



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD  
ROLLING HILLS, CA 90274  
(310) 377-1521  
FAX (310) 377-7288

**AGENDA**  
**Regular Council Meeting**

**CITY COUNCIL**  
**Monday, August 10, 2020**

**CITY OF ROLLING HILLS**  
**7:00 PM**

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

Public Participation: The meeting agenda is available on the City's website (<https://www.rolling-hills.org/government/agenda/index.php>). 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>). Members of the public may observe and orally participate in the meeting via Zoom and or submit written comments in real-time by emailing the City Clerk's office at [cityclerk@cityofrh.net](mailto:cityclerk@cityofrh.net). Your comments will become part of the official meeting record. You must provide your full name, but please do not provide any other personal information (i.e, phone numbers, addresses, etc.) that you do not want to be published.

Access to the Zoom meeting room: <https://us02web.zoom.us/j/87227175757?pwd=VzNES3Q2NFprRk5BRmdUSktWb0hmUT09>

Or dial (669) 900-9128, meeting ID: 872 2717 5757, passcode: 780609

*Next Resolution No. 1261*

*Next Ordinance No. 365*

**1. CALL TO ORDER**

**2. ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**SUPPLEMENTAL POSTING ITEM 9A (DISCUSS ACTION MINUTES AS THE OFFICIAL  
CITY COUNCIL MEETING MINUTES)  
Posted August 10, 2020 around 5:00 p.m.**

Any agenda related information received and distributed to the City Council after the Agenda Packet is printed is included in Supplemental Packets. Supplemental Packets are produced as needed. The Monday Supplemental Packet is available for public review in the City Clerk Department, 2 Portuguese Bend Road, during normal business hours [main posting location pursuant to the Brown Act, G.C. 54957.5(b)(2)]. Supplemental Packets are available for public review at City Hall, 2 Portuguese Bend Road and on our City's website: [www.rolling-hills.org](http://www.rolling-hills.org).

Please be advised that communications directed to the City Council are public records and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under the applicable law. Communications will NOT be edited for redactions; will be printed/posted as submitted.

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. **MINUTES: 1) REGULAR MEETING OF MAY 26, 2020; 2) REGULAR MEETING OF JULY 13, 2020; AND 3) REGULAR MEETING OF JULY 27, 2020.**

**RECOMMENDATION: Approve as Presented.**

[05-26-20CCMinutesv7.docx](#)

[07-13-2020CCMinutes.v3.docx](#)

[07-27-2020CCMinutes\\_v2.docx](#)

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

**RECOMMENDATION: Approve as Presented.**

[Payment of Bills.pdf](#)

5. **COMMISSION ITEMS**

6. **PUBLIC HEARINGS**

7. **OLD BUSINESS**

8. **NEW BUSINESS**

8.A. **RECEIVE AND FILE AN UPDATE ON THE BLOCK CAPTAINS PROGRAM.**

**RECOMMENDATION: Staff recommends that the City Council receive and file an update on the Block Captains Program.**

[Meeting 19-01\\_2019\\_01\\_31.pdf](#)

[Meeting 19-02\\_2019\\_02\\_21.pdf](#)

[BC Agenda\\_19-03\\_2019\\_04\\_18.docx](#)

[Meeting 19-04\\_2019\\_06\\_20 Agenda.docx](#)

[Meeting 19-05\\_2019\\_08\\_15 Agenda.docx](#)

[Meeting 19-06\\_2019\\_10\\_17 Agenda.docx](#)

[Meeting 19-07\\_2019\\_12\\_19 Agenda.docx](#)

[20-02-20\\_\\_Meeting 20-01\\_Agenda.docx](#)

[Meeting 20-02\\_2020\\_07\\_09 Agenda.pdf](#)

9. **MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS**

- 9.A. [DISCUSS ACTION MINUTES AS THE OFFICIAL CITY COUNCIL MEETING MINUTES. \(DIERINGER\)](#)  
**RECOMMENDATION: NONE**  
[Supplemental 9A 1 of 2.pdf](#)  
[Supplemental 9A 2 of 2.pdf](#)

**10. MATTERS FROM STAFF**

**11. CLOSED SESSION**

**12. ADJOURNMENT**

Next regular meeting: Monday, August 24, 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.*



## *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

---

**Agenda Item No.: 4.A**

**Mtg. Date: 08/10/2020**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT**

**THRU: ELAINE JENG P.E., CITY MANAGER**

**SUBJECT: MINUTES: 1) REGULAR MEETING OF MAY 26, 2020; 2) REGULAR MEETING OF JULY 13, 2020; AND 3) REGULAR MEETING OF JULY 27, 2020.**

**DATE: August 10, 2020**

---

**BACKGROUND:**

NONE.

**DISCUSSION:**

NONE.

**FISCAL IMPACT:**

NONE.

**RECOMMENDATION:**

Approve as Presented.

**ATTACHMENTS:**

[05-26-20CCMinutesv7.docx](#)

[07-13-2020CCMinutes.v3.docx](#)

[07-27-2020CCMinutes\\_v2.docx](#)

**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 February 10, 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.

Minutes  
City Council Meeting  
05-26-20

## **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 Sheriff's 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. NEW BUSINESS**

Minutes  
City Council Meeting  
05-26-20

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

PCS Director Elguira stated 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.

Minutes  
City Council Meeting  
05-26-20

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,

---

Elaine Jeng, P.E.  
Acting City Clerk

Approved,

---

Jeff Pieper  
Mayor



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

This meeting is held pursuant to Executive Order N-29-20 issued by Governor Gavin 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 (<http://www.rolling-hills.org/>). The meeting agenda is on the City's website (<https://www.rolling-hills.org/government/agenda/index.php>).

Members of the public may observe and orally participate in the meeting via Zoom and or submit written comments in real time by emailing the City Clerk's office at [cityclerk@cityofrh.net](mailto:cityclerk@cityofrh.net). Access to the Zoom meeting room: <https://us02web.zoom.us/j/83320318128?pwd=K01LTWJaU0hpTE03a0JsMkFoWENjdz09>. Your comments will become part of the official meeting record. You must provide your full name, but please 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**

The City Council of the City of Rolling Hills met in a regular meeting via Zoom Teleconference on the above date at 7:01 p.m. via teleconference.

Mayor Pieper presiding.

**2. ROLL CALL**

Present: Council Members Mirsch, Wilson, Black, Dieringer and Mayor Pieper  
Absent: None.

Staff Present: Elaine Jeng, City Manager  
Michael Jenkins, City Attorney  
Meredith Elguira, Planning & Community Services Director  
Connie Viramontes, Administrative Assistant  
Delia Aranda, Code Enforcement  
Maria Quinonez, Interim City Clerk

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

(The complete audio of the City Council and written communications is available in the City Clerk's office and the City's website: <https://www.rolling-hills.org/government/agenda/index.php> )

City Council Members heard public comment from Clint Patterson, Palos Verdes Peninsula Unified School District Superintendent Dr. Alex Cherniss and Board Member Matthew Brach.

**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.*

**MOTION:** It was moved by Council Member Wilson and seconded by Council Member Black to approve items 4B, 4C, and 4D from the consent calendar.

AYES: COUNCILMEMBERS: Mayor Pieper, Black, Dieringer, Mirsch, and Wilson.

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

**4.A. APPROVAL OF MINUTES**

03-09-20 City Council Draft Minutes FINALv9

03-23-20 City Council Draft Minutes FINAL v6

03-30-20 City Council Draft Minutes FINAL v6

04-13-20 City Council Draft MinutesFINALv11

04-13-20 City Council Draft Minutes Joint CC and PC FINALv10

04-27-20 City Council Draft Minutes CC FINALv10

06-04-20 City Draft Minutes Special v5

06-08-20 City Council Draft Minutes v6

06-22-20 City Council Draft Minutes v2

**MOTION:** It was moved by Mayor Pieper and seconded by Mayor Pro Tem Dieringer to approve all the minutes with the exception of minutes for June 22, 2020.

AYES: COUNCILMEMBERS: Mayor Pieper, Black, Dieringer, Mirsch, and Wilson.

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

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

ITEM 4B. APPROVED BY CONSENT CALENDAR VOTE.

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

ITEM 4C. APPROVED BY CONSENT CALENDAR VOTE.

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

ITEM 4D. APPROVED BY CONSENT CALENDAR VOTE.

5. **COMMISSION ITEMS**

NONE.

6. **PUBLIC HEARINGS**

NONE.

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.**

The following individuals provided written and or email comments regarding the Rolling Hills Community Wildfire Protection Plan (CWPP) and were either in support of approving or postponing the City Council action.

**Approve**

Rae Walker  
Dorothy Vinter  
Don Crocker  
Clint Patterson  
Ross Smith  
Arlene Honbo  
Abas Goodarzi  
Susan Collida  
Debra Schraeder  
Judith Haenel  
Kay Lupo

**Postpone**

Cathy Nichols  
John Nunn  
Richard Meyer  
William Hassoldt  
Donovan Black  
Anne Schneider  
Carole La Caze  
Geraldene Belleville  
Roger Hawkins  
Carmen Schaye  
Margaret Bemis  
Marcia Schoettle  
Jim Aichele  
Verna Balch

**Other Comment**

Arun Bhumitra  
Alfred Visco  
Diane Montalto

Members of the City Council heard public comments in support of approving or postponing City Council action regarding this item and discussed concerns at length.

**MOTION:** It was moved by Mayor Pro Tem Dieringer and seconded by Council Member Black to postpone the decision about the acceptance of the plan until the next meeting, accept the grant and to submit to CalOES. Additionally, recommends that the City put signage about the plan on the City's website.

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

**7.B. CONSIDER AND APPROVE AN AMENDMENT TO THE LEASE AGREEMENT WITH THE ROLLING HILLS COMMUNITY ASSOCIATION.**

Members of the City Council reviewed and discussed the request to approve an amendment to the lease agreement with the Rolling Hills Community Association.

**MOTION:** It was moved by Council Member Black and seconded by Council Member Mirsch to 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.

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

**7.C. CONSIDER ROLLING HILLS COMMUNITY ASSOCIATION'S REQUEST TO REPLACE, IN THE EVENT OF FAILURE, THE EXISTING SEPTIC TANK SERVING THE MAIN GATEHOUSE.**

Members of the City Council reviewed and discussed the request to consider Rolling Hills Community Association request to replace in the event of failure, the existing septic tank serving the main gatehouse.

**MOTION:** It was moved by Mayor Pro Tem Dieringer and seconded by Mayor Pieper to amend staff's recommendation to deny the Rolling Hills Community Association's request to replace the existing septic tank and include increasing maintenance frequency of the septic tank to prolong its use and to expedite if there is a problem.

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

**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.**

Members of the City Council reviewed and discussed the consideration to 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 the three years commencing on August 1, 2020.

**MOTION:** It was moved by Council Member Black and seconded by Council Member Wilson to approve the amended Memorandum of Understanding.

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

**7.E. CONSIDER AND APPROVE THE TRANSFER AGREEMENT WITH THE LOS ANGELES COUNTY TO RECEIVE SAFE CLEAN WATER PROGRAM MEASURE W LOCAL RETURNS.**

After review and discussion, Members of the City Council considered approving the transfer agreement with the Los Angeles County to receive Safe Clean Water Program Measure W local returns.

**MOTION:** It was moved by Mayor Pro Tem Dieringer and seconded by Council Member Mirsch to approve the transfer agreement with the Los Angeles County to receive Measure W funds and authorize the City Manager to execute the agreement.

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

**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.**

Members of the City Council reviewed and discussed the layout options to bring existing restrooms at City Hall to comply with ADA codes, and selected a design from options provided.

**MOTION:** It was moved by Council Member Black and seconded by Mayor Pro Tem Dieringer to approve option 2 and have restrooms reconfigured to have one ADA compliant all gender restroom and two additional all gender restrooms where the current restrooms are located. The electrical room, coffee area and water heater are to be relocated.

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

## 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.

Members of the City Council were provided with information on certification for funding submitted to the Department of Finance for allocation of Federal Cares Act funds through the State for Covid-19 related expenses.

**MOTION:** It was moved by Council Member Mirsch and seconded by Mayor Pro Tem Dieringer to receive and file the certification for funding submitted to the Department of Finance for CARES Act funds to offset COVID-19 related expenses.

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

### 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.

City Council Members were provided with information and discussed janitorial services to include cleaning protocols as required by LA County Health Department to prevent the spread of Covid-19.

**MOTION:** It was moved by Council Member Wilson and seconded by Mayor Pieper to approve items 1 and 2 to receive and file Administrative Regulations dated July 7, 2020 and approve an amendment with Executive-suites to continue to provide janitorial services for City Hall with cleaning protocols required by the LA County Health Department to prevent the spread of COVID-19.

Item number 3 was postponed to the next agenda to allow Council Member Black to speak with the industrial hygienist to adjust the scope of service.

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

**9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS**

Mayor Pro Tem Dieringer provided information regarding SB 99.  
Council Member Mirsch provided information regarding fire insurance and assembly bill.

**10. MATTERS FROM STAFF**

**10.A. FIRE FUEL ABATEMENT ENFORCEMENT CASES QUARTERLY REPORT FOR THE SECOND QUARTER OF 2020 (APRIL 1 THROUGH JUNE 30).**

Members of the City Council were provided with a report on fire fuel abatement cases quarterly report. It was noted that the biggest problem in getting vegetation items closed are due to residents not living on the properties. Additionally, the next quarterly report will be generated from the iWorQ program and may be able to provide more information on actions taken and outstanding items.

**MOTION:** It was moved by Council Member Mirsch and seconded by Mayor Pieper to receive and file report.

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

**11. ADJOURNMENT**

Hearing no further business before the City Council, Mayor Pieper adjourned the meeting at 10:24 pm in memory of Pat and Don Mehlig. The next regular meeting of the City Council is scheduled for Monday, July 27, 2020 at 7:00 pm.

Respectfully submitted,

---

Maria Quinonez, CMC  
Interim City Clerk

Approved,

---

Jeff Pieper  
Mayor

**MINUTES OF A  
REGULAR MEETING  
OF THE  
CITY COUNCIL OF THE  
CITY OF ROLLING HILLS, CALIFORNIA  
MONDAY, JULY 27, 2020**

This meeting is held pursuant to Executive Order N-29-20 issued by Governor Gavin 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 (<http://www.rolling-hills.org/>). The meeting agenda is on the City's website (<https://www.rolling-hills.org/government/agenda/index.php>).

Members of the public may observe and orally participate in the meeting via Zoom and or submit written comments in real time by emailing the City Clerk's office at [cityclerk@cityofrh.net](mailto:cityclerk@cityofrh.net). Access to the Zoom meeting room: <https://us02web.zoom.us/j/83320318128?pwd=K01LTWJaU0hpTE03a0JsMkFoWENjdz09>. Your comments will become part of the official meeting record. You must provide your full name, but please 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**

The City Council of the City of Rolling Hills met in a regular meeting via Zoom Teleconference on the above date at 7:10 p.m. via teleconference.

Mayor Pieper presiding.

**2. ROLL CALL**

Present: Council Members Mirsch, Black, Wilson, Dieringer and Mayor Pieper  
Absent: None.

Staff Present: Elaine Jeng, City Manager  
Michael Jenkins, City Attorney  
Meredith Elguira, Planning & Community Services Director  
Connie Viramontes, Administrative Assistant  
Maria Quinonez, Interim City Clerk

**SUPPLEMENTAL INFORMATION**

Any agenda related information received and distributed to the City Council after the Agenda Packet is printed is included in Supplemental Packets. Supplemental Packets are produced as needed. The Monday Supplemental Packet is available for public review in the City Clerk Department, 2 Portuguese Bend Road, during normal business hours [main posting location pursuant to the Brown Act, G.C. 54957.5(b)(2)]. Supplemental Packets are available for public review at City Hall, 2 Portuguese Bend Road and on our City's website: [www.rolling-hills.org](http://www.rolling-hills.org).



Please be advised that communications directed to the City Council are public records and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under the applicable law. Communications will NOT be edited for redactions; will be printed/posted as submitted.

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

(The complete audio of the City Council and written communications is available in the City Clerk's office and the City's website: <https://www.rollinghills.org/government/agenda/index.php>)

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.*

**MOTION:** It was moved by Council Member Wilson and seconded by Council Member Mirsch to approve items 4B, 4C, and 4D from the consent calendar.

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

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

**RECOMMENDATION: Approve as presented.**

05-11-20CCMinutesv4.docx

05-26-20CCMinutesv5.docx

06-22-20CCDraftMinutesv4.docx

07-13-2020CCMinutes.v2.docx

The meeting minutes were pulled for separate discussion.

**MOTION:** It was moved by Mayor Pro Tem Deiringer and seconded by Council Member Black to approve item 4A Approval of Minutes with the exception of minutes for May 26, 2020 and July 13, 2020. The motion included agendizing a discussion on action minutes for the next meeting.

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

- 4.B. PAYMENT OF BILLS.  
ITEM 4.B. APPROVED BY CONSENT CALENDAR VOTE.**
- 4.C. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR JUNE 2020.  
ITEM 4.C. APPROVED BY CONSENT CALENDAR VOTE.**
- 4.D. FINANCIAL STATEMENTS FOR THE QUARTER ENDING JUNE 30, 2020  
ITEM 4.D. APPROVED BY CONSENT CALENDAR VOTE.**

**5. COMMISSION ITEMS**

- 5.A. VARIANCE REQUEST TO CONSTRUCT A 162 SQUARE FOOT ADDITION  
IN THE FRONT YARD SETBACK LOCATED AT 3 POPPY TRAIL ROAD  
(JONAS).**

Staff made a presentation to the City Council.

**MOTION:** It was moved by Council Member Wilson and seconded by Council Member Mirsch to receive and file report.

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

**6. PUBLIC HEARINGS**

- 6.A. A PUBLIC HEARING TO CONSIDER AND APPROVE A RESOLUTION  
AUTHORIZING PLACEMENT OF SOLID WASTE SERVICE CHARGES OWED  
TO REPUBLIC SERVICES PURSUANT TO ITS SOLID WASTE FRANCHISE  
WITH THE CITY OF ROLLING HILLS ON THE FY 2020-2021 LOS ANGELES  
COUNTY AUDITOR-CONTROLLER'S OFFICE ANNUAL TAX ROLL.**

Staff made a presentation to the City Council.

Mayor Pieper opened up the public hearing.

City Council Members heard public comments from Alfred Visco.

Mayor Pieper closed the public hearing.

**MOTION:** It was moved by Council Member Wilson and seconded by Mayor Pro Tem Dieringer to approve the Resolution detailing the sums to be levied upon individual real property parcels that receive trash services and direct the same to be submitted to the Los Angeles County Auditor-Controller for placement on the FY 2020-2021 property tax roll.

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

## **7. OLD BUSINESS**

### **7.A. RECEIVE AND FILE AN UPDATE TO THE HAZARD MITIGATION GRANT TO PREPARE A COMMUNITY WILDFIRE PROTECTION PLAN (CWPP).**

Staff made a presentation to the City Council.

**MOTION:** It was moved by Council Member Wilson and seconded by Council Member Mirsch to receive and file staff's report on the Hazard Mitigation Grant to prepare a CWPP.

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

### **7.B. CONSIDER AND ADOPT THE ROLLING HILLS COMMUNITY WILDFIRE PROTECTION PLAN (CWPP).**

Staff made a presentation to the City Council.

City Council Members heard public comments from Chief Hale, Captain Powers, James Aichele, Ronald Sommer, and Roger Hawkins.

**MOTION:** It was moved by Mayor Pro Tem Deiringer to adopt the changes she has drafted to provide definitions and place responsibility where responsibility is due. Motion failed.

**MOTION:** It was moved by Council Member Wilson and seconded by Council Member Black to adopt the Rolling Hills CWPP and direct staff to update the plan annually.

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

## **8. NEW BUSINESS**

### **8.A. CONSIDER AND APPROVE AN AMENDED AGREEMENT WITH JIMENEZ CONSULTING TO PROVIDE TECHNOLOGY SUPPORT, INCLUDING ENHANCEMENTS TO CITY'S WEBSITE.**

Staff made a presentation to the City Council.

**MOTION:** It was moved by Mayor Pieper and seconded by Council Member Wilson to approve an amended agreement with Jimenez Consulting for a total of \$10,000 for two months and providing the City Council with monthly reports.

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

**8.B. CONSIDER AND APPROVE RESOLUTION NO. 1259 TO ESTABLISH A FORMAL POLICY TO CONTRIBUTE CITY FUNDS TOWARDS THE COST OF UTILITY POLE REMOVAL AND RESOLUTION NO. 1260 ESTABLISHING AN APPLICATION AND APPEAL FEE RELATING TO UTILITY POLE REMOVAL REIMBURSEMENT APPLICATIONS; AND REPEALING RESOLUTION NO. 1241.**

Staff made a presentation to the City Council.  
Council Members heard public comment from Abas Goodarzi.

**MOTION:** It was moved by Council Member Black and seconded by Council Member Mirsch to approve as amended Resolutions 1259 with three changes on section 2 paragraph D reimbursement application: (1) for poles removed from January 1, 2020 (2) net removal with the word “net” added (3) not to exceed \$3500 cap preliminary design fee and adopt Resolution 1260.

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

**MOTION:** It was moved by Mayor Pieper and seconded by Council Member Mirsch to dissolve the ad-hoc committee created to draft a policy for city contribution towards the undergrounding of overhead utility poles that are not a part of assessment districts.

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

**9. SUPPLEMENTAL AGENDA PACKET RELATING TO ITEM 9A POSTED JULY 27, 2020 MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS**

**9.A. DISCUSS LOS ANGELES COUNTY BOARD OF SUPERVISORS AGENDA ITEM ON A BALLOT MEASURE FOR THE NOVEMBER 2020 ELECTION THAT MAY RESULT IN BUDGET CUTS TO SHERIFF'S DEPARTMENT, DISTRICT ATTORNEY'S OFFICE AND COUNTY PROBATION OFFICE (MIRSCH AND DIERINGER).**

Mayor Pro Tem Deiringer made a presentation to the City Council.

**MOTION:** It was moved by Council Member Black and seconded by Council Member Mirsch to oppose the proposed action and to send a written letter to Board of Supervisors.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson, Dieringer, and Mayor Pieper

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

**10. MATTERS FROM STAFF**

SB2 GRANT UPDATE AND LEAP GRANT UPDATE (ORAL).

Staff made a presentation to City Council on SB2 grant and LEAP update.

**11. CLOSED SESSION**

None.

**12. ADJOURNMENT**

Hearing no further business before the City Council, Mayor Pieper adjourned the meeting at 10:01 p.m. The next regular meeting of the City Council is scheduled for Monday, August 10, 2020 at 7:00 pm.

Respectfully submitted,

---

Maria Quinonez, CMC  
Interim City Clerk

Approved,

---

Jeff Pieper  
Mayor



*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

**Agenda Item No.: 4.B**

**Mtg. Date: 08/10/2020**

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

**THRU:** ELAINE JENG P.E., CITY MANAGER

**SUBJECT:** PAYMENT OF BILLS.

**DATE:** August 10, 2020

---

**BACKGROUND:**

NONE.

**DISCUSSION:**

NONE.

**FISCAL IMPACT:**

NONE.

**RECOMMENDATION:**

Approve as Presented.

**ATTACHMENTS:**

[Payment of Bills.pdf](#)

## CITY OF ROLLING HILLS

8/10/20 Check Run A

Check No.	Check Date	PAYEE	DESCRIPTION	AMOUNT
26550	8/5/2020	ALAN PALERMO CONSULTING	July 2020 CIP Project Management	3,360.00
26551	8/5/2020	BENNETT LANDSCAPE	Tree Removal- City Hall and Community Assoc.	2,885.00
26552	8/5/2020	Best Best & Krieger LLP	March 2020 Land Use Services	1,254.00
26553	8/5/2020	California JPIA	Property Insurance 7/1/20 to 7/1/21	5,493.00
26554	8/5/2020	California Water Service Co.	Water Usage 6/25/20 to 7/27/20	996.45
26555	8/5/2020	Civicplus	Quarterly Fee - Webhosting	1,564.40
26556	8/5/2020	Cox Communications	July to August Internet and Phone Service	509.30
26557	8/5/2020	Environmental Design Associates	Landscape Plan Review Contract Services- 16 Crest Road East	2,250.00
26558	8/5/2020	Executive Suite Services Inc.	July 2020 Janitorial Services	1,370.00
26559	8/5/2020	First Call Staffing Inc.	Temp Services Week Ending 7/19/20 & 7/26/20 - City Clerk	4,286.40
26560	8/5/2020	McGowan Consulting	May 2020 to June 2020 MS4 Permit Consulting Services	10,048.70
26561	8/5/2020	Pitney Bowes	July 2020 Postage	1,005.00
26562	8/5/2020	Rogers, Anderson, Malody & Scott, LLP	June 2020 Accounting Services	7,275.00
26563	8/5/2020	Southern California Edison	Electricity Usage 5-22-20 to 7-24-20	1,607.64
26564	8/5/2020	USCM	Deferred Compensation 7/31/20	50.00
26565	8/5/2020	Vantagepoint Transfer Agents - 306580	Deferred Compensation 7/31/20	776.13
26566	8/5/2020	WARRINER ASSOCIATES	Contracted Arborist Code Enf. Case 2 Pinto Road & 3Appalosa	400.00
* PR LINK	07/31/20	PR LINK - PAYROLL PROCESSING	Processing Fee	63.70
* PR LINK	07/31/20	PR LINK - PAYROLL & PR TAXES	Pay Period - July 15, 2020 to July 28, 2020	20,773.04
				<u>\$ 65,967.76</u>
				45,131.02

I, Elaine Jeng, City Manager of Rolling Hills, California certify that the above demands are accurate and there is available in the General Fund a balance of \$65,967.76 or the payment of above items.



Elaine Jeng, P.E., City Manager

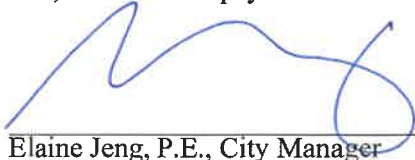
08/05/2020

## CITY OF ROLLING HILLS

7/27/20 Check Run B-REVISED

Check No.	Check Date	PAYEE	DESCRIPTION	AMOUNT
26519	07/27/20	First Call Staffing Inc.	Week Ending 6/28/20 -Temp Staffing	\$ 856.80
26520	07/27/20	Southern California Gas Co	Gas Usage 6/5/20 to 7/7/20	21.47
26521	07/27/20	Konica Minolta	Maintenance Contract-4/11/20 to 7/10/20	530.31
26522	07/27/20	County of LA Dept of Animal Care	June 2020 Animal Care Costs	423.03
26523	07/27/20	LA County Sheriff's Department	June 2020 Law Enforcement and Traffic Enforcement	30,097.93
26524	07/27/20	Opus Bank	6/3/20 to 7/3/20 Credit Card Purchases	2,397.71
26525	07/27/20	City of Rancho Palos Verdes	May 2020 - 7% of ALRP Camera Connectivity	66.52
26526	07/27/20	Willdan Inc.	June 2020 Plan Check and Inspection Services	50.00
26527		A&D Clean up Masters	Recycle Refundable Deposit	750.00
26528	07/27/20	Abila	August 2020 Accounting Software Services	183.75
26529	07/27/20	Edwards Termite and Pest Management	June 2020 Insect and Gopher Control- CityH, Tennis Courts & Picnic Area	320.00
26530	07/27/20	First Call Staffing Inc.	Week Ending 7/12/20 -Temp Staffing	1,863.20
26531	07/27/20	FORUM INFO-TECH. INC./LEVELCLOUD	VOID - DUPLICATE INVOICE	-
26532	07/27/20	Gladwell	Records Management and Record Retention	1,430.95
26533	07/27/20	Internet Networkx	2020/2021 Annual Renewal Website Listings	194.00
26534	07/27/20	League of California Cities	Website job and Wsestern City Magazine Sub	300.00
26535	07/27/20	Municode	Online Code Hosting 2020/2021	550.00
26536	07/27/20	PVS	Service call - Reset alarm codes	180.00
26537	07/27/20	Quadiant	Equipment Maintenance -	691.56
26538	07/27/20	Southern California Edison	Electricity Usage 6/14/20 nto 7/20/20	497.31
26539	07/27/20	Vantagepoint Transfer Agents - 306580	Deferred Compensation 7/17/20	776.13
26540		VOID	PRINTING ERROR	
26541		VOID	PRINTING ERROR	
26542	07/27/20	USCM	Deferred Compensation 7/17/20	50.00
26543	08/01/20	Delta Dental	August 2020 Dental Insurance	840.18
		VOID 26544, 26545, 26546, 26547	PRINTING ERROR	
26548	08/01/20	Standard Insurance Co	August 2020 Life Insurance	178.27
26849	08/01/20	Vision Service Plan	August 2020 Vision Insurance	126.75
EFT	08/01/20	CALPERS	June 2020 Retirement	76.97
EFT	08/01/20	CALPERS	June 2020 Retirement	4,014.29
EFT	08/01/20	CALPERS	August 2020 Health Insurance	6,768.24
* PR LINK	07/17/20	PR LINK - PAYROLL PROCESSING	Processing Fee	63.70
* PR LINK	07/17/20	PR LINK - PAYROLL & PR TAXES	Pay Period - July 1, 2020 to July 14, 2020	20,773.04
				<u>\$ 75,072.11</u>
				54,235.37

I, Elaine Jeng, City Manager of Rolling Hills, California certify that the above demands are accurate and there is available in the General Fund a balance of \$75,072.11 or the payment of above items.



Elaine Jeng, P.E., City Manager

08/05/2020





## *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

**Agenda Item No.: 8.A**  
**Mtg. Date: 08/10/2020**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: ELAINE JENG, CITY MANAGER**

**THRU: ELAINE JENG P.E., CITY MANAGER**

**SUBJECT: RECEIVE AND FILE AN UPDATE ON THE BLOCK CAPTAINS PROGRAM.**

**DATE: August 10, 2020**

---

### **BACKGROUND:**

According to City records, the Block Captains Program was in existence since the early 2000s. Records showed that the program intended to have the Block Captains function as liaisons between their neighborhood (zone) and First Responders and the City in case of large-scale emergencies. The program divided the city geographically into 24 areas or zones. Block Captains are to hold neighborhood zone meetings every two years and continuously update contact information to the residents within the zones.

In late 2018, the Block Captains Program was inactive for at least five years. Using a directory of Block Captains compiled in 2013/2014, city staff called individuals listed on the directory to ask if they would be interested to continue to serve as Block Captains. Block Captains that responded to the call were asked to attend a meeting in late January 2019 held at City Hall. To reinstate the program, the Block Captains were requested to meet on the third Thursday of even months with the first one scheduled on February 21, 2020. City staff also requested a volunteer for the leadership role for the program. In 2019, the Block Captains met a total of seven times including the initial meeting in January 2019.

In addition to fulfilling the purpose of the Block Captains established for the program from the 2000s, Block Captains were also asked to achieve three goals: (1) establish a method of communication between zones during an emergency; (2) establish planned evacuation routes; and (3) complete a Community Wildfire Protection Plan (CWPP). Also at the first official meeting, Arlene Honbo was introduced as the lead Block Captain.

Under the leadership of Ms. Honbo, in the first half of 2019, the Block Captains focused on reinstating supplies (emergency kit), educational materials, resident information by zone, assisting Block Captains in conducting zone meetings, continuous recruitment of Block Captains for zones without captains, and finding an operational structure for the reinstated program. During this time, the Block Captains and city staff engaged the Los Angeles County Fire Department, the Los Angeles County Sheriff's

Department, and the Rolling Hills Community Association (RHCA). Ms. Honbo was instrumental in having First Responders participate in Block Captain meetings, neighborhood zone meetings and educational seminars for Block Captains. RHCA showed strong support and attended many of the Block Captain Program meetings. Ms. Honbo enlisted the assistance of Mr. Gene Honbo and the leadership of the program became a family affair for the Honbos.

In the second half of 2019, the focus of the program was on the three goals. On the communication front, the Block Captains were connected with the amateur radio club of the Peninsula and RHCA for assistance. Regular meetings were set up with the First Responders to discuss evacuation routes. Lead Block Captains solicited a small group of volunteers to put together a community survey as a part of the data collection needed to prepare a CWPP. Towards the end of 2019, a radio type was selected and four devices were purchased but they need to be programmed. After numerous meetings, the evacuation routes were established with the First Responders, and the community survey results were analyzed to commence the drafting of the CWPP.

By early 2020, a draft of the CWPP was prepared. The draft was shared with First Responders, the wildfire mitigation subcommittees of the RHCA and the City Council and the Block Captains. The Block Captains were asked to provide the draft CWPP to residents within their zones. Feedbacks from these different groups were incorporated into subsequent drafts of the CWPP culminating into a final draft in April 2020. Due to the pandemic Block Captains and zone meetings were cancelled since March 2020 and resumed in July 2020 via teleconferencing.

In late March 2020, because of the stay-at-home health orders issued by the LA County Department of Health, the Block Captains were called into action to provide assistance to the senior and homebound population by frequently contacting them and offering help to run errands including grocery shopping and or filling prescriptions. The shut-down of the County between March and June 2020 tested the Block Captains and offered a demonstration of their roles for the community in the time of need.

## **DISCUSSION:**

As of August 2020, there are approximately 35 Block Captains enlisted with 9 Block Captain Supporters. Recruitment is on-going. Participating is strong from the volunteers. Most volunteers attempt to attend the Block Captains held during the day if their work schedules permit. Others conduct follow ups with Lead Block Captains and attend evening meetings. The Lead Block Captains created an orientation chair for the program as the welcoming committee for new volunteers. The orientation chair would provide supplies, material, and guidance on the role of a block captain. The Lead Block Captains also created a seniors chair focused on special needs and the seniors in the community. There is an education/training chair that will serve to train the Block Captains on an on-going basis. The Lead Block Captains have also created special project teams to address single issues such as the automation of the Crest Road East gate, the communications project, and research on the Good Samaritan law as it applies to the Block Captain program. The structure of the Block Captains program is continuing to evolve based on needs and available personnel.

The Lead Block Captains have discussed with city staff the importance of an organizational structure to ensure program continuity. Learning from the inactivity of the program between 2013 and 2018, the Lead Block Captains and city staff will focus on the elements of an appropriate organizational structure for the program. The Lead Block Captains also discussed the importance of administrative support from city staff to keep the program operating as intended. The City Clerk was the lead staff in supporting the Block Captains program. The City Clerk served as the secretary, organizing meetings, responses to meetings, preparing meeting agendas and meeting minutes, data tracking, records

management and maintaining a reference database for the program. In early July 2020, the City Clerk position became vacant and the Lead Block Captains took on the administrative work. Through this experience, the Lead Block Captains are even more convinced of the importance of the support provided by the city. Administrative support allows the program, and its volunteers to use the limited resources to focus directly on emergency preparedness. In June 2020, city staff worked with a technology professional to use the city's website to offset as much administrative work for the program as possible. Work on this front will continue in the coming months as the city recruits for a City Clerk.

Additionally, in 2020, the Block Captains will pursue mitigation strategies listed in the CWPP and explore the feasibility of those strategies for Rolling Hills. The focal area in the coming months will be hardening homes. The Lead Block Captains have scheduled educational events with the Fire Department including inspections of certain residences volunteered as subjects. Other areas that the Block Captains will work on include identifying with the First Responders refuge areas in Rolling Hills, and coordinating with emergency preparedness organizations in adjacent cities. The Block Captains will continue to pursue remaining goals established for 2019 and find new ways to conduct zone meetings with their neighborhood using alternate means.

#### **FISCAL IMPACT:**

In FY2019-2020 approved budget, the City Council allocated funding to purchase radios for the program. Approximately \$500 of the \$6,600 budget was used for the radios as only four radios were purchased as test devices. The radios need a qualified professional to program the radios. Additionally, there were approximately \$3,000 of expenses relating to Block Captain meetings, training materials, and emergency kit supplies. In FY2020-2021 approved budget, \$6,500 is allocated to the Block Captain Program. A portion of the approved budget will be used to hire a professional to program the radios. Allocated funds will also be used to enhance the city's website to shoulder the burden of administrative work necessary for the program.

#### **RECOMMENDATION:**

Staff recommends that the City Council receive and file an update on the Block Captains Program.

#### **ATTACHMENTS:**

[Meeting 19-01\\_2019\\_01\\_31.pdf](#)

[Meeting 19-02\\_2019\\_02\\_21.pdf](#)

[BC Agenda\\_19-03\\_2019\\_04\\_18.docx](#)

[Meeting 19-04\\_2019\\_06\\_20 Agenda.docx](#)

[Meeting 19-05\\_2019\\_08\\_15 Agenda.docx](#)

[Meeting 19-06\\_2019\\_10\\_17 Agenda.docx](#)

[Meeting 19-07\\_2019\\_12\\_19 Agenda.docx](#)

[20-02-20\\_\\_Meeting 20-01\\_Agenda.docx](#)

[Meeting 20-02\\_2020\\_07\\_09 Agenda.pdf](#)

# BLOCK CAPTAIN MEETING

JANUARY 31, 2019 10 AM

No.	Name	Phone	Email
21A	PENNY SMITH	310-377-6912	penmi1226@gmail.com
21A	<u>Zone</u> ROSS SMITH		ROSS1220@gmail.com
	Ed Swart (zone 9)	310-541-2299	edswart@verizon.net
	V'Etta Virtue (18)	310-377-5413	—
	PR. RONALD SUMMER	310 541 9005	NOR161929@gmail.com
	DOROTHY VINTER (15)	310-541-8085	dvinter@aol.com
	Giancarlo Sterinieri (24)	(310) 502-4619	sterinieri1@cox.net
	Debra Shrader (zone 13)	(cell) 424-242-4438 310 377-2286	teach2play@gmail.com
	Maira Uhl (17A)	(310) 344-4193 / Mobile (310) 378-6481 / Home	maira.uhl@cox.net
	Clint Patterson	310-426-8811 541-30624	clint.patterson@gmail.com
	RALPH SCHMOELZER	(310) 541-0909	RALPHSCHMOELZER@VERIZON.NET
	Kay Lupo	(310) 541-4143	kay.lupo@yahoo.com
	Jeanette Ruzic	310 544 1881 home 310 704 9174	JRIURH@gmail.com

**BLOCK CAPTAIN MEETING**  
**JANUARY 31, 2019 10 AM**

No.	Name	Phone	Email
	Arlene Honbo	3105449608	arleneahonbo@gmail.com

7, 9, 10, 11, 13, 14, 15(3), 17A, 18, 21, 24

12	12a 0-38 SADDLEBACK (12) 12b 42-52 SADDLEBACK, HILLSIDE LANE (14) 13a 54-68 SADDLEBACK (8) 13b 71-76 SADDLEBACK (excl 75) + ROADRUNNER (9) 13c 77-100 (incl 75) SADDLEBACK (10)	DR. RALPH BLACK  DINNY LESSER  <u>DANIEL + DEBRA SHRADER</u> None None <i>Cart Make 3rd Thursday</i>	377-1791 <a href="mailto:blairld@aol.com">blairld@aol.com</a> 544-4217 H 710-2464 C <a href="mailto:dmllessr@cox.net">dmllessr@cox.net</a> 377-2286 H (310) 722-6921 C <a href="mailto:Daniel.daniel.shrader@gmail.com">Daniel.daniel.shrader@gmail.com</a> <a href="mailto:Debra.teach2play@gmail.com">Debra.teach2play@gmail.com</a> (310) 346-5644 C None None	36 SADDLEBACK ROAD 4 HILLSIDE LANE 54 SADDLEBACK ROAD TBA TBA
14	POPPY TRAIL (9)	DR. RON SOMMERB None None	541-9005 H 871-8927 C <a href="mailto:nor161929@gmail.com">nor161929@gmail.com</a>	2 POPPY TRAIL
15	15a 1-10 GEORGEFF, BUCKBOARD (15) 15b 11-20 GEORGEFF, EL CONCHO (15) <i>Clint</i> 15c 22-27 GEORGEFF, REATA LANE (14) <i>Dorothy</i>	KAY LUPO <i>proposed change</i> None DOROTHY VINTER (Tony) CLINT PATTERSON MICHAEL SHERMAN Sandy MARCIA GOLD MICHELE MOTTOLA None	541-4143 H 508-1414 C <a href="mailto:kay.lupo@yahoo.com">kay.lupo@yahoo.com</a> 543-0081 (Paul's W)  <a href="mailto:dvinter@aol.com">dvinter@aol.com</a> 541-8085 <a href="mailto:clint.patterson@gmail.com">clint.patterson@gmail.com</a> 541-3062 A(h); 944-1420 (c) *82-310-541-4589 <a href="mailto:misherman@cox.net">misherman@cox.net</a> Cell 310-940-3626 -do not leave msg if no ans. 377-3555 H 714-1884 C <a href="mailto:thegoldfamily@cox.net">thegoldfamily@cox.net</a> 377-2729 H <a href="mailto:osomellowbug@yahoo.co">osomellowbug@yahoo.co</a> None	4 GEORGEFF ROAD None 9 REATA 22 GEORGEFF ROAD 33 CREST ROAD EAST 9 FLYING MANE ROAD 7 FLYING MANE ROAD TBA
16	16a 2, 6, 12, 16, 18, 22, 26, 30, 34 CREST ROAD EAST (9) 1, 5, 7, 17, 29, 33, 35 CREST ROAD EAST (7) 16b FLYING MANE ROAD & LANE; 1-3 SOUTHFIELD, 38 CREST ROAD EAST (19)			
17	16c 51-92 (end) CREST ROAD EAST (17) 17a 7-10 SOUTHFIELD; RINGBIT EAST & WEST (16) 17b 11,13,17,19 SOUTHFIELD + PACKSADDLE WEST (10) 17c 12, 14, 16 SOUTHFIELD + PACKSADDLE EAST (11)	MARLEN UHL VICKEY DEBROWSKI CLARISSE SHUMAKER NANCY HOFFMAN None	*82-310-378-6481 <a href="mailto:inncuhi@cox.net">inncuhi@cox.net</a> 377-7710 <a href="mailto:vdebrowski@cox.net">vdebrowski@cox.net</a> 544-1532 + 544-8632 H 614-3456 C <a href="mailto:cshumaker@aol.com">cshumaker@aol.com</a> ; <a href="mailto:shumaker@psmlawyers.com">shumaker@psmlawyers.com</a> 544-0017 <a href="mailto:NBHrides@aol.com">NBHrides@aol.com</a> None	4 RINGBIT RD EAST 10 SOUTHFIELD 1 RINGBIT RD WEST 5 PACKSADDLE ROAD W. TBA

# BLOCK CAPTAIN MEETING 19-02

FEBRUARY 21, 2019

## MEETING AGENDA

1. Introduction – name, zone and brief report out on recent activities
2. City's role
  - a. Coordination with RHCA
  - b. Education, supplies, materials and literature for Block Captain Program
3. Block Captain leadership
4. Meeting format
  - a. Communication between zones
  - b. Planned evacuation routes
  - c. Community Wildfire Protection Plan (CWPP)
5. Next meeting Thursday, April 18, 2019 at 10am
  - a. The Gas Company will make brief presentation



*Ronald M. Sommer, M.D.,FAAFP  
# 2 Poppy Trail  
Rolling Hills, CA. 90274-5137  
310-541-9005  
Nor161929@Gmail.com*

*DISASTER PREPAREDNESS 2/13/19*

*1: Bottled water or chlorine to other water sources = 16 gtts chlorine/  
gallon of water. Amazon sells a bottled product called "Blue Water", which is  
supposed to have a 50 year shelf life.*

*2: non perishable food, cookstove & sterno or propane  
sleeping bags*

*3: Emergency flashlights and lanterns Big 5 store sells a good emergency  
light product.*

*4: Warm blankets for heat*

*5: Communication devices: cell phones & battery adapter chargers;  
possibly short range walkie talkies (with common frequency). Note that the FRS  
(Family Radio Service) walkie Talkies do not have a great range because of out  
hills (mostly only line of sight)*

*6: Tool for shutting off gas;*

*7: Bullhorn, whistle, walkie talkie*

*8: Bug out bag containing medications, swiss army knife, binoculars,  
compass, canteen, can opener, snacks, sturdy gloves & disposable gloves. rope,  
bungee cords, basic first aid supplies, Firearms?, passport.etc., hat, sunscreen.  
raingear.*

*9: Evacuation route, family meeting place, safe place*

*10: Matches or lighter*

*11: keep at least 3/4 tank of gas if possible*

*12: FIRE OR EARTHQUAKE: If you smell gas, turn off the gas at the  
meter. DO NOT switch on any lights, as a spark may cause an explosion. Open  
the windows and doors. Call the gas company. I have been told that the Gas C  
o. can install a seismic gas shut off.*

*13: have a battery operated radio; useful if there is no electricity.*

*14: A previous RH recommendation for communication was a Motorola*



*Talkabout MR350, with 22 channels, 121 privacy codes, NOAA (weather)Alert. Cost about \$60 atAmazon, also was available at Walmart & Target for about the same price. Set the walkie talkies to Channel 8, interference code 30. Limited communication range.*

*15: The Fire Dept. recommends that eves at home be “boxed in “ (covered) to prevent embers from igniting the underlying wood. They also recommend that ventilation vents in the house be fitted with fine wire to keep embers from entering the attic.*

*16: Those of us that have homes adjacent to canyons might want to pressure the city to remove dead trees and brush, even though the canyons are supposed to be “sanctuary cities for endangered animal life.*

*17: I would like to encourage the city to install a notification system (e.g. sirens) in the event of a fire at night. They are envisioning an automatic notification by means of cell phones--- but many people shut off all their phones at night. The gate guards could be empowered to activate the alarm system.*

*18: A system could be explored to see if roof sprinklers are an effective measure.*

*If you have other emergency recommendations, or find better radios, we are eager to know.*

*Ronald Sommer, Block Captain Zone 14*

*Alan Stratford, wife= Nancy# 6 Poppytrail, Home=424-206-9637, Cell=714-756-1027, ASTRATFORD@MARTINBRATTRUD.COM. Alan has consented to be cop-captain*

# BLOCK CAPTAIN MEETING

FEBRUARY 21, 2019 10 AM

No.	Name	Phone	Email
18A	V'Etta Virtue	(310) 377-5413	—
	Diane Monte (to)	310 200 3059	ron diane Dearlink.net
	Jeanette Ruzic	310 544 6078 (h)	JRIURH@gmail.com
	Karen Hutchison	310 704 9174	K.hutche@cox.net
	Clint Patterson	310 544 1881 (H)	clint.patterson@gmail.com
	Debra Shrader	310 373 8595	teach2play@gmail.com
	Ross Smith.	310 243 4906 (c)	Rossj1220@GMAIL.COM
	Arlene Honbo	310 426-8811	arleneahonbo@gmail.com
	Alex Betcom / 5211	424-242-4438	Alex@AASJAY.NET
	Alfred Visco	310 544-9608	VISCO@LINKLINE.COM
	Marion Ruth	310 994-7400	MARIONRUTH5@AOL.COM
	Ronald Sommer (M.P.)	310 -541-8927	NOR161929@GMAIL.COM
	Ed Swartz	310 541-4144	edswartz@verizon.net
		310 541 9005	
		310-780-9196	

[illegible]

# BLOCK CAPTAIN MEETING 19-03

APRIL 18, 2019

## MEETING AGENDA

1. Introduction – name, zone and brief report out on zone activities
2. Walkie-Talkie Test March 21, 2019 Report Out (Arlene Honbo)
3. Communication Device Selection Report Out (Arlene Honbo and Ron Sommer)
  - a. Expert Diana Feinberg
4. Equipment Check List (Arlene Honbo)
5. Graphical Depiction of Block Captain Roles/Responsibilities (Arlene Honbo)
  - a. Graphics distribution
6. Gas Company (Faviola Ochoa)
  - a. Shut-off protocol
7. Next Meeting Thursday, June 20, 2019
  - a. Fire Department
  - b. Sheriff's Department

# BLOCK CAPTAIN MEETING 19-04

JUNE 20, 2019

## MEETING AGENDA

1. Introduction – name, zone and 1 accomplishment (1 minute)
2. Communication Between Zones
  - a. Device Selection Update
    - Purchased 4 TYT UV380 Handheld Radio
    - Programming and Test in City
  - b. Zone Meetings
    - Feedback from Block Captains
3. Evacuation
  - a. City of Rolling Hills [www.rollinghills.org](http://www.rollinghills.org)
    - NOTIFY ME
    - Home>Government>Fire and Emergency Preparedness
      1. General Emergency Information>ESP Checklist Brochure
  - b. Planned Evacuation Routes
    - Proposed Request for Proposal (RFP) to advise on Evacuation Strategies for Rolling Hills:

1. Review with key stakeholders
2. Budget
3. Issuance in August 2019; due in September 2019
4. Project Launch in September 2019

#### 4. Community Wildfire Protection Plan

- a. Engage Stakeholders – Fire, Sheriff, City and RHCA Reps, Utilities, Block Captains, Other Key Residents
  - b. Conduct Survey in Zones for Priorities and Expected Remedies- August 2019
  - c. Draft CWPP for Stakeholder's Review – September/October 2019
  - d. Strategy Session – 1 day facilitated session with Stakeholders to validate top Priorities and Expected Remedies– October 2019
  - e. Completed CWPP – December 2019
5. Others
- a. Recruit more Block Captains
  - b. Distribute Block Captain "kits"
  - b. Distribute Resident "kits"

#### 6. Next Meeting Thursday, August 20, 2019

# BLOCK CAPTAIN MEETING 19-05

AUGUST 15, 2019

## MEETING AGENDA

1. Status Reports (15 minutes)
  - a. Block Captain name, zone and zone feedback
  
2. Communication (5 minutes)
  - a. Radio Update
  - b. Next Steps – Program radios and conduct 2<sup>nd</sup> Communications Test of all zones with new equipment by next October meeting
  
3. Evacuation (15 minutes)
  - a. Involvement of First Responders
    - Fire and Sheriff
  - b. Evacuation Plan Request for Proposal (RFP) Update
  - c. Next steps – Convert RFP to “RH Evacuation Project Plan”, establish governing council, schedule project kick-off in September

4. Community Wildfire Protection Plan (15 minutes)

a. Presentation of CWPP

b. CRITICAL: Block Captain Roles and Responsibilities during development of CWPP

- Motivate your zone residents to participate in survey
- Engage and participate in a 1 day Strategy Session and represent your zone's priorities and expected remedies
- Provide updates to your zone residents

5. Others/Activities (10 minutes)

a. South Bay Council of Governments Newsletter

b. Rolling Hills Living Magazine Feature

c. CERT Training Recommendation

d. Feedback/Issues/Concerns

6. Next Meeting: Thursday, October 17, 2019



BLOCK CAPTAIN MEETING 19-06  
OCTOBER 17, 2019  
MEETING AGENDA

1. Introductions – Name and Zone (5 minutes)
2. Report of Activities (10 minutes)
  - a. Emergency Communications
  - b. Evacuation Strategies
    - Update on Crest Road East Gate
    - RPV/PV Land Conservancy and Rolling Hills
    - Horse Evacuation Plan (in process)
3. Use of Trails in an Emergency and Feedback (20 minutes)
  - a. Analysis of Trails
  - b. Scenario – Zone 21
4. Zone Meeting - Status Reports (15 minutes)
  - a. Block Captain name, zone and zone feedback
5. Wildfire Prevention Survey (5 minutes)
  - a. Survey Due November 15, 2019
  - b. CRITICAL:
    - Motivate your zone residents to participate in survey
    - Inform residents the results will drive priorities and projects for RH's Community Wildfire Prevention Plan (CWPP)
    - Respond by email link or pick up/return to RH City Hall
4. Other Important Announcements (5 minutes)
  - a. RH Living Magazine Nov Issue - Block Captain Program
  - b. Prepared Peninsula Expo Sunday, Oct. 27 12 noon – 3 pm Norris Pavilion
5. Next Meeting: Thursday, December 19, 2019 at 6 to 7 pm. Holiday Social immediately following. Need volunteers for desserts and libations.

BLOCK CAPTAIN MEETING 19-07  
DECEMBER 19, 2019  
MEETING AGENDA

1. Introductions – Name and Zone
2. Report on Wildfire Mitigation Survey – Need Your Input
  - a. Survey - Resident Participation
  - b. Preliminary Analysis of Major Concerns
  - c. Preliminary Options and Actions to Address Concerns
3. Update on Crest Road East Gate
4. Important Announcement
  - a. Annual Meeting of Community Association – Wednesday, January 15, 2020 7:00 pm at South Coast Botanic Gardens. Block Captain Program (Arlene) is on the agenda. Block Captains should attend.
5. Next Meeting: Thursday, February 20, 2019 at 10 am Rolling Hills City Hall
6. Holiday Social – Block Captains and Spouses/Significant Others

BLOCK CAPTAIN MEETING 20-01  
FEBRUARY 20, 2020  
MEETING AGENDA

1. Introductions – Name and Zone
2. Draft Community Wildfire Protection Plan (CWPP) – Need Your Feedback
  - a. Goal – Finalize by end of April 2020
3. Block Captain Training
  - a. 2020 Goals
  - b. “Pilot” Training – Need Your Feedback
4. Block Captains and RH Seniors Committee Collaboration
  - a. Residents Needing Extra Assistance
5. Important Announcements
  - a. Update on Crest Road East Gate
  - b. RH Community Association Board Meeting – Thursday, February 20  
7:30 pm
  - c. Neighborhood Zone Meetings – Bi-Annual meetings with neighbors
  - d. New Block Captain binders – periodic updated materials
6. Next Meeting: Thursday, April 16, 2020 at 10 am Rolling Hills City Hall

## BLOCK CAPTAIN MEETING 20-02

July 09, 2020

### MEETING AGENDA

1. Introductions
2. Annual Brush Clearance Inspections
3. Important Updates –
  - a. Community Wildfire Protection Plan (CWPP)
  - b. Crest Road East Gate
  - c. Fire Fuel Management Standards Project
4. “Lessons learned” from Stay-at-Home order
5. Transitioning Zone/ BC meetings to Zoom meetings
6. City’s Website – [www.rolling-hills.org](http://www.rolling-hills.org)
  - a. Block Captain Program
    - Important Information for Residents
    - Block Captain Responsibilities
    - Meetings and Agendas
    - BC Calendar
  - b. Public Safety
    - Fire and Emergency Preparedness
    - Earthquake and Flood Preparedness
  - c. I Want To
    - Signup | Register
7. Need Volunteers for Emergency Communications Project
8. Next BC Zoom Meeting: Thursday, August 20, 2020 from 10 – 11 am



## *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

---

**Agenda Item No.: 9.A**

**Mtg. Date: 08/10/2020**

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** ELAINE JENG, CITY MANAGER

**THRU:** ELAINE JENG P.E., CITY MANAGER

**SUBJECT:** DISCUSS ACTION MINUTES AS THE OFFICIAL CITY COUNCIL MEETING MINUTES. (DIERINGER)

**DATE:** August 10, 2020

---

**BACKGROUND:**

None

**DISCUSSION:**

None

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

None

**ATTACHMENTS:**

[Supplemental 9A 1 of 2.pdf](#)

[Supplemental 9A 2 of 2.pdf](#)

CITY CLERKS ASSOCIATION OF CALIFORNIA  
GUIDELINES FOR  
PREPARING MINUTES FOR GOVERNMENTAL AGENCIES

## PURPOSE

The City Clerks Association of California issues these guidelines as a tool for government agencies to transition to minutes styles that are efficient, succinct, cost-effective for staff to prepare, and more appropriately aligned with the intent of the Government Code.

## FINDINGS

- Legislative bodies must act, and must be *seen* to act, within the laws of the State of California and local charters, if applicable. Being *seen* to act within the law is important, because the legislative body's decisions may be subject to external scrutiny by the public, auditors, or judicial inquiry. Minutes *testify* that the correct procedures for decision-making were followed.
- Legislative body minutes shall be prepared in a manner consistent with the intent of the Government Code. Relevant Government Codes are as follows:
  - Government Code 40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.
  - Government Code 36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and noes in the journal.
  - Government Code 54953(c)(2). The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
  - Government Code 53232.3(d). Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.
- All components of minutes shall be for the primary purpose of memorializing decisions made by the *legislative body*. Any minute component that does not serve this primary purpose should be minimized or eliminated; this includes comments made by *individual* body members and members of the *public*.

## GUIDELINES

- Minutes should provide a record of a) when and where a meeting took place, and who was present (including member absences, late arrivals, departures, adjournment time); b) type of meeting (Regular/Special/Adjourned Regular); c) what was considered; d) what was decided; and e) agreed upon follow-up action. Pursuant to Government Code 54953(c)(2), minutes shall report any action taken and the vote or abstention on that action of each member present for the action.
- Appropriate styles are *action* minutes or *brief summary* minutes. Verbatim style minutes should not be used, because verbatim or lengthy summary minutes do not serve the intent of the Government Code, which is to record the proceedings of the *legislative body*.
- *Action* minutes merely record final decisions made.

- *Brief summary* minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body's thought process in making the decision, and the final decisions made. Emphasis is given on the body's thought process, not individual members' thought processes. The minutes should summarize only the main points which arose in discussion if and only if they are relevant to the decision.
- Comments made by members such as "for the record" or "for the minutes" have no bearing on the content of minutes and are given no greater and no lesser consideration than other comments made at the public meeting. Members seeking to memorialize comments should incorporate such verbiage into the language of the motion. As an alternative, members may submit written statements to be retained with the agenda item.
- Since the main purpose of minutes is to record the legislative body's decision, summary minutes should be brief. By concentrating on the legislative body's decision, brief summary minutes will provide only a select recording of what was discussed at the meeting. Brief summary minutes should not attempt to reproduce, however summarily, what every speaker said. It should only record the essence of the discussion and include the main threads that lead to the body's conclusion.
- To the fullest extent possible, brief summary minutes should be impersonal and should not attribute views to individual persons. Only the positions and decisions taken by the whole legislative body are relevant, not those of individual members. The passive voice is favored i.e. "It was suggested that...", "It was generally felt that...", "It was questioned whether...", "During discussion, it was clarified..."
- There are reasons for not attributing comments to specific speakers. First, it makes for brevity--a point can be recorded more concisely in impersonal form. Second, a point raised by one speaker will often be further developed by others—in impersonal brief summary minutes, only the fully-developed point is recorded in its final form. Third, points by several speakers can be consolidated into a single paragraph. Fourth, the impersonal style averts future corrections to minutes.
- While the primary purpose of minutes is to memorialize decisions made by the legislative body as a whole, under limited circumstances it is necessary and/or appropriate to attribute comments to individual members including:
  - Individual member's reports pursuant to Government Code 53232.3(d) (enacted by AB 1234, 2005). The minute record shall include the type of meeting attended at the expense of the local agency and the subject matter.
  - Individual member's reports on intergovernmental agencies. Brief summary minutes should include the type of meeting at a minimum, and, at the maximum, include the subject matter.
  - Individuals speaking under public comment. Brief summary minutes shall, at a minimum, list the public member's name (if provided); and, at a maximum, include the overall topic and stance/position. Such as Mr. Jones spoke in opposition to the Project X. Being mindful that the minutes are recordings of the legislative body's proceedings, it is not appropriate to include detail of individual comments. There is an exception for public testimony provided during public hearings, for which the minutes shall include the speaker's name (if provided) and a summary position of the speaker (i.e., supported or opposed).
- For purposes of meeting Government Code 36814 and/or 54953(c)(2), the city clerk should enter the ayes and noes in the minutes. For informal consensus (i.e. providing staff direction), it is appropriate to note the dissention of one or more members by, at a minimum, stating the dissenting member's name and dissention, such as "Mr. Jones dissented," and at a maximum to also include a brief reason, such as "Mr. Jones dissented citing budget concerns."
- While the primary purpose of legislative body meetings is for the legislative body to take legislative action and make decisions to advance agency business, it is acknowledged that agency meetings also

serve as platforms for ceremonial presentations and reports on social and community events. At a minimum, brief summary minutes should identify that presentations were made and event reports were given; and, at a maximum, report only the subject matter of the presentation or event.

- For community workshops and town hall meetings subject to the Brown Act, brief summary minutes, at a maximum, record the overall topic, provided that no legislative actions were taken. It is advisable to note in the minutes that no legislative action was taken.
- The guidelines contained herein are applicable to committees and commissions subject to the Brown Act. It is acknowledged that many boards and commissions take few legislative actions, and the tendency is to include more detail in the minutes on event reports and planning. At a maximum, brief summary minutes may include key points of the final reports or determinations, and all comments shall be attributable to the entire body and not attributable to individual members.
- Brief summary minutes shall serve to clarify decisions taken and who is expected to execute the decisions. It is not necessary to write down all action points or all tasks identified. Minutes shall not serve as a substitute for task lists, and the focus shall remain on the final decisions made by the *legislative body*.
- The language of brief summary minutes should be relatively restrained and neutral, however impassioned the discussion. Brief summary minutes will record the substance of the point in an intemperate way.
- To the fullest extent possible, minutes should be self-contained to be intelligible without reference to other documents.
- As a general rule, individual member comments are not identified in the brief summary minutes of discussions, and minutes should concentrate on the collective body's thought process and the collective decisions made by the majority, not individuals.
- Brief summary minutes should concentrate on central issues germane to the final decision. The record of the discussion should be presented in a logical sequence, rather than reproduced in the actual order they were made in discussion.
- The legislative body may wish to choose more, substantive (summary) minutes if there's no archival audio/video backup recording available of its proceedings. If audio/video recording is available for future reference, minute notations can be more limited (action).



## AGENDA REPORT TO CITY COUNCIL

MEETING DATE: January 1, 2016

TO: Mayor and City Council

TITLE: GUIDELINES FOR PREPARING CITY COUNCIL MINUTES

RECOMMENDED ACTION: Approve transitioning to {"action" or "brief"} summary style for the City Council's official minutes as outlined in the City Clerks Association of California Guidelines for Preparing Minutes.

DISCUSSION: The City Clerks Association of California (CCAC) has published its Guidelines for Preparing Minutes and has recommended municipalities consider adopting these guidelines that call for either brief summary or action style minutes. Attached is a chart describing the features and benefits of both brief summary and action style minutes.

Presently, the City uses long-form style minutes, as opposed to brief summary or action minutes. Long-form ("verbatim") minutes provide a very detailed account of the meeting, covering major points, speaker comments (both legislative body and public), and the flow of the discussion. In past years, these types of minutes have served a necessary purpose, since the public had limited access to live streaming, video/audio recordings, and electronic copies of agenda reports and supporting materials. Today the majority of the City's public records requests related to legislative body meetings are for recordings, electronic copies of supporting documents, and occasionally minute excerpts. Few requests are received for the official minutes.

Most California cities have transitioned from long-form minutes to either brief summary or action minutes as the most efficient, succinct, and cost-effective manner for preparing a record of City Council action. Auditors, judicial officers, the public, and other stakeholders rely on minutes to accurately reflect the final decisions of the body. Transitioning to brief summary or action style minutes removes the ambiguity and misdirection that is unintentionally created by long-form minutes when the flow of the conversation is included in the written record. Additionally, streamlining to brief summary or action minutes reduces the amount of staff time spent in minute preparation. Other cities that have made the transition are spending 50 to 75 percent less time in transcribing and preparing minutes. Another cost savings is a reduction in materials (pages, books) used for preserving archival minutes.

In case of someone wishing to review the discussion leading up to the Council's final decision, audio/video recordings of the Council's proceedings, as well as agenda packets are maintained pursuant to the City's records retention policy.

It is recommended that the City Council direct the City Clerk to transition from long-form style minutes to brief summary minutes {or action minutes if that is the preference of the City Clerk}, following the CCAC guidelines. Staff will provide a status report to the City Council in six

Meeting Date:

Subject:

months on the amount of staff time saved, the affiliated public records requests, and feedback, if any, received from stakeholders.

Prepared by: Name, Title

Approved by: Name, Title

ATTACHMENTS:

- 1) Features and Benefits of Action and Summary Minutes
- 2) CCAC Guidelines for Preparing Minutes

## **FEATURES AND BENEFITS OF ACTION AND BRIEF SUMMARY STYLE MINUTES**

### **Features of Action Style Minutes**

- Records Final Decisions Made
- For Public Hearings – Lists Speaker’s Name and Position on Each Issue Raised (i.e. Supported or Opposed)

### **Features of Brief Summary Style Minutes**

- Records Final Decisions Made
- For Public Hearings – Lists Speaker’s Name and Position on Each Issue Raised (i.e. Supported or Opposed)
- Summarizes Only Main Points that Lead to a Final Decision
- Records Only Fully Developed Points in Final Form
- Consolidates Points Made by Several Speakers Into One Sentence or Short Paragraph
- Attributes Views and Points to the Collective City Council, Not Individual Persons
- Records the Thought Process of the Entire City Council as a Body, Not Individuals’ Thoughts
- May Record Key Advice Given to the Council in Making the Final Decision
- May Note Brief Reason for Dissension of One or More Members
- For Oral Communications/Public Comments – Lists Speaker’s Name, Overall Topic, Stance/Position
- For Ceremonial Presentations, Announcements, Non-Business Items – Lists Subject Matter

### **Benefits of Both Action and Brief Summary Style Minutes**

- Provides Brevity and Clarity for Audits & Judicial Review
- Reduces Staff Time
- Removes Staff Interpretation of Statements and Determination of What Comments Should Be Included
- Eliminates Ambiguity by Omitting Discussion Not Relevant to Final Decision
- Eliminates Single-Member Opinions
- Places Emphasis on a Collective City Council, Not Individual Persons