

CITY OF LA VERNE

CITY COUNCIL AGENDA

Don Kendrick, Mayor

Charlie Rosales, Mayor Pro Tem

Donna Redman, Council Member

Robin Carder, Council Member

Tim Hepburn, Council Member



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City Hall Council Chamber

3660 D Street

La Verne, CA 91750

Monday, July 18, 2016 - 6:30 p.m.

City Hall

Council Chambers

3660 D Street, La Verne, CA 91750

Attendance and participation at the City of La Verne Council meetings are welcomed and appreciated. Community engagement provides the City Council with valuable information. Regular Meetings are held on the 1st and 3rd Monday of every month. 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.

All items submitted for future agendas must be in writing to the Deputy City Clerk no later than 5 p.m. on the Monday prior to the first and third Monday of each month. Materials related to an item on this agenda, submitted to the Council after distribution of the agenda packet, are available for public inspection at the meeting or in the City Clerk's Office during normal business hours.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:** Council Member Hepburn, Council Member Redman, Council Member Carder, Mayor Pro Tem Rosales and Mayor Kendrick

4. **ANNOUNCEMENTS AND PRESENTATIONS**

- a. **Presentation by Supervisor Michael D. Antonovich** – Supervisor Antonovich and his Chief Deputy, Kathryn Barger, will be presenting a check to the City in the amount of \$258,000 for the La Verne Preschool. This grant was awarded to the Community Services Department to enhance technology in the City's Preschool Program at Veteran's hall.

- b. **Police Badge Pinning of Police Officer Carlos Flores** - Carlos Flores' family has lived in La Verne since 1993 and graduated from Damien High School in 1998 where he played football, was on the wrestling team and ran track. In 2007, Carlos graduated from Cal State Los Angeles with a Bachelor's degree in Business Administration/Finance. Carlos was hired by the La Verne Police Department and graduated from the Los Angeles County Sheriff's Academy on July 1, 2016. Carlos is married to Jamie and has two children; Domenic 10, and Ava 5. His wife Jamie will be pinning the badge on Officer Flores tonight.

- c. **Introduction of New Bonita Unified School Superintendent of Christy Goennier** – Jim Elliott, Bonita Unified School District Board President, will be introducing Ms. Christy Goennier.

5. **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 the adjourned and regular meeting of June 20, 2016, ***to be received and filed.***

- b. **Register of Audited Demands** in the amount of \$171,848.54 dated June 13, 2016; in the amount of \$2,545,823.65 dated June 21, 2016; and in the amount of \$1,247,793.50 dated June 28, 2016; ***approval recommended.***

- c. **Treasurer's Report** for the month of June 2016, ***to be received and filed.***

d. **Resolution(s) passage and adoption**

1. **Resolution No. 16-51**- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DETERMINING SPECIAL TAX FOR THE 2016-17 FISCAL YEAR (COMMUNITY FACILITIES DISTRICT NO. 90-1 - *In January 1991, the City Council approved Ordinance No. 817, authorizing the levy of a special tax for the Community Facilities District No. 90-1. The special taxes are to be levied each year on those properties contained in the District (La Verne Industrial Specific Plan) for the operation and maintenance of the public infrastructure. Refer to Exhibit "A" of t Resolution No. 16-51, for those properties which are to receive a levy. The formation of the District allowed for an annual increase not to exceed 5%. These taxes will fund public safety services, sewer pump maintenance, street maintenance, and related administrative costs for services provided to the District. The total square footage assessed this Fiscal Year is 1,878,806.*

Staff is recommending that the City Council adopt the attached Resolution levying a special tax for the 2016-17 Fiscal Year per the schedule shown in Exhibit "A" attached to the Resolution, which increases the rate by 1.7 % to address the cost of living increases based on the annual consumer price index ending March 2016.

2. **Resolution No. 16-52** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA DETERMINING SPECIAL TAX FOR THE 2016-17 FISCAL YEAR (COMMUNITY FACILITIES DISTRICT 11-1) - *On May 16, 2011, the City Council approved Ordinance No. 1023 authorizing the levy of a special tax for the Community Facilities District No. 11-1. The special taxes are to be levied each year on those properties contained in the District for the financing of the fire suppression and prevention services necessary to serve the buildings determined to be taxable. The "Map of Proposed Boundaries of City of La Verne Community Facilities District No. 11-01" of the original rate and method of apportionment report shows these properties within the District. A copy of this exhibit is attached for reference. The total square footage of permitted and/or developed property assessed this Fiscal Year is 165,664.*

Staff recommends that the City Council adopt Resolution No. 16-52 levying a special tax for the 2016-17 Fiscal Year per the schedule shown in Exhibit "A" attached to the Resolution.

3. **Resolution No. 16-55** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING A SALARY CHART FOR ALL FULL-TIME EMPLOYEES AND REPEALING RESOLUTION NO. 16-16. *The attached resolution and salary table reflect changes in the salaries for full-time employees.*

Staff recommends that the City Council adopt Resolution No. 16-55, amending the salary table for affected positions.

4. **Resolution No. 16-56** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING A SALARY CHART FOR ALL PART-TIME EMPLOYEES AND REPEALING RESOLUTION NO.16-17. *The attached resolution and salary table reflect changes in the salaries for part-time employees.*

Staff recommends that the City Council adopt Resolution No. 16-56, amending the salary table for affected positions.

5. **Resolution No. 16-57** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING A CLASS SPECIFICATION FOR DIRECTOR OF FINANCE, ASSISTANT CITY CLERK, IRRIGATION SPECIALIST, AND ELECTIONS COORDINATOR - *After evaluating classifications within the City Manager's Department, staff is recommending a change in authorized positions. The recommended changes are necessary to accurately reflect current duties and tasks being completed by staff, as well as better correspond to market comparables. In accordance with the City's personnel rules and regulations, such changes require City Council approval.*

Staff recommends that the City Council adopt the attached Resolution No. 16-57 approving a class specification for Director of Finance, Assistant City Clerk, Irrigation Specialist, and Elections Coordinator.

6. **Resolution No. 16-62** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING AN AGREEMENT WITH LEIBOLD, McCLENDON, AND MANN FOR SPECIAL LEGAL SERVICES ASSOCIATED WITH THE ENVIRONMENTAL DOCUMENT AND ALL NECESSARY APPROVALS REGARDING THE LA VERNE WILDERNESS MASTER PLAN - *Due to the proximity of the City Attorney's residence to the La Verne Wilderness area it is necessary for him to recuse himself from representing the City in its review of the area's Master Plan. As such, the City Council is requested to approve the attached agreement to engage Leibold McClendon & Mann P.C. as special legal counsel to work on the environmental document and all necessary approvals associated to the Master Plan's adoption.*

Staff recommends the City Council Adopt Resolution No 16-62, approving the agreement for special legal services associated with the La Verne Wilderness Area Master Plan. Additionally, funds for this work were set aside as part of the overall project; however, Council is asked to appropriate \$20,000 from the project fund (412-7413) to 101-1700 (Legal Services).

7. **Resolution No. 16-63** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING AN AGREEMENT WITH KYOCERA DOCUMENT SOLUTIONS TO PROVIDE PRINTER AND MULTIFUNCTION EQUIPMENT FOR THE PUBLIC SAFETY BUILDING - *In a review of the current agreement staff determined that they could improve printer and copier equipment service and reduce costs if they consolidated all the peripherals at the Public Safety Building. As such Council is asked to consider the approval of the attached 5-year lease agreement with Kyocera Document Solutions.*

Staff recommends that the City Council approve Resolution 16-63 authorizing the execution of the attached agreement with Kyocera Document Solutions.

- e. **Ordinance(s)** second reading passage and adoption recommended, as follows:

Ordinance No. 1068 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AMENDING VARIOUS SECTIONS OF TITLE 18 OF THE LA VERNE MUNICIPAL CODE RELATING TO NON-CONFORMING STRUCTURES AND PARKING REGULATIONS. *Ordinance No. 1068 amends various sections of Title 18 of the La Verne Municipal Code as it relates to non-conforming structures, uses, and parking requirements. These modifications clarify the process of making modifications to non-conforming structures, and ensure that required modifications, such as Americans with Disabilities Act (ADA) projects, can occur without special approvals and parking requirements for restaurants are modified from the current ratio to a more simple and enforceable ratio.*

6. **PUBLIC HEARINGS**

- a. **Confirmation of 2015-16 Weed Clearance Charges** - On March 7, 2016, the City Council authorized the Los Angeles County Department of Agriculture to conduct weed clearance on specific parcels within the City. The purpose of this hearing is to approve the costs that will be passed on to property owners. A notice of this hearing has been sent to the affected property owners. *Note: Council Member Carder will declare a conflict because she is a member of the Board of Directors for a homeowners' association that oversees property appearing on the weed abatement list.*

Staff Recommendation:

At the conclusion of the hearing, the City Council should confirm the list of charges and direct the County Auditor to enter the assessment against the parcels of land on the current assessment roll.

- b. **Citywide Landscaping and Lighting District No. 6 and Zones 2,3,4 I, 4.II, 5 and 6. Public Hearing and Resolution Providing for the Annual Levy** - On June 6, 2016, the City Council set July 18, 2016 at 6:30 p.m. as the date and time for the public hearing for the subject assessment district and its zones. Submitted in the Agenda is the Engineer's Report and the Staff report from the June 6, 2016 meeting. No change in the assessment levy is being proposed for the subject special benefit in Zones 2, 3, and 4-2. Zone 4-I is proposed to be reduced by a \$1.45 from its maximum of \$141.85 while Zone 5 is proposed to increase to its maximum of \$305.71 to pay for improvements to the Puddingstone Drive landscaping. The formation of Zone 6 allowed for CPI increases, which, with the March 2016 CPI of 1.7%, allows for a maximum assessment per parcel of \$248.93. The maximum assessment is proposed to be levied with the City Funding (Loan) \$2,182.10 to complete landscaping improvements.

Staff Recommendation:

At the conclusion of the hearing, that the City Council should adopt Resolution No. 16-58 providing for the annual levy and collection of assessment for the special zones in District No. 6 for Fiscal Year 2016-2017.

Resolution No. 16-58 - A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, OVERRULING PROTESTS AND PROVIDING FOR THE ANNUAL LEVY AND COLLECTING OF ASSESSMENTS FOR CERTAIN LANDSCAPING MAINTENANCE IN AN EXISTING DISTRICT, ESTABLISHED PURSUANT TO VOTER APPROVAL (LLMD #6).

- c. **Citywide Landscaping and Lighting District No. 7. Public Hearing and Resolution Providing for the Annual Levy** - On June 6, 2016, the City Council set July 18, 2016 at 6:30 p.m. as the date and time for the public hearing for the subject assessment district. Submitted in the Agenda is the Engineer's Report and the Staff report from the June 6, 2016 meeting. There is no proposed increase in the assessment from last year's levy, which was set at the maximum level.

Staff Recommendation:

At the conclusion of the hearing, the City Council should adopt Resolution No. 16-59 providing for the annual levy and collection of assessment for District No. 7 for Fiscal Year 2016-2017.

Resolution No. 16-59 - A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, OVERRULING PROTESTS AND PROVIDING FOR THE ANNUAL LEVY AND COLLECTING OF ASSESSMENTS FOR CERTAIN LANDSCAPING MAINTENANCE IN AN EXISTING DISTRICT, PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA (LLMD #7).

- d. **Citywide Landscaping and Lighting District No. 8. Public Hearing and Resolution Providing for the Annual Levy** - On June 6, 2016, the City Council set July 18, 2016 at 6:30 p.m. as the date and time for the public hearing for the subject assessment district. Submitted in the Agenda is the Engineer's Report and the Staff report from the June 6, 2016 meeting. There is no proposed increase in the assessment from last year's levy.

Staff Recommendation:

At the conclusion of the hearing, the City Council should adopt Resolution No. 16-60 providing for the annual levy and collection of assessment for District No. 8 for Fiscal Year 2016-2017.

Resolution No. 16-60 - A RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, OVERRULING PROTESTS AND PROVIDING FOR THE ANNUAL LEVY AND COLLECTING OF ASSESSMENTS FOR CERTAIN LANDSCAPING MAINTENANCE IN AN EXISTING DISTRICT, PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA (LLMD #8).

- e. **Maintenance District No. 84-1M (Esperanza Slopes): Public Hearing and Resolution Providing for the Annual Levy** - On June 6, 2016, the City Council set July 18, 2016 at 6:30 p.m. as the date and time for the public hearing for the subject assessment district. Submitted in the Agenda is the Engineer's Report and the Staff report from the June 6, 2016 meeting. The 2016-2017 assessment is proposed to remain at the same level as the last eighteen years. ***NOTE: Council Member Carder will declare a conflict of interest because she owns property within the boundaries of Maintenance District 84-1M and will not act or participate in this matter.***

Staff Recommendation:

At the conclusion of the hearing, the City Council should adopt Resolution No. 16-61 providing for the annual levy and collection of assessment for District No. 84-1M for Fiscal Year 2016-2017.

Resolution No. 16-61 - A RESOLUTION OF THE CITY COUNCIL, CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, CONFIRMING THE DIAGRAM AND ASSESSMENT AND PROVIDING FOR THE LEVY OF THE ANNUAL ASSESSMENT IN A SPECIAL MAINTENANCE DISTRICT (84-1M).

7. **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. Any person desiring to speak should complete a 'Speaker Card,' located at the podium, and hand it to the Deputy City Clerk. When addressing the Council, please go to the podium and state your name and address for the record. The Mayor reserves the right to place limits on duration of comments.

8. **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.

9. **CLOSED SESSION** - No matters scheduled.

10. **ADJOURNMENT**

It is expected that the next regular meeting of the La Verne City Council scheduled for **Monday, August 1, 2016, will be CANCELLED** due to lack of business.

THE NEXT REGULAR MEETING of the La Verne City Council is scheduled for **Monday, August 15, 2016 at 6:30 p.m.**

ADVISORY STAFF

- _____ Robert Russi, City Manager
- _____ Teri Baker, Assistant to the City Manager
- _____ Robert Kress, City Attorney
- _____ Lupe Gaeta Estrella, Deputy City Clerk
- _____ Dan Keeseey, Director of Public Works
- _____ Hal Fredericksen, Director of Community Development
- _____ Richard Martinez, Finance Officer
- _____ Bill Aguirre, Director of Community Services
- _____ Scott Pickwith, Police Chief
- _____ Pete Jankowski, Fire Chief
- _____ Dominic Milano, City Engineer
- _____ Bill Elftman, Information Services Manager