

# **CITY COUNCIL ADVISORY COMMITTEE REGULAR MEETING**



## **Meeting Agenda**

**Regular Meetings- 1st Thursday  
March, June, September, December**

**Thursday, March 7, 2024**

**6:00 PM**

Council Chambers  
9700 Seventh Avenue  
Hesperia, CA 92345

## **City Council Advisory Committee Members**

**Martial Haprov, Chair  
Roman Aguilar III, Vice Chair  
Kelly Gregg  
Ramon Franco  
Arley Arsineda**

**Council Member Allison Lee,  
Council Liaison  
Rachel Molina, City Manager**

Documents produced by the City and distributed less than 72 hours prior to the meeting regarding any item on the agenda will be made available in the City Clerk's office located at 9700 Seventh Avenue during normal business hours or on the City's website.



**NOTE: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (760) 947-1007 or (760) 947-1026. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.**

**REGULAR MEETING AGENDA  
HESPERIA CITY COUNCIL ADVISORY COMMITTEE  
9700 Seventh Ave., Hesperia, CA 92345**

**CALL TO ORDER - 6:00 p.m.**

- A. Pledge of Allegiance
- B. Invocation
- C. Roll Call

**PUBLIC COMMENTS**

*Please complete a "Comment Card" and give it to the Secretary. Comments are limited to three (3) minutes per individual. State your name for the record before making your presentation. This request is optional, but very helpful for the follow-up process.*

*Under the provisions of the Brown Act, Members are prohibited from taking action on oral requests. However, Members may respond briefly or refer the communication to staff.*

**CONSENT CALENDAR**

- 1. Page 3 Consideration of the December 11, 2023 City Council Advisory Committee Draft Meeting Minutes

**Recommended Action:**

It is recommended that the City Council Advisory Committee approve the Draft minutes from the Special Meeting held December 11, 2023.

**Staff Person:** Administrative Secretary Yvonne Kliewer

**Attachments:** [Draft Minutes 12.11.23](#)

**ITEMS FOR CONSIDERATION**

- 2. Page 5 Pride Enhancement Program Honoree Selection

**Recommended Action:**

It is recommended that the City Council Advisory Committee (CCAC) review nominations and select an honoree for the City's Pride Enhancement Program.

**Staff Person:** Public Relations Analyst Kelly Brady

**Attachments:** [SR CCAC PEP Honoree Selection March 2024.pdf](#)

[CCAC PEP Nominees March 2024 Names Redacted.pdf](#)

3. Page 19      2024-2025 Community Assistance Program (CAP) Final Ranking  
Recommendations

**Recommended Action:**

It is recommended that the City Council Advisory Committee (CCAC) review the CAP applications and rank in ascending order.

**Staff Person:** Economic Development Manager Victor Knight

**Attachments:** [Staff Report - CCAC 24-25 PY.doc](#)

[CAP NOFA 2024-25.pdf](#)

**COMMITTEE MEMBER AND STAFF COMMENTS**

*Committee Members and/or staff may make comments of general interest to the Committee.*

**ADJOURNMENT**

*I, Yvonne Kliewer, Hesperia City Council Advisory Committee Secretary for the City of Hesperia, California do hereby certify that I caused to be posted the foregoing agenda on Wednesday, February 28, 2024 at 5:30 p.m. pursuant to California Government Code §54954.2.*



Yvonne Kliewer  
City Council Advisory Committee Secretary



# City of Hesperia

## Special Meeting Minutes - Draft

### City Council Advisory

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Monday, December 11, 2023

6:00 PM

Council Chambers

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**SPECIAL MEETING AGENDA  
CITY COUNCIL ADVISORY COMMITTEE  
9700 Seventh Ave., Hesperia, CA 92345**

**CALL TO ORDER - 6:00 p.m.**

- A. Pledge of Allegiance was led by Committee Member Roman Aguilar III.
- B. Invocation was led by Committee Member Ramon Franco.
- C. Roll Call

**Present:** 5 - Martial Haprov, Kelly Gregg, Roman Aguilar III, Ramon Franco and Arley Arsineda

**PUBLIC COMMENTS**

Public Comments opened at 6:04 pm

There were no white cards.

Public Comments closed at 6:04 pm

**CONSENT CALENDAR**

- 1. Consideration of the September 7, 2023 City Council Advisory Committee Draft Meeting Minutes

**Recommended Action:**

It is recommended that the City Council Advisory Committee approve the draft minutes from the regular meeting held September 7, 2023.

**Sponsor:** Administrative Secretary Yvonne Kliewer

**A motion was made by Committee Member Gregg, seconded by Vice Chair Aguilar III, that this item be approved. The motion carried by the following vote:**

**Aye:** 5 - Chair Haprov, Committee Member Gregg, Vice Chair Aguilar III, Committee Member Franco and Committee Member Arsineda

**Nay:** 0

#### **ITEMS FOR CONSIDERATION**

2. Pride Enhancement Program Honoree Selection

**Recommended Action:** It is recommended that the City Council Advisory Committee (CCAC) review nominations and select an honoree for the City's Pride Enhancement Program.

**Sponsor:** Public Relations Analyst Kelly Brady

**A motion was made by Chair Haprov, seconded by Vice Chair Aguilar III, that nomination #3 is the winner and this item is to be approved and forwarded to the City Council for award. The motion carried by the following vote:**

**Aye:** 5 - Chair Haprov, Committee Member Gregg, Vice Chair Aguilar III, Committee Member Franco, and Committee Member Arsineda

**Nay:** 0

#### **COMMITTEE MEMBER AND STAFF COMMENTS**

Chair, Vice Chair, Committee Members, and Council Member Lee made various comments of appreciation and the next CCAC meeting was announced as March 7, 2024.

#### **ADJOURNMENT**

Chair Haprov adjourned the meeting at 6:11 pm.

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*Yvonne Kliewer*

*City Council Advisory Committee Secretary*



**DATE:** March 7, 2024  
**TO:** Chair and Board Members, City Council Advisory Committee  
**FROM:** Rachel Molina, City Manager  
**BY:** Kelly Brady, Public Relations Analyst  
**SUBJECT:** Pride Enhancement Program Honoree Selection

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## RECOMMENDED ACTION

It is recommended that the City Council Advisory Committee (CCAC) review nominations and select an honoree for the City's Pride Enhancement Program.

## BACKGROUND

The Pride Enhancement Program (PEP) recognizes and rewards Hesperia residents for contributing to the aesthetic appeal of the community by improving or enhancing their home's curb appeal. PEP encourages residents to take pride in their homes, neighborhoods, and the City of Hesperia.

## ISSUES/ANALYSIS

Hesperia residents are encouraged to nominate neighbors who have enhanced the exterior of their home with features such as manicured landscaping, drought-tolerant landscaping, rock-scaping, flowers and trees, driveway resurfacing, window enhancements, attractive exterior paint, or overall curb appeal. One honoree is selected at each quarterly CCAC Meeting, and the winning nominee receives \$1,000 in gift cards, a PEP yard sign, and community recognition.

## FISCAL IMPACT

Funding for the Pride Enhancement Program is included in the Fiscal Year 2023-24 budget in account 100.07.200.0000.7880.

## ALTERNATIVE(S)

1. Provide alternative direction to staff.

## ATTACHMENT(S)

1. Attachment 1 – Pride Enhancement Program Nominees

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**Nomination: #1****Reason for  
Nomination:**

I hope this message finds you well. I am writing to nominate my neighbor, [Name Redacted], for recognition and appreciation by the City of Hesperia for his exceptional contributions to our community.

[Name Redacted] and his wife, [Name Redacted], have consistently demonstrated an unwavering commitment to maintaining their property and beautifying our neighborhood. Their tireless efforts have not only improved the aesthetics of our area but have also created a strong sense of community pride.

One of the standout qualities of [Name Redacted] is his dedication to keeping our neighborhood free from graffiti. On numerous occasions, [Name Redacted] has taken it upon himself to paint over graffiti, ensuring that our streets and public spaces remain clean and welcoming.

**BEFORE**

**AFTER**





**Nomination:** #2

**Reason for Nomination:** My father, [Name Redacted], should be nominated for the Pride Enhancement Program Award due to his outstanding dedication and commitment to transforming his home into a breathtaking oasis of beauty. Together with his wife and my mother, [Name Redacted], they embarked on a journey in the late 90s to completely remodel their property, and the results are nothing short of remarkable. Their diligent efforts have turned their residence into a pristine haven, featuring meticulously maintained turf grass, a stunning array of palm trees, and the addition of a tasteful stairway walkway. [Name Redacted] unwavering passion for enhancing the aesthetics of their home has made it unrecognizable from its original state, earning it the distinction of having one of the most impeccably kept lawns in the entire neighborhood. His dedication to pride of place is a testament to his commitment to the community and exemplifies why he deserves recognition through this award.

### BEFORE





**AFTER**





<b>Nomination:</b>	<b>#3</b>
<b>Reason for Nomination:</b>	Beautiful

**BEFORE**





## AFTER



**Nomination:** #4

**Reason for  
Nomination:** I take pride in the curb appeal of my home and environment; thus I ensure it is well maintained.

### BEFORE





**AFTER**





**Nomination:** #5

**Reason for Nomination:** I'm nominating my mom for all the hard work she does to keep the house looking nice. She spends hours a week gardening and upkeeping. Legit puts her heart and soul into our home.

## BEFORE



**AFTER**





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**DATE:** March 7, 2024  
**TO:** Chair and Board Members  
City Council Advisory Committee  
**FROM:** Rachel Molina, City Manager  
**BY:** Nathan Freeman, Director of Development Services  
Victor Knight, Economic Development Manager  
April Antonio, Administrative Analyst  
**SUBJECT:** 2024-25 Community Assistance Program (CAP)

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### RECOMMENDED ACTION

It is recommended that the City Council Advisory Committee (CCAC) review the CAP applications and rank in ascending order.

### BACKGROUND

The Community Assistance Program (CAP) is available for public service programs and projects that assist Hesperia residents to pay for food, clothing, shelter, medical needs, youth services, differently abled services, seniors and veterans. The CAP is funded through the City's general fund and is managed by the Economic Development Division.

### ISSUES/ANALYSIS

This program replaces the Community Development Block Grant (CDBG) public service program and while the program guidelines are similar, CAP is not regulated by the Department of Housing and Urban Development (HUD). Eligible applicants will:

- Be a non-profit organization with tax-exempt status;
- Serve City of Hesperia residents (must meet 75% of stated unduplicated goal in application during the CAP NOFA period July 1, 2024 - June 30, 2025);
- Must be able to have clients complete Client Intake Forms;
- Be capable of providing the following documentation with the application:
  - Copy of current (as of 2024) Articles of Incorporation and by-laws for the organization;
  - Non-profit Determination Letter from the IRS for the organization;
  - Organizational Chart for the 2024-2025 fiscal year for the program/project;
  - List of Board of Directors for the 2024-2025 fiscal year for the program/project.

Upon selection of (10) eligible applicants, the applications will be forwarded to the Hesperia City Council to award grant funding.

### FISCAL IMPACT

Funding for this program in the amount of \$50,000 will be included in the Proposed Fiscal Year (FY) 2024-25 Operating Budget.

## **ALTERNATIVES**

1. Provide alternative direction to staff.

## **ATTACHMENT**

1. CAP NOFA
2. Applicant Notebooks (Binders provided under separate cover)

# City of Hesperia



## Community Assistance Program Notice of Funding Availability (NOFA) 2024-2025

**APPLICATION SUBMISSION DEADLINE:**  
**Date: Friday, February 9, 2024 Time: 5:00 p.m.**

City of Hesperia  
Economic Development Department  
760 947-1909  
9700 Seventh Avenue  
Hesperia, CA 92345



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ATTACHMENT 1: APPLICATION	





## OVERVIEW

Thank you for your interest in the 2024-2025 City of Hesperia (City) Community Assistance Program (CAP). The CAP grant program is like the CDBG Public Service Program but will not be regulated by the Department of Housing and Urban Development (HUD). The CAP is funded through the City's general fund and managed by the Economic Development Department. We hope that participants will find CAP a very user-friendly and easily manageable program. The City is dedicated to its residents and the continued funding of public services.

## SECTION I. NOTICE OF FUNDING AVAILABILITY (NOFA)

The CAP NOFA is for the 2024-2025 fiscal year and will be available for public service programs and projects that assist Hesperia residents to pay for food, clothing, shelter, medical needs, youth services, differently abled services, seniors, and veterans. The CAP will be funded through the City's general fund and will not exceed fifty thousand dollars (\$50,000) for the program year.

## SECTION II. NOFA PROCESS AND TIMELINE

Interested parties will need to complete an application that will be available January 9, 2024. The application will be available on the City's website, at City Hall in the Economic Development Department, and can be mailed or emailed to interested applicants. Please ensure that the application is completely filled out and that the requested documents are contained in your application package.

Completed applications will be accepted no later than February 9, 2024, at 5:00 p.m. Applications will not be accepted after this date and time. Please submit your application in an enclosed envelope addressed to, **electronic versions will NOT be accepted:**

City of Hesperia  
Economic Development Department  
760 947-1909  
9700 Seventh Avenue  
Hesperia, CA 92345



**Important Dates:**

January 9, 2024	Applications available
February 9, 2024	Applications Due 5:00 p.m.
March 7, 2024	HCCAC meeting 6:00 p.m. Make recommendations to Council Applicants to provide testimony
May 7, 2024	City Council review Committee grant approval 6:30 p.m.

**SECTION III. PROGRAM REGULATIONS**

**ELIGIBLE APPLICANTS**

Eligible applicants should meet the following criteria:

- Be a non-profit organization with tax-exempt status
- Serve City of Hesperia residents (must meet 75% of stated unduplicated goal in application during the CAP NOFA period July 1, 2024 - June 30, 2025)
- Be capable of providing the following documentation with the application
  - Copy of your current (as of 2024) Articles of Incorporation and by-laws for the organization
  - Non-profit Determination Letter from the IRS for the organization
  - Organizational Chart for the 2024-2025 fiscal year for the program/project
  - List of Board of Directors for the 2024-2025 fiscal year for the program/project

Upon selection, participants will need to provide insurance at limits (see below) as approved by the City and stated in the contract and a copy of their City business license. The City reserves the right to review applications from organizations not classified as non-profit, tax-exempt.

**ELIGIBLE & INELIGIBLE PROJECTS, ACTIVITIES**

Eligible public service programs and projects include, but are not limited to, the following: food, clothing, shelter, medical needs, youth services, differently abled services, seniors and veterans. The City reserves the right to review applications from organizations not classified as non-profit, tax-exempt.

Ineligible programs and projects include new construction, rehabilitation, acquisition, lobbying; political or religious solicitation/services; broker fees/services; illegal activities; activities that are prohibited by City Ordinance and/or Resolution; and operations for which lack all required government agency licensing, permits, or approvals.

**APPLICANT SELECTION PROCESS**

All eligible applicants will be forwarded to the Hesperia City Council Advisory Committee (HCCAC). The HCCAC will listen to the applicants present testimony regarding their programs during the first HCCAC meeting, committee members will make their top (10) recommendations to Council. At the subsequent City Council meeting, City Council will review the HCCAC recommendations and approve final allocations.



## **PROGRAM MANAGEMENT**

Data collected on unduplicated Hesperia residents during the CAP program year will be utilized to support CDBG 2020-2024 Consolidated Plan goals (Fair Housing Services, Public Services for Low-Income Families, Senior Services, Homeless Prevention and Special Needs Services) and will be reported in the annual CDBG Action Plan and CDBG Consolidated Annual Performance and Evaluation Report.

## **SECTION IV. MONITORING/INDEPENDENT AUDIT**

CAP staff will perform annual monitoring. Participants are responsible to give an accounting for all funds received. The City reserves the right to conduct an independent audit.

## **SECTION V. ADDITIONAL INFORMATION:**

### **INSURANCE REQUIREMENTS**

Insurance shall be commensurate with the following guidelines:

Workers' Compensation - A program of Workers' Compensation insurance or a state-approved Self Insurance Program in an amount and form to meet all applicable requirements in the Labor code of the State of California, including Employer's Liability with \$250,000 limits, covering all persons providing services on behalf of Participant and all risks to such persons under this Contract.

Comprehensive General and Automobile Liability Insurance - This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall be of the "per occurrence" type and have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).

### **PUBLIC RECORDS**

Applicants should understand that under the California Public Records Act all submitted documents, in response to this NOFA and Community Assistance Program are considered public records and will be made available to the public upon request per the Public Records Request Act, following the application deadline unless specifically excluded by law.

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