

**DRAFT MINUTES
CITY COUNCIL MEETING
APRIL 28, 2026**

1. CALL MEETING TO ORDER

MAYOR ZERUNYAN called the meeting to order at 7:00 p.m.

2. SALUTE TO THE FLAG

Led by Los Angeles County Fire Department Community Services Liaison Kaelyn Floyd.

3. ROLL CALL

City Council Members Present: Brown Schachter, Huff, Schmitz, Stegura, Zerunyan

City Council Members Absent: None

City Staff Present: City Manager Greg Grammer
City Attorney Donald M. Davis
Assistant City Manager Alexa Davis
Community Development/PW Director Jeannie Naughton
City Clerk Lauren Pettit
Public Works Manager Kirsten Graham
Assistant to the City Manager Jessica Slawson

4. CEREMONIAL ITEMS

A. PROCLAMATION: DECLARING MAY 2026 "WILDFIRE PREPAREDNESS MONTH"

MAYOR ZERUNYAN proclaimed May 2026 as "Wildfire Preparedness Month," and presented the Proclamation to Los Angeles County Fire Department Community Services Liaison Kaelyn Floyd, who announced the upcoming annual brush clearance inspections as well as the upcoming Fire Service Day at Fire Station 106 on May 9.

B. PROCLAMATION: DECLARING MAY 2026 "OLDER AMERICANS MONTH"

MAYOR ZERUNYAN proclaimed May 2026 as "Older Americans Month."

5. CONSENT CALENDAR

The following routine matters will be acted upon by one vote to approve with the majority consent of the City Council. There will be no separate discussion of these items unless good cause is shown by a member prior to the roll call vote. (Items removed will be considered under New Business.)

COUNCIL MEMBER STEGURA moved, seconded by MAYOR PRO TEM SCHACHTER, TO APPROVE CONSENT CALENDAR ITEMS 5A-H AS FOLLOWS BY THE FOLLOWING ROLL CALL VOTE:

AYES: Brown Schachter, Huff, Schmitz, Stegura, Zerunyan
ABSENT: None

A. READING OF ORDINANCES AND RESOLUTIONS

APPROVED.

B. DEMANDS AND WARRANTS OF MARCH & APRIL 2026

APPROVED WARRANTS 69436 THROUGH 69617 IN THE AMOUNT OF \$2,154,155.50; AND SUPPLEMENTAL WARRANTS 030426 THROUGH 030526; 040126 THROUGH 040526; IN THE AMOUNT OF \$345,804.37 FOR A GRAND TOTAL AMOUNT OF \$2,499,959.87 WITH PROPER AUDIT.

C. SCHEDULE OF INVESTMENTS REPORT OF MARCH 2026

RECEIVED AND FILED.

- D. REVENUE AND EXPENDITURE REPORT OF MARCH 2026

RECEIVED AND FILED.

- E. PLANNING COMMISSION MINUTES OF APRIL 6, 2026

RECEIVED AND FILED.

- F. ENVIRONMENTAL ADVISORY COMMITTEE MINUTES OF APRIL 8, 2026

RECEIVED AND FILED.

- G. CITY COUNCIL MINUTES OF APRIL 14, 2026

REVIEWED AND APPROVED.

- H. EQUESTRIAN COMMITTEE MINUTES OF APRIL 15, 2026

RECEIVED AND FILED.

6. PUBLIC COMMENT / PUBLIC PRESENTATIONS

None.

7. PUBLIC HEARINGS

None.

8. NEW BUSINESS

- A. SECOND READING AND ADOPTION OF ORDINANCE NO. 761 - AMENDING AND RESTATING CHAPTER 13.08 (SEWER SERVICE SYSTEM) OF THE ROLLING HILLS ESTATES MUNICIPAL CODE

Recommendation: That the City Council hold the second reading and adopt proposed Ordinance No. 761 amending and restating Municipal Code Chapter 13.08 (Sewer Service System).

Community Development & Public Works Director Naughton provided a staff report (as per the agenda material).

Public comment was invited in-person in the Council Chamber, via email and via eComment. No public testimony was received.

COUNCIL MEMBER SCHMITZ moved, seconded by COUNCIL MEMBER HUFF, TO APPROVE AS FOLLOWS BY THE FOLLOWING ROLL CALL VOTE:

ADOPT PROPOSED ORDINANCE NO. 761 AMENDING AND RESTATING MUNICIPAL CODE CHAPTER 13.08 (SEWER SERVICE SYSTEM).

AYES: Brown Schachter, Huff, Schmitz, Stegura, Zerunyan
ABSENT: None

City Clerk Pettit read Ordinance 761 by title.

- B. REQUEST TO ENTER INTO AN AMENDED "MEASURE M FUNDING AGREEMENT MULTI-YEAR SUB REGIONAL PROGRAM" WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA)

Recommendation: That the City Council authorize the City Manager to execute an amendment to the Measure M Funding Agreement (Amendment No. 2) Multi-Year Sub Regional Program, with the Los Angeles County Metropolitan Transportation Authority (LACMTA), in the grand total amount of \$4,480,252.

Public Works Manager Graham provided a staff report (as per the agenda material).

Public comment was invited in-person in the Council Chamber, via email and via eComment. No public testimony was received.

COUNCIL MEMBER SCHMITZ moved, seconded by COUNCIL MEMBER HUFF, TO APPROVE AS FOLLOWS BY THE FOLLOWING ROLL CALL VOTE:

AUTHORIZE THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE MEASURE M FUNDING AGREEMENT (AMENDMENT NO. 2) MULTI-YEAR SUB REGIONAL PROGRAM, WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA), IN THE GRAND TOTAL AMOUNT OF \$4,480,252.

AYES: Brown Schachter, Huff, Schmitz, Stegura, Zerunyan
ABSENT: None

C. PERSONNEL RESOLUTION UPDATE

Recommendation: That the City Council approve Resolution No. 2621 amending the City's authorized position plan to authorize one Accountant position to support an upcoming transition within the Administrative Services Department, and to remove two part-time Office Assistant positions and add one full-time Office Assistant position to align staffing with current operational needs and maintain continuity in administrative support functions.

Assistant City Manager Davis provided a staff report (as per the agenda material).

Assistant City Manager Davis explained that previously, two part-time positions ensured coverage for the front office. However, following the City Hall remodel, the more open layout now allows multiple staff members to assist with front office coverage for the public, in response to MAYOR PRO TEM SCHACHTER.

Public comment was invited in-person in the Council Chamber, via email and via eComment. No public testimony was received.

COUNCIL MEMBER STEGURA moved, seconded by MAYOR PRO TEM SCHACHTER, TO APPROVE AS FOLLOWS BY THE FOLLOWING ROLL CALL VOTE:

APPROVE RESOLUTION NO. 2621 AMENDING THE CITY'S AUTHORIZED POSITION PLAN TO AUTHORIZE ONE ACCOUNTANT POSITION TO SUPPORT AN UPCOMING TRANSITION WITHIN THE ADMINISTRATIVE SERVICES DEPARTMENT, AND TO REMOVE TWO PART-TIME OFFICE ASSISTANT POSITIONS AND ADD ONE FULL-TIME OFFICE ASSISTANT POSITION TO ALIGN STAFFING WITH CURRENT OPERATIONAL NEEDS AND MAINTAIN CONTINUITY IN ADMINISTRATIVE SUPPORT FUNCTIONS.

AYES: Brown Schachter, Huff, Schmitz, Stegura, Zerunyan
ABSENT: None

City Clerk Pettit read Resolution No. 2621 by title.

9. OLD BUSINESS

None.

10. CITY ATTORNEY ITEMS

None.

11. CITY COUNCIL / REGIONAL COMMITTEE REPORTS

COUNCIL MEMBER STEGURA will be attending the first meeting of the South Bay Housing Trust this Thursday, as well as Palos Verdes Peninsula Transit Authority Board meeting tomorrow night.

MAYOR PRO TEM SCHACHTER announced that COUNCIL MEMBER STEGURA was elected as Chair of Palos Verdes Transit Authority Board at the last meeting.

MAYOR ZERUNYAN attended the Los Angeles County Sanitation District Board meeting last week.

12. MAYOR AND COUNCIL ITEMS

A. MAYORAL ROTATION POLICY

Recommendation: That the City Council review the proposed Policy, suggest any revisions, and approve the Policy (as it may be revised).

City Attorney Davis provided a staff report (as per the agenda material).

COUNCIL MEMBER STEGURA and HUFF stated they are in favor of the policy change, with COUNCIL MEMBER HUFF noting that most people elected to Council have previous public service experience on the City’s Commissions and Committees.

Public comment was invited in-person in the Council Chamber, via email and via eComment. No public testimony was received.

MAYOR PRO TEM SCHACHTER moved, seconded by COUNCIL MEMBER STEGURA, TO APPROVE AS FOLLOWS BY THE FOLLOWING ROLL CALL VOTE:

ADOPTED THE PROPOSED MAYORAL ROTATION POLICY.

AYES: Brown Schachter, Huff, Schmitz, Stegura, Zerunyan
ABSENT: None

13. CLOSED SESSION

None.

14. ADJOURNMENT

MAYOR ZERUNYAN adjourned the meeting at 7:29 p.m. to Tuesday, May 12, 2026, at 7:00 p.m. for the purpose of a regular City Council meeting.

Submitted by,

Approved by,

Lauren Pettit, City Clerk

Frank V. Zerunyan, Mayor