



## City of Palos Verdes Estates City Council Agenda & Staff Reports

### DISCLAIMER

The following City Council agenda includes text only version of the - reports associated with the business matters to be brought before for the City Council at its Regular Meeting of this date. Changes to the - reports may be necessary prior to the actual City Council meeting. The City Council may elect to delete or continue business matters at the beginning of the City Council Meeting. Additionally, - reports attachments, including but not limited to, pictures, plans, drawings, spreadsheet presentations, financial statements and correspondences are not included. The attachments are available for review with the official agenda package at the Reception area at City Hall as well as the Malaga Cove Public Library.

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**\*\*CLICK HERE FOR CITY COUNCIL AGENDA & REPORTS**

March 11, 2008  
7:30 P.M.  
City Hall  
Council Chambers

**AGENDA  
OF A REGULAR MEETING  
OF THE CITY COUNCIL OF THE CITY OF  
PALOS VERDES ESTATES, CALIFORNIA**

Copies of the staff reports or other written documentation relating to each item of business referred to on the agenda are on file in the office of the City Clerk and are available for public inspection. Any person having any question concerning any agenda item may call the City Clerk to make inquiry concerning the item. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability in compliance with the Americans with Disabilities Act. Please contact the City Clerk at 310-378-0383, at least 48 hours prior to the meeting to request a disability-related modification or accommodation.

The City Council welcomes and encourages public participation at the Council meetings; however, to allow for the orderly progression of business, each person wishing to comment or make a presentation shall be limited to three (3) minutes. Anyone wishing to address the City Council must fill out a green speaker's card available at the end of each row in the Chambers. The card permits the City to identify persons for purposes of City Council minute preparation. Please see specific agenda sections below for any other requirements related to meeting participation. The City Council, at the direction of the Mayor with concurrence of the Council, may modify the order of items shown on the agenda.

**NEXT RESOLUTION NO. R08-07  
NEXT ORDINANCE NO. 08-683**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**MAYOR'S REPORT – Matters of Community Interest**

**CONSENT AGENDA (Items 1 - 4)**  
CITY COUNCIL AGENDA  
MARCH 11, 2008

**All items under this heading are considered to be routine and will be enacted by one motion, unless a Councilmember, staff, or member of the public requests that an item be removed for separate discussion. Any item removed from the Consent Agenda will be considered immediately following the motion to approve the Consent Agenda.**

1. Minutes of City Council Meeting of February 26, 2008

**Recommendation: Review and File.**

2. Resolution R08-05; Authorizing the Destruction of Obsolete Records of the City Manager and City Clerk

**Recommendation: It is recommended that the City Council adopt Resolution R08-05; authorizing the destruction of specific obsolete records of the City Manager and City Clerk.**

3. PW-481-04; Approval of Two-Year Extension to the 2004/05 Citywide Tree Trimming Contract with Travers Tree Service

**Recommendation: It is recommended that the City Council approve a two-year extension to the Fiscal Year 2004/05 Citywide Tree Trimming Contract with Travers Tree Service, and extend the contract to Fiscal Year 2009/10, as amended.**

4. Grant of Easement to South Bay Sanitation District of Los Angeles County for a New Sewer Force Main

**Recommendation: It is recommended that City Council approve the granting of an easement to the South Bay Sanitation District of Los Angeles County for a new sewer force main.**

## **COMMUNICATIONS FROM THE PUBLIC**

**This portion of the agenda is reserved for comments from the public on items which are NOT on the agenda. Due to state law, no action can be taken by the Council this evening on matters presented under this section. If the Council determines action is warranted, the item may be referred to staff or placed on a future Council agenda.**

## **OLD BUSINESS**

5. Report on Results of the Resident Vote and Consideration of Resolution R08-06 Implementing a Residential Parking Permit Zone Program Near the Palos Verdes High School Campus

**Recommendation: It is recommended that the City Council adopt Resolution R08-06 implementing a Residential Parking Permit Zone Program near the Palos Verdes High School campus.**

## **STAFF REPORTS**

### **6. City Manager's Report**

## **DEMANDS**

7. a. Authorize Payment of Motion #1 – Payroll Warrant of March 7, 2008
- b. Authorize Payment of Motion #2 – Warrant Register of March 11, 2008

**Recommendation: Authorize Payment of Motions #1 and #2.**

## **MAYOR & CITY COUNCILMEMBERS' REPORTS**

**ADJOURNMENT TO MONDAY, MARCH 24, 2008, AT 2:00 P.M. AT MALAGA COVE LIBRARY COMMUNITY ROOM FOR THE PURPOSE OF A BUDGET STUDY SESSION.**

- *This City Council meeting can be viewed on Cox Cable, Channel 35, Wednesday, March 12, 2008 at 7:30 p.m., and Wednesday, March 19, 2008, at 7:30 p.m.*

**TO: JOSEPH M. HOEFGEN, CITY MANAGER**  
**FROM: JUDY SMITH, ASSISTANT CITY MANAGER**  
**SUBJECT: RESOLUTION R08-05; AUTHORIZING THE DESTRUCTION OF OBSOLETE RECORDS OF THE CITY MANAGER AND CITY CLERK**

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#### The Issue

Shall the City Council adopt Resolution R08-05, which authorizes destruction of specific obsolete records of the City Manager and City Clerk?

#### Analysis and Findings

The City has a formal records management program which allows for the orderly transfer, maintenance and/or destruction of City records. The retention period for specific records is outlined in the policy in accordance with state regulations and City policy. With storage space at a premium, it is important for the staff to keep current with the records program.

The City Attorney has reviewed and approved the request for destruction as being in conformance with the City's records management program. A copy of the retention schedule is attached to the Resolution.

#### Alternatives Available to the City Council

1. Adopt Resolution R08-05.
2. Decline to adopt the Resolution.

#### Recommendation

It is recommended that the City Council adopt Resolution R08-05; authorizing the destruction of specific obsolete records of the City Manager and City Clerk.

**TO: JOSEPH HOEFGEN, CITY MANAGER**

**FROM: ALLAN RIGG, PUBLIC WORKS DIRECTOR**

**SUBJECT: PW-481-04; APPROVE A TWO-YEAR EXTENSION TO THE 2004/05 CITYWIDE TREE TRIMMING CONTRACT WITH TRAVERS TREE SERVICE**

**DATE: MARCH 11, 2008**

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**The Issue**

Approve a two-year extension to the Fiscal Year 2004/05 Citywide Tree Trimming Contract with Travers Tree Service, and extend the contract to Fiscal Year 2009/10, as amended?

**Background and Analysis**

The current Citywide Tree Trimming Contract will expire June 30, 2008. The City previously exercised both of two one-year contract extensions at original bid unit costs. Travers Tree Service has requested that the City extend the contract for two additional years at the original contract prices, and their request is attached for your convenience. To ensure that the City's tree trimming needs are fulfilled without any interruption in service, staff is seeking a contract extension for a start date of July 1, 2008.

The contract was previously bid in Fiscal Year 2004/2005 as a two-year contract with the possibility of two one-year contract extensions. The unit prices have remained the same from the beginning of the contract and would not change with this extension..

The fee schedule will remain the same, as summarized in the tables below:

ITEM NO.	DESCRIPTION	QUANTITY & UNIT	UNIT PRICE	AMOUNT
<b>1 FULL TRIM</b>				
1A	Very Large: 36" Diameter & up	700 Ea	\$90.00	\$63,000.00
1B	Large: 24" to 36" Diameter	1,200 Ea	\$55.00	\$66,000.00
1C	Medium: 12" to 24" Diameter	600 Ea	\$40.00	\$24,000.00
1D	Small: 12" Diameter or Less	500 Ea	\$20.00	\$10,000.00
<b>2 RAISING</b>				
2A	Very Large: 36" Diameter & up	30 Ea	\$25.00	\$750.00
2B	Large: 24" to 36" Diameter	50 Ea	\$20.00	\$1,000.00
2C	Medium: 12" to 24" Diameter	100 Ea	\$20.00	\$2,000.00
2D	Small: 12" Diameter or Less	10 Ea	\$12.50	\$125.00
<b>3 REMOVAL</b>				
3A	Very Large: 36" Diameter & up	100 Ea	\$240.00	\$24,000.00
3B	Large: 24" to 36" Diameter	100 Ea	\$125.00	\$12,500.00
3C	Medium: 12" to 24" Diameter	100 Ea	\$70.00	\$7,000.00
3D	Small: 12" Diameter or Less	25 Ea	\$25.00	\$625.00
<b>4 PALM TRIM</b>				
4A	Large: Phoenix Canarensis	50 Ea	\$70.00	\$3,500.00
4B	Medium: All other palms	200 Ea	\$30.00	\$6,000.00
<b>TOTAL BASE BID FOR ONE YEAR</b>				<b>\$220,500.00</b>

ITEM NO.	DESCRIPTION	HOURLY RATE
<b>5 EMERGENCY CLEAN-UP AND TRIMMING WORK</b>		
5A	Supervisor/Certified Arborist	\$50.00
5B	Tree Trimmer/Bucket Truck Operator	\$35.00
5C	Groundsperson	\$20.00
5D	Tractor/Loader Operator	\$20.00
5E	Truck Driver	\$20.00
5F	Chipper Truck & Chipper Truck Operator	\$30.00

Travers Tree Service has provided services on this contract for the past eleven years. They are a local firm with extensive tree trimming experience, and City staff has found them to be a very responsive and responsible contractor in their performance of tree trimming duties.

**Alternatives Available to Council**

The following alternatives are available to the City Council:

1. Approve a two-year extension to the Fiscal Year 2004/05 Citywide Tree Trimming Contract with Travers Tree Service, and extend the contract to Fiscal Year 2009/10, as amended.
2. Decline to Act.

**Recommendation from Staff**

Staff recommends that the Council approve a two-year extension to the Fiscal Year 2004/05 Citywide Tree Trimming Contract with Travers Tree Service, and extend the contract to Fiscal Year 2009/10, as amended. A contract amendment is attached to this staff report to formalize the extension.

Staff report prepared by  
Allan Rigg  
Public Works Department



**TO: JOSEPH HOEFGEN, CITY MANAGER**

**FROM: ALLAN RIGG, PUBLIC WORKS DIRECTOR**

**SUBJECT: GRANT OF EASEMENT TO SOUTH BAY SANITATION DISTRICT OF LOS ANGELES COUNTY FOR A NEW SEWER FORCE MAIN**

**DATE: MARCH 11, 2008**

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**The Issue**

Should the City Council approve the granting of an easement to the South Bay Sanitation District of Los Angeles County for a new sewer force main?

**Background and Analysis**

The sewer system for the City of Palos Verdes Estates is comprised of a network of local sewer pipes, trunk sewer pipes, and sewage pump stations. The trunk sewer pipes and many of the pump stations are owned and maintained by the South Bay Sanitation District of Los Angeles County (Sanitation District). Most of these pipes and pump stations were installed during the development of Palos Verdes Estates from twenty to fifty years ago. These pipes and pumps will continue to age with time, and need to be rehabilitated or replaced before they fail.

Any work performed to the trunk sewers or to the Sanitation District pump stations are their responsibility, and are funded through sewer fees paid to the Sanitation District. The Sanitation District is proposing to build a new force main that will convey sewage from the Douglas Cut Pumping Plant along Palos Verdes Drive West, and up to the gravity trunk sewer in Via Montemar. This is a positive proactive project, especially considering the impacts that a failure of an older pressurized sewer could have in the Bluff Cove area due to known geologic instabilities.

The attached easement documents have been prepared by the Sanitation District staff and have been reviewed by City staff. There will only be temporary construction impacts in the area, and the area will be returned to its original condition after the construction. All permanent improvements are underground.

### **Alternatives Available to Council**

The following alternatives are available to the City Council:

3. Approve the granting of an easement to the South Bay Sanitation District of Los Angeles County for a new sewer force main.
4. Decline to Act.

### **Recommendation from Staff**

Staff recommends that the Council approve the granting of an easement to the South Bay Sanitation District of Los Angeles County for a new sewer force main.

Staff report prepared by  
Allan Rigg  
Public Works Department

**TO: JOSEPH HOEFGEN, CITY MANAGER**

**FROM: ALLAN RIGG, PLANNING AND PUBLIC WORKS DIRECTOR**

**SUBJECT: REPORT ON RESULTS OF THE RESIDENT VOTE AND  
CONSIDERATION OF RESOLUTION R08-06 IMPLEMENTING A  
RESIDENTIAL PARKING PERMIT ZONE PROGRAM NEAR THE PALOS  
VERDES HIGH SCHOOL CAMPUS**

**DATE: MARCH 11, 2008**

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**The Issue**

Should the City Council approve Resolution R08-06 to implement a Residential Parking Permit Zone Program near the Palos Verdes High School campus?

**Background**

The reopening of Palos Verdes High School (PVHS) has created a variety of traffic related impacts on the streets surrounding the campus. Over the past 6 years the City has taken a variety of steps to mitigate the impacts as the impacts have grown with the increasing student enrollment.

The following summarizes the history of the traffic issues regarding the reopening of PVHS:

- December 2001 – An initial study reviewing the reopening of PVHS includes an analysis of “Transportation/Traffic” was performed by Michael Brandman Associates. Out of seven categories reviewed in the analysis, the reopening was found to have “No Impact” in five categories, including parking, and a “Less Than Significant Impact” in two categories. Accordingly, no mitigation was found to be needed by the School District due to the reopening of PVHS.
- December 31, 2001 – The City Engineer prepared comments regarding the initial study and the findings. To quote, “We have serious concerns with the Transportation/Traffic analysis”. Six significant individual issues were raised concerning the technical accuracy of the report, the increased traffic volume analysis, and parking analysis. In summary, the City expressed concern that there would be very significant impacts not identified in the report.

- January, 2002 – The City procured speed and volume data for all streets surrounding PVHS prior to reopening in order to have “background” data to compare against in the future.
- March 13, 2002 – A “Response to Comments” was received from Michael Brandman Associates, which included a response to the City’s December 31, 2001 comments. In summary, the School District’s consultant still felt there would not be any significant impacts that needed to be mitigated.
- May 2002 – LSA Associates, a consulting firm that provides traffic planning services, was hired by the District and prepared a report entitled the “Palos Verdes High School Circulation Plan”. The purpose of the report was to address issues that were not found to be significant in the Michael Brandman report, but “...that may become intrusive and a nuisance if left unchecked”. The plan includes 23 recommendations to mitigate impacts, as well as an implementation plan which recommends an Advisory Committee to be formed by the District, turn restrictions, and a Residential Permit Parking Zone (RPZ).
- October 2002, November 2003, October 2004, October 2005 the City’s Traffic Safety Committee reviewed the conditions around the school and found that minor mitigation was warranted and was implemented.
- November 8, 2006 - The City’s Traffic Safety Committee performed their annual review of traffic and parking around PVHS. The Committee heard numerous concerns from the public, in particular that they were not intimately involved in previous discussions between the School District staff and City staff. It was decided to form a special “Ad Hoc Committee to Examine Traffic Issues Around Palos Verdes High School”. It would be comprised of:
  - Two members of the Traffic Safety Committee
  - Two members of the School District
  - Four residents in the vicinity of PVHS
  - The City’s Police Chief

The City Manager and the Public Works Director were not named to the Committee, but would serve as support staff to the group.
- January 10, 2007 – The City Council adopted by resolution the charge of the Ad Hoc Committee. The City Council specifically excluded the establishment of an RPZ as an alternative to be considered by the Ad Hoc Committee.
- February 1, 2007 – The Ad Hoc Committee met and discussed a variety of mitigation measures. The Committee asked the School District members to return with a response to a memo prepared by the Public Works Director dated December 19, 2006 which identified six potential measures that would be implemented on the PVHS campus.
- March 1, 2007 - The Ad Hoc Committee met and discussed the response from the District. The Committee also discussed limiting parking on one side of the street on Chelsea, Thorley, Dalton, Pacheco, and Epping in order to maintain a wider area of asphalt for walkers, bikers, emergency vehicles, and other moving vehicles. The resident members are charged with meeting with other

affected residents to determine which side of the street would be best for the restrictions and during what time period.

- March 22, 2007 – The Ad Hoc Committee met and the resident members report very little support for the parking restrictions. Instead, they report a high desire for an RPZ. The Ad Hoc Committee seems at an impasse and no future meetings are scheduled.
- April 4, 2007 – The City Manager met with the Superintendent of Schools and asked that the six potential measures identified previously by the City be reconsidered.
- May 17, 2007 – The City received a response from the School District agreeing to implement a variety of the measures.
- June 12, 2007 - The City Council directed staff to implement turn restrictions and parking restrictions in the vicinity of PVHS. Additionally, staff is directed to obtain proposals from traffic engineering firms for the design of an RPZ.
- July 10, 2008 – The City Council approved a contract with Katz Okitsu Associates, a traffic engineering firm, to develop the technical portion of an RPZ.
- August 1, 2007 - A scoping meeting was held at PVHS to receive public input on the design of the RPZ. Notices were sent to 500 residents near PVHS.
- On November 15, 2007 the preliminary design for the RPZ was presented to the Traffic Safety Committee and the public at a meeting held at PVHS.
- December 12, 2007 - The Traffic Safety Committee formally reviewed the preliminary design. They approved the following “technical” components of the RPZ:
  - The RPZ will include residences one block from the school.
  - The hours of the restrictions north of the school will be Monday through Friday, 8 am until 3 pm.
  - The hours of the restrictions south of the school will be Monday through Saturday, 8 am until 5 pm.
  - Residences within the zone could voluntarily obtain two stickers to exempt two vehicles from the parking restrictions.
  - Temporary stickers could be issued to residences within the RPZ for special events.
- January 22, 2008 – The City Council approves the technical components of the RPZ as approved by the Traffic Safety Committee. The Council also approves the entire RPZ program including balloting procedures, costs, and process for modification.
- January 31<sup>st</sup>, 2008 – Staff sends ballots to all 154 residences within the RPZ zone. The due date for returning the ballots to City Hall is February 29, 2008.

The streets within the zone are highlighted on the following exhibit:



### Discussion

The ballots were opened on March 3<sup>rd</sup>, 2008. Out of the 154 ballots sent to residents, 137 were returned. Of the 137 returned ballots, 116 were in favor of the RPZ, and 21 were against. The adopted policy requires that 50% of the residents return affirmative votes in order for the RPZ to be approvable by the City Council. This finding can be made as the 50% threshold is 77 affirmative votes. In order to implement the program, Council would need to adopt attached Resolution R08-

06. The Resolution identifies the streets included in the initial one-block RPZ and also includes a tally of the resident votes for the program.

Staff is prepared to implement the RPZ for a start date of Monday April 7<sup>th</sup>, which is date the students return from their spring break. The RPZ would be publicized by the City and by the School District prior to the date.

We recognize that with the implementation of the one-block RPZ there are likely to be impacts in certain second-block areas. However, because it is unknown exactly which street segments will be impacted with added parking, it is necessary for us to perform some additional monitoring to document the current parking patterns prior to implementation of the RPZ. This monitoring is already underway and will serve as a baseline for comparison purposes for additional areas wishing to be added to the initial RPZ. As Council will recall, residents on three additional blocks have submitted petitions to include their blocks in the RPZ. Our recommendation is that we defer consideration of these and any other petitions until one month after the implementation of the RPZ. The process to add these additional blocks remains as previously approved by the City Council and involves (1) submittal of a petition and (2) mailout of a confidential ballot as occurred within the initial one-block RPZ.

Lastly, Council will recall that we are limited in our ability to restrict parking on Paseo Del Mar due to Coastal Commission regulations. Notwithstanding this limitation, we will perform monitoring on Paseo Del Mar for parking impacts and work with the Traffic Safety Committee to develop appropriate remedies after the RPZ goes into effect should it become necessary.

#### Alternatives Available to Council

The following alternatives are available to the City Council:

1. Approve Resolution R08-06 implementing a Residential Parking Permit Zone Program near the Palos Verdes High School campus.
2. Approve Resolution R08-06 implementing a Residential Parking Permit Zone Program near the Palos Verdes High School campus, with modifications.
3. Direct staff to perform additional research and/or modifications to the Residential Permit Parking Zone Program to be presented at a future meeting.
4. Decline to act.

#### Recommendation from Staff

Staff recommends that the City Council approve Resolution R08-06 implementing a Residential Parking Permit Zone Program near the Palos Verdes High School campus.

Staff report prepared by  
Allan Rigg

CITY COUNCIL AGENDA  
MARCH 11, 2008