MINUTES OF
A REGULAR MEETING
OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, JANUARY 13, 2020

1. CALL TO ORDER

A regular meeting of the City Council of the City of Rolling Hills was called to order by Mayor Mirsch at 7:00p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

2. ROLL CALL

3 PRESENTATION

RECOGNITION BY THE CITY COUNCIL OF THE CITY OF ROLLINGS HILLS FOR THE EXCELLENT VOLUNTEER WORK BY LEAD BLOCK CAPTAIN ARLENE AND GENE HONBO ON RE-ESTABLISHING THE BLOCK CAPTAIN PROGRAM AND THEIR EFFORTS ON WILDFIRE MITIGATION.

PLEDGE OF ALLEGIANCE

Councilmembers Present:	Mayor Mirsch, Pieper, Dieringer, Black Wilson.
Councilmembers Absent:	None.
Others Present:	Elaine Jeng, P.E., City Manager.
	Meredith Elguira, Planning and Community Services Director
	Yohana Coronel, City Clerk
	Michael Jenkins, City Attorney
	Alfred Visco, 15 Cinchring Road
	Jay Ahluwalia, Storm Properties
	Michael Stroh, Architect for 13 Eastfield

4. OPEN AGENDA - PUBLIC COMMENT WELCOME

City Attorney Michael Jenkins arrived at 7:13p.m.

Alfred Visco, 15 Cinchring Road, reported that it was his understanding that Rancho Palos Verdes had about three hundred thousand dollars to remove Acacia and Mustard, which brings their total to five hundred thousand over their normal budget to cover ninety acres. He stated that he hoped the City would talk to the Land Conservancy about finishing off along the border. He doesn't feel they cleared the vegetation properly. He stated that the Finley Truck broke down in front of his home so he knows they were present and hoped they removed the Acacia that they cut and dropped. Mr. Visco also reported hearing a lot of chainsaws and chippers but could not accurately see what was being removed.

Mayor Mirsch thanked Mr. Visco for his comments.

5. CONSENT CALENDAR

Matters which may be acted upon by the City Council in a single motion. Any Councilmember may request removal of any item from the Consent Calendar causing it to be considered under Council Actions.

A. MINUTES – REGULAR MEETING OF OCTOBER 14, 2019, REGULAR MEETING OF OCTOBER 28, 2019, REGULAR MEETING OF NOVEMBER 12, 2019, AND REGULAR MEETING OF NOVEMBER 25, 2019.
RECOMMENDATION: APPROVE AS PRESENTED

B. PAYMENT OF BILLS.
RECOMMENDATION: APPROVE AS PRESENTED

C. FINANCIAL STATEMENT FOR THE MONTH OF NOVEMBER 2019.

RECOMMENDATION: APPROVE AS PRESENTED

D REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR NOVEMBER 2019.
RECOMMENDATION: APPROVE AS PRESENTED

E. CITY COUNCIL PREFERRED VENDORS LIST FOR 2020.
RECOMMENDATION: APPROVE AS PRESENTED

F. CITY COUNCIL MEETING DATES FOR CALENDAR YEAR 2020.
RECOMMENDATION: APPROVE AS PRESENTED

G. CITY COUNCIL BUDGET CALENDAR FOR FY 2020-2021.
RECOMMENDATION: APPROVE AS PRESENTED

H. DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.
RECOMMENDATION: APPROVE AS PRESENTED

Councilmember Dieringer requested pulling Consent Item 5A for further review and bringing them back for the next City Council meeting.

Mayor Mirsch requested pulling Consent Item 5C and 5F for further discussion.

Mayor Pro Tem Pieper moved that the City Council approve consent items 5B, 5D, 5E, 5G and 5H as presented. Councilmember Black seconded the motion. The motion passed unanimously by voice vote.

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper, Dieringer, and Black.
NOES: COUNCILMEMBERS: None.
ABSENT: COUNCILMEMBERS: Wilson.
ABSTAIN: COUNCILMEMBERS: None.

Item 5C

Mayor Mirsch asked the Council if they found the report of the financial report beneficial and if they liked the current format. She stated that when she reads the report, she is not able to see how the City is trending for the year.

Councilmember Black stated that he does not like monthly reports and does not find it helpful. However he could see how other readers, who do not sit on the Budget Committee meetings, might find the monthly reports useful.

Mayor Pro Tem Pieper suggested asking Finance Director Terry Shea if there is a better way to present the information.

City Manager Jeng asked the Council what information they would like to see.

Councilmember Dieringer requested to see what formats other Cities use to present their financial statements.

City Manager Jeng asked the Council for clarification as to what information they would like to see on the financial reports. If the Council would like to see a trend of revenues, she can direct the Finance Director to present the information in that way. She expressed that it was a good idea to define what the Council would like to see in terms of financial data.

Councilmember Black stated he prefers graphs. He recalls requesting from the Finance Director during their finance meeting to include graphs (for expenditures, receipts, fund balances, pension obligations, and OPEC) when presenting budget information.

Mayor Mirsch requested bringing the item back for future discussion.

Item 5F

Mayor Mirsch requested to finalize the meeting date for the second meeting in May. She understands that given the Memorial Day Holiday, some Councilmembers may have a preference for when to hold the meeting. She asked that the Council finalize the date to Tuesday, May 26, 2020. She further inquired about setting a meeting date for the month of December 2020 and asked if the Council was open to meeting on December 21st, 2020.

Councilmember Dieringer stated that there should be a manner by which to avoid having a big agenda in the month of January because no meetings are scheduled for the month of December. She suggested scheduling a meeting on the third Monday of the month of December.

City Manager Jeng suggested moving the Annual Holiday Party that occurs on the second Monday of the month or scheduling a meeting on December 21st, 2020.

Mayor Pro Tem Pieper stated that we should leave the Annual Holiday Party as is and suggested scheduling a meeting any other Monday in the month of December.

Discussion ensued among the Council and it was suggested that staff bring back the item in June so the Council can pick a date. It was decided that the City Council would schedule a Council meeting on the first Monday, December 7th, 2020.

Mayor Pro Tem Pieper moved that the City Council approve consent items 5F with amended dates. Councilmember Dieringer seconded the motion. The motion passed unanimously by voice vote.

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper, Dieringer, and Black.
NOES: COUNCILMEMBERS: None.
ABSENT: COUNCILMEMBERS: Wilson.
ABSTAIN: COUNCILMEMBERS: None.

6. COMMISSION ITEMS

A. CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-16 FROM THE PLANNING COMMISSION GRANTING APPROVAL OF A LOT LINE ADJUSTMENT BETWEEN FOUR PARCELS ALONG STORM HILL LANE IN ZONING CASE NO. 949, (STORM PROPERTIES, INC.).

Planning and Community Services Director Meredith Elguira gave an overview of the Lot Line Adjustment between four parcels along Storm Hill Lane with a PowerPoint presentation. On November 19, 2019 the Planning Commission adopted Resolution Number 2019-16 granting a lot line adjustment between four parcels along Storm Hill Lane. The parcels were originally created by a subdivision of 67.9 acres of two lots into 4 parcels. Parcel Map No. 26356 was recorded in 2005. The lot line adjustment application project is considered a minor lot line adjustment that will not result in the creation of new parcels and will qualify as an exemption to CEQA review. She proceeded to review the lot sizes via the PowerPoint presentation. She pointed out that the upper left corner lot is developed as a single-family residential and the remaining three lots are vacant. She noted that the applicant was present if the Council had any questions.

Mayor Mirsch asked if the Council had any questions.

Councilmember Black stated that in reviewing the project he noticed that the applicant was required to place sewers and inquired as to who had placed that requirement.

Planning Director Elguira stated that it was a condition for approval in case there is ever the potential of having sewer service available to that site, the infrastructure is already in place to connect to it.

City Attorney Michael Jenkins stated that since this project has been given a condition, there can be no discussion about removing it but advised the Council that they can discuss how other projects be conditioned.

City Manager Elaine Jeng informed the Council that the State has its own on-site waste water treatment policy (OWTS). She reminded the Council how they did not have to have their residents get a permit through the State because the County came in with their Local Area Management Plan (LAMP). The Council approved to join LAMP which requires, going forward, that if the City has a development project close to 200 feet from an existing sewer line, the City will have to require that particular project to hook up to the existing sewer line.

City Attorney Jenkins suggested to the Council that they hear Commission Items 6A and 6B concurrently since it is the same property, before taking action on either item.

B. CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-17 FROM THE PLANNING COMMISSION GRANTING APPROVAL FOR GRADING FOR A NEW ROAD TO SERVE PROPERTIES ON STORM HILL LANE; AND ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM IN ZONING CASE NO. 950, (STORM PROPERTI ES, INC.).

Planning and Community Services Director Meredith Elguira informed the Council that this was the second part of the proposed project which requires a mitigated negative declaration and mitigation monitoring and reporting program and gave some background of the project. As stated earlier this division subdivision was approved back in 2005. In 2018 the project came back for a lot line adjustment, along with a road grading request. The four lots were reconfigured which created a shorter road and a new alignment, and with the road grading, it required a new environmental assessment. A lot line adjustment and a mitigated negative declaration was approved by the Planning Commission. The proposed project was also approved by the Traffic Commission for the wider driveway. The applicant also recently came in to request an extension of their schedules A-E, which is part of their Development Agreement because they had to prepare an environmental document. At the Planning Commission meeting questions were raised with regard to utility and fire hydrants and whether they were going to be stubbed out. A resident asked a question about view protections and how their views were going to change along with their privacy. The Planning Commissioners responded to individual concerns. She proceeded to review the lots via a PowerPoint presentation.

Mayor Mirsch opened the item for public comment.

Alfred Visco, 15 Cinchring Road, commented that many years ago when his lot was subdivided, they created what is now called Private Cinchring, which is a private driveway for parcels that were subdivided out of the original three parcels. In his review of past minutes with regard to his parcel, there was no agreement put into place as to who would maintain Private Cinchring, so no one has done repair to the road. He can anticipate a disagreement among the residents about who will have to repair the private road when needed. He urged the Council or the Planning Department to require a definitive mutual agreement among the parcels in order to maintain the private driveway when new residents come in.

Jay Ahluwalia, Storm Properties, thanked everyone for their time and for reviewing his project. He stated that the intention of the lot line adjustment was to reduce the amount of grading and reduce the amount of dirt that needed to be moved which was really helpful from his perspective. He mentioned that the project is also being reviewed by the RHCA, which has also approved the project with some conditions, subject to the City Council approvals. He reported that the driveway is not shared and it is private to the homeowner. He reported that the one year extension is needed because they are still under review with the County.

Councilmember Dieringer stated that she noticed that the applicant had done a mitigated negative declaration consisting of several hundred pages, which was completed in August 2019, but she unfortunately did not have an opportunity to review it because she did not have cell service when the question from the City Staff came to her as to how she would prefer to receive the report. She further stated that she prefers to review reports and make sure that she has a full understanding before she votes. She understands the applicant's deadlines, however she read in the staff report that the applicant's consultant prepared an initial study that determined that the project would have significant environmental effects. There was no further explanation given but that the mitigation measures that were developed by this consultant would diminish these potential environmental effects, none of which was explained. She stated that she did not feel prepared to rule on this item and would prefer that the item come back on the next meeting so she can have the time to review it.

Jay Ahluwalia responded that the impacts that the reports stated is mostly grading related. Anytime grading is done on a street, by default, the result is stated as a significant impact because you are disturbing something. He stated that the mitigated measures are all normal measure, for instance water the dirt down; manage the dirt. They had an archeologist on site to monitor during any excavation. He also mentioned that most reports state a significant impact, then the mitigation measures come in and the reports the change to less than significant issues. He reported to the Council that all mitigated measures have been reviewed and approved by the City and have been in the past.

Planning Director Elguira added that she would be happy to provide the Council with a summary of potential impacts. She proceeded to give a quick overview and stated that, in the initial study, it was found that biological resources, geology soils, cultural resources and land use would have some sort of impact, unless it was mitigated. The proposal was that, for example, for biology, in order to mitigate any potential impacts, it was determined that during nesting season and if a butterfly (the PV Blue Butterfly) was found on site, they would have to phone a biologist in order to ensure no work is being conducted during nesting season. That is how biological resources were mitigated. She stated that it's typical of projects in Rolling Hills or anything along the hills to have cultural resources, which would require monitors to be needed on site. For cultural resources, a monitor would need to be on site if remains or artifacts were discovered. They can then curate them per state code and survey the parcel. For geology and soil resources, there was a blue stream, that straddled the site, but it presented no problem. She continued to provide other details and inform the Council how other potential impacts were proposed to be mitigated. She reported that staff would continue to monitor the project and make sure the applicant complies with mitigations.

Councilmember Black moved that the City Council receive and file Resolution Number 2019-16 and Resolution Number 2019-17. Pro Tem Pieper seconded the motion. The motion passed by voice vote.

AYES:	COUNCILMEMBERS:	Mayor Mirsch, Pieper, and Black.
NOES:	COUNCILMEMBERS:	None.
ABSENT:	COUNCILMEMBERS:	Wilson.
ABSTAIN:	COUNCILMEMBERS:	Dieringer.

C. CONSIDERATION TO RECEIVE AND FILE RESOLUTION 2019-18 FROM THE PLANNING COMMISSION GRANTING APPROVAL FOR THE CONSTRUCTION OF A 1,789 SQUARE FOOT HOUSE ADDITION AND 324 SQUARE FOOT GARAGE ADDITION, AND TO ATTACH AN EXISTING 978 SQUARE FOOT GUEST HOUSE TO THE RESIDENCE FOR A TOTAL OF 7,519 SQUARE FOOT RESIDENCE AND 1,030 SQUARE FOOT GARAGE AND GRADING OF 50 CUBIC YARDS OF DIRT; AND A CONDITIONAL USE PERMIT TO CONSTRUCT A 799 SQUARE FOOT GUEST HOUSE IN ZONING CASE NO. 960 AT 13 EASTFIELD DRIVE (BIRKETT).

Planning Director Elguira gave an overview of the construction project on 13 Eastfield Drive. The Planning Commission at their December 09, 2019 meeting adopted Resolution Number 2019-18 granting a Site Plan approval for a substantial addition to a residence for a total of 7,516 square foot home with 1,030 square foot garage, with 50 cubic yards of grading and a Conditional Use Permit to construct a new 799 square foot guest house. The project is consistent with the goals and policy of the General Plan and it preserves the existing terrain and surrounding vegetation. During the field trip with the Planning Commission, one of the Commissioners brought up a concern with regard to the proximity to the Bridle Trails. The proposed project is outside of the setback requirements. The setup of the back house was another concern expressed but the architect clarified it by stating that the guest house alignment is centered to the pool. She proceeded to compare the existing and proposed project via a PowerPoint presentation.

Councilmember Dieringer asked why the PowerPoint presentation was not part of the staff report.

Planning Director Elguira responded that it was just for presentation purposes. She also informed the Council that the applicant was present to answer any question the Council may have.

Michael Stroh, Architect for 13 Eastfield, gave an overview of the expectations the Birkett's had for their project. He also stated that he was happy to answer any questions the Council may have.

Councilmember Dieringer asked if any other issues were expressed by the Planning Commission.

Mr. Stroh, stated that one of the Planning Commissioners expressed an interest in where the house was in relation to the Western Bridle Trails. It was confirmed that the project is not going any closer than where the existing guest house currently is. The impact to the Bridle Trails remains as it was before.

Mayor Mirsch stated that this issue was addressed during the site visit.

Mayor Pro Tem Pieper moved that the City Council receive and file Resolution Number 2019-18 from the Planning Commission as presented. Councilmember Black seconded the motion. The motion passed unanimously by voice vote.

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper, Dieringer, and Black.
NOES: COUNCILMEMBERS: None.
ABSENT: COUNCILMEMBERS: Wilson.
ABSTAIN: COUNCILMEMBERS: None.

7. PUBLIC HEARINGS

NONE.

8. OLD BUSINESS

A. CONSIDERATION AND APPROVAL TO AWARD A CONSTRUCTION CONTRACT TO PCI FOR THE FY 2019-2020 TRAFFIC SIGNING, STRIPING, AND PAVEMENT MARKING PROJECT FOR AN AMOUNT OF $40,479.50 FOR WORK INCLUDED IN SCHEDULE A.

City Manager Jeng gave an overview of the project and timeline of the bid process. She informed the Council that staff had reached out to the Los Angeles County Public Works Department, Maintenance Division to inquire about the cost to complete the striping project. The County stated that they were aware that the City had gone out to bid for the project and that they were not interested in participating in the bidding process. After further discussion, it was concluded that the County was willing to provide pricing for bid scheduling. City Manager Jeng informed the Council that the project consisted of two separate bid schedules and proceeded to give a quick recap of the scope of work and the cost in Schedule A and Schedule B. She informed the Council that the County also provided a predicted time of the completion of work which turned out to be June 30, 2020. This is because the City would have to wait for its turn in the County's queue. PCI said that from the time of the contract execution, they are obligated to perform the job before a 30 day working period. Staff is recommending to award the Contract to PCI for Schedule A.

Councilmember Dieringer asked if the City asked for a cost estimate first from the County before doing any competitive bids.

City Manager Jeng stated that she had not asked for a written request as to the procedures of the County and how they conduct business. She informed the Council that the request for bid scheduling was done on a staff level and she made it clear to the County that the City was asking for service, which they had a choice between accepting or declining.

Councilmember Dieringer stated that this may need to be addressed in the future with a Los Angeles County Supervisor to obtain pricing from the County before we so competitive bids.

City Attorney Michael Jenkins, stated that City Manager Jeng had a good idea of asking the RHCA to take on the entire project when it came to repaving the roads. There is a gap in completion of work, when the roads are resurfaced by the RHCA and when the City does the striping. He recommended that the City Council direct staff to have a conversation with the RHCA and figure out a way to come up with a trade; where the RHCA takes on the entire project (resurfacing of roads, pavement, asphalt, and striping) and that the City can pick up something else in exchange.

He stated that if the Council wants the striping done he recommends that the Council approve the item before them.

Mayor Pro Tem Pieper moved that the City Council approve Schedule A as presented. Councilmember Dieringer seconded the motion and the motion passed unanimously by voice vote as follows:

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper, Dieringer, and Black.
NOES: COUNCILMEMBERS: None.
ABSENT: COUNCILMEMBERS: Wilson.
ABSTAIN: COUNCILMEMBERS: None.

Councilmember Pat Wilson arrived at 8:18p.m.

9. NEW BUSINESS

A. CONSIDER AND APPROVE A CONTRACT AMENDMENT WITH ROGERS, ANDERSON, MALODY, AND SCOTT, LLP TO PROVIDE FINANCIAL DATE ENTRY SERVICES FOR A MAXIMUM FEE OF $26,750.00.

Finance Director Terry Shea gave an overview of the contract amendment. He stated that with the City's old software program Fund Balance, the Finance Department was only able to access current year data and one previous fiscal year. In addition, the software was no longer supported by Tyler Technologies and was always crashing. Rogers, Anderson, Malody and Scott, LLP issued a Request for Proposal (RFP) for a new accounting software and through that process, purchased Abila MIP Fund Accounting (MIP), which is cloud based. With MIP the Finance Department can now access the data from all the years that are recorded and run reports as well. They have begun entering financial data on July 1, 2019 into MIP. He proceeded to explain what data staff would be entering in the new software and stated that they would go back five years.

Mayor Mirsch asked if there was a program that could be used to enter the data as oppose to manually entering the data.

Finance Director Shea stated that the first three years are gone and cannot be accessed in the old system, only the current and last year are accessible. This is the reason why the system is being discarded. He also stated that he has spoken to the City's Information Technology Department and they informed him that even with a program, there would still be data entry, which they predict would take up the same time but the details with regard to accounts payable checks would be lost.

Mayor Pro Tem Pieper asked why five years of data was needed. He suggested only entering the current data and the last two years.

Finance Director Shea said that when it was initially discussed it was decided that five years of data would be saved. He proceeded to explain that it was at the pleasure of the Council how far back data should be saved, if any.

Mayor Pro Tem Pieper asked how far back did the City needed to go. He stated that with his business, he has saved old data and no one has ever requested to view the data.

City Manager Jeng stated that according to the retention policy the City needs to save five years of data going forward.

Mayor Pro Tem Pieper suggested entering the current data only in order to have some cost savings. He inquired if it was really worth saving the data.

City Manager Jeng stated that when projects come up, for example the striping project and staff or the Council want to compare what the City pays the County versus a Contractor, which is when the information is needed. If that information is not entered, staff would then have to search for the information manually. It is a practice that is often done with projects. She reminded the Council it was their decision to make.

Finance Director Shea suggested only keeping two years of data. He also informed the Council that the internal data computer records need to be kept forever.

Councilmember Wilson inquired if there was a price difference between going back two years as opposed to five years.

Finance Director Shea replied no, each year is a separate quote.

Councilmember Dieringer asked if an extra charge would apply if the Council required two years of data.

Finance Director Shea replied no, the two years is included in the quote.

Mayor Pro Tem Piper suggested only saving the project data, for example, past striping project, instead of the water and light bill data.

Finance Director Shea answered that he is obligated to give a balanced audit report. He must provide a complete and accurate record of what the City has done.

City Manager Jeng asked Finance Director Shea for clarification as to what data is currently saved and what data will be saved. It was her understanding that data from July 31, 2019 and thereafter is currently entered in the new system. From the Fund Balance system electronic data for the two prior years.

Finance Director Shea answered yes and said that the last two years from Fund Balance must still be converted and reconciled. He predicted the cost comes to about four to five thousand dollars.

Mayor Pro Tem Pieper moved that the City Council approve going back two years for the data entry. Councilmember Wilson seconded the motion and the motion passed unanimously by voice vote as follows:

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper, Black and Wilson.
NOES: COUNCILMEMBERS: Dieringer.
ABSENT: COUNCILMEMBERS: None.
ABSTAIN: COUNCILMEMBERS: None.

B. CONSIDER AND APPROVE STRATEGIC WORKSHOP AGENDA.

City Manager Jeng gave a quick overview of the proposed agenda. She reminded the Council of their previous approval to hold a strategic planning workshop on Saturday, January 25th, 2020 at 10am-1pm at City Hall. She stated that the meeting would start with a visual presentation from her as well as the Finance Director, she will then cover some general information about the City, followed by each Councilmember sharing his/her priorities for the next two to three years. Discussion will follow with development of consensus about priorities for the next two fiscal years. Then staff will try and translate those priorities into action items, record them and bring those action items on the next City Council meeting, on January 27, 2020.

Mayor Mirsch asked when the City Manager would like the Council's input.

City Manager Jeng answered she would like the Council's input prior to the 25th of January.

The City Council unanimously approved the Strategic Workshop Agenda.

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper, Dieringer, Black, and Wilson
NOES: COUNCILMEMBERS: None.
ABSENT: COUNCILMEMBERS: None.
ABSTAIN: COUNCILMEMBERS: None.

11. MATTERS FROM STAFF

A. RECEIVE AND FILE 2019 FOURTH QUARTER REPORT ON FIRE FUEL ABATEMENT ENFORCEMENT CASES.

Planning Director Elguira gave an overview of the 2019 Fourth Quarter Report on Fire Fuel Abatement Enforcement Cases. She stated that the fourth quarter covers the month of October through December of 2019. During this period, there was a report of 21 Fire Fuel Abatement violations, and 35 fire fuel violations cases closed. 10 new complaints were reported, unrelated to vegetation. In total there are 39 open cases, 21 of those 39 are vegetation cases.

Councilmember Wilson asked if the reason for more cases being reported is because there is more staff available.

Planning Director Elguira replied that staff is going around the City and surveying, and residents are also observing and reporting.

City Manager Jeng stated that the RHCA used to receive complaints from the community, which would lead them to generate their own letter with regard to fire fuel and dead vegetation. But unfortunately the RHCA does not have any enforcement power. City Manager Jeng suggested to have the RHCA Manager forward those complaints to the City, so when the resident receives a letter about fire fuel and/or vegetation, there is no confusion as to whom they should respond. This suggestion lead to a Board member requesting a copy of the City's enforcement log, so the City has been sharing that information with the RHCA.

Councilmember Dieringer asked if the cases could be written in the case log in order of the date of when the complaint was filed. The log should highlight the open cases, so that it would be clear to see which are still pending. Then alphabetized by street name, if there are multiple complaints filed on the same date. She found it difficult to read the case log in its current format.

Councilmember Wilson asked about the proximity of the complaints. He noticed that most of the cases are next door to each other and wondered if it was the case of a neighbor-to-neighbor complaint or does the inspector notice violations on adjacent properties and log those as well.

Planning Director Elguira replied that it could be both. The complaints are coming from the Code Enforcement Officer and from residents.

Alfred Visco, 15 Cinchring Road, pointed out that on the active vegetation cases, item number 5, page 290, the property (16 Cinchring Road) is tenant occupied and it was his belief that the owners were in Japan. He suggested getting the contact information from the RHCA. He also asked for an update on the 7 Ranchero property. It was his understanding that there may be a permit required by Fish and Wildlife to remove dead vegetation and Acacia on 4-plus acres.

Planning Director Elguira stated that she could provide him with an update. She stated that staff is waiting to hear back from Fish and Wildlife but that the property owner is ready to move forward and has signed a five year contract with his landscape maintenance crew to clear the site. She also informed Mr. Visco that she reached out to Fish and Wildlife to see if there was a way to expedite their request since Rolling Hills is a high fire hazard zone but was told that the City must wait its turn.

Out of Order

10. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

Councilmember Dieringer asked when the font of the new agenda would be fixed to a larger print. She also requested getting the agenda materials earlier than Friday. She also requested getting more voluminous reports and attachments sent in advance in order to have more time to review them.

City Manager Jeng stated that she and staff are trying to publish agendas on Wednesdays, prior to the Monday meeting and will try to continue to doing so. She also mentioned that the current agenda was published on Wednesday but troubleshooting was necessary because of the new system being used.

Mayor Mirsch asked to give staff some time to adjust to the new system and if the results are not what Councilmember Dieringer wants, she is welcome to bring the item back for discussion. Mayor Mirsch commented that it was her belief that staff had no control on the work load that came in after the holiday break.

Councilmember Wilson commented that trying to meet a publishing deadline of Wednesday is too aggressive and he is fine with the agenda being published on Thursday.

City Manager Jeng stated that staff would really strive to publish on Wednesdays.

City Clerk Yohana Coronel added that with the new Granicus system in place, publishing an agenda was much easier. She added that meeting the publishing goal of Wednesday and/or Thursday was much more feasible with Granicus being much faster.

Councilmember Dieringer requested to agendize the possibility of changing the ordinance that requires the City Council to respond in 45 days from when a Planning Commission decision is made. She stated that when there are no meetings scheduled, for example the month of December, it puts the Council response time past the 45 days. She asked if an exception could be made, to extend the time for consideration of an item, when needed.

City Attorney Jenkins replied that it was his recollection that when the ordinance was drafted, the Planning Commission meeting once a month was taken under consideration. He stated that projects often take a long time to go through Planning Commission and they wanted to give the Council the opportunity to review the commission item and possibly take jurisdiction of the item. They also wanted to give the applicant the opportunity to appeal if the Council did not take jurisdiction. The Council could change the ordinance, if it decides to do so, however, he cautioned that if more time is given, more delays will occur when trying to get a project approved. It would be possible to take a closer look at how the current process works and see if there is a possibility to extend the time for consideration of an item. Another consideration would be, if it's a quasi-judicial action, and if there is no legislative action associated with or subject to the permit streamlining act, the City must keep the existing deadline in place. The permit streamlining act applies unless there is an actual appeal of the City Council, which then renders the deadline no longer applicable.

Councilmember Black stated he is not interested in extending the time to consider an item.

Councilmember Dieringer requested a copy of the permit streamlining act and copies of charts, like the ones the Council used to receive, that compare the proposed project versus the existing conditions. She also requested engineering plans for projects, Planning Commission minutes, with a report of the project and a statement from the applicant as to why they are requesting said project.

11. ADJOURNMENT

THE MEETING WILL BE ADJOURNED IN MEMORY OF FRANK HILL, FORMER COUNCILMEMBER OF THE CITY OF ROLLING HILLS. HE PASSED AWAY ON DECEMBER 02, 2019.

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 8:59p.m. The next regular meeting of the City Council is scheduled to be held on Monday, January 27, 2020 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

Respectfully submitted,

Yohana Coronel, MBA
City Clerk

Approved,

Leah Mirsch

Leah Mirsch
Mayor