

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

Monday, June 04, 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 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 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**

- a. **Presentation and Recognition of the La Verne Successor Agency Oversight Board** - The La Verne Successor Agency Oversight Board was formed in 2012 to oversee the process of winding down the activities of the disposing of the assets of the previously dissolved City of La Verne Redevelopment Agency (RDA). The City would like to recognize the board members for their willingness to serve and their commitment to the community. The board is composed of six members:

Mike Gregoryk	Hal Fredericksen	Steven Dukett
Arun Tolia	Karen Huigens	Ann Sparks

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 Member Carder will abstain from voting on Item No. 5.f.4. Resolution No. 18-26, because she owns property within District No. 84- 1M. Mayor Kendrick will abstain from voting on Item 5.f.5 Resolution No. 18-27, (intention to approve the annual report for the Old Town La Verne Business Improvement District and scheduling a public hearing) because he owns a business within the district boundaries.***

- a. **City Council Minutes** of March 19, 2018 and April 2, 2018, to be ***received and filed.***
- b. **Register of Audited Demands** in the amount of \$1,193,461.32 dated May 22, 2018; in the amount of \$287,320.43, dated May 29, 2018, ***approval recommended.***
- c. **Commission and Committees Appointments** - Due to expiring Committee terms effective June 30, 2018, appointments to the Planning Commission, Senior Advisory Committee, Youth and Family Action Committee and Youth Sports Committee are being presented for Council ratification.

It is recommended that the City Council ratify the following reappointments:

Planning Commission: (Four-year-term, maximum of 2 terms)

- ***Phil May to a four-year term until June 30, 2022.***
- ***Wendy Lau to a four-year term until June 30, 2022.***
- ***Jason Simison to a four-year term until June 30, 2022.***

Senior Advisory Committee (Two year terms, no maximum terms)

- ***George Borst to a two-year term until June 30, 2020.***
- ***Salvatore Campo to a two-year term until June 30, 2020.***
- ***Terry Kistler to a two-year term until June 30, 2020.***

Youth & Family Action Committee (Two-year term, no maximum terms)

- ***Carolyn Fuller Cockrell to a two-year term until June 30, 2022.***
- ***Patti Latourelle to a two-year term until June 30, 2022.***

Youth Sports Committee (Two-year term)

- ***Brian Shively, Citizen at large to a two-year term until June 30, 2022.***
- ***Stephanie Moreno, Alternate to a two-year term until June 30, 2022.***

Tri-City Mental Health Community Member (Two-year term, no maximum term)

- ***Carolyn Cockrell to a two-year term until June 30, 2022.***

- d. **Development Impact Fees** - Under State law, information on certain fees collected by the City from various development activities is to be made available to the public. The City Manager's Office is providing an informational report regarding Development Impact Fees for the fiscal year ending June 30, 2017.

Staff recommends that the City Council review the report and make the information available to the public pursuant to Government Code section 66006.

- e. **Approval of Administrative Regulations for Debt Management, Fund Balance Reserves, and Designations, and Unfunded Accrued Pension Liability** - Staff is presenting three (3) financial policies for Council approval. Some aspects of the policies listed formalize current practices for a prudent and conservative approach to financial stability. The areas the policies are focusing on to guide the decision making process is debt management, fund balance reserves and designations, and addressing any unfunded accrued pension liabilities.

Staff recommends the City Council approve the three administrative regulations for debt management, fund balance reserves and designations, and unfunded accrued pension liabilities.

- f. **Resolution (s) passage and adoption recommended, as follows:**

1. **Resolution No. 18-23** - A RESOLUTION OF THE CITY COUNCIL, CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING THE "ENGINEERS REPORT" FOR ANNUAL LEVY OF ASSESSMENTS FOR FISCAL YEAR 2018-19 IN THE EXISTING LANDSCAPING & LIGHTING MAINTENANCE DISTRICT WITHIN SAID CITY, DECLARING ITS INTENTION TO PROVIDE FOR ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR SAME DISTRICT PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA, AND SETTING A TIME AND PLACE FOR PUBLIC HEARING THEREON (LLMD #6) - Pursuant to the requirements of the Landscape and Lighting Act of 1972, part of Division 15 of the Streets and Highway Code of the State of California, an Engineer's Report for Landscape and Lighting Maintenance District No. 6, including special zones, those areas receiving specific benefit in addition to the special citywide benefit has been prepared for City Council approval. Said approval sets the levy of assessments for Fiscal Year 2018-19 and sets the public hearing for July 16, 2018. No change in the assessment levy is being proposed for the subject special benefit in Zones 2, 3, 4-1, 4-2 and 5. The formation of Zone 6 allowed for CPI increases which with the March 2018 CPI of 3.6% allows for a maximum assessment per parcel of \$264.85. The maximum assessment is proposed to be levied. It should be noted that the budgets for all of the zones are proposed to decrease.

Staff is recommending that the City Council adopt Resolution No. 18-23, preliminarily approving the Engineer's Report and setting the public hearing for the levying of assessment for Citywide District and the subject Zones for July 16, 2018.

2. **Resolution No. 18-24** - A RESOLUTION OF THE CITY COUNCIL, CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING THE "ENGINEERS REPORT" FOR ANNUAL LEVY OF ASSESSMENTS FOR FISCAL YEAR 2018-19 IN THE EXISTING LANDSCAPING & LIGHTING MAINTENANCE DISTRICT WITHIN SAID CITY, DECLARING ITS INTENTION TO PROVIDE FOR ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR SAME DISTRICT PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA, AND SETTING A TIME AND PLACE FOR PUBLIC HEARING THEREON (LLMD #7) - *Pursuant to the provisions of Division 15, Part 2, of the Streets and Highway Code, an Engineer's Report for Landscape and Lighting Maintenance District No. 7 (La Verne Heights III) has been prepared for City Council preliminary approval. Said approval sets the levy of assessments for Fiscal Year 2018-19 and sets the public hearing for July 16, 2018. There is no proposed increase in the assessment but the levy is proposed to decrease.*

Staff is recommending that the City Council adopt Resolution 18-24, preliminarily approving the Engineer's Report and set the public hearing for levying a full year's assessment for July 16, 2018.

3. **Resolution No. 18-25** - A RESOLUTION OF THE CITY COUNCIL, CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING THE "ENGINEERS REPORT" FOR ANNUAL LEVY OF ASSESSMENTS FOR FISCAL YEAR 2018-19 IN THE EXISTING LANDSCAPING & LIGHTING MAINTENANCE DISTRICT WITHIN SAID CITY, DECLARING ITS INTENTION TO PROVIDE FOR ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR SAME DISTRICT PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA, AND SETTING A TIME AND PLACE FOR PUBLIC HEARING THEREON (LLMD #8) - *Pursuant to the provisions of Division 15, Part 2, of the Streets and Highways Code, an Engineer's Report for Landscape and Lighting Maintenance District No. 8 (Marshall Canyon Estates Specific Plan development) has been prepared for City Council preliminary approval. Said approval sets the levy of assessments for Fiscal Year 2018-19 and sets the public hearing for July 16, 2018. It is proposed to set the levy at the 1996-97 approved full years' assessment.*

Staff is recommending that the City Council adopt the attached Resolution No. 18-25, preliminarily approving the Engineer's Report and setting the public hearing for July 16, 2018.

4. **Resolution No. 18-26** - A RESOLUTION OF THE CITY COUNCIL, CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DECLARING ITS INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2018-19 IN A SPECIAL MAINTENANCE DISTRICT, AND SETTING A TIME AND PLACE FOR PUBLIC HEARING THEREON (84-1M.) - *Attached for City Council review is the Engineer's Report for Maintenance District No. 84-1M. The report contains a reference to the existing plans and specifications for the area to be maintained, the estimated cost to maintain for the Fiscal Year July 1, 2018 to June 30, 2019, and the assessment diagram. It is proposed that there will be no change in the levy from the previous eighteen years. Staff is recommending that City Council approve the Engineer's Report on a preliminary basis and set the Public Hearing for July 16, 2018. **NOTE: Council Member Carder will declare a conflict of interest and abstain from voting on Resolution No. 18-26, because she owns property within District No. 84-1M.***

Staff is recommending that City Council adopt the attached Resolution No.18-26, approving the Engineer's Report, setting the public hearing for July 16, 2018.

5. **Resolution No. 18-27** - Downtown Business Improvement District An annual public hearing is required to consider the Annual Report of the Old Town La Verne Business Improvement District (OTLVBID) and has been scheduled for June 18, 2018. At said hearing, the City Council will be requested to: 1) Receive and file a report of the OTLVBID prior year activities. 2) Approve the proposed OTLVBID 2018-2019 Annual Budget, and incorporate it into the overall City Budget. 3) Approve re-establishment of the District boundaries and assessment formula. Staff recommends the City Council adopt the attached Resolution No. 18-27, declaring its intention to approve the OTLVBID Annual Report and sets a public hearing on the matter for June 18, 2018. ***NOTE: Mayor Kendrick will declare a conflict of interest and abstain from voting on Resolution No. 18-27, because he owns a business within the district boundaries.***

Staff recommends that the City Council adopt the attached Resolution No.18-27 declaring its intention to approve the OTLVBID Annual Report and sets a public hearing on the matter for June 18, 2018.

6. **Resolution No. 18-28 & No. 18-29** - Approving Class Specifications and Salaries for Assistant City Manager/Director of Public Works, Deputy Director of Public Works, and Finance Manager - As a result of recent employee departures and retirements, staff has been evaluating ways to reorganize classifications and functions within the City Manager's and Public Works Departments to operate more efficiently as well as retain employees. In conjunction with the adoption of the 2018 – 2019 fiscal budget, staff is recommending a change in authorized positions and received conceptual approval from the City Council during the May 21st budget study session. In accordance with the City's personnel rules and regulations, such changes require formal City Council approval.

Staff recommends that the City Council adopt Resolution No. 18-28 & No. 18-29 approving class specifications and salaries for Assistant City Manager/Director of Public Works, Deputy Director of Public Works, and Finance Manager.

Resolution No. 18-28 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING A CLASS SPECIFICATION FOR ASSISTANT CITY MANAGER/DIRECTOR OF PUBLIC WORKS, DEPUTY DIRECTOR OF PUBLIC WORKS, AND FINANCE MANAGER.

Resolution No. 18-29 - 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. 17-79.

7. **Resolution No. 18-30** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING AN AGREEMENT WITH WLC ARCHITECTS, INC., FOR THE DESIGN PREPARATION FOR THE LA VERNE TEEN CENTER - Staff is requesting City Council approve an agreement,(Attachment A), with WLC Architect Inc., for the preparation of the schematic design and the design development for the La Verne Teen Center. The Schematic Design Phase will include 2 to 4 different layouts of each of the Master Site Plan, Preliminary Landscape Plan, Preliminary Floor plan, and Exterior Elevations. The Design Development Phase will include Design Development plans, Outline Specifications, Basis of Design, and Building Code Analysis. The cost for the design plans is \$79,875 which will be budgeted in the Parks Development Fund.

Staff recommends that the City Council approve Resolution No. 18-30, authorizing an agreement with WLC Architect Inc., for \$79,875 for the preparation of schematic design and design development for the Teen Center.

6. PUBLIC HEARINGS

Appropriation Limit for 2018-19 - Each year the City adopts an annual appropriations limit that pertains to the appropriations financed by proceeds from taxes. Appropriations financed by service fees, non-taxes and other revenues are exempt. The City's current and proposed 2018/19 budgets reflect proceeds from taxes well under this limit.

Staff Recommendation:

The City Council should approve Resolution No. 18-31, adopting an Appropriations Limitation for the 2018-19 Fiscal Year.

Resolution No. 18-31 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING AN APPROPRIATIONS LIMITATION FOR THE 2018-19 FISCAL YEAR

7. **OTHER MATTERS**

- a. **Consider Approval of the Draft Partnership Agreement with the La Verne Chamber of Commerce for 2018-2019** - The La Verne Chamber of Commerce has submitted an updated Partnership Agreement for a 12-month term; July 1, 2018 through June 30, 2019. The Chamber of Commerce is requesting a total financial subsidy of \$40,000 over the 12-month term, in four equal quarterly payments of \$10,000. This subsidy represents a status quo amount, as compared with the prior agreements. The proposed Agreement also includes renewal of the Incentive-Subsidy Program for Business Recruitment up to \$3,000, and the previously approved line of credit. The "Shop La Verne" street banner program is also outlined in the agreement with the City providing the labor for installation twice a year for up to 40 banners. A Chamber representative will also provide the Council with an update of their events. The City Council Chamber Liaison Committee and staff recommend the City Council approve Resolution No. 18-32, approving the La Verne Chamber of Commerce's Partnership Agreement.

Staff Recommendation:

The City Council should approve Resolution No. 18-32, approving the La Verne Chamber of Commerce's Partnership Agreement, which includes programs and funding for a twelve-month term in the amount of \$40,000, an Incentive-Subsidy Program for Business Recruitment with a cost not to exceed \$3,000 subject to Agreement provisions, and continuance of the previously approved line of credit not to exceed \$10,000, from July 1, 2018 through June 30, 2019.

Resolution No. 18-32 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING A PARTNERSHIP AGREEMENT WITH THE LA VERNE CHAMBER OF COMMERCE.(FISCAL YEAR 2018-19).

- b. **Presentation on the Homeless Plan** - Draft "Plan to Prevent and Combat Homelessness" - Staff, with the assistance of LeSar Development Consultants (LDC), has prepared a draft "Plan to Prevent and Combat Homelessness" (Homeless Plan) for the City. The Homeless Plan, which has a significant focus upon homelessness prevention, outlines three (3) strategic goals, along with action items in support of each goal. These goals and actions reflect the priorities and needs of the community, while also aligning with the Homeless Initiative strategies adopted by the County of Los Angeles Board of Supervisors and funded by Measure H.

Staff Recommendation:

The City Council should review the draft Homeless Plan (Attachment A), and provide staff with direction for any requested revisions prior to adoption of the Plan and submittal of the Plan to the County of Los Angeles.

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**
 - a. **Conference with Legal Counsel – Pending Litigation (Government Code Section 54956.9 (d) (1).**

La Verne Firefighters Association v. City of La Verne, Civil Action No. 2:17-cv-08743 - GW (AFMx)

 - b. **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, La Verne Police Officers' Association, La Verne Firefighters' Association, La Verne Police Middle Management Association and all unrepresented employees.

11. **ADJOURNMENT to Monday, June 18, 2018 at 4:30 pm**, in the City of La Verne Council Chambers for Budget Study Session.

***THE NEXT REGULAR MEETING of the La Verne City Council
is scheduled for Monday, June 18, 2018, at 6:30 p.m.***

ADVISORY STAFF

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