

**ADJOURNED**

**CITY COUNCIL MINUTES**

**POLICY DEVELOPMENT SESSION**

**MARCH 7, 2009**

An adjourned meeting of the City Council of the City of Rolling Hills Estates was called to order at 8:06 a.m., at the City Council Chambers, 4045 Palos Verdes Drive North, Rolling Hills Estates, by MAYOR MITCHELL

**ROLL CALL**

City Council Members Present: Addleman, Mitchell, Seamans\*, Zuckerman, Zerunyan

\*COUNCILWOMAN SEAMANS arrived at 8:16 a.m.

Staff Present: City Manager Doug Prichard  
Assistant City Manager Sam Wise  
Community Services Director Andy Clark  
Planning Director David Wahba  
Administrative Services Director Mike Whitehead  
Assistant to the City Manager Greg Grammer  
Maintenance Superintendent David Negrete

**PUBLIC COMMENT**

NONE

**ITEMS FOR DISCUSSION**

City Manager Prichard provided an update of the truck accident that occurred at Crenshaw Boulevard and Palos Verdes Drive North recently. He was pleased to report that upon further investigation, no fatalities were reported as a result of this accident.

A. ANNUAL STATE OF THE CITY REPORT

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

B. POLICY DEVELOPMENT SESSION ITEMS

City Manager Prichard noted that the City has had a history of conservative budgeting, and has created reserves over the years in anticipation of falling revenues. He noted that the current economic conditions will require the City to draw upon these reserves to continue to operate at the City's traditional high level of service to the community.

After extensive discussion regarding the fund balance policy, it was the consensus of the COUNCIL

TO RETAIN \$1.5 MILLION DOLLARS IN THE UNDESIGNATED UNRESERVED CATEGORY BY DRAWING UPON THE RESERVES FOR FUTURE EXPENDITURES AND EQUIPMENT REPLACEMENT RESERVES AS WELL AS THE PERS RATE STABILIZATION RESERVES AND MAKING ADJUSTMENTS TO THE OPERATING BUDGET WHERE POSSIBLE TO REDUCE EXPENDITURES.

It was noted by City Manager Prichard that staff would prepare the 2009-10 budget and make recommendations regarding the appropriate level of fund designations at that time for council consideration.

Brief discussion ensued regarding additional revenues, including increases in the property transfer tax and/or a utility users' tax.

Assistant City Manager Wise was pleased to report that the City is moving forward on the federal stimulus package. He noted that most of the funds will be utilized for overlay of arterials and replacing traffic signals.

Maintenance Superintendant Negrete noted that the City received a notice of violation for overgrown vegetation in George F Canyon. Extensive discussion ensued regarding how to address this issue.

City Manager Prichard suggested preparing next year's budget with a plan identifying a multi-year solution to the brush problem and asked COUNCIL to prioritize this item.

It was the consensus of the COUNCIL to begin with a good faith effort to clear the thickest brush nearest the homes.

After extensive discussion regarding the negative operation of the Equestrian Center, it was the consensus of the COUNCIL to amend the fee structure and increase the board rates.

COUNCILMAN ZUCKERMAN inquired if the Maintenance Department could list their deferred items throughout the City.

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At 10:12 a.m., MAYOR MITCHELL called for a brief recess.

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At 10:25 a.m., the CITY COUNCIL reconvened with MAYOR MITCHELL, MAYOR PRO TEM ADDLEMAN, COUNCILWOMAN SEAMANS, COUNCILMAN ZERUNYAN, and COUNCILMAN ZUCKERMAN present.

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

Deep Valley Drive Streetscape Project - Discussion ensued regarding the Deep Valley Drive project where it was the consensus of the COUNCIL to follow staff's recommendation to continue pursuing the Metropolitan Transportation Authority to reduce the City's matching fund requirements and re-scope the project, apply for any supplemental grant funding for which the project qualifies, and move the current TEA grant funding forward one year if possible.

PVDN Off-Street Bicycle Path Resurfacing Project – City Manager Prichard noted that he contacted Chief of Staff Curt Pedersen regarding this issue and he will review this project.

City Manager Prichard commended Assistant City Manager Wise and Assistant to the City Manager Grammer for their diligence in working on this and other grants.

Hawthorne Boulevard Medians Project – Brief discussion ensued regarding this project with COUNCILMAN ZERUNYAN recommending that staff look into grants that the West Basin Municipal Water District may offer to assist in compliance with water conservation. Additionally, he mentioned a resource named “Gardinier” that staff can look into further.

City Manager Prichard suggested that Community Services Director Clark look into grant funds for the Nature Center. He also suggested having the Park and Activities Commission and the PVP Land Conservancy look into raising funds from corporations or on an individual basis. COUNCILMAN ZERUNYAN also suggested raising funds for the Pepper Tree Foundation through high school registration.

Assumption of Jurisdiction Agreement with Rancho Palos Verdes – Discussion ensued regarding maintenance of the streets and traffic lights that the City will assume once this agreement expires in 2010.

After discussion regarding the landslide area, it was the consensus of the COUNCIL to take a wait and see approach after Planning Director Wahba meets with the Brickwalk property owner, let the agreement with RPV expire and create a new law enforcement agreement with the Cities of Rancho Palos Verdes and Rolling Hills.

Storm Drain Maintenance – After brief discussion, it was the consensus of the COUNCIL that, under the requirements under the City’s Municipal Code, Section 3.32.050C, to dispense with such bidding and other procedures because it would be impractical, useless or uneconomical to follow such procedures, directed staff to continue with the arrangements through Los Angeles County and its contractor.

#### EMERGENCY PREPAREDNESS

Continuity of Operations Plan – Assistant to the City Manager Grammer provided a report (as per agenda material). He noted that a letter was submitted to Supervisor Knabe to purchase a container with emergency supplies. COUNCILMAN ZERUNYAN stated that he knows of someone who would donate one to the City.

Mass Notification System – Assistant to the City Manager Grammer provided a brief staff report (as per agenda material). It was the consensus of the COUNCIL to continue to investigate this program.

#### ECONOMIC DEVELOPMENT

Chamber of Commerce – Brief discussion ensued regarding the Peninsula Privileges program. COUNCILWOMAN SEAMANS suggested having the Chamber submit a report evaluating how the program is working.

Commercial District Banners – After brief discussion, it was the consensus of the COUNCIL to forego banners for the next year.

Events – COUNCILWOMAN SEAMANS questioned if the Holiday Parade Reception was really necessary. City Manager Prichard noted that contributions from the reception sponsors could offset other costs of the parade.

In regards to community events, COUNCILMAN ADDLEMAN inquired if the merchants were better off having this event, if there has been an increase in sales tax, and if this is an effective use of City funds.

## CITY-SCHOOL COOPERATION

Emergency Preparedness – MAYOR MITCHELL inquired if the school has the reverse 911 system. COUNCILMAN ZERUNYAN noted that they have the email and phone system, but that it does not encompass everyone. He asked if the City can research grants to assist the School District in emergency preparedness and tie this into a new gymnasium at Peninsula High School which could be used as an emergency shelter. He then inquired if a City supply container could be set up at the high school. It was noted that Area G Coordinator Mike Martinet would be a good contact for this project.

MAYOR MITCHELL noted that the SBCCOG is meeting with the Cities, Counties, Schools Partnership (CCS) on April 30 and invited COUNCILMAN ZERUNYAN and City Manager Prichard to attend.

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At 12:05 p.m., MAYOR MITCHELL called for a recess.

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At 12:15 p.m., the CITY COUNCIL reconvened with MAYOR MITCHELL, MAYOR PRO TEM ADDLEMAN, COUNCILWOMAN SEAMANS, COUNCILMAN ZERUNYAN, and COUNCILMAN ZUCKERMAN present.

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Building and Safety Contracts – After some discussion, it was the consensus of the COUNCIL to further explore seeking a new contractor to provide building and safety services for all projects in the City or a contractor that would be shared with the other Peninsula Cities.

Silhouette (staking and flagging) Policy – Planning Director Wahba suggested that each silhouette be done on a case-by-case basis and left up for two weeks with staff taking pictures from various angles. Additionally, he recommended that the silhouette requirements be codified. It was the consensus of the COUNCIL to follow this approach.

Housing Element and General Plan Update – After brief discussion, it was the consensus of the COUNCIL to have staff continue working on this project.

Palos Verdes Landfill Site (Five-Year Review) – It was noted that this item will be agendaized for the March 10, 2009 Council meeting.

Green Building Policies, Guidelines and Regulations – After brief discussion, staff will continue to monitor green building policies and bring projects before the COUNCIL on case-by-case basis as necessary guiding the applicants through the LEED process.

Code Enforcement (City Prosecutor costs to process violations through the courts) – MAYOR MITCHELL suggested recalcitrant code violators could be issued a notice of violation for the property, followed by prosecution if the violations are not corrected. Planning Director Wahba noted that this could be done on a case-by-case basis.

City Manager Prichard noted that the current Zoning and Code Administrator could be given citation authority. Planning Director Wahba stated he will investigate this further.

It was the consensus of the COUNCIL to have Planning Director Wahba bring back alternative solutions.

Commercial Horse Keeping on Residential Lots – After some discussion, it was the consensus of the COUNCIL that this use should be promoted in a commercial-recreation zone, possibly at the City Stables or Howlett Park and recommended going through the Request for Proposal process.

It was the consensus of the COUNCIL to direct the Zoning and Code Administrator to give the present commercial operator conducting this business in a residential zone a specific amount of time to vacate and allow him to bid on the RFP.

COUNCILMAN ZUCKERMAN commented that he was not in favor of meeting with a developer when a project is forthcoming unless the Planning Director is present as he believes it disenfranchises the staff.

It was the consensus of the COUNCIL that if a developer were to call on a particular project, Planning Director Wahba should be at the meeting when specific elements are discussed.

COUNCILMAN ZERUNYAN inquired as to the noise ordinance in the Dapplegray area as there are gardeners working on Sundays. Planning Director Wahba stated he will notify the Zoning and Code Administrator.

Private Vegetation View Restoration Ordinance – Community Services Director Clark provided a staff report (as per agenda material).

After some discussion, it was the consensus of the COUNCIL to use a period of five years prior to the date of the adopted ordinance to determine when the view would be considered.

Discussion then continued as to what constitutes a view, with consensus being that a view should be measured from a primary living area.

Higher View Pruning Costs – COUNCILWOMAN SEAMANS suggested having an approved list of tree trimmers for residents to choose from when they pay for their own trees once they receive permission from the City.

Street Tree Removal Application – After brief discussion, it was noted that the application would be considered on a discretionary basis.

#### STATUS OF VARIOUS CONTRACTS

BMC – It was the consensus of the COUNCIL to go out to bid.

Los Angeles County Sheriff's Department – It was the consensus of the COUNCIL to enter into an agreement for one year.

MGO – It was the consensus of the COUNCIL to negotiate renewal.

MuniServices – Administrative Services Director Whitehead noted that the Street Fair business licenses are being sent out to vendors and that they will have field representatives on site.

Seahorse Riding Club – It was noted that they will bring back another amendment for the next fiscal year.

COUNCILMAN ZERUNYAN mentioned that Mr. Medawar may be looking for another location for his talking clock. He suggested that Levitt Park might be an ideal site with funds being raised through the Pepper Tree Foundation for its landscaping.

Brief discussion ensued with Assistant City Manager Wise noting that California Water Service is making progress towards possibly installing a reservoir at the Levitt Park site.

MAYOR MITCHELL noted that, while Cal Water would be the first priority regarding the reservoir, possibly a representative from Cal Water might want to meet with the talking clock designer.

COUNCILWOMAN SEAMANS referred to the Library's request for funds regarding The Annex. She suggested looking into a joint powers agreement in an effort to have the Peninsula cities participate. It was noted that staff will investigate this further.

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At 3:03 p.m. the CITY COUNCIL convened into closed session.

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### **CLOSED SESSION**

#### **DISCUSSION WITH RESPECT TO PERSONNEL MATTERS: EMPLOYEE ASSOCIATION NEGOTIATIONS**

(Pursuant to Government Code Section 54957)

COUNCIL DIRECTED STAFF TO CONTINUE NEGOTIATIONS WITH THE ROLLING HILLS ESTATES EMPLOYEE'S ASSOCIATION.

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At 3:30 p.m. the COUNCIL reconvened with MAYOR MITCHELL, MAYOR PRO TEM ADDLEMAN, COUNCILWOMAN SEAMANS, COUNCILMAN ZERUNYAN, and COUNCILMAN ZUCKERMAN present.

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### **ADJOURNMENT**

At 3:30 p.m., MAYOR MITCHELL formally adjourned the meeting to Tuesday, March 10, 2009 at 7:30 p.m.

Submitted by,

Approved by,

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Hope J. Nolan  
Deputy City Clerk

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Douglas R. Prichard  
City Manager