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 | **CITY COUNCIL** | **CITY OF ROLLING HILLS**
Regular Council Meeting | **Monday, October 12, 2020** | **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. A live audio of the City Council meeting will be available on the City's website. Both the agenda and the live audio can be found here: **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**. 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 that you do not want to be published.

Zoom access: **https://us02web.zoom.us/j/87227175757?pwd=VzNES3Q2NFprRk5BRmdUSktWb0hmUT09** Or dial (669) 900-9128, meeting ID: 872 2717 5757, passcode: 780609

Audio recordings to all the City Council meetings can be found here:**https://cms5.revize.com/revize/rollinghillsca/government/agenda/index.php**.

While on this page, locate the meeting date of interest then click on AUDIO. Another window will appear. In the new window, you can select the agenda item of interest and listen to the audio by hitting the play button. Written Action Minutes to the City Council meetings can be found in the AGENDA, typically under Item 4A Minutes. Please contact the City Clerk at 310 377-1521 or email at **cityclerk@cityofrh.net** for assistance.

Resolution No. 1265 *Ordinance No. 365*

1. CALL TO ORDER

2. ROLL CALL

PLEDGE OF ALLEGIANCE

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

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

take place on any items not on the agenda.

4. CONSENT CALENDAR

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

4.A. MINUTES: REGULAR MEETING OF SEPTEMBER 28, 2020.
RECOMMENDATION: APPROVE AS PRESENTED.
2020-09-28 CCMinutes v2FINAL.docx

4.B. PAYMENT OF BILLS.
RECOMMENDATION: APPROVE AS PRESENTED.
Payment of Bills.pdf

4.C. FINANCIAL STATEMENTS FOR THE QUARTER ENDING SEPTEMBER 30, 2020
RECOMMENDATION: Receive and file.
Budget Comparative 9-30-20.pdf

4.D. RESOLUTION NO. 1264 AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO COMPLETE AND EXECUTE THE SAFE, CLEAN WATER TRANSFER AGREEMENT AND OTHER DOCUMENTS REQUIRED BY THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT. (REVISED RESOLUTION NO. FROM 1264 TO 1263)
RECOMMENDATION: Approve as presented.
Safe Clean Water Transfer Agreement Rolling Hills Resolution 1264.pdf
Safe_Clean_Water_Transfer_Agreement_Rolling_Hills_Resolution_1263 REVISED.pdf

5. COMMISSION ITEMS

NONE.

6. PUBLIC HEARINGS

NONE.

7. OLD BUSINESS

NONE.

8. NEW BUSINESS

8.A. DISCUSS A RESIDENT'S REQUEST FOR THE CITY OF ROLLING HILLS TO ENFORCE SECTIONS OF THE FIRE CODE RELATING TO ROADSIDE CLEARNACE FOR ALL ROADS WITHIN CITY LIMITS.
RECOMMENDATION: Staff recommends that the City Council discuss the request.
Visco Letter To City and Association Dated 8-21-20.pdf
Annual Brush Clearance Notice 2020 Back.pdf
LA County Fire Code Section 325.10.pdf
LA County Fire Code Section 503.2.1.pdf
BOD Minutes-11-7-19 _.pdf

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

9.A. DISCUSS CENTER LINE STRIPING ON LOWER BLACKWATER CANYON ROAD BETWEEN PORTUGUESE BEND ROAD AND WILLIAMSBURG LANE. (BLACK)
RECOMMENDATION: NONE.

10. MATTERS FROM STAFF

10.A. FIRE FUEL ABATEMENT ENFORCEMENT CASES QUARTERLY REPORT FOR THE THIRD QUARTER OF 2020 (JULY 1 THROUGH SEPTEMBER 30).
RECOMMENDATION: Receive and file.
Closed Cases Q3 Alphabetical.pdf
Closed Cases Q3 Chronological by date.pdf
Open code cases Alphabetical by Address.pdf
Open code cases Chronological by date.pdf

11. CLOSED SESSION

11.A. EMPLOYEE PERFORMANCE EVALUATION GOVERNMENT CODE SECTION 54957 TITLE: CITY MANAGER
RECOMMENDATION: NONE.

12. ADJOURNMENT

Next regular meeting: Monday, October 26, 2020 at 7:00 p.m.

Zoom access:
https://us02web.zoom.us/j/87227175757?pwd=VzNES3Q2NFprRk5BRmdUSktWb0hmUT09
Or dial (669) 900-9128, meeting ID: 872 27175757, passcode: 780609

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: 10/12/2020

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **MINUTES: REGULAR MEETING OF SEPTEMBER 28, 2020.**

DATE: **October 12, 2020**

BACKGROUND:
NONE.

DISCUSSION:
NONE.

FISCAL IMPACT:
NONE.

RECOMMENDATION:
NONE.

ATTACHMENTS:
2020-09-28 CCMinutes v2FINAL.docx

MINUTES OF A
REGULAR MEETING
OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, SEPTEMBER 28, 2020

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 7:00 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
Jane Abzug, Assistant City Attorney
Meredith Elguira, Planning & Community Services Director

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

Chief Scott Hale made comments on the fire code. A report is being put together for evacuation routes and will be shared with the City Council once it is complete.

Alfred Visco discussed an article that ranked the City of Rolling Hills the least safe for evacuations in California.

Councilmember Black inquired if the roadway clearance was included in the annual inspections by LA County Fire Department.

Chief Scott Hale responded that the roadway clearance is included in the annual inspections.

Arun Bhumitra commented on election signs and signs belonging to others from outside of the City; they should be removed. He suggested that the City produce a video on frequently asked fire prevention questions.

4. CONSENT CALENDAR

A. MINUTES: 1) REGULAR MEETING OF SEPTEMBER 14, 2020; 2) REGULAR MEETING OF JUNE 11, 2018; AND 3) REGULAR MEETING OF JUNE 25, 2018.
ITEM 4.A. APPROVED BY SEPARATE CONSENT CALENDAR VOTE.

MOTION: Moved by Councilmember Mirsch and seconded by Councilmember Wilson to approve meeting minutes as presented.

AYES: COUNCILMEMBERS: Mirsch, Wilson, Dieringer, and Mayor Pieper
NOES: COUNCILMEMBERS: Black
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

B. PAYMENT OF BILLS.
ITEM 4.B. APPROVED BY CONSENT CALENDAR VOTE.

C. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR AUGUST 2020.
ITEM 4.C. APPROVED BY CONSENT CALENDAR VOTE.

D. CALIFORNIA JPIA: 2020 ANNUAL BOARD OF DIRECTORS MEETING VOTING DELEGATE/ALTERNATE FORM.
ITEM 4.D. APPROVED BY CONSENT CALENDAR VOTE.

MOTION: Moved by Councilmember Mirsch and seconded by Mayor Pro Tem Dieringer to approve Consent Calendar items 4.B., 4.C., and 4.D.

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

E. CONTRACT AMENDMENT FOR WEB DEVELOPER REVIZE, TO ADD ONLINE FORMS APPLICATION TO CITY'S WEBSITE.
This item was pulled by Mayor Pro Tem Dieringer for separate discussion.

MOTION: Moved by Mayor Pro Tem Dieringer to approve contract as amended by City Attorney and seconded by Councilmember Mirsch.

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

5. COMMISSION ITEMS

NONE.

6. PUBLIC HEARINGS

NONE.

7. OLD BUSINESS

NONE.

8. NEW BUSINESS

A. REVIEW RESOLUTION NO. 1263 TO ACCEPT STATE DEPARTMENT OF PARKS AND RECREATION PER CAPITA PROGRAM ALLOCATION AND PROVIDE DIRECTION TO STAFF.

Public comment by Alfred Visco to use allocation for vegetation maintenance.

MOTION: Moved by Councilmember Mirsch and seconded by Mayor Pro Tem Dieringer to table the item for further information and clarification.

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

B. RECEIVE AND FILE A PRESENTATION ON REQUIREMENTS OF THE DRAFT NEW MS4 PERMIT; CONSIDER THE EVALUATION OF THE REQUIREMENTS BY MCGOWAN CONSULTING; AND PROVIDE DIRECTION TO STAFF ON PARTICIPATING IN THE PENINSULA ENHANCED WATERSHED MANAGEMENT PROGRAM (EWMP).

Public comment was made by Alfred Visco with regards to Peninsula EWMP and the related cost.

MOTION: Moved by Mayor Pieper and seconded by Councilmember Mirsch to table the item.

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

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

Councilmember Mirsch discussed revisiting action minutes format. No action was taken.

Mayor Pro Tem Dieringer inquired about Portuguese Bend Road south of Crest Road blocked causing backups and inquired about the protocol to address road blocks.

City Manager Jeng said that the road was blocked due to work done by Edison. The Association is the entity that permits utility work behind the gates.

Mayor Pieper excused himself from the meeting and Mayor Pro Tem Dieringer Chaired the remainder of the meeting.

10. MATTERS FROM STAFF

A. RECEIVE AND FILE AN UPDATE ON SCHOETTLE'S ASSESSMENT DISTRICT PROJECT TO UNDERGROUND UTILITY INFRASTRUCTURE.

MOTION: Moved by Councilmember Wilson and seconded by Councilmember Mirsch to receive and file the report.

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

B. PRESENTATION ON NOTIFICATION SYSTEMS FOR THE CITY OF ROLLING HILLS: ALERT SOUTHBAY AND E-NOTIFY.

MOTION: Moved by Councilmember Mirsch and seconded by Councilmember Wilson to receive and file the report.

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

11. CLOSED SESSION

NONE.

12. ADJOURNMENT

THE MEETING WILL BE ADJOURNED IN MEMORY OF BILL CORETTE, A LONGTIME RESIDENT AND VERY ACTIVE MEMBER IN THE COMMUNITY.

Hearing no further business before the City Council, Mayor Pro Tem Dieringer adjourned the meeting at 8:52 PM. Next regular meeting: Monday, October 12, 2020 at 7:00 p.m. via City's website's **link** at: **https://www.rolling-hills.org/government/agenda/index.php**

Zoom access:
https://us02web.zoom.us/j/87227175757?pwd=VzNES3Q2NFprRk5BRmdUSktWb0hmT9
Or dial (669) 900-9128, meeting ID: 872 2717 5757, passcode: 780609

Respectfully submitted,

_____

Elaine Jeng, P.E.
Acting City Clerk

Approved,

_____

Jeff Pieper
Mayor

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.B
Mtg. Date: 10/12/2020

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: **October 12, 2020**

BACKGROUND:
NONE.

DISCUSSION:
NONE.

FISCAL IMPACT:
NONE.

RECOMMENDATION:
NONE.

ATTACHMENTS:
Payment of Bills.pdf

CITY OF ROLLING HILLS

10/10/20 Check Run A and Check Run 9/30/20

	Check No.	Check Date	PAYEE	DESCRIPTION	AMOUNT
	26646	9/30/2020	Los Angeles County Assessor	DATA SALES ORDER FORM AND AGREEMENT	64.00
	26647	9/30/2020	Blackboard Inc.	ANNUAL GOVERNMENT UNLIMITED EMERGENCY MESSAGING SERVICE	618.00
	26648	9/30/2020	Daily Breeze	52 WEEK NEWS SUBSCRIPTION	277.95
	26649	9/30/2020	First Call Staffing Inc.	WEEK ENDING 9/20/20 - CITY CLERK M. QUINONEZ	1,778.40
	26650	9/30/2020	County of Los Angeles	AUGUST 2020 ANIMAL CARE HOUSING COSTS	175.04
	26651	9/30/2020	Peninsula Seniors	GRANT FOR 2020 COMMUNITY SERVICES	2,000.00
	26652	9/30/2020	Pitney Bowes	SEPTEMBER 2020 POSTAGE	500.00
	26653	10/7/2020	DELIA ARANDA	JULY 2020 REIMBURSED MILEAGE	50.72
	26654	10/7/2020	California Water Service Co.	WATER USAGE 8/27/20 TO 9/24/20	901.66
	26655	10/7/2020	Cox Communications	PHONE AND INTERNET SERVICE 9/26/20 TO 10/25/20	519.64
	26656	10/7/2020	Daily Breeze	SEPTEMBER 2020 CLASSIFIED ADVERTISING- LEGALS CLS	461.84
	26657	10/7/2020	First Call Staffing Inc.	WEEK ENDING 9/27/20 CITY CLERK M. QUINONEZ	1,732.80
	26658	10/7/2020	QUIXTAR CONCRETE & MASONRY INC.	PERMIT #787 RECYCLE DEPOSIT REFUND - 16 EASTFIELD ROAD	750.00
	26659	10/7/2020	City of Rancho Palos Verdes	AUGUST 2020 7% MONTHLY ALRP CAMERA CONNECTIVITY COST	66.52
	26660	10/7/2020	Southern California Edison	ELECTRICITY USAGE 8/24/20 TO 9/23/20	2,030.92
	26661	10/7/2020	USCM	DEFERRED COMPENSATION - 10-9-20	50.00
	26662	10/7/2020	Vantagepoint Transfer Agents - 306580	DEFERRED COMPENSATION - 10-9-20	1,096.23
	EFT	10/10/20	CALPERS	September 2020 Retirement	5,580.07
	EFT	10/10/20	CALPERS	June 30, 2018 Unfunded for Plan - 26539 October 2020 Installment	76.97
	EFT	10/10/20	CALPERS	June 30, 2018 Unfunded for Plan - 26539 October 2020 Installment	4,014.29
*	PR LINK	10/09/20	PR LINK - PAYROLL PROCESSING	Payroll Processing Fee	62.95
*	PR LINK	10/09/20	PR LINK - PAYROLL & PR TAXES	Pay Period - September 23, 2020 to October 6, 2020	15,976.89
					38,784.89
					22,745.05

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 $38,784.89 for the payment of above items.

10/07/2020

Elaine Jeng, P.E., City Manager

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.C
Mtg. Date: 10/12/2020

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

FROM: **TERRY SHEA, FINANCE DIRECTOR**

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

SUBJECT: **FINANCIAL STATEMENTS FOR THE QUARTER ENDING SEPTEMBER 30, 2020**

DATE: **October 12, 2020**

BACKGROUND:
None.

DISCUSSION:
General Fund Budget Comparison for the quarter ending September 30, 2020.

FISCAL IMPACT:
None.

RECOMMENDATION:
Receive and file.

ATTACHMENTS:
Budget Comparative 9-30-20.pdf

CITY OF ROLLING HILLS
BUDGET COMPARISON GENERAL FUND
FY 2020-21 SEPTEMBER

City of Rolling Hills 10/4/2020

As Of: 09/30/20	Current Year Budget	YTD Actual	YTD Variance	YTD Percentage
Fund: 01 - General Fund				
Revenues				
Dept: 00				
401.0 Property Taxes	$ 1,190,300	$ 37,828.15	$ (1,152,471.85)	3.18%
405.0 Sales Tax	4,800	7.47	(4,792.53)	0.16%
410.0 Real Estate Transfer Tax	33,500	9,722.63	(23,777.37)	29.02%
420.0 Motor Vehicles in Lieu Tax-VLF	232,500	-	(232,500.00)	0.00%
440.0 Building & Other Permit Fees	281,250	-	(281,250.00)	0.00%
450.0 Variance, Planning & Zoning	20,000	4,475.00	(15,525.00)	22.38%
455.0 Animal Control Fees	1,300	51.00	(1,249.00)	3.92%
460.0 Franchise Fees	19,000	-	(19,000.00)	0.00%
480.0 Fines & Traffic Violations	14,300	274.42	(14,025.58)	1.92%
585.0 Covid 19 Revenues	-	24,999.00	24,999.00	#DIV/0!
600.0 City Hall Leasehold RHCA	68,000	17,244.00	(50,756.00)	25.36%
620.0 Proposition A Exchange	56,250		(56,250.00)	0.00%
650.0 PSAF & COPS	800	230.26	(569.74)	28.78%
655.0 Burgler Alarm Responses	600	200.00	(400.00)	33.33%
670.0 Interest Earned	100,000	4,139.23	(95,860.77)	4.14%
670.0 Interest Earned Section 115	-	-	-	#DIV/0!
675.0 Miscellaneous Revenue	37,800	2,664.86	(35,135.14)	7.05%
699.0 Operating Transfer In	24,000	6,000.00	(18,000.00)	25.00%
Total Revenues	2,084,400	107,836.02	(1,976,563.98)	5.17%
Expenditures				
Dept: 00				
999.0 Operating Transfer Out	177,527		177,527.00	0.00%
Total 00	177,527	0.00	177,527.00	0.00%
Dept: 01 City Administration				
702.0 Salaries-Full Time	424,600	64,900.57	359,699.43	15.29%
703.0 Salaries-Part Time	10,500	8,436.00	2,064.00	80.34%
710.0 Retirement CalPERS-Employer	72,400	14,929.80	57,470.20	20.62%
715.0 Workers Compensation Insurance	7,700	1,970.37	5,729.63	25.59%
716.0 Group Insurance	47,600	8,174.45	39,425.55	17.17%
717.0 Retiree Medical	30,300	8,315.01	21,984.99	27.44%
718.0 Employer Payroll Taxes	26,800	4,416.03	22,383.97	16.48%
719.0 Deferred Compensation	2,000	-	2,000.00	0.00%
720.0 Auto Allowance	3,200	500.00	2,700.00	15.63%
740.0 Office Supplies & Expense	60,000	5,753.14	54,246.86	9.59%
745.0 Equipment Leasing Costs	4,100	2,790.53	1,309.47	68.06%
750.0 Dues & Subscriptions	11,300	-	11,300.00	0.00%
755.0 Conference Expense	10,000	-	10,000.00	0.00%
757.0 Meetings Expense	2,000	75.77	1,924.23	3.79%
759.0 Training & Education	2,000	-	2,000.00	0.00%
761.0 Auto Mileage	500	-	500.00	0.00%
765.0 Postage	15,000	2,217.56	12,782.44	14.78%
770.0 Telephone	6,100	1,165.35	4,934.65	19.10%
775.0 City Council Expense	10,000	50.00	9,950.00	0.50%
780.0 Minutes Clerk Meetings	6,000	10,918.10	(4,918.10)	181.97%
785.0 Codification	5,000	550.00	4,450.00	11.00%
790.0 Advertising	1,500	325.00	1,175.00	21.67%
795.0 Other Gen Admin Expense	10,000	4,156.65	5,843.35	41.57%
801.0 City Attorney	90,000	14,368.30	75,631.70	15.96%
802.0 Legal Expenses-Other	3,000	-	3,000.00	0.00%
820.0 Website	6,000	6,758.40	(758.40)	112.64%
850.0 Election Expense City Council	30,000	1,473.24	28,526.76	4.91%
890.0 Consulting Fees	84,200	10,747.02	73,452.98	12.76%
Total City Administration	981,800	172,991.29	808,808.71	17.62%

CITY OF ROLLING HILLS
BUDGET COMPARISON GENERAL FUND
FY 2020-21 SEPTEMBER

City of Rolling Hills

As Of: 09/30/20	Current Year Amended Budget	YTD Actual	YTD Variance	YTD Percentage
Expenditures				
Dept: 05 Finance				
750.0 Dues & Subscriptions	$ 2,100	$ -	$ 2,100.00	0.00%
810.0 Annual Audit	17,100	0.00	17,100.00	0.00%
890.0 Consulting Fees	103,683	16,245.50	87,437.50	15.67%
Total Finance	122,883	16,245.50	106,637.50	13.22%
Dept: 15 Planning & Development				
702.0 Salaries-Full Time	196,700	46,318.24	150,381.76	23.55%
703.0 Salaries-Part Time	15,750	5,786.80	9,963.20	36.74%
710.0 Retirement CalPERS-Employer	33,800	8,822.21	24,977.79	26.10%
715.0 Workers Compensation Insurance	3,800	894.39	2,905.61	23.54%
716.0 Group Insurance	16,200	3,206.17	12,993.83	19.79%
718.0 Employer Payroll Taxes	16,750	3,293.39	13,456.61	19.66%
720.0 Auto Allowance	2,400	125.00	2,275.00	5.21%
750.0 Dues & Subscriptions	600	0.00	600.00	0.00%
755.0 Conference Expense	5,000	0.00	5,000.00	0.00%
758.0 Planning Commission Meeting	3,000	818.27	2,181.73	27.28%
759.0 Training & Education	2,000	0.00	2,000.00	0.00%
776.0 Miscellaneous Expenses	2,000	0.00	2,000.00	0.00%
872.0 Property Development-Legal Exp	47,000	152.00	46,848.00	0.32%
878.0 Build Inspect. LA County/Willd	150,000	4,179.50	145,820.50	2.79%
881.0 Storm Water Management	124,000	20,994.10	103,005.90	16.93%
882.0 Variance & CUP Expense	7,000	1,436.27	5,563.73	20.52%
884.0 Special Project Study & Consul	196,400	28,735.82	167,664.18	14.63%
950.0 Capital Outlay-Equipment	2,000	2,000.00	-	100.00%
Total Planning & Development	824,400	126,762.16	697,637.84	15.38%
Dept: 25 Public Safety				
830.0 Law Enforcement	232,785	32,879.10	199,905.90	14.12%
833.0 Other Law Enforcement Expenses	3,000	66.52	2,933.48	2.22%
837.0 Wild Life Mgmt & Pest Control	50,000	1,114.10	48,885.90	2.23%
838.0 Animal Control Expense	6,000	225.56	5,774.44	3.76%
Total Public Safety	291,785	34,285.28	257,499.72	11.75%
Dept: 65 Non-Department				
895.0 Insurance & Bond Expense	27,600	11,654.23	15,945.77	42.23%
901.0 South Bay Comm. Organization	4,100	3,400.00	700.00	82.93%
915.0 Community Recognition	11,000	0.00	11,000.00	0.00%
916.0 Civil Defense Expense	650	0.00	650.00	0.00%
917.0 Emergency Preparedness	29,000	957.74	28,042.26	3.30%
985.0 Contingency	25,000	0.00	25,000.00	0.00%
Total Non-Department	97,350	16,011.97	81,338.03	16.45%
Dept: 75 City Properties				
925.0 Utilities	34,000	7,052.46	26,947.54	20.74%
930.0 Repairs & Maintenance	20,000	3,102.00	16,898.00	15.51%
932.0 Area Landscaping	13,500	3,845.00	9,655.00	28.48%
Total City Properties	67,500	13,999.46	53,500.54	20.74%
Total Expenditures and Transfers	2,563,245	380,295.66	2,182,949.34	14.84%
Revenues Over (Under) Expenditures	$ (478,845)	$ (272,460)	$ 206,385	

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.D
Mtg. Date: 10/12/2020

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

FROM: **MEREDITH ELGUIRA, PLANNING DIRECTOR**

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

SUBJECT: **RESOLUTION NO. 1264 AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO COMPLETE AND EXECUTE THE SAFE, CLEAN WATER TRANSFER AGREEMENT AND OTHER DOCUMENTS REQUIRED BY THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT. (REVISED RESOLUTION NO. FROM 1264 TO 1263)**

DATE: **October 12, 2020**

BACKGROUND:
The Los Angeles County Flood Control District requires City Council authorization for any personnel completing or executing documents for the Safe, Clean Water Transfer Agreement.

DISCUSSION:
The proposed resolution authorizes the City Manager or her designee to sign, submit and approve documents pertaining to Safe, Clean Water Transfer Agreement that was previously approved by the City Council in July 2020.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
Safe Clean Water Transfer Agreement Rolling Hills Resolution 1264.pdf
Safe_Clean_Water_Transfer_Agreement_Rolling_Hills_Resolution_1263 REVISED.pdf

RESOLUTION NO. 1264

A RESOLUTION OF THE CITY COUNCIL OF ROLLING HILLS AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO COMPLETE AND EXECUTE THE SAFE, CLEAN WATER TRANSFER AGREEMENT AND SUBMIT THE AGREEMENT AND OTHER DOCUMENTS REQUIRED BY THE SAFE CLEAN WATER PROGRAM TO THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT ON BEHALF OF THE CITY OF ROLLING HILLS

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Recitals.

A. The Los Angeles County Flood Control District ("District"), pursuant to the Los Angeles Region Safe, Clean Water (SCW) Program ordinance (Chapter 16 of the Los Angeles County Flood Control District Code) and the Program Implementation Ordinance (Chapter 18 of the Los Angeles County Flood Control District Code), administers the SCW Program for the purpose of funding projects and programs to increase stormwater and urban runoff capture and reduce stormwater and urban runoff pollution in the District;

B. Pursuant to Section 16.04.A.2. of the Los Angeles County Flood Control District Code, forty percent (40%) of annual SCW Program tax revenues shall be allocated to municipalities within the District, in the same proportion as the amount of revenues collected within each municipality, to be expended by those cities within the cities' respective jurisdictions and by the County within the unincorporated areas that are within the boundaries of the District, for the implementation, operation, maintenance, and administration of projects and programs, in accordance with the criteria and procedures established in this Chapters 16 and 18 of the Los Angeles County Flood Control District Code;

C. Pursuant to Section 16.05.A.1. of the Los Angeles County Flood Control District Code, prior to their receipt of SCW Program funds, municipalities must enter into an agreement with the District to transfer SCW program funds;

D. The County of Los Angeles Board of Supervisors has approved a standard template Agreement, as required by and in accordance with Section 18.09 of the Los Angeles County Flood Control District Code, for the transfer of SCW Program funds to Municipalities.

Section 2. The City Council hereby authorizes the City Manager or her designee to complete and execute the SCW Transfer Agreement and submit it to the District along with any other documents required by the SCW Program.

PASSED, APPROVED AND ADOPTED on October 12, 2020, by the City Council of the City of Rolling Hills by the following vote count:

AYES: NOES: ABSENT: ABSTAIN:

_____
JEFF PIEPER MAYOR

ATTEST:

_____
ELAINE JENG, P.E.
ACTING CITY CLERK

RESOLUTION NO. ~~1264~~1263

A RESOLUTION OF THE CITY COUNCIL OF ROLLING HILLS AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO COMPLETE AND EXECUTE THE SAFE, CLEAN WATER TRANSFER AGREEMENT AND SUBMIT THE AGREEMENT AND OTHER DOCUMENTS REQUIRED BY THE SAFE CLEAN WATER PROGRAM TO THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT ON BEHALF OF THE CITY OF ROLLING HILLS

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C. Pursuant to Section 16.05.A.1. of the Los Angeles County Flood Control District Code, prior to their receipt of SCW Program funds, municipalities must enter into an agreement with the District to transfer SCW program funds;

D. The County of Los Angeles Board of Supervisors has approved a standard template Agreement, as required by and in accordance with Section 18.09 of the Los Angeles County Flood Control District Code, for the transfer of SCW Program funds to Municipalities.

Section 2. The City Council hereby authorizes the City Manager or her designee to complete and execute the SCW Transfer Agreement and submit it to the District along with any other documents required by the SCW Program.

PASSED, APPROVED AND ADOPTED on October 12, 2020, by the City Council of the City of Rolling Hills by the following vote count:

AYES: NOES: ABSENT: ABSTAIN:

_____
JEFF PIEPER MAYOR

ATTEST:

_____
ELAINE JENG, P.E.
ACTING CITY CLERK

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.A
Mtg. Date: 10/12/2020

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **DISCUSS A RESIDENT'S REQUEST FOR THE CITY OF ROLLING HILLS TO ENFORCE SECTIONS OF THE FIRE CODE RELATING TO ROADSIDE CLEARNACE FOR ALL ROADS WITHIN CITY LIMITS.**

DATE: **October 12, 2020**

BACKGROUND:
The City received a letter dated August 21, 2020 from resident Alfred Visco. In the letter, Mr. Visco stated that the City has the duty to enforce the Fire Code if the Los Angeles County Fire Department does not enforce the Fire Code. The sections of the Fire Code referenced in Mr. Visco's letter are as follows:

Fire Code Section 503.2.1; and
Fire Code Section 325.10.

Mr. Visco also stated that it is the responsibility of the Rolling Hills Community Association (RHCA) to maintain its road easements to be in compliance with the Fire Code with or without enforcement. Additionally, the RHCA should voluntarily bring all of its road easements into compliance with the Fire Code sections mentioned above. If the RHCA does not do so, then the City should take on the enforcement role with or without the cooperation of the Los Angeles County Fire Department.

DISCUSSION:
At the September 14, 2020 City Council meeting, Councilmember Black requested to schedule this item at a future City Council meeting to discuss Mr. Visco's letter.

FISCAL IMPACT:
There is no fiscal impact to place this item on the agenda to discuss Mr. Visco's letter.

RECOMMENDATION:
Staff recommends that the City Council discuss the request.

ATTACHMENTS:

Visco Letter To City and Association Dated 8-21-20.pdf
Annual Brush Clearance Notice 2020 Back.pdf
LA County Fire Code Section 325.10.pdf
LA County Fire Code Section 503.2.1.pdf
BOD Minutes-11-7-19 _.pdf

Alfred Visco

15 Cinchring Road
Rolling Hills, California 90274
(310) 541-8927
visco@linkline.com

August 21, 2020

City of Rolling Hills
No 2 Portuguese Bend Road
Rolling Hills, CA 90274

Board of Directors
Rolling Hills Community Association of Rancho Palos Verdes
1 Portuguese Bend Road
Rolling Hills , California 90274

Re: Fire Code Section 503.2.1 and Fire Code Section 325.10 (copies attached)

To the Honorable Mayor and Council Members of the City of Rolling Hills ("City") and to the Honorable President and Board of Directors of the Rolling Hills Community Association of Rancho PalosVerdes ("Association"):

Every year the residents of the City receive an Annual Brush Clearance Notice from the Los Angeles County Fire Department ("Fire Department'). A copy of the 2020 notice I received is attached .Said notice (back side) states as follows:

"Access roads shall be maintained with a minimum of 10 feet of brush clearance on each side. Fire access roads shall have an unobstructed vertical clearance to the sky. Trees overhanging fire access roads shall be maintained to provide adequate vertical clearance (County of Los Angeles Fire Code 325.10, 503.1.1 through 503.6)

Fire Code Section 503.2.1 is first and foremost a design requirement i.e. "access roads shall have an unobstructed width of not less than 20 feet". In addition it is a maintenance requirement i.e. "an unobstructed vertical clearance clear to the sky" unless there is "protected tree species adjacent to access roads" then "a minimum vertical clearance of 13 feet 6 inches may be allowed". What is clear by this statement is that no matter where the trees are located adjacent to the roads they have to be trimmed in such a manner that they do not overhang the roads unless they are a protected tree then the minimum clearance is set at 13 feet 6 inches.

Fire Code Section 325.10 is clearly a maintenance requirement. The goal, although not clearly stated and not set forth until the very last line, is to "provide reasonable fire safety". The first requirement is that there shall be "removal and clearance of all flammable vegetation or other combustible growth for a minimum of 10 feet on each side of every roadway" with noted exceptions. Said minimum 10

feet clearance may be increased "if the fire code official determines additional distance is required to provide reasonable fire safety".

Very few of the roads in the City meet the design requirement of 20 feet in width. For those roads that do meet this requirement, then a minimum clearance of 10 feet on each side would meet the requirements of the Fire Code, however, those roads which are not as wide will require a greater amount of clearance in order to meet the requirements of the Fire Code.

The Association's retained consultant, Carol Rice, evaluated the fire risk in Rolling Hills. She submitted her report and presented same at the Association's 11/7/19 Board meeting. A copy of said Board meeting minutes is attached. As noted I attended said meeting.

The section concerning Ms. Rice's report and presentation begins at page 5. At page 6, I am the one that raised the Fire Code requirement concerning the 10 feet clearance along the roads. Ms. Rice's stated, after she was asked if there are any short-term actions she recommended for the remainder of the fire season, the following:

"Ms. Rice suggested targeting roadsides.....That would mean removing limbs over roadways and reducing the ladder fuels. She stated 80% of all fires start within ten feet of the roads....Ms. Rice stated ten feet from the edge of the roadway need to be clear. She states if the Association has a right way over private property then it may be the Associations responsibility."

Thus a minimum of ten feet on both sides of the roads in the City need to be cleared as defined in Fire Code Section 325.10 and an unobstructed vertical clearance to the sky should be maintained as set forth in Fire Code Section 503.2.

The refusal of the Fire Department to enforce these two Fire Code sections is well documented. The primary responsibility of any fire prevention official is to enforce the fire codes adopted by their respective jurisdiction. Fire prevention and code enforcement officers have a legal, moral, and ethical responsibility to accurately perform fire inspections based on the fire codes they are charged with enforcing. The Fire Department has no discretion to enforce only those portions of the Fire Code that they want to enforce.

Thus the Fire Department's refusal to do so is unconscionable. It is also perplexing as these two Fire Code sections are as much for the safety of the Fire Department personnel as for the residents of the City. I am confident that the City never directed the Fire Department not to enforce these Fire Code sections. Even if the City did so, the City has no authority to do so.

I will continue my efforts to have the Fire Department enforce these two Fire Code sections.

However, the Fire Department's failure to do so, does not relieve the City from its responsibility to enforce same. These two Fire Code sections are part of the City's Municipal Code. The City has not only the right but the duty to remedy violations of its own Municipal Code.

Arguable it will be more time consuming and expensive for the City to do so rather than the Fire Department, but these are not valid reasons not to do so.

One issue that continues to rear its head is whose responsibility is it to maintain the roads and the adjacent ten or more feet on each side of same in compliance with the Fire Code.

If any of said area is not in the Association's easements or rights of way[1] or the Association gave the property owner permission to place vegetation in same, the answer is clear. It is the responsibility of the property owner to maintain same in compliance with the Fire Code.

The Association has in the past maintained that it is the Association's members i.e. the property owners responsibility to maintain the Association's easements. Said position is incorrect.

From a logical analysis the Association has never required the property owner's to maintain the paved portion of the road easements so why should it be the responsibility of the property owner to maintain the unpaved portions of the road easements?

From a legal analysis, the Davis-Stirling Common Interest Development Act ("Act"), applies to all California residential common interest developments ("CID"), even if it was first formed and sold before the Act's adoption in 1985. Villa De Las Palmas Homeowners Ass'n v Terifaj (2004) 33 Cal. 4th 73. The Association is a type of CID i.e. a planned development. Civil Code Section 4100 and 4175. The Act defines the common area as the entire CID except the separate interest therein. Civil Code Section 4095. Thus the easements are the common area of the Association. The Act further provides that unless the declaration of the CID provides otherwise the Association is responsible for maintenance of the common area. Civil Code Section 4775.

There is not one word in all of Declaration 150 that states it is the members responsibility to maintain the easements. In fact it is the exact opposite, to wit:

> "The Association shall have sole authority and right to trim, remove, replace, plant or replant, or direct and determine the type of such planting, or otherwise care for the trees, shrubs and plantings in or along any easements or rights-of-way granted to or reserved by Palos Verdes Corporation and/or the Association on or adjacent to any said lots...". Article I, Section 11 pg. 7.

---

[1] The Association's position is that Declaration 150 is applicable to all of Rolling Hills. As we are all aware, there is pending litigation that may resolve this issue. Given the current state of affairs, I am only going to address the language in Declaration 150. If Declaration 150 is not applicable to all of Rolling Hills, and any of the other Declarations do not have the same or similar language, the analysis presented in this letter may or may not be applicable although to date I have not found any significant differences in the other Declarations that I have reviewed concerning this issue. Declaration 150 uses the terminology "easements and rights of way"(Article V. Section 6). It does not define the terms and does not make any distinction between an easement and a right of way. **Declaration 150 makes no distinction as to the uses and purposes of the easements and rights-of-way** (Article V, Section 6 at pg 35) **or the powers granted to the Association concerning same** (Article I, Section 11 at pg 7; Article II, Section 2(a) at pg. 12 and 2(e) at pg. 13,) **because of the physical location of the easements and rights of way.** There are also sections of Declaration 150 which sets forth the power of the Association over all of the land in the Association not just the easements and rights of ways, thus the foregoing powers are not the only power the Association has concerning the easements and rights of way.

"...the Association shall have the right and power to do and/or perform any of the following things, for the benefit, maintenance and improvement of the property, and for the benefit of the owners thereof....(b) to hold, improve, light, and/or maintain easements for...street, roads, alleys, trails, bridle paths, courts, walks, whether dedicated to the public or private, gateways, fences and ornamental features now existing or hereafter to be created, fountains, shelters, comfort stations, and/or buildings and improvements ordinarily appurtenant to any of the foregoing, grass plots and other areas, trees and plantings within the lines of such easement ...immediately adjoining or within the property herein referred to." Article II, Section 2 pg. 12.

Thus it is the responsibility of the Association to maintain the easements **no matter where they are located** i.e. either "in or along any easements or rights-of-way", "on or adjacent to any said lots", "within the lines of such easement", or "immediately adjoining or within the property herein referred to".

It is also the responsibility of the Association to maintain its road easements in compliance with the Fire Code weather or not the City or the Fire Department seeks to enforce same. see Ritter & Ritter, Inc. Pension & Profit Plan v Churchill Condominium Ass'n (2008) 166 CA 4th 103 (association obligated to repair "slab penetrations" which were not "fire proofed" as required by the original construction plans and city permit and thus constituted a fire hazard even though all building inspections were passed, a certificate of occupancy was issued, the association never received any order to change or upgrade the slab penetrations and the existing building codes allowed these floor penetrations to remain as an existing, non-conforming condition).

In reaching its conclusion, the court in Ritter set forth in great detail an association's duty of care which is highly instructive as follows:

"[3] The existence of a duty "is not an immutable fact, but rather an expression of policy considerations leading to the legal conclusion that a plaintiff is entitled to a defendant's protection." (*Ludwig v. City of San Diego* (1998) 65 Cal.App.4th 1105, 1110.) Courts have repeatedly declared the existence of a duty by landowners to maintain property in their possession and control in a reasonably safe condition. (*Rowland v. Christian* 69 Cal.2d 108,119; *Vasquez v. Residential Investments, Inc.* (2004) 118 Cal.App.4th 269.) The duty is described as follows: "a landlord must act toward his tenant as a reasonable person under all of the circumstances, including the likelihood of injury, the probable seriousness of such injury, the burden of reducing or avoiding the risk, and his degree of control over the risk-creating defect," (*Brennan v. Cockrell Investments, Inc.* (1973) 35 Cal.App.3d 796, 800-801; *Golden v. Conway* (1976) 55 Cal.App.3d 948, 955.) (1968)

In addition to this potential basis for liability, a homeowners association is also

potentially liable for any violation of statute, administrative code regulation, or building code provision relating to the condition of the property. In such situations, failure to comply with the statutory standard may give rise to a presumption of negligence on his part. (*Gallup v. Sparks-Mundo Engineering Co.* (1954) 43 Cal.2d 1, 9; *Tossman v. Newman* 37 Cal.2d 522, 525; *Williams v. Lambert* (1962) 201 Cal.App.2d 115, 119; *Alarid v. Vanier* (1958) 50 Cal.2d 617, 621.) Such presumption of negligence may arise whether the law violated is a state statute, a safety order, an administrative regulation, or a local building code provision. fn. 14 (1951)

[4] Traditional tort principles impose on landlords, including homeowner associations, that function as a landlord in maintaining the common areas of a large condominium complex, a duty to exercise due care for the residents' safety in those areas under their control. (See, e.g., *Kwaitkowski v. Superior Trading Co.* (1981) 123 Cal.App.3d 324, 328; *O'Hara v. Western Seven Trees Corp.* (1977) **[166 Cal.App.4th 120]** 75 Cal.App.3d 798, 802-803; *Kline v. 1500 Massachusetts Avenue Apartment Corp.* (D.C. Cir.1970) 439 F.2d 477, 480-481; *Scott v. Watson* (1976) 359 A.2d 548, 552; *Sevigny v. Dibble Hollow Condominium Assn., Inc.* (2003) 76 Conn.App. 306.) California cases hold that a homeowners association is liable to a member who suffers injury or damages as a result of alleged negligence of the association in failing to maintain a common area adequately. In the leading case of *White v. Cox* (1971) 17 Cal.App.3d 824, the court of appeal held that a condominium owner could sue the unincorporated association for negligently maintaining a sprinkler in a common area of the complex. In so holding, the court recognized that the plaintiff, a member of the unincorporated association, had no "effective control over the operation of the common areas . . . for in fact he had no more control over operations than he would have had as a stockholder in a corporation which owned and operated the project." (*Id.* at p. 830.) Since the condominium association was a management body over which the individual owner had no effective control, the court held that the association could be sued for negligence by an individual member. An assessment of the individual arrangements for each condominium association would be required in order to asses the issue of liability. The Supreme Court concluded "that a condominium possesses sufficient aspects of an unincorporated association to make it liable in tort to its members." (*Ibid.*) The *White* case was reaffirmed and cited with approval by the Supreme Court in *Frances T. v. Village Green Owners Assn.* (1986) 42 Cal 3d 490.)

[5] There may be other possible theories for liability in addition to the association's negligence. One possibility is the association's fraudulent misrepresentation with regard to the safety of its common areas. Another possibility is breach of contract when the plaintiff was a member of the association and the association failed to comply with maintenance of safety provision in the development's declaration or bylaws. (See e.g., *Murphy v. Yacht*

Cove Homeowners Ass'n (S.C. 1986) 345 S.E.2d 709.)"

Neither the City nor the Association can simply ignore Fire Code Section 503.2.1 and Fire Code Section 325.10. The Association should voluntarily bring all of its road easements into compliance with said Fire Code sections. If the Association does not do so, then the City should enforce said Fire Code sections with or without the cooperation of the Fire Department.

Sincerely

Alfred Visco

BRUSH CLEARANCE REQUIREMENTS

Thousands of homes are in serious danger of destruction by fire because of their proximity to brush-covered areas. Homes with wood shake roofs, wood siding, decks, patio covers or exposed eaves are particularly vulnerable to the spread of fire. Despite efforts by firefighters, wildland fires fanned by strong winds, can destroy homes. It is your legal responsibility to take the necessary action to clear vegetation around any given structures. A fire safe landscape creates a defensible space to help protect against approaching wildfires.

1. All flammable vegetation identified as a fire hazard by the inspection officer shall be mowed or cut to a stubble height of 3 inches, for 30 feet around any structure or 50 feet in high hazard areas (County of Los Angeles Fire Code 325.2.1(2), 325.2.2).
2. Thin remaining vegetation for the next 70 feet, for a total of 100 feet, around any structure by clearing, trimming, thinning, limbing up and removing flammable vegetation. For high hazard areas, this distance can be increased to a maximum of 200 feet (County of Los Angeles Fire Code 325.2.1(2), 325.2.2).
3. Specimen native trees, and shrubs are permissible, provided that they do not form a means of transmitting fire to any structure (County of Los Angeles Fire Code 325.2.1(2)). It is recommended that specimens shall be spaced a minimum of 15 feet or 3 times their diameter from other specimens, structures or surrounding native brush.
4. Access roads shall be maintained with a minimum of 10 feet of brush clearance on each side. Fire access roads shall have an unobstructed vertical clearance to the sky. Trees overhanging fire access roads shall be maintained to provide adequate vertical clearance (County of Los Angeles Fire Code 325.10, 503.1.1 through 503.6).
5. Provide a minimum of 3 feet of brush clearance around all fire hydrants (County of Los Angeles Fire Code 508.5.5).
6. It is required that all trees and shrubs shall be maintained free of dead wood and litter. Shrubs may be required to be trimmed up from the ground 1/3 of their height. Trees shall be trimmed up a minimum of 6 feet or 1/3 their height up to 40 feet, depending on surface fuels.
7. Trees are best trimmed during dormancy or during the winter months. Care should be taken when trimming trees during the spring as this is the nesting season for many species of birds.

All plants will burn under extreme fire weather conditions. Fire resistant plants burn at a relatively low intensity, at slow rates of spread and with short flame lengths. To best protect your home from fire, it is recommended that fire resistant plants be used when landscaping. A list of these plants can be obtained through the County of Los Angeles Fire Department, Brush Clearance Unit, telephone number (626) 969-2375.

BRUSH CLEARANCE MAINTENANCE IS A YEAR-ROUND RESPONSIBILITY

MINIMUM DISTANCES REQUIRED

EXTRA HAZARDOUS AREAS MAY REQUIRE 200 FEET OF CLEARANCE



NOTE: Small lots may make these clearance distances impossible. You are only responsible to clear up to your property lines. Clearance of property adjacent to your lot is the responsibility of the adjacent property owner.

IF YOU ARE UNCLEAR AS TO THE CLEARANCE REQUESTED, PLEASE CONTACT YOUR LOCAL FIRE STATION

elaws.us

Sign In Sign Up

§ 325.10. Roadway Clearance.

Latest version.

The fire code official or commissioner may require removal and clearance of all flammable vegetation or other combustible growth for a minimum of 10 feet (3.05 m) on each side of every roadway, whether public or private. The fire code official or commissioner may enter upon private property to inspect, remove, and clear vegetation and growth as required by this section and may charge the responsible party for the cost of such action. This section shall not apply to single specimens of trees, ornamental shrubbery, or cultivated ground cover such as green grass, ivy, succulents, or similar plants used as ground cover, provided that they do not form a means of readily transmitting fire. As used in this section, "roadway" means that portion of a highway or private street improved, designed, or ordinarily used for vehicular travel. The minimum clearance of 10 feet (3.05 m) may be increased if the fire code official determines additional distance is required to provide reasonable fire safety.

(Ord. 2017-0003 § 81, 2017.)

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§ 503.2.1. Dimensions.

Latest version.

Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance clear to the sky.

Exception: A minimum vertical clearance of 13 feet 6 inches (4114.8 mm) may be allowed for protected tree species adjacent to access roads. Any applicable tree-trimming permit from the appropriate agency is required.

(Ord. 2017-0003 § 113, 2017.)

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MINUTES OF THE
MEETING OF THE BOARD OF DIRECTORS
ROLLING HILLS COMMUNITY ASSOCIATION

November 7, 2019

A regular meeting of the Board of Directors of the Rolling Hills Community Association was held at 7:30 A.M., Thursday, November 7, 2019, in the Association Administration Building at 1 Portuguese Bend Road, Rolling Hills, California.

ROLL CALL

PRESENT: Directors Hawkins, Heinsheimer, Lorig, McConaughy and McKinnie

ALSO PRESENT: Sidney Croft, Association Legal Counsel
Kristen Raig, RHCA Manager
Myrna Jacott, Administrative Assistant
Sue Breiholz, Association Member
Richard Colyear, Association Member
Carole Hoffman, Association Member
Spencer Karpf, Association Member
Marcia Schoettle, Association Member
Fred Visco, Association Member
Carol Rice, Fire Fuel Consultant
Mr. Perez, McCormick Ambulance

CALL TO ORDER

President McKinnie called the meeting to order at 7:31 A.M.

APPROVAL OF MINUTES – October 3, 2019, October 17, 2019

October 3, 2019

Director Hawkins asked the Board to consider additional edits to the minutes because he felt the original draft was too brief and did not include important comments.

A motion was made to approve the original draft minutes of the October 3, 2019 meeting as submitted; m. Director Heinsheimer, s. Director McConaughy, the motion passed by the following votes:

Ayes: Directors Heinsheimer, Lorig, McConaughy and McKinnie
Noes: Director Hawkins

October 17, 2019

A motion was made to approve the minutes of the October 17, 2019 meeting as submitted; m. Director McConaughy, s. Director Lorig, the motion passed unanimously.

PAYMENT OF BILLS

Director McConaughy made a motion to approve checks numbered 24464 through 24506 and two electronic debits in the amount of $1,265.72 and $1,769.42 for a total of $334,139.55; s. Director Heinsheimer, the motion passed unanimously.

QUARTERLY RECONCILIATION OF BANK STATEMENTS

The quarterly bank reconciliation dated June 30, 2019 was accepted for the file.

BALANCE TRANSFERS

Manager Raig reported there are no balance transfers.

CORRESPONDENCE

Letter from Sue Breiholz Dated September 18, 2019 re: RHCA Assistance In Removing Brush Along Canyons

President McKinnie stated that member Sue Breiholz is asking the RHCA to allow homeowners to drop the debris from brush removal on slopes down into the canyon and have the RHCA remove it at the RHCA's cost.

Director Lorig questioned if this was to be implemented community wide, how many properties would it be affect and how much it would cost. He also shared his concern that maintenance may not have time to take this new responsibility.

President McKinnie stated he is not sure the maintenance staff would be able to perform the work. He stated if residents start cutting down trees at the bottom of the canyons and the only access is a trail. It could take a while for debris to be picked up and would it block the trails, he is concerned about the amount of flammable debris that could accumulate in the canyons.

Sue Breiholz stated canyons could be designated dates to be picked up once a year, that would encourage members to clean their canyons and it would be very helpful.

The letter was accepted for the file, the Board asked that the item be put in the agenda for next Board meeting.

Letter from Fred Visco Requesting the RHCA Require Weed Abatement at 7 Ranchero Road

Legal Counsel Croft stated he was sympathetic to Mr. Visco but the RHCA has never adopted a policy to implement the section of the CC&R's that give the authority to do weed abatement on private property.

Member Visco stated that the owner of 7 Ranchero Road, Mr. Mok is applying to Fish & Wildlife to do the clearance. He shared his frustration about the lack of adequate brush clearance on the lot and that the City and RHCA do not have means in place to compel weed clearance. Mr. Visco asked the Association to adopt a policy concerning vacant lots as he outlined in a letter to the Board in August.

Director Heinsheimer suggested and the Board agreed to adding the discussion of the policy on the agenda for a future meeting.

OLD BUSINESS

Request for Contribution to Eastfield Undergrounding District for Assessment Engineer

President McKinnie stated that Marcia Shoettle is requesting money for an assessment engineer for the Eastfield underground district. President McKinnie made a motion the Association to contribute $6,167, with the understanding that the amount can be adjusted later on. s. Heinsheimer the motion passed unanimously.

Director McConaughy stated he is concerned that costs keep being added on. Director McKinnie explained that the Board and City agreed to contribute to costs up to the vote for the district.

Manager Raig stated this was the first time the underground district has gotten this far and hopefully for the next one it will be figured out and have a more stream line process. Right now, the Association is going on the concept that the homeowners city and the Association are splitting the cost to get to a vote to establish an underground district.

Request for Access Through Locked Gate at Crest Road East for McCormick Ambulance

Manager Raig stated Counsel Member Wilson brought this request to the Board and the Board had discussed this briefly at the last meeting, and invited McCormick to the meeting to discuss when the ambulance will access the community through the locked gate.

Director Lorig stated that personally, he is reluctant to have McCormick use the locked East gate as a short cut across Rolling Hills.

Director Heinsheimer requested an operational analysis report of how often and under what circumstances the gate would be accessed and to list the advantages are in health and safety in respect to Rolling Hills.

Proposal for New Radio Repeaters

Manager Raig stated that the radio vendor, Sandy's Communications analyzed the reception in the community and recommends installing two new repeaters. One on the RHCA building at the end of the garage and replacing the repeater at the Eastfield gate at a total cost of $11,395.65.

Director Heinsheimer made a motion to authorize the staff to spend up to $12,000 for the repeater modifications, s. Lorig; the motion passed unanimously.

NEW BUSINESS

Letter from RHCA Nomination Committee re: Candidates for 2020 Board Election and Ballot

President McKinnie stated the Board received a letter from the nomination committee stating that Mr. Lorig and Mr. Hawkins have indicated their intention to run for the Board in January. Mr. McKinnie added that the deadline for candidates to apply is December 1, 2019.

The letter was accepted for the file.

Inspector of Election for 2020 Board Election

Manager Raig stated that community member Maureen Hill has been as the volunteer inspector of elections for RHCA but is no longer able to serve as inspector. Due to new laws relating to elections and liability risks to volunteers, RHCA staff is recommending that the Board hire a professional firm to serve as inspector of elections for January 2020 and going forward.

President McKinnie asked why would the Association need to hire an outside firm to monitor an uncontested election.

Legal Counsel Croft stated that the laws have certain legal requirements if, there is no opposition then the Board elections Association is ok to have a volunteer for this year, but, the Association should hire a professional in the future.

Manager Raig stated she would like the Board to consider hiring an inspector for this election because it is a low stakes way for the Association to get a system in place and start a relationship with the company and make sure everything is in order and running smoothly.

Director McConaughy supported hiring a company now even if there is not a contested election.

Director Heinsheimer made a motion to approve the low bidder and have the staff negotiate further needs of the Association. s. Director McConaughy, the motion passed unanimously.

Report form Carol Rice re: Fire Fuel and Mitigation Recommendations for Rolling Hills

Fire Fuel Consultant Carol Rice presented new report to the Board. She said she was asked to do the following six things:

Assess the community and help RHCA identify high-risk areas and how to prioritize.

1. Provide a plan for homeowners of what they can do on their own property to reduce fire hazards
2. Recommend ways to educate homeowners of to reduce fire fuel and harden their homes
3. How to manage invasive and highly flammable vegetation
4. Look at areas that are managed by RHCA and establish priorities and actions to reduce fire risk
5. Look at the area adjacent to the Land Conservancy

Ms. Rice stated the Rolling Hills has challenging terrain and lots of vegetation. The highest priority is life safety, second is property and structures and the third is open spaces and natural habitats.

For mitigation priorities Ms. Rice suggested focusing on roads and road sides as the highest priority for action because the roads are needed for evacuation and road side could provide shelter in place temporary shelter areas. Second area of focus would be to help homeowners to look at ways to make their homes more ignition resistant. Third priority is creating and adopting a wildfire management plan, which identifies who does what during a wildfire. (Who would call animal shelters; identify placements for containment, and who would interact with whom).

President McKinnie stated if a fire occurs there has to be an established procedure of who is in charge, he asked Manager Raig if the City has a template of the key functions as to who would do what.

Manager Raig said she said she is not aware of a comprehensive plan, but each entity has their own responsibilities written down.

Ms. Rice stated that another important task is to have a member of the staff be a designated Resource Advisor to work with emergency responders in an emergency as a person with expert knowledge of the community.

Second, have a plan for individual homeowners to reduce fuel in their property. She suggested the Board adopt Fuel Management Standards for the Association and provided an example in her report. Once the standards are adopted, she suggests conducting individual property inspections with owners on a volunteer basis or when a home is purchased or a new home is remodeled.

The Board asked Ms. Rice if there are short-term actions she recommends for the remainder of the fire season.

Ms. Rice suggested targeting roadsides to improve evacuation conditions and access for emergency vehicles. That would mean removing limbs over roadways and reducing the ladder fuels. She stated 80% of all fires start within ten feet of the roads. She also suggested getting started on developing a Fuel Management Plan for the whole community or one that focuses on areas controlled by the Association.

The Board and members of the audience discussed the fire code section that requires ten feet of clearance from the roadsides.

The Board asked staff and legal counsel to look into the applicable code and enforcement and report to the Board on what this means for Rolling Hills.

Ms. Rice stated ten feet from the edge of the roadway need to be clear. She states if the Association has a right way over private property then it may be the Associations responsibility.

President McKinnie made a motion that the Board authorize the following four items:

1. Have the RHCA Maintenance remove tree branches hanging over the roads as identified by Ms. Rice
2. Have the Maintenance remove volunteer bushes, trees and brush along the roadways
3. Work with Fire Department and Carol Rice on Fire Code's requirements for roadside clearance and enforcement
4. Contact Edison to clear tree branches around electrical wires

s. Director Heinsheimer, the motions passed by the following vote:

- Ayes: Directors Heinsheimer, Lorig, McConaughy and McKinnie
- Noes: Director Hawkins

The third item in Ms. Rice report is creating programs to incentivize and educate homeowners on fuel management and fire safety to educate. She suggest inserting in homeowners newsletters and adding it to the website.

Item number four regarding Policies for invasive and highly flammable species, she suggest the Association adopts policies to prohibit planting and systematic removal of plants identified by LA County fire flammable and invasive list which includes palm trees, junipers and long leaf pines.

She also suggested RHCA work with LA County Fire on improving trails so they may be accessed by a brushing.

The Board approved having the Fire Fuel Report shared with the members.

She recommended utilizing the Association and Cities websites, newsletters and magazines to reach out to homeowners and identified several existing articles and resources that could be tailored to Rolling Hills

Block Captain Request for Management of East Crest Road Gate During an Emergency

The matter was held on the agenda for the next meeting.

OPEN AGENDA & MATTERS PRESENTED BY MEMBERS OF THE ASSOCIATION

Zoning for High density Housing

Member Richard Colyear stated the City Council is considering re-zoning the school property for high-density housing. If they rezone it, any developer would want to use their road ways.

New State Law re: Accessory Dwelling Units

Member Fred Visco stated that effective January 1, 2020 the state has made significant changes to the ADU's law including voiding CC&R's that limit R-1 zoned property to single-family residences. .

The Board thanked Member Visco for bringing it to the Boards attention.

MATTERS PRESENTED BY THE BOARD

Request for the Board Make Consultant Covered Six's Report Available to Members

Director Hawkins requested the Board make the Covered Six report available to the members for the meeting coming up on November 21, he suggested the offending material be redacted and have it available for the members so they could be well informed at least have it available upon request.

Following discussion, Director McConaughy made a motion to authorize the staff to redact sensitive or non-fact based claims in the report. s. Director Hawkins, the motion passed unanimously.

The Board asked the report be available before the November 21, 2019 Board meeting.

Request to Have Outside Counsel Review RHCA Gate Policy

Director Hawkins stated the Gate policy has lots of problematic language, he believes outside counsel should review the policy.

Following discussion, Director Hawkins made a motion to have outside counsel review the RHCA gate policy, the motion died for lack of a second.

Reschedule Field Trip to Rim Trail

Manager Raig asked the Board to reschedule the field trip to Rim Trail for Tuesday November 19, 2019 at 7:30 am.
The Board agreed to reschedule to the proposed date.

MATTERS PRESENTED MEMBERS OF THE STAFF

CA Senate Bill 323: Changes to Elections and Members Lists

Legal Counsel Croft stated the Association complies with most provisions of the law but RHCA will need to make some changes to assure full compliance.

Proposed Modifications to Assessment Billing and Due Dates

Manager Raig stated the due dates on the accounting software are not six months apart and it confuses the computer.

President McKinnie asked Manager Raig to write a report and it will be considered at the next meeting.

Bids for RHCA Building Fumigation

Manager Raig stated the RHCA building needs to be tented for termites and she would like to schedule the fumigation during the holiday break so it does not impact the RHCA operations. She has received two bids Richland Termite for $3,915, Dewey Pest for $8,300 a third bid is pending for Friday November 8. She recommends contracting the lowest bid.

Director McKinnie made a motion to hire the lowest bid. s. Director Hawkins, the motion passed unanimously.

Clarification of Discussion of Proposed Gate Policy Changes at November 21, 2019 Board Meeting

Manager Raig stated she is proposing the Board schedule a public hearing for the next Board meeting, send out a summary the bullet points of what the discussion and proposed changes will be in advance, and email notices for the members to be aware.

The Board reviewed and modified the description of the items to be discussed at the hearing. Director McConaughy made a motion to adopt the language as discussed and to schedule a public hearing.

The Board decided not to have Covered Six at the public hearing.

MATTERS TO BE PRESENTED BY LEGAL COUNSEL

Legal Counsel Croft stated at the last meeting Mr. Colyear gave Director McConaughy a portion of the transcripts of the questions that were asked to Manager Raig regarding the six lots that are outside the City. His understanding is that all RHCA documents related to those properties t were produced for Mr. Colyear's attorneys in the Colyear v. RHCA litigation. Mr. Croft stated he thought it was more appropriate for Mr. Colyear to direct his questions about the lots to his attorneys rather than Director McConaughy. He noted that apparently the last reference to those properties in the RHCA records was approximately 66 years ago.

Director Lorig stated his understanding of those properties is that they are not located in the City of Rolling Hills; they don't have access to Rolling Hills, they don't use the roads or the trails therefore they don't pay assessments.

Director McConaughy would like to state that Mr. Colyear gave him a document and he immediately gave the document to the Association Counsel.

EXECUTIVE SESSION – CLOSED

At 10:09 A.M., the Board adjourned to executive session.

10:26 A.M. the meeting reconvened and President McKinnie stated that the Board discussed the following matters in Executive Session:

- Executive Minutes – September 19, 2019
- Colyear v. RHCA
- Thomas v. RHCA
- Employee Benefits
- Weed Abatement on Private Property
- Personnel – No Matters were presented

ADJOURNMENT

At 10:26 A.M., the meeting was adjourned.

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President, David McKinnie

APPROVED:

_____

Secretary, Thomas Heinsheimer

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.A
Mtg. Date: 10/12/2020

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **DISCUSS CENTER LINE STRIPING ON LOWER BLACKWATER CANYON ROAD BETWEEN PORTUGUESE BEND ROAD AND WILLIAMSBURG LANE. (BLACK)**

DATE: **October 12, 2020**

BACKGROUND:
NONE.

DISCUSSION:
NONE.

FISCAL IMPACT:
NONE.

RECOMMENDATION:
NONE.

ATTACHMENTS:

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 10.A
Mtg. Date: 10/12/2020

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

FROM: **DELIA ARANDA,**

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

SUBJECT: **FIRE FUEL ABATEMENT ENFORCEMENT CASES QUARTERLY REPORT FOR THE THIRD QUARTER OF 2020 (JULY 1 THROUGH SEPTEMBER 30).**

DATE: **October 12, 2020**

BACKGROUND:
The Code Enforcement division provides quarterly updates on code enforcement cases and fuel abatement cases which consist of active and closed cases. The attachments show active and closed cases consisting mainly of unpermitted work, dead vegetation and code violation complaints from neighbors.

DISCUSSION:
In the third quarter of 2020 (July 1, 2020 through September 30, 2020), five (5) new fire fuel abatement violation cases were opened and 19 new complaints unrelated to fire fuel abatement violations were received and opened. During that same period 46 non-fire fuel abatement violations and 27 vegetation related cases were closed. All dead vegetation cases from 2018 through 2019 have been closed with no further action needed.

The Code Enforcement Division is now using IworQ to generate quarterly updates and track code enforcement and fire fuel abatement cases. Residents may file complaints using IworQ via the City's website: https://rollinghills.portal.iworq.net/portalhome/rollinghills

FISCAL IMPACT:
No fiscal impact.

RECOMMENDATION:
Receive and file as presented.

ATTACHMENTS:
Closed Cases Q3 Alphabetical.pdf
Closed Cases Q3 Chronological by date.pdf
Open code cases Alphabetical by Address.pdf
Open code cases Chronological by date.pdf

Case #	Case Date	Address of Violation	Description	Main Status	Case Closed
92	7/6/2020	2 Acacia Lane	Expired Permit	Closed	9/24/2020
9	6/18/2018	3 Appaloosa Lane	Dead Vegetation	Closed	9/14/2020
8	3/11/2020	8 Bowie Road	Expired Permit	Closed	7/14/2020
24	12/20/2019	5 Buggy Whip	Illegal Construction	Closed	9/29/2020
23	7/11/2019	21 Buggy Whip Drive	Illegal Construction	Closed	7/14/2020
10	2/6/2020	14 Buggy Whip Drive	Dead Vegetation	Closed	8/13/2020
17	3/11/2020	20 Buggy Whip Drive	Expired Permit	Closed	7/17/2020
93	7/6/2020	15 Buggy Whip Drive	Expired Permit	Closed	9/24/2020
27	10/16/2019	12 Caballeros Road	Dead Vegetation	Closed	7/21/2020
144	9/1/2020	5 Chestnut Lane	Noise	Closed	9/8/2020
29	12/11/2019	6 Chuckwagon Road	Dead Vegetation	Closed	7/16/2020
31	9/24/2019	16 Cinchring Road	Dead Vegetation	Closed	7/28/2020
140	8/13/2020	16 Cinchring Road	Dead Vegetation	Closed	8/20/2020
36	3/11/2020	67 Eastfield Drive	Expired Permit	Closed	8/31/2020
55	7/1/2020	12 Eastfield Drive	Expired Permit	Closed	7/6/2020
143	9/1/2020	59 Eastfield Drive	Sign	Closed	9/21/2020
57	7/2/2020	8 Hackamore Road	Expired Permit	Closed	8/6/2020
99	7/6/2020	5 Hillside Lane	Expired Permit	Closed	9/1/2020
136	3/11/2020	2 Lower Blackwater Canyon Road	Expired Permit	Closed	7/23/2020
130	7/16/2020	3 Maverick Lane	Dead Vegetation	Closed	8/18/2020
141	8/19/2020	5 Morgan Lane	Dead Vegetation/Litter	Closed	9/10/2020
62	3/11/2020	7 Outrider Road	Expired Permit	Closed	8/31/2020
122	11/8/2019	1 Packsaddle Road West	Lighting	Closed	7/16/2020
64	3/3/2020	2862 Palos Verdes Drive	Expired Permit	Closed	9/8/2020
67	3/11/2020	2958 Palos Verdes Drive	Expired Permit	Closed	9/3/2020
65	3/11/2020	2900 Palos Verdes Drive	Expired Permit	Closed	8/31/2020
44	6/14/2019	6 Pine Tree Lane	Dead Vegetation	Closed	8/3/2020
132	7/17/2020	2 Pinto Road	Dead Vegetation	Closed	9/29/2020
111	8/12/2019	18 Poppy Tail	Expired Permit	Closed	7/14/2020
69	3/11/2020	11 Poppy Trail	Expired Permit	Closed	9/24/2020
45	2/12/2019	34 Portuguese Bend Road	Dead Vegetation	Closed	7/14/2020
124	11/8/2019	73 Portuguese Bend Road	Lighting	Closed	7/30/2020
123	11/18/2019	2 Portuguese Bend Road	Lighting	Closed	9/14/2020
46	1/20/2020	66 Portuguese Bend Road	Dead Vegetation	Closed	7/17/2020
48	1/21/2020	64 Portuguese Bend Road	Dead Vegetation	Closed	7/17/2020
47	1/21/2020	62 Portuguese Bend Road	Dead Vegetion	Closed	7/17/2020
75	3/11/2020	65 Portuguese Bend Road	Expired Permit	Closed	9/10/2020
70	3/11/2020	16 Portuguese Bend Road	Expired Permit	Closed	9/24/2020
108	7/6/2020	65 Portuguese Bend Road	Expired Permit	Closed	9/10/2020
107	7/6/2020	40 Portuguese Bend Road	Expired Permit	Closed	9/3/2020
104	7/6/2020	1 Portuguese Bend Road	Expired Permit	Closed	9/8/2020
129	7/16/2020	23 Portuguese Bend Road	Dead Vegetation	Closed	7/16/2020
128	7/16/2020	22 Portuguese Bend Road	Dead Vegetation	Closed	7/16/2020
148	9/9/2020	77 Portuguese Bend Road	Water	Closed	9/9/2020

105	7/6/2020	2 Quail Ridge North	Expired Permit	Closed	9/24/2020
77	3/11/2020	4 Ranchero Road	Expired Permit	Closed	9/16/2020
79	3/11/2020	5 Reata Lane	Expired Permit	Closed	9/24/2020
51	4/6/2020	8 Reata Lane	Dead Vegetation	Closed	7/20/2020
81	3/11/2020	6 Ringbit Road West	Expired Permit	Closed	9/3/2020
116	4/20/2020	7 Roundup Road	Fence	Closed	7/14/2020
115	2/18/2020	48 Saddleback Road	Lighting	Closed	7/14/2020
114	2/18/2020	35 Saddleback Road	Lighting	Closed	7/14/2020
125	7/16/2020	71 Saddleback Road	Dead Vegetation	Closed	7/31/2020
89	3/11/2020	10 Southfield Drive	Expired Permit	Closed	9/15/2020
52	2/26/2019	15 Upper Blackwater Canyon Road	Dead Vegetation	Closed	7/14/2020
53	6/14/2019	14 Upper Blackwater Canyon Road	Dead Vegetation	Closed	7/14/2020
91	3/11/2020	3 Wrangler Road	Expired Permit	Closed	9/28/2020
7	3/11/2020	1 Appaloosa Lane	Expired Permit	Closed	8/20/2020
30	4/6/2020	3 Chuckwagon Road	Lighting	Closed	7/20/2020
20	3/11/2020	26 Cinchring Road	Expired Permit	Closed	9/8/2020
33	11/18/2019	7 Crest Road East	Dead Vegetation	Closed	7/20/2020
118	4/18/2019	8 Georgeff Road	Property Maintenance	Closed	7/31/2020
149	9/14/2020	Georgeff Road & Crest Road East	Best Management Practices	Closed	9/21/2020
131	3/11/2020	1 Lower Blackwater Canyon Road	Expired Permit	Closed	7/16/2020
59	3/11/2020	3 Middleridge Lane North	Expired Permit	Closed	8/31/2020
110	4/20/2020	8 Pine Tree Lane	Dead Vegetation	Closed	8/3/2020
42	6/18/2020	5 Pine Tree Lane	Dead Vegetation	Closed	7/1/2020
49	1/21/2020	2 Portuguese Bend Road	Dead Vegetation	Closed	7/17/2020
126	7/16/2020	20 Portuguese Bend Road	Dead Vegetation	Closed	7/16/2020
76	3/11/2020	2 Quail Ridge North	Expired Permit	Closed	9/24/2020
106	7/6/2020	9 Quail Ridge Road South	Expired Permit	Closed	9/21/2020
109	3/11/2020	4 Ranchero Road	Expired Permit	Closed	9/16/2020
78	7/6/2020	1 Reata Lane	Expired Permit	Closed	9/24/2020
146	9/2/2020	4 Ringbit West	UN-Permitted Construction	Closed	9/16/2020
54	7/1/2020	68 Saddleback Road	Dead Vegetation	Closed	7/21/2020
112	7/14/2020	Spur Lane	Dead Vegetation	Closed	9/10/2020

Case #	Case Date	Address of Violation	Description	Main Status	Case Closed
9	6/18/2018	3 Appaloosa Lane	Dead Vegetation	Closed	9/14/2020
45	2/12/2019	34 Portuguese Bend Road	Dead Vegetation	Closed	7/14/2020
52	2/26/2019	15 Upper Blackwater Canyon Road	Dead Vegetation	Closed	7/14/2020
118	4/18/2019	8 Georgeff Road	Property Maintenance	Closed	7/31/2020
53	6/14/2019	14 Upper Blackwater Canyon Road	Dead Vegetation	Closed	7/14/2020
44	6/14/2019	6 Pine Tree Lane	Dead Vegetation	Closed	8/3/2020
23	7/11/2019	21 Buggy Whip Drive	Illegal Construction	Closed	7/14/2020
111	8/12/2019	18 Poppy Tail	Expired Permit	Closed	7/14/2020
31	9/24/2019	16 Cinchring Road	Dead Vegetation	Closed	7/28/2020
27	10/16/2019	12 Caballeros Road	Dead Vegetation	Closed	7/21/2020
124	11/8/2019	73 Portuguese Bend Road	Lighting	Closed	7/30/2020
122	11/8/2019	1 Packsaddle Road West	Lighting	Closed	7/16/2020
123	11/18/2019	2 Portuguese Bend Road	Lighting	Closed	9/14/2020
33	11/18/2019	7 Crest Road East	Dead Vegetation	Closed	7/20/2020
29	12/11/2019	6 Chuckwagon Road	Dead Vegetation	Closed	7/16/2020
24	12/20/2019	5 Buggy Whip	Illegal Construction	Closed	9/29/2020
46	1/20/2020	66 Portuguese Bend Road	Dead Vegetation	Closed	7/17/2020
49	1/21/2020	2 Portuguese Bend Road	Dead Vegetation	Closed	7/17/2020
48	1/21/2020	64 Portuguese Bend Road	Dead Vegetation	Closed	7/17/2020
47	1/21/2020	62 Portuguese Bend Road	Dead Vegetion	Closed	7/17/2020
10	2/6/2020	14 Buggy Whip Drive	Dead Vegetation	Closed	8/13/2020
115	2/18/2020	48 Saddleback Road	Lighting	Closed	7/14/2020
114	2/18/2020	35 Saddleback Road	Lighting	Closed	7/14/2020
64	3/3/2020	2862 Palos Verdes Drive	Expired Permit	Closed	9/8/2020
136	3/11/2020	2 Lower Blackwater Canyon Road	Expired Permit	Closed	7/23/2020
131	3/11/2020	1 Lower Blackwater Canyon Road	Expired Permit	Closed	7/16/2020
109	3/11/2020	4 Ranchero Road	Expired Permit	Closed	9/16/2020
91	3/11/2020	3 Wrangler Road	Expired Permit	Closed	9/28/2020
89	3/11/2020	10 Southfield Drive	Expired Permit	Closed	9/15/2020
81	3/11/2020	6 Ringbit Road West	Expired Permit	Closed	9/3/2020
79	3/11/2020	5 Reata Lane	Expired Permit	Closed	9/24/2020
77	3/11/2020	4 Ranchero Road	Expired Permit	Closed	9/16/2020
76	3/11/2020	2 Quail Ridge North	Expired Permit	Closed	9/24/2020
75	3/11/2020	65 Portuguese Bend Road	Expired Permit	Closed	9/10/2020
70	3/11/2020	16 Portuguese Bend Road	Expired Permit	Closed	9/24/2020
69	3/11/2020	11 Poppy Trail	Expired Permit	Closed	9/24/2020
67	3/11/2020	2958 Palos Verdes Drive	Expired Permit	Closed	9/3/2020
65	3/11/2020	2900 Palos Verdes Drive	Expired Permit	Closed	8/31/2020
62	3/11/2020	7 Outrider Road	Expired Permit	Closed	8/31/2020
59	3/11/2020	3 Middleridge Lane North	Expired Permit	Closed	8/31/2020
36	3/11/2020	67 Eastfield Drive	Expired Permit	Closed	8/31/2020
20	3/11/2020	26 Cinchring Road	Expired Permit	Closed	9/8/2020
17	3/11/2020	20 Buggy Whip Drive	Expired Permit	Closed	7/17/2020
8	3/11/2020	8 Bowie Road	Expired Permit	Closed	7/14/2020

7	3/11/2020	1 Appaloosa Lane	Expired Permit	Closed	8/20/2020
51	4/6/2020	8 Reata Lane	Dead Vegetation	Closed	7/20/2020
30	4/6/2020	3 Chuckwagon Road	Lighting	Closed	7/20/2020
116	4/20/2020	7 Roundup Road	Fence	Closed	7/14/2020
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42	6/18/2020	5 Pine Tree Lane	Dead Vegetation	Closed	7/1/2020
55	7/1/2020	12 Eastfield Drive	Expired Permit	Closed	7/6/2020
54	7/1/2020	68 Saddleback Road	Dead Vegetation	Closed	7/21/2020
57	7/2/2020	8 Hackamore Road	Expired Permit	Closed	8/6/2020
108	7/6/2020	65 Portuguese Bend Road	Expired Permit	Closed	9/10/2020
107	7/6/2020	40 Portuguese Bend Road	Expired Permit	Closed	9/3/2020
106	7/6/2020	9 Quail Ridge Road South	Expired Permit	Closed	9/21/2020
105	7/6/2020	2 Quail Ridge North	Expired Permit	Closed	9/24/2020
104	7/6/2020	1 Portuguese Bend Road	Expired Permit	Closed	9/8/2020
99	7/6/2020	5 Hillside Lane	Expired Permit	Closed	9/1/2020
93	7/6/2020	15 Buggy Whip Drive	Expired Permit	Closed	9/24/2020
92	7/6/2020	2 Acacia Lane	Expired Permit	Closed	9/24/2020
78	7/6/2020	1 Reata Lane	Expired Permit	Closed	9/24/2020
112	7/14/2020	Spur Lane	Dead Vegetation	Closed	9/10/2020
130	7/16/2020	3 Maverick Lane	Dead Vegetation	Closed	8/18/2020
129	7/16/2020	23 Portuguese Bend Road	Dead Vegetation	Closed	7/16/2020
128	7/16/2020	22 Portuguese Bend Road	Dead Vegetation	Closed	7/16/2020
126	7/16/2020	20 Portuguese Bend Road	Dead Vegetation	Closed	7/16/2020
125	7/16/2020	71 Saddleback Road	Dead Vegetation	Closed	7/31/2020
132	7/17/2020	2 Pinto Road	Dead Vegetation	Closed	9/29/2020
140	8/13/2020	16 Cinchring Road	Dead Vegetation	Closed	8/20/2020
141	8/19/2020	5 Morgan Lane	Dead Vegetation/Litter	Closed	9/10/2020
144	9/1/2020	5 Chestnut Lane	Noise	Closed	9/8/2020
143	9/1/2020	59 Eastfield Drive	Sign	Closed	9/21/2020
146	9/2/2020	4 Ringbit West	UN-Permitted Construction	Closed	9/16/2020
148	9/9/2020	77 Portuguese Bend Road	Water	Closed	9/9/2020
149	9/14/2020	Georgeff Road & Crest Road East	Best Management Practices	Closed	9/21/2020

Case #	Case Date	Address of Violation	Description	Main Status
138	8/11/2020	2 Appaloosa Lane	Dead Vegetation	Open
12	6/25/2020	12 Bowie Road	Expired Permit	Open
94	7/6/2020	14 Cinchring Road	Expired Permit	Open
21	3/11/2020	7 Eastfield Drive	Expired Permit	Open
142	8/20/2020	17 Eastfield Drive	Un-permitted construction	Open
39	3/11/2020	76 Eastfield Drive	Expired Permit	Open
38	3/11/2020	75 Eastfield Drive	Expired Permit	Open
37	3/11/2020	73 Eastfield Drive	Expired Permit	Open
22	3/11/2020	18 Eastfield Drive	Expired Permit	Open
5	6/24/2020	61 Eastfield Drive	Grading and Drainage	Open
117	2/26/2019	49 Eastfield Road	Illegal Construction	Open
121	7/18/2019	49 Eastfield Road	Illegal Construction	Open
95	7/6/2020	2 Flying Mane	Expired Permit	Open
56	7/2/2020	12 Georgeff Road	Expired Permit	Open
97	7/6/2020	2 Hillside Lane	Expired Permit	Open
58	3/11/2020	10 Johns Canyon Road	Expired Permit	Open
100	7/6/2020	9 Johns Canyon Road	Expired Permit	Open
60	3/11/2020	9 Middleridge Lane South	Expired Permit	Open
101	7/6/2020	6 Outrider Road	Expired Permit	Open
102	7/6/2020	8 Packsaddle Road West	Expired Permit	Open
66	3/11/2020	2950 Palos Verdes Drive	Expired Permit	Open
103	7/6/2020	2720 Palos Verdes Drive North	Expired Permit	Open
139	8/3/2020	10 Pine Tree Lane	Dead Vegetation	Open
119	5/16/2019	67 Portuguese Bend Road	Foundation Construction	Open
74	3/11/2020	25 Portuguese Bend Road	Expired Permit	Open
73	3/11/2020	20 Portuguese Bend Road	Expired Permit	Open
72	3/11/2020	18 Portuguese Bend Road	Expired Permit	Open
71	3/11/2020	17 Portuguese Bend Road	Expired Permit	Open
127	7/16/2020	21 Portuguese Bend Road	Dead Vegetation	Open
133	7/17/2020	65 Portuguese Bend Road	Property Maintenance	Open
50	9/24/2019	4 Ranchero Road	Dead Vegetation	Open
80	3/11/2020	5 Ringbit Road	Expired Permit	Open
87	3/11/2020	92 Saddleback Road	Expired Permit	Open

86	3/11/2020	86 Saddleback Road	Expired Permit	Open
85	3/11/2020	80 Saddleback Road	Expired Permit	Open
84	3/11/2020	50 Saddleback Road	Expired Permit	Open
120	6/1/2019	77 Saddleback Road	Drainage	Open
82	3/11/2020	6 Saddleback Road	Expired Permit	Open
88	3/11/2020	1 Sagebrush Lane	Expired Permit	Open
135	7/22/2020	12 Upper Blackwater Canyon Roa	Lighting	Open
137	7/23/2020	1 Williamsburg Lane	Dead Vegetation	Open
18	3/11/2020	5 Buggy Whip Dive	Expired Permit	Open
134	7/21/2020	3 Chuckwagon Road	Lighting	Open
96	7/6/2020	3 Flying Mane	Expired Permit	Open
61	3/11/2020	8 Morgan Lane	Expired Permit	Open
68	3/11/2020	2 Pheasant Lane	Expired Permit	Open
145	9/1/2020	18 Portuguese Bend Road	Dead Vegetation	Open
147	9/9/2020	74 Portuguese Bend Road	Lighting	Open
83	3/11/2020	35 Saddleback Road	Expired Permit	Open
90	3/11/2020	17 Wideloop Road	Expired Permit	Open

Open Code Enforcement Cases 2020

Case #	Case Date	Address of Violation	Description	Main Status
117	2/26/2019	49 Eastfield Road	Illegal Construction	Open
119	5/16/2019	67 Portuguese Bend Road	Foundation Construction	Open
120	6/1/2019	77 Saddleback Road	Drainage	Open
121	7/18/2019	49 Eastfield Road	Illegal Construction	Open
50	9/24/2019	4 Ranchero Road	Dead Vegetation	Open
21	3/11/2020	7 Eastfield Drive	Expired Permit	Open
39	3/11/2020	76 Eastfield Drive	Expired Permit	Open
38	3/11/2020	75 Eastfield Drive	Expired Permit	Open
37	3/11/2020	73 Eastfield Drive	Expired Permit	Open
22	3/11/2020	18 Eastfield Drive	Expired Permit	Open
58	3/11/2020	10 Johns Canyon Road	Expired Permit	Open
60	3/11/2020	9 Middleridge Lane South	Expired Permit	Open
66	3/11/2020	2950 Palos Verdes Drive	Expired Permit	Open
74	3/11/2020	25 Portuguese Bend Road	Expired Permit	Open
73	3/11/2020	20 Portuguese Bend Road	Expired Permit	Open
72	3/11/2020	18 Portuguese Bend Road	Expired Permit	Open
71	3/11/2020	17 Portuguese Bend Road	Expired Permit	Open
80	3/11/2020	5 Ringbit Road	Expired Permit	Open
87	3/11/2020	92 Saddleback Road	Expired Permit	Open
86	3/11/2020	86 Saddleback Road	Expired Permit	Open
85	3/11/2020	80 Saddleback Road	Expired Permit	Open
84	3/11/2020	50 Saddleback Road	Expired Permit	Open
82	3/11/2020	6 Saddleback Road	Expired Permit	Open
88	3/11/2020	1 Sagebrush Lane	Expired Permit	Open
18	3/11/2020	5 Buggy Whip Dive	Expired Permit	Open
61	3/11/2020	8 Morgan Lane	Expired Permit	Open
68	3/11/2020	2 Pheasant Lane	Expired Permit	Open
83	3/11/2020	35 Saddleback Road	Expired Permit	Open
90	3/11/2020	17 Wideloop Road	Expired Permit	Open
5	6/24/2020	61 Eastfield Drive	Grading and Drainage	Open
12	6/25/2020	12 Bowie Road	Expired Permit	Open
56	7/2/2020	12 Georgeff Road	Expired Permit	Open
94	7/6/2020	14 Cinchring Road	Expired Permit	Open

95	7/6/2020	2 Flying Mane	Expired Permit	Open
97	7/6/2020	2 Hillside Lane	Expired Permit	Open
100	7/6/2020	9 Johns Canyon Road	Expired Permit	Open
101	7/6/2020	6 Outrider Road	Expired Permit	Open
102	7/6/2020	8 Packsaddle Road West	Expired Permit	Open
103	7/6/2020	2720 Palos Verdes Drive North	Expired Permit	Open
96	7/6/2020	3 Flying Mane	Expired Permit	Open
127	7/16/2020	21 Portuguese Bend Road	Dead Vegetation	Open
133	7/17/2020	65 Portuguese Bend Road	Property Maintenance	Open
134	7/21/2020	3 Chuckwagon Road	Lighting	Open
135	7/22/2020	12 Upper Blackwater Canyon Roa	Lighting	Open
137	7/23/2020	1 Williamsburg Lane	Dead Vegetation	Open
139	8/3/2020	10 Pine Tree Lane	Dead Vegetation	Open
138	8/11/2020	2 Appaloosa Lane	Dead Vegetation	Open
142	8/20/2020	17 Eastfield Drive	Un-permitted construction	Open
145	9/1/2020	18 Portuguese Bend Road	Dead Vegetation	Open
147	9/9/2020	74 Portuguese Bend Road	Lighting	Open

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 11.A
Mtg. Date: 10/12/2020

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **EMPLOYEE PERFORMANCE EVALUATION**

GOVERNMENT CODE SECTION 54957

TITLE: CITY MANAGER

DATE: **October 12, 2020**

BACKGROUND:
NONE.

DISCUSSION:
NONE.

FISCAL IMPACT:
NONE.

RECOMMENDATION:
NONE.

ATTACHMENTS: