

CITY OF LA VERNE

CITY COUNCIL AGENDA

Tim Hepburn, Mayor
Robin Carder, Mayor Pro Tem
Muir Davis, 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

Monday, May 18, 2020 - 6:30 p.m.

Tonight's Council meeting will again be closed to the public in compliance with Governor Newsom's Executive Order to minimize the spread of the COVID 19 Virus. However, the City would encourage public participation in our meeting and as such want to make residents aware of the following opportunities on how to participate:

1. View the meeting live through the City's website at www.cityoflaverne.org and following the link titled "Council Meeting Live Stream" or on YouTube at www.cityoflaverne.org/youtube.
2. Send an email to the Assistant City Clerk in advance 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. We ask that you provide those emails before 5 pm, so that staff will be prepared to read them aloud at the appropriate time.
3. Also, if you wish to make a comment during the meeting. We will be monitoring the email address and will make every effort to include your comment into the records. Please be aware there is a delay in the live stream service and any comments should be submitted as soon as possible.
4. For individuals that wish to share their comments directly during the live stream, you may email the Assistant City Clerk at cityclerk@cityoflaverne.org by 5:00 p.m. the day of the meeting with a phone number and the item(s) you wish to speak on. We will call you back at the appropriate time during the meeting for your comment.

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.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Council Member Davis, Council Member Crosby, Council Member Lau, Mayor Pro Tem Carder and Mayor Hepburn.

4. **PRESENTATIONS**

2020 Census Presentation - Daniel Lee, a Partnership Specialist with the U.S. Census Bureau's LA Regional Census Center will provide a brief presentation with updates on the 2020 Census and information on how to take the Census step-by-step.

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 3, 2020**, to be *received and filed*.

 - b. **Register of Audited Demands** in the amount of \$827,806.04, dated April 28, 2020, **approval recommended by Interim Finance Director Alvarado**.

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

 - d. **Extend Moratorium on Water Service Disconnections and Late Fees in Response to the COVID-19 Pandemic** - On March 23, 2020 City Council authorized a moratorium on water service disconnections and late fees for non-payment of municipal service bills from March 4, 2020 to April 30, 2020, in response to COVID-19. The moratorium was also imposed on late fees on business licenses and late fees and penalty interest for transient occupancy tax returns for the 1st quarter of 2020 due by April 30th.

The Public Works Director/Assistant City Manager Keesey recommends that the City Council authorize via minute motion an extension of the moratorium on water service disconnections and late fees for non-payment of municipal services bills through June 30, 2020, in response to the ongoing COVID-19 pandemic. In addition to the aforementioned, staff further recommends that the moratorium also be extended on 1) late fees on business licenses and 2) late fees and penalty interest for transient occupancy tax returns for the 2nd quarter of 2020 due by July 31st.

- e. **Pre-purchase of Equipment for the Wheeler Avenue Reservoir Control System** - City staff is proposing to construct new water quality control equipment at the Wheeler Reservoir site in accordance with implementing a nitrification monitoring and control plan to mitigate nitrification issues within the City's water system. Implementation of the project is in accordance with and satisfies the requirements of a previously prepared corrosion control plan prepared in 2017.

Most of the equipment required to outfit and operate the new Wheeler Avenue Reservoir Chloramination Trim Station has a unique application to the water quality needs in the system and a long lead-time associated with it. After working with manufacturers of various disinfectant systems, it was determined to pursue equipment that is compatible with existing equipment in use at the Wheeler Reservoir site and equipment the City has successfully operated at other sites such as the Plateau Reservoir site and Amherst Treatment Plant. Therefore, staff is seeking City Council approval to pre-purchase the equipment noted in the attached equipment summary per the City's purchasing policies under Administrative Regulation # 204. Staff is seeking Brand Continuity as allowed for in the purchasing policy, which will allow our water operators to continue similar and familiar treatment practices throughout the system.

The Public Works Director/Assistant City Manager Keesey recommends that the City Council authorize staff to pre-purchase certain equipment for the Wheeler Avenue Reservoir Chloramination Trim Station project as identified in the attached equipment summary in the amount of \$320,455.

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

1. **Resolution No. 20-34** - 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 NOBEL SYSTEMS INC, FOR THE SCANNING, GEOCODING AND WEB-INTEGRATION OF COMMUNITY DEVELOPMENT DEPARTMENT DOCUMENTS INTO THE GEOVIEWER PLATFORM - ***Staff is proposing that the City enter into an agreement with Nobel Systems, Inc. (Nobel) to provide services related to the scanning, geocoding, and web-integration of existing Planning, Building & Safety, and Engineering records into the Community Development Department's new web-based permitting system currently in development. The total cost for the services outlined in the agreement will be funded through a portion of a \$160,000 grant awarded to the City by the California Department of Housing and Community Development (HCD) through the Senate Bill 2 Planning Grants Program.***

Community Development Director Scherer recommends that the City Council adopt Resolution No. 20-34, approving an agreement with Nobel for contracted services related to the scanning, geocoding, and web-integration of Community Development Department records into the web-based permitting system currently being developed. The agreement for the scanning, geocoding, and web-integration of the records is in the amount of \$90,000, and to utilize the \$160,000 grant awarded by HCD to appropriate \$90,000 in funding to the City's miscellaneous grant fund to cover the expense of the Nobel scanning services agreement.

2. **Resolution No. 20-35** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING THE SUBMITTAL OF APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF RESOURCES, RECYCLING AND RECOVERY FOR THE USED OIL PAYMENT PROGRAM - *The California Department of Resources, Recycling and Recovery requires a resolution authorizing the submission of grant applications and designated authority of the governing body. This resolution authorizes the Director of Public Works to submit grant applications and to administer other functions related to the California Department of Resources, Recycling, and Recovery used oil-recycling programs.*

Public Work Director/Assistant City Manager Keesey recommends that the City Council approve Resolution No. 20-35 designating the Director of Public Works as the authorized administrator for the California Department of Resources, Recycling and Recovery Used Oil Payment Program and approving the submission of such application.

3. **Resolution No. 20-36** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DECLARING ITS INTENTION TO APPROVE THE ANNUAL REPORT OF THE OLD TOWN LA VERNE BUSINESS IMPROVEMENT DISTRICT WHICH INCLUDES A BUDGET AND RE-ESTABLISHES THE BOUNDARIES AND ASSESSMENT FORMULA FOR THE 2020-2021 FISCAL YEAR AND SETS A PUBLIC HEARING ON THE MATTER - *An annual public hearing is required to consider the Annual Report of the Old Town La Verne Business Improvement District (OTLVBID) and has been scheduled for June 1, 2020. At said hearing, the City Council will be requested to 1) Receive and file a report of the OTLVBID prior year activities, 2) Approve the proposed OTLVBID 2020-2021 Annual Budget and incorporate it into the City Budget and 3) Approve re-establishment of the District boundaries and assessment formula.*

Community Development Director Scherer recommends that the City Council adopt the attached Resolution No. 20-36, declaring its intention to approve the OTLVBID Annual Report and sets a public hearing on the matter for June 1, 2020.

7. **PUBLIC HEARINGS**

- a. **Community Development Block Grant Business Assistance Grant** -. The City of La Verne's Business Assistance Grant would offer one-time \$2,500 grants to eligible businesses to help them re-open, create jobs, retain jobs, and offer quality services to the residents of La Verne. The program is funded through a grant from the U.S. Department of Housing and Urban Development. Businesses must meet all requirements to be eligible for the program. The Economic Development Committee, the Chamber of Commerce, and Community Development Director Scherer recommend approval of the Business Assistance Grant Program.

Staff Recommendation

The City Council should approve the Business Assistance Grant, offering one-time \$2,500 grants to eligible businesses. Staff is asking that the Council reallocate money that was going to be used for the housing rehabilitation program. Removing the Housing Rehab Program will leave approximately \$300,000 to put towards this Business Assistance Program.

- b. **2020-21 Comprehensive Fee Schedule** - The City's comprehensive Fee Schedule, established by Resolution 17-23 and as amended by Resolutions 18-19 and 19-23, is reviewed each year in conjunction with the annual budget process. Adjustments are made to reflect changes in the cost of services in accordance with State and local law. Resolution 20-37, provides for adjustments to the 2020-21 comprehensive Fee Schedule.

Staff Recommendation:

Following the public hearing, the City should approve the updates to the City's Comprehensive Fee Schedule as set forth in resolution 20-37. All fee schedule changes are scheduled to become effective July 1, 2020, except Building and Planning Department fees, which by State law become effective 60 days after City Council approval.

Resolution No. 20-37 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AMENDING RESOLUTIONS NO. 17-23, 18-19 & 19-23 RELATIVE TO CERTAIN FEES AND POLICIES FOR SERVICES PROVIDED BY THE CITY OF LA VERNE.

8. **OTHER MATTERS**

- a. **Old Town La Verne Business Improvement District – Request to Refund Assessment Charges Due to the COVID-19 Pandemic** - The Old Town La Verne Business Improvement District (OTLVBID) Advisory Board has requested that the City Council approve the refund of the 2019/2020 annual assessment charges to those businesses that have paid the assessment in order to provide COVID-19 related relief. The Board has also requested that the Council consider refunding all business license taxes for all businesses in La Verne as well. The Old Town La Verne Business Improvement District (OTLVBID) Advisory Board and Community Development Director Scherer recommend that the City Council approve the refund of the annual assessment charged to the businesses in Old Town La Verne.

STAFF RECOMMENDATION:

The City Council should approve Resolution No. 20-38, approving the refund of the annual assessment charged to the businesses in Old Town La Verne. While these funds are collected by the City, they are part of the OTLVDID annual budget and are spent on maintenance, improvements, and events in Old Town. If the Council desires, staff can gather more information about potentially refunding all business license taxes.

Resolution No. 20-38 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, REFUNDING THE ANNUAL ASSESMENTS FOR ALL OLD TOWN LA VERNE BUSINESS IMPROVEMENT DISTRICT BUSINESSES FOR FISCAL YEAR 2019/2020 AS A RESULT OF COVID-19.

- b. **Mayor Hepburn asked to bring back the Rules and Decorum for consideration of changes to the rules.**
- c. **Mayor Hepburn requested consideration of a Forensic Audit.**

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. 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. **ADJOURNMENT**

**THE NEXT REGULAR MEETING of the La Verne City Council
is on Monday, June 1, 2020, at 6:30pm**

**The La Verne City Council thanks the residents
for taking all precautions to prevent the spread of the COVID 19 virus.**

ADVISORY STAFF

____ Robert Russi, City Manager
____ Dan Keeseey, 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
____ Mark Alvarado, Interim Finance Director
____ Nick Paz, Police Chief
____ Devin Leonard, Interim Fire Chief
____ Dominic Milano, City Engineer
____ Bill Eftman, Information Services Manager

Posting Statement: On May 12, 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.