

# CITY OF LA VERNE

## CITY COUNCIL AGENDA

Don Kendrick, Mayor  
Muir Davis, Mayor Pro Tem  
Robin Carder, Council Member  
Charlie Rosales, Council Member  
Tim Hepburn, Council Member



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City Hall Council Chamber  
3660 D Street  
La Verne, CA 91750

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**Monday, December 17, 2018 - 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 Carder, Council Member Rosales, Council Member Hepburn, Mayor Pro Tem Davis and Mayor Kendrick

4. **ANNOUNCEMENTS AND PRESENTATIONS**

**Presentation to Jerome and Beverly Walzack** - This couple will be retiring after 32 years as the City of La Verne's Karate instructors. Jerome and Beverly have been married for 29 years and have taught Japanese Karate to thousands of students ranging from four years old to adults. Fondly referred to as "Sensei" and "Mrs. Sensei," their caring nature instilled coordination, respect, and discipline through Karate. They will be missed by the community but they leave a legacy of "you're learning from me and I'm learning from you."

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 November 19, 2018, to be received and filed.
- b. **Register of Audited Demands** in the amount of \$760,876.85, dated December 6, 2018, and in the amount of \$669,086.28, dated December 12, 2018, **approval recommended by staff.**
- c. **Treasurer's Report** for the Month of November, 2018, to be received and filed.
- d. **Request to Waive Building Permit fees for Boy Scout Eagle Service Projects** - Staff recently received two separate requests for Building Permit fee waivers from local Boy Scouts working on Eagle Service Projects involving the construction of accessory structures at the University of La Verne and at an historic home. Due to the volunteer and service focused nature and intent of the projects, both Boy Scouts have requested the Building Permit fees be waived.

**Staff recommends that the City Council make a minute motion to authorize the waiver of Building Permit fees for both David Martinez's and Naam Kim's respective Boy Scout Eagle Service Projects**

e. **Ordinance(s) second reading and final passage**

**Ordinance No. 1084** - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AMENDING CHAPTER 9.18 TO TITLE 9 OF THE LA VERNE MUNICIPAL CODE RELATING TO MOBILE HOME PARK RELOCATION IMPACT REPORTS AND ADDING SECTION 18.36.085 RELATING TO MOBILE HOMES IN RESIDENTIAL ZONES – **The City Council at its meeting of December 3, 2018, placed on first reading Ordinance No. 1084, amends Chapter 9.18 of Title 9 of the La Verne Municipal Code relating to Mobile Home Park Relocation Impact Reports (RIR). The City Council took action to add Chapter 9.18 at their April 16, 2018, meeting after receiving comments from interested parties, the proposed amendments were added.**

**Staff recommends that the City Council approve Ordinance 1084 amending Chapter 9.18 of the La Verne Municipal Code relating to mobile home park relocation impact reports.**

6. **OTHER MATTERS**

- a. **Appointment to San Gabriel Valley Mosquito & Vector Control Board** - The City's representative to the Mosquito and Vector Control Board, Dr. Bob Neher, notified the City he would be retiring at the end of the year. As a result the City posted a notice of the upcoming vacancy for interested residents to apply. Three applications were received from residents expressing interest in this position. It is requested that the City Council make a selection of who will serve as the City representative for the term of January 2019 – December 2023.

**Staff Recommendation:**

The City Council should based on the information submitted appoint Elyse Rasmussen to serve as the City's representative on the San Gabriel Valley Mosquito & Vector Control Board of Trustees.

- b. **Introduction of Ordinance No. 1085, Amending Section 8.04.020(c) of the La Verne Municipal Code, regarding Onsite Wastewater Treatment Systems (OWTS), Adopting by Reference County of Los Angeles Ordinance No. 2018-0037, and Approval to enter into Memorandum of Understanding between County of Los Angeles, Department of Public Health and City of La Verne regarding OWTS** - The State Water Resources Control Board (SWRCB) established a policy to manage Onsite Wastewater Treatment Systems (OWTS), which allows local agencies to formalize and develop a Local Agency Management Plan (LAMP) regarding site, design requirements, and permits for these systems. The County of Los Angeles Department of Public Health developed a LAMP through Ordinance #2018-0037. The City currently goes through the County for these system reviews and adopting the County LAMP by reference allows this process to remain streamlined and cost effective to our residents. This action is exempt from the California Environmental Quality Act, Sections 15307, 15308 and the City of La Verne's Environmental Guidelines.

**Staff Recommendation:**

The City Council should Introduce and place on first reading Ordinance No.1085, amending the La Verne Municipal Code Section 8.04.020 (c) to include Los Angeles County Ordinance #2018-0037 by reference; and

Authorize the Mayor to execute a Memorandum of Understanding (MOU) with the County of Los Angeles agreeing to the terms of enforcement of the LAMP ordinance.

- c. **Proposed Job Creation and Business Incentive Policy** - A draft policy has been created with the intentions of providing guidelines for the City to determine which qualifying local businesses are awarded a grant or loan. The policy has been divided into two separate programs. One program is referred to as the "Community Development Block Grant" program (CDBG), and the other program is referred to as the "Economic Base Enhancement Program" (EBEP). Each program incorporates economic guidelines and procedures in-line with Federal and State parameters. The funds from the new policy would come from the existing allocation of CDBG funding filtered down from the federal government and general funds allocated as qualifying businesses surface.

**Staff Recommendation:**

That the City Council adopt the attached Resolution No. 18-74, which approves the Job Creation and Business Incentive Policy and directs staff to begin implementing the program.

**Resolution No.18-74** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA APPROVING THE JOB CREATION AND BUSINESS INCENTIVE POLICY

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 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.
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**

The City Council will meet in closed session for the following purpose:

**Conference with Labor Negotiator (Government Code Section 54957.6).**

Negotiators: City Manager, Personnel Officer, and City Attorney  
Employee Organization(s): La Verne City Employees Association

10. **ADJOURNMENT**

***Due to the Holiday Schedule THE NEXT REGULAR MEETING  
of the La Verne City Council scheduled for  
Monday, January 7, 2019 at 6:30 pm will be cancelled.***

***Due to the City Hall being closed on Monday, January 21, 2019,  
in observance of a legal holiday, THE NEXT REGULAR MEETING  
of the La Verne City Council is scheduled for  
Tuesday January, 22, 2019, at 6:30 pm***

**ADVISORY STAFF**

- \_\_\_ Robert Russi, City Manager
- \_\_\_ Dan Keeseey, Assistant City Manager/Director of Public Works
- \_\_\_ Robert Kress, City Attorney
- \_\_\_ Lupe Gaeta Estrella, Assistant City Clerk
- \_\_\_ Eric Scherer, Director of Community Development
- \_\_\_ Bill Aguirre, Director of Community Services
- \_\_\_ Nathan Statham, Finance Manager
- \_\_\_ Nick Paz, Police Chief
- \_\_\_ Pete Jankowski, Fire Chief
- \_\_\_ Dominic Milano, City Engineer
- \_\_\_ Bill Elftman, Information Services Manager

***Wishing Everyone a Joyous Holiday Season and a  
Happy and Prosperous New Year!***



**Posting Statement:** On Thursday, December 13, 2018, a true and correct copy of this Agenda was posted on the bulletin board at La Verne City Hall, 3660 D Street, La Verne, CA