

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL OF THE CITY OF  
LA VERNE HELD IN THE COUNCIL CHAMBERS  
OF THE LA VERNE CITY HALL  
Monday, October 17, 2016**

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1. A regular meeting of the La Verne City Council was called to order by Mayor Kendrick at 6:30 p.m.
2. Council Members present: Mayor Don Kendrick  
Mayor Pro Tem Charlie Rosales  
Council Member Donna Redman  
Council Member Robin Carder  
Council Member Tim Hepburn  
  
Absent: None.  
  
Advisory personnel present: City Manager Robert Russi  
City Attorney Robert L. Kress  
Assistant to the City Manager Teri Baker  
Assistant City Clerk Lupe Gaeta Estrella  
Public Works Director Dan Keeseey  
Community Development Director Hal G. Fredericksen  
Community Services Director Bill Aguirre  
Finance Director Richard Martinez  
Police Chief Scott Pickwith  
Fire Chief Pete Jankowski  
Personnel Officer JR Ranells
3. Pledge of Allegiance was led by Mayor Kendrick.
4. Consent Calendar                      City Manager Russi stated that Council Members Redman and Carder will be declaring a conflict of interest on the Consent Calendar Item entitled "Request for Budget Amendment for the Purchase of Equipment for La Verne Television Channel (LVTV)", because they are employed by the University of La Verne and they will not be voting on this item.  
  
Conflict of Interest, Request for Budget Amendment for the Purchase of Equipment for La Verne Television Channel (LVTV)  
  
Consent Calendar                      It was moved by Rosales, seconded by Hepburn, and unanimously carried to accept, approve, or act on the Consent Calendar, except for the Request for Budget Amendment for the Purchase of Equipment for La Verne Television Channel (LVTV), and for Resolution No. 16-72, Agreement with Kosmont Companies, Inc. for implementation support of an Enhanced Infrastructure Financing District (EIFD), Council Members Redman and Carder declared a conflict of interest because they are employed by the University of La Verne, as presented, as follows:  
  
City Council Minutes                      **City Council Minutes of October 3, 2016, received and filed.**  
  
Register of Audited Demands                      **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. ***Approved as recommended.***

Treasurer's Report for the Month of September 2016

**Treasurer's Report for the Month of September 2016, received and filed.**

Request for Budget Amendment for the Purchase of Equipment for LVTV

**Request for Budget Amendment for the Purchase of Equipment for LVTV** - A budget amendment was 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 recommended that the City Council approve a budget amendment appropriating \$7,000 in PEG funds for equipment to support the community access channel.

***Approved by a vote of 3-0, Councilmembers Redman and Carder declared a conflict of interest because they are employed by the University of La Verne.***

Youth Sports Committee Reappointments

**Youth Sports Committee Reappointments** - The term for Brian Shively, Citizen at Large and Stephanie Moreno, Alternate of the Youth Sports Committee expired July 1, 2016. Both members wish to remain on the Committee.

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

***Approved as recommended by staff.***

Tri-City Mental Health Governing Board Representative Reappointment

**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 recommended 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.

***Approved as recommended by staff.***

**Resolution (s)** passed & adopted, as recommended, as follows:

Resolution No. 16-70,  
Adopting a Records  
Management Manual and  
Records Retention Schedule for  
the City of La Verne

**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.

Staff recommended that the City Council approve Resolution 16-70, rescinding Resolution 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.

***Approved as recommended by staff.***

Resolution No. 16-72,  
Approving an Amendment to a  
Professional Services  
Agreement with Kosmont  
Companies Inc., for  
Implementation Support of an  
Enhanced Infrastructure  
Financing District (EIFD)

**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 (Council Members Carder and Redman declared a conflict of interest and Mayor Pro Tem Rosales was absent) and no action was taken. The City Council was 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 was 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.

Staff recommended that the City Council adopt 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.

***Approved as recommended by staff by a vote of 3-0, Council Members Carder and Redman declared a conflict of interest because they are employed by the University of La Verne.***

6. Storm Water Compliance Update

City Manager Russi gave an update on the Storm Water Compliance. He stated that 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.

Senior Management Analyst O'Brien gave a Power Point presentation and updated the City Council and the public regarding the current status of the City's compliance related efforts.

After a brief discussion on how to keep the City of La Verne moving forward and in compliance and options to make it more affordable, and information on what other cities are doing to address this issue, it was the consensus of the City Council to further study how best to support the efforts being made by other cities and to bring this matter back to City Council.

7. March 7, 2017 General Municipal Election

Assistant to the City Manager Baker reported on the March 7, 2017 General Municipal Election. She stated that 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 was asked to adopt resolutions calling the election for the offices of mayor and two council members, and to make a decision on whether to continue with a stand-alone election or to have the Registrar Recorder County Clerk provide those services. She stated the Election Coordinator and former La Verne City Clerk was present at the Council meeting to address any questions.

Assistant to the City Manager Baker stated that 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 was 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, if the Registrar Recorder County Clerk provides this service. Assistant to the City Manager Baker noted that although the Agenda report stated should the Countywide special election take place, the costs would be higher; she noted that it is not the case. The Registrar Recorder County Clerk would actually charge the same amount regardless.

After a discussion on the cost and savings by having the County of Los Angeles Registrar-Recorder conduct the City's General Municipal Election and confirming that the City Clerk will still be the election official for La Verne and that potential candidates will continue to deal with the City Clerk in filing nominations papers, etc., it was moved by Redman, seconded by Carder, and unanimously carried to adopt the followings Resolutions 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.

Resolution No. 16-75  
Requesting the Los Angeles  
County Board of Supervisors 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 March 7, 2017 and  
for Consolidation of the City  
Election with any County wide  
Election

**Resolution No. 16-75** - 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.

**Approved.**

Resolution No. 16-76,  
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

**Resolution No. 16-76** - 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.

**Approved.**

Resolution No. 16-77,  
Requesting the Los Angeles  
County Board of Supervisors to  
Render Services to the City  
Relating to the Conduct of a  
General Municipal Election to  
be held on March 7, 2017

**Resolution No. 16-77** - 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.

**Approved.**

8. Public Comment

This was the time set aside for anyone wishing to address the City Council on items not listed in any other place on the agenda. Mayor Kendrick called for public comment.

Sherry Best, President of the La Verne Historical Society reported on their upcoming events and the recent loss of two members Galen and Doris Berry who were killed in an accident. She stated that Galen and Doris Berry were international activists and local historians with deep ties in La Verne. They were the backbone of the La Verne Historical Society for many decades. She stated that the best tribute that can be paid to them is to continue the work of the Historical Society and to make it stronger.

Gary Hunter stated that the new storm water requirements might not even work and asked who thought of this storm water compliance. He also reported on an inoperative vehicle in the front yard of a resident's home. City Manager Russi stated it would be referred to Code Enforcement

Tyler Anderson, University of La Verne and representing the Social Justice Advocacy Project, reported on upcoming Social Justice meetings and invited the City Council and public. She stated it was an opportunity to engage in a dialogue with community members, leaders, public officials and police regarding issues of community-oriented policing. Mayor Kendrick reported he will be attending one of the meetings in November.

9. Council Comments and Meeting/Conference Reports

Council Member Carder reported on the Public Safety Open House held on Saturday, October 8, 2016. She stated that the La Verne Fire Department is pictured on the front page of the University of La Verne Campus Times Newspaper demonstrating a fire drill, which she presented at the meeting. She stated she fully enjoyed the Police and Fire Open House and that it was wonderful event. She thanked the La Verne Fire and Police Departments, and the City for hosting this event. She also reported on Grace Miller's parade and carnival to be held on Friday, October 21, 2016, and that she was chosen to be the grand marshal again. She stated that event is a huge fundraiser for the school and encouraged everyone to attend.

Council Member Hepburn also reported on the Public Safety Facility Open House and that it was a very informative and fun day for all. He commended and thanked the La Verne Fire and Police Departments for their efforts on hosting a successful event. He also urged the public to remember to VOTE on Tuesday, November 8, 2016, and to vote Yes on Measure M for much needed funds to complete the Gold Line Extension to Claremont.

Mayor Kendrick reported on the passing of long-time La Verne residents Galen and Doris Berry, and that the City Council will be paying tribute and adjourning in their memory at their next meeting. He also reported that Inland Daily Bulletin Reporter and good friend, Imani Tate, will be retiring after 54 years with the newspaper, and that this was the last meeting she will be covering. He stated he attended Bonita High School with Imani and that she was the school's newspaper editor. He stated that her articles were always well written and thanked her for her service to the community. He wished her the best in her future endeavors and that she will be missed.

9. Adjournment at 7:36 p.m. to 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.

Respectfully submitted,



Lupe Gaeta Estrella, CMC  
Assistant City Clerk