

MINUTES

OCTOBER 23, 1986

**CITY COUNCIL STUDY SESSION
90 DAY WORK PROGRAM
WEST HOLLYWOOD PARK
7:00 P. M.**

CALL TO ORDER: Mayor Schulte called the meeting to order at 7:10 P. M.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Cathey Crider.

ROLL CALL: Present: Albert, Heilman, Viterbi,
Mayor Schulte

Absent: None

Also Present: City Manager Brotzman
Public Information Officer Goss
Human Services Department - Dennis,
Jones, Tanza
Administrative Services - Murphy,
Randolph, Haenfler and Tyson
Public Works - Feenstra
Community Development - Potter,
Zelefsky, Cohen
Rent Stabilization - Muller
Crider, Polak

The staff report was given by the City Manager. Councilmember Heilman requested that there also be a work program from the Sheriff's Department. Human Services Department was moved to the top of the agenda.

1. HUMAN SERVICES DEPARTMENT: Daphne Dennis reported for the Social Services Department; Robin Jones for Recreation Services; and Ian Tanza for Telecommunications.

Councilmember Viterbi stated that he wants to see evaluations of the recreation programs and asked what criteria are used to set up a balanced recreation program. Robin Jones replied that they looked at Council wishes and community input. Staff is compiling a future recreation needs assessment and is sending a survey to the people in the community.

Mayor Schulte asked what is being done on the needs and problems of the homeless. Daphne Dennis stated that at present it is crisis management. Staff needs direction from the Commission and Council about a site for the program, as it is an issue with the Recreation staff, and on how to develop and meld goals. It was decided that a study session should be held in November.

2. ADMINISTRATION: Helen Goss presented the work program for Public Information; Mary Tyson for City Clerk/Records Management; Ray Randolph for Finance; Andy Haenfler for Purchasing and Risk Management and Jan Murphy for Personnel and Information Management.

Councilmember Heilman stated that newsletters and the calendar are coming out late, and questioned Ray Randolph on why so many items in Finance were deferred. Helen Goss reported that it has been a matter of personnel, and now that she has an intern doing research and helping her on projects, the situation will improve. Ray reported that the Finance Department has been far behind and one staff person has been sick and not at work for one month, but now the system has been brought up to date and should be running smoothly.

Councilmember Heilman then questioned the City Clerk on why the Council does not have lapel microphones and why the agenda packets are not upgraded to looseleaf binders. The City Clerk reported that both projects are now in process.

Mayor Schulte requested that the City Newsletter and Calendar carry notices of upcoming items of interest to the various neighborhood groups. He asked for quarterly reports on affirmative action status on hiring and recruitment in the city.

3. ENGINEERING/PUBLIC WORKS: Peter Feenstra gave the report for Engineering/Public Works Department. On November 11th the Traffic Engineer will be reporting to work and the department is in the process of hiring an Administrative Aide/Secretary at the present time. All employees are to be taught CPR under the Emergency Preparedness project. The materials and components for the signal at Cynthia/San Vicente have been ordered and should be received in 60 days. The bids for the short term improvements at the parks and the irrigation of the median strip were opened today. Two bids were received and both were way over the projected cost. These will be re-evaluated. The new roof will be on West Hollywood Park within a week.

Councilmember Viterbi asked about the status of the parking district petitions. (These are handled by the Community Development Department and should be in front of the Transportation Commission in the near future.)

Mayor Schulte asked about the cleaning of the alleys in the city. Mr. Feenstra reported that they are swept weekly, but a quarterly cleaning would be desirable. Mayor Schulte and Councilmember Albert stated that they would like to see a dollar projection on the alley cleaning. Mayor Schulte also requested that a written report be sent to all properties within 500 feet of the Cynthia/San Vicente signal, notifying them of the situation as regards the signal.

4. RENT STABILIZATION DEPARTMENT: Richard Dorsey Muller gave the report for the Director's Office; John Polak for the Hearings Division and Cathey Crider for the Records Division.

Councilmember Heilman asked why the question of carpets and drapes and furniture moving had not come back to the Council. Mr. Muller stated that the commission felt that no further action needed to be taken, that it was in force now as the owners responsibility to move the furniture, with no exceptions. Councilmember Heilman stated that the RAM'S need to be better informed, as they state that the policy has not been resolved.

Councilmember Albert asked about the hiring of a mediator. Mr. Muller stated they were hiring this week. She also asked about the question of linoleum being added to the maintenance schedule. Mr. Muller stated this is being done. On the question of historically low rents, Councilmember Albert asked if there would be any way the city could subsidize. Mr. Muller stated that the department was presently collecting data on how many are they, what condition are they in, why are they low, and who is living in them, etc.

5. COMMUNITY DEVELOPMENT DEPARTMENT: The staff reports were given by Debbie Potter, Economic Development; Howard Zelefsky, Planning Division and Transportation Division; and Dan Cohen, Housing Division.

Councilmember Heilman asked when the bus shelters would be installed and was informed they would be in by the end of the year. He also requested that Howard be sure to include information on appeals in the public information pamphlets that will be going out to neighborhood groups.

Dan Cohen reported that he is presently spending 3 to 4 hours per day on items related to the Ellis Bill. Councilmember Heilman stated that he felt that this should be handled by the Rent Stabilization Department, not the Housing Division. Mayor Schulte felt that this should be handled jointly by the Rent Stabilization Dept. and the Housing Division. Dan will return to council with proposals on how the city should handle this item. Mayor Schulte asked about Section 8 vouchers and Dan reported that he would be meeting with the County in November. On the question of rehab funds, they would be available to the property owners, not the city. Dan also reported that there are 242 Section 8 units in the city.

The City Council felt that there should be a work program from the Sheriff's Department and maybe from the Fire Department. They requested that the City Manager come back to the Council with suggestions on how to follow up and monitor the work programs. The City Manager stated that the Department heads could update everyone through their reports in the Newsletter. Mayor Schulte felt that next time it might be useful to meet with just the Department heads.

Employee Contracts: The City Manager stated that there were two agreements before the Council tonight for approval:

1. Confidential Employees Unit
2. Division Head Positions

ACTION: To adopt Resolution No. 253, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD SETTING FORTH THE TERMS, CONDITIONS, BENEFITS, SALARIES AND WORKING CONDITIONS OF THE DIVISION HEAD POSITIONS" and Resolution No. 254, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD SETTING FORTH THE TERMS, CONDITIONS, BENEFITS, SALARIES AND WORKING CONDITIONS OF THE CONFIDENTIAL EMPLOYEES UNIT". Motion Heilman second Albert. Hearing no objection and noting the absence of Councilmember Viterbi, it was so ordered.

ADJOURNMENT: Mayor Schulte adjourned the meeting at 10:00 P.M. to a study session in City Hall Council Chambers, Monday, October 27, 1986 at 7:00 P.M.