

# 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



[www.ci.la-verne.ca.us](http://www.ci.la-verne.ca.us)

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City Hall Council Chamber

3660 D Street

La Verne, CA 91750

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**Monday, October 17, 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 1<sup>st</sup> and 3<sup>rd</sup> 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 Assistant 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**

**Presentation of Proclamation to Dr. Garbis Der-Yeghiayan** for 40 years of service as the President of Mashdots College and continued commitment and devotion to serving the community.

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.) ***NOTE: Council Members Redman and Carder will abstain from voting on Resolution No. 16-72, Item No. f.1., Agreement with Kosmont Companies, Inc. for implementation support of an Enhanced Infrastructure Financing District (EIFD), because they are employed by the University of La Verne.***

- a. **City Council Minutes of October 3, 2016**, to be *received and filed*.
- b. **Register of Audited Demands** in the amount of \$489,543.51 dated September 26, 2016, and in the amount of \$329,823.45 dated October 3, 2016, ***approval recommended***.
- c. **Treasurer's Report for the Month of September 2016**, to be received and filed.
- d. **Request for Budget Amendment for the Purchase of Equipment for LVTV** - A budget amendment is requested to reimburse the University of La Verne for needed equipment to run the La Verne Television Channel (LVTV). At the end of each year, the City determines if equipment purchases are needed to support the community access channel. The University requested \$7,000 in reimbursement for equipment purchases. The monies for any additional expenditure come from Public Education and Government PEG funds. Future capital expenditures will be determined by the City on a yearly basis.
- Staff recommends that the City Council approve a budget amendment appropriating \$7,000 in PEG funds for equipment to support the community access channel.***
- e. **Youth Sports Committee Reappointments** - The term for Brian Shively, Citizen at Large and Stephanie Moreno, Alternate of our Youth Sports Committee expired July 1, 2016. Both members wish to remain on the Committee.

***Staff recommends that the City Council approve the reappointment of Brian Shively as Citizen at Large and Stephanie Moreno as the Alternate to the Youth Sports Committee.***

- f. **Tri-City Mental Health Governing Board Representative Reappointment** - The Tri-City Mental Health Governing Board includes one appointment from each City as a community representative. Carolyn Cockrell has served in this capacity since 2011 and has agreed to serve an additional two-year term.

***Staff recommends that the City Council approve the reappointment of Carolyn Cockrell as the community representative from La Verne to the Tri-City Mental Health Governing Board to serve a two-year term through June 30, 2018.***

- g. Resolution(s) passage and adoption

1. **Resolution No. 16-70** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, RESCINDING RESOLUTION(s) NO.(s) 98-108 and 09-98 AND ADOPTING A RECORDS MANAGEMENT MANUAL AND RECORDS RETENTION SCHEDULE FOR THE AGENCIES, DEPARTMENTS, AND OFFICES OF THE CITY- ***Government Code 34090 et seq. sets forth certain legal requirements relating to the retention of certain municipal records and provides a procedure in which records which have served their purpose may be destroyed. The City's current records retention schedule was adopted in 1998 and revised in 2009 to update personnel records retention. As such, it is time to update the City's records retention schedule in accordance with current law.***

***It is recommended that the City Council approve Resolution 16-70 rescinding Resolution Nos. 98-108 and 09-98 and adopting a records management manual and records retention schedule for the agencies, departments, and offices of the City.***

2. **Resolution No. 16-72** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING AN AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH KOSMONT COMPANIES INC. FOR IMPLEMENTATION SUPPORT OF AN ENHANCED INFRASTRUCTURE FINANCING DISTRICT (EIFD). ***This item was continued from the October 3, 2016, Council meeting due to a lack of quorum (Carder and Redman declared a conflict of interest and Rosales was absent) and no action was taken. The City Council is requested to consider adoption of Resolution No. 16-72 to amend a professional services agreement with Kosmont Companies, Inc. to provide implementation support for an Enhanced Infrastructure Financing District (EIFD) for an undefined area in close proximity to the proposed Gold Line Light Rail Station planned for Arrow Highway and E Street. The initial agreement with Kosmont Companies Inc. was approved by the City Council on August 17, 2015. The City Council is further requested to approve a General Fund appropriations increase to the Economic Development budget in the amount of \$24,333 (which will be reimbursed by Fairplex and the University of La Verne) and an increase to Prop C Fund appropriations in the amount of \$12,167. NOTE: Council Members Redman and Carder will abstain from voting on Resolution No. 16-72, Agreement with Kosmont Companies, Inc. for implementation support of an Enhanced Infrastructure Financing due to their employment at the University of La Verne.***

**Staff recommends City Council adoption of Resolution No. 16-72, to amend a professional services agreement with Kosmont Companies, Inc. to provide implementation support for an Enhanced Infrastructure Financing District (EIFD) for an undefined area in close proximity to the proposed Gold Line Light Rail Station planned for Arrow Highway and E Street.**

**Staff further recommends the City Council approve a General Fund appropriations increase to the Economic Development budget in the amount of \$24,333 (which will be reimbursed by Fairplex and the University of La Verne) and an increase to Prop C Fund appropriations in the amount of \$12,167.**

3. **Resolution No. 16-73** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING THE EXECUTION OF A FIVE YEAR AGREEMENT WITH THE COUNTY OF LOS ANGELES TO PROVIDE FOR LANDSCAPE AND GROUNDS MAINTENANCE OF THE COUNTY LIBRARY PROPERTY - ***The County of Los Angeles is requesting renewal of an existing grounds maintenance agreement with the City for the County Library. The current agreement, which is set to expire on October 18<sup>th</sup>, 2016, obligates the City to perform landscape maintenance and related responsibilities around the library in exchange for annual payment of \$3,731 for Fiscal Year 2016-17 with annual Consumer Price Index (CPI) adjustments for the final four years. This action is not considered a project under the California Environmental Quality Act or the City of La Verne environmental guidelines. Therefore, no environmental review is required.***

**Staff recommends that the City Council approve the attached resolution No. 16-73 authorizing the Mayor to execute the "Landscape and Grounds Maintenance Service Agreement" with the County of Los Angeles.**

4. **Resolution No. 16-74** - 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 GREENLEAF EVENTS INC, FOR THE CRUZIN' LA VERNE CAR SHOW - ***The City Council is requested to consider a street closure for the Cruzin' La Verne car show on November 26, 2016. Greenleaf Events, Inc. has submitted a request to close Third Street from B to E Street and D Street from Second Street to Bonita Avenue. The street closure will be between the hours of 6:00 a.m. and 5:30 p.m. the day of the event. There are expected to be 250-350 cars parked on the closed sections of the street.***

**Staff recommends that the City Council Adopt Resolution No. 16-74, approving the temporary street closure of portions of D and Third Street in Old Town La Verne.**

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

1. **Ordinance No. 1073** - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AMENDING SECTION 18.010.060 OF THE LA VERNE MUNICIPAL CODE RELATING TO NON-CONFORMING STRUCTURES AND REPEALING ORDINANCE NO. 1068.

***Staff hereby recommends that the City Council adopt Ordinance No. 1073, amending Section 18.010.606 of the La Verne Municipal Code relating to nonconforming structures and Repealing Ordinance No. 1068.***

2. **Ordinance No. 1074** - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING THE EMERALD COLLECTION SPECIFIC PLAN AMENDMENT.

***Staff recommends that the City Council approve Ordinance No. 1074, approving the Emerald Collection Specific Plan Amendment.***

6. **PUBLIC HEARINGS** – No Matters Scheduled.

7. **OTHER MATTERS**

- a. **Storm Water Compliance Update** - The City of La Verne is mandated to meet numerous requirements enacted under the 2012 Municipal Separate Storm Sewer System (MS4) permit, which is issued by the State Water Resources Control Board (SWRCB). The permit is the State's response to the Federal National Pollution Discharge Elimination System requirement of the "Water Pollution Control Act" (aka "Clean Water Act") as amended in 1987.

There will be a Power Point presentation to update the City Council and the public regarding the current status of the City's compliance related efforts.

- b. **March 7, 2017 General Municipal Election** - The City of La Verne's General Municipal Election is scheduled for Tuesday, March 7, 2017. State law establishes procedures and requirements for conducting elections; actions to call elections must occur via resolution no later than October 17, 2016. Council is asked to adopt resolutions calling the election for the offices of mayor and two council members, requesting the services for the Registrar of Voters, and setting forth regulations for Candidates' Statements.

Generally, the City Council would adopt the above mentioned resolutions to conduct its stand-alone General Municipal election; however, in September of this year, staff began to receive communications from the Los Angeles County Registrar-Recorder/County Clerk (RRCC) notifying cities that the Board of Supervisors had approved a motion to preserve the County's option to call a Countywide Special Election on March 7, 2017. Their intent is to have all cities and special districts consolidate their local elections with the County. Therefore, the City Council is being asked to consider whether La Verne should hold a stand-alone election or authorize the County to conduct the General Municipal Election in March of next year. It should be noted that the County has provided a cost estimate to each city to conduct a consolidated election. La Verne stands to save approximately \$40,000. However, should the Countywide Special election not take place, costs would be higher for each city, but not more than what has been budgeted.

**Staff Recommendation:**

Adopt resolutions (Attachments "A - D") for the City to conduct a concurrent **stand-alone** General Municipal Election on March 7, 2017, which includes a Professional Services Agreement with Martin & Chapman Company for election services for the March 7, 2017 General Election in an amount not to exceed \$70,000, and to authorize the City Manager to sign the agreement.

- A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, MARCH 7, 2017, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES.
  
- B. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, MARCH 7, 2017.
  
- C. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, MARCH 7, 2017.
  
- D. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING AGREEMENTS FOR ELECTION SERVICES WITH MARTIN AND CHAPMAN COMPANY.

or

Adopt Resolutions (Attachments "E – G") for the City Council to **authorize the County of Los Angeles to conduct** the City of La Verne's General Municipal Election March 7, 2017 and consolidate elections should the County call for a Countywide Special Election on March 7, 2017.

- E. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO DIRECT THE REGISTRAR-RECORDER/COUNTY CLERK TO ADMINISTER, MANAGE AND OVERSEE THE CITY OF LA VERNE'S GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, MARCH 7, 2017; AND REQUEST FOR CONSOLIDATION OF THE GENERAL MUNICIPAL ELECTION WITH ANY COUNTYWIDE ELECTION HELD ON MARCH 7, 2017.
  
  - F. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, MARCH 7, 2017.
  
  - G. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, MARCH 7, 2017.
8. **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 Assistant 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.

9. **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.

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

11. **ADJOURNMENT to a closed session on Tuesday, October 18, 2016, at 4:00 p.m.**, pursuant to Government Code Section 54967, the City Council will meet in Closed Session for the purpose of interviewing candidates for the position of Police Chief.

***THE NEXT REGULAR MEETING*** of the La Verne City Council  
is scheduled for **Monday, November 7, 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, Assistant City Clerk
- \_\_\_ Dan Keesey, 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