

## MINUTES

### ADJOURNED MEETING

### POLICY DEVELOPMENT SESSION

MAY 17, 2004

An adjourned meeting of the City Council of the City of Rolling Hills Estates was called to order at 6:05 p.m., at Rolling Hills Estates City Hall by MAYOR MITCHELL.

#### **ROLL CALL**

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

City Staff Present: City Manager Doug Prichard

Assistant City Manager Sam Wise

Planning Director David Wahba

Community Services Director Andy Clark

Finance Director Jud Norrell

#### **PUBLIC COMMENT**

NONE

#### **FINANCE DEPARTMENT POLICIES DISCUSSION**

Finance Director Norrell noted that, once the GASB 34 conversion has taken place, those results will appear in the CAFR next fall.

#### **ASSISTANT CITY MANAGER POLICIES DISCUSSION**

*Street Resurfacing* – Assistant City Manager Wise reported that the Rolling Hills Community Association began their street work on Portuguese Bend Road. While it was not possible to coordinate this project due to the short notice provided, it was suggested that this work take place at the same time the Los Ranchos Verdes area is resurfaced in 2005.

*Street Cut Moratorium* – Assistant City Manager Wise noted that the existing street cut moratorium policy has been working well, as it has resulted in alternatives being considered by utilities that might otherwise simply cut a newly paved street as part of their projects. Additionally, it was stated that the poles along Crenshaw Boulevard will be removed once the project is complete.

*Wireless Communications* – Assistant City Manager Wise reported that Sprint has filed an additional application for four more cell sites.

Discussion ensued regarding banners in the commercial district. It was noted that Scott Gobble recommended the COUNCIL enter into an agreement if the City wishes to allow organizations to place banners on poles. This agreement was reviewed by City Manager Prichard where he expressed his concerns regarding liability. Once this information is compiled and reviewed by

the City Attorney, it will be presented to the COUNCIL for a determination on whether to pursue this type of agreement.

COUNCILMAN ZERUNYAN suggested creating criteria that would allow public institutions only to utilize these poles.

COUNCILWOMAN SEAMANS suggested utilizing the same company that installs the seasonal banners for the City.

Speed Humps – Assistant City Manager Wise reported that a survey was conducted in the Buckskin Road area which resulted in an even (15-15) vote. After brief discussion, it was the consensus of the COUNCIL to establish a one-year limit before another neighborhood survey is taken in the same area.

### **COMMUNITY SERVICES DEPARTMENT POLICIES DISCUSSION**

Tennis Fees – Community Services Director Clark distributed an analysis of alternatives in regards to tennis fee structure. He reported on the various options that COUNCIL may wish to consider.

COUNCILMAN ZUCKERMAN noted that Howlett Park is one of the nicest parks in the area with tennis facilities. He commented that this program is the least expensive to play and suggested that the proposed increases could be shared by each player without hardship.

COUNCILMAN ZERUNYAN concurred stating that the per person cost would be minimal as opposed to per hour play. He suggested a different fee structure noting that the ultimate goal is to eliminate the deficit for this fund. It was noted that staff will bring back a proposal making a distinction between resident and non-resident fees for per person play.

Abandoning Unused Trail Easements – Community Services Director Clark reported that an issue arose regarding trees on a dedicated trail easement on City property.

After brief discussion, it was the consensus of the COUNCIL to direct Maintenance Supervisor Terry McConn to determine the number of easements on undeveloped trails and bring that information back to the COUNCIL.

ADA Improvements – It was noted that MAYOR PRO TEM ADDLEMAN and COUNCILMAN ZERUNYAN met with Purkiss-Rose regarding their request to modify their proposal. After brief discussion, staff was directed to bring back the amended scope of service COUNCIL for review.

Reuse Committee – COUNCILMAN ZERUNYAN reported that two meetings have already taken place and was pleased to note that three sports organizations have expressed strong interest in donating funds and labor to renovate the existing building for use as a community room. He noted that he met with Kirk Mueller who said that at least 30 homeowners volunteered to assist as well. Other donation offers included paint, chairs, and ongoing maintenance.

COUNCILWOMAN SEAMANS inquired if a group that did not participate in the renovation would be allowed to utilize the room. After brief discussion, it was noted that community groups such as youth organizations, homeowners association, seniors, etc., would be welcomed to utilize this room.

COUNCILMAN ZUCKERMAN inquired if a policy is needed to create a priority list offering this site to organizations in the City or provide space only on a first come first serve basis.

COUNCILWOMAN SEAMANS expressed her concern with the quality of work and suggested an inspection be done prior to completion.

City Manager Prichard noted that a building inspector can come in and look through the property as the work is being done. He noted the public contracts code requirement for any public project estimated at more than \$5,000 must go out to bid. He noted he will ask the City Attorney regarding volunteer groups to see if they are exempt from this requirement.

Assistant City Manager Wise noted that there may be prevailing wage and union issues, but will investigate this further.

Discussion continued regarding what tasks need to be performed by a professional.

COUNCILMAN ZERUNYAN went on to discuss landscaping and noted his preference is to eliminate the asphalt and replace it with landscaping.

COUNCILWOMAN SEAMANS suggested that the Palos Verdes Peninsula Land Conservancy be included in these discussions as they may be interested in participating.

Finance Director Norrell noted that the City does have monies set aside in the Fixed Asset Fund if needed.

City Manager Prichard noted that a formal report will be brought back to the COUNCIL for review.

COUNCILMAN ZUCKERMAN inquired as to parking and noted his concern with parking for weekday versus weekend use. City Manager Prichard noted that the City's traffic engineer can review this site.

COUNCILWOMAN SEAMANS noted it would be up to the subcommittee to decide what their vision would be. She noted that she wanted to keep the possibility of the Nature Center expanding as another option.

Discussion continued regarding what ADA requirements are necessary to move this project along.

City Manager Prichard noted at some point the City needs to make sure the work is done professionally. He suggested that Maintenance Superintendent Terry McConn create a conceptual design since he has exceptional experience in this area. It was noted that COUNCILMAN ZERUNYAN, Assistant City Manager Wise, Community Services Director Clark, and Maintenance Superintendent McConn will meet at the site to assess what needs to be done, and bring a conceptual design back to the COUNCIL for review.

COUNCILWOMAN SEAMANS noted she would be pleased to assist in creating an interior floor plan.

*Relationship with Palos Verdes Peninsula Land Conservancy* – City Manager Prichard noted the Land Conservancy has expressed an interest in restructuring their contract with the City. He noted that the City receives grant funding for the Nature Center, but there is a funding gap at this time between the current grant funds and the cost of the program resulting in a contribution from the general fund.

Community Services Director Clark noted that the last Conservation Subcommittee meeting discussion took place regarding justification of the Assistant Naturalist position. He indicated that Barbara Dye conducted an analysis of these duties for their own budget which showed a \$10,000 shortfall. It was noted that the City's budget placed this \$12,000 item on the "add back" list.

COUNCILWOMAN SEAMANS inquired as to what the Nature Subcommittee thought about this discussion and believed they should be involved as well. She noted that the subcommittee's recommendation was to continue funding the Assistant Naturalist position.

Finance Director Norrell stated that the City continually makes a general fund contribution for operating costs of the Nature Center.

COUNCILWOMAN SEAMANS noted her concern regarding the Land Conservancy's contract as to what items are being proposed.

City Manager Prichard noted that Community Services Director Clark will present the contract for COUNCIL review.

COUNCILWOMAN SEAMANS suggested that she, MAYOR PRO TEM ADDLEMAN, along with Community Services Director Clark, and Finance Director Norrell, meet with Ms. Dye prior to the COUNCIL meeting to discuss clarification of the contract.

Building Structure Analysis – Community Services Director Clark noted that City Hall needs some improvements. It was noted that there was a large gap between two proposals submitted and asked if an engineer should be retained to assess the project which would be funded from the Fixed Asset Replacement fund. Since the building was built prior to the latest earthquake standards, it was noted that some retrofitting will need to take place.

COUNCILWOMAN SEAMANS recommended Quasi Breiholz Engineering be contacted as they specialize in earthquake improvements. Community Services Director Clark stated he would call them for further information.

City Hall Sign – After brief discussion, it was the consensus of the COUNCIL to install a City Hall sign, as well as a smaller sign for the Crenshaw Boulevard entrance, similar to the existing street signs and bring back for COUNCIL review.

Landscape Maintenance Agreement Expires June 30, 2004 – After brief discussion, the COUNCIL noted it was generally satisfied with the current landscaping contractor. Community Services Director Clark indicated that BMC Landscaping is considering proposing a 5-10% increase for the next fiscal year. He was directed to contact them in an effort to ascertain how much of an increase will actually be requested and then the COUNCIL can decide whether or not to bid this contract. It was noted this item will be brought back to the Budget Study Session for discussion.

### **CITY MANAGER/CITY CLERK POLICY DISCUSSIONS**

Council Operations/Commission Appointments- COUNCILWOMAN SEAMANS explained the current process the City follows for Commission appointments. After brief discussion, it was the consensus of the COUNCIL to be notified when a Commissioner's term is up, determine their interest in being reappointed, advertise for applications from the public as well as incumbents, conduct interviews, and then appoint or reappoint a Commissioner to a four-year term. It was

noted that the existing Commissioners should be notified of this new policy.

### **CITY COUNCIL OPERATIONS**

City Manager Prichard explained the process of running an efficient meeting. He requested general direction in regards to how much verbal information is needed from the staff report where it was the desire of the COUNCIL that an abbreviated staff report would be preferable. Staff was also directed to report to the COUNCIL when a subcommittee meeting takes place if it is other than an information item. If discussion of an item is needed, a staff report will be prepared for the agenda.

After brief discussion, it was the consensus of the COUNCIL that when Mayor and City Council items come up at the meeting late at night, to defer them to the next meeting.

COUNCILWOMAN SEAMANS commended the staff on how their reports are presented at COUNCIL meetings. Additionally, MAYOR PRO TEM ADDLEMAN reiterated that it is the policy of the COUNCIL that any comments from the public regarding staff be directed to the City Manager.

### **CLOSED SESSION**

#### *Personnel Issues*

Staff was directed to provide additional information at the Budget Study Session.

### **ADJOURNMENT**

At 9:02 p.m., MAYOR MITCHELL formally adjourned the meeting to an adjourned City Council meeting scheduled for Monday, May 24, 2004 at 7:00 p.m.

Submitted by, Approved by,

Hope J. Nolan Douglas R. Prichard

Deputy City Clerk City Clerk