

CITY OF LA VERNE

CITY COUNCIL AGENDA

Tim Hepburn, Mayor

Muir Davis, Mayor Pro Tem

Robin Carder, Council Member

Rick Crosby, Council Member

Wendy M. Lau, Council Member



www.cityoflaverne.org

(909) 596-8726 - Phone

(909) 596-8740 - Fax

City Hall Council Chamber

3660 D Street

La Verne, CA 91750

Tuesday, February 22, 2022 - 6:30 p.m.
La Verne City Hall - Council Chambers,
3660 D Street, La Verne, CA 91750

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 Council Chambers will be opened to the public at 6:00 p.m. In an effort to keep a safe environment and to minimize the spread of the COVID-19 Virus, the City will be limiting occupancy and requiring masking for all that will be in attendance. To facilitate public participation for those who do not wish to attend in person, the meeting will still be made available virtually to residents. Below are the following opportunities on how to participate:

- 1) View the meeting through the City's website at www.cityoflaverne.org and click on the green "Council Meeting Live Stream" button.
- 2) Individuals can email their comments to the Assistant City Clerk at 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.**
- 3) Individuals who wish to share their comments directly during the meeting may do so by emailing the Assistant City Clerk at cityclerk@cityoflaverne.org with their phone number and the item(s) they wish to speak on. Requests will be accepted before and throughout the meeting and staff will call you back at the appropriate time. 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.
- 4) If you wish to participate via Zoom, you will need to register at https://us02web.zoom.us/webinar/register/WN_6-r0SZBtSiKH5LMUrTwHCg before 5:00 p.m. on Tuesday, February 22, 2022 and please be aware that space is limited. 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.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Council Member Lau, Council Member Crosby, Council Member Carder, Mayor Pro Tem Davis and Mayor Hepburn.
4. **PRESENTATIONS**
 - a. **Completion of Military Service** - Once a community member completes their military service, their banner is removed and presented to their family member(s) with a yellow ribbon. The following individual has completed their service:

Military Honoree: David C. Halberg – Navy
 - b. **Presentation of Proclamation for the Month of February, 2022, as Black History Month** - Each February, National Black History Month serves as both a celebration and a powerful reminder that Black history is American history, Black culture is American culture, and Black stories are essential to the ongoing story of America - our faults, our struggles, our progress, and our aspirations. Shining a light on Black history today is as important to understanding ourselves and growing stronger as a Nation as it has ever been.
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 February 7, 2022, ***to be received and filed.***
 - b. **Register of Audited Demands in the amount of \$374,081.00 dated January 27, 2022, approval recommended by Finance Director Pendleton.**
 - c. **Old Town La Verne Business Improvement District Appointment** - Old Town La Verne Business Improvement District (OTLVBID) Board Member Jason Miller, a representative of the University of La Verne, is no longer employed by the University. As such, the University has identified Dr. Zuhey Espinoza as Mr. Miller's replacement. The OTLVBID Board has recommended that the City Council appoint Dr. Espinoza to replace the remainder of Mr. Miller's term on the Board.

Community Development Director Scherer recommends that the Mayor appoint Dr. Zuhey Espinoza to the remainder of former Board Member Jason Miller's term to June 30, 2022 with the approval of the City Council.

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

Resolution No. 22-10 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING AN AGREEMENT WITH THE CITY OF POMONA FOR ARROW HIGHWAY MEDIAN IMPROVEMENTS - *Approval of an agreement with the City of Pomona (Attachment No. 1) which will result in median landscape/irrigation improvements in the existing medians along Arrow Highway, from White Avenue in La Verne to Garey Avenue in Pomona, to be funded by the California Natural Resources Agency (CRNA) Urban Greening Program grant funds.*

Public Works Director Igoe recommends that the City Council adopt Resolution No. 22-10, approving an agreement with the City of Pomona for median landscape/irrigation improvements and project management on Arrow Highway from White Avenue in La Verne to Garey Avenue in Pomona; and authorize the City Manager, or designee, to approve the agreement and any extensions/amendments on behalf of the City.

7. **PUBLIC HEARINGS**

Weed Abatement Protest Hearing - On February 7, 2022, the City Council adopted Resolution No. 22-07, accepting the Declaration List of Properties which has been found by inspections to have growing upon them weeds or brush and/or rubbish. Pursuant to the County of Los Angeles, Department of Agricultural Commissioner and Weights and Measures, these conditions constitute a public nuisance and must be abated. Notices to destroy weeds were mailed to property owners notifying them of a hazard or public nuisance upon their property and that it must be abated. That notice set Tuesday, February 22, 2022 at 6:30 pm, as the date and time for protests to be heard from affected property owners. The Annual Weed Abatement notice further required that owners of the declared properties must maintain their parcels in a fire-safe condition throughout the year. (Council Member Carder will declare a conflict of interest because she is a member of the Board of Directors for a homeowners' association that oversees property appearing on the weed abatement list.)

STAFF RECOMMENATION:

Following the protest hearing, the City Council should direct the Los Angeles County Agricultural Commissioner/Director of Weights & Measures to abate the nuisance by having weeds, rubbish, and refuse removed.

8. **OTHER MATTERS**

a. **Auditor's Presentation** - Brianna Schultz, Managing Senior Partner from Rogers, Anderson, Malody and Scott, Certified Public Accountants, will be presenting the results of the City's financial statement audit for the fiscal year ended June 30, 2021. The annual audit report will be distributed to Council prior to the meeting and a power point presentation will be seen at the Tuesday, February 22nd City Council meeting.

- b. **American Recovery Plan Act** - Business Assistance Program - At their December 6, 2021, meeting the City Council was provided with an outline on the City's allocation of American Rescue Plan Act (ARPA) funds and preliminary plan for their use. One of the proposed uses supported by Council was creation of a Business Assistance Program. As a result of that action, staff has been working with the Chamber of Commerce and the Small Business Development Center at ULV to develop a program.

STAFF RECOMMENDATION:

The City Council should take the following actions:

1. Approve the Business Assistance Program as outlined in the attached; and
 2. Authorize staff to execute the agreements for administration of the program to be coordinated jointly by the La Verne Chamber of Commerce and SBDC; and
 3. Authorize the use of \$1,070,000 of the City's ARPA allocation to fund the grants and costs for administration of the program; and
 4. Authorize the Finance Director to issue grants to businesses as approved under the criteria.
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. Please email your public comment to the Assistant City Clerk at cityclerk@cityoflaverne.org. Your public comment will be shared with the City Council and included as part of the permanent record. If you wish to speak, email your phone number and staff will call you back. There is a 3-minute time limit on public 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:**

Conference with Labor Negotiator (Government Code Section 54957.6).

Negotiators: City Manager, Personnel Officer, and City Attorney

Employee Organization(s): La Verne City Employees Association, La Verne Police Officers' Association, La Verne Firefighters' Association, La Verne Police Middle Management Association and all unrepresented employees.

12. Adjournment in memory of Frances ("Saint Frances") Louise Divine who passed away on February 4, 2022, at the age of 101. Frances was born in Kansas City, Kansas. She had three older sisters and one brother. She married Harold Devine on February 2, 1940 and they had four children: They started their family in Kansas City but then moved to California. They lived and raised their children in El Monte where they had horses and chickens, and ultimately built apartments that they owned and managed. In 1992, after 52 wonderful years of marriage, Harold passed away. At that time, Frances spent much of her time volunteering at the La Verne Community Center and City Hall. She loved working for the City and treated it as a job. She was devoted and dedicated; this is where she felt a sense of purpose, and she felt loved by everyone she worked with. Frances began volunteering daily with the Senior Nutrition Program, serving lunch and registering participants. From there she helped at the Community Center and City Hall with answering phones, filing, and making copies. She also volunteered on special events that include: Senior Dances, 4th of July Country Fair, Winter Wonderland (serving as Mrs. Claus), Flu Shot Clinic, and the most rewarding to her, Inclusion Dances. If the City needed help, Frances or "Saint Frances" as we commonly referred to her as, was there without hesitation. Over the past two years, Frances missed being at the Center but loved to tell stories about all of her experiences. She had many fond memories, but two of the most important were when she was named Volunteer of the Year and honored with being the Grand Marshall of the 4th of July Parade. She lived a very full and happy life. She is known for saying what was on her mind, for being strong, and for her entertaining sense of humor. She was loved and will be missed'.

and

The City Council will meet at an adjourned meeting on Monday, February 28, 2022, at 6:30 p.m. for a City Council Session on Fire Operations and County Services Review.

Also there will be an adjourned meeting on Monday, March 7, 2022 at 5 p.m. for a City Council Study Session on SB 9.

The Next Regular Meeting of the La Verne City Council is scheduled for Monday, March 7, 2022, at 6:30 p.m.

ADVISORY STAFF

- ___ Robert Russi, City Manager
- ___ JR Ranells, Assistant to the City Manager
- ___ Robert Kress, City Attorney
- ___ Lupe Gaeta Estrella, Assistant City Clerk
- ___ Shawn Igoe, Public Works Director
- ___ Eric Scherer, Director of Community Development
- ___ Marla Pendleton, Finance Director
- ___ Colleen Flores, Police Chief
- ___ Christopher Nigg, Fire Chief
- ___ Yvonne Duran, Community Services Manager
- ___ Cody Howing, City Engineer

Posting Statement: On February 15, 2022, 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.



City of La Verne
La Verne, California

Annual Audit

Fiscal year ended June 30, 2021



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

Brianna Schultz, CPA
Engagement Manager
February 22, 2022

RESPONSIBILITIES

The City's Responsibilities

3

- Present the City's financial position and results of its operations fairly and in conformity with generally accepted accounting principles
- Adopt sound accounting policies
- Provide reasonable accounting estimates
- Establish and maintain internal controls
- Prevent and detect fraud

RAMS Responsibilities

4

- Obtain reasonable assurance that the financial statements are free of material misstatement
- Examine, on a test basis, evidence supporting amounts and disclosures
- Assess accounting principles used, estimates made, and evaluate the overall financial statement presentation
- Review the City's internal control policies and procedures
- Express an opinion on the City's financial statements

Our Opinion

5

- Financial statements are fairly presented in all material respects
- Significant accounting policies have been consistently applied
- Estimates are reasonable
- Disclosures are properly reflected in the financial statements

Other Key Points

6

- No disagreements with management
- No material errors or irregularities discovered
- No significant accounting issues discovered
- Fraud communications were made with City Council members and no material findings were noted