

CITY OF HIDDEN HILLS
REGULAR CITY COUNCIL MEETING

City Hall

Monday, February 27, 2017

MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

A regular 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 Monday, February 27, 2017 at the hour of 7:30 p.m. Mayor Jim Cohen called the meeting to order and presided thereover after leading the Council and audience in the Pledge of Allegiance.

ROLL CALL

Council:

Mayor Jim Cohen
Mayor Pro Tem Stuart E. Siegel
Council Member Steve Freedland
Council Member Marv Landon
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 Mayor Pro Tem Siegel, seconded by Council Member Freedland and unanimously carried, it was resolved that the agenda for the February 27, 2017 regular meeting be approved as submitted.

ANNOUNCEMENTS

Mayor Cohen made the following announcements:

There will be a Neighborhood Watch meeting tomorrow night, Tuesday, February 28, 2017 at 7:00 p.m. at the Community Center.

Happy Birthday to Emergency Services Coordinator Kevin Ryan on March 4, 2017.

Happy Birthday to Council Member Cohen's son Brian on March 10, 2017.

Daylight Savings Time begins on March 12, 2017.

AUDIENCE

At this time, Michael and Catherine Schrage addressed the Council to discuss the elimination of power poles throughout the City. As the Council could not take action on this item under the audience section, Mayor Pro Tem Siegel asked staff to schedule it on a future meeting.

PRESENTATION

Gil Slivka was named Crossing Guard of the year in 2014-15 but both Round Meadow Elementary School and the City only recently found out. Gil retired from a career in retail management and is a long time resident of Calabasas. He has been a crossing guard for 5 years and has only worked at Round Meadow. Gil greets most Round Meadow students by name and with a "fist bump". In the five years he has worked, he has only taken one sick day and the only other days he misses are for elections as an inspector. Mr. Slivka was very humbled by this honor thanked the City Council for recognizing him.

PUBLIC SAFETY

A. Los Angeles County Sheriff's Department Report – August, September, October, November, December 2016 and January 2017

Deputy Michael Woodard gave the following reports:

Deputy Woodard announced that in August there were no arrests and one Part I crime, grand theft of a necklace that was taken during a party and also four false alarm calls; September had one arrest for a warrant, one misdemeanor for a damaged mailbox, and no Part 1 crimes; October had no Part 1 crimes, two misdemeanors crimes (domestic violence) and five false alarm calls; November had one Part 1 crime, which was a residential garage burglary in the 6000 block of Annie Oakley, whereas a credit card and U.S. currency were taken from a wallet of an unlocked vehicle and six false alarm calls; December had two Part 1 crimes, both were burglaries, one in the 24300 block of Little Valley Road, whereas the rear sliding glass door was smashed to gain entry and jewelry, U.S. currency, clothing, purses and bedding were taken and in the 6000 block of John Muir, a door knob was removed and phone/alarm lines were cut and wine and watches were taken. No arrests were made; January had one Part 1 crime with a theft of appliances in the 5900 block of Clear Valley, and a transient was arrested for trespassing in the 24100 block of Hidden Ridge Drive.

B. Los Angeles County Fire Department Report – August, September, October, November, December 2016 and January 2017

Community Services Representative Maria Grycan gave the following reports:

The written monthly report for August and September were not available; October had seven responses (4-medical, 1-public service call, 2-good intent calls); November had no fires to report and two responses (1-snake removal call, 1-good intent call); Also in November, all stations underwent inspection by the Chief to make sure all stations and equipment are up to date; December had eleven responses (5-medical calls, 1-service call, 5-good intent calls) and the fire department administered commercial inspections; January had nine responses (4-medical calls, 2-public service calls, 3-good intent calls) and augmented staffing because of the storms.

Ms. Grycan notified the City Council, staff and residents that she has accepted another position with the Fire Department, which will move her to a different area and she will no longer be our Community Services Representative. While the new position is a wonderful opportunity, she

expressed how much she loved working in Hidden Hills and the surrounding areas and will miss it all very much. The Council also expressed how much she would be missed. The Council has asked that Ms. Grycan return to a future meeting to be honored appropriately.

CONSENT CALENDAR

- A. City Council Minutes – January 23, 2017**
- B. City Council Minutes – February 13, 2017**
- C. Demand List**
- D. Disbursement List – January**
- E. Financial/Treasurer’s Report – January**
- F. Renewal of General Services Agreement with Los Angeles County**

Upon MOTION of Mayor Pro Tem Siegel, seconded by Council Member Landon and unanimously carried on roll call vote, it was resolved to approve items A, B, C, D, E, and F of the consent calendar as submitted.

MATTERS FROM CITY COUNCIL MEMBERS

Community Association Board Member and City liaison Bret Katz presented the following report:

- A. Report from 1/17/17 Hidden Hills Community Association Board of Directors Meeting**

There was nothing to report at this time as Mr. Katz was not in attendance at that meeting.

- B. Report from 2/21/17 Hidden Hills Community Association Board of Directors Meeting**

The following report was given by Bret Katz:

The Landscaping Committee reported that the parkways are continually being worked on and that 11,000 sandbags were replaced; continued discussions about traffic at the gates and how 2 guards at each gate seems to be very beneficial; the Valentine’s Musicale was wonderful and he applauded all who participated in it; the HHCA has hired a security consultant to do a full assessment of the City and its perimeters; there has been repairs and installation of perimeter fencing that has fallen down or deteriorated; the HHCA is willing to participate with the City in the purchase of ALPR’s.

Resident Catherine Schrage expressed her continued concern about the most recent burglaries and Council Member Freedland reassured her that the City and HHCA are continuing to take the situation seriously and take whatever measures necessary, for example, the Sheriff has been and will be in here on horseback, on ATV's on the trails, in marked and unmarked vehicles, and the possible purchase of ALPR's at all gates.

MATTERS FROM STAFF

A. Consideration of Approval of Proposal to Prepare an Environmental Impact Report (EIR) for Vesting Tentative Tract Map 63567 (Ashley)

City Engineer Dirk Lovett gave the following report:

The City Council is being asked to select a qualified consultant to prepare an Environmental Impact Report (EIR) for the proposed development of seven (7) single-family detached homes on approximately seventeen (17) acres located at the east end of Bridle Trail Road (roughly nine (9) acres are located within the City of Hidden Hills and roughly eight (8) acres are located in unincorporated County of Los Angeles); On April 24, 2006, the City of Hidden Hills received an application from Ashley Construction for a Vesting Tentative Map, General Plan amendment, zone change, and annexation of property for an eight (8) lot subdivision on the subject site. Based on potentially significant environmental impacts, staff determined that an EIR must be prepared and an EIR was satisfactorily prepared and submitted to the City Council along with a Vesting Tentative Map (VTM) and associated development applications; after careful consideration and several public meetings, the City Council denied the VTM and associated applications on August 8, 2011; in January 2015, a new VTM application was submitted for the City's consideration and this new application was deemed complete for City review and, as before, an EIR will be required to analyze the environmental impacts of the new project; rather than seeking new proposals to prepare the EIR, staff recommends that Rincon Consultants, Inc. be retained once again as the consultant to prepare the new EIR based on their previous work and knowledge of the project and the applicant was amenable to this recommendation; Rincon Consultants submitted a proposal for an EIR on the new project and it has been reviewed by both staff and the City Attorney and found to be acceptable; the cost quoted is \$78,290 and the final EIR is scheduled to be completed in approximately 8 months; the City will need to enter into an agreement with Rincon Consultants, Inc. to prepare the EIR.

Upon MOTION of Council Member Weber, seconded by Council Member Freedland and unanimously carried on roll call vote, it was resolved to accept the recommendation of staff to Authorize the City Clerk and Mayor to sign and enter into an agreement between the City of Hidden Hills and Rincon Consultants, Inc. to prepare an Environmental Impact Report for Vesting Tentative Map 63567. The agreement will be based on the proposal from Rincon Consultants titled "Proposal to Prepare an Environmental Impact Report (EIR) – Vesting Tentative Tract Map for the Ashley Construction Development Project (VTM 63567), Hidden Hills, California" dated February 22, 2017 for an amount of \$78,290 with the final EIR scheduled to be completed in approximately 8 months.

Due to a lack of notification on the agenda and insufficient title of the staff report, Recommendation No. 2 from the staff report, the "Reimbursement Agreement between the City of Hidden Hills and Ashley Construction, Inc. for Costs Related to an Environmental Impact Report for Vesting Tentative Map 63567" was held over to the next meeting on Monday, March 13, 2017 for approval. City Attorney Roxanne Diaz did point out that Ashley Construction has already given to the City, the \$180,000 for reimbursable expenses referred to in the above agreement.

B. Proposed Purchase of Automated License Plate Reader (ALPR) Cameras from Vigilant Solutions, Proposed License Agreement with the Hidden Hills Community Association (HHCA) for Placement of ALPR Cameras on Association Gate Houses, and Proposed Donation Agreement with HHCA to Offset City Costs Associated with Purchase of ALPR Cameras

City Manager Kerry Kallman gave the following report:

On January 9, staff briefed the City Council the potential purchase of automated license plate reader (ALPR) technology; ALPR technology is deployed throughout the County and various police departments and is shared between different each agencies; the City and HHCA are collaborating to place ALPR cameras at the entrance and exit of all three gates in the City so that all vehicles entering and exiting would be scanned and placed in the Sheriff's Department ALPR data base; the Sheriff's Department contracts directly with

Vigilant Solution for the ALPR cameras and data base and its pricing will be passed onto the City; a site survey in the City on January 29 determined that a total of six cameras (two at each gate house) would be effective; a draft license agreement between the City and HHCA provides the terms to allow for the placement of the cameras on the gatehouses as well as access to power and internet; the HHCA has also agreed to participate in the costs associated with purchase and installation of the cameras. neither the City nor HHCA staff nor the guards will have access to ALPR data as only a law enforcement agency may access ALPR data; the ALPR project is intended as an investigatory tool for law enforcement and is one of several programs and concepts being reviewed and discussed the City, HHCA, and Sheriff's Department; the total proposed cost to purchase, install and maintain the ALPR cameras and system is \$76,122.44 and the HHCA has agreed to donate 50% of the total cost or \$38,061.22 to the City.

Upon MOTION of Council Member Freedland, seconded by Mayor Pro Tem Siegel and unanimously carried on roll call vote, it was resolved to accept the recommendation of staff to approve: (1) the agreement with Vigilant Solutions for the purchase of ALPR cameras and hardware and delegate to the City Manager and City Attorney authority to negotiate the terms of the final agreement and authorize the City Manager to sign; (2) the license agreement with the HHCA for the placement of the ALPR cameras on Association gatehouses and delegate to the City Manager and City Attorney authority to negotiate the terms of the final agreement and authorize the City Manager to sign; (3) the Donation Agreement with HHCA and delegate to the City Manager and City Attorney authority to negotiate the terms of the final agreement and authorize the City Manager to sign; and (4) and a budget adjustment in the amount of \$38,061.22 for the purchase of the ALPR cameras and hardware.

C. Consideration of Rate Increase to the City's Agreement for Solid Waste and Recycling Collection, Transportation, Processing, and Disposal Services (Waste Management)

City Attorney Diaz stated for the record that Council Member Freedland recused himself from this item as he himself owns stock in Waste Management and did not want the appearance of a conflict.

City Engineer Dirk Lovett gave the following report:

On December 12, 2016 the City Council renewed its solid waste collection agreement (Agreement) with Waste Management, which includes the new adopted rates along with a schedule and formula for future rate increases for seven (7) years with an option for three (3) additional years; Subsequent to signing the new Agreement, Waste Management informed the City that an increase to the rates for one and a half (1.5) and three (3) yard bins had been inadvertently left out of the new Agreement; as such, Waste Management requests an additional rate increase at this time (increase the existing rates by 5%, which would result in an increase between \$5 and \$8.50 per month per customer with 119 customers being affected and these rates haven't been raised since 2007); an Ad-Hoc committee which includes Mayor Cohen and Council Member Landon, felt a rate increase was reasonable and should be considered by the City Council; however, the Committee was split on the proposed rate of increase with one Councilmember favoring the requested 5% increase and the other favoring a flat \$5 per month increase.

Upon MOTION of Council Member Landon, seconded by Council Member Weber and unanimously carried on roll call vote, it was resolved to accept the recommendation of staff to approve the 5% increase for 1.5 and 3 yard waste bins and authorize the City Manager to draft, finalize and execute an amendment to the City's Agreement with Waste Management in accordance with its determination on the bin rental fees.

D. January 30, 2017 Calabasas Library Commission Meeting – Report

The report was received and filed.

E. Proposed Title Change for Full Time Staff Position, Proposed Hourly Salary Range, and Authorization to Seek Candidates for Position

City Manager Kerry Kallman gave the following report:

According to the City's personnel rules, Section 3.01 states "the officers currently authorized by the Hidden Hills Municipal Code are the City Manager, City Clerk, and City Treasurer; additional positions currently authorized are the bookkeeper, receptionist, and deputy city clerk."; Randee Weinberger, the City's current bookkeeper has announced her upcoming retirement; staff is requesting a title change from Bookkeeper to Accounting

Specialist to be more in line with municipal agencies and better defines the roles and responsibilities of the position; the position should be classified as fulltime non-exempt; a median amount of all the ranges was discovered and a 20% spread was used for both the low and top end of the range and State law now requires public agencies governing body to publicly review and approve salary ranges; staff is seeking approval of a proposed salary range for the proposed Accounting Specialist position of \$25.19 to \$37.70 per hour depending on qualifications; staff would like authorization to begin recruitment, placing a recruitment flyer on several municipal job boards, the City website, and other online sites; an oral board made up of municipal finance professionals from neighboring cities along with an Ad-hoc Committee of the City Council should both interview candidates; as proposed salary range is lower than current position, there is no need for budget adjustment; staff is researching temporary accounting firms with experience in municipal finance should it be necessary to bridge the gap between retirement and appointment of the new employee or have the current Bookkeeper extend her retirement date to help train the new employee.

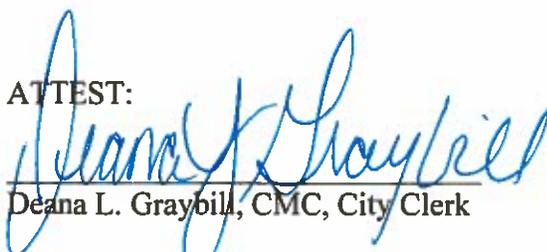
Council Member Freedland and Council Member Landon volunteered to serve on the ad hoc committee to interview candidates and give their recommendation to the City Council.

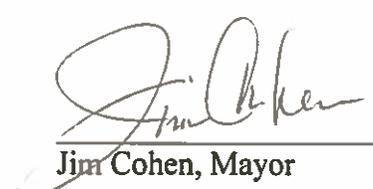
Upon MOTION of Council Member Freedland, seconded by Council Member Landon and unanimously carried on roll call vote, it was resolved to accept the recommendation of staff to approve the proposed title of Accounting Specialist, the proposed hourly salary range of \$25.19 to \$37.70 per hour and to begin recruitment for the position.

ADJOURNMENT

There being no further business to come before the Council, upon MOTION of Council Member Freedland, seconded by Mayor Pro Tem Siegel and unanimously carried, it was resolved to adjourn the regular meeting of February 27, 2017 at 9:00 p.m.

ATTEST:


Deana L. Graybill, CMC, City Clerk



Jim Cohen, Mayor