



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, March 09, 2020

CITY OF ROLLING HILLS
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

PLEDGE OF ALLEGIANCE

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

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

4. CONSENT CALENDAR

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

4.A. APPROVAL OF CITY COUNCIL MEETING MINUTES.

RECOMMENDATION:APPROVE AS PRESENTED.

[01-25-20CCDraftMinutes](#)

[01-27-20CCDraftMinutes](#)

[02-24-20CCDraftMinutes](#)

4.B. PAYMENT OF BILLS.

RECOMMENDATION:APPROVE AS PRESENTED.

[Payment of Bills.pdf](#)

- 4.C. **CONSIDER AND APPROVE RESOLUTION 1250: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.**

RECOMMENDATION:APPROVE AS PRESENTED.

[Attch01_ResolutionApprovingDestructionOfRecords.docx](#)

[Attch02_Records Destruction Authorization Form.pdf](#)

5. **COMMISSION ITEMS**

NONE.

6. **PUBLIC HEARINGS**

NONE.

7. **OLD BUSINESS**

NONE.

8. **NEW BUSINESS**

- 8.A. **CONSIDER AND APPROVE A PETITION FOR THE FORMATION OF AN ASSESSMENT DISTRICT FOR CERTAIN PUBLIC WORKS IMPROVEMENT, TOGETHER WITH APPURTENANCES, APPURTENANT WORK AND ACQUISITION, WHERE NECESSARY, IN A SPECIAL ASSESSMENT DISTRICT KNOWN AND DESIGNED AS UNDERGROUNDING UTILITY ASSESSMENT DISTRICT NO. 2020-1 (EASTFIELD DRIVE UTILITY IMPROVEMENTS).**

RECOMMENDATION:Staff recommends the City Council receive a presentation from staff on the Eastfield Drive Utility Improvements project and consider and approve the petition for the formation of the undergrounding utility assessment district no. 2020-1.

[Petition Results.pdf](#)

[Eastfield Assessors Diagram.pdf](#)

[Eastfield Signed Petition.pdf](#)

[CERTIFICATE OF SUFFICIENCY OF PETITION.pdf](#)

- 8.B. **CONSIDER AND DISCUSS A POLICY FOR CITY CONTRIBUTION TOWARDS UNDERGROUNDING OF OVERHEAD WIRES AND POLES THAT ARE NOT A PART OF ASSESSMENT DISTRICTS.**

RECOMMENDATION:Staff recommends that the City Council consider setting a policy for City contribution towards undergrounding of overhead wires and poles that are not a part of assessment districts.

[8A.pdf](#)

- 8.C. [CONSIDER A REQUEST FOR CITY CONTRIBUTION TO UNDERGROUND A SINGLE UTILITY POLE AT 5 RINGBIT ROAD WEST.](#)

RECOMMENDATION:Staff recommends that the City Council consider a request for City's contribution to underground a single utility pole located at 5 Ringbit Road West.

[Sleep SCE Invoice.pdf](#)

- 8.D. [CONSIDER AND DISCUSS RESTRICTING THE PLANTING OF SIX HIGH HAZARD PLANTS PER LOS ANGELES COUNTY FIRE DEPARTMENT READY! SET! GO! PROGRAM.](#)

RECOMMENDATION:Staff recommends that the City Council consider establishing an ordinance to restrict planting high hazard plants per the Los Angeles County Fire Department Ready! Set! Go! program to support wildfire mitigation measures.

[Ready-Set-Go Brochure.pdf](#)

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

- 9.A. [REPORT BY SOUTHBAY CITIES COUNCIL OF GOVERNMENT \(SBCCOG\) LIAISON ON CONSIDERATIONS TO CHANGE THE MEMBERSHIP DUES \(ORAL REPORT\).](#)

RECOMMENDATION:NONE

- 9.B. [REPORT BY PERSONNEL COMMITTEE ON THE UPDATE TO THE EMPLOYEE HANDBOOK AND PERSONNEL POLICY MANUAL \(ORAL REPORT\).](#)

RECOMMENDATION:NONE

- 9.C. [REPORT BY FIRE FUEL REDUCTION AD HOC SUBCOMMITTEE ON THE COMMUNITY WILDFIRE PROTECTION PLAN \(ORAL REPORT\).](#)

RECOMMENDATION:NONE

10. MATTERS FROM STAFF

NONE.

11. ADJOURNMENT

Next regular meeting: Monday, March 23, 2020 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

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: 03/09/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YOHANA CORONEL, CITY CLERK

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: APPROVAL OF CITY COUNCIL MEETING MINUTES.

DATE: March 09, 2020

BACKGROUND:
NONE.

DISCUSSION:
NONE.

RECOMMENDATION:
APPROVE AS PRESENTED.

ATTACHMENTS:

[01-25-20CCDraftMinutes](#)

[01-27-20CCDraftMinutes](#)

[02-24-20CCDraftMinutes](#)

**MINUTES OF
A REGULAR MEETING
OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
SATURDAY, JANUARY 25, 2020**

1. CALL TO ORDER

A regular meeting of the City Council of the City of Rolling Hills was called to order by Mayor Mirsch at 10:00a.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

2. ROLL CALL

Councilmembers Present:	Mayor Mirsch, Pieper, Black, Dieringer, and Wilson.
Councilmembers Absent:	None.
Others Present:	Elaine Jeng, P.E., City Manager. Meredith Elguira, Planning & Community Services Director Yohana Coronel, City Clerk Terry Shea, Finance Director Jim Walker, Contract Accountant Gordana Swanson, 2 Chesterfield

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

There were no public comments.

4. DISCUSSION ITEMS

A. STRATEGIC PLANNING WORKSHOP.

City Manager Elaine Jeng gave an overview of how the discussion would be guided via a PowerPoint presentation. She welcomed everyone for making themselves available on a Saturday and proceeded to highlight the workshop guidelines, goals and objectives of the workshop and strategic planning going forward. She also informed the Council that her hope was to focus on their common priorities.

Workshop Guidelines

City Manager Elaine Jeng went over the guidelines and informed the Council that she wanted to make sure time was used efficiently. She requested that the Council be respectful of other Councilmembers perspectives and allow their fellow Councilmembers to fully convey their ideas. She stressed that the workshop was meant to present their priorities and not a forum for arguments and also to represent their constituents. She informed the Council that staff was present to support them and answer questions that may arise.

Goals of the Workshop

City Manager Elaine Jeng informed the Council that the goal of the workshop is get a general direction from the Council. She hoped that the workshop would provide an honest dialogue between the Council on the future of the City. She continued to inform the Council that the discussion topics could focus on the priorities specified by the Council or any other areas that the Council may wish to address, for example, expanding services to the community by providing car/shuttle services.

Objectives of the Workshop

City Manager Elaine Jeng presented that the objective of the strategic workshop as being specific and precise with regards to the goals of the Council. Establish a minimum of one priority and a maximum of three priorities agreeable among the Council to establish the City's work plan for the next two Fiscal Years 2020-2021 and 2021-2022.

Strategic Planning Going Forward

City Manager Elaine Jeng proceeded to review her projected strategic planning session timeline going forward. She predicts to report out to the City Council by the next regularly scheduled City Council Meeting on Monday, January 27, 2020. Strategic Planning Session #2 is scheduled for February 10, 2020 City Council Meeting, and Strategic Planning Session #3 is scheduled for February 24, 2020 City Council Meeting where she will continue to use the established priorities to define actions items. She informed the Council that on April 13, 2020 the City Council is scheduled to discuss Fiscal Year 2020-2021 budget priorities which will hopefully translate from action items to budget items.

City Council Common Priorities

City Manager Elaine Jeng pointed out that common priorities among the Council are as follows; 1)Wildfire Mitigation/Emergency Preparedness, 2) Sewer, 3) Utility Undergrounding, and 4) Drainage.

Sewer

Discussion among the Council stated that staff should first review the Sewer Study and wait to see what the predicted cost is to figure out how to move forward. There was a suggestion to check with the residents to see if they are interested. Making this a citywide project and considering the distance between homes and the sewer connection could prove to be too expensive. Council also considered that there may be some upfront cost but it may turn out to be cheaper for residents to connect in the long run. It was also mentioned that the RHCA project of converting their septic tank to sewer connection could offset some sewer cost. There was also talk about Middleridge residents wanting to fund their own sewer connection. Councilmember Black commented that there is no buy-in from the residents because the cost is prohibitive. Councilmember Dieringer stressed minimizing legal liabilities.

Undergrounding

Discussion ensued among the Council about the status on grants and how much money should be allocated towards undergrounding. Councilmember Pieper stated that he was comfortable if the project cost was \$1.1 million because it was his understanding that there is money available. Mayor Mirsch asked the Council if they would like to continue the on-going funding of one hundred thousand a year or should they allocate the money towards another project. Councilmember Wilson asked staff to confirm if \$250k was still being allocated from the general fund for undergrounding. Finance Director Terry Shea answered yes, and that the City has been doing so for the past two years. The Council concluded that they are in support of undergrounding and would like see that other areas have the opportunity to participate in undergrounding.

Drainage

Councilmember Black stated that he is in full support of catch basins and capturing all the drainage on Crest Road North. Mayor Pro Tem Pieper suggested updating the parking area in City Hall and exploring the idea of retaining the storm water on campus. It is his understanding that this may solve the runoff issue. City Manager Jeng informed the Council that in order to discharge runoff to waterbodies, certain requirements need to be met which are very difficult. She suggested that drainage should be directed to the canyons so there is no discharge and stated that it is that something to consider if the City wants to eliminate flow and not participate in MS4. Mayor Pro Tem Pieper asked what would it take to eliminate hiring a consultant and keep the water on site. He inquired if there was an exit strategy from taxing the residents. He would prefer to allocate money towards fixing drainage and improving the water quality. Mayor Mirsch stated that a storm water management needs a feasibility study. She pointed out that the City does not own the drains and would rather educate the residents about drainage. Councilmember Dieringer pointed out that if the City builds catch basin, then the City would be liable and would prefer not to explore that avenue.

Wildfire Mitigation/Emergency Preparedness

Councilmember Black stated that he felt that the Emergency Preparedness is progressing well but some areas need some help. He suggested hiring the association to clear out some vegetation. He also stated that he felt it was important to determine boundaries within the City. He noticed that brush clearance and complaints are continuous and suggested shifting funds towards more robust firebreaks. Mayor Pro Tem Pieper concurred with Councilmember Black and stated that he would like for the City to continue working with the Land Conservancy for the next 2-3 years. He suggested adding fire brakes between the clearing edges and fences. Mayor Mirsch commented that she thought this was a great concept. City Manager Jeng informed the Council that the RHCA stated that the easements are not their obligation and asked for direction from Council as to how to move forward. Mayor Mirsch stated that it was her understanding that the RHCA is waiting for the decision from the Richard Colyear case, so in the meantime they are hands off and that the City would be in charge. Councilmember Black stated he agrees with the RHCA's decision. Mayor Pro Tem Pieper stated that he felt the residents will get used to taking care of the dead vegetation. Councilmember Wilson suggested splitting the cost of clearing vegetation between the City and the RHCA.

Crest Road East Gate

City Manager Jeng stated that the RHCA committee was being inconsistent with their decision about the gate. The primary concern seems to be that the gate would be open permanently allowing public access to private property. It was the Los Angeles County Fire Departments opinion that the Crest Road East Gate is hard to maneuver and that they suggested to motorize the gate and to clear the brush around it. Discussion ensued among the Council and it was agreed that the Council would take authority over the gate if needed. Mayor Mirsch reminded the Council that the road is a one lane road and it was her understanding that the Fire Department would prefer it if it was declared a one-way exit for emergencies only. City Manager Jeng stated again that the residents need a clear and open path to exit, which brings the question of whose job it is to clear the easements and maintain them. She asked for clarification from the Council as to how to proceed. Mayor Pro Tem Pieper answered that the easements should be cleared of all vegetation and that the RHCA needs to figure out the gate issue. City Manager Jeng asked if it was the Council's desire to have the residents take responsibility of the easements. The Council replied "yes," Jim Walker asked who is liable for the gate. Councilmember Black answered that he did not care about the liability just as long as the gate is open during an emergency. Councilmember Dieringer stressed that overall the gate needs to be secured at all times because no access to the gate presented a greater liability.

Emergency Preparedness/Evacuation Routes

Councilmember Dieringer requested that more money be devoted to the evacuation route preparedness. She stated that residents need to be informed, trained and have a plan in place. Mayor Mirsch stated that the Block Captains program is actively working on an evacuation plan and most of her concerns are addressed at the Block Captain meetings, but she agrees that funding should be increased for this program. City Manager Jeng informed the Council that she is currently working with the Block Captains, First Responders, RHCA and residents to finalize the City's Community Wildfire Protection Plan (CWPP).

Other Topics

It was decided by the Council that the permit process should remain as is. The Council also requested better communication with the residents. It was discussed that the electronic communications (email and/or text) is more modern. Mayor Mirsch requested making the Blue Newsletter four pages instead of one and possibly outsourcing the production of the newsletter if it proves to be cost effective. City Manager Jeng stated that the City would prioritize collecting contact information (email, cell phone and landline), keep the Blue Newsletter but expand it periodically. The Council also stated that they would attempt to keep their Council Meetings shorter and acknowledge that it was the responsibility of the Council to keep better time on discussion of topics. Councilmember Dieringer requested allocating money towards items that will help minimize liabilities. Councilmember Black noted that the City's legal cost is rising. Finance Director Shea suggested that staff identify when to talk to the Attorney to try to minimize the cost. Councilmember Wilson asked if the City Council had the right to call the City Attorney. City Manager Jeng responded yes and stated that the City Attorney works for the City Council. She also informed the Council that she will ask staff to curtail the request to the Attorney's Office and better define what questions and/or requests should be directed to them. She also offered to provide a list of projects staff is working on with the Attorney's Office. Councilmember Dieringer

requested making public safety a priority and suggested coordinating with RHCA to access the community's needs. She also suggested adding community policing to supplement the Sheriff's Department and adding cameras that capture more than license plates. Mayor Pro Tem Pieper stated that the community was not ready to have more security and that installing cameras at the entrances would cause privacy issues. He also felt that the RHCA is not aggressively looking to security mitigations. Councilmember Dieringer stated that if the City is responsible for public safety but has no authority over the staff at the entrances, how can the City address public safety. City Manager Jeng asked if Council was directing staff to take authority over the gates. Councilmember Dieringer stated that for now she is comfortable advocating for more security and cameras. Discussion ensued among the Council about other services they would like to see and how the City can provide more services for its residents. Councilmember Black would like to explore a potential reimbursement to residents.

5. **ADJOURNMENT**

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 1:28p.m. The next regular meeting of the City Council is scheduled to be held on Monday, January 27, 2020 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

Respectfully submitted,

Yohana Coronel, MBA
City Clerk

Approved,

Leah Mirsch
Mayor

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

1. CALL TO ORDER

A regular meeting of the City Council of the City of Rolling Hills was called to order by Mayor Mirsch at 7:07p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

2. ROLL CALL

PLEDGE OF ALLEGIANCE

Councilmembers Present:	Mayor Mirsch, Pieper, Black and Wilson.
Councilmembers Absent:	None.
Others Present:	Elaine Jeng, P.E., City Manager. Meredith Elguira, Planning and Community Services Director. Yohana Coronel, City Clerk. Michael Jenkins, City Attorney. Dr. Beatrice Tamayo, 29 Eastfield Drive. Dr. Georgia Bode, 21 Portuguese Bend Road. Alfred Visco, 15 Cinchring Road. Roy Itani, Los Angeles County Building and Safety Official.

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

Dr. Beatrice Tamayo, 59 Eastfield Drive, introduced herself and requested that the City Council assist her with an issue she is having regarding her property. She has been trying to schedule an appointment with the City Manager and has not been successful. After speaking to several staff members she stated that she was very frustrated and felt she was entitled to a call back.

Councilmember Black replied that he was not okay with what Dr. Tamayo stated and asked if City Manager Elaine Jeng could be available to meet with her on Tuesday, at 10a.m. at City Hall. He asked to be contacted if there were any problems going forward.

Dr. Georgia Bode, 21 Portuguese Bend Road, stated that she has presented to the RHCA with a letter of her problems with one of her neighbors and their gardener. She proceeded to read the letter she submitted to the RHCA Board. She stated that she felt there is more crime, a lack of respect for one another and she's seen motorcycles drive on her property. She also stated that she believes her neighbor has trespassed on her property, over 50 feet, and cut her trees and grass. She stated that she has communicated to her neighbor that they do not have the right to trespass on to her property. She asked for something to be done by the City.

Mayor Mirsch thanked her for her comments but highlighted that she has several issues happening. She stated that because the item is not on the agenda, the Council could not discuss it or take action on the item. She suggested that the matter go back to staff to help her sort out what issues the City can assist her with.

City Manager Jeng stated the City has received a copy of the letter Dr. Bode was referencing to and stated she would take lead in following up with Dr. Bode. She stated that Dr. Bode could expect a call back by the end of the week.

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 OCTOBER 14, 2019, REGULAR MEETING OF OCTOBER 28, 2019, REGULAR MEETING OF NOVEMBER 12, 2019, REGULAR MEETING OF NOVEMBER 25, 2019 AND REGULAR MEETING OF DECEMBER 23, 2019.
RECOMMENDATION: APPROVE AS PRESENTED
- B. PAYMENT OF BILLS.
RECOMMENDATION: APPROVE AS PRESENTED
- C. FINANCIAL STATEMENT FOR THE MONTH OF DECEMBER 2019.
RECOMMENDATION: APPROVE AS PRESENTED
- D. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR DECEMBER 2019.
RECOMMENDATION: APPROVE AS PRESENTED
- E. REPUBLIC SERVICES PROPOSED SPRING AND FALL CLEAN-UP 2020 DATES FOR THE CITY OF ROLLING HILLS.
RECOMMENDATION: APPROVE AS PRESENTED

Councilmember Wilson asked to pull consent item 4D.

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

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

Item 4D

Councilmember Wilson stated that he noticed a drop in the Diversion column. He asked what was causing it.

City Manager Jeng stated that when the compliance audit was conducted, it was found that C&D was factored into the overall percentage and that was not the way it was noted on the contract, so adjustments were made. Also, the City's contract calls for a 50% diversion decline on an annual bases. She also pointed out that the State requirements factor in Tonnage with Diversion and highlighted that the City is in compliance on an overall bases.

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

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

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: Dieringer.

ABSTAIN: COUNCILMEMBERS: None.

5. COMMISSION ITEMS

NONE.

6. PUBLIC HEARINGS

A. CONSIDER AND APPROVE ADOPTION OF 2019 CALIFORNIA STANDARD BUILDING CODE AS ADOPTED AND AMENDED BY LOS ANGELES COUNTY.

Planning Director Elguira gave a quick overview of the adoption of the 2019 California Standard Building Code. She stated that every three years the California Building Standards Commission, together with other state agencies (e.g., the Department of Housing and Community Development), updates the State's building standards by adopting a new edition of the California Building Standards Code (CBSC). The CBSC consist of multiple building codes, codified in Title 24 of the California Code of Regulations (these include the state building code, residential code, electrical code, plumbing code, mechanical code, fire code, energy code, and green building code. The most significant change that will impact the City's residential development would be the requirements for solar panel on new single family residential units or ADU's. Staff recommended adopting an urgency and non-urgency building code.

Mayor Mirsch opened the item for public comment.

Roy Itani, Los Angeles County Building and Safety Official, he recommended to add to the language "2020 Los Angeles County Building Code" in order to properly reference the 2020 building code.

Assistant City Attorney Jane Abzug, answered that since the City was adopting the 2020 County Code that dealt with the 2019 code, it was her belief that no language needed to be changed.

Mayor Pro Tem Pieper moved that the City Council approve to waive a full reading of the

ordinances, a motion to introduce, on first reading, an Ordinance of the City of Rolling Hills, adopting by reference Title 26 out of the 2020 Los Angeles County Code and adopting an Urgency Ordinance of the City of Rolling Hills, adopting by reference Title 26 of the 2020 Los Angeles County Code. Councilmember Black seconded the motion and the motion passed by voice vote as follows:

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

7. OLD BUSINESS

A. CONSIDERATION AND APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH PACIFIC ARCHITECTURE AND ENGINEERING, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PREPARE ADA IMPROVEMENT PLANS FOR ROLLING HILLS CITY HALL.

City Manager Jeng gave an overview of the professional services agreement with Pacific Architecture and Engineering Inc. for architectural and engineering services. She reminded the Council that this item is considered an old item because staff has brought this item before the Council requesting approval to allow staff to release the Request For Proposal (RFP) for ADA Engineering Architectural Services for the City Hall facility. She proceeded to go over the project and timeline of the RFP process. After reviewing the four proposals that were received on January 13, 2020, it is staff's recommendation to award the Architectural and Engineering Design Services to prepare ADA Improvement Plans for Rolling Hills City Hall to Pacific Architecture and Engineering, Inc. for the amount of \$32,317.29, plus \$4,426.87 for the optional space planning services, for a total not to exceed the amount of \$36,744.16.

Councilmember Black inquired which restroom would be converted to comply with ADA requirements. He further inquired if the proposal presented to the Council included the cost of conversions of both restrooms because it was his understanding that the City only needs to have one compliant restroom. He suggested converting only one restroom and having a sign on the other that states male/female in order to save some costs.

City Manager Jeng replied that neither restroom is compliant. She also stated that the scope of work consists of transition plans that the City needs in order to be compliant.

Mayor Pro Tem Pieper concurred with Councilmember Black.

City Manager Jeng stated that she understood that the designation is what the Council chose to do but that she was not sure if in a public facility there could be a compliant and non-compliant if the City is doing work to bring the facility into compliance.

Mayor Mirsch requested that the City Manager confirm if what she believes is true.

Mayor Pro Tem Pieper added that if it is ok to have one compliant restroom, he would prefer to only convert the women's restroom and make the males the neutral bathroom.

Councilmember Black moved that the City Council approve the item as presented. Mayor Pro Tem Pieper seconded the motion and the motion passed by voice vote as follows:

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

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: Dieringer.

ABSTAIN: COUNCILMEMBERS: None.

B. CONSIDER AND APPROVE A CONTRACT CHANGE ORDER TO THE CONSTRUCTION CONTRACT WITH PCI FOR THE FY 2019-2020 TRAFFIC SIGNING, STRIPING, AND PAVEMENT MARKING PROJECT FOR AN AMOUNT OF \$33,205.00 TO ADD SCOPE OF WORK OUTLINED IN SCHEDULE B.

City Manager Jeng reminded the Council that during the last City Council meeting, the Council awarded Schedule A to Contractor PCI as the lowest responsible bidder for the stripping project. During the City Council meeting, it was also decided by the Council, that they wish to have PCI take on the work for Schedule B based on the pricing the City received from the Los Angeles County Maintenance Department. The way the wording was for the last agenda item did not allow the Council to vote on item Schedule B. In order to allow the Council to award the work on Schedule B, this item was brought back to the Council.

Councilmember Wilson asked if it was specified in both schedules that thermo plastic would not be used. He also asked if the edge stripes and the center stripes would be done simultaneously or would it be done on different schedules, to avoid having wet lines on the side and in the center.

City Manager Jeng replied yes and she stated that she was not aware of the means of work as of yet. She stated she was waiting for a project schedule which will inform her of the order of which they will perform the work.

Mayor Mirsch opened the item for public comment.

Alfred Visco, 15 Cinchring, stated that it was his understanding from the last meeting that it was discussed having the RHCA perform the striping of the roads since they are the responsible party for the roads and it appears to be cost effective. He inquired if that idea is still being explored.

Mayor Mirsch answered that it is something that is going to be discussed.

Mayor Pro Tem Pieper moved that the City Council authorize the City Manager to execute a change order and include the scope of services in Schedule B. Councilmember Black seconded the motion and the motion passed by voice vote as follows:

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

Mayor Mirsch announced that some items would be moved towards the end of the agenda in hopes that Councilmember Dieringer would join in the conversion when she arrived.

D. SEWER FEASIBILITY STUDY PHASE II FINAL REPORT BY WILLDAN ENGINEERING.

City Manager Jeng reminded the Council that she had given an oral report of the Sewer Feasibility Study Phase II. The study had to do with an 8-inch main line from Portuguese Bend Road extending towards outside to the main road. All the way down to Lariat Street, along Rolling Hills Road. She proceeded to give an update and stated that Willdan Engineering has completed the study, which received two will serve letters from the Los Angeles County Sanitation District. The first Will-Serve Letter addresses the discharge from the City Hall Complex, which includes the Rolling Hills Association Community building, the Tennis Court and Main Gate House. The second Will-Serve Letter addresses 235 homes south of Portuguese Bend Road. In addition, the City of Torrance submitted their comments and requested upsizing two additional segments of the sewer pipe from 8 inches to 10 inches for the following reasons: the first draft report recommended upsizing one segment of the sewer pipe from 8 inches to 10 inches and then connecting back to 8-inch sewer pipe. This situation could result in a restriction in the sewer line and result in obstructions. The City of Torrance requested that the downstream segment also be upsized from 8-inch to a 10-inch sewer pipe. Another sewer pipe segment adjacent to the upsized segment will be flowing near design capacity after new flows are added, a request was also submitted to upsize from 8-inch to 10-inch sewer pipe. She stated that she predicts that the Los Angeles County Sanitation District will approve the study a week from now.

Councilmember Black asked if the City of Torrance is requesting having a 10-inch sewer pipe go all the way down to Torrance.

City Manager Jeng replied no, they are only requesting for a segment, less than 75 feet to be upsized to 10-inches. She further explained that the segments are defined from man-hole to man-hole. It was her guess that the segment that the City of Torrance is requesting to upsize would be by the gas station.

Mayor Pro Tem Pieper asked if the Council would receive a quote for the upsize request.

City Manager Jeng answered yes, and explained that the quote is part of the scope of work, in the Feasibility Study, for Willdan Engineering. Willdan would prepare an engineer's estimate of how much it would cost to build an 8-inch main. The latest estimate provided by Willdan is \$1.1 million dollars.

Mayor Pro Tem Pieper moved that the City Council receive and file the item as presented.

Councilmember Black seconded the motion and the motion passed by voice vote as follows:

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

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: Dieringer.

ABSTAIN: COUNCILMEMBERS: None.

8. NEW BUSINESS

A. PRESENT THE CITY COUNCIL PRIORITIES FOR FISCAL YEAR 2020-2021 AND FISCAL YEAR 2021-2022 DEVELOPED AS PART OF THE STRATEGIC PLANNING WORKSHOP. (ORAL).

City Manager Jeng stated that she pulled some of the highlights from the Saturday, January 25, 2020 Strategic Planning Meeting. She stated that the purpose for doing so was to make sure that the Council and staff understanding was consistent before moving on to the next steps. She proceeded to give an overview via a PowerPoint presentation. She reviewed the Council's common priorities and what she understood was the direction the Council would like to take for each. Wildfire Mitigation/Emergency Preparedness – to allocate funding for fire breaks on City's side (adjacent to Conservancy); allocate funding for work in the Preserve; enforcement for emergency preparedness including enforcement actions against HOA if necessary; Utility Undergrounding – implement via a combination of grant projects and individual assessment projects; Drainage – seek policy change on individual properties and the City to identify capital improvements to address issues; Sewer – to seek to implement via small segment projects if cost is manageable. She requested that if the Council saw any inconsistencies with what she reviewed to please inform her, she could correct it. She reminded the Council that there were other discussions regarding other priorities that were not so common among the Council, which included easing the permitting process for residents, and the purchasing of properties for open space. There are items that will continue to be monitored, for example, the refunding to residents, and new ordinances. Ongoing items include, minimizing legal liability and public safety.

Mayor Pro Tem Pieper asked that better communications with residents (email/text) be part of the common priorities among the Council.

City Manager Jeng apologized for the oversight and reassured him it that the item would be added. She proceeded to remind the Council of the Budget Calendar schedule. She stated that Strategic Planning Session item would be added to the City Council agenda during the regular meeting time. Towards the end of April, the budget process will begin and therefore whatever was developed out of the Strategic Sessions will be folded into with the Finance Department.

Alfred Visco, 15 Cinchring, informed the Council that the RHCA Ad Hoc Committee regarding Fire Fuel Management/Reduction, will be meeting on Tuesday, January 28th, 2020 at 5pm. He imagined that fire breaks would be part of the discussion.

Mayor Mirsch stated that there are on-going meetings with the RHCA and they would be advising the Council on what they are discussing. She thanked Mr. Visco for his comments.

Councilmember Black moved that the City Council receive and file the item as presented. Mayor

Pro Tem Pieper seconded the motion and the motion passed by voice vote as follows:

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

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

None.

Councilmember Dieringer arrived at 7:58pm.

10. MATTERS FROM STAFF

A. CONSIDER AND DISCUSS TOPICS FOR DISCUSSION FOR JOINT CITY COUNCIL AND PLANNING COMMISSION MEETING ON MARCH 09, 2020 AT 7PM.

Planning and Community Services Director Meredith Elguira reported that she meet with the Planning Commission last Tuesday, January 21, 2020 and she requested that the Planning Commissioners submit their top three topics from each member. She stated that she received ten topics from four Commissioners. She proceeded to name the topics to the Council: Sensitive topics to be discussed during open or closed forum, time limits on construction fencing, potentially requiring a bond on project development to ensure the project is completed in a timely manner, and enforcement power on nuisances. The Planning Commissioners also asked how involved would the Planning Commission be with the Housing Element. How the equine community would be represented with these new regulations, being implemented and adopted by the City. The Planning Commission also inquired about the new regulations coming from the State, with regard to affordable housing units (ADU's), and how the resident's quality of life issues would be addressed. Other questions that arose were, what type of direction the Council would provide to the Planning Commission when dealing with ADUs and JADUs. The Planning Commission requested direction on tree and view protection, what would be the implementation of the policy and how strict would the Council like to be. And lastly, storm water run-off regulations, what direction would the Council like it to take and how strict would the policies be. Planning Director Elguira stated that she had given the Planning Commission heads up that the Council was exploring policies having to do with storm water run-off and that they would be directed to enforce those regulations.

Councilmember Black requested to add landscape planning and peripheral hedging.

Mayor Pro Tem Pieper asked if the Council could submit comments about the topics submitted by the Planning Commission before the next Council meeting.

Assistant City Attorney Jane Abzug stated that the topics are discussed in open session versus

closed session is set for in statue.

City Manager Jeng reminded the Council that the next Planning Commission was scheduled for February 18th, and the Joint City Council and Planning Commission meeting was scheduled for March 09th. She requested that the Council send their items of discussion to staff on or before February 11th, to give the Planning Commission enough time to review the items.

Councilmember Black stated he would be out of town on March 9th.

Discussion ensued among the Council and it was decided that alternative dates would be explored to schedule the joint meeting between the City Council and the Planning Commission. It was decided that the joint meeting would be scheduled for April 13th, 2020 and that topics would be submitted to the Planning Director by March 10th, 2020.

Mayor Mirsch announced that the Council would now review the items that were moved out of order.

7C. OLD BUSINESS (out of order)

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

City Manager Jeng gave an overview of the Rolling Hills Community Association's request to replace the existing septic tank serving the restroom at the main gate. On January 09th, 2020, the RHCA sent a letter to the City requesting permission to replace the existing septic tank that is serving the main gate house restroom. There has been discussions in the past that the RHCA would want to implement improvements at the Tennis Courts and add a restroom and make sure the sink has somewhere to discharge which necessitated the upgrade to the septic tank according to the Department of Public Health. There has been a lot of discussion within the last six months with the Council and RHCA about what those improvements would look like and how that would be coordinated with the City's ADA improvement project. In the latest letter the RHCA sent the City, it was stated that the RHCA wanted to look at the septic tank replacement as a standalone project and that they are not asking the City for any contribution for the replacement. The RHCA provided a bid from Peninsula Septic in the range of \$75,000.00 for replacing the septic tank, back filling the old one and abandoning in place. She informed the Council that the RHCA Manager was present to answer any questions the City Council may have. She also wanted to note that in the scope of work that Peninsula Septic provided, there appears to be only one stub-out and that is to connect to the discharge line from the outhouse restrooms, and there is no other stub-out to the future restroom or sink as part of the work.

Mayor Pro Tem Pieper inquired if the City received a dollar amount on the sewer that is in progress, how long would it take to build?

City Manager Jeng replied that if the Council took action in the next meeting and move forward with the next step with the sewer, the staff would take action in engaging a professional to prepare

engineering plans for the 8-inch pipe. She predicts that it would take six months, between now and the end of 2020. Staff would then have to put the project out to bid and that would take about 3 months. Construction would take about five to six months, to do traffic control. It is her prediction that the earliest the County would take to install an 8-inch sewer main would be the end of 2021.

Councilmember Dieringer asked what the cost would be for the septic.

RHCA Manager Kristen Raig answered that she has spoken to Matt from Peninsula Septic who communicated to her that he is booked out until March, so work would not commence until late March or early April.

Councilmember Black asked how long would it take for the installation and where the sewer would line be located. He asked if it were possible to leave a stub for future use.

RHCA Manager Kristen Raig answered that she had not discussed how long it would take the vendor to install the line. She also stated that the line would be in the area between Court #1 and the main gate. She further stated that after speaking with Matt, he informed her that in projects he has worked on, they tend to only have one connection. She further clarified that even though there is only one stub-out, the sewer can still be connected to the Tennis Court.

Mayor Pro Tem Pieper asked if there was a reason why the septic tank is being replaced. He asked if the RHCA was willing to wait two years for the City to have their sewer line installed, so there could be a cost saving for the association.

RHCA Manager Raig replied that the septic tank is 80 years old and needs to be replaced. She answered that the matter is not urgent and therefore the Association could wait.

Mayor Mirsch stated that if the Association were to wait, she requested to have something in writing from Peninsula Septic stating that the septic tank can connect to the sewer line with only one stub. She also asked if the Association were to wait, would Los Angeles County have to dig up any improvements that the Association may have gone forward with on the Tennis Court improvements.

RHCA Manager Raig replied that the Association could not go forward with the Tennis Court improvements and would wait.

Mayor Mirsch commented that if the City were not to move forward with the sewer project for \$1.1 million, but move forward with ADA improvements, would there be a possible disturbance to the Tennis Court improvements.

RHCA Manager Raig replied that the Association already has a plumbing plan being prepared and assured the Council that she would share it with Elaine when it becomes available.

Councilmember Wilson, asked if the septic tank is in place, would the one stub out be for the restroom in the guard shack.

RHCA Manager Raig replied that her understanding is that there is a pipe that comes out of the septic tank that connects to both the Tennis Court and Gate House. She further explained that there would be a pump from the cabanas to help with the flow of discharge. She also informed the Council that the design has been based on the Tennis Court improvements.

City Manager Jeng reminded the Council that City staff was recommending the Council to pose questions and solicit additional information. She further stated that the RHCA is asking the Council's permission to move forward with the septic tank project.

Mayor Pro Tem Pieper asked how soon the Council would have information on the sewer project and should the Council table the item for two meetings or until they can have a realistic conversation about the cost of the sewer project.

City Manager Jeng replied that she would feel better answering that question once she hears from the Los Angeles Sanitation Department.

Mayor Mirsch asked if the item is pushed for a month, would that provide the RHCA Manager enough time to gather documentation from Peninsula Septic.

RHCA Manager Raig, answered yes.

Councilmember Wilson inquired about what the difference was between Conventional and Non-Conventional Wastewater Treatment System.

Councilmember Black stated that all septic tanks are labeled Non-Conventional Wastewater Treatment System.

Mayor Pro Tem Pieper moved that the City Council bring the item back for discussion when additional information is available for the Sewer Project. Councilmember Dieringer seconded the motion and the motion passed unanimously by voice vote as follows:

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

8C. NEW BUSINESS (out of order)

CONSIDER THE ROLLING HILLS COMMUNITY ASSOCIATION'S REQUEST TO RELOCATE THE GATE ARM AND SIGNS AND ADD AN 18 INCH CURB AT THE MAIN GATE.

Planning Director Elguira gave an overview on the Rolling Hills Community Association's request to relocate the Gate Arm and Signs and add an 18-inch curb at the Main Gate and Crest Gate. She proceeded to review the project via a PowerPoint presentation. She informed the Council that this item has gone before the Traffic Commission on November 21, 2019 and that the Traffic

Commission recommended that the City Council consider and approve the item. During the Traffic Commission meeting, questions regarding the feasibility of the turning radius for larger vehicles came up. It was recommended by the Traffic Engineer that the City model a larger vehicle turning from the City Hall Parking Lot into the Resident Gate. She proceeded to show the Council, via PowerPoint slides, the turning radius of an F150 truck (17 feet long) and a 25 foot long truck turning into the gate. She showed how easily and safely both trucks turned into the gate. This study was performed by the Traffic Engineer, who also added it was a safer geometry for this intersection because it provides a defined intersection at the gates for vehicles waiting to yield the right-of-way to vehicles to the right of them. She informed the Council that RHCA Manager Kristen Raig was available in the audience to answer any question the Council may have.

Councilmember Dieringer asked if the configuration of the Main Gate House would change or would only the gate arm change.

Planning Director replied that it was her understanding that only the gate arms and the stop sign would change locations.

Mayor Pro Tem Pieper questioned if the option of letting the First Responders trucks in by a push of a button still be available.

RHCA Manager Raig answered yes.

Councilmember asked why an 18-inch curb was being added.

RHCA Manager Raig answered that they need the 18-inch curb from the building to place the box that operates the gate arm. She informed the Council that all cost would be covered by the RHCA.

Mayor Mirsch asked about how the flow of traffic at the main gate would be affected when a big truck is in the non-resident lane and there is no room to go around to the resident lane.

RHCA Manager Raig answered that it was discussed that a car length would be lost, and added, the Traffic Engineer stated that the current conditions are not ideal and the situation being created is also not ideal. Unfortunately residents will have to wait like they used to when the gates made change for \$5 dollars.

Planning Director Elguira added that the gate has existing protocols that they follow. She was informed that some drivers are queueing at City Hall to drive in for construction and that the Association has existing protocols they could implement to change their operations to respond to heavier traffic.

RHCA Manager Raig added that when there is a backup on the visitor's side, the guards will approach the drivers with a tablet to bring cars in on the resident's side. She also stated that it is incumbent upon the residents to have their services on the guest list because the RHCA's focus is security.

Mayor Mirsch mentioned that there is frequent backup traffic at the Crest gate that blocks the

school area. She asked if that has been addressed.

RHCA Manager Raig stated that it was not addressed in the security report and that is what prompted this project to happen. She added that it has been discussed by the Association, the Council, and the Planning Commission several years ago. She stated that the Association had a plan for the turn-off on the visitor's side, so if there was an issue of a guest not being on the list, they had the option of pulling over so that the gate could keep traffic moving, but it was not approved at the time.

Councilmember Dieringer asked if both gates were going to be worked on at the same time. How was the Association going to handle the resident's side when the gates are being worked on?

RHCA Manager Raig replied that the gates would be worked on one at a time. She informed that the resident's lane may be closed for half a day and residents would have to use the visitor's lane.

Mayor Mirsch stated that currently there is a stop sign warning cars of oncoming traffic. She asked if the visitor's arms and the resident's arm would be coordinated so that two cars do not enter at the same time since it has been her experience that resident's like to speed through the lane. She asked if the association had thoughts on how that issue should be addressed.

RHCA Manager Raig replied that the Association did not have a solution for that issue except to address the individual guest of the speed of oncoming traffic.

Mayor Pro Tem Pieper moved that the City Council approve the item as presented. Councilmember Black seconded the motion and the motion passes unanimously by voice vote as follows:

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

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: None.

ABSTAIN: COUNCILMEMBERS: None.

8B. NEW BUSINESS (out of order)

CONSIDER AND APPROVE RECOMMENDATION BY THE PERSONNEL COMMITTEE TO ADJUST THE MAXIMUM CITY CONTRIBUTION TO EMPLOYEE HEALTH INSURANCE PREMIUMS FOR CALENDAR YEAR 2020 AND BEYOND.

City Manager Jeng gave an overview of the recommendation by the Personnel Committee to adjust the maximum City contribution to employee health insurance premiums for calendar year 2020 and beyond. She informed the Council that one of the discussions that came out the last Personnel Committee meeting, as the members were looking into updating the employee handbook, was to place a cap on employee health benefits. As the Handbook is currently written, as of 2016, the medical health premium is capped at \$1642.00, dental is capped at \$202.00 and Vision is capped at \$30.00. The rates presented are monthly family rates and they were based on 2016 CalPERS Health Rates. In the Employee Handbook, it originally stated that per Resolution No. 1181, the Personnel Committee would reconvene every year to determine if there was going to be an

adjustment to these caps. She wanted to note that the current discussion does not change the Handbook and what is states about only paying 80% of the employee premium. The discussion addresses whether this rates should be where they are and/or should they be adjusted. The Personnel Committee asked staff to solicit health care premiums from other cities (Carson, Hermosa Beach, Rolling Hills Estates, Palos Verdes Estates, Bradbury, and Hidden Hills). What was decided was to recommend to the Council to have a 1% adjustment to the rates previously outlined. The other recommendation that was discussed was to hold the current cap for calendar year 2021, 2022 and 2023 and then propose another adjustment of 2% to the mentioned rates in 2024.

Mayor Pro Tem Pieper asked if the \$1642.00 was the 80% the City covers.

City Manager Jeng replied no. She explained that the way the family works is City currently contributes to the full rate of an employee, for example, if she had a family plan of \$1600.00 she would subtract an employee's rate and the remainder of that, you then take 80% and that is what the City pays. The current cap would only apply if an employee chooses a plan that is much more expensive.

Councilmember Black requested that the Council leave the cap as is and revisit the item in 2024 to see what happens with healthcare.

Councilmember Wilson inquired what the City is incurring for the cost of healthcare. Does the 1% keep up with the increase cost of healthcare?

Councilmember Black stated that is was his understanding that the cost of healthcare has decreased over the years.

Mayor Mirsch pointed out that if the Council compared the prices presented to them in the staff report, it reads that from 2015 to 2020, the cost of healthcare increased by 16%.

Councilmember Black moved that the City Council increase the City contribution annually by 1% for 2020, zero increase in 2021, 2022, and 2023 and 2% increase in 2024 and direct staff to prepare a resolution recording the changes to supersede the last resolution adopted. Councilmember Dieringer seconded the motion and the motion passes unanimously by voice vote as follows:

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

11. ADJOURNMENT

THE MEETING WILL BE ADJOURNED IN MEMORY OF KOBE BRYANT AND EVERY PERSON ON BOARD THE PLANE THAT TRAGEGICALLY WENT DOWN ON SUNDAY, JANUARY 26, 2019.

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 8:57p.m. The next regular meeting of the City Council is scheduled to be held on Monday, February 10, 2020 beginning at 8:57 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

Respectfully submitted,

Yohana Coronel, MBA
City Clerk

Approved,

Leah Mirsch
Mayor

**MINUTES OF
A REGULAR MEETING
OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, FEBRUARY 24, 2020**

1. CALL TO ORDER

A regular meeting of the City Council of the City of Rolling Hills was called to order by Mayor Mirsch at 7:03p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

2. ROLL CALL

Councilmembers Present: Mayor Mirsch, Pieper, Dieringer, Wilson.
Councilmembers Absent: Black.
Others Present: Elaine Jeng, P.E., City Manager.
Meredith Elguira, Planning and Community Services Director
Yohana Coronel, City Clerk
Michael Jenkins, City Attorney
Alfred Visco, 15 Cinchring

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

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 JANUARY 13, 2020.
RECOMMENDATION: APPROVE AS PRESENTED
- B. PAYMENT OF BILLS.
RECOMMENDATION: APPROVE AS PRESENTED

Councilmember Wilson moved that the City Council approve the consent items as presented with minutes as amended. Mayor Pro Tem Pieper seconded the motion. The motion passed unanimously by voice vote.

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

5. **COMMISSION ITEMS**

NONE.

6. **PUBLIC HEARINGS**

- A. **WAIVE FULL READING AND APPROVE ADOPTION OF A NON-URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AMENDING CHAPTER 17.28 OF THE CITY OF ROLLING HILLS MUNICIPAL CODE RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS AND DETERMINE THE ORDINANCE TO BE EXEMPT FROM CEQA.**

Planning Director Elguira gave an overview of the item. She stated that the proposed ordinance was introduced for the first reading at the February 10, 2020 City Council Meeting. After consideration and discussion by the City Council, the proposed ordinance was approved for a second reading and adoption.

Councilmember Dieringer asked the City Attorney Michael Jenkins about a letter that the Council received today from the Californians for Homeownership. She inquired if the issues cited in their letter, could be reviewed at a later time without holding up the approval of the ordinance before the Council.

City Attorney Jenkins answered yes, it was his opinion that the points made in the letter were notorious. He stated that the Council could look at issues raised in the letter at later time and further stated that at the moment the City would be in compliance notwithstanding the correspondence.

Mayor Pro Tem Pieper inquired if the City could call the City of Los Angeles to inquire about what rules they are using with regards to the ADU's. He would like to learn how the City of Los Angeles is handling the situation.

Planning Director assured the Council she would check in with the City of Los Angeles and report back.

Mayor Pro Tem Pieper moved that the City Council approve the items as presented. Councilmember Wilson seconded the motion. The motion passed by voice vote.

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

- B. **WAIVE FULL READING AND ADOPT 2019 CALIFORNIA STANDARD BUILDING CODE AS ADOPTED AND AMENDED BY LOS ANGELES COUNTY AND FINDING THE ACTION EXEMPT FROM CEQA.**

Planning Director Elguira gave an overview of the item. She stated that the proposed ordinance was introduced for first reading at the January 27, 2020 City Council Meeting. After consideration and discussion by the City Council, the proposed ordinance was approved for a second reading and adoption. She recommends that the City Council adopt the ordinance and waive the second reading.

Councilmember Dieringer moved that the City Council approve the items as presented. Mayor Pro Tem Pieper seconded the motion. The motion passed by voice vote.

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

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: Black.

ABSTAIN: COUNCILMEMBERS: None.

7. OLD BUSINESS

A. DISCUSS FISCAL YEARS 2021-2022 AND 2022-2023 POTENTIAL BUDGET ITEMS TO SUPPORT THE CITY COUNCIL PRIORITIES DEVELOPED AS A PART OF THE STRATEGIC PLANNING WORKSHOP.

City Manager Jeng reminded the Council that the item is being brought back to the Council from the Saturday, January 25th, workshop. She pointed out that on page 59 of the staff report was a summation of what the City Council had established as common priorities: Wildfire Mitigation/Emergency Preparedness, Utility Undergrounding, Drainage, and Sewer. She would like to develop said priorities into budgetary items for upcoming Fiscal Year 2021. For example, the Council could dedicate a certain dollar amount to Wildfire Mitigation, for a fire fuel break in the reserve. She stated that she was looking for items to be programmed into next fiscal year as well as the years following. She stated that it was up to the Council on how they would like to carry the items forward and stated that she could give recommendations as well.

Councilmember Dieringer recalled the discussions at the workshop, however she wanted to clarify that the Council was not limited to only the items highlighted before them.

City Manager Jeng assured her the Council was not limited to the priorities listed before them.

Councilmember Dieringer asked if the City was further exploring the legal liability with regard to drainage, City maintained improvements and policy change on individual properties. She recalled previous statements from the City Attorney about possible legal liability and expectant costs if the Council decided to move forward with City maintained improvements to sewers or drainage on private property.

City Manager Jeng responded that there were two parts to the drainage. The first would be seeking policy change on individual properties. That will be further discussed with Commissioners to see when a development project goes through, that the City places some requirements to retain water

on site, which has nothing to do with City ownership. The second part of the drainage is for the City to identify capital improvement projects to address the issue. This is not to say that the City will start to own facilities but more so to aim at identifying common run-offs and to find a solution.

Councilmember Dieringer stated that it was her understanding from Councilmember Blacks comment from the previous meeting that he wanted to install catch basins.

Mayor Pro Tem Pieper stated that he understood that this item would have to first start with the Planning Commission in order to change Planning rules. He further stated that he would like to take the Measure W money and treat City Hall as the first project to spend that money on and also fix the parking lot. And then the Council can work its way up the canyons. He requested the Council start with City Hall first. He further requested that the staff provide the Council with the overall cost of the sewer project and what the next step would be so that the Council can make an informed decision.

Councilmember Wilson asked if past budget items would be rolled over into the next year's budget and asked if they would be completed in the current year. He would like to know how much money is available to spend when projects are completed and what would be a realistic number to allocate for future items presented to the Council.

City Manager Jeng replied yes, and stated that the budget items are rolled into the current year's budget. She further informed the Council that it is her belief that 80% of the projects should be completed in the current year. She stated that she understood where Councilmember Wilson was headed. She stated that every year for the last three years, there has always been a revenue and expenses, and there is always a positive of 50k, but partly because the City has not completed capital improvement projects in years past. However, this year the Council may see that revenues and expenses are equalized because the Council has been working on projects and making expenditures. City Manager Jeng stated that what she is understanding that the Council does not want to overspend their means based on revenue expenses on an annual bases. If the Council wanted to do all four priorities next year, it is very likely that the Council would go over, meaning there would be more expenses than revenue. She also suggested that the Council could direct staff to keep it at what the expected positives from revenues minus expenses, and only spend that much.

Councilmember Wilson inquired if the Council were to move forward with the sewer design, how long would the design plan work for the future and does the design have an expiration date. He asked if the commitment from Los Angeles County Sanitation District also has an expiration date.

City Manager Jeng replied that designs do have expiration dates, but also stated that the shelf life of a design plan is between three and five years, depending on code changes. She stated that the commitment letter from the County is also good for three to five years. If the Council were to take longer than the three to five, the City would have to redesign and check to see if there were any changes in the Sanitation District and their codes.

Councilmember Dieringer asked if the amendments cost as much as the initial design.

City Manager Jeng answered that there is a cost associated with checking what needs to be updated

but if there is very minimal updates, the fees are small. It is relative to the amount of work that needs to be done to update the drawings.

Mayor Pro Tem Pieper suggested first having a discussion of whether the Council would like to spend a million dollars on the project and if so, then they can move forward with the design. He stated that if the Council is not going to move forward with the sewer then they would have to deal with the Tennis Courts. He would prefer to decide what projects they are going to spend money on and move forward from there.

Councilmember Wilson asked the City Manager what she expected out of the discussion.

City Manager Jeng replied that she was seeking a path from the Council for the proposed items so she can put a plan together. However it is her understanding that the Council would like to see her present numbers first about what should be in this category. She stated that she would put together a workable plan, assuming the Council would like to have the pieces of the four priorities. Hopefully having dollar figures will help pair down which project the Council would like to focus on.

Councilmember Dieringer requested a menu of items with approximate costs to see how they interrelate.

Mayor Mirsch opened the item for public comment.

Alfred Visco, 15 Cinchring Road, referred to his letter submitted to the Council on February 17th, 2020. The letter indicated a way the Council could leverage whatever money is allocated with State, Federal, and private funds. He informed the Council that he had a representative from the California Fire Safe Council willing to give a presentation to the Council and/or the RHCA during an open meeting. He stated that he felt this could be a great source of information and urged the Council to take advantage of the expertise of the California Fire Safe Council.

Mayor Mirsch thanked Mr. Visco for his comments.

B. UPDATE ON COX OPEN HOUSE AT HESE PARK. FEBRUARY 27, 2020, TWO SESSIONS FROM 3PM TO 5PM AND 6PM TO 8PM. (ORAL).

City Manager Jeng informed the Council that the COX Pop House is being held on February 27, 2020 from 3pm-5pm and 6pm-8pm to hear customer service issues from the Peninsula. This item was also advertised in the City's Blue Newsletter. She stated that this item required no action from the Council.

8. NEW BUSINESS

A. CONSIDER AND APPROVE THE REQUEST FOR PROPOSAL (RFP) FOR CITY HALL CAMPUS SITE AND LANDSCAPE MAINTENANCE SERVICES.

City Manager Jeng gave a brief history of landscaping services for City Hall. In 2015, in response to the City's request for proposal, Pacific Coast Landscape Services (PLC) was selected to provide landscape maintenance services for the City Hall campus including the tennis courts for three years starting on January 1, 2016 to December 31, 2019. In November 2019, PLC's contract was terminated for failure to meet agreement terms, conditions, and requirements. City staff contracted with Bennett Landscape Services on an interim basis. She informed the Council that staff was ready to go out and seek competitive pricing and release a request for proposal (RFP).

Councilmember Dieringer stated that it was her understanding that staff added items to the contract that were not present before to make sure there are a lot more accountability from the vendor. She further inquired if staff had everything they could think of that might be needed.

City Manager Jeng replied yes and added that Councilmember Wilson made an excellent point about adding the cleaning of the rain gutters.

Mayor Pro Tem Pieper requested that the trash can enclosure should also be maintained.

City Manager Jeng stated that she renamed the title to read "Site and Landscape Maintenance," versus "Landscaping Maintenance."

Councilmember Dieringer moved that the City Council approve the RFP for the Site and Landscaping Maintenance for the City Hall Campus and direct staff to advertise this proposal. Councilmember Wilson seconded the motion. The motion passed by voice vote.

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

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: Black.

ABSTAIN: COUNCILMEMBERS: None.

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

Councilmember Dieringer gave a report about the Regional Law Committee meeting on February 13th 2020. She stated that the School Resource Officers (SRO) were present and gave an overview of how they conduct their day. According to the SRO's, they walk around all day at PV High. The SRO's also mentioned that they would be coming back to the Regional Law Meeting when the time came to renew their Memorandum of Understanding (MOU). She stated that she felt she needed more information about their daily routine before renewing their MOU.

Councilmember Wilson expressed concern about one of the SROs mentioning that he does traffic control in the morning at the high school. He felt that volunteers should oversee traffic control and further stated that he felt that SROs conducting traffic control is not the best use of their time. He added that he did not get a strong sense that the SROs had a schedule, or who supervises them during the day.

Mayor Mirsch requested that the Regional Law Committee members follow up with the concerns

expressed before the Council signs off on the renewal of their MOU.

Mayor Pro Tem Pieper asked when the Council would be voting to renew their MOU.

City Manager Jeng answered that the MOU was just signed and it was distributed about two weeks ago. It was her understanding that the City would be billed on a quarterly basis but issues arose with the School District reviewing the security company with regards to how much items cost. The School District is sorting out the issues before billing the Cities for their portion of the invoices from last year. There is talk about creating another MOU or extending the existing one to the future years. It is her understanding that the Superintendent's Office wanted to make that decision within a month and then submitted it to the Regional Law Committee.

Mayor Pro Tem Pieper asked if the other cities are present at the Regional Law Meeting and if they had the same concerns the Rolling Hills Committee members expressed.

Councilmember Dieringer replied that she felt that the other members knew something needed to be done and are comfortable with knowing something is in place.

Councilmember Wilson mentioned Councilmember Black commented about the SROs visiting other schools during the day. He stated that the SROs mentioned that they had been to the middle schools, but could not determine if it happened more than once. It is his belief that the SROs have not visited any elementary schools.

Councilmember Dieringer stated that it was her impression that the SROs only monitor the two high schools (Palos Verdes High or Peninsula High). She stated that she would find it helpful if they would list examples of things they have averted because of their presence.

Mayor Pro Tem Pieper asked for a status on coyote's activity and if the City was still allocating money for the program.

City Manager Jeng replied yes, and that the staff keeps a tally of the number of coyotes caught. Fernando Berrera, the Wildlife Specialist and State Licensed Trapper, just reported catching a female coyote and continues to trap coyotes. City staff continues to receive consent forms from residents when they call City Hall about coyote sightings. She reminded the Council that the reason why Fernando has been able to service the City of Rolling Hills and the Peninsula was because the Office of Janice Hahn allocated some money, dedicated to the Peninsula. She stated that the allocation needs to continue beyond June 30, 2020, in order to keep the services for Fernando.

Mayor Mirsch asked if this is an item she should bring up at a future Contract Cities and County Board of Supervisors meeting.

City Manager Jeng replied yes.

Councilmember Wilson asked what the budget cycle was for the County.

City Manager Jeng replied that it was her belief that they are on the same fiscal calendar. It was her belief that they would need to make budget decisions around the month of April.

10. MATTERS FROM STAFF

NONE.

11. ADJOURNMENT

THE MEETING WILL BE ADJOURNED IN MEMORY OF FLORENCE HORN, A LONG TIME RESIDENT OF ROLLING HILLS. SHE PASSED AWAY ON FEBRUARY 20, 2020.

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 7:49p.m. The next regular meeting of the City Council is scheduled to be held on Monday, January 27, 2020 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

Respectfully submitted,

Yohana Coronel, MBA
City Clerk

Approved,

Leah Mirsch
Mayor



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.B
Mtg. Date: 03/09/2020

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: March 09, 2020

BACKGROUND:
NONE.

DISCUSSION:
NONE.

RECOMMENDATION:
APPROVE AS PRESENTED.

ATTACHMENTS:

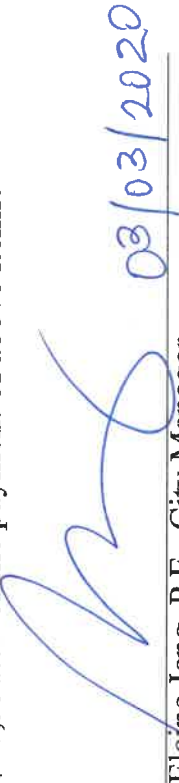
[Payment of Bills.pdf](#)

CITY OF ROLLING HILLS

3/9/2020 CHECK RUN A

Check No.	Check Date	PAYEE	DESCRIPTION	AMOUNT
26311	3/9/2020	Daily Breeze	News Subscription - 13 weeks	\$ 167.94
26312	3/9/2020	John L Hunter & Assoc.	December 2019 - Trash Survey and Machado Lake date review	1,710.00
26313	3/9/2020	County of LA Dept. of Anima Care & Control	January 2020 Animal Control Service	124.41
26314	3/9/2020	County of LA Dept. of Auditor-Controller	LAFCO Annual Fee	106.24
26315	3/9/2020	McGowan Consulting	January 2020 Permit Consulting Service- MS4	3,265.80
26316	3/9/2020	Pitney Bowes	February 2020 Postage	1,056.78
26317	3/9/2020	Rogers, Anderson, Malody & Scott	January 2020- Accounting Services	7,762.50
26318	3/9/2020	City of Rancho Palos Verdes	January 2020 - 7% of ALRP Camera Connectivity	66.52
26319	3/9/2020	Susan G Collida	Refundable Deposit - 5 Ringbit Road West- Permit #752	750.00
26320	3/9/2020	South Bay Document Destruction, Inc	City Hall Approved Document Destruction	285.00
26321	3/9/2020	Willdan Inc	January 2020 Services - RH Sewer Line Study P2	4,421.50
26322	3/9/2020	Yohana Coronel	Remibursed Expense - Tech Training for Clerks	365.15
26323	3/9/2020	Cox Communications	2/26 to 3/25/20 Internet and Phone Service	473.65
26324	3/9/2020	Pitney Bowes Financial	February 2020 Postage Machine Leasing	712.56
* EFT	3/1/2020	CALPERS	February 2020 Retirement	6,642.48
* PR LINK	2/28/2020	PR LINK - PAYROLL PROCESSING	Processing Fee	63.70
* PR LINK	2/28/2020	PR LINK - PAYROLL 5 & PR TAXES	Pay Period - February 12, 2020 to February 25, 2020	19,357.49
				<u>47,331.72</u>
				<u>27,910.53</u>

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 \$47,331.72 or the payment of above items.


 Elaine Jeng, P.E., City Manager



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.C
Mtg. Date: 03/09/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YOHANA CORONEL, CITY CLERK

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE RESOLUTION 1250: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

DATE: March 09, 2020

BACKGROUND:

Government Code Section 34090 provides for the destruction of certain City records by resolution and the written consent of the City Attorney. It states “The head of a city department may destroy city record, document, instrument, book or paper, under his or her charge, without making a copy thereof, after the same is no longer required.” This section does not authorize the destruction of:

- a.) Records affecting the title to real property or liens thereon;
- b.) Court records;
- c.) Records required to be kept by statute;
- d.) Records less than two years old; and
- e.) Minutes, ordinances, or resolutions of the legislative body of a city board or commission.

Staff and the City Attorney have reviewed the records listed on Exhibit A of the attached Resolution No. 1250 and have determined that they are not among the above exceptions. Further, staff has reviewed the listed records to assure that they do not have any historical or research value to the City. Therefore, staff has determined that they are eligible for destruction. Similar action on older City records was taken by the City Council on February 10, 2020 by the adoption of Resolution No. 1248.

It is recommended that members of the City Council adopt Resolution No. 1250 authorizing the destruction of certain City records as provided by Section 34070 of the Government Code of the State of California.

DISCUSSION:

NONE.

RECOMMENDATION:

APPROVE AS PRESENTED.

ATTACHMENTS:

[Attch01_ResolutionApprovingDestructionOfRecords.docx](#)

[Attch02_Records Destruction Authorization Form.pdf](#)

RESOLUTION NO. 1250

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

WHEREAS, the keeping of numerous records after a certain length of time is not necessary for the effective and efficient operation of the government of the City of Rolling Hills; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROLLING HILLS DOES RESOLVE AS FOLLOWS:

Section 1. The records of the City of Rolling Hills as set forth in the attached Destruction of Records Schedule attached hereto as Exhibit "A" are hereby authorized to be destroyed as provided by Section 34090 of the Government Code.

Section 2. The provisions of Section 1 above do not authorize the destruction of:

- a) Records affecting the title to real property or liens thereon.
- b) Court records.
- c) Records required to be kept by statute.
- d) Records less than two years old.
- e) Minutes, ordinances, or resolutions of the legislative body or a city board or commission.

Section 3. The written consent of the City Attorney has been obtained for this destruction.

PASSED, APPROVED AND ADOPTED this 09th day of March, 2020.

LEAH MIRSCH
MAYOR

ATTEST:

YOHANA CORONEL
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

I certify that the foregoing Resolution No. 1250 entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN
CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE
GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

was approved and adopted at a regular meeting of the City Council on March 09, 2020 by the following
roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

YOHANA CORONEL
CITY CLERK

CONSENT TO DESTRUCTION OF RECORDS

The undersigned, City Attorney for the City of Rolling Hills hereby consents to the
destruction of the records of the City of Rolling Hills as set forth in the attached Destruction of Records
Schedule attached hereto as Exhibit “A” as provided by Section 34090 of the Government Code.

Dated _____

MICHAEL JENKINS
CITY ATTORNEY



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed below (or on the attached list) are scheduled for destruction as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation or audit.

(List records below or attach list)

FILE #	RECORD DESCRIPTION	START DATE	END DATE	BOX #	RETENTION #	RET. PERIOD
	Election Ballots	03/08/2011	03/08/2011	#1	6 months	EC-17302
	Manual Tally Sheet	03/08/2011	03/08/2011	#1	6 months	EC-17304
	Roster of Voters	03/08/2011	03/08/2011	#1	5 years	EC-17300
	Election Ballots	03/03/2015	03/03/2015	#2	6 months	EC-17302
	Roster of Voters	03/03/2015	03/03/2015	#2	5 years	EC-17300

⑥ Shredding Required (Documents contain private information.)

page 1 of 1

LIST OF DOCUMENTS HAS BEEN REVIEWED AND APPROVED FOR DESTRUCTION:

Department Manager

Date



City Clerk

03/05/20

Date

City Attorney

Date

(To be completed by the City Clerk after destruction has been performed, if done by City Employee. If destruction is performed by a commercial vendor, certificate to be provided by the vendor.)

I HEREBY CERTIFY that the items listed above (or attached) have been destroyed in accordance with City policies and procedures:

City Clerk

Date



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.A
Mtg. Date: 03/09/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE A PETITION FOR THE FORMATION OF AN ASSESSMENT DISTRICT FOR CERTAIN PUBLIC WORKS IMPROVEMENT, TOGETHER WITH APPURTENANCES, APPURTENANT WORK AND ACQUISITION, WHERE NECESSARY, IN A SPECIAL ASSESSMENT DISTRICT KNOWN AND DESIGNED AS UNDERGROUNDING UTILITY ASSESSMENT DISTRICT NO. 2020-1 (EASTFIELD DRIVE UTILITY IMPROVEMENTS).

DATE: March 09, 2020

BACKGROUND:

On March 3, 2020, residents within the proposed Eastfield Underground Utility District submitted a Petition to the City of Rolling Hills signed by 11 of the 19 affected property owners. The 11 property owners represent 60.7% (693,924 SQFT) of the assessable area of property within the proposed boundaries of the Assessment District (Attachment 1). Fourteen poles are proposed to come down with the undergrounding of the overhead lines.

SCE engineering plans have been completed, easements from affected parcels and Apportionment Agreement from the Rolling Hills Community Association have been acquired, final boundaries of the proposed assessment district have been finalized, necessary permits from the Association have been pulled, and more importantly, the petition for the formation of the proposed undergrounding utility assessment district no. 2020-1 received the required number of signatures for the City Council's consideration and approval.

The list below shows the total funding amount that has been collected from each group:

Residents:	\$28,170 (03/21/17)	+ \$7,712 (10/15/19)	= \$35,882
City:	\$28,170	+ \$7,712	= \$35,882
RHCA:	\$28,170	+ \$6,167	= \$34,337

FISCAL IMPACT:

To date the City has contributed \$35,882 from the Utility Fund to cover one-third of the total design engineering and assessment engineering fees for the project. Of the \$35,882, \$7,712 was contributed by the City in Fiscal Year 2019-2020. Per Resolution 1234 of the City Council of the City of Rolling Hills, the City will only contribute design cost for assessment districts up to a limit of \$50,000 per assessment district. Per the City Council's action in 2016, prior to setting to the current contribution policy, the City agreed to contribute to assessment engineering fees. To honor the action from 2016, the City Council approved contribution to the assessment engineering fee for the subject project. If the City Council approves the formation of the assessment district, Southern California Edison will release the design plans for construction bids. Property owners within the assessment district will then vote on moving forward with the construction of the project and determine a financing plan to pay for the work accordingly.

DISCUSSION:

On March 3, 2020, the property owners within the Proposed Underground Utility Assessment District No.2020-1 (the District) submitted a Petition to the City requesting District 2020-1 be formed, pending approval of a district wide vote, to finance the undergrounding of overhead utilities within the District. The boundaries of the proposed district are shown on the attached Eastfield Assessors Diagram (Attachment 2).

One of the initial steps in forming the District is the circulation of the Petition for Special Assessment Proceedings. Proponents of the District circulated the Petition to property owners within the proposed district and have now submitted the petition signatures to the City (Attachment 3). The submitted signatures represent 60% of the assessable land within the proposed District. NV5 Engineering, Inc. has reviewed and issued Certificate of Sufficiency of Petition that owners representing 60% of the assessable property within the proposed District had signed the petition in support of undergrounding overhead utilities (Attachment 4).

RECOMMENDATION:

Staff recommends the City Council receive a presentation from staff on the Eastfield Drive Utility Improvements project and consider and approve the petition for the formation of the undergrounding utility assessment district no. 2020-1.

ATTACHMENTS:

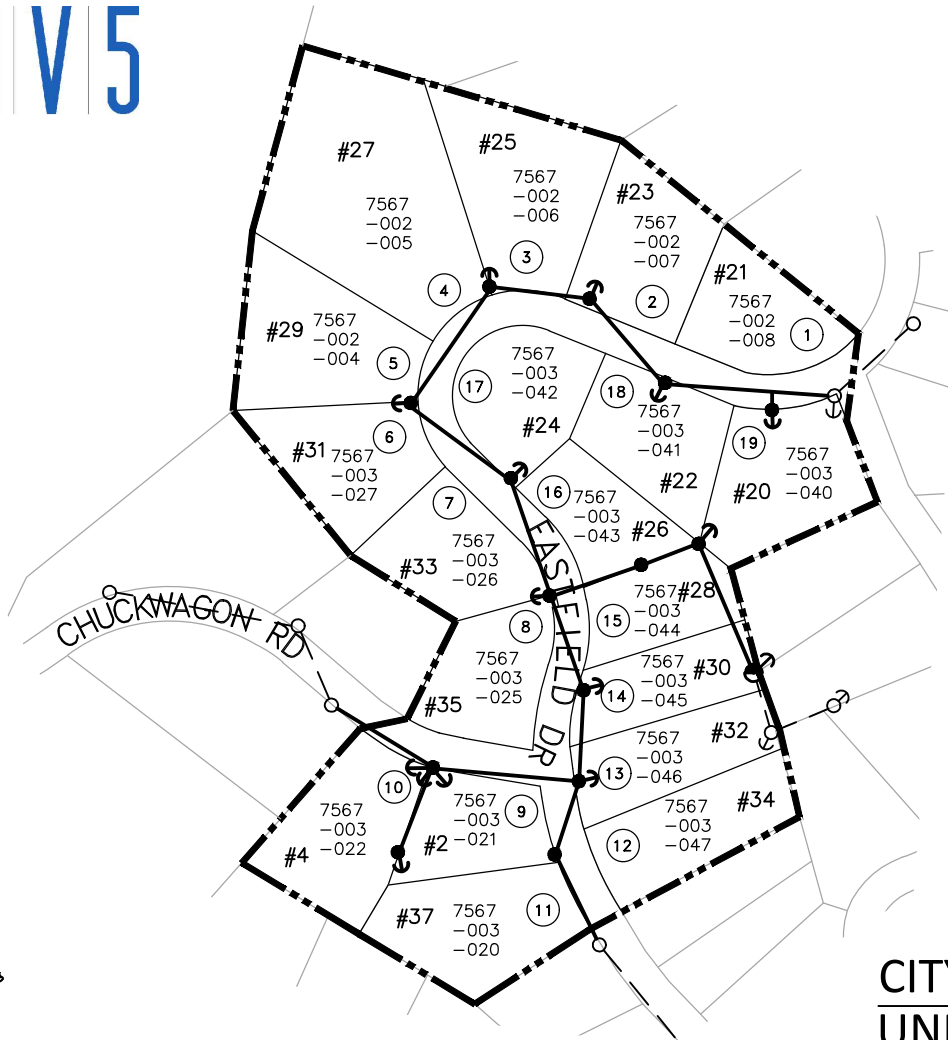
[Petition Results.pdf](#)

[Eastfield Assessors Diagram.pdf](#)

[Eastfield Signed Petition.pdf](#)

[CERTIFICATE OF SUFFICIENCY OF PETITION.pdf](#)

ASMT NO.	PARCEL NO.	OWNER NAME	SITUS ADDRESS	SQFT
1	7567-002-008	CARLSON DOUGLAS CARLSON D	21 EASTFIELD DR.	57,242
2	7567-002-007	COBB JEFFREY	23 EASTFIELD DR.	59,037
3	7567-002-006	BAUMANN MICHAEL & THERESA TRS FAMILY TRUST	25 EASTFIELD DR.	76,342
4	7567-002-005	VAISH PRADEEP & RASHMI	27 EASTFIELD DR.	127,574
5	7567-002-004	AQUINO LULU TRUST	29 EASTFIELD DR.	68,149
6	7567-003-021	GALVIN BERN J	2 CHUCKWAGON DR.	50,829
7	7567-003-027	HAENEL JUDITH S. BARILE JAYNEE	31 EASTFIELD DR.	54,576
8	7567-003-026	AXTELL JONATHAN & SYLVIA	33 EASTFIELD DR.	57,177
9	7567-003-025	CORETTE WILLIAM & DEBORAH TRS TRUST	35 EASTFIELD DR.	58,922
10	7567-003-022	HAMLIN BRAD	4 CHUCKWAGON DR.	60,746
11	7567-003-020	GLEDHILL ROBERT F TRUST	37 EASTFIELD DR.	63,654
12	7567-003-047	BENNETT CELIA CO TR LENA MEYER DECD TRUST	34 EASTFIELD DR.	42,949
13	7567-003-046	KIMBER NANCY TRUST	32 EASTFIELD DR.	47,271
14	7567-003-045	MURDOCK HAROLD G JR & JOANNE	30 EASTFIELD DR.	43,354
15	7567-003-044	HOLLINGSHEAD JUDITH FAMILY TRUST	28 EASTFIELD DR.	44,899
16	7567-003-043	CLINTON ROBERT K & JENNIFER G	26 EASTFIELD DR.	43,150
17	7567-003-042	SCHOETTLE MICHAEL B & MARCIA D	24 EASTFIELD DR.	64,603
18	7567-003-041	YOSHIMURA T & K TRS TRUST	22 EASTFIELD DR.	56,794
19	7567-003-040	KOEBERLE DONALD W JR CO TR & FAMILY TRUST	20 EASTFIELD DR.	65,947
			Total Area(SQFT)	1,143,215
			Total Yes Votes	11
			Total Area Vote Yes(SQFT)	693,924
			Weighted Approval	60.70%



LEGEND

- POWER POLE TO BE REMOVED
- ⤵ GUY WIRE TO BE REMOVED
- POWER POLE TO REMAIN IN PLACE
- ⤵ GUY WIRE TO REMAIN IN PLACE
- NEW POLE
- ⤵ NEW GUY WIRE
- ===== OVERHEAD UTILITY GUY WIRE TO REMAIN
- ===== POWER LINE TO BE REMOVED
- POWER LINE TO REMAIN
- ASSESSMENT DISTRICT AREA BOUNDARY
- ===== ON-SITE PARCEL
- OFF-SITE PARCELS
- ⊙(XX) ASSESSMENT NO.
- #XX ADDRESS
- PARCELS: 19
- DISTANCE: 3000 LF
- POWER POLES TO BE REMOVED: 14



N.T.S.
3/2/2020

CITY OF ROLLING HILLS
UNDERGROUNDING UTILITY ASSESSMENT
DISTRICT NO. 2020-1
(EASTFIELD DRIVE UTILITY IMPROVEMENTS)

**PETITION TO FORM
CITY OF ROLLING HILLS ASSESSMENT DISTRICT NO. 2020-1
(EASTFIELD DRIVE UTILITY IMPROVEMENTS)**

TO: CITY COUNCIL, CITY OF ROLLING HILLS

1. I/We, the undersigned, am/are the owner(s) of the parcel(s) of land listed below, which is/are within the proposed boundaries of the City of Rolling Hills Assessment District No. 2020-1 (Eastfield Drive Utility Improvements) (the "Assessment District").

2. I/We hereby request that the Assessment District include as a part of the work to be done the undergrounding of all electric and communication facilities located within the Assessment District (the "Project") and that the work take place in accordance with the Municipal Improvement Act of 1913 (commencing at with Streets & Highways Code Section 10000) (the "1913 Act") and in accordance with the proceedings contained in Chapter 28 (commencing at Streets & Highways Code Section 5896.1 of Part 3, Division 7 of the Streets & Highways Code).

3. The proposed boundaries of the Assessment District are included in the Assessment Diagram attached as Exhibit A to this Petition. A copy of the Assessment Diagram is on file in the City Engineer's Office for the City of Rolling Hills.

4. I/We understand that the present best estimate of the cost of the Undergrounding Project including incidental financing costs is approximately \$1,906,428. These costs are subject to the final design of the improvements.

5. I/We understand that, if I/we have not previously undergrounded utilities between the street and the structures on my/our parcel, I/we will be responsible for undergrounding utilities and for any required water and natural gas laterals, and meters on my/our parcel.

6. I/We understand that the cost of the improvements will be apportioned among the assessable parcels of land within the proposed Assessment District in proportion to the special benefits the parcels will receive from the improvements.

7. I/We understand that a report will be prepared on the project, including plans and specifications, a detailed cost estimate, and an apportionment of the costs among the benefitted parcels of land, and that the City will conduct a public hearing on the report.

8. I/We understand that the City Council must abandon the proceedings to form the Assessment District in the event of a majority protest under Article XIID of the California Constitution. A majority protest exists under Article XIID if, at the conclusion of the hearing on the Assessment District, the ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment, with ballots weighted according to the proportional financial obligation of the affected properties.

9. I/We understand that, if there is not majority protest of the type described in paragraph 8 above at the conclusion of the public hearing and the City Council determines to proceed, property owners will be provided the option to pay the assessment in full within 30 days. I/We understand that bonds may be issued by the City to represent any assessments which remain unpaid at the end of such 30-day period, in which case provision will be made for property owners to pay annual assessment

installments necessary to pay principal, interest and the cost of administering and collecting assessments and administering and registering bonds.

10. I/We understand that any property owner deposits required by the City to commence the design, engineering and formation of the Assessment District are subject to reimbursement if and when bonds are issued by the Assessment District. If such funds are expended on design, engineering and formation of the Assessment District and the City does not proceed with the issuance of bonds or abandons the Assessment District for any reason, including but not limited to, a majority protest, the City has no obligation to reimburse property owners for the funds expended.

11. This Petition may be signed in counterparts.

★ When signed, return to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

★ This must be signed in front
of me or someone at the meeting
on Tuesday morning at 9:00 AM.

THE UNDERSIGNED HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I/WE ARE THE OWNER(S) OF RECORD OF THE ASSESSOR'S PARCEL LISTED NEXT TO MY/OUR NAME AS SET FORTH BELOW.

By: Joanne E. Murdock
Name: JOANNE E. MURDOCK
Street Address: 30 EASTFIELD DR.
ROLLING HILLS
Assessor's Parcel: 7567-003-045
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

installments necessary to pay principal, interest and the cost of administering and collecting assessments and administering and registering bonds.

10. I/We understand that any property owner deposits required by the City to commence the design, engineering and formation of the Assessment District are subject to reimbursement if and when bonds are issued by the Assessment District. If such funds are expended on design, engineering and formation of the Assessment District and the City does not proceed with the issuance of bonds or abandons the Assessment District for any reason, including but not limited to, a majority protest, the City has no obligation to reimburse property owners for the funds expended.

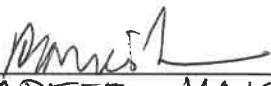
11. This Petition may be signed in counterparts.

★ When signed, return to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

★ I must be present when
you sign or you can sign
at the meeting on Tuesday, March 3
at City Hall at 9:05

THE UNDERSIGNED HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I/WE ARE THE OWNER(S) OF RECORD OF THE ASSESSOR'S PARCEL LISTED NEXT TO MY/OUR NAME AS SET FORTH BELOW.

By: 
Name: PRADEEP VAISH
Street Address: 27 EASTFIELD DR
ROLLING HILLS
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

installments necessary to pay principal, interest and the cost of administering and collecting assessments and administering and registering bonds.

10. I/We understand that any property owner deposits required by the City to commence the design, engineering and formation of the Assessment District are subject to reimbursement if and when bonds are issued by the Assessment District. If such funds are expended on design, engineering and formation of the Assessment District and the City does not proceed with the issuance of bonds or abandons the Assessment District for any reason, including but not limited to, a majority protest, the City has no obligation to reimburse property owners for the funds expended.

11. This Petition may be signed in counterparts.

★ When signed, return to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

★ must be signed in front of me
or at the meeting on Tuesday
at 9:00 at City Hall.

THE UNDERSIGNED HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I/WE ARE THE OWNER(S) OF RECORD OF THE ASSESSOR'S PARCEL LISTED NEXT TO MY/OUR NAME AS SET FORTH BELOW.

By: Judith Hillingshead
Name: JUDITH HILLINGSHEAD
Street Address: 28 Eastfield Dr.
Rolling Hills
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

installments necessary to pay principal, interest and the cost of administering and collecting assessments and administering and registering bonds.

10. I/We understand that any property owner deposits required by the City to commence the design, engineering and formation of the Assessment District are subject to reimbursement if and when bonds are issued by the Assessment District. If such funds are expended on design, engineering and formation of the Assessment District and the City does not proceed with the issuance of bonds or abandons the Assessment District for any reason, including but not limited to, a majority protest, the City has no obligation to reimburse property owners for the funds expended.

11. This Petition may be signed in counterparts.

★ When signed, return to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

*★ must be signed in my presence
or at the meeting at City Hall
on Tuesday, March 3 at 9:00 A.M.*

THE UNDERSIGNED HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I/WE ARE THE OWNER(S) OF RECORD OF THE ASSESSOR'S PARCEL LISTED NEXT TO MY/OUR NAME AS SET FORTH BELOW.

By: Judith Sara Haanel
Name: Judith Sara Haanel
Street Address: 31 Eastfield Drive
Rolling Hills
Assessor's Parcel: 7567-003-027
(if known to you)

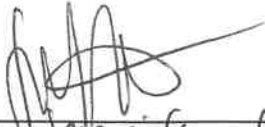
By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: 
Name: Jennifer Gregory Clinton
Street Address: 26 Eastfield Dr.
Douglas Hills, 90271
Assessor's Parcel: 9567-003-043
(if known to you)

By: _____
Name: _____
Street Address: _____

Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____

Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____

Assessor's Parcel: _____
(if known to you)

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Street Address: _____

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Street Address: _____

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(if known to you)

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Street Address: _____

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(if known to you)

By: _____
Name: _____
Street Address: _____

Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____

Assessor's Parcel: _____
(if known to you)

installments necessary to pay principal, interest and the cost of administering and collecting assessments and administering and registering bonds.

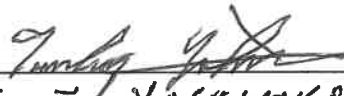
10. I/We understand that any property owner deposits required by the City to commence the design, engineering and formation of the Assessment District are subject to reimbursement if and when bonds are issued by the Assessment District. If such funds are expended on design, engineering and formation of the Assessment District and the City does not proceed with the issuance of bonds or abandons the Assessment District for any reason, including but not limited to, a majority protest, the City has no obligation to reimburse property owners for the funds expended.

11. This Petition may be signed in counterparts.

When signed, return to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

THE UNDERSIGNED HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I/WE ARE THE OWNER(S) OF RECORD OF THE ASSESSOR'S PARCEL LISTED NEXT TO MY/OUR NAME AS SET FORTH BELOW.

By: 
Name: T. YASHIMURA
Street Address: 22 EAST FIELD RD
R.H. 90274
Assessor's Parcel: 7567-003-041
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

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When signed, return to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

THE UNDERSIGNED HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I/WE ARE THE OWNER(S) OF RECORD OF THE ASSESSOR'S PARCEL LISTED NEXT TO MY/OUR NAME AS SET FORTH BELOW.

By: Michael Bauhaun
Name: MICHAEL BAUHAUN
Street Address: 25 EAST FIELD DR
ROLLING HILLS, CA 90274
Assessor's Parcel: 7567-002-006
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

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11. This Petition may be signed in counterparts.

★ When signed, return to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

★ When you sign - I must
be there to witness that it is you
who are signing.
You may also sign at the meeting
at City Hall on Tuesday March 3, at 7:00 AM

THE UNDERSIGNED HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I/WE
ARE THE OWNER(S) OF RECORD OF THE ASSESSOR'S PARCEL LISTED NEXT TO
MY/OUR NAME AS SET FORTH BELOW.

By: [Signature]
Name: ARNOLD BARGANOS
Street Address: 29 EASTFIELD DR.
ROLLING HILLS CA 90274
Assessor's Parcel: 7567-002-004
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
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Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

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11. This Petition may be signed in counterparts.

★ When signed, return to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

★ must be signed in presence of
Marcia Schaeffer or at meeting
at City Hall - Tuesday, March 3,
at 9:00 A.M. (310) 546-6374

THE UNDERSIGNED HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I/WE ARE THE OWNER(S) OF RECORD OF THE ASSESSOR'S PARCEL LISTED NEXT TO MY/OUR NAME AS SET FORTH BELOW.

By: Bern T. Galvin
Name: Bern T. Galvin
Street Address: 2 Chusk wagon
Rolling Hills 90274
Assessor's Parcel: 7562-003-021
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

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11. This Petition may be signed in counterparts.

When signed, return to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

THE UNDERSIGNED HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I/WE ARE THE OWNER(S) OF RECORD OF THE ASSESSOR'S PARCEL LISTED NEXT TO MY/OUR NAME AS SET FORTH BELOW.

By: Marcia D. Schaeffer
Name: Marcia D. Schaeffer
Street Address: 24 Eastfield Drive
Rolling Hills, Ca. 90274
Assessor's Parcel: 7567-003-042
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

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EST. 1911

installments necessary to pay principal, interest and the cost of administering and collecting assessments and administering and registering bonds.

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11. This Petition may be signed in counterparts.

(310) 341 6374

★ When signed, return to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

If signed - it must be in the presence of Maria Schaefer at the meeting Tuesday, March 3 at 9:15 AM at City Hall

THE UNDERSIGNED HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I/WE ARE THE OWNER(S) OF RECORD OF THE ASSESSOR'S PARCEL LISTED NEXT TO MY/OUR NAME AS SET FORTH BELOW.

By: Larry Schneider
Name: LARRY SCHNEIDER
Street Address: 3155 STEVENSON DR
ROLLING HILLS CA
Assessor's Parcel: 7567 003 020
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

By: _____
Name: _____
Street Address: _____
Assessor's Parcel: _____
(if known to you)

CERTIFICATE OF SUFFICIENCY OF PETITION

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF ROLLING HILLS

The undersigned hereby CERTIFIES as follows:

That I am the duly appointed ASSESSMENT ENGINEER of the CITY OF ROLLING HILLS, CALIFORNIA.

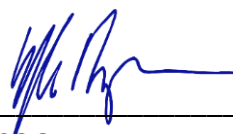
That on the 3rd day of March, 2020, I reviewed a Petition for the formation of an Assessment District for certain public works improvement, together with appurtenances, appurtenant work and acquisition, where necessary, in a special assessment district known and designated as UNDERGROUND UTILITY ASSESSMENT DISTRICT NO. 2020-1 (EASTFIELD DRIVE UTILITY IMPROVEMENTS) (hereinafter referred to as the "Assessment District"), a copy of which is on file in the Office of the City Clerk.

The undersigned hereby further specifically certifies as follows:

1. That I caused said Petition to be examined and my examination revealed that said Petition was signed by not less than five (5) owners of assessable land in the proposed Assessment District as shown by the last equalized assessment roll used by the City, owning lands constituting more than fifty percent (50%) of the area of all assessable lands within the proposed Assessment District, all as prescribed by Section 5896.6 of the Streets and Highways Code of the State of California.
2. Said Petition did represent sixty and seven-tenths of a percent (60.7%) of the assessable area of property within the proposed boundaries of the Assessment District.

Executed this 3rd day of March, 2020 at Irvine, California.





JEFFREY M. COOPER, P.E.
NV5, ASSESSMENT ENGINEER
CITY OF ROLLING HILLS
STATE OF CALIFORNIA



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.B
Mtg. Date: 03/09/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND DISCUSS A POLICY FOR CITY CONTRIBUTION TOWARDS UNDERGROUNDING OF OVERHEAD WIRES AND POLES THAT ARE NOT A PART OF ASSESSMENT DISTRICTS.

DATE: March 09, 2020

BACKGROUND:

In early February 2020, a resident on Ringbit Road West submitted a Southern California Edison (SCE) invoice to City staff requesting for City contribution to her project to underground a single utility pole on her property. The resident expected the contribution to be one third of the invoice amount. The invoice was for labor, materials, and permits.

In response to the resident's request, staff researched past City contributions to projects to underground single utility poles. The most recent project that received City contribution was for a utility pole at 38 Saddleback. On September 24, 2019, the City Council approved a contribution of \$3,295 to 38 Saddleback project to mimic RHCA's contribution amount. The amount \$3,295 is approximately 10% of the overall project cost. Staff report to the September 24, 2019 agenda item relating to 38 Saddleback is attached to this report for reference.

In the aforementioned report, staff listed other utility undergrounding projects that received City contribution. In reviewing the City contribution for varying projects, the City Council based on contribution amounts on overall cost, or on RHCA's contribution amount, or percentage of SCE engineering cost. As such, in response to the project proponent on Ringbit West Road, City staff could not articulate a standard amount that can be considered and this caused the resident to express dissatisfaction with services received at City Hall.

DISCUSSION:

In March 2019, the City Council approved a resolution that outlined City contribution to assessment

districts to underground overhead utility wires to be one third of design engineering fees and capped contribution amount at \$50,000 per project. This policy provided clarity to the community particularly to those who are interested in forming an assessment district to underground overhead utility lines. The resolution only discussed City contribution to projects relating to assessment districts and did not address projects to underground single utility poles, vaults or other facilities not a part of an assessment district.

Absent of a policy establishing contribution amount, the process to request City contribution, project eligibility for contribution and criteria for payout, City staff cannot assist the community in planning their projects. All (non-assessment district) projects will be need to be presented to the City Council for consideration and contribution amount determined on a case-by-case basis.

Staff recommends that the City Council consider setting a policy for City contribution towards undergrounding of overhead wires and poles that are not a part of assessment districts. Having a policy will provide clarity to the community and will provide faster service to residents without inundating the City Council agenda with individual requests for contribution.

FISCAL IMPACT:

In the approved budget for Fiscal Year 2019-2020, \$150,000 is budgeted for undergrounding utility projects. The Utility Fund was created to fund installation of sewer lines, provide contribution to assessment districts and other projects as determined by the City Council. Past contributions to underground single utility poles or other above ground utility facilities have been funded with the Utility Fund. In Fiscal Year 2019-2020, contributions made by the City for undergrounding utility equipment is approximately \$7,712. There is sufficient monies in the Utility Fund to continue contributions to undergrounding projects, however staff recommends setting a cap amount per contribution as with contribution to assessment districts to ensure that City contributions are distributed to as many projects as possible.

RECOMMENDATION:

Staff recommends that the City Council consider setting a policy for City contribution towards undergrounding of overhead wires and poles that are not a part of assessment districts.

ATTACHMENTS:

[8A.pdf](#)



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 Item No: 8A

Mtg. Date: 09/24/18

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YOLANTA SCHWARTZ, PLANNING DIRECTOR

Y

THROUGH: ELAINE JENG, P.E., CITY MANAGER

SUBJECT: CONSIDERATION OF A REQUEST FOR A CONTRIBUTION OF CITY UTILITY FUNDS TOWARDS THE COST ASSOCIATED WITH REMOVAL OF A UTILITY POLE AT 38 SADDLEBACK ROAD.

Attachments:

- Letter of request with cost & picture
- Southern California Edison Invoice
- Correspondence from neighbors in support of the request

RECOMMENDATION

Discussion and decision regarding contribution of City funds to remove a utility pole at 38 Saddleback Road.

BACKGROUND

The property owners at 38 Saddleback Road are in the process of completing the removal of a utility pole containing a transformer located at the rear of their property, near Saddleback Trail. This is one of the very old, original wood poles with an outdated transformer. According to the neighbors, this transformer experiences frequent failures, causing residents at 34 and 36 Saddleback to lose Internet and phone service. The pole is located near a heavily wooded area and a horse trail and is in the view of numerous surrounding properties. The older wooden poles and transformers have a history of catching fires and igniting the brush and structures around them.

In addition to the removal of the utility pole near the trail, the project entails replacing an existing wood utility pole located further in the canyon, with a new composite pole that would better withstand wind and would be sturdy enough for the transformer, which needs to be relocated, if the first pole is removed.

The property owners submitted a request for City Council consideration for financial contribution for the removal of the pole. The cost of removal and related construction, including permits and electrician is \$32,432.58. Edison cost for design and engineering is \$22,232.32. The RHCA Board approved a contribution of \$3,295, which is about 10% of the cost, and is closest to the contribution made by the Board in the past to individuals who undergrounded single pole.

DISCUSSION

Undergrounding of utilities is a priority in the City. New development projects are required to place utility lines underground from their electrical panel to the closest utility pole; but are not required to remove a pole. The City has since FY 2004/05 maintained a Utility Fund whose primary objective originally was to assist residents with costs associated with undergrounding overhead utilities or construction of sewer lines when there was a potential of formation of an Undergrounding or Sewer Assessment District. The funds were to be allocated towards design and engineering of the projects. To date none of the assessment districts materialized, and the City Council in the past few years provided financial assistance for the removal of utility lines and poles on properties outside of a potential assessment district, including single poles.

In the past few years the following projects were partially funded or funds approved by the City Council:

<u>Eastfield Drive</u>	<u>Potential Assessment District</u>
Purpose:	Engineering Deposit Cost
Number of Homes:	12
Cost of Engineering:	\$75,200 (very rough estimate-expected to be higher)
Residents share:	\$2,817 each (total \$28,170)
RHCA contribution:	\$25,067
City's contribution:	\$30,000

<u>Williamsburg Lane</u>	<u>Project Abandoned</u>
Purpose:	Engineering Deposit Cost
Number of Homes:	13
Amount Requested:	\$74,252
City Approved:	\$17,000

<u>Hackamore Road</u>	
Request/purpose:	50% of Total Project Cost Grant
Number of Homes:	1
Amount:	\$44,731
RHCA contribution:	\$9,000 plus road paving
City's contribution:	\$9,000 (upon completion of 75% of the project)

<u>Meadowlark Lane</u>	
Request/purpose:	50% of Edison Engineering and Design Cost Grant
Number of Homes:	1

Amount:	\$10,687 (Edison Engineering only; Total cost \$33,920)
RHCA contribution:	\$3,440
City's contribution:	\$5,343

Although the City Council did not set a policy or criteria for what constitutes an appropriate amount of contribution to an individual project request, in their deliberation, the Council expressed desire to fund 1/3 of the engineering and design costs; with the property owner(s) paying 1/3 and the RHCA paying 1/3 of the cost.

Gifts of Public Funds prohibited.

The City Attorney, in the past, provided an opinion on the single pole removal projects that funding a project would not constitute a gift of public funds if the removal benefits the public and is paid upon completion of the projects.

According to the City Attorney's opinion, "Article XVI, section 6 of the California constitution prohibits cities from making gifts of public funds. Unlawful gifts occur when public funds are not used for a "public" purpose of the agency expending public funds. The determination of whether an expenditure serves a public purpose is a matter to be decided by the legislative body of the public agency making the expenditure, and the legislative body's determination is entitled to great deference as long as it is reasonable. *Board of Supervisors v. Dolan* (1975) 45 Cal.App.3d 237. An expenditure that results in an incidental private benefit is not necessarily a gift. *American Co. v. City of Lakeport* (1934) 220 Cal. 548."

Removal of the utility pole and the transformer on the property on Saddleback Road will improve utility service received by two properties currently connected to the pole and will eliminate an obstruction of views caused by the existing pole for several properties. Additionally, undergrounding and removal of poles, especially the wood poles and old transformers, generally reduces the risk of fire, a particularly important benefit given the City's high susceptibility to wildfires. These benefits are public in nature. Another advantage of this project, is that an old, wood pole located in a canyon will be replaced with a new composite pole, better able to withstand high winds and less susceptible to fires than a wood pole.

Because the City's contribution, if approved, will be paid directly to the residents, the contribution should be paid only after the project is complete to eliminate the risk of making payments that do not result in the anticipated public benefits.

FISCAL IMPACT

The Utility Fund currently has a balance of \$1,685,863.

NOTIFICATION

Ms. Rosa Cursage and Ms. Adrianna Ruggio, property owners, Dr. Ralph Black, neighbor, Ms. Eddy Delgado, neighbor and the Rolling Hills Community Association.

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M. Rosa Cursage
38 Saddleback Rd.
Rolling Hills, CA 90274

The City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

September 14, 2018

Members of Rolling Hills City Council:

I am writing to bring the following matter to your attention.

I am in the process of completing the undergrounding of the pole on the backside of my property, by the horse trail, and removing the pole completely. The trench and pipes are completed and the trail is now open for use.

The neighbors on 34 and 36 Saddleback did not contribute financially to this project, but will both benefit tremendously as previously stated in their letter from power outages, view, and safety related to fires. In addition, myself and all of the neighbors located above, will benefit enjoying a clear view without the unattractive pole obstructing the view.

The utility companies working on the pole include: Edison, Cox and Frontier, and Mark Walters, the contractor who is working with them on the logistics and the removal of the pole.

The total cost for the engineering, as per attached documents from Edison, are \$22,954.03, and approximately \$10,000.00 for labor, contractor, and electrician, bringing the total to \$32,432.58. All the costs have been paid in full.

I am kindly requesting subsidy with the cost of this project.

Your consideration is much appreciated. Thank you.

With kind regards,

Rosa Cursage

Enclosures:

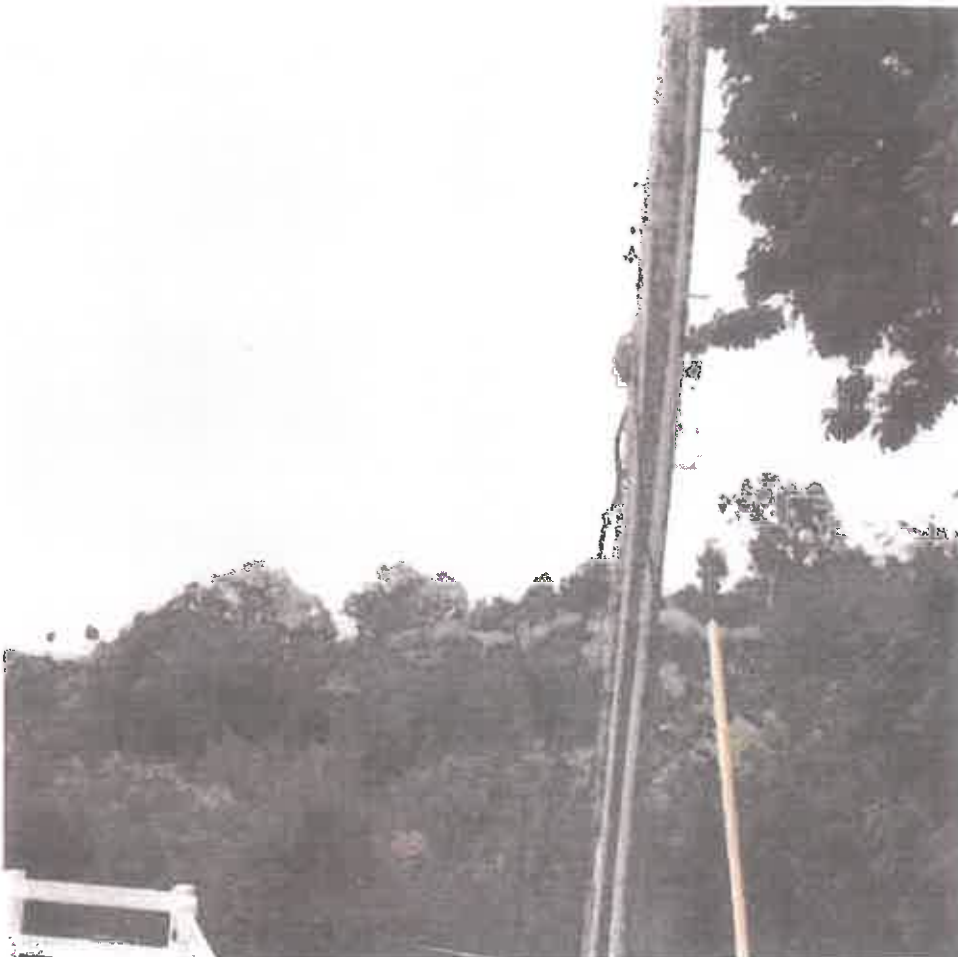
RECEIVED

SEP 14 2018

City of Rolling Hills
By _____

Pole Removal Expenses 38 Saddleback Road

DESCRIPTION	COST	PAID
SOUTHERN CALIFORNIA EDSON	U\$22,223.32	U\$22,223.32
PREP, TRENCHING, BACK FILLING AND MATERIAL	U\$7,500.00	U\$ 7,500.00
ELECTRICAL	U\$2,349.26	U\$2,349.26
COSNTRUCTOR FEES	U\$ 270.00	U\$ 270.00
TOTAL	U\$32,342.58	U\$ 32,342.58



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**SOUTHERN CALIFORNIA
EDISON**

An EDISON INTERNATIONAL Company
Southern California Edison Company

38 SADDLEBACK RD
ROLLING HILLS CA 90274 5141

Document #	769015077
Invoice Terms	90 Days
Customer Name	CLERAGE, MARIA R - SA
Customer Email	mccorag@scs.com
Invoice Date	09/09/2014
SCE Contact	Jane Luis Miranda
Telephone	
Install - EE/ing Operator	
District Address	503 MAPLE AVENUE TORRANCE CA 90503

Description		4280181
Service Request Number	3402421	Project Location: 34 SADDLEBACK RD ROLLING HILLS CA 90274
Project Description	Invoice # 293482	
Design # 967033	Design Description	
Product # 1317564	RELOCATE FACILITIES	
LABOR: This amount represents the total SCE labor required to complete the work request. In most cases, this labor amount will consist of construction labor and any additional labor required for completing the work request. The construction labor amount will typically consist of installation and service labor required for the work request. The additional labor amount will typically consist of labor for inspection, cable and equipment make-up, dead ending, traffic control, grounding, supervision, and switching. All applicable labor related overheads for items such as the design, engineering, and project management are also included in the total SCE labor amount.		\$15,166.43
MATERIAL: This amount represents the total SCE material required to complete the work request. In most cases, this material amount will consist of construction material and any additional material required for completing the work request. The construction material will typically consist of installation and service material such as transformers, cable, conductor, poles, meters, riser, switches, fusing equipment, hardware, and cross-arms. All applicable material related overheads are also included.		\$5,732.60
OTHER: This amount represents the total SCE other costs required to complete the work request. In most cases, this other amount will consist of all additional requirements needed for completing the work request. This other amount typically consists of items such as Added Facilities and time charges, contractor work, rights check, and permits.		\$2,033.00
TOTAL LABOR, MATERIAL, OTHER.		\$22,932.03
CREDITS: This amount represents the total SCE credits required to complete the work request. In most cases, this credit amount will consist of: Salvage Credit Depreciation Credit JPA Credit Overhead Equivalent Credit		\$(3,032.00)
TOTAL CREDITS		\$(3,032.00)
NET CONSTRUCTION BILLING/RELOCATION AMOUNT		\$19,900.03
TAX:		
1. ITCC on Applicant Furnished		
Tax Base (Taxable Amount)		\$0.00
Tax Rate		24.00%
Tax Amount		\$0.00
2. ITCC on Net Construction (Less Non Taxable Amount)		
Tax Base (Taxable Amount)		\$17,922.03
Tax Rate		24.00%
Tax Amount		\$4,301.29
TOTAL TAX:		\$4,301.29
DEPOSITS:		
Preliminary Design & Engineering Advance		\$0.00
Revision Payment		\$4,301.29
TOTAL DEPOSITS		\$4,301.29
COMMENTS:		
* Enclosed are two copies of your invoice. Please return one copy of the invoice with your payment to Accounts Receivable in the enclosed return-addressed envelope. The other copy of the invoice is for your records.		
* ALL PRICES ARE APPLICABLE FOR A PERIOD OF 90 DAYS FROM THIS DATE AND ARE SUBJECT TO CHANGE THEREAFTER.		
* All payments must be delivered by mail, an alternate postal method, or one of our electronic payment options. Walk-in payments are no longer accepted at any SCE location, including Accounts Receivable.		
* Please complete all applications and/or contracts and return to your planning office, using the enclosed return-addressed envelope.		
* If a street light work order is associated with this project, contracts for that project will be enclosed.		
TOTAL PROJECT INVOICE AMOUNT:		\$22,933.32

RECEIVED
AUG 17 2018
City of Rolling Hills
By _____



AN ENERGY INTERNATIONAL Company
Southern California Edison Company

38 SADDLEBACK RD
ROLLING HILLS CA 90274 5141

Document #	7590150377
Invoice Term:	90 Days
Customer Name:	CURSAGE, MARIA ROSA
Customer Email:	marcrosag@tmc.com
Invoice Date:	05/29/2018
SCE Contact:	Jose Luis Miranda
Telephone:	
Install - Billing Option:	
District Address:	523 MAPLE AVENUE TORRANCE CA 90503

COMMENTS CONTINUED:

- * Easement documents will be mailed directly to you from our Right of Way department. Please complete and return them as soon as possible, as we will not be able to proceed with the project without clearance.
- * Call the Edison company at 1-800-455-4555 to make application for electrical service.
- * An Edison Inspector must approve all underground systems. Please call your designated inspector 48 hours prior to construction to schedule an inspection.

ADDITIONAL PAYMENT INSTRUCTIONS:

If paying by check, please follow instructions on payment stub

Instructions for wire or ACH payments:

JP Morgan Chase Bank
New York, NY
ABA#: 021000021 - Acct#: 323-391434
SCR Taxpayer ID No. 95-1240335
SCE Contact: Jose Luis Miranda
Document #: 7590150377

***** Failure to properly identify your document number and SCE contact may delay the application of funds and initiation of your project**

Special Instructions for overnight delivery methods:

Southern California Edison
Attn: Accounts Receivable
8631 Rush Street G-53
Rosemead, CA 91770

RECEIVED
AUG 17 2018
City of Rolling Hills
By _____

Please detach and return payment stub with payment

Payment
Stub

Please pay total amount now due: \$17,223.32

Document # 7590150377
CURSAGE, MARIA ROSA
38 SADDLEBACK RD
ROLLING HILLS CA 90274 5141

Thank you for paying promptly
Make check payable to Southern California Edison
ATTN: Accounts Receivable
PO Box 800
Rosemead, CA 91771-0001

J. RALPH BLACK, M.D.
36 SADDLEBACK ROAD
ROLLING HILLS, CALIFORNIA 90274
(310)377-1791

RECEIVED

AUG 24 2018

City of Rolling Hills

By _____

August 24, 2018

City of Rolling Hills

c/o Yolanda Schwartz

Re: Pole Removal - 38 Saddleback

Ms. Schwartz:

The 38 property, next door, is very anxious to see this undergrounded as we were over a week (April 2017) without internet or phone due to a transformer failure on this pole.

Also, It was agreed to be done on the easement granting as part of a fence in a side yard community easement.

A recent picture from 36 is attached.

Thank you.


J. Ralph Black, M.D.

36 Saddleback



View from 36 Saddleback
Jan 2018

Subject: Pole removal at 38 Saddleback

Date: Wednesday, August 22, 2018 10:15:09 AM Pacific Daylight Time

From: Eddy Delgado <eddy@absnetwork.com>

To: Yolanta Schwartz <ys@cityofrh.net>

Hi Yolanta,

I am absolutely thrilled that my neighbors are having this ugly pole removed. As you know, I removed one and they agreed to remove the other one, which they're in the process of doing.

I'm sure they have photos, but if not, I know I do. Let me know if you need them.

Thanks for doing whatever you can to help them with the cost of this pole removal. It has not been cheap!

I wish all neighbors were as nice and cooperative as mine.

Sincerely,

Eddy Delgado
34 Saddleback Road

RECEIVED

AUG 22 2018

City of Rolling Hills

By _____



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.C
Mtg. Date: 03/09/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER A REQUEST FOR CITY CONTRIBUTION TO UNDERGROUND A SINGLE UTILITY POLE AT 5 RINGBIT ROAD WEST.

DATE: March 09, 2020

BACKGROUND:

On February 4, 2020, Ms. Sleep submitted an invoice from Southern California Edison (SCE) in the amount of \$6,752.63 for the proposed undergrounding of a single pole located at 5 Ringbit Road West (see Attachment). Ms. Sleep was informed that additional research would be conducted with regards to the City's financial contribution to single pole undergrounding projects. She was informed that the City currently has a policy on the amount contributed to assessment districts however, it has no policy on non-assessment district contributions. Ms. Sleep informed staff that this request is similar to the Delgado project and to refer to that project with regards to reimbursement.

On February 24, 2020, City staff confirmed with Ms. Sleep that the City currently has no policy in place to guide staff on how to process single pole reimbursement requests however, her request has been scheduled to go to the City Council on March 9, 2020 for consideration. Subsequent to this communication, staff requested additional information with regards to the specific amount being requested, proof of project completion from SCE, and letters of support from neighbors who will benefit from the proposed single pole undergrounding. To date, the City has not received the requested amount, Ms. Sleep directed staff to her neighbor's proposed undergrounding project with regards to letters of support and the project is expected to be completed within 45 days of March 4, 2020.

FISCAL IMPACT:

The FY'20 Utility Fund has a balance of approximately \$142,000.

DISCUSSION:

The City of Rolling Hills currently has no policy on contributions and payout requirements on undergrounding overhead lines and removal of utility poles that are not part of assessment districts. To date, the City's contributions have varied in amounts (10%, 16% and 20% of total project cost). Timing of release of payments ranged from providing proof of 75% project completion to 100% completion. Past projects included support letters from one or more neighbors benefiting from the undergrounding of utility poles. These support letters also served as proof that public funds were not being gifted to an individual solely benefiting from the removal of a pole. In the past, the City Attorney provided an opinion on the single pole removal projects that states funding a project would not constitute a gift of public funds if the removal benefits the public and is paid upon completion of the projects.

Although support letters were not received, the subject pole is one of four poles located west of Southfield Drive on Ringbit Road West. Additional efforts from residents on Ringbit Road West to underground utilities are moving forward for at least two additional poles on the same street. The residents have met with City staff and SCE to discuss the proposed undergrounding project. Concerns for safety and visual blight were the main reasons for the proposed removal of poles.

The applicant is requesting City contribution for the proposed undergrounding of a single pole located at 5 Ringbit Road West. The total project cost is \$6,752.63. The Rolling Hills Community Association agreed to contribute \$2250.88 or 33% of SCE's total project cost. On March 3, 2020, the applicant received an email from Southern California Edison that was forwarded to the City stating all permits have been received and that the project will be scheduled the following day. It will take, at most, 45 days for SCE to complete their scope of work.

As of September 24, 2018, the City has provided contributions on three separate non-assessment district projects:

1) 38 Saddleback Road, Rosa Cursage, 2018

Total Project Amount: \$32,432.58

RHCA Contribution: \$3,295

City Contribution: \$3,295 or 10% (paid 8/12/19)

2) Meadowlark Lane, Ed Swart, 2017

Total Project Amount: \$33,920

RHCA Contribution: \$3,440

City Contribution: \$5,343 or 16% (paid 8/14/17)

3) 6 Hackamore Road, Verna Balch, 2015

Total Project Amount: \$44,731

RHCA Contribution: \$9,000 plus road paving

City Contribution: \$9,000 or 20% (upon completion of 75% of the project; paid 1/26/16)

RECOMMENDATION:

Staff recommends that the City Council consider a request for City's contribution to underground a single utility pole located at 5 Ringbit Road West.

ATTACHMENTS:



5 RINGBIT RD W
ROLLING HILLS CA 90274 5241

RECEIVED
FEB 04 2020
By City of Rolling Hills

Document #	7590284985
Invoice Term	90 Days
Customer Name:	SLEEP, SUSAN M
Customer Email:	SCOLLIDA@NOSTRUMINC.COM
Invoice Date:	01/03/2020
SCE Contact:	Paul Tae Joon Kim
Telephone:	
Install - Billing Option:	
District Address:	505 MAPLE AVENUE TORRANCE CA 90503

COMMENTS CONTINUED:

- * Easement documents will be mailed directly to you from our Right of Way department. Please complete and return them as soon as possible, as we will not be able to proceed with the project without clearance
- * Call the Edison company at 1-800-655-4555 to make application for electrical service.
- * An Edison Inspector must approve all underground systems. Please call your designated inspector 48 hours prior to construction to schedule an inspection.
- * Final electrical inspection from the local governmental building and safety department must be received before we can energize your service.
- * By paying this invoice, customer acknowledges and agrees that if this project is canceled by customer for any reason or customer does not proceed with the project completion.
- * Any expense incurred by SCE, including, but not limited to, expenses related to engineering, inspection and construction, prior to the project cancellation or completion will be deducted from any applicable refund due to the customer.

ADDITIONAL PAYMENT INSTRUCTIONS:

If paying by check, please follow instructions on payment stub

Instructions for wire or ACH payments:

JP Morgan Chase Bank
New York, NY
ABA#: 021000021 - Acct#: 323-394434
SCE Taxpayer ID No. 95-1240335
SCE Contact: Paul Tae Joon Kim
Document #: 7590284985

***** Failure to properly identify your document number and SCE contact may delay the application of funds and initiation of your project**

Special Instructions for overnight delivery methods:

Southern California Edison
Attn: Accounts Receivable
8631 Rush Street G-53
Rosemead, CA 91770

Please detach and return payment stub with payment

Payment Stub

Please pay total amount now due:



\$6,752.63

Document # 7590284985
SLEEP, SUSAN M
5 RINGBIT RD W
ROLLING HILLS CA 90274 5241

Thank you for paying promptly
Make check payable to Southern California Edison

ATTN: Accounts Receivable
PO Box 800
Rosemead, CA 91771-001



Southern California Edison Company

5 RINGBIT RD W
ROLLING HILLS CA 90274 5241

Document #	7590284985
Invoice Term:	90 Days
Customer Name:	SLEEP, SUSAN M
Customer Email:	SCOLLIDA@NOSTRUMINC.COM
Invoice Date:	01/03/2020
SCE Contact:	Paul Tae Joon Kim
Telephone:	
Install - Billing Option:	
District Address:	505 MAPLE AVENUE TORRANCE CA 90503

Description		Amount	
Service Request Number	2743180	Project Location:	5 RINGBIT RD W ROLLING HILLS CA 90274 5241
Project Description	UG RISER FROM 4451498E TO 5 W. RINGBIT RD R/L	Invoice #	379005
Design #:	1204487	Design Description	UG RISER FROM 4451498E TO 5 W. RINGBIT RD
Product #:	1613359 - RELOCATE FACILITIES		
LABOR: This amount represents the total SCE labor required to complete the work request. In most cases, this labor amount will consist of construction labor and any additional labor required for completing the work request. The construction labor amount will typically consist of installation and service labor required for the work request. The additional labor amount will typically consist of labor for inspection, cable and equipment make-up, dead ending, traffic control, grounding, supervision, and switching. All applicable labor related overheads for items such as the design, engineering, and project management are also included in the total SCE labor amount.			\$3,538.01
MATERIAL: This amount represents the total SCE material required to complete the work request. In most cases, this material amount will consist of construction material and any additional material required for completing the work request. The construction material will typically consist of installation and service material such as transformers, cable, conductor, poles, meters, riser, switches, fusing equipment, handholes, and cross-arms. All applicable material related overheads are also included.			\$747.29
OTHER: This amount represents the total SCE other costs required to complete the work request. In most cases, this other amount will consist of all additional requirements needed for completing the work request. This other amount typically consists of items such as Added Facilities one time charges, contractor work, rights check, and permits.			\$1,347.66
		TOTAL LABOR, MATERIAL, OTHER	\$5,632.96
CREDITS: This amount represents the total SCE credits required to complete the work request. In most cases, this credit amount will consist of: Salvage Credit Depreciation Credit JPA Credit Overhead Equivalent Credit			\$(2.89)
		TOTAL CREDITS	\$(2.89)
		NET CONSTRUCTION BILLING/RELOCATION ADVANCE	\$5,635.85
TAX:			
1. ITCC on Applicant Furnished		Tax Base (Taxable Amount):	\$970.66
		Tax Rate:	24.00%
		Tax Amount:	\$232.96
2. ITCC on Net Construction (Less Non Taxable Amount)		Tax Base (Taxable Amount):	\$3,706.66
		Tax Rate:	24.00%
		Tax Amount:	\$889.60
		TOTAL TAX:	\$1,122.56
DEPOSITS:			
Preliminary Design & Engineering Advance			\$0.00
Previous Payment			\$0.00
		TOTAL DEPOSITS	\$0.00
COMMENTS:			
* Enclosed are two copies of your invoice. Please return one copy of the invoice with your payment to Accounts Receivable in the enclosed return-addressed envelope. The other copy of the invoice is for your records.			
* ALL PRICES ARE APPLICABLE FOR A PERIOD OF 90 DAYS FROM THIS DATE AND ARE SUBJECT TO CHANGE THEREAFTER.			
* All payments must be delivered by mail, an alternate postal method, or one of our electronic payment options. Walk-in payments are no longer accepted at any SCE location, including Accounts Receivable.			
* Please complete all applications and/or contracts and return to your planning office, using the enclosed return-addressed envelope.			
* If a street light work order is associated with this project, contracts for that project will be enclosed.			
		TOTAL PROJECT INVOICE AMOUNT	\$5,635.85

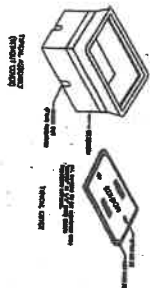
CUSTOMER: SUSAN SLEEP
CONTACT: 562-209-4442

CITY OF ROLLING HILLS

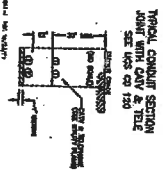
20D - RELOC. CUST. REQ. 04
FELDSPAR 16KV 0/0 CREST SUB

CREW AND CUSTOMER
TD1613359-RELOCATE FACILITIES

TYPICAL HANDHOLE INSTALLATION
SEE UDS 4P 205



1. The handhole shall be installed in accordance with the following requirements:
a. The handhole shall be installed in a concrete base.
b. The handhole shall be installed in a metal frame.
c. The handhole shall be installed in a cover.



1. The handhole shall be installed in accordance with the following requirements:
a. The handhole shall be installed in a concrete base.
b. The handhole shall be installed in a metal frame.
c. The handhole shall be installed in a cover.
2. The handhole shall be installed in accordance with the following requirements:
a. The handhole shall be installed in a concrete base.
b. The handhole shall be installed in a metal frame.
c. The handhole shall be installed in a cover.
3. The handhole shall be installed in accordance with the following requirements:
a. The handhole shall be installed in a concrete base.
b. The handhole shall be installed in a metal frame.
c. The handhole shall be installed in a cover.

FINAL DESIGN

APPROVED FOR CONSTRUCTION

NO.	REVISION	DATE	BY	CHECKED BY
1	1	12/04/97	0.01	

UNDERGROUND SERVICE ALERT
Dial 811
For Locating Utilities
2 Working Days Before Digging



Susan Sleep <smsleep07@gmail.com>

TD1613359

1 message

Ginger Lea Elder <ginger.elder@sce.com>
To: "smsleep07@gmail.com" <smsleep07@gmail.com>
Cc: Paul Kim <Paul.Kim@sce.com>

Fri, Jan 24, 2020 at 3:31 PM

Hello,

Your design for new electrical service at 5 Ringbit, Rolling Hill's has been completed. I have attached a copy of the design and invoice for your review.

The following requirements will need to be completed before I can schedule your service to be energized:

- **Invoice Paid** (*invoice attached – please review payment submittal instructions on the invoice*)

**** Please inform me when the project is 2 months from completion so the appropriate construction permits can be applied for if applicable to your project.**

Once all requirements have been processed, we will schedule your service to be energized by an SCE field crew. Please allow **up to 30-45 days** after all requirements have been processed for your new service to be energized. I will be in contact with you with an estimated service-by date once your request has been scheduled.

If you have any questions, please do not hesitate to contact me at the phone numbers or email 626-372-4368/Paul.Kim@sce.com

Thank you

**** EMAIL SENT ON BEHALF OF PAUL KIM ****

Respectfully,

South Bay Service Center

T. 310-783-9316 Fax.33316



**SOUTHERN CALIFORNIA
EDISON**

Energy for What's Ahead™

2 attachments



TD1613359_WO MAP (2 SHEETS).pdf
395K



TD1613359 R16 - 5 Ringbit, Rolling Hills.pdf
84K



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.D
Mtg. Date: 03/09/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND DISCUSS RESTRICTING THE PLANTING OF SIX HIGH HAZARD PLANTS PER LOS ANGELES COUNTY FIRE DEPARTMENT READY! SET! GO! PROGRAM.

DATE: March 09, 2020

BACKGROUND:

The Los Angeles County Fire Department published Ready! Set! Go! brochure that was designed to provide critical information on creating defensible space around residences, retrofitting residences with fire-resistant materials, and preparing for safe evacuation well ahead of a wildfire. As many high fire-hazard cities have done, Ready! Set! Go! has also identified six high-hazard landscaping consisting of: Acacia (shrubs), Eucalyptus, Juniper, Palm, Pine, and Pampas Grass. These plants may ignite readily and burn intensely, and should be avoided. If removal is not an option, regular and intensive maintenance should be performed to minimize the risk of fire. All plants are flammable if not pruned periodically. Highly flammable plants can ignite quickly, releasing lots of heat, even if they are healthy and well-watered. In areas experiencing drought, even moderately flammable plants can become more prone to ignite (Taylor, 2019).

DISCUSSION:

Los Angeles County will continue to experience wildfires fueled by a build-up of seasonal dry vegetation and driven by dry conditions and local strong winds, making them difficult and extremely dangerous to control. Homeowners play a critical role in protecting their families and properties by planning and preparing ahead of a wildfire. Using fire resistant building materials, implementing fire defensible building design features, and creating buffer zones around homes help mitigate fire hazards in and around homes.

All plants can burn if dead, poorly maintained, or drought stressed. These six plants are representative of common species that share one or more of these characteristics: they are biologically prone to burn

due to chemical composition (often containing volatile oils); are difficult to maintain in a fire-resistant state (they accumulate dead woody material, dead leaves, or other hazardous dead growth); they have a physical structure that presents challenges to routine maintenance (some are dense shrubs that accumulate dead material in locations where it is difficult to remove); they have a high surface area to volume ratio (such as fine needles or lacey leaves); they are prone to rapid changes in moisture content in response to environmental conditions (they may be adequately hydrated one day, but lose moisture within hours when exposed to hot, dry weather) ("Fire-Prone Plants," n.d.).

Given the City's unique topography, large parcels, lushly vegetated slopes and canyons, and limited access in some areas, it is highly recommended that efforts to decrease high fuel load citywide move forward to make the City safer. The City's steep terrain present conditions where a fire can quickly travel up and downslope to nearby homes. Minimizing or prohibiting future use of the six identified high fire hazard plants will help alleviate the City's fuel loads.

RECOMMENDATION:

Staff recommends that the City Council consider establishing an ordinance to restrict planting high hazard plants per the Los Angeles County Fire Department Ready! Set! Go! program to support wildfire mitigation measures.

ATTACHMENTS:

[Ready-Set-Go Brochure.pdf](#)



READY! SET!GO!

YOUR PERSONAL
WILDFIRE ACTION PLAN



fire.lacounty.gov

MESSAGE FROM FIRE CHIEF DARYL L. OSBY



Dear Residents,

Los Angeles County is one of the most beautiful places to live, but for those living in “wildland urban interface areas,” it does not come without risks.

Climate change has made fire season year-round and increased our ever-growing number of wildfires. Firefighters and residents alike are now constantly on heightened alert for the threat of wildfires.

The Los Angeles County Fire Department, along with our partnering agencies, stand ready to quickly respond to contain wildfires, utilizing our firefighting resources from the air and ground to help protect you and your property from wildfire.

But, we can’t do this without your cooperation. Preparation and prevention go hand-in-hand. This *Ready! Set! Go!* brochure was designed to provide you with critical information on creating defensible space around your home, retrofitting your home with fire-resistant materials, and preparing you to safely evacuate well ahead of a wildfire. Please protect yourself, your family, and your property from a devastating wildfire by taking the time to learn about *Ready! Set! Go!*

In Los Angeles County, wildfires will continue to be fueled by a build-up of seasonal dry vegetation and driven by dry conditions and locally strong winds, making them extremely dangerous and challenging for firefighters to control. Yet, many homeowners don’t consider how a wildfire could affect them, and very few residents have properly prepared for evacuation until it is too late.

You play the most important role in protecting yourself, family, and property. Through planning and preparation, we can all be ready for the next wildfire. I hope you find the information in this brochure helpful as you prepare your home and family for a wildfire.

As always, if you need additional information about preparing for a wildfire or any other natural disaster, please contact your nearest fire station or visit us at fire.lacounty.gov.

Daryl L. Osby
Los Angeles County Fire Chief

INSIDE

READY!



Wildland Urban Interface

Create a Defensible Home Fuel Modification	3
Defensible Space	4
Ornamental Vegetation	5
Hardening Your Home	6-7
Tour a Wildfire-Ready Home	

SET!



Create Your Own Wildfire Action Plan	8-9
Emergency Supply Kit	10
Pre-Evacuation Preparation Steps	11

GO!



Take Action Immediately When Wildfire Strikes	13
What to Do if You Become Trapped Returning Home After a Wildfire	14
Additional Resources	15

The *Ready!Set!Go!* program is supported by the following partner agencies:





READY!



Living in the Wildland Urban Interface

Ready! Set! Go! begins with a house that firefighters can defend.

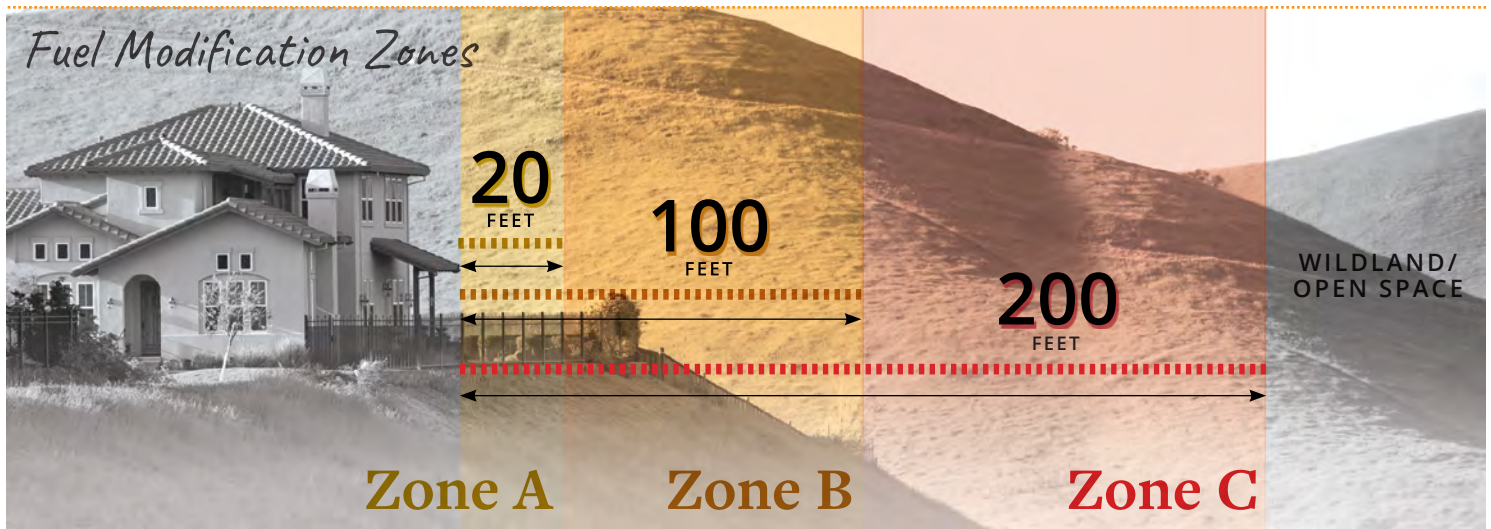
Create a Defensible Home

A defensible home is a home that has the greatest potential for surviving a wildfire. Defensible homes are those that are in compliance with the Los Angeles County Fire Department's Defensible Space requirements or have been through the Fire Department's Fuel Modification Plan Review Program, and have been constructed in accordance with the latest building standards for the fire zones.

What Is Fuel Modification?

The Fuel Modification Plan Review Program affects new structures and developments built in the fire hazard severity zones. A Fuel Modification Plan, submitted by applicants, reviews landscaping plans and identifies areas of defensible space within all fuel modification zones around structures.

For further information please visit: bit.ly/fuelmod



Zone A EXTENDS 20 FEET FROM STRUCTURE

- Vines and climbing plants shall not be allowed on any combustible structure.
- Irrigated area consisting of low-growing, small herbaceous plants with high-moisture content immediately around structures.
- Occasional accents of woody shrubs or an occasional small patio tree ten feet from structure, if widely spaced and zone appropriate as well as eliminating annual grasses and leaf litter help prevent direct-flame impingement on the structure.

Zone B EXTENDS UP TO 100 FEET FROM STRUCTURE

- Also irrigated with an approved slightly dense planting avoiding woody plant species larger than 3 feet at maturity beneath any tree canopy.
- Introducing shade trees that are zone appropriate with adequate spacing by eliminating continuous canopy coverage and continuous fuels to minimize fire transmission.
- Screen plantings can be used; however, continuous hedging is discouraged as it promotes the accumulation of dead litter inside the live hedge.

Zone C EXTENDS FROM ZONE B OUTER EDGE UP TO 200 FEET FROM STRUCTURE

- Thinned to remove dead vegetation and prevent overgrowth.
- Designed to slow the fire's progress and reduce its intensity by decreasing the availability of continuous fuels.
- Native vegetation thinned 30 to 50 percent in Zone C.

Ideal Fuel Modification Landscape:

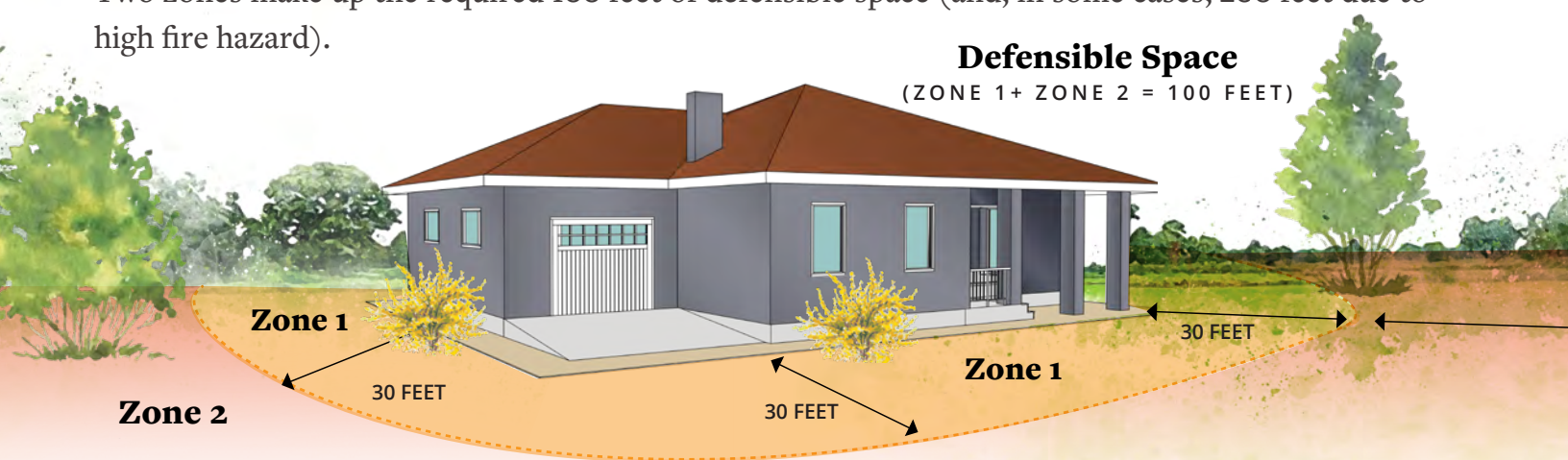
Limited woody plant material, high moisture content, adequate spacing and inorganic mulch throughout Zone A.



Defensible Space

Creating and maintaining defensible space are essential for increasing your home's chance of surviving a wildfire. It's the buffer that homeowners are required to create on their property between a structure and the plants, brush, and trees or other items surrounding the structure that could catch fire. This space is needed to slow the spread of wildfire and improves the safety of firefighters defending your home. The defensible space for each structure varies, depending on the type of vegetation and topography.

Two zones make up the required 100 feet of defensible space (and, in some cases, 200 feet due to high fire hazard).



Zone 1

Extends 30 feet out from buildings, structures, decks, etc.

- Remove all dead or dying vegetation.
- Remove dead or dry leaves and pine needles from your yard, roof, and rain gutters.
- Trim trees regularly to keep branches a minimum of 10 feet from other trees.
- Remove dead branches that hang over your roof. And, keep branches 10 feet away from your chimney.
- Relocate exposed woodpiles outside of Zone 1 unless they are completely covered in a fire-resistant material.
- Remove vines and climbing plants from combustible structures (e.g. bougainvillea, wisteria)
- Remove or prune vegetation near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a separation between trees, shrubs, and items that could catch fire, such as patio furniture, swing sets, etc.

Zone 2

Extends 30 to 100 feet from buildings and other structures.

(Note: The inspecting officer may require an additional 100 feet of thinning or removal, for a total of 200 feet due to high-fire hazard.)

- Cut or move annual grass down to a maximum height of four inches.
- Create horizontal spacing between shrubs and trees.
- Create vertical spacing between grass, shrubs, and trees.
- Remove fallen leaves, needles, twigs, bark, cones, and small branches. However, they may be permitted to a depth of 4 inches if erosion control is an issue.

Note: Special attention should be given to the use and maintenance of ornamental plants known or thought to be high-hazard plants when used in close proximity to structures. Examples include Acacia, Cedar, Cypress, Eucalyptus, Italian Cypress, Juniper, Palms (remove all dead fronds), Pine (removal within 20' of structures) and, pampas grass. These plantings should be properly maintained and not allowed to be in mass plantings that could transmit fire from the native growth to any structure.



READY!

HAZARDOUS ORNAMENTAL LANDSCAPE

Preventing conditions where fire can travel from adjacent fuels, through an ornamental landscape to your structure, is the key to creating defensible space. Fire spreads through convection, conduction, radiation, or embers. Proper maintenance of ornamental vegetation reduces ember production, fire propagation, intensity, and duration of the approaching flames.



»»»»»»»» HIGH-HAZARD PLANTS ««««««««



Acacia (Shrub)



Eucalyptus



Juniper



Palm



Pine



Pampas Grass



This home provides a good example of defensible space.



Firefighters in defensible space during a wildfire.

Safeguard or “Harden” Your Home

The ability of your home to survive a wildfire depends on its construction materials and the quality of the “defensible space” surrounding it. Windblown embers from a wildfire will find the weak link in your home’s fire protection scheme and gain the upper hand because of a small, overlooked or seemingly inconsequential factor. However, there are measures you can take to safeguard your home from wildfire. While you may not be able to accomplish all of the measures listed below, each will increase your home’s - and possibly your family’s - safety and survival.

Tour a Wildfire-Ready Home

Address 1

- Make sure your address is clearly visible from the road.

Chimney 2

- Cover your chimney and stovepipe outlets with a non-flammable screen of ¼-inch wire mesh or smaller to prevent embers from escaping and igniting a fire.
- Make sure that your chimney is at least 10 feet away from any tree branches.

Deck/Patio Cover 3

- Use heavy timber or non-flammable construction material for decks and patio covers.
- Enclose the underside of balconies and decks with fire-resistant materials to prevent embers from blowing underneath.
- Keep your deck clear of combustible items, such as baskets, dried flower arrangements, and other debris.
- The decking surface must be ignition-resistant if it’s within 10 feet of the home.

Driveways and Access Roads 4

- Driveways should be designed to allow fire and emergency vehicles and equipment to reach your home.
- Access roads should have a minimum 10-foot clearance on either side of the traveled section of the roadway and should



allow for two-way traffic.

- Ensure that all gates open inward and are wide enough to accommodate emergency equipment.
- Trim trees and shrubs overhanging the road to a minimum of 13-½ (or 13.5) feet to allow emergency vehicles to pass.

Garage 5

- Have a fire extinguisher and tools, such as a shovel, rake, bucket, and hoe, available for fire emergencies.
- Install a solid door with self-closing hinges between living areas and the garage. Install weather stripping around and under the doors to prevent ember intrusion.
- Store all combustibles and flammable liquids away from ignition sources.

Home Site and Yard 6

- Ensure you have at least a 100-foot radius of defensible space (cleared vegetation) around your home. This means looking past what you own to determine the impact a common slope or neighbor’s yard will have on your property during a wildfire.
- Cut dry weeds and grass before noon when temperatures are cooler to reduce the chance of sparking a fire.
- Landscape with fire-resistant plants that are low-growing with high-moisture content.
- Keep woodpiles, propane tanks, and combustible materials away from your home and other structures, such as garages, barns, and sheds.
- Ensure trees are far away from power lines.

READY!

Inside



- Keep working fire extinguishers on hand and train your family how to use them (check expiration dates regularly).
- Install smoke alarms on each level of your home and near bedrooms. Test them monthly and change the batteries twice a year.

Non-Combustible Boxed-In (Soffit) Eaves

- Box-in eaves with non-combustible materials to prevent accumulation of embers.



Non-Combustible Fencing 7

- Make sure to use non-combustible fencing to protect your home during a wildfire.

Rain Gutters

- Screen or enclose rain gutters to prevent accumulation of plant debris.



Roof 8

- Your roof is the most vulnerable part of your home because it can easily catch fire from windblown embers.
- Homes with wood shake or shingle roofs are at a higher risk of being destroyed during a wildfire.
- Build your roof or re-roof with fire-resistant materials that include composition, metal, or tile.
- Block any spaces between roof decking and covering to prevent ember intrusion.
- Clear pine needles, leaves, and other debris from your roof and gutters.
- Cut any tree branches within 10 feet of your roof.

Vents

- Vents on homes are particularly vulnerable to flying embers.
- All vent openings should be covered with $\frac{1}{8}$ -inch or smaller metal mesh. Do not use fiberglass or plastic mesh because they can melt and burn.
- Attic vents in eaves or cornices should be baffled or otherwise prevent ember intrusion (mesh is not enough).



Walls 9

- Wood products, such as boards, panels, or shingles, are common siding materials. However, they are combustible and not good choices for fire-prone areas.
- Build or remodel with fire-resistant building materials, such as brick, cement, masonry, or stucco.
- Be sure to extend materials from foundation to roof.

Water Supply 10



- Have multiple garden hoses that are long enough to reach any area of your home and other structures on your property.
- If you have a pool or well, consider a pump.

Windows 11

- Heat from a wildfire can cause windows to break even before the home ignites. This allows burning embers to enter and start internal fires. Single-paned and large windows are particularly vulnerable.
- Install dual-paned windows with an exterior pane of tempered glass to reduce the chance of breakage in a fire.
- Limit the size and number of windows in your home that face large areas of vegetation.

Utilities

- Ensure that your family knows where your gas, electric, and water main shut-off controls are and how to safely shut them down in an emergency.



SET!

Create Your Own Wildfire Action Plan

Now that you have done everything you can to protect your home, it's time to prepare your family. **Your Wildfire Action Plan must be prepared with all members of your household well in advance of a wildfire.** Each family's plan will be different, depending on their situation. Once you finish your plan, practice it regularly with your family, and post in a safe and accessible place for quick implementation.



1 Important Phone Numbers

- ☐ A family communication plan that designates an out-of-area friend or relative as a point-of-contact to act as a single source of communication among family members in case of separation.
- ☐ Maintain a list of emergency contact numbers posted near your phone and in your Emergency Supply Kit.

2 What to Take

- ☐ Assemble an Emergency Supply Kit (see page 10 in this guide).
- ☐ Keep an extra Emergency Supply Kit in your car in case you can't get to your home because of fire.
- ☐ Have a portable radio or scanner, so that you can stay updated on the fire.

3 Prepare to Evacuate

- ☐ Designate an emergency meeting location, outside the fire or hazard area. It is critical to determine who has safely evacuated from the affected area.
- ☐ Several different escape routes from your home and community. Practice these often so everyone in your family is familiar in case of emergency.
- ☐ Necessities and boarding options for your pets and large animals, such as horse and other livestock.





Your Personal WILDFIRE ACTION PLAN



During High Fire Danger days in your area, monitor your local media for information on wildfires and be ready to implement your plan. Hot, dry, and windy conditions create the perfect environment for a wildfire.

1 IMPORTANT PHONE NUMBERS

EMERGENCY CONTACTS

Name

()

Phone

Name

()

Phone

SCHOOLS

Name

()

Phone

Name

()

Phone

FAMILY & FRIENDS

Name

()

Phone

Name

()

Phone

2 WHAT TO TAKE



3 EVACUATION

WHEN TO GO

WHERE TO GO

HOW TO GET THERE

DESTINATION

WHO TO TELL (BEFORE AND AFTER)

ANIMAL SHELTER

Name

()

Phone



LOS ANGELES COUNTY FIRE DEPARTMENT
IF YOU HAVE AN EMERGENCY, CALL 9-1-1

Public Information Office: (323) 881-2411
fire.lacounty.gov

SET!

Assemble Your Emergency Supply Kit

Put together your emergency supply kit long before a wildfire or other disaster occurs, and keep it easily accessible, so you can take it with you when you have to evacuate. Plan to be away from your home for an extended period of time. Each person should have a readily accessible emergency supply kit.

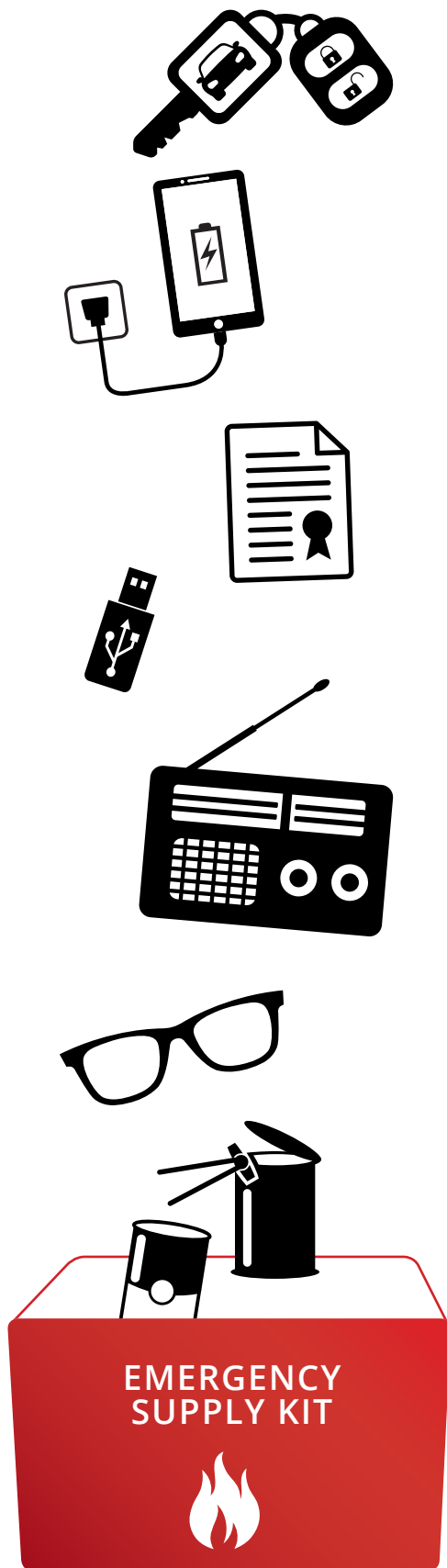
Backpacks work great for storing these items (except for food and water) and are easy to grab. Storing food and water in a tub or chest on wheels will make it easier to transport. Keep it light to be able to easily lift it into your car.

Essential Supplies

- ☐ Three-day supply of non-perishable food and three gallons of water per person.
- ☐ Map marked with at least two evacuation routes
- ☐ Prescriptions or special medications
- ☐ Change of clothing
- ☐ Closed-toe shoes
- ☐ Extra eyeglasses or contact lenses
- ☐ An extra set of car keys, credit cards, cash, or travelers checks
- ☐ First aid kit
- ☐ Flashlight
- ☐ Battery-powered radio and extra batteries
- ☐ Sanitation supplies
- ☐ Copies of important documents (e.g., birth certificates, passports, etc.)
- ☐ Don't forget pet food and water!

If Time Allows

- ☐ Easy-to-carry valuables
- ☐ Family photos and other irreplaceable items
- ☐ Personal computer information on hard drives and flash drives
- ☐ Chargers for cell phones, laptops, etc.



SET!

Pre-Evacuation Preparation Steps

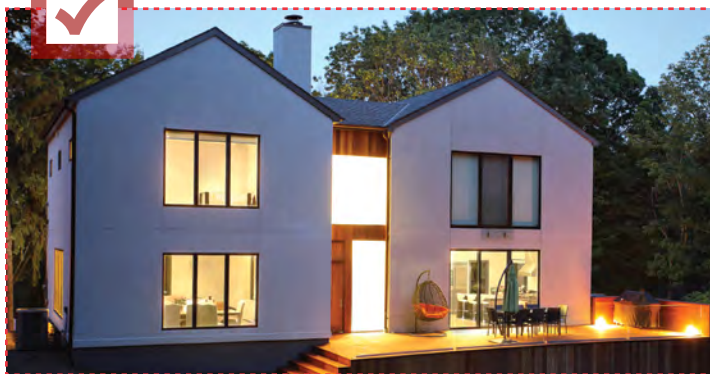
When an evacuation is anticipated and if time permits, follow these checklists to give your home the best chance of surviving a wildfire:

Animals



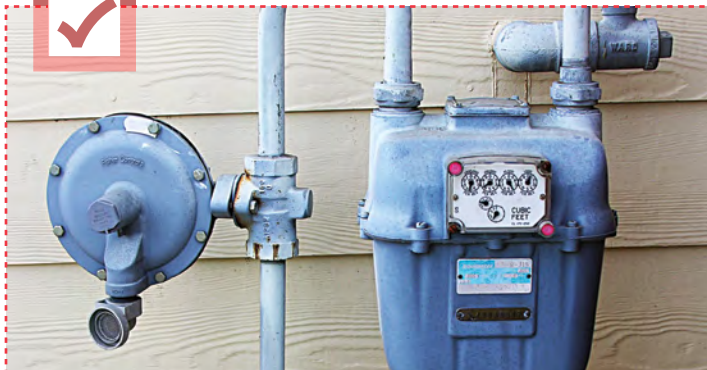
- ☐ Locate your pets and keep them nearby.
- ☐ Prepare farm animals for transport and think about moving them to a safe location early.

Inside



- ☐ Shut all windows and doors, leaving them unlocked.
- ☐ Remove flammable window shades, lightweight curtains, and close metal shutters.
- ☐ Move flammable furniture to the center of the room, away from windows and doors.
- ☐ Leave your lights on so firefighters can see your home under smoky conditions.
- ☐ Shut off the air conditioning.
- ☐ Shut off the gas meter. Turn off pilot lights.

Outside



- ☐ Gather up flammable items from the exterior of the house and bring them inside (e.g., patio furniture, children's toys, doormats, etc.) or place them in your pool.
- ☐ Turn off propane tanks. Move propane BBQ appliances away from structures.
- ☐ Connect garden hoses to outside water valves or spigots for use by firefighters. Fill water buckets and place them around the house.
- ☐ Don't leave sprinklers on or water running. They can affect critical water pressure.
- ☐ Leave exterior lights on.
- ☐ Put your emergency supply kit in your vehicle.
- ☐ Back your loaded vehicle into the driveway with all doors and windows closed. Carry your car keys with you.
- ☐ Have a ladder available.
- ☐ Seal attic and ground vents with pre-cut plywood or commercial seals, if time permits.
- ☐ Monitor your property and the wildfire situation. **Don't wait for an evacuation order, if you feel threatened and need to leave.**
- ☐ Check on neighbors and make sure they are preparing to leave.

Remember the Six P's

People and pets



*Papers, phone numbers,
and important documents*



*Prescriptions,
vitamins, and
eyeglasses*



P

*Pictures and
irreplaceable
memorabilia*



Plastic

(e.g., credit cards, ATM cards)

and cash



*Personal computer
hard drives
and flash drives*





⚠️ TAKE ACTION IMMEDIATELY WHEN WILDFIRE STRIKES ⚠️

Go Early

By leaving early, you will give your family the best chance of surviving a wildfire. You also help firefighters by keeping roads clear of congestion, enabling them to move more freely and do their job.

When to Evacuate

Leave as soon as evacuation is recommended by emergency personnel to avoid being caught in fire, smoke, or road congestion. Don't wait to be ordered by authorities to leave. In an intense wildfire, they may not have time to knock on every door. If you are advised to leave, don't hesitate! Go!

- Emergency personnel will determine the areas to be evacuated and escape routes to use, depending upon the fire's location, behavior, winds, terrain, etc.
- Emergency personnel make every effort to advise you of potential evacuations as early as possible. You must take the initiative to stay informed and aware. Monitor social media and listen to your local radio/TV for announcements from law enforcement and other emergency personnel.
- You may be directed to temporary assembly areas to await transfer to a safe location.

The terms "Voluntary" and "Mandatory" are used to describe evacuation orders. However, local jurisdictions may use other terminology such as "Precautionary" and "Immediate Threat." These terms are used to alert you to the significance of the danger. All evacuation instructions provided by emergency personnel should be followed immediately for your safety.

Where to Go

Leave for a pre-determined location. It should be a low-risk area, such as a well-prepared neighbor or relative's house, a Red Cross shelter or evacuation center, Motel, etc.

How to Get There

Have several travel routes in case one route is blocked by the fire or by emergency vehicles and equipment. Choose an escape route away from the fire.



Follow these steps as soon as possible to get ready to GO!

- Review your Wildfire Action Plan evacuation checklist.



- Ensure your Emergency Supply Kit is in your vehicle.
- Cover up to protect against heat and flying embers. Wear long pants, a long-sleeved shirt, heavy shoes/boots, a cap, dry bandanna (for face cover), goggles, or glasses. 100% cotton is preferable.
- Locate your pets and take them with you.



Survival Tips if You Become Trapped

In Your Home

- ☐ Stay calm and keep your family together.
- ☐ Call 9-1-1 and inform authorities of your location.
- ☐ Fill sinks and tubs with cold water.
- ☐ Keep doors and windows closed, but unlocked.
- ☐ Stay inside your home.
- ☐ Stay away from outside walls.



In Your Vehicle

- ☐ Stay calm.
- ☐ Park your vehicle in an area clear of vegetation.
- ☐ Close all vehicle windows and vents.
- ☐ Cover yourself with a wool or cotton blanket or jacket.
- ☐ Lie on the vehicle floor.
- ☐ Use your cell phone and call 9-1-1 to inform authorities of your location.



On Foot

- ☐ Stay calm.
- ☐ Go to an area clear of vegetation, a ditch or depression on level ground if possible.
- ☐ Lie face down and cover up your body.
- ☐ Use your cell phone and call 9-1-1 to inform authorities of your location.



Returning Home After a Wildfire

Do not return home until emergency officials determine it is safe. You will receive proper notification to do so as soon as it is possible, considering safety and accessibility.

When You Return Home

- ☐ Be alert for downed power lines and other hazards.
- ☐ Check propane tanks, regulators, and lines before turning gas on.
- ☐ Check your residence carefully for hidden embers or smoldering fires.





Preparing for a wildfire starts with three simple steps:



Please keep this plan on hand as a quick reference for helping your family and property be safe in the event of a wildfire.

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instagram.com/lacountyfd



youtube.com/user/LosAngelesCountyFD



vimeo.com/user4029934

PUBLIC INFORMATION OFFICE



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twitter.com/lacofdespanol



Download the
Ready! Set! Go!
Wildfire Action Plan at
fire.lacounty.gov/rsg
or by scanning this
QR code with your
smart phone.



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READY!



SET!



GO!



fire.lacounty.gov

**LOS ANGELES COUNTY
FIRE DEPARTMENT**

Public Information Office

1320 N. Eastern Avenue
Los Angeles, California 90063

*Produced by the Communications Section
of the Executive Support Division.
Revised September 25, 2018.*



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.A
Mtg. Date: 03/09/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: REPORT BY SOUTHBAY CITIES COUNCIL OF GOVERNMENT (SBCCOG) LIAISON ON CONSIDERATIONS TO CHANGE THE MEMBERSHIP DUES (ORAL REPORT).

DATE: March 09, 2020

BACKGROUND:

NONE

DISCUSSION:

NONE

RECOMMENDATION:

NONE

ATTACHMENTS:



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.B
Mtg. Date: 03/09/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: REPORT BY PERSONNEL COMMITTEE ON THE UPDATE TO THE EMPLOYEE HANDBOOK AND PERSONNEL POLICY MANUAL (ORAL REPORT).

DATE: March 09, 2020

BACKGROUND:
NONE

DISCUSSION:
NONE

RECOMMENDATION:
NONE

ATTACHMENTS:



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.C
Mtg. Date: 03/09/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: REPORT BY FIRE FUEL REDUCTION AD HOC SUBCOMMITTEE ON THE COMMUNITY WILDFIRE PROTECTION PLAN (ORAL REPORT).

DATE: March 09, 2020

BACKGROUND:
NONE

DISCUSSION:
NONE

RECOMMENDATION:
NONE

ATTACHMENTS: