**MINUTES OF
A REGULAR MEETING
OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, MAY 11, 2020**

1. CALL TO ORDER

A regular meeting of the City Council of the City of Rolling Hills was called to order by Mayor Pieper at 7:02p.m. via teleconference.

2. ROLL CALL

Councilmembers participating via teleconference:
Mayor Pieper, Dieringer, Black, Mirsch, and Wilson.
Councilmembers Absent: None.
Others participating via teleconference:
Elaine Jeng, P.E., City Manager.
Meredith Elguira, Planning & Community Services Director.
Yohana Coronel, City Clerk.
Michael Jenkins, City Attorney.
Francesca Wach, 52 Portuguese Bend Road.
John Resich.
Chris Sarabia, Conservation Director for Palos Verdes Peninsula Land Conservancy.
Others participating via written email/public comment:
Alfred Visco.

3. OPEN AGENDA

Alfred Visco thanked the City for following up with the owner of 17 Cinchring Road about the abatement of dead vegetation. He inquired about when the detailed mapping of dead vegetation will be available from Mr. Sarabia. He also suggested that the Land Conservancy should prepare a proposal to clear dead vegetation and Acacias in Paint Brush Canyon along the Rolling Hills and Nature Preserve border.

4. 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 FEBRUARY 10, 2020, REGULAR MEETING OF FEBRUARY 24, 2020, REGULAR MEETINF OF MARCH 09, 2020, REGULAR MEETING OF MARCH 23, 2020, SPECIAL MEETING OF MARCH 30, 2020, JOINT STUDY SESSION WITH THE PLANNING

COMMISSION AND CITY COUNCIL APRIL 13, 2020 AND REGULAR MEETING OF APRIL 27, 2020.
RECOMMENDATION: APPROVE AS PRESENTED

B. PAYMENT OF BILLS.
RECOMMENDATION: APPROVE AS PRESENTED

C. CONSIDER AND APPROVE UPDATED CITY COUNCIL COMMITTEE ASSIGNMENTS.
RECOMMENDATION: APPROVE AS PRESENTED

D. SOUTHERN CALIFORNIA EDISON ROLLING HILLS 2020 RELIABILITY REPORT.
RECOMMENDATION: STAFF RECOMENDS THAT THE CITY COUNCIL RECEIVE AND FILE THE SOUTHERN CALIFORNIA EDISON ROLLING HILLS 2020 CIRCUIT RELIABILITY REPORT.

Mayor Pro Tem Dieringer requested to pull consent items 4A and 4C.

Mayor Pro Tem Dieringer moved that the City Council approve consent items 4B and 4D as presented. Councilmember Wilson seconded the motion. The motion passed by voice vote as follows:

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

**Councilmember Black reported to the meeting at 7:12 p.m. due to technical difficulties.*

Item 4A

Mayor Pro Tem Dieringer requested to move the minutes submitted for approval to the May 26, 2020 City Council meeting to allow time for review.

Item 4C

Mayor Pieper informed the City Council that Councilmember Wilson will be assigned to the Personnel Committee and Mayor Pro Tem Dieringer will serve as an alternate member on the following committees: Los Angeles Sanitation District No. 5, Los Angeles County City Selection Committee and Southern California Association of Governments (SCAG).

Mayor Pro Tem Dieringer requested to serve on committees that address policy and present to the Council. She stated that her preference would be for reappointment to the Fire Fuel Reduction Ad Hoc Subcommittee.

Councilmember Wilson was amenable to transferring his appointment to Mayor Pro Tem Dieringer.

Mayor Pro Tem Dieringer moved that the City Council approve consent item 4C as amended.

Councilmember Wilson seconded the motion. The motion passed by voice vote as follows:

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

**Councilmember Black reported to the meeting at 7:12 p.m. due to technical difficulties.*

5. COMMISSION ITEMS

A. CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2020-03 FROM THE PLANNING COMMISSION GRANTING APPROVAL FOR A VARIANCE REQUEST TO CONSTRUCT A 400 SQUARE-FOOT LAP SWIMMING POOL WITH SPA IN THE FRONT YARD OF AN EXISTING RESIDENCE LOCATED AT 52 PORTUGUESE BEND ROAD.

PCS Director Elguira reported that the project request is for approval to construct a 400 square-foot lap pool with spa in the front yard of an existing residence located at 52 Portuguese Bend Road. She explained that the backyard of the parcel functions as the front entrance to the property due to the irregular shape of the subject lot and geometry of Portuguese Bend Road. The proposed pool and spa are technically located behind the residence but the rear side of the residence faces the front yard and Portuguese Bend Road. The project is categorically exempt under CEQA. It was approved by RHCA on February 19, 2020.

PCS Director Elguira said that Mrs. Luna submitted a letter on April 20, 2020 opposing the project due to a potential view impact. Mrs. Luna also mentioned she did not receive the public notification for the Planning Commission meeting. The item was subsequently rescheduled to May 1, 2020 to meet the public noticing requirements. Mrs. Luna and her son attended the on-site field trip to view the location of the proposed pool. Later that day, Mrs. Luna sent an email withdrawing her opposition to the proposed pool citing that it will not be visible from her property.

PCS Director Elguira reported that Mr. Charlie Raine submitted a letter urging the City and RHCA to have a plan in place to address the adverse impacts caused by stormwater runoff coming from new projects that increase impermeable surface areas. He also mentioned that the public notice listed the wrong day.

To address the notification issue, PCS Director Elguira explained that the Planning Commission meeting that was held on Tuesday, April 21, 2020 was adjourned to Friday, May 1, 2020. The Planning Commission public notice went out announcing the May 1, 2020 meeting. The notice listed Tuesday, May 1, 2020 instead of Friday, May 1, 2020.

She informed the Council that the property owner and their representative are present and available for questions.

PCS Director Elguira reminded Councilmember Mirsch that she must recuse herself due to the proximity of her residence from the subject parcel.

Councilmember Black commented that he was inclined to receive and file the item but questioned whether proper notification had been provided.

Mayor Pieper asked counsel if the City complied with the public notification requirements.

City Attorney Jenkins responded that legal obligations were met. The Planning Department consulted with Assistant City Attorney Jane Abzug. The regular Planning Commission meeting was adjourned to May 1st and it was his understanding that the appropriate notice was given.

Councilmember Black recommended postponing the item to the next City Council meeting in order to correct the error on the public notice.

Councilmember Wilson seconded the motion.

City Attorney Jenkins stated that the Council had three options. 1) remand the item back to the Planning Commission, 2) take jurisdiction over the item or 3) receive and file the item.

Mayor Pieper opened the item for public comment.

City Attorney Jenkins withdrew his earlier comment and recommended that the Council move the item to the next meeting to give him ample time to review the notice that went out.

Mayor Pieper said that the Council did not have a problem with the project. He asked counsel for the best way to expedite the process.

City Attorney Jenkins replied that taking jurisdiction over the item is the quickest way, given staff has enough time to notice the public hearing.

PCS Director replied that notices could be sent the following day.

Mayor Pieper stated that the Council would take jurisdiction over the item. He thanked John Resich and closed the item from public comment.

**Councilmember Black was disconnected from the meeting at 7:43pm due to technical difficulties.*

Councilmember Wilson withdrew his support for Councilmember Black's motion.

Mayor Pieper made a substitute motion that the City Council direct staff to immediately send public hearing notices and that the Council schedule a meeting as soon as possible to review the project. Mayor Pro Tem Dieringer seconded the motion. The motion passed by voice vote as follows:

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

6. PUBLIC HEARING

NONE.

7. OLD BUSINESS

A. CONSIDER AND APPROVE AN ENHANCED PROPOSAL FROM PALOS VERDES PENINSULA LAND CONSERVANCY FOR ADDITIONAL FIRE FUEL ABATEMENT IN THE PRESERVE IN THE AREAS ADJACENT TO THE CITY BORDER.

City Manager Jeng reminded the City Council that the item was continued from the April 27. 2020 City Council meeting after additional information was requested regarding the cost of yearly spring mowing and removal of Pine trees. The yearly spring mowing will cost $20,800 per year and the removal of Pine trees will cost $19,250. City Manager Jeng informed the City Council that Cris Sarabia, Director of PVP Land Conservancy, is available for questions.

Mayor Pieper asked if there were other Pine trees on the City's side of the border.

Mr. Sarabia replied there are Pine trees on private property.

Mayor Pieper clarified that if the Council went back to the original proposal they would be at $50,000 and the ongoing maintenance is $20,800 on top of the $12,000 annual cost from the previous phase.

Mayor Pieper opened the item for public comment.

Mr. Alfred Visco commented via email that the proposal from the Land Conservancy should state "removing" instead of "limbing up" Pine trees. He also said that removing Pine trees is far superior to limbing up because it eliminates the need for future maintenance. He supports the Land Conservancy's proposal.

Mayor Pieper closed the item for public comment and continued with the discussion.

Mayor Pieper commented that he was not inclined to spend money on limbing up Pine trees on the Conservancy side until Pine trees on the City's side are maintained.

Councilmember Mirsch agreed with Mayor Pieper's suggestion but also saw the need to limb up Pine trees. She also stated that Pine trees on private property need to be addressed before spending any resources on removing Pine trees on the Conservancy's property.

Councilmember Mirsch moved that the City Council approve the Land Conservancy's proposal of $50,000 one-time work including limbing up Pine trees and approve the annual work for three years. Revisit the issue of removing the Pine trees once there is a plan for the trees on the City's side. Mayor Pro Tem Dieringer seconded the motion. The motion passed by voice vote as follows:

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

Item 8B (out of order)

B. CONSIDER AND APPROVE FINANCE/BUDGET/AUDIT COMMITTEE'S RECOMMENDED CHANGES TO INVESTMENT, FINANCIAL, BUDGET, DEBT AND ASSET CAPITALIZATION POLICIES, AND SCHEDULE OF FEE AND CHARGES.

Finance Director Terry Shea gave a summary of the Finance/Budget/Audit Committee's recommended changes to investment, financial, budget, debt and asset capitalization policies and schedule of fee charges. All policies were approved by the auditors which were then reviewed by the Finance/Budget/Audit Committee. The Committee members suggested changing the cash reserve amount for the refuse fund to the amount of the service fee subsidy absorbed by the general fund. The Committee is in favor of increasing the PARS Pension Rate stabilization fund to $50,000 per year. The Committee proposed adding a fund section for Measure W monies and a section to approve CIP carryovers for unexpended budget appropriations and review it annually with the Finance/Budget/Audit Committee. The Committee did not recommend any changes to the schedule of fees or the multiplier.

Councilmember Mirsch wanted to confirm that the Committee recommended paying $50,000 per fiscal year with the understanding that the liability curve increases every year. She asked if the City prepares annual expenditure forecast with a 4-year outlook.

Councilmember Black replied that the City is committed to paying $50,000 every fiscal year with the hope of paying off the debt in two years.

Finance Director Shea said the Finance Department conducts a 5-year cash forecast as part of the budget process which includes the current year plus 4 years and updated yearly.

Mayor Pro Tem Dieringer asked about the proposal to increase the multiplier. She advised that the Council revisit the issue mid-year and for the Finance Director to return with a mid-year update.

Finance Director Shea explained that the proposed increase is strictly based on the level of permit activity which is down compared to this time last year.

Councilmember Wilson clarified that the multiplier is for cost recovery not for profit.

Councilmember Wilson moved that the City Council approve the Finance/Budget/Audit Committee recommendations. Councilmember Mirsch seconded the motion. The motion passed by voice vote as follows:

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

Item 7B (out of order)

7. OLD BUSINESS

B. ACCEPT THE SEWER FEASIBILITY STUDY PHASE II AS COMPLETE AND DIRECT STAFF TO PROCEED WITH THE DESIGN OF THE 8" SEWER MAIN ALONG PORTUGUESE BEND ROAD/ROLLING HILLS ROAD.

City Manager Jeng reported that the County accepted the Sewer Feasibility Study and that the City can now proceed with the next step. The City achieved two Will-Serve letters. The first letter accepts discharge from the City Hall campus and the second receives discharge from 235 homes within the City of Rolling Hills. The overall cost estimate for the project, which includes design, construction, and management, is $1.1 million dollars; $85,000 is estimated for engineering design.

Mayor Pieper opened the item for public comment. Hearing none he returned to the discussion.

Mayor Pro Tem Dieringer moved that the City Council accept the Sewer Feasibility Study Phase II as complete and direct staff to procure engineering services to proceed with design of the 8" sewer main along Portuguese Bend Road/Rolling Hills Road. Councilmember Wilson seconded the motion. The motion passed by voice vote as follows:

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

Item 8A & 8C (out of order)

8. NEW BUSINESS

A. ACCEPT THE FY 2019-2020 TRAFFIC SIGNING, STRIPING, AND PAVEMENT MARKING PROJECT AS COMPLETE AND IN ACCORDANCE WITH THE CONTRACT PLANS AND SPECIFICATIONS AND AUTHORIZE THE NOTICE OF COMPLETION TO BE FILED WITH THE LOS ANGELES COUNTY RECORDER'S OFFICE.

City Manager Jeng indicated that on January 13, 2020 City Council awarded a construction contract to PCI for signing and striping streets, horse crossings and two all-way stop intersections. The final project construction cost was $75,384.50. City Manager Jeng recommended that the Council accept the FY 2019-2020 Traffic Signing, Striping, and Pavement Marking Project as complete and in accordance with the contract plans and specifications, file Notice of Completion with the Los Angeles County Recorder's office, and release retention as final payment to PCI after the expiration of the lien period.

Mayor Pieper opened the item for public comment. Hearing none, he returned to the discussion.

Mayor Pro Tem Dieringer moved that the City Council accept the FY 2019-2020 Traffic Signing, Striping, and Pavement Marking Project as complete and in accordance with the contract plans and specifications, file Notice of Completion with the Los Angeles County Recorder's office, and release retention as final payment to PCI after the expiration of the lien period. Councilmember Wilson seconded the motion. The motion passed by voice vote as follows:

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

C. CONSIDER LAYOUT OPTIONS TO BRING EXISTING RESTROOMS AT CITY HALL TO COMPLY WITH ADA CODES, AND SELECT AN OPTION TO CONTINUE THE DEVELOPMENT OF CONSTRUCTION PLANS.

City Manager Jeng presented the layout options prepared by Pacific Architecture and Engineering Inc. (PAE). PAE focused on the restroom improvements. PAE worked with staff to develop several options that addressed compliance with ADA codes, functionality, budgetary constraints, and impact to City Hall operations during construction. PAE was directed to keep all necessary improvements within the existing building footprint. Five options for consideration with high level construction cost ranking by PAE were presented.

Option 1 (Most cost effective)
This option would create three separate all gender restrooms in the existing restroom locations, one of which must be ADA compliant. This option would eliminate the closet space holding the water heater, refrigerator, the telephone box/wires, cables and switches for the City's computer network, and the small kitchenette. The uses eliminated by the new restrooms would need to be replaced elsewhere in City Hall.

Option 2
This option would keep the men and women's restrooms in the current locations but both sets of restrooms would need to be converted into single use. This option would create an ADA restroom in the current copy room. To access the ADA restroom, the public counter would need to be rotated 90 degrees. This option would reduce the footprint of the existing copy room.

Option 3
The restrooms would be moved to the copy room. The public counter would be rotated 90 degrees to allow a walkway from the front door to the new restrooms. There would be a women's restroom and an all gender restroom. Both sets of restrooms would be ADA compliant. A new copy room, meeting room and storage room will replace the existing restrooms. This option separates the public part of the house from the staff side of the house but reduces considerably the existing office space that needs to house three employees.

Option 3.5
This option is a variation of Option 3 with the all gender restroom placed in portions of the lobby rather than the office space. As with Option 3, this layout would allow for the creation of a meeting room and a copy room while preserving the office space for three employees.

Option 4 (Most expensive)
This option places ADA compliant restrooms in the existing location. As with Option 1, this layout would displace a number of existing uses that need to be relocated somewhere else in City Hall. It would also require the widening of the existing hallway by shrinking the offices located across the restrooms.

Mayor Pieper expressed his concerns about having adequate space for staff. He inquired if there was a way to measure the cost difference between Option 1 and 3.5 to help guide the Council's decision.

Mayor Pro Tem Dieringer stated that using Option 1 as a baseline could be problematic since the cost is not available. Rewiring City Hall and moving the water heater along with the pipes can be expensive. She was also concerned about reducing the lobby area because it is occasionally used for special events.

Councilmember Wilson commented that there could be a lot of potential unintended costs. He noticed that the attic access might no longer be accessible with some of the options presented. He also agreed that more information in pricing is needed before rendering a decision.

Councilmember Black asked why City Hall required 3 restrooms and what were the required dimensions for an ADA restroom.

City Manager Jeng explained that if there is a male and female restroom then there must be an ADA restroom for each gender.

Councilmember Black commented that it was his understanding that there could be a unisex restroom. He suggested having 2 stalls in the female restroom and converting the male restroom to a unisex ADA compliant restroom.

City Manager Jeng referred to Option 1 as resembling Dr. Black's idea.

Mayor Pieper suggested tabling the item for two weeks while he works with the City Manager and finds out more about ADA requirements.

Mayor Pieper opened the item for public comment. Hearing none, he returned to the discussion.

**Mayor Pro Tem Dieringer did not vote on the item because she was disconnected from the meeting due to technical difficulties.*

Mayor Pieper moved that the City Council table the item for two weeks until more information is available about ADA requirements. Councilmember Mirsch seconded the motion. The motion passed by voice vote as follows:

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

9 & 10 (out of order)

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

Councilmember Mirsch stated she attended a webinar that discussed funding issues due to COVID-19. She was shocked at the investment types and strategies that CalPERS uses. She suggested that the Council consider designating someone to actively monitor the issue with the League.

Mayor Pieper replied that he would discuss the matter with City Manager Jeng. He then asked counsel if the City could recruit a representative to participate on the phone calls to better understand the issue.

City Attorney Jenkins asked Mayor Pieper if the person would be a consultant, lobbyist or a volunteer. He stated that the Council could have a volunteer attend the meetings and confer with the Council.

Councilmember Black inquired when City Hall was going to reopen.

Mayor Pieper replied that City Hall was reopening on Monday, May 18, 2020. The delay was partly due to unresolved liability issues.

10. MATTERS FROM STAFF

NONE.

**Mayor Pro Tem Dieringer rejoined the meeting at 9:14 p.m.*

8D (out of order)

8. NEW BUSINESS

D. CONSIDER AND APPROVE A THREE YEAR CAPITAL IMPROVEMENT PLAN.

City Manager Jeng discussed the City's three year capital improvement plan. Annually in June, the City Council adopts an operating budget with General Fund transfers to capital improvement projects. Because of the one-year cycle, the adopted budget resets at the end of the year and capital improvement projects that are not completed within the year are reevaluated for funding the following year. Typical capital improvement projects span multiple years because they require planning, design, public bidding, and construction. To make provisions for all phases of the project, a complete expenditure plan is necessary. She highlighted various capital improvement projects, their order of construction and schedule of completion over three years. She stated that this was her 3-year proposal based on projects in-progress while taking the Council's priorities under advisement. The plan is to help the Council and staff visualize a particular project with the timeframe and cost. She recommended that the Council approve a 3-year CIP plan.

Mayor Pieper stated that the CIP plan lists projects that are feasible and can be accomplished within the proposed timeframe. He advised that adopting the CIP plan means approving a concept and that these projects are pending and are going to be included in the yearly budget review.

Mayor Pieper opened the item for public comment. Hearing none, he returned to the discussion.

Mayor Pro Tem Dieringer moved that the City Council approve the item as a concept and in the order in which the project should be completed. Councilmember Wilson seconded the motion. The motion passed by voice vote as follows:

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

11. ADJOURNMENT

Hearing no further business before the City Council, Mayor Pieper adjourned the meeting at 9:33p.m. to a regular meeting of the City Council scheduled for Tuesday, May 26, 2020 beginning at 7:00p.m. via teleconference.

Respectfully submitted,

City Clerk

Approved,

Jeff Pieper
Mayor