



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
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AGENDA
Regular Council Meeting

CITY COUNCIL
Monday, July 13, 2020

CITY OF ROLLING HILLS
7:00 PM

This meeting is held pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020. All Councilmembers will participate by teleconference.

Public Participation: City Hall will be closed to the public until further notice. A live audio of the City Council meeting will be available on the City's website (<https://www.rolling-hills.org/government/agenda/index.php>). The meeting agenda is also available on the City's website (<https://www.rolling-hills.org/government/agenda/index.php>).

Members of the public may submit comments in real time by emailing the City Clerk's office at cityclerk@cityofrh.net. Your comments will become a part of the official meeting record. You must provide your full name but do not provide any other personal information (i.e., phone numbers, addresses, etc) that you do not want to be published.

1. **CALL TO ORDER**
2. **ROLL CALL**

PLEDGE OF ALLEGIANCE

3. **OPEN AGENDA - PUBLIC COMMENT WELCOME**

*This is the appropriate time for members of the public to make comments regarding the items on the consent calendar or items **not** listed on this agenda. Pursuant to the Brown Act, no action will take place on any items not on the agenda.*

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.

- 4.A. **APPROVAL OF MINUTES.**

RECOMMENDATION: Approve as presented.

[03-09-20CCDraftMinutes_FINALv9.docx](#)

[03-23-20CCDraftMinutes_FINALv6.docx](#)

[03-30-20CCDraftMinutes_FINALv6.docx](#)

[04-13-20CCDraftMinutes_FINALv11.docx](#)

04-13-20CCDraftMinutes_Joint CC and PC_FINALv10.docx
04-27-20CCDraftMinutesCC_FINALv10.docx
06-04-20CCDraftMinutes__Specialv5.docx
06-08-20CCDraftMinutesv6.docx
06-22-20CCDraftMinutesv2.docx

4.B. **PAYMENT OF BILLS.**

RECOMMENDATION: Approve as presented.

Payment of Bills.pdf

4.C. **CONSIDER AND APPROVE RECOMMENDATION TO AMEND ROLLING HILLS MUNICIPAL CODE SECTIONS 9.44 AND 10.12 ON GATE GUARDS.**

RECOMMENDATION: Direct staff to amend the Rolling Hills Municipal Code Sections 9.44 and 10.12.

LTR. TO CITY RE AMENDMENTS TO MUNI. CODE - GATE GUARDS - FINAL EDITION 2-10-2020.docx

4.D. **APPROVE ECS IMAGING, INC. AND FILE KEEPERS, LLC FOR AS NEEDED ON-CALL SERVICES FOR SCANNING DOCUMENTS AND BUILDING PLANS.**

RECOMMENDATION: Authorize the City Manager to execute a contract to digitize documents and building plans.

ECS Scanning Statement of Work proposal response.pdf

File Keepers CityofRollingHills_ScanningRFP.pdf

5. **COMMISSION ITEMS**

6. **PUBLIC HEARINGS**

7. **OLD BUSINESS**

7.A. **ACCEPT THE ROLLING HILLS COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) AS COMPLETE, ACCEPT THE A HAZARD MITIGATION GRANT TO PREPARE A CWPP, AND DIRECT STAFF TO SUBMIT THE CWPP TO THE CALIFORNIA OFFICE OF EMERGENCY SERVICES AND FEMA FOR REVIEW AND APPROVAL.**

RECOMMENDATION: Staff recommends that the City Council take the following actions:

1. Accept the CWPP as complete;

2. Accept the Hazard Mitigation Grant FEMA 4382, Project #PL0172, in the amount of \$123,750, to prepare a CWPP; and

3. Direct staff to submit the completed CWPP to CalOES and FEMA for review and approval.

CalOESAwardLetter2020-07-02.pdf

4382-172-25P Rolling Hills HMP_Apprvl Ltr.pdf

NEMIS Project Management Report.pdf

NEMIS Obligation Report-sup18.pdf

Standard HMGP Conditions.pdf

CWPP_Draft_2020-06-12_v13 final draft_CityCouncil.pdf

- 7.B. [CONSIDER AND APPROVE AN AMENDMENT TO THE LEASE AGREEMENT WITH THE ROLLING HILLS COMMUNITY ASSOCIATION.](#)
RECOMMENDATION: Staff recommends that the City Council approve an amendment to the lease agreement with the Rolling Hills Community Association to reduce the rent amount for the period between July 1, 2020 and June 30, 2023.
[RHCA 2018-2028SignedAgreement.pdf](#)
[Amendment to Lease with Association \(2020\)-c1_v2_2020-07-07.docx](#)
[City- Approved Amendment 6.30.20.docx](#)
- 7.C. [CONSIDER ROLLING HILLS COMMUNITY ASSOCIATION'S REQUEST TO REPLACE, IN THE EVENT OF FAILURE, THE EXISTING SEPTIC TANK SERVING THE MAIN GATEHOUSE.](#)
RECOMMENDATION: Staff recommends that the City Council deny the Rolling Hills Community Association's request to replace the existing septic tank and recommend increasing maintenance of the septic tank.
[2020-05-26_StaffReport_7A_RHCAReplaceSepticTankEmergency.pdf](#)
[20-05-20__Ltrr_from_KristenR_regarding_the_septic_tank_replacement.pdf](#)
- 7.D. [CONSIDER AND APPROVE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING WITH THE PENINSULA CITIES AND THE PALOS VERDES PENINSULA SCHOOL DISTRICT TO CONTINUE TO COST SHARE TWO SCHOOL RESOURCE OFFICERS FOR THREE YEARS COMMENCING ON AUGUST 1, 2020.](#)
RECOMMENDATION: Staff recommends that the City Council approve the amended MOU.
[Amendment to MOU for School Security Officer-c1.DOCX -- Wynder Comments.DOCX](#)
[RPV Signed Copy_SRO MOU.pdf](#)
[MOUForSchoolSecurityOfficers.pdf](#)
[Amendment to MOU for School Security Officer.pdf](#)
- 7.E. [CONSIDER AND APPROVE THE TRANSFER AGREEMENT WITH THE LOS ANGELES COUNTY TO RECEIVE SAFE, CLEAN WATER PROGRAM MEASURE W LOCAL RETURNS.](#)
RECOMMENDATION: Staff recommends that the City Council approve a transfer agreement with the Los Angeles County to receive Measure W funds and authorize the City Manager to execute the agreement.
[RH_SCW_Expenditure_Budget_FY2021revised.pdf](#)
[2020MP64 Rolling Hills.pdf](#)
- 7.F. [CONSIDER LAYOUT OPTIONS TO BRING EXISTING RESTROOMS AT CITY HALL TO COMPLY WITH ADA CODES, AND SELECT A DESIGN OPTIONS TO CONTINUE THE DEVELOPMENT OF CONSTRUCTION PLANS.](#)
RECOMMENDATION: Staff recommends that the City Council review additional information relating to layout options 1 and 3.5 and select an option to continue the development of construction plans.
[rolling hills city hall_option1_202006008 Layout1 \(1\).pdf](#)
[rolling hills city hall_option2_202006008d Layout1 \(1\).pdf](#)
[20200704_rhada_OPTION 1_2.pdf](#)
[20200612_Council paritition_revised.pdf](#)
[Staff Reports.pdf](#)
[20200509_rollinghills_costestimate10.pdf](#)

8. NEW BUSINESS

- 8.A. [RECEIVE AND FILE CERTIFICATION FOR FUNDING SUBMITTED TO THE DEPARTMENT OF FINANCE FOR ALLOCATION OF FEDERAL CARES ACT FUNDING THROUGH THE STATE FOR COVID-19 RELATED EXPENSES.](#)

RECOMMENDATION: Staff recommends that the City Council receive and file the certification for funding submitted to the Department of Finance for CARES Act funding to offset COVID-19 related expenses.

[CRF01-Local_Government_Certification_Form_RollingHills_signed.pdf](#)

[City_Funding_Table.pdf](#)

[Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf](#)

- 8.B. [RECEIVE AND FILE COVID-19 RELATED ADMINISTRATIVE REGULATIONS; CONSIDER AND APPROVE CONTRACT AMENDMENT WITH EXECUTIVE-SUITES FOR JANITORIAL SERVICES TO INCLUDE CLEANING PROTOCOLS AS REQUIRED BY LA COUNTY HEALTH DEPARTMENT TO PREVENT THE SPREAD OF COVID-19; AND CONSIDER AND APPROVE AN ON-CALL INDUSTRIAL HYGIENIST TO VALIDATE CLEANING PROTOCOLS WERE IMPLEMENTED PROPERLY.](#)

RECOMMENDATION: Staff recommends the City Council take the the following actions:

1. Receive and file Administrative Regulations dated July 7, 2020;
2. Approve an amendment with Executive-suites to continue to provide janitorial services for City Hall with cleaning protocols required by LA County Health Department to prevent the spread of COVID-19; and
3. Approve an on-call industrial hygienist to validate, in the event of an infection or outbreak, that cleaning and sanitizing of City Hall were implemented according to the standards specified by relevant agencies.

[1-2020.07.01_HO Order_COVID-19_Safer at Work and in the Community_updatedappendices.pdf](#)

[1-AppendixA-Reopening_SocialDistancing_06-29-2020.pdf](#)

[1-AppendixD-Reopening_OfficeBasedWorksites_07-08-2020.pdf](#)

[1-cleaningMatrix-c1.PDF](#)

[1-AdminPolicyCityResponseWorkplaceToCOVID-19-c1_2020-07-07.pdf](#)

[2-Amendment to Executive Suite Custodial Services Agreement-c1_2020-07_clean.pdf](#)

[2-2016.06.15_Executive Suites Services, Inc. Agreement.pdf](#)

[3-Cover_Letter_0322_General_Disinfection.pdf](#)

[3-COVID-19_disinfection_summary.pdf](#)

[3-General_Work_Plan_-_Reducing_Surface_Bacteria.pdf](#)

[3-Ellis_Proposal_3995_City_RHE_2_Portuguese_Bend_Rd_-_surface_bacteria_mon.pdf](#)

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

10. MATTERS FROM STAFF

- 10.A. [FIRE FUEL ABATEMENT ENFORCEMENT CASES QUARTERLY REPORT FOR THE SECOND QUARTER OF 2020 \(APRIL 1 THROUGH JUNE 30\).](#)

RECOMMENDATION: Receive and file.

[Item 10A_ Attach Open Code Cases 2020 Alphabetical.pdf](#)

[Item 10A_ Attach Open Code Cases 2020 Chronological-1.pdf](#)
[Item 10A_ Attach Closed Code Cases 2020 Chronological.pdf](#)
[Item 10A_ Attach Closed Code Cases 2020 Alphabetical.pdf](#)

11. ADJOURNMENT

Next regular meeting: Monday, July 27, 2020 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

Public Comment is welcome on any item prior to City Council action on the item.

Documents pertaining to an agenda item received after the posting of the agenda are available for review in the City Clerk's office or at the meeting at which the item will be considered.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting due to your disability, please contact the City Clerk at (310) 377-1521 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility and accommodation for your review of this agenda and attendance at this meeting.