

CITY OF HIDDEN HILLS  
SPECIAL CITY COUNCIL MEETING

City Hall

Tuesday, May 1, 2018

***MINUTES***

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

A special meeting of the City Council of the City of Hidden Hills was duly held in the Council Chambers at the City Hall, 6165 Spring Valley Road, Hidden Hills, California 91302 on Tuesday, May 1, 2018 at the hour of 6:30 p.m. Mayor Stuart Siegel called the meeting to order and presided thereover after leading the Council and audience in the Pledge of Allegiance.

**ROLL CALL**

Council:

Mayor Steve Freedland  
Mayor Pro Tem Marv Landon  
Council Member Bret Katz  
Council Member Stuart E. Siegel  
Council Member Larry G. Weber

Staff:

City Manager Kerry Kallman  
City Attorney Roxanne Diaz  
City Engineer Dirk Lovett  
City Clerk Deana L. Graybill

**APPROVAL OF AGENDA**

Upon MOTION of Council Member Siegel, seconded by Mayor Pro Tem Landon and unanimously carried, it was resolved that the agenda for the May 1, 2018 special meeting be approved as submitted.

### ANNOUNCEMENTS

There were no announcements at this time.

### AUDIENCE

There were no questions or comments at this time.

### 2018 GOAL SESSION

City Manager Kallman presented the following staff report:

The primary purpose of a City Council's Goals Session is to identify proposed goals that will be included in the City's FY 2018/19 work plan and budget. Carry-over goals from the previous fiscal year (six total) will remain in the City's work plan until completed. City Manager Kallman updated the Council on the goals remaining, including the audio/video equipment overhaul in the Council Chambers; the undergrounding of power poles throughout the City, which will also be discussed in the new goals; and the cell coverage within the City (including forming an Ad Hoc Committee and requesting American Dark Fiber (ADF) to attend a future meeting for an update). In no particular order of priority, eight (8) new goals are listed below.

- 1. Undertake a comprehensive review of the City's Municipal Code in an effort to update, strengthen, and/or clarify the City's authority on certain issues and compliance with state law.**

The Council agreed that an employee handbook is necessary. Staff has sample handbooks which include but are not limited to employment policies, employment benefits, matters affecting the status of the employee, and standards of conduct, that are being reviewed at this time to make it the preparation of the handbook as efficient as possible. City Attorney Diaz explained that the Council would need to adopt stand-alone policies that will then be compiled into an employee handbook. The Council directed staff to move forward with this project and to make sure the handbook is updated and reviewed annually.

2. **Consider various funding mechanisms for undergrounding of power poles throughout the City. In addition, consider a large-scale “Undergrounding” project for Fiscal Year 2018/19.**

The Council is unanimously in favor of undergrounding power poles, for not only safety but aesthetics as well. Staff and the Ad Hoc Committee, consisting of Mayor Freedland and Mayor Pro Tem Landon, are meeting with Stifel to discuss possible funding options. Surplus funds in the amount of \$2.4 million have been allocated to undergrounding since 2008. Southern California Edison informed staff that the Rule 20A funds the City receives may be sold.

3. **Continue the internal and external upgrade of City Hall. Areas of focus may include City Council Chambers, upstairs conference room, and Building and Safety. External upgrades to consider include new roof and solar project.**

The Council discussed this item and directed staff to continue the upgrades of City Hall, but asked that staff keep the Council informed and seek approval for all phases of the project.

4. **Consider the adoption of an enhanced “wood shake” roof policy in an effort to expedite replacement of remaining wood shake roofs within the City.**

The Council discussed this item and determined that with only 25 houses remaining in the City with wood shake roofs, they directed staff to expedite this process to find options to assist those residents to replace their roofs, which could include waiving of permit fees, the City assisting in the cost of the replacement, loans from the City, and Community Development Block Grants (depending on income level qualifications).

5. **Review vulnerability of City Hall in terms of securing the building in a violent or active-shooter scenario. Consider various security upgrades to the building.**

The Council directed to staff to proceed with the security upgrades to the City Hall building, which include the ability of staff to lock all doors remotely, self-locking doors, and provide a panic button directly to law enforcement.

6. **Consider the creation and adoption of a Fiscal Reserve Policy.**

The Council agreed that the creation and adoption of a Fiscal Reserve Policy is necessary and directed staff to present a draft policy at a future meeting.

**7. Explore ways to coordinate issuance of final building permit with Association to ensure compliance of all architectural standards.**

The Council discussed this item and directed staff to begin providing to the Hidden Hills Community Association (HHCA) Architectural Inspector, written notification 72 hours of when a project is to be deemed final by the City Building Inspector. The Council also agreed that City staff should meet regularly with the HHCA staff to discuss any issues, problems or concerns within the City.

**8. Continue efforts to work with the Las Virgenes Unified School District (LVUSD) to seek a permanent solution to traffic congestion related to Round Meadow Elementary School.**

Staff informed the Council of a possible plan that has been approved by the LVUSD to pave the access road behind Round Meadow Elementary School and use as a drop off area (with kindergarten students still be dropped off at the front of the school). The City determined that restricted funds could be used to fund the project and that the LVUSD is possibly willing to pay half of the costs. The Council agreed that this was a suitable plan and directed staff to continue working with the LVUSD for a permanent solution.

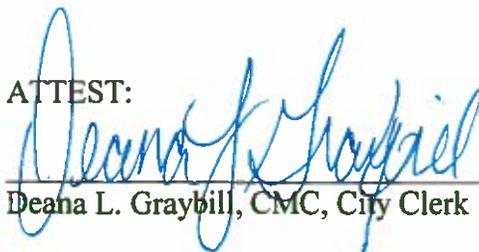
**9. Update of the V-Calm Traffic Devices (additional item)**

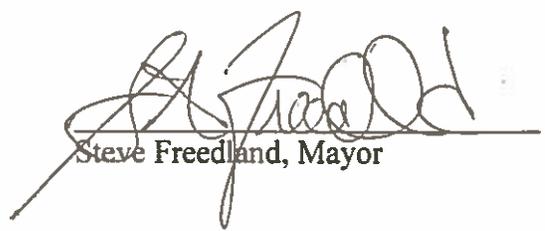
Council Member Weber inquired about the monitoring reports that were to be provided from the v-calm devices to the Council. City Engineer Dirk Lovett explained that a wireless connection is waiting on Southern California Edison about providing meters so that they will be hard wired and staff will be able to easily download all the information to provide to Council.

**ADJOURNMENT**

There being no further business to come before the Council, upon MOTION of Council Member Siegel, seconded by Mayor Pro Tem Landon and unanimously carried, it was resolved to adjourn the special meeting of May 1, 2018 at 8:00 p.m.

ATTEST:

  
Deana L. Graybill, CMC, City Clerk

  
Steve Freedland, Mayor