

CITY OF LA VERNE

CITY COUNCIL AGENDA

Tim Hepburn, Mayor
Robin Carder, Mayor Pro Tem
Muir Davis, Council Member
Rick Crosby, Council Member
Wendy M. Lau, Council Member



www.cityoflaverne.org
(909) 596-8726 - Phone
(909) 596-8740 - Fax
City Hall Council Chamber
3660 D Street
La Verne, CA 91750

Monday, December 21, 2020 - 6:30 p.m.

Tonight's Council meeting will again be closed to the public in compliance with Governor Newsom's Executive Order to minimize the spread of the COVID-19 Virus. However, the City encourages public participation and as such want to make residents aware of the following opportunities on how to participate:

1. Individuals can email their comments to the Assistant City Clerk at cityclerk@cityoflaverne.org up to noon on the day of the meeting. Those comments will be shared with City Council in advance of the City Council meeting and included as part of the permanent record. **Please be advised that public comments submitted by email or any other format to the Assistant City Clerk and City Council are public records that are available for public viewing.**
2. Individuals who wish to share their comments directly during the meeting may do so by emailing the Assistant City Clerk at cityclerk@cityoflaverne.org with their phone number and the item(s) they wish to speak on. Requests will be accepted before and throughout the meeting and staff will call you back at the appropriate time. Once items are considered by the City Council, no further public comment on that matter will be accepted. A time limit of 3-minutes is set for all public comments.

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. Regular Meetings are held on the 1st and 3rd Monday of every month.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:** Council Member Davis, Council Member Crosby, Council Member Lau, Mayor Pro Tem Carder and Mayor Hepburn.

4. **PRESENTATIONS**

Recognition of Community Services Director Bill Aguirre on his Retirement and 37-years of Service to the City of La Verne.

5. **ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS** (Any person who wishes to make a brief announcement of a future community event that is open to the general public may do so at this time).

6. **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. **Regular and Adjourned City Council Minutes** of December 7, 2020, to be **received and filed**.

b. **Register of Audited Demands** in the amount of \$926,558.21, dated December 3, 2020, and in the amount of \$2,732,547.87, dated December 9, 2020, ***approval recommended by Interim Finance Director.***

c. **Treasurer's Report for the Month of July, 2020**, to be ***received and filed.***

d. **Declaration of Surplus Property** - Certain vehicles and equipment have been depreciated through the equipment fund and scheduled for replacement. Each unit is no longer useful or is ineffective for current operational requirements. Each will become surplus to the city's operational needs and should be disposed per Administrative Regulation No. 606 upon replacement.

The Interim Public Works Director recommends that the City Council declare the vehicles and equipment identified in Attachment A as surplus to the City's needs and further recommends that the staff be directed to sell each in a fair and equitable manner per Administrative Regulation No. 606. This action is not considered a "Project" under the definition of the California Environmental Quality Act (CEQA) and is therefore not subject to CEQA review.

- e. **Request for Budget Amendment for the Purchase of Equipment for LVTV** - A budget amendment is requested to reimburse the University of La Verne for equipment to run the La Verne Television Channel (LVTV). The University has determined the purchase of a new payout system is needed to support the community access channel. The monies for any additional expenditure come from PEG funds. The University has determined this piece of equipment will last for the next 7 to 10 years.

The Community Services Director recommends that the City Council should approve a budget amendment appropriating \$11,050 of PEG funds, \$4,900 from the current budgeted year and \$6,150 from reserve funds to purchase a new payout system for the community access channel, LVTV.

- f. **Christmas Morning Route** - Consistent with actions in prior years and per the Police Chief's recommendation, the Council is requested to authorize a "Parade Route" designation throughout the City for the Christmas Morning Program.

The City Manager recommends that the City Council should designate the streets in the City of La Verne as a parade route on December 25, 2020, from 7:00 a.m. until 5:00 p.m. to complete the Christmas Morning Program.

- g. **Extension of Communication Consultant Engagement** - As part of the budget discussion City Council expressed a desire for the City to improve communication efforts with the community. At that time staff developed an outline of the approaches to achieve those efforts. One aspect was the temporary engagement of a communication firm until a full RFP process could be completed. That process has now been completed and based on the responses Tripepi Smith is being recommended as the responsive bidder for this work.

The City Manager recommends that the City Council should authorize the 2-year contact with Tripepi Smith to assist with the City's communication and social media efforts and appropriate \$45,000 for the remainder of the 2020/21 fiscal year to fund their activities.

- h. **Addition of Concrete Improvements on the West Side of D Street from Bearcat Way to 1,040 Feet South** - Due to extremely favorable prices received on the original project, staff authorized the contractor to expand the removal and replacement of concrete sidewalk by adding an additional 9,640 square feet of improvements to their scope of work. The engineering estimate for this project was \$200,000, with the initial bid submitted at roughly half of the estimate.

The Interim Public Works Director recommends that the City Council should approve the additional scope of work for concrete improvements in the amount of \$88,865.

i. **Staff recommends approval and passage of the following Resolutions:**

1. **Resolution No. 20-86 - Authorizing Execution of an Agreement with LSA Associates, Inc. for the Preparation of the Environmental document for a Proposed Residential Development at 3717 Fruit Street and at 1874, 1876, and 1878 Walnut Street** - The Community Development Department is currently processing applications submitted by Brandywine Homes for a proposed residential development at 3717 Fruit Street (APN 8666-017-028) and at 1874, 1876, and 1878 Walnut Street (APN 8378-007-907, 8378-007-908, and 8378-007-909). Along with the applicant, the City has selected environmental consulting firm LSA Associates, Inc. to prepare the necessary environmental documents required for the development project in conformance with the California Environmental Quality Act (CEQA).

The Community Development Director recommends that the City Council should adopt Resolution No. 20-86, authorizing execution of an agreement with LSA Associates, Inc. for environmental services related to the preparation of CEQA documents for Brandywine Homes' proposed residential development at 3717 Fruit Street and at 1874, 1876, and 1878 Walnut Street (Attachment A).

Resolution No. 20-86 - 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 LSA ASSOCIATES, INC. FOR ENVIRONMENTAL CONSULTING SERVICES FOR A PROPOSED RESIDENTIAL DEVELOPMENT AT 3717 FRUIT STREET AND AT 1874, 1876, AND 1878 WALNUT STREET.

2. **Resolution No. 20-87 - Approving the Application under The Statewide Parks Development and Community Revitalization Grant Program for the Teen Center** - Evan Brooks and Associates have prepared a grant application for the Statewide Parks Development and Community Revitalization Program for the Teen Center to be submitted in March 2021. The resolution must be submitted as part of the application packet. Funding request is for \$3,000,000.

The Community Services Director recommends that the City Council should approve Resolution No. 20-87 for the Statewide Parks Development and Community Revitalization Program grant funds.

Resolution No. 20- 87 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGLES, STATE OF CALIFORNIA, APPROVING THE APPLICATION FOR STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM GRANT FUNDS.

3. **Resolution No. 20-88 - Services Agreement with the City of Covina for Emergency Dispatch Personnel** - In January of this year, the City Council authorized Resolution No. 20-05, allowing the Police Departments of Covina and La Verne to share staffing to maintain 24-hour dispatch operations. The attached revised agreement allows for that arrangement to continue on a limited, as needed, basis through December 31, 2023.

The Police Chief recommends that the City Council should approve Resolution No. 20-88, authorizing the City Manager to enter into an agreement between the Cities of La Verne and Covina for emergency dispatch personnel.

Resolution No. 20-88 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING AN AGREEMENT WITH THE CITY OF COVINA FOR SUPPLEMENTAL LAW ENFORCEMENT FUNCTIONS RELATING TO POLICE DISPATCHING SERVICES.

4. **Resolution No. 20-89 - Extending Local Emergency** - Pursuant to Government Code 8630, the City Council must "review the need for continuing the local emergency at least every 60 days until the governing body terminates the emergency." The Council is asked to reaffirm the ongoing need for the local emergency that has been declared and reaffirmed by the Council.

The City Attorney recommends that the City Council should adopt Resolution No. 20-89, reaffirming the ongoing need for the local emergency declared by Resolution No. 20-17.

Resolution No. 20-89 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA REAFFIRMING THE ONGOING NEED FOR THE LOCAL EMERGENCY INITIALLY DECLARED ON MARCH 16, 2020.

5. **Resolution No. 20-90 - Authority for Cal Recycle Grants** - The California Department of Resources, Recycling and Recovery (Cal Recycle) requires a resolution authorizing the submission of grant applications and designated authority. This resolution authorizes the Director of Public Works or his/her designee to submit grant applications and to administer other functions related to the California Department of Resources, Recycling and Recovery recycling programs and grants.

The Interim Public Works Director recommends that the City Council should approve Resolution No. 20-90 designating the Director of Public Works as the authorized administrator for the California Department of Resources, Recycling and Recovery Grant Program and approving the submission of such applications.

Resolution No. 20-90 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING THE SUBMITTAL OF APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF RESOURCES, RECYCLING AND RECOVERY FOR GRANT PROGRAMS.

7. **OTHER MATTERS**

- a. **Resolution No.20-91 - Approving Class Specifications and Salaries for Community Services Manager, Community Services Coordinator, and Community Services Specialist as well as Authorizing Requested Position Changes** - As a result of the approaching retirement of Community Services Director Bill Aguirre, staff has been evaluating ways to reorganize classifications and functions within the department to operate more efficiently. In order to facilitate the desired efficiencies, staff is recommending approval of Community Services job classifications and establishing associated salaries as well as authorizing requested position changes. In accordance with the City's personnel rules and regulations, such changes require formal City Council approval.

STAFF RECOMMENDATION:

The City Council should adopt Resolution No. 20-91 approving class specifications and salaries for Community Services Manager, Community Services Coordinator, and Community Services Specialist as well as authorizing position changes.

Resolution No. 20-91 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING CLASS SPECIFICATIONS AND SALARIES FOR COMMUNITY SERVICES MANAGER, COMMUNITY SERVICES COORDINATOR, AND COMMUNITY SERVICES SPECIALIST AS WELL AS AUTHORIZING REQUESTED POSITION CHANGES.

- b. **Adoption of a Resolution No. 20-92, Authorizing Execution of a Disposition and Development Agreement with Brandywine Acquisitions Group, LLC** - Brandywine Homes has proposed a new residential development at 3717 Fruit Street (APN 8666-017-028). Approval of the entitlements for the proposed project will be conditioned with a requirement to provide affordable housing units. The proposed Disposition and Development Agreement addresses the terms of fulfilling the City's affordable housing requirements for the proposed project at 3717 Fruit Street, and more specifically, allows the conveyance of City-owned property on Walnut Street (APN 8378-007-907, 8378-007-908, and 8378-007-909) to Brandywine Homes for the development of the required affordable housing units.

STAFF RECOMMENDATION:

The City Council should adopt Resolution No. 20-92 authorizing execution of a Disposition and Development Agreement with Brandywine Acquisitions Group, LLC (Attachment A).

Resolution No. 20-92 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING THE EXECUTION OF A DISPOSITION AND DEVELOPMENT AGREEMENT WITH BRANDYWINE ACQUISITIONS GROUP, LLC.

- c. **Short-Term Rental Update** - On November 16, 2020, the City Council of La Verne held a study session to discuss the Short-term Rental (STR) draft ordinance. The City Council provided staff with direction on some of the proposed modifications for STRs. Staff has made these modifications and will present them to the Council for further direction.

STAFF RECOMMENDATION:

The City Council should review the proposed modifications to the draft ordinance and provide staff with direction on moving forward with public hearings for review of the draft ordinance or to make further modifications to the regulations

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. Please email your public comment to the Assistant City Clerk at cityclerk@cityoflaverne.org. Your public comment will be shared with the City Council and included as part of the permanent record. If you wish to speak, email your phone number and staff will call you back. There is a 3-minute time limit on public 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. **ADJOURNMENT**

***Due to Limited Need and consistent with past practices,
THE NEXT REGULAR MEETING of the La Verne City Council scheduled
for Monday, January 4, 2021, at 6:30 p.m. will be cancelled.***

***Due to City Hall being closed on Monday, January 18, 2021, in
observance of a legal holiday, THE NEXT REGULAR MEETING
of the La Verne City Council is scheduled for
Tuesday January 19, 2021, at 6:30 p.m.***

***The La Verne City Council thanks the residents
for taking all precautions to prevent the spread of the COVID-19 Virus.***

ADVISORY STAFF

____ Robert Russi, City Manager
____ JR Ranells, Assistant to the City Manager
____ Robert Kress, City Attorney
____ Lupe Gaeta Estrella, Assistant City Clerk
____ Dan Keeseey, Interim Director of Public Works
____ Eric Scherer, Director of Community Development
____ Bill Aguirre, Director of Community Services
____ Mark Alvarado, Interim Finance Director
____ Nick Paz, Police Chief
____ David Segura, Interim Fire Chief
____ Dominic Milano, City Engineer
____ Bill Elftman, Information Services Manager

<p>Posting Statement: On December 15, 2020, a true and correct copy of this Agenda was posted on the bulletin board at La Verne City Hall, 3660 D Street, La Verne, and on the City's website at cityoflaverne.org.</p>
