park Aquatic Center- Pool Decking and Plaster Improvement Project (Project, No. PK2301).
  2. Authorize staff to issue change orders not exceeding 15% of the construction budget for a total possible cost of \$1,530,081, and
  3. Adopt Resolution No. 23-69, titled: 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 CALIFORNIA WATERS DEVELOPMENT, INC., FOR THE LAS FLORES PARK AQUATIC CENTER POOL DECKING AND PLASTER IMPROVEMENT PROJECT and appropriating \$30,081 from the Park Development Fund to the Las Flores Park Aquatic Center- Pool Decking and Plaster Improvement Project.
- 13. ORDINANCE ADDING DIVISION IV OF TITLE 12 (TRANSPORTATION FACILITIES) OF THE LA VERNE MUNICIPAL CODE REGARDING OBSTRUCTION OF TRANSPORTATION FACILITIES** - The City aims to maintain all public areas in a clean, sanitary, safe, attractive, and accessible condition and to protect the community's health, safety, environment, and general welfare. Existing code provisions regulate use of and access to city streets, sidewalks, parks, and parkways. Staff recommends adding similar provisions to protect access to transportation facilities in the City by preventing conduct which interferes with the rights of others to use and enjoy those areas as intended by amending Title 12 of the La Verne Municipal Code to include prohibition of obstructing transportation facilities and regulations of camping, storage of personal property or bulky items in or upon transportation facilities in the City.

**RECOMMENDATION:** That the City Council waive further reading of the Ordinance and place on first reading Ordinance No. 1121, titled: AN ORDINANCE OF THE CITY COUNCIL, CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADDING DIVISION IV OF TITLE 12 OF THE LA VERNE MUNICIPAL CODE (TRANSPORTATION FACILITIES), CHAPTER 12.60 OBSTRUCTION OF TRANSPORTATION FACILITIES

**PUBLIC COMMENTS** - 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 placed for discussion later. Please email your public comment to the Assistant City Clerk at [cityclerk@cityoflaverne.org](mailto:cityclerk@cityoflaverne.org). Your public comment will be shared with the City Council and included as part of the permanent record. There is a 3-minute time limit on public comments.

**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 per Assembly Bill 1234.

### **CLOSED SESSION**

**The City Council will meet in a Closed Session for the following:**

**Conference with Labor Negotiators, pursuant to Government Code Section 54957.6:**

Negotiators:	City Manager, Assistant City Manager, and City Attorney.
Employee Organization(s):	La Verne City Employees Association and the La Verne Police Officers' Association

### **ADJOURNMENT**

***THE NEXT REGULAR MEETING OF THE LA VERNE CITY COUNCIL IS  
SCHEDULED FOR MONDAY, October 16, 2023, at 5:30 P.M.***

## **RESIDENT INFORMATION**

### **NOTICED VACANCIES ON CITY BOARDS, COMMISSIONS, AND COMMITTEES**

For information on applying, please visit [www.cityoflaverne.org/apply](http://www.cityoflaverne.org/apply)

- Measure LV Oversight Committee – Closing October 5, 2023, at 6pm
- Public Financing Authority, EIFD Public Member – Closing October 5, 2023, at 6pm

### **UPCOMING EVENTS AND MEETINGS**

**Saturday, October 7** – 4<sup>th</sup> Annual Vendor Faire: 10:00 AM @ Heritage Park

**Tuesday, October 10** – Active Transportation Committee Meeting: 5:00 PM @ City Council Chambers

**Wednesday, October 11** – Planning Commission Meeting: 6:30 PM @ City Council Chambers

**Saturday, October 14** – Trunk-or-Treat: 5:00 PM @ La Verne Community Center

**Monday, October 16** – City Council Meeting: 5:30 PM @ City Council Chambers

**Wednesday, October 18** – Senior Advisory Committee Meeting: 10:00 AM @ La Verne Community Center

**Saturday, October 21** – Public Safety Open House: 9:00 AM @ Public Safety Building

**Saturday, October 21** – Pumpkin Patch Car Show: 10:00 AM @ Heritage Park

**Tuesday, October 24** – Youth & Family Action Committee Meeting: 6:30 PM @ City Council Chambers

**Friday, October 27** – Halloween Hop: 5:00 PM @ La Verne Community Center

**Saturday, October 28** – DEA Drug Take-Back Event: 10:00 AM @ Public Safety Building

**Saturday, October 28** – Halloween Carnival: 5:00 PM @ La Verne Community Center

### **RESIDENT NOTIFICATIONS**

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**Posting Statement:** A true copy of this Agenda was posted on September 26, 2023, on the bulletin board at La Verne City Hall, 3660 D Street, La Verne, and on the City's website at [www.cityoflaverne.org](http://www.cityoflaverne.org).