

MINUTES
WEST HOLLYWOOD CITY COUNCIL
JANUARY 3, 1985

CALL TO ORDER The meeting was called to order at 7:20 P.M. by Mayor Terrigno at West Hollywood Park.

ROLL CALL The City Manager called the roll:

Present: Councilmembers: Albert, Schulte, Viterbi, Heilman, Mayor Terrigno.

Absent: None

Also Present: City Manager Bien,
 City Attorney Jenkins

APPROVAL OF AGENDA Councilmember Viterbi asked that Item No. 13 dealing with first reading of the ordinance on printing be held for one week, and Item No. 14, which is an exception to Ordinance No. 5, be removed from the agenda. Councilmember Heilman moved to approve the agenda. Councilmember Albert seconded. The agenda was approved unanimously.

Item No. 1, Unfinished Business: Public Relations Proposal.

Laurie Shane of the Communication Works presented a brief overview of a proposed public relations service to the City at a cost of \$3,000. Mr. Heilman objected to the training of temporary staff to handle the media stating that the number of press calls has declined. Mr. Viterbi moved to adopt the proposal presented subject to approval of the contract by the City Attorney. Mr. Schulte seconded. In the roll call vote, Mr. Heilman and Ms. Albert voted No. Mayor Terrigno, Mr. Schulte, and Mr. Viterbi voted aye. The motion carried.

Item No. 2, New Business: Agenda Procedures, Report by City Manager.

The City Manager presented an administrative report to the City Council containing the following proposed outline for the future agendas:

1. Special Hearings
2. Unfinished Business
3. Legislative Matters
4. Approval of Demand Register
5. Communications

Councilmember Viterbi suggested two changes: To move the agenda deadline from 5 P.M. Friday to 10 A.M. Monday. Also to have a report from the city's subcommittees on their activities to date. This report to appear at least once a month on the agenda.

Councilmember Heilman moved to adopt the agenda procedures as submitted by the City Manager and as amended. Mayor Terrigno seconded the motion which was carried unanimously.

Item 3, Personnel

The City Manager summarized a report given the City Council which consisted of an outline of the different services and activities that the city will be called upon to perform and suggested a structure for these activities. There was a discussion of a compensation plan and a range-of-salaries table. The City Manager suggested that the Council pass on Item 6 and send the rest of the report to the Management Subcommittee for a report for next week. Mr. Heilman moved to approve number 6. The motion was seconded by Mr. Viterbi and unanimously carried on a roll call vote. Item 6 of the report recommended that the City Council immediately approve the following positions and allow employment of personnel to fill these positions:

1. 2 management aides
2. 2 clerk typists
3. 1 receptionist
4. 1 deputy city clerk

Item 4, Time Line of Priorities, first draft.

The time line prepared by Ron Stone was presented to the public. The first draft was presented and requests were made for modifications and other proposals to foresee the overall direction and goals for the next few months.

Item 5, Computer; hardware RFP, software RFP.

Mayor Terrigno made the motion that the City Manager develop requests for proposals and outline the general needs for computer hardware and software and send this proposal to the management subcommittee for final review to be brought back to the City Council in two meetings from tonight. Mr. Viterbi seconded and also proposed that the same consultant be used for both hardware and software. The motion carried unanimously on a roll call vote. Mayor Terrigno also proposed that the City Manager lease a word processor. This motion was seconded by Mr. Schulte and carried unanimously.

Item 6, Rent Control Administration.

Listing Mayor Terrigno motioned that a list be made for the purposes of rent control administration. Ms. Albert seconded and the motion passed unanimously.

RFP for Consultant on Rent Control

Ms. Albert made the motion to have the City Manager draft an RFP for next week's council meeting containing a descrip-

tion of the Housing Subcommittee's needs for hiring an expert on the subject of rent control to help in drafting a permanent ordinance. This motion passed unanimously on a roll call vote.

RFP for Rent Control Administrator

Mayor Terrigno motioned to have the City Manager prepare a job description for a Rent Control Administrator which would be different from a consultant to be prepared by the end of January. This motion was seconded by Ms. Albert and passed unanimously on a roll call vote.

Journal Subscription

Ms. Albert motioned that the City Manager subscribe to the Institute for Real Estate Management Journal for information on landlord maintenance of properties, at a cost of \$60.00 per year. This was seconded by Mayor Terrigno and passed unanimously.

Public Hearings

Mr. Heilman motioned that the Housing and Health Subcommittee will begin, as soon as they have a consultant, to hold public hearings on selected topics regarding rent control. Then come back with an outline sometime in mid February to try and get the council's input, as well as community input, via a public hearing before the whole council and thereby, try to have a draft ready for first reading by the end of March or beginning of April. This motion was seconded by Ms. Albert and passed unanimously on a roll call vote.

Item 7, Rent Control Exemptions and Subcommittee Report

Discussion was held on the issue of holding committee hearings on hardship cases.

(BREAK AT 9:25 P.M.; MEETING RESUMED AT 10:00 P.M.)

Item 8, Management Committee Report.

Councilmember Heilman passed a memo regarding the subject of council deputies and their interactions with city staff, and asked for input from other councilmembers.

Item 9, Planning Committee Report; RFP for Planning Director.

Mr. Schulte presented two motions to the City Council. The first was to direct the City Manager to draft two items for review by the Planning Subcommittee. One to propose an RFP for a community planning consultant, prior to the hiring of a professional planning director for the city; and, secondly, to prepare a job

description for a planning director for the city. This motion was seconded by the Mayor and passed unanimously. Mr. Schulte's second motion was to direct Don Cain of the County Building Department and also the Planning Department to present to the council a weekly written report detailing all requests for building permits that have occurred during the previous week. This motion was seconded by the Mayor and passed unanimously.

Item 10, Finance Committee Report

Mr. Viterbi announced that the first meeting of the finance committee will be held at 5:30 P.M. next Wednesday, location to be announced.

Mr. Viterbi also asked the City Manager for recommendations on how the finances of the city should be handled, whether through a chief financial officer or a financial consulting firm. He asked that a report to this effect be brought back to the committee on Wednesday. At that time, the committee also hoped to cover the issue of the Business License Ordinance and whether to continue with the County or not. Also they would like to have a list of the businesses who received licenses since November 29th, 1984, from the County, as well as a list of those pending.

Mayor Terrigno announced that a meeting would be held next Wednesday, January 9, with small business, bars, and club owners to discuss some problems. The Mayor requested that this meeting be publicly noticed. The location was to be announced.

Item 11, Parks and Public Safety; Public Works Committee

The Mayor thanked the Fire Department and the Police Department for their efficient handling of a gas leak which occurred on December 23, 1984.

The Mayor directed the City Manager to have information on the major activities of the Fire and Police Departments reported to City Hall on a daily basis. Also to get a schedule from the Road Department to see what they are planning. And the Mayor announced that the next Parking and Public Safety committee meeting will be held Tuesday, January 9, at 10:00 A.M. at City Hall.

Mayor Terrigno reported on the median strip situation: The County of Los Angeles and the Southern Pacific Railroad

agreed to a continuance of the trial determining property rights to August. There will be a meeting between the City Attorney and the County, and the City of West Hollywood will be sending the County a memorandum regarding alternate use.

Mr. Bien reported that he met with the County City Coordinator and was provided with a draft of a resolution which the County wants the city to adopt asking the County formally to transfer title to park properties. The resolution will be provided the City Attorney and should be on the agenda for January 10.

Item 12, Traffic Engineer Reports and Recommendations

The City Manager has reported that the traffic engineer of the County who is also functioning in that capacity for the City, has delivered a report of six requests that he received and processed prior to the incorporation of the City, but, since then, action on these has become the responsibility of the City.

These are the requests in question:

1. Passenger loading zone for 8923 Sunset Blvd.
2. A loading zone on Santa Monica between Westburne Drive and Westknoll Drive.
3. A red curve and notification of street maintenance at 1124 N. Sherbourne Drive.
4. A taxi zone at 1020 N. San Vicente Blvd.
5. A passenger loading zone at Sunset west of Olive Drive.
6. Commercial loading at 8860 Sunset.

The Traffic Engineer recommends approval.

The council decided to table this issue for one week in order to decide whether the Committee on Public Works or the Committee on Transportation should deal with this.

Item 15, Legislative Matters; Ordinance No. 15 Second Reading

The City Attorney presented the second reading of Ordinance No. 15 which was introduced at the last meeting. It prohibits discrimination on the basis of religion. Mr. Viterbi moved to waive further reading and adopt Ordinance No. 15. Mr. Schulte seconded and the motion carried unanimously on a roll call vote.

Item 16, Approval of Expenditures -- Resolution No. 31.

The City Manager presented the resolution which would allow and approve for payment the demands presented on Demand Register No. 4. The motion was moved by Mr. Viterbi and seconded by the Mayor. It was unanimously approved.

Item 18, Oral Communication from Audience.

1. Randy Bronner, 1390 Market No. 1721, San Francisco. Mr. Bronner invited the Council to attend a conference of gay political activists to be held in May.
2. Dr. Burt Mazia, 942 Havenhurst Drive, W.H. Dr. Mazia complained about lack of response from the Council and city staff to his requests for exemption to the eviction moratorium because of a rider to his deed of trust that demands owner occupancy.
3. Jean Dobrin, 9000 Cynthia Street, reported on the Building Department and Planning Department and the problem of lack of follow-up on violations.
4. Jeff Richmond, 1316½ N. Havenhurst Drive, W.H., informed the council that the state has reduced requirements for the general plan from nine to seven.

Additional Item re Communication Works

The City Manager requested to have the City Council authorize the Mayor to execute the agreement which the City Attorney will prepare between the City Council and the Communication Works. This was moved by Mr. Schulte and seconded by Mr. Viterbi. It passed unanimously.

ADJOURNMENT

The meeting was adjourned at 11:15 P.M. to next Thursday at 1:00 P.M.