MINUTES OF
A REGULAR MEETING
OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, MAY 26, 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 7:01p.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.
Jane Abzug, Assistant City Attorney.
Terry Shea, Finance Director.
John Resich.
Others participating via written email/public comment:
Charlie Raine.
Ronald Sommer.
Alfred Visco.

3. OPEN AGENDA

NONE.

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 MEETING 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, REGULAR MEETING OF APRIL 27, 2020 AND REGULAR MEETING OF MAY 11, 2020.

RECOMMENDATION: APPROVE AS PRESENTED

B. PAYMENT OF BILLS.
RECOMMENDATION: APPROVE AS PRESENTED

C. CONSIDER AND APPROVE PARTICIPATION IN SUPPORT LOCAL RECOVERY COALITION ENCOURAGED BY THE LEAGUE OF CALIFORNIA CITIES.
RECOMMENDATION: APPROVE AS PRESENTED

Councilmember Black requested to pull consent item 4C.

Mayor Pro Tem Dieringer requested to pull consent item 4A, except for the corrected minutes of February 10, 2020 and February 24, 2020.

Mayor Pro Tem Dieringer moved that the City Council approve the minutes for the Regular City Council meeting of February10, 2020 and the Regular City Council meeting for February 24, 2020 with amendments and consent item 4B as presented. Councilmember Wilson seconded the motion. The motion passed by voice vote as follows:

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

Item 4C

Councilmember Black asked for clarification on whether the report reflected an accurate funding amount of $500 billion for direct and flexible funding for all cities nationwide to support critical local services.

City Manager Jeng said the information came from the League of California Cities.

Mayor Pieper commented that it was his understanding that the letter was in support of the League's effort to secure funding for all cities nationwide.

Mayor Pro Tem Dieringer confirmed that the $500 million was to fund cities nationwide.

Mayor Pro Tem Dieringer moved that the City Council approve consent item 4C. Councilmember Wilson seconded the motion. The motion passed by voice vote as follows:

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

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 gave an overview of the project. The Council took the item under jurisdiction to comply with the public noticing requirements. The request is for construction of a 400 square-foot lap pool with spa in the front yard of an existing residence located at 52 Portuguese Bend Road. Due to the irregular shape of the lot and geometry of Portuguese Bend Road, the backyard of the parcel functions as the front entrance to the property. The proposed pool and spa are technically located behind the residence, however, the back of the residence faces the front yard.

PCS Director Elguira stated that no additional comments were received with regards to the proposed project. Staff recommended that the Council approve the project as presented. She said that the representative for the project is available to answer any questions.

Councilmember Mirsch recused herself due to her residence's proximity from the subject parcel.

Councilmember Wilson asked PCS Director Elguira to confirm that she had addressed Mr. Charlie Raine's concern about the proposed project.

PCS Director Elguira replied that Mr. Raine's concerns were about potential drainage and erosion problems. She stated Mr. Raine was not specifically concerned with the proposed pool at 52 Portuguese Bend Road but concerned about the adverse impacts of more impermeable surface coverage resulting from new projects in the area. She stated that she discussed future project impacts and new hydromodification policies with Mr. Raine.

Councilmember Wilson inquired about the runoff from the site.

Mr. John Resich said that the amount of impermeable surface area would actually decrease based on the square footage of the proposed pool. He said that the water would drain down the canyon but the proposed project will not increase the amount of runoff.

Councilmember Wilson stated that he was inquiring about drainage because the subject parcel is in a landslide area and residents are concerned about additional runoff.

Mayor Pieper opened the item for public comment. There was no public comment.

Councilmember Black moved that the City Council approve Resolution No. 1252 granting approval for a Variance request to construct a 400 square-foot lap swimming pool with spa in the front yard of a residence located at 52 Portuguese Bend Road. Mayor Pro Tem Dieringer seconded the motion. The motion passed by voice vote as follows:

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

Mr. Charlie Raine submitted a public comment via email at 7:18 p.m. after public comment closed. He stated that the proposed pool is fine, however he has concerns with any project that does not address the effects of runoff and impermeable surface coverage.

6. PUBLIC HEARING

NONE.

7. OLD BUSINESS

A. CONSIDER ROLLING HILLS COMMUNITY ASSOCIATION'S REQUEST TO REPLACE THE EXISTING SEPTIC TANK SERVING THE RESTROOM AT MAIN GATE.

City Manager Jeng reported that this request was previously presented to the Council for consideration. The Council decided to delay action until the Sewer Feasibility Study is approved by LA County. The County approved the City's Sewer Feasibility Study. As a result, the RHCA amended the initial request to replace the septic tank. The current request is to replace the existing septic tank in an emergency situation in which the existing tank cannot operate.

Mayor Pieper said the 8-inch sewer line is intended to replace septic tanks. He asked if the Association is required to receive a permit from the City before they can replace the septic tank. Mayor Pieper expressed concern with the Association spending funds to replace a septic tank that will be replaced with the sewer main. Mayor Pieper suggested discussing the matter with the RHCA President to figure out their intent.

City Manager Jeng said that if the Council approved the Association's request, the City would pull permit from the Department of Public Health.

Mayor Pro Tem Dieringer said that "emergency" and "emergency situation" have not been clearly defined.

Mayor Pieper opened the item for public comment. There was no public comment. Mayor Pieper tabled the item for two weeks to discuss the matter with the RHCA President.

(8D Out of Order)

D. RECOMMENDATION FROM FINANCE/BUDGET/AUDIT COMMITTEE ON PROPOSED BUDGET FOR FISCAL YEAR 2020/2021.

City Manager Jeng reported that on May 18, 2020 the Finance/Budget/Audit Committee reviewed the completed and in progress budget items programmed for FY 2019/2020 and reviewed the proposed FY 2020/2021 budget.

Finance Director Terry Shea stated that the General Fund's proposed revenues are $2,060,400 and proposed expenditures are $2,385,718 resulting in a deficit of $325,318 before transfers. After fund transfers, the proposed deficit is $478,845. Property Tax Revenue is projected to increase by 4% or $45,845 over the prior year's budget. Building permits and other fees are projected to decrease by 51.76% down to $301,750. There are two projects proposed to be funded by the Utility Fund: Crest Road Undergrounding and 8" Sewer Mainline Extension.

The Committee recommended removing the Crest Road Utility Pole Undergrounding and 8" Sewer Mainline Extension Projects from FY 20/21 budget until the projects are ready for construction.

Mayor Pieper opened the item for public comment. There was no public comment.

Councilmember Wilson moved that the City Council receive and file the report as presented. Mayor Pieper 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.

(8E Out of Order)

E. BUDGET WORKSHOP.

Finance Director Shea presented the Council with an overview of the proposed budget for FY 2020/21. The proposed budget projects revenues to be approximately $2,060,400 and expenditures approximately $2,385,718, resulting in a deficit of $325,318 before fund transfers and a deficit of $478,845 after fund transfers. The projected FY 2020/21 revenues are from expected property taxes increase equaling to $45,800 and building permits generating approximately $301,750. The City will incur the cost of $132,643 from the Refuse Collection.

Councilmember Mirsch asked for an explanation of the Law Enforcement projected increase of 5%, and the overall decrease of $5K. Councilmember Mirsch asked if the $132,000 subsidy cost was included in the projected deficit of $478,845. Councilmember Mirsch asked if Measure A funds can be used for the parking lot project.

Finance Director Shea said that in the COPS Fund, the minimal allotment was $100,000, but it grows each year due to inflation. Next year the City will receive $155,000. There is money available in the COPS Fund from the prior year that was not spent, plus the City is expected to receive an increase in revenues this year, so the City will be able to offset the Sheriffs 5% contract increase by using the COPS Fund. Finance Director Shea SAID that this year the required transfer is $57,000 instead of $132,000 and it is included in the $478,845.

City Manager Jeng said that landscape changes and site improvements that would add more park features to the City Hall Campus are eligible expenses under Measure A.

Councilmember Mirsch asked about the City's investment strategies.

Finance Director Shea replied that the City has three main investments: LAIF, interest checking account and CDS. The City is in good financial standing and should be able to absorb the projected deficit for the year.

Councilmember Mirsch inquired if the County will continue to fund wildlife management in Rolling Hills.

City Manager Jeng stated that Supervisor Hahn's office will continue to support the City for the next fiscal year.

Mayor Pieper opened the item for public comment. There was no public comment.

Councilmember Mirsch moved that the City Council approve the Committee's recommendations on the proposed budget. 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.

7. OLD BUSINESS

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

City Manager Jeng reiterate questions from the City Council from the last meeting. With respect to the number of required plumbing fixtures, using building occupancy, plumbing code and type of use, it was determined that City Hall needs 3 toilets, 1 urinal, 2 laboratory, 1 drinking fountain, and a separate sink.

Councilmember Black clarified that his question was how many ADA restrooms were required.

City Manager Jeng said that the fixture count is necessary to determine the facilities required to be assigned as ADA facilities. City Manager Jeng reviewed the layout options presented to the Council at the last meeting. She said that staff tried to stay within the footprint of City Hall to minimize construction cost. The architect has a set budget for design options but this does not preclude staff from asking the architect to spend more time developing one or more of the presented options.

Mayor Pieper stated that it is hard to decide without knowing the actual costs. He would like the architect to provide a budget range for Option 1 and Option 3.5.

Mayor Pro Tem Dieringer expressed concern for Option 3.5 with a reduced lobby area. She stated that there should be layout options that will not impact the lobby.

Mayor Pieper opened the item for public comment.

Ronald Sommer commented that the Council should consider the weak economy and delay the ADA remodel. He stated that existing buildings should be "grandfathered" similar to existing business with limited parking. ADA compliance should apply to new construction.

Mayor Pieper closed the item for public comment.

Councilmember Mirsch asked Councilmember Black for his opinion on whether the existing floor plan could accommodate social distancing.

Councilmember Black replied that the current lobby and reception area allow for social distancing.

Mayor Pieper moved that the City Council delay action on the item to allow the City Manager to provide additional information. 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.

8. <u>NEW BUSINESS</u>

A. CONSIDER AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH RINCON CONSULTANTS, INC. TO PREPARE THE GENERAL PLAN SAFETY ELEMENT UPDATE.

PCS Director Elguira sated in 2019 the City received a grant from CalOES to update the Safety Element of the General Plan. The City advertised a Request for Proposal (RFP) to update the Safety Element on April 13, 2020. The City received proposals from Rincon Consultants and CSG. Staff reviewed both proposals and selected Rincon. PCS Director Elguira stated that Rincon's team met the requirements of the RFP and, based on their vast experience, will be able to deliver a successful project. Rincon's proposed cost is lower than CSG.

Mayor Pro Tem Dieringer compared both proposals and noticed that CSG has a catch-up plan and a specific department for Fire Services. She commented that Rincon's proposal did not show a catch-up plan and a wildfire specialist on the team. She also asked about CSG's quality of work.

PCS Director Elguira said that Rincon was required to provide a schedule that will meet the grant deadline. Rincon submitted a revised proposal which includes a line item for a Wildfire Specialist experienced in preparing CWPPs and Hazard Mitigation Plans for other cities. CSG is the City's current on-call planning consultant and their work product has been satisfactory.

Councilmember Wilson commented that Rincon is assuming that fire damage and landslides are one issue, and he is not sure that is correct. He also asked why Rincon was focused on EMF and if the City has a Safety Element Advisory Committee.

PCS Director Elguira said that EMF is a new subject a lot of cities are including in their Safety Element. EMF analysis is required by CalOES and FEMA. The City will be forming a Safety Element Committee as part of the update process.

Councilmember Black asked why is the City hiring a new consultant.

PCS Director Elguira replied that Rincon met the qualifications of the RFP and has extensive experience in updating General Plan elements.

Mayor Pieper opened the item for public comment. There was no public comment.

Councilmember Wilson moved that the City Council approve the selection of Rincon to prepare the General Plan Safety Element Update. 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.

B. CONSIDER AND APPROVE SUBSCRIPTION TO IWORQ PERMIT TRACKING SOFTWARE.

PCS Director Elguira informed the Council that most of Planning's transactions are conducted in person and manually. Permit filing, property research, plan review and approval are primarily conducted at City Hall. Automating these steps would save time, money and improve productivity. Implementing a permit tracking program will allow applicants to fill out applications and submit plans online, and check on project status and access project history from their computers at home. The iWorQ software will help improve the City's daily operations and customer service.

Councilmember Wilson inquired if staff has used iWorQ. He also asked to what degree would the software be available to the residents and would it be retroactive to prior projects.

PCS Director Elguira stated that staff has never used iWorQ but that the software is intuitive and iWorQ will be providing unlimited training to staff. Residents will only be able to access their own projects using their unique code assigned by the City. Planning will use the software on new projects but older files will be scanned and be available for public review.

Mayor Pro Tem Dieringer stated that all proposals should be included in the staff report for comparison. She asked PCS Director Elguira to provide an explanation as to why she chose iWorQ.

PCS Director Elguira stated that she will include all proposals in the staff report going forward. IWorQ was selected because they provide permit tracking features similar to their competitors but at a much lower price.

Mayor Pieper opened the item for public comment.

Mr. Alfred Visco asked how would code enforcement use the system. Would the property owners in the City be able to use the system?

PCS Director Elguira replied that iWorQ will be used to track cases. Code Enforcement Officer Aranda will be able to use the software while out in the field via wireless tablet or phone. Staff will also be able to generate reports more easily. Residents with active cases will be able to access the system.

Mayor Pro Tem Dieringer asked if staff had reached out to other cities that currently use the system.

PCS Director Elguira replied that she tested the system and was satisfied with the results.

Councilmember Mirsch pointed out that May 29, 2020 is the expiration date on the proposal and asked if the City would be able to meet the deadline.

PCS Director Elguira replied that iWorQs was made aware that the item was being brought to the Council for approval and iWorQ agreed to honor their terms.

Assistant City Attorney Jane Abzug stated that an agreement will be prepared after the Council approves the scope of work.

Mayor Pieper closed the item for public comment.

Councilmember Mirsch moved that the City Council approve the subscription to iWorQ permit tracking software. Councilmember Black 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 AND APPROVE SUBSCRIPTION TO LOS ANGELES COUNTY'S GEOGRAPHIC INFORMATION SYSTEM (GIS).

PCS Director Elguira reported that the Geographic Information System (GIS) mapping is another tool that staff can use to process applications and provide information to the public. City staff is currently using obsolete tools to provide customer service and it is inefficient and time consuming. Access to LARIAC and GIS maps will provide staff and the community with information at their fingertips. LARIAC and GIS will be valuable tools for the City, community organizations and other public agencies. The LARIAC system provides the latest aerial views of the City, measuring tools, contour lines and topographic maps. GIS will provide maps layered with various information consisting of parcel information, zoning, lot boundaries, utility location and more.

Councilmember Wilson asked if the system is available for anyone to use at any location then why not go there and use the system there.

PCS Director Elguira explained that other places will not have information that is pertinent to the City of Rolling Hills.

Councilmember Black expressed privacy concerns about the 4-inch resolution LARIAC is capable of providing.

City Manager Jeng replied that the Council could direct staff to limit available information to the public unless a Public Records Request is submitted.

Councilmember Mirsch commented that she has had two separate conversations with Fire Station 56 regarding horse rescues and accidents of riders. In each discussion the Fire Station staff had indicated to her that the City should have GIS and LARIAC because it helps them locate persons in areas they are not familiar with.

Mayor Pieper opened the item for public comment.

Alfred Visco commented that he was in support of the City subscribing to GIS.

Mayor Pro Tem Dieringer moved that the City Council approve the expenditure for the LA County GIS program for $24,000, onetime set up fee and membership to LARIAC. 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.

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

Councilmember Black indicated he was dissatisfied with the striping on Lower Blackwater Canyon. He expressed that the contractor needs to stripe the center divider for safety purposes.

Mayor Pieper commented that the residents who live on Lower Blackwater Canyon expressed that they prefer the street without the center stripe because it gives the street a country feel. He asked the City Manager if the striping is required.

City Manager Jeng replied that the striping design was dictated by the Traffic Engineer and it complies with the Manual on Uniform Traffic Control Devices (MUTCD) requirements.

Councilmember Wilson stated that his concern was that the street was striped differently from the previous street striping.

Councilmember Black requested the item be discussed at a future meeting.

Mayor Pieper concurred.

Councilmember Mirsch commented that she attended a League webinar regarding the 70 bills that are going before the Legislature. There are some housing issues that will affect the City and inquired if the Council would like to provide their residents with more in-depth information by agendizing the item.

Mayor Pieper concurred.

10. MATTERS FROM STAFF

NONE.

11. ADJOURNMENT

Hearing no further business before the City Council, Mayor Pieper adjourned the meeting at 9:25p.m. to a regular meeting of the City Council scheduled for Monday, June 08, 2020 beginning at 7:00p.m. via teleconference.

Respectfully submitted,

for

Elaine Jeng, P.E.
Acting City Clerk

Approved,

Jeff Pieper
Mayor