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If you would like additional information on any item appearing on this agenda, please contact the Office of the City Clerk at (323) 848-6409.

Note: Any agenda item(s) not initiated by 11:00 p.m. may be continued to a subsequent City Council meeting. The City Council may direct staff to continue the item(s) to an already scheduled City Council meeting or may adjourn this meeting to an adjourned regular meeting to consider the item(s).

**CITY COUNCIL
CITY OF WEST HOLLYWOOD
AGENDA
MONDAY, MARCH 7, 2016
WEST HOLLYWOOD PARK PUBLIC MEETING ROOM - COUNCIL CHAMBERS
625 N. SAN VICENTE BOULEVARD**

6:00 P.M. - CLOSED SESSION: See attached Closed Session Agenda

6:30 P.M. – REGULAR MEETING

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

REPORT OF CLOSED SESSION AGENDA:

APPROVAL OF AGENDA:

ADJOURNMENT MOTIONS:

PRESENTATIONS:

1. **PUBLIC COMMENT:** The City Council values your comments; however, pursuant to the Brown Act, Council cannot take action on items not listed on the posted agenda. The public comment period is limited to 20 minutes, with 2 minutes allotted for each speaker. This public comment period is to address the City Council on Consent Calendar items, other agenda items (if the member of the public cannot be present at the time the item is considered) or items of general interest within the jurisdiction of the City Council. Another period is also reserved for general comment later in the meeting for those that could not be heard at this time. Public Hearing testimony will only be taken at the time of the hearing.
 - 1.A. **PUBLIC COMMENTS ON CONSENT CALENDAR ITEMS WHICH HAVE NOT BEEN REMOVED FROM THE CONSENT CALENDAR:**
 - 1.B. **PUBLIC COMMENTS, GENERAL INTEREST:**

COUNCILMEMBER COMMENTS AND MEETING ATTENDANCE REPORTS: This portion of the meeting is set aside for general comments, announcements, requests of staff, and/or other issues of concern from members of the City Council.

CITY MANAGER'S REPORT: This time is set aside for the City Manager to update the Council on important items initiated by staff or previously requested by the City Council.

FISCAL IMPACT ON CONSENT CALENDAR:

2. **CONSENT CALENDAR:** The following routine matters can be acted upon by one motion. Individual items may be removed by the Council for separate discussion. Items removed for separate discussion will be heard following New Business Items. The title is deemed to be read and further reading waived of any ordinance listed on the consent calendar for introduction or adoption.
 - 2.A. **POSTING OF AGENDA:**

SUBJECT: The agenda for the meeting of Monday, March 7, 2016 was posted at City Hall, Plummer Park, the Sheriff's Station and at the West Hollywood Library on Wednesday, March 2, 2016.

RECOMMENDATION: Receive and file.
 - 2.B. **APPROVAL OF MINUTES:**

SUBJECT: The City Council is requested to approve the minutes of the prior Council meeting.

RECOMMENDATION: Approve the minutes of February 16, 2016.

- 2.C. DEMAND REGISTER NO. 781, RESOLUTION NO. 16-4801:**
SUBJECT: The City Council is requested to approve payment of bills due as presented by the Director of Finance.
RECOMMENDATION: Approve Demand Register No. 781 and adopt Resolution No. 16-4801, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD ALLOWING AND APPROVING THE PAYMENT OF DEMANDS ON DEMAND REGISTER NO. 781".
- 2.D. CLAIMS ADMINISTRATION:**
SUBJECT: The City Council is asked to deny claims filed against the City as an administrative step in claims processing.
RECOMMENDATION: Deny the claims of Gregory Mayo, Sandie Kwon, Aaron Orenstein, Dan Holguin, Jeffrey Sheng, Greg Mantell, Louis DeLavenne and refer to the City's claims adjuster for action.
- 2.E. COMMISSION AND ADVISORY BOARD ACTION REPORTS:**
SUBJECT: The City Council will receive reports from various Commissions and Advisory Boards on actions taken at their recent meetings.
RECOMMENDATION: Receive and file.
- 2.F. ASSIGNMENT AGREEMENT BETWEEN THE CITY OF LAKEWOOD AND THE CITY OF WEST HOLLYWOOD FOR THE EXCHANGE OF PROPOSITION A LOCAL RETURN FUNDS [D. WILSON, J. LEONARD, E. SAVAGE, D. GIUGNI, P. SLOANE GOODMAN]:**
SUBJECT: The City Council will consider a General Fund trade agreement for Proposition A Local Return Funds with the City of Lakewood.
RECOMMENDATIONS: 1) Approve an Assignment Agreement for a Proposition A local return fund exchange with the City of Lakewood for \$750,000 in City of West Hollywood General Fund dollars in exchange for \$1,000,000 in City of Lakewood Proposition A Funds; and 2) Authorize the City Manager to execute the Assignment Agreement.
- 2.G. AGREEMENT FOR SERVICES WITH MICHAEL BAKER INTERNATIONAL FOR PUBLIC ENGAGEMENT RELATED TO THE EVALUATION OF AND LONG-RANGE PLANNING FOR TRANSIT SERVICES [E. SAVAGE, D. GIUGNI, P. SLOANE GOODMAN]:**
SUBJECT: The Social Services Division is seeking approval of an Agreement for Services with Michael Baker International to conduct public engagement to support the evaluation of and long-range plan for transit services.
RECOMMENDATIONS: 1) Approve an Agreement for Services in the amount of \$24,499 with Michael Baker International to conduct transit-related public engagement activities; and 2) Authorize the City Manager to execute the Agreement for Services.

- 2.H. AGREEMENT FOR SERVICES WITH THE JEWISH FAMILY SERVICES OF LOS ANGELES FOR MANAGEMENT OF THE HOME SECURE PROGRAM [E. SAVAGE, P. NOONAN, G. AVILES]:**
SUBJECT: The City Council will consider approval of an Agreement for Services with Jewish Family Services of Los Angeles (JFSLA) for management of the City's Home Secure Program.
RECOMMENDATIONS: 1) Approve an Agreement for Services with JFSLA in the amount of \$25,000 annually for a three-year term, for a total not-to-exceed amount of \$75,000, to manage the Home Secure Program; and 2) Authorize the City Manager to execute the Agreement.
- 2.I. AMENDMENT NO. 2 TO THE AGREEMENT FOR SERVICES WITH ENTERPRISE SECURITY, INC. [O. DELGADO, S. CAMPBELL, H. COLLINS]:**
SUBJECT: The City Council will consider approving Amendment No. 2 to the Agreement for Services with Enterprise Security, Inc., for security system consulting services, equipment upgrades, maintenance and repair of security systems at City facilities by increasing the not-to-exceed amount of the Agreement by \$100,000 and extending the term of the Agreement by a period of 12 months.
RECOMMENDATIONS: 1) Approve Amendment No. 2 to the Agreement for Services with Enterprise Security, Inc., for security system consulting services, equipment upgrades, maintenance and repair of security systems for City facilities by increasing the not-to-exceed amount of the Agreement by \$100,000 for a total not-to-exceed amount of \$165,000 and extending the term of the Agreement by 12 months, resulting in a new expiration date of June 30, 2017; and 2) Authorize the City Manager or designee to execute all documents incident to the Amendment to the Agreement.
- 2.J. FIRST AMENDMENT TO THE AGREEMENT WITH JACOB & HEFNER ASSOCIATES [O. DELGADO, J. ROCCO, S. CAMPBELL, H. COLLINS]:**
SUBJECT: The City Council will consider amending the agreement for services with Jacob & Hefner Associates for providing environmental consulting and field services.
RECOMMENDATIONS: 1) Approve Amendment No. 1 to the Agreement for Services with Jacob & Hefner Associates in the amount of \$20,000 for providing environmental consulting and field services, resulting in a total not-to-exceed contract amount of \$45,000 and extending the term of the Agreement by 12 months, resulting in a new expiration date of June 30, 2017; and 2) Authorize the City Manager or designee to execute all documents incident to the Amendment to the Agreement.
- 2.K. FIRST AMENDMENT TO THE AGREEMENT FOR SERVICES WITH WAVEGUIDE CONSULTING, INC. [O. DELGADO, S. CAMPBELL, H. COLLINS]:** *SUBJECT: The City Council will consider amending the*

Agreement for Services with Waveguide Consulting, Inc. to assist with the development phase of two additional projects for the City: a) West Hollywood Park Council Chamber Audiovisual System Upgrade Project; and, b) Audio Recording and Archiving Technology (Podcast) for Public Meetings Project.

RECOMMENDATIONS: 1) Approve Amendment No. 1 to the Agreement for Services with Waveguide Consulting, Inc. in the amount of \$40,200 for providing On-Call Professional Audiovisual Technology Consulting and Support Services resulting in a total not-to-exceed contract amount of \$100,200, and allow for fixed price proposals; and 2) Authorize the City Manager or designee to execute all documents incident to the Amendment to the Agreement.

2.L. WEST HOLLYWOOD COMMUNITY HOUSING CORPORATION FIRST AND SECOND QUARTER REPORT FOR FISCAL YEAR 2015-16 [E. SAVAGE, P. NOONAN]:

SUBJECT: The City Council will receive the West Hollywood Community Housing Corporation Administrative Contract Report for the First and Second Quarters of 2015-16.

RECOMMENDATION: Receive and file.

2.M. HOMELESS NEEDS ASSESSMENT STUDY [L. MEISTER, L. HORVATH, A. LOVANO]:

SUBJECT: The City Council will consider directing staff to hire a consultant to coordinate a homeless needs assessment study, which will provide community-based information on the needs, characteristics, and conditions facing the homeless population in West Hollywood.

RECOMMENDATIONS: 1) Authorize the Social Services Division to issue a Request for Proposals to retain the services of a consultant to conduct a homeless needs assessment in order to gather localized information about the homeless community members in West Hollywood and to further inform the current countywide assessment; and 2) Report the results of the needs assessment to the Human Services Commission and the City Council.

2.N. MEMORANDUM OF UNDERSTANDING REGARDING THE METRO DIVISION 7 PROPERTY [P. AREVALO, H. MOLINA, S. DEWOLFE, J. KEHO, B. SIEGL, J. HANKAMER]:

SUBJECT: The City Council will consider approving a Memorandum of Understanding (MOU) by and between the City and Metro regarding a joint visioning process for selected areas of the Metro Division 7 property.

RECOMMENDATIONS: 1) Approve a Memorandum of Understanding (MOU) by and between the City and Metro for a joint visioning process for the Metro Division 7 property; and 2) Authorize the City Manager or designee to execute documents incident to the MOU.

2.O. CONSULTANT TO PERFORM STUDY OF HUMAN RESOURCES DIVISION [J. HEILMAN, L. MEISTER, A. LOVANO]:

SUBJECT: The City Council will consider directing the City Manager to retain the services of a consultant to review the current policies and practices of the Human Resources Division and make recommendations to the City based on the findings of the evaluation.

RECOMMENDATIONS: 1) Direct the City Manager to solicit proposals from consultants who specialize in employment and other human resources policies to perform a study of the Human Resources Division; and 2) Authorize the City Manager to enter into an Agreement for Services with a consultant to provide assistance to our new Administrative Services Director.

2.P. CO-SPONSORSHIP OF PANEL DISCUSSION "OUT OF IRAN & OUT OF THE CLOSET" [L. HORVATH, A. LOVANO]:

SUBJECT: The City Council will consider co-sponsoring the panel discussion "Out of Iran & Out of the Closet" with JQ International on Wednesday, March 9, 2016 from 7:30pm to 9:30pm at City Council Chambers.

RECOMMENDATIONS: 1) Approve co-sponsorship of the panel discussion "Out of Iran & Out of the Closet" on coming out LGBTQ in the Persian Community; 2) Authorize the use of the City name and logo on promotional and collateral materials; 3) Approve the use of City venues for this event and waive the room usage fee, and authorize validated parking for event participants at the 5-story West Hollywood Park garage for a total of 3 hours; 4) Direct the Communications Division to utilize all appropriate communication tools to promote the event including, but not limited to, the City's website and social media tools; and 5) Authorize the Director of Finance and Technology Services to allocate \$450 from budgeted funds in the Special Council Programs account number 100-1-01-00-531001 for associated costs.

2.Q. CO-SPONSORSHIP OF PAWSAPALOOZA 2016 [L. HORVATH, L. MEISTER, O. WALKER, A. LOVANO]:

SUBJECT: The City Council will consider co-sponsoring PAWSAPALOOZA to be hosted by PAWS/LA on Sunday, May 1, 2016 from 9am-4pm at West Hollywood Park.

RECOMMENDATIONS: 1) Approve co-sponsorship of PAWSAPALOOZA on Sunday, May 1, 2016 from 9am-4pm at West Hollywood Park; 2) Waive the Special Events permit fee, parking for event volunteers and vendors, and any other City fees associated with the event; 3) Authorize the use of the City name and logo on promotional and collateral materials; and 4) Direct the Communications Division to utilize all appropriate communications tools to promote the event including, but not limited to, the City's website and social media tools.

- 2.R. 2016 RAINBOW KEY AWARDS [E. SAVAGE, J. BOOK, J. ERICKSON]:**
SUBJECT: The City Council will receive nominations for the 2016 Rainbow Key Awards, with recommendations from the Lesbian and Gay Advisory Board.

RECOMMENDATIONS: 1) Receive nominations for the 2016 Rainbow Key Awards, with recommendations from the Lesbian and Gay Advisory Board; 2) Confirm recipients of the 2016 Rainbow Key Awards; and 3) Approve parking validation for up to 200 persons who park at the Five-Story Public Parking Structure and attend the event, which is planned for Wednesday, June 22, 2016, in the West Hollywood Park Public Meeting Room/Council Chambers.

- 2.S. CONSIDERATION OF WATER USAGE IN PLANNING REVIEW OF NON-RESIDENTIAL DEVELOPMENTS [L. MEISTER, A. LOVANO]:**

SUBJECT: City Council will consider directing staff to evaluate the inclusion of water usage in the review of non-residential projects, where the current use of a property is being modified or intensified, or demolition and re-development is being requested.

RECOMMENDATIONS: 1) Direct the City Attorney and Community Development Department to review measures the City can take to further consider water usage and conservation in the review of non-residential development projects; and 2) Report back to City Council with options for considering water usage in planning decisions based on the legal analysis and review of best practices in other jurisdictions.

- 2.T. 21st ANNUAL WEST HOLLYWOOD KIDS FAIR, 2016 [E. SAVAGE, D. GIUGNI, C. ROSKIN]:**

SUBJECT: The City Council will consider authorizing Social Services, Public Safety, Public Works and Recreation staff to coordinate the 21st annual Kids Fair on Saturday, April 16, 2016 from 10 a.m. to 2 p.m. in West Hollywood Park.

RECOMMENDATIONS: 1) Approve staff's coordination of the 21st annual Kids' Fair; 2) Approve the waiver of special event and facility use fees for the event; and 3) Approve the waiver of parking fees in the five-story parking structure for 80 vendors and 200 attendees of the event.

3. PUBLIC HEARINGS:

None.

4. UNFINISHED BUSINESS:

- 4.A. EXTENSION OF AGREEMENT FOR SERVICES WITH BIKES AND HIKES LA FOR OPERATION AND MANAGEMENT OF A PILOT EMPLOYEE BICYCLE SHARE PROGRAM [S. DEWOLFE, J. KEHO, B. SIEGL, B. CHEUNG]:**

SUBJECT: The City Council will consider approving an extension of the Agreement for Services with Bikes and Hikes LA for the overall program management and operational services of an Employee Bicycle Share Program for an additional three months.

RECOMMENDATIONS: 1) Approve Amendment #1 to the Agreement for Services with Bikes and Hikes LA Employee Bike Share Program, in an amount not to exceed \$4,027.50 for an additional three months with a termination date of June 30, 2016; 2) Authorize the Director of Finance and Technology Services to allocate \$4,027.50 in undesignated funds in the AQMD Fund, to fund the cost of the Agreement, and 3) Authorize the City Manager to sign and execute all necessary documents related to the Agreement.

4.B. WEST HOLLYWOOD PARK MASTER PLAN PHASE II IMPLEMENTATION PROJECT – 50% CONSTRUCTION DOCUMENTS COMPLETION [P. AREVALO, F. CONTRERAS, S. DEWOLFE, J. HANKAMER, D. WILSON, J. LEONARD]:

SUBJECT: The City Council continued this item from February 16, 2016. The section "Preliminary Financing Plan" is the only section in this staff report that has been revised from the original staff report. Also, a supplemental staff report to address the seven items included in Council's motion on February 16, 2016 is forthcoming. The City Council will consider and confirm 50% completion of the Construction Document Phase of the West Hollywood Park Phase II Master Plan Implementation Project ("Project"); review and consider the project cost estimate, project schedule, construction phasing strategy, and mitigation plan; review and consider value engineering and mitigation plan budget impacts; consider the contractor prequalification process; authorize staff to advertise the Project for construction bids; consider establishing the FAM AIDS Monument as a separate project; and review the status of the Mural Art Program.

RECOMMENDATIONS: 1) Confirm the Project's progress as presented to Council and described in this report, and confirm 50% completion of the Construction Documents Phase of the Project; 2) Review results of the cost estimate peer review; 3) Review and confirm the schedule, construction phasing strategy and mitigation plan for the Project; 4) Review and confirm staff's value engineering recommendations and mitigation plan for the Project; and authorize additional value engineering options, or authorize a Project budget increase of \$4,800,000 (consisting of \$3,900,000 in construction costs and \$900,000 in soft costs) for a new total Project Budget of \$94,850,000; 5) Review and confirm a prequalification process to develop a short list of qualified contractors to bid the Project; and direct staff to bid the Project; 6) Review the status of the AIDS Monument and consider establishing the AIDS Monument as a separate project from the West Hollywood Park Phase II Project; and 7) Review the status of the Mural Art Program.

4.C. APPOINTMENT OF VOTING DELEGATE FOR THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENT (SCAG) [Y. QUARKER, M. CROWDER]:

SUBJECT: The City Council will consider appointing a Voting Delegate and Voting Delegate – Alternate for the Southern California Association of Government (SCAG) General Assembly in preparation for their upcoming Regional Conference.

RECOMMENDATION: Appoint a new Voting Delegate and Voting Delegate – Alternate to the Southern California Association of Government's (SCAG) Regional Conference and General Assembly meeting to be held May 5, 2016.

5. NEW BUSINESS:

5.A. APPOINTMENTS TO THE LESBIAN & GAY ADVISORY BOARD AND THE LOS ANGELES WEST VECTOR ABATEMENT CONTROL DISTRICT [Y. QUARKER, M. CROWDER]:

SUBJECT: The City Council will consider making an appointment to the Arts & Cultural Affairs Commission, and will consider appointing a representative to the Los Angeles West Vector Abatement Control District.

RECOMMENDATIONS: 1) Councilmember Heilman to make a direct appointment to the Lesbian & Gay Advisory Board; and 2) a) Appoint a City Council member as the delegate to the Los Angeles County West Vector Abatement Control District; or b) Direct the City Clerk to accept applications from residents and return to Council with an Item to appoint a West Hollywood resident to the Los Angeles West Vector Abatement Control District for a two-year term.

EXCLUDED CONSENT CALENDAR: Items removed from the Consent Calendar for separate discussion are considered at this time.

6. LEGISLATIVE:

6.A. PROPOSED MUNICIPAL CODE AMENDMENT REQUIRING ANNUAL REGISTRATION OF EXEMPT RENTAL UNITS AND REPORTING OF RENT INCREASES [M. JENKINS, E. SAVAGE, P. NOONAN]:

SUBJECT: The City Council will consider adopting a new chapter, Chapter 17.26, of the Municipal Code.

RECOMMENDATION: Introduce on first reading Ordinance No. 16-_____, "AN ORDINANCE OF THE CITY OF WEST HOLLYWOOD ADOPTING CHAPTER 17.26 OF THE WEST HOLLYWOOD MUNICIPAL CODE RELATING TO ANNUAL REGISTRATION OF EXEMPT PROPERTY AND REPORTING OF RENT INCREASES".

6.B. 45 DAY MORATORIUM ON DEMOLITION AND ALTERATION TO EASTSIDE CRAFTSMAN STRUCTURES [S. DEWOLFE, J. KEHO, D. DEGRAZIA, R. DIMOND]:

SUBJECT: The City Council will consider whether to impose a 45-day Urgency Interim Ordinance that would prevent demolition or exterior alterations of Craftsman homes within the survey area.

RECOMMENDATION: Staff recommends that the City Council hold a public hearing, consider all pertinent testimony, and approve Ordinance No. 16-____, "AN INTERIM ORDINANCE OF THE CITY OF WEST HOLLYWOOD PURSUANT TO GOVERNMENT CODE SECTION 65858 PROHIBITING THE ISSUANCE OF DEMOLITION PERMITS AND OTHER EXTERIOR ALTERATIONS FOR EXISTING CRAFTSMAN HOMES ON HAMPTON, LEXINGTON AND NORTON AVENUES BETWEEN GENESEE AVENUE AND GARDNER AVENUE AND DECLARING THE URGENCY THEREOF".

PUBLIC COMMENT: This time is set aside for the public to address the Council on any item of interest within the subject matter jurisdiction of the Council that could not be heard under Item 1 at the beginning of the meeting.

COUNCILMEMBER COMMENTS: Additional general comments, announcements, requests of staff and/or other issues of concern to Councilmembers are briefly presented at this time.

ADJOURNMENT: The City Council will adjourn to its next regular meeting, which will be on Monday, March 21 at 6:30 P.M. at West Hollywood Park Public Meeting Room - Council Chambers.

UPCOMING MEETING SCHEDULE				
Date	Day	Time	Meeting Type	Location
March 21	Monday	6:30 PM	Regular Meeting	West Hollywood Park Council Chambers
April 4	Monday	6:30 PM	Regular Meeting	West Hollywood Park Council Chambers
April 18	Monday	6:30 PM	Regular Meeting	West Hollywood Park Council Chambers
May 2	Monday	6:30 PM	Regular Meeting	West Hollywood Park Council Chambers

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**CITY COUNCIL
CITY OF WEST HOLLYWOOD
CLOSED SESSION AGENDA
MONDAY, MARCH 7, 2016
6:00 P.M.**

**COUNCIL CHAMBERS, CLOSED SESSION ROOM,
625 N. SAN VICENTE BLVD.**

1. PUBLIC COMMENT ON THE CLOSED SESSION AGENDA

2. LITIGATION

The City Council finds, based on advice from the City Attorney, that discussion in open session of the following described matters will prejudice the position of the City in existing and anticipated litigation:

a. ANTICIPATION OF LITIGATION: Gov't Code section 54956.9(d)(2) and (e)(5)

A point has been reached where, in the opinion of the City Council on the advice of its legal counsel, there is a significant exposure to litigation against the City.

Number of Potential Cases: One matter of threatened litigation

b. PENDING LITIGATION: Gov't Code section 54956.9(d)(1)

1. Kihagi v. West Hollywood
Los Angeles Superior Court
Case Numbers: BS158686; SC119079; and SC100392

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Gov't Code Section 54956.8

Property: 1140 N. La Brea Ave.
City Negotiator: City Manager
Property Owner: LA BREA TREE LLC
Under Negotiation: Price and terms of lease payment

AFFIDAVIT OF POSTING

State of California)
County of Los Angeles)
City of West Hollywood)

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: March 2, 2016

Signature: [Handwritten Signature]