

**CITY OF LA VERNE**  
**PUBLIC FINANCING AUTHORITY**  
**SPECIAL MEETING AGENDA**

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Wednesday, March 3, 2021, 9:00 a.m.

Watch Live at [www.cityoflaverne.org/stream](http://www.cityoflaverne.org/stream)

3660 D Street, La Verne, CA 91750

The Public Financing Authority meeting for La Verne's Enhanced Infrastructure Financing District will be closed to the public in compliance with Governor Newsom's Executive Order to minimize the spread of the COVID-19 Virus. However, the public is encouraged to participate in this meeting in any of the following ways:

- 1) View the meeting through the City's website at [www.cityoflaverne.org/stream](http://www.cityoflaverne.org/stream)
- 2) Please submit your written comments via email at [planning@cityoflaverne.org](mailto:planning@cityoflaverne.org). They will be shared with the Authority Members prior to the meeting and will be made part of the permanent record. We ask that you provide those emails before 7:00 p.m. the day before the meeting. **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) For individuals that wish to share their comments during the live stream, you may email [planning@cityoflaverne.org](mailto:planning@cityoflaverne.org) by 8:00 a.m. on 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 Assistant City Clerk's Office at (909) 596-8726 at least 48 hours prior to the meeting.

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**1. CALL TO ORDER**

**Board Members:**

Supervisor Kathryn Barger, Chair, Elected Member  
Robin Carder, Vice Chair, Elected Member  
Mayor Tim Hepburn, Elected Member  
Gilbert Ivey, Member of the Public  
Raymond Skelton, Member of the Public

**Staff:**

Robert Russi, City Manager  
Eric Scherer, Director of Community Development  
Lupe Gaeta Estrella, Assistant City Clerk

2. **Approval of Minutes** – August 12, 2020
3. **Amendment of Bylaws** – As a result of the reformation of the Public Financing Authority (PFA) Board, it is necessary to amend the bylaws which were adopted in 2017. Staff is also proposing other minor modifications to be consistent with bylaws adopted by other County PFAs.

**Staff recommends that the Authority Board approve the amendments to the bylaws as proposed.**

4. **Update on Financing Options** – Staff will present the Board with an update on the financing options to begin to plan for the implementation of the Infrastructure Financing Plan.
5. **PUBLIC COMMENTS/ORAL COMMUNICATIONS** - This is the time set aside for anyone wishing to address the Public Financing Authority 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 Chair reserves the right to place limits on duration of comments.
6. **ADJOURNMENT** – This meeting shall be adjourned to a date identified by the Board at the meeting.

**LA VERNE PUBLIC FINANCING AUTHORITY**  
**Enhanced Infrastructure Financing District (EIFD)**  
**Minutes of a Special Meeting**  
Wednesday, August 12, 2020  
Teleconference

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1. The Public Financing Authority meeting for La Verne's Enhanced Infrastructure Financing District was closed to the public in compliance with Governor Newsom's Executive Order to minimize the spread of the COVID-19 Virus. Additionally, the meeting was conducted via teleconference with all Authority members participating remotely. Please Note: The August 5, 2020 was not held due to noticing problems and the meeting was rescheduled to August 12, 2020.
2. A Special meeting of the La Verne Public Financing Authority was called to order by Vice-Chair Carder at 9:04 am.
3. Board Members Present: Vice-Chair Robin Carder, Mayor Tim Hepburn, and Raymond Skelton, and Gilbert Ivey.

Board Members Absent: Chair Kathryn Barger.

Staff Present: Executive Director Robert Russi, Community Development Director Eric Scherer, and Deputy City Attorney Peter Wallin.

4. La Verne Public Financing Authority Enhanced Infrastructure Financing District (EIFD) Minutes
- It was moved by, seconded by Hepburn, seconded by Ivey, and carried by a vote of 4-0 (Barger absent) to approve the La Verne Public Financing Authority Enhanced Infrastructure Financing District (EIFD) Minutes of July 29, 2020.

Ordinance No. 01,  
Final Adoption - Amended and  
Restated Infrastructure  
Financing Plan

Community Development Director Scherer reported on Ordinance No. 01, amended and restated Infrastructure Financing Plan (IFP). He stated that per the Authority's direction, staff prepared a draft IFP which includes Los Angeles County's participation, which was approved by their Board of Supervisors on January 14, 2020. The Authority held public hearings on May 6, 2020 and June 10, 2020, and a protest hearing on July 29, 2020 with no protests received. This is the required second reading of the ordinance which was approved at the July 29, 2020 protest hearing.

Vice-Chair Carder called for any oral or written testimony against the adoption of the Amended and Restated Infrastructure Financing Plan.

There were none received.

It was moved by Ivey, seconded by Hepburn, and carried by a vote of 4-0 (Barger absent) to adopt PFA Ordinance No. 01, approving the Amended and Restated Infrastructure Financing Plan pursuant to Government Code Section 53398.66.

PFA Ordinance No. 01,  
Approving the Amended and  
Restated Infrastructure  
Financing Plan for Enhanced  
Infrastructure Financing District  
No. 1 to Finance the  
Construction and/or Acquisition  
of Capital Improvements

**PFA Ordinance No. 01**- AN ORDINANCE OF THE CITY OF  
LA VERNE PUBLIC FINANCING AUTHORITY APPROVING  
THE AMENDED AND RESTATED INFRASTRUCTURE  
FINANCING PLAN FOR ENHANCED INFRASTRUCTURE  
FINANCING DISTRICT NO.1 TO FINANCE THE  
CONSTRUCTION AND/OR ACQUISITION OF CAPITAL  
IMPROVEMENTS. ***Approved.***

5. Public Comment

**PUBLIC COMMENTS/ORAL COMMUNICATIONS** - This is  
the time set aside for anyone wishing to address the  
La Verne Financing Authority 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 were asked to email their comments prior to the close  
of the public comment period including their name and address  
for the record. The Chair reserves the right to place limits on  
duration of comments.

Vice Chair Carder called for public comment and waited a few  
minutes for staff to check for any public comments received via  
email.

One public comment received from Jackson Salinas (attached)

6. Meeting was adjourned at 9:11 am.

Respectfully submitted,

Lupe Gaeta Estrella, CMC  
Secretary/Assistant City Clerk

-----Original Message-----

From: Jackson Salinas [<mailto:jaxsalinas@gmail.com>]

Sent: Thursday, August 06, 2020 9:57 PM

To: Planning

Subject: Public Comment 08/12/2020

1. 2. Approval of Minutes- July 29, 2020: I was looking at the minutes and it showed that my comment was not mentioned in the minutes for my question about the gold line that was part of the protest draft I am asking that it be fixed. So my comment can be part of the official record.

2. 4. Public Comment: Is there a way you can post previous meeting minutes on the city's website that way people can view them? I only see the agendas and not the minutes on there. Just a suggestion.

# Agenda Report

CITY OF LA VERNE

*City Manager's Office*

**DATE:** March 3, 2021

**TO:** Public Financing Authority

**FROM:** Bob Russi, City Manager

**SUBJECT:** Amendment of Bylaws of the Public Financing Authority

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## **AGENDA SUMMARY**

As a result of the reformation of the Public Financing Authority (PFA) Board, it is necessary to amend the bylaws which were adopted in 2017. Staff is also proposing other minor modifications to be consistent with bylaws adopted by other County PFAs.

## **RECOMMENDATION**

Staff recommends the Authority Board approve the amendments to the Bylaws as proposed.

## **BACKGROUND**

With the initial creation of the Enhanced Infrastructure Financing District (EIFD) in 2017, one of the first things the newly formed Public Financing Authority (PFA) did was approve a set of bylaws. As La Verne was one of the first cities in the state to approve an EIFD, we had to create these bylaws based on other types of similar Authority Boards.

Since then, the PFA has approved the amended Infrastructure Finance Plan (IFP) which includes the County's participation in the EIFD. With those changes, the makeup of the Board has changed to include Supervisor Barger. To be consistent with other County EIFD bylaws, the proposed amendment would allow the Supervisor to assign an alternate to fill her seat as their schedule typically makes it difficult to attend these meetings.

Other minor modifications include:

- Defining the role of the Board
- Defining the duties of the Executive Director
- Changing the timing of the election of officers
- Changing the regular meeting dates from monthly to quarterly
- Providing more details on how the bylaws can be amended
- Added a certification that these are the approved bylaws.

Prepared By: Eric Scherer, Community Development Director

Attachment: Draft Amendments to the Approved Bylaws

La Verne Public Financing Authority  
ByLaws

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Approved by Resolution No. 17-47

~~&~~ Amended by Resolution Nos. 17-59 and 19-52

**I. Background and Purpose**

The La Verne Public Financing Authority (“Authority”) is a body formed, and operating under, Government Code Section 53398.50 *et seq.* The primary purpose of the Authority is to accelerate the financing of public improvements needed to attract the development that is envisioned within the City’s Old Town La Verne Specific Plan and to compliment the extension of the Gold Line.

**II. The Authority Board**

The Board shall be imbued with all powers and authority as specified in California Government Code Section 53398.50 *et seq* and any other applicable statutes or regulations which may be adopted.

A. Membership

The Board is composed of five members to be appointed ~~by the La Verne City Council~~ as follows:

~~(i)~~ (i) Two~~three~~ members of the La Verne City Council appointed by the City Council,

~~(ii)~~ (ii)

~~(i)(iii)~~ One member of the Los Angeles County Board of Supervisors of Los Angeles (Supervisor of the Fifth District) appointed by the Board of Supervisors.

~~(ii)(iv)~~ Two public members, one to be appointed by the La Verne City Council and the other to be appointed by the Los Angeles County Board of Supervisors.

~~B.~~ B. — Alternates

The ~~Each~~ County Supervisor appointed to the Authority Board may designate, in writing submitted to the Chair of the Authority Board, a Deputy or other official in that Supervisor’s District Office to act for him or her and represent him or her at all meetings of the Authority Board.

C. Authority Board Role and Compensation

The Authority Board is responsible for overall policy and direction of the District and delegates responsibility of day-to-day operations to staff. Directors shall receive no compensation for their service on the Authority Board, but may receive reimbursement for actual and necessary expenses incurred in the performance of their official duties pursuant to Section 53398.51.1(c) of the Government Code.

~~B.D.~~ Term of Office

Each Board member shall be appointed to serve at the pleasure of the respective City Council and the Los Angeles County Board of Supervisors appointing authority.

E. Oath or Affirmation

Any person appointed to serve as a Board member must take the oath or affirmation of office prior to formally and officially assuming his or her position as a Board member.

**III. Officers**

A. Designated Elected Officers

The elected officers of the Board shall consist of:

1. Chairperson
2. Vice Chairperson

B. Duties of Officers

1. Chairperson

- a. When necessary, the Chairperson shall be the official representative of the Board. He/she shall have the power to appoint committees and subcommittees and such other powers as may be delegated by the Board from time to time.
- b. The Chairperson shall serve as the presiding officer of all Board meetings.
- c. The Chairperson shall sign all acts, orders, resolutions and proceedings of the Board.

2. Vice Chairperson

In the temporary absence of the Chairperson, the Vice Chairperson shall assume duties of the Chairperson.

3. Executive Director

The City Manager of the City of La Verne shall serve as the Executive Director of the Authority. Under the direction of the Authority Board, the Executive Director has day-to-day responsibilities for the District, including carrying out the organization's goals and policies. The Executive Director will attend all Board meetings, report on the progress of the District, and answer questions of the Directors. The Authority Board can designate other duties as necessary.

C. Eligibility to Hold Office



Any Board member may be elected to any office.

D. Election of Officers

Officers shall be elected by the Board with the first election occurring at the organizational meeting and annually thereafter at the first scheduled meeting after July 1 of each subsequent year~~on the second Thursday of each July.~~ Commencement of officers' terms shall take effect immediately upon election to office.

E. Removal

Officers serve at will and may be removed by a majority vote of the Board at any time with or without cause in the context of a noticed public meeting.

F. Succession

There shall be no automatic succession of officers upon the vacation of a superior officer position prior to the expiration term of the superior officer's position. A vacated officer position shall be filled by a majority vote of the Board at the earliest time possible in the context of a noticed public meeting.

IV. **Board Meetings**

A. Applicable Laws and Regulations

All Board meetings shall be conducted in accordance with Government Code sections 54950, *et seq.* (the "Brown Act") and any and all laws governing public meetings.

B. Types of Meetings

1. Regular Meetings

Regular Meetings will be held the second ~~Wednesday~~Thursday of each ~~quarter (March, June, September, and December)~~month, commencing at ~~109~~10:00 a.m. at the City Council Chambers in La Verne City Hall.

2. Special Meetings and Emergency Meetings

Special Meetings and Emergency Meetings may be called and held from time to time pursuant to the procedures set forth in the Brown Act.

3. Adjourned Meetings

The Board may adjourn any Board Meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Brown Act.

C. Location of Meetings

All Board Meetings shall be held in the City Council chambers located at the La Verne City Hall, unless otherwise designated by the Chairperson or the Board. However, the Board may, from time to time, elect to meet at other locations within the City and at different times on different days and upon such election will give public notice of the change of location in accordance with the Brown Act.

D. Quorum

A majority of the total membership of the Board will constitute a quorum, but a lesser number may adjourn a meeting.

E. Actions of the Board

All actions of the Board shall require the approval of a majority of a quorum.

F. Presiding Officer

The Chairperson will preside over all Board meetings. The Chairperson will have authority to preserve order at all Board meetings, to remove any person from any meeting of the Board for disorderly conduct, to enforce the rules of the Board and to determine the order of business under the rules of the Board.

G. Closed Sessions

Board members may not reveal the nature of discussion or decision from a closed session unless required by law or unless a majority of the Board agrees in closed session to disclose confidential closed session information.

H. Minutes

The Clerk of the Board will have exclusive responsibility for preparation of the minutes which shall be recorded with the District's Minute Book. In absence of the Clerk, the presiding officer shall appoint an acting Clerk to record the meeting minutes.

I. Order of Business

The business of the Board at its meeting will generally be conducted in accordance with the order of business as listed on the agenda. The Chairperson may, with the concurrence of a majority of the Board members present, reorder items on the agenda to accommodate the public or to address other concerns.

J. Robert's Rules

Except as provided herein, other rules adopted by the Board and applicable provisions of state law, the procedures of the Board will be governed by the latest revised edition of *Robert's Rules of Order*.

V. **Waiver of Rules**

Any of the foregoing rules may be waived by majority vote of the Board present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved and the waiver does not violate any provision of law.

VI. **-Conflict of Interest Code**

Board members shall be subject to the conflict of interest code and reporting requirements of the Fair Political Practices Act.

VII. **-Amendment of Bylaws**

Any provision of these bylaws may be amended when necessary by majority vote of the Authority Board. Amendments may be proposed by any Director and must be sent out with regular Board announcements and notice must be provided to all Directors at least three (3) days prior to any action item being placed on the agenda.

~~The Bylaws may be amended by a simple majority vote of the entire Board.~~

CERTIFICATION

These bylaws were amended and approved at a meeting of the Board by a majority vote on March 3, 2021

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Executive Director

Date