

MINUTES

CITY COUNCIL MEETING

APRIL 11, 2017

A regular meeting of the City Council of the City of Rolling Hills Estates was called to order at 7:03 p.m. in the City Council Chambers, 4045 Palos Verdes Drive North, by MAYOR ZERUNYAN.

ROLL CALL

City Council Members Present: Huff, Schmitz, Zerunyan, Zuckerman
City Council Member Absent: Mitchell

City Staff Present: City Manager Doug Prichard
City Attorney Don Davis
Assistant City Manager Greg Grammer
Community Services Director Andy Clark
Administrative Services Director Mike Whitehead
Assistant to the City Manager Alexa Davis

PLEDGE OF ALLEGIANCE

Players from the Silver Spur Little League led the audience in the Pledge of Allegiance.

4. CEREMONIAL ITEMS

B. PRESENTATION OF GOLD ENERGY LEADER CERTIFICATE FROM SOUTHERN CALIFORNIA EDISON AND THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS *(Taken out of order)*

Marilyn Lyon, Environmental Services Analyst, South Bay Cities Council of Governments (SBCCOG), congratulated the City on achieving the Gold Efficiency Level and presented a certificate to MAYOR ZERUNYAN. She thanked the City for leading by example and encouraged the community to save energy and the environment.

A. PROCLAMATION

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTATES PROCLAIMING APRIL 24, 2017 AS A "DAY OF REMEMBRANCE" OF THE ARMENIAN GENOCIDE OF 1915-1923

MAYOR ZERUNYAN proclaimed April 24, 2017 as a day of remembrance of the Armenian Genocide of 1915-1923.

MAYOR ZERUNYAN noted his appreciation to the COUNCIL for their support of this proclamation year after year. He commented that this is a human rights issue and that he will work to continue to bring attention to crimes against humanity. He expressed his sadness at the atrocities still taking place throughout the world and encouraged everyone to reflect on those groups in the past and present who have suffered this kind of bloodshed. He then relayed a story of endurance and survival of how this tragedy affected his grandmother and mentioned other cultures who have suffered similar brutality. Finally he noted his hope that this crime would be designated as a genocide by the government and encouraged everyone to stand up for human rights.

5. ROUTINE MATTERS

A. CITY COUNCIL MINUTES OF MARCH 28, 2017

COUNCILMAN ZUCKERMAN moved, seconded by MAYOR PRO TEM HUFF

TO APPROVE THE CITY COUNCIL MINUTES OF MARCH 28, 2017 AS PRESENTED.

THERE BEING NO OBJECTION, MAYOR ZERUNYAN SO ORDERED.

B. DEMANDS AND WARRANTS - MARCH AND APRIL

COUNCILMAN ZUCKERMAN moved, seconded by COUNCILWOMAN SCHMITZ

TO APPROVE WARRANTS 58236 THROUGH 58267 IN THE AMOUNT OF \$244,534.39; SUPPLEMENTAL WARRANTS 030117 THROUGH 030317; 58090 THROUGH 58103; 56710 (VOID); 56987 (VOID); 57402 (VOID); 57953 (VOID); 58137 THROUGH 58159; 58207 THROUGH 58223 IN THE AMOUNT OF \$225,891.64 FOR A GRAND TOTAL AMOUNT OF \$470,426.03 WITH PROPER AUDIT.

AYES: Huff, Schmitz, Zerunyan, Zuckerman
ABSENT: Mitchell

6. CONSENT CALENDAR: The following routine matters will be acted upon by one vote to approve with the majority consent of the City Council. There will be no separate discussion of these items unless good cause is shown by a member prior to the roll call vote. (Items removed will be considered under New Business.)

COUNCILWOMAN SCHMITZ moved, seconded by COUNCILMAN ZUCKERMAN

TO APPROVE ITEMS A AND B.

A. READING OF ORDINANCES AND RESOLUTIONS

Reading in full of all ordinances and resolutions presented for consideration to the City Council will be waived and all such ordinances and resolutions will be read by title only.

APPROVED.

B. AUTHORITY TO DESTROY RECORDS

Recommendation: That the City Council grant authority to micro-image and destroy those obsolete records.

GRANTED AUTHORITY TO MICRO-IMAGE AND DESTROY THOSE OBSOLETE RECORDS.

THERE BEING NO OBJECTION, MAYOR ZERUNYAN SO ORDERED.

7. AUDIENCE ITEMS NOT ON THE AGENDA/WRITTEN AND ORAL COMMUNICATIONS

NONE

8. PUBLIC HEARINGS/MEETINGS

NONE

9. NEW BUSINESS

A. PROPOSED 60TH ANNIVERSARY PROMOTIONAL ITEMS

Recommendation: That the City Council approve the following purchases: 1) 75 light pole 60th Anniversary banners at a cost of \$9,464.11 utilizing the anniversary design; 2) 500 sheets of City letterhead stationery per stationery design at a cost of \$266.82; 3) 24 white polo shirts with an embroidered 60th Anniversary logo at a cost of \$21.44 each to be made available for sale to the public; 4) One event banner for installation at all 2017 City special events at a cost of \$153; and 5) Two street banners for installation on the City's various street corner sites at a cost of \$306.

Community Services Director Clark provided a staff report (as per agenda material).

After brief discussion, COUNCILWOMAN SCHMITZ moved, seconded by COUNCILMAN ZUCKERMAN

TO APPROVE THE FOLLOWING PURCHASES KEEPING THE CITY CELEBRATION DATE ONLY ON THE BANNERS: 1) 75 LIGHT POLE 60TH ANNIVERSARY BANNERS AT A COST OF \$9,464.11 UTILIZING THE ANNIVERSARY DESIGN; 2) 500 SHEETS OF CITY LETTERHEAD STATIONERY PER STATIONERY DESIGN AT A COST OF \$266.82; 3) 24 WHITE POLO SHIRTS WITH AN EMBROIDERED 60TH ANNIVERSARY LOGO AT A COST OF \$21.44 EACH TO BE MADE AVAILABLE FOR SALE TO THE PUBLIC; 4) ONE EVENT BANNER FOR INSTALLATION AT ALL 2017 CITY SPECIAL EVENTS AT A COST OF \$153; AND 5) TWO STREET BANNERS FOR INSTALLATION ON THE CITY'S VARIOUS STREET CORNER SITES AT A COST OF \$306.

AYES: Huff, Schmitz, Zerunyan, Zuckerman
ABSENT: Mitchell

B. ORDINANCE NO. 716 FOR INTRODUCTION AND FIRST READING - PERTAINING TO SOCIAL HOST RESPONSIBILITY AND LIABILITY FOR HOSTING LOUD OR UNRULY GATHERINGS, INCLUDING THOSE WHERE UNDERAGE DRINKING OCCURS

Recommendation: That the City Council receive any public testimony and introduce for first reading Ordinance No. 716.

Assistant City Manager Grammer provided a staff report (as per agenda material).

COUNCILMAN ZUCKERMAN inquired if this ordinance is the same as adopted by other cities. Assistant City Manager Grammer responded that the difference includes language from a previous ordinance regarding large and disruptive gatherings.

City Attorney Davis noted that the proposed version is standard and several years back a large party ordinance was adopted by the City so it made sense to incorporate that language into this ordinance. He noted that the City is working with the Sheriff's Department to create a uniform procedure and before anyone is fined, a warning would be issued, and thereafter, a fine would be imposed.

MAYOR ZERUNYAN noted that he would like to give the Sheriff's Department more tools to break up underage drinking parties.

Linda Reid, PVPUSD School Board, thanked the COUNCIL for their service to the community. She noted that teen drinking has become a crisis and other Peninsula cities have adopted this ordinance. She further noted that Supervisor Hahn is also assisting in this effort in the Peninsula unincorporated areas with the ultimate goal of eliminating parents serving alcohol to minors.

Mitzi Cress, Principal, Peninsula High School, relayed stories of teenagers who inform others when a party is taking place and the potential for violent crimes as well as receiving phone calls when students are taken to the hospital suffering from alcohol poisoning. She strongly urged support of this ordinance.

Raunda Frank, Prevention Counselor, Behavioral Health Services, commented that her organization is talking to community leaders and the public in an effort to prevent young people from gaining access to alcohol and other drugs. She noted that she was pleased to see the COUNCIL consider this ordinance.

Ron Uyeda, 6419 Vista Pacifica, Rancho Palos Verdes, commented on his law enforcement career. He stated his belief that the initial fine of \$500 is too low as other cities have adopted this ordinance with higher fines. Finally, he noted that by punishing parents who allow underage drinking, it would help them become better parents.

MAYOR ZERUNYAN noted that this problem is an education and enforcement issue. Regarding the fines themselves, he noted that saving lives is more important and was in favor of increasing the amounts.

In response to MAYOR PRO TEM HUFF, Captain Dan Beringer, Lomita Sheriff's Station, stated that the Cities of Palos Verdes Estates and Rancho Palos Verdes are imposing the following fines: \$2,500 for the first offense, \$5,000 for the second, and \$7,500 for the third.

In response to COUNCILWOMAN SCHMITZ, Captain Beringer noted that the Sheriff's Department is not involved in the appeal process as they only issue the citations, but making the fines consistent throughout the Peninsula would be a prudent decision.

COUNCILMAN ZUCKERMAN moved, seconded by COUNCILWOMAN SCHMITZ

TO INTRODUCE ORDINANCE NO. 716 TO INCREASE THE FINES TO \$2,500 FOR THE FIRST VIOLATION, \$5,000 FOR THE SECOND VIOLATION AND \$7,500 FOR THE THIRD VIOLATION FOR FIRST READING AS AMENDED.

AYES: Huff, Schmitz, Zerunyan, Zuckerman
ABSENT: Mitchell

MAYOR ZERUNYAN suggested a public service campaign to advertise the Social Host Ordinance on PV Transit buses. He suggested that the School District might want to be involved in this campaign as well.

COUNCILWOMAN SCHMITZ noted that this would provide parents an opportunity to discuss alcohol abuse and the dangers of social media with their families.

City Manager Prichard read Ordinance No. 716 by title only.

C. PURCHASE OF CITY SEDAN AND PICKUP TRUCK

Recommendation: That the City Council authorize staff to purchase from AutoNation Ford Torrance a new Ford Fusion Energi sedan at a cost not to exceed \$32,000, and a new 2017 Ford F-150 4x4 SuperCrew Cab at a cost not to exceed \$37,000 and authorize after-purchase expenditures for the vehicles of not to exceed \$6,000 for a grand total of \$75,000 including vehicles.

Administrative Services Director Whitehead provided a staff report (as per agenda material).

In response to MAYOR PRO TEM HUFF, Administrative Services Director Whitehead noted that the \$6,000 mentioned in the staff report is for installing emergency lights, two-way radios, etc., in the vehicles.

COUNCILMAN ZUCKERMAN moved, seconded by COUNCILWOMAN SCHMITZ

TO AUTHORIZE STAFF TO PURCHASE FROM AUTONATION FORD TORRANCE A NEW FORD FUSION ENERGI SEDAN AT A COST ESTIMATE OF \$32,000, AND A NEW 2017 FORD F-150 4X4 SUPERCREW CAB AT A COST ESTIMATE OF \$37,000 AND AUTHORIZE AFTER-PURCHASE EXPENDITURES FOR THE VEHICLES AT A COST ESTIMATE OF \$6,000.

AYES: Huff, Schmitz, Zerunyan, Zuckerman

ABSENT: Mitchell

- D. RESOLUTION NO. 2395 ESTABLISHING CITY CLERK/EXECUTIVE ASSISTANT JOB CLASSIFICATION AND DESCRIPTION WITHIN THE PROFESSIONAL EMPLOYEE GROUP; ORDINANCE NO. 717 ADDING CHAPTER 2.10 TO THE ROLLING HILLS ESTATES MUNICIPAL CODE PERTAINING TO THE OFFICE OF THE CITY CLERK
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Recommendation: That the City Council: 1) Adopt Resolution No. 2395 establishing the classification and job description for City Clerk/Executive Assistant within the Professional Employee Group; and 2) Introduce Ordinance No. 717 adding a new Chapter 2.10 to the Rolling Hills Estates Municipal Code.

Assistant to the City Manager Davis provided a staff report (as per agenda material).

MAYOR PRO TEM HUFF noted that she did not recall the discussion on this item and had concerns regarding the salary range and pension obligations.

City Manager Prichard explained that one of the agreed upon goals from his evaluation was to prepare for the departure of the Deputy City Clerk and that he has updated the COUNCIL on several occasions. He noted that the Deputy City Clerk has since announced her retirement date and indicated to the COUNCIL that it was his intention to present a revised job description and reclassification bringing a City Clerk into one of the more established and consistent positions in the industry. He further noted that it has become less and less common to have the City Manager serve in both positions because they have distinctly different roles.

City Manager Prichard noted that the Deputy City Clerk has grown into the position, and it is his aim to now find someone who is, by profession, primarily a City Clerk and can handle the complexity of the job duties, i.e. elections, public information requests, retention of documents, etc. He further noted that an experienced City Clerk would already have specific training in those responsibilities and would make a better fit for the organization.

MAYOR PRO TEM HUFF noted her opinion that this action be postponed until City Manager Prichard retires as she believed it would make for a better transition.

City Manager Prichard explained that staff conducted a thorough salary survey for Deputy City Clerk and City Clerk and once the findings were analyzed, they found that the existing Deputy City Clerk's salary range was almost "spot on," so it made sense to drop the top of the range by 2%. He noted that the responsibilities of the newly titled position is consistent throughout the industry and further explained how the Deputy City Clerk's duties have increased over time, including attending various training conferences, which prompted a reclassification many years ago.

COUNCILMAN ZUCKERMAN noted that it seems the question is really whether to hire a City Clerk/Executive Assistant or an Executive Assistant/Deputy City Clerk.

City Manager Prichard was confident that a high caliber of applications will be received for City Clerk/Executive Assistant than Executive Assistant/Deputy City Clerk.

MAYOR ZERUNYAN noted that practically speaking, he concurred with COUNCILMAN ZUCKERMAN and does not want to burden the City Manager with the City Clerk's training and/or duties.

COUNCILMAN ZUCKERMAN noted that with the reduced salary range and pension cost, there will be savings seen by the City.

In regards to the salary range, City Manager Prichard noted that a fully qualified individual would more than likely start towards the mid-range, but a first time City Clerk would begin at the lower end of the range.

COUNCILWOMAN SCHMITZ moved, seconded by COUNCILMAN ZUCKERMAN

TO ADOPT RESOLUTION NO. 2395 ESTABLISHING THE CLASSIFICATION AND JOB DESCRIPTION FOR CITY CLERK/EXECUTIVE ASSISTANT WITHIN THE PROFESSIONAL EMPLOYEE GROUP AND INTRODUCE ORDINANCE NO. 717 ADDING A NEW CHAPTER 2.10 TO THE ROLLING HILLS ESTATES MUNICIPAL CODE FOR FIRST READING.

AYES: Huff, Schmitz, Zerunyan, Zuckerman
ABSENT: Mitchell

City Manager Prichard read Resolution No. 2395 and Ordinance No. 717 by title only.

10. OLD BUSINESS

A. ORDINANCE NO. 715 - SECOND READING AND ADOPTION

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTATES REAUTHORIZING THE IMPOSITION OF THE CITY'S EXISTING STATE VIDEO FRANCHISE HOLDER FRANCHISE FEE AND PUBLIC, EDUCATIONAL, AND GOVERNMENTAL (PEG) FEE UNDER ROLLING HILLS ESTATES MUNICIPAL CODE SECTION 5.16.020 AND RATIFYING MUNICIPAL CODE CHAPTER 5.16

COUNCILMAN ZUCKERMAN moved, seconded by MAYOR PRO TEM HUFF

TO ADOPT ORDINANCE NO. 715.

AYES: Huff, Schmitz, Zerunyan, Zuckerman
ABSENT: Mitchell

City Manager Prichard read Ordinance No. 715 by title only.

B. PLANNING APPLICATION NO. 18-16; NOTICE OF INVITING SEALED BIDS FOR STORM DRAIN IMPROVEMENTS ON JUNE'S TRAIL AT PALOS VERDES DRIVE EAST

Recommendation: That the City Council authorize staff to solicit a notice inviting sealed bids for "Storm Drain Improvements on June's Trail," a public works project, under contract with Transtech Engineering.

MAYOR ZERUNYAN noted that this item will be continued to the next COUNCIL meeting.

C. AUTHORIZATION TO SOLICIT BIDS FOR THE INSTALLATION OF EQUESTRIAN CROSSINGS WITH IN-ROADWAY WARNING LIGHTS ON ROLLING HILLS ROAD AND PALOS VERDES DRIVE NORTH

Recommendation: That the City Council approve the specifications and bid documents and authorize the solicitation of bids for the Rectangular Rapid Flashing Beacon (RRFB) and In-Roadway Warning Lights (IRWL) Installation Project for equestrian crossings at Rolling Hills Road and Palomino Ranchos Trail and at Palos Verdes Drive North and 3739 Palos Verdes Drive North.

Assistant City Manager Grammer provided a staff report (as per agenda material).

COUNCILWOMAN SCHMITZ moved, seconded by MAYOR PRO TEM HUFF

TO APPROVE THE SPECIFICATIONS AND BID DOCUMENTS AND AUTHORIZE THE SOLICITATION OF BIDS FOR THE RECTANGULAR RAPID FLASHING BEACON (RRFB) AND IN-ROADWAY WARNING LIGHTS (IRWL) INSTALLATION PROJECT FOR EQUESTRIAN CROSSINGS AT ROLLING HILLS ROAD AND PALOMINO RANCHOS TRAIL AND AT PALOS VERDES DRIVE NORTH AND 3739 PALOS VERDES DRIVE NORTH.

AYES: Huff, Schmitz, Zerunyan, Zuckerman
ABSENT: Mitchell

11. CITY ATTORNEY ITEMS

- A. City Attorney Davis referred to Item No. 9B - Ordinance No. 716 noting that he will make the amendments the COUNCIL agreed upon and may recommend reintroducing this ordinance depending on additional changes that may be necessary.

12. CITY COUNCIL/REGIONAL COMMITTEE REPORTS: This item provides the opportunity for Members of the City Council to provide information and reports to other Members of the City Council and/or the public on any issues or activities of currently active Council Committees, ad hoc committees, regional or state-wide governmental associations, special districts and/or joint powers authorities and their various committees on which Members of the City Council might serve or have an interest, which are not otherwise agendized.

- A. MAYOR PRO TEM HUFF reported that she attended a SBCCOG meeting where discussion included coyote management, homeless services and the Short Term Rental Task Force. She announced that Wayne Nastro, the new Executive Director of the Air Quality Management District (AQMD), will address legislation regarding the Torrance Refinery on April 27 at 6:00 p.m.
- B. COUNCILMAN ZUCKERMAN inquired about SB1 that passed both houses of the Legislature. City Manager Prichard provided stated that this measure is on the Governor's desk for signature. Assistant City Manager Grammer stated that the amount specified was not final, but the City may receive approximately \$147,000 annually in gas tax funds for street maintenance.

13. MAYOR AND COUNCIL ITEMS: This item provides the opportunity for Members of the City Council to request information on currently pending projects and/or issues of public concern, direct that an item be agendized for future consideration and/or make announcements of interest to the public.

- A. City Manager Prichard noted that a Joint City Council/Planning Commission is scheduled to meet on Monday, May 1 at 5:00 p.m. for the purpose of meeting with the City's General Plan consultant and asked for the COUNCIL'S availability. MAYOR ZERUNYAN noted that he may not be in attendance as he may be out of town, but suggested moving forward with the meeting.

Brief discussion ensued regarding upcoming COUNCIL meetings scheduled for Tuesday, April 25 at 5:00 p.m. for the purpose of a municipal finance presentation and May 9 at 2:00-6:00 p.m. for electronic media training and Brown Act refresher.

- B. MAYOR ZERUNYAN reported that he attended the Metro Mayors' Round Table where discussion took place regarding Measure M and the amount distributed to the various cities. He noted that some cities were dissatisfied with the amounts projected, but that discussions will continue.

14. CLOSED SESSION

NONE

15. ADJOURNMENT IN MEMORY OF SHERRY MAY AND FORMER CITY COUNCIL MEMBER BARBARA RAUCH

At 9:25 p.m. MAYOR ZERUNYAN formally adjourned the City Council meeting to April 25, 2017 at 5:00 p.m. for the purpose of conducting a study session on Municipal Finances.

Submitted by,

Approved by,

Hope J. Nolan
Deputy City Clerk

Douglas R. Prichard
City Clerk