City of Rolling Hills INCORPORATED JANUARY 24, 1957

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

AGENDA | **CITY COUNCIL** | **CITY OF ROLLING HILLS**
Regular Council Meeting | **Monday, May 10, 2021** | **7:00 PM**

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

All Councilmembers will participate by teleconference. The meeting agenda is available on the City's website. A live audio of the City Council meeting will be available on the City's website. Both the agenda and the live audio can be found here: https://www.rolling-hills.org/government/agenda/index.php.

Members of the public may observe and orally participate in the meeting via Zoom and or submit written comments in real-time by emailing the City Clerk's office at cityclerk@cityofrh.net**.** Your comments will become part of the official meeting record. You must provide your full name, but please do not provide any other personal information that you do not want to be published.

Zoom access: https://us02web.zoom.us/j/87227175757?pwd=VzNES3Q2NFprRk5BRmdUSktWb0hmUT09

Or dial (669) 900-9128

meeting ID: 872 2717 5757 passcode: 780609

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

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

Next Resolution No. 1276 *Next Ordinance No. 371*

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. MEETING MINUTES

4.A. APRIL 26, 2021 CITY COUNCIL MEETING MINUTES.
RECOMMENDATION: Receive and file.
2021-04-26_CCMinutes.docx

5. 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.

5.A. PAYMENT OF BILLS.
RECOMMENDATION: Approve as presented.
PAYMENT OF BILLS.pdf

5.B. REPUBLIC SERVICES GREEN WASTE COLLECTION REPORT SPRING/FALL 2020 & SPRING 2021.
RECOMMENDATION: Approve as presented.
RP 2020-2021 Greenwaste Collection.docx

6. COMMISSION ITEMS

7. PUBLIC HEARINGS

8. OLD BUSINESS

8.A. RECEIVE THE ASSESSMENT REPORT FROM PACIFIC ARCHITECTURE AND ENGINEERING, INC.Â AND CONSIDER OPTIONS TO REPLACE A NON-WORKING EMERGENCY STANDBY GENERATOR.
RECOMMENDATION: Staff recommends that the City Council review the Assessment Report from Pacific Architecture and Engineering, Inc. on the existing standby generator, consider the options for replacement and permitting, and provide direction to staff.
2021-04-19 Rolling Hills Generator Report_REV_.pdf

9. NEW BUSINESS

9.A. APPROVE A RESOLUTION OF INTENT TO FORM CITY OF ROLLING HILLS UNDERGROUND UTILITY DISTRICT NO. 1 (CREST ROAD) AND FIXING THE TIME AND PLACE OF A PUBLIC HEARING
RECOMMENDATION: Approve Resolution No. 1275 and set a public hearing for June 14, 2021 at 7pm.
1275 Resolution of Intention to Form Undergrounding Utility District 4817-5398-4232_1_2021-05-07.docx
Exhibit A - Underground Utility District Limits Exhibit_Parcels_V1.pdf
Underground_Utility_District_Letter_Template.docx

9.B. APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BOLTON ENGINEERS TO FILE CONSTRUCTION PERMITS WITH THE LOS ANGELES COUNTYÂ BUILDING DEPARTMENT FOR THE ADA IMPROVEMENTS AT THE TENNIS COURTS.
RECOMMENDATION: Consider and approve Bolton's contract agreement.
Civil CO#1-Tennis Court ADA Access.pdf
Agreement_BoltonTennisCourtsGradingPlan_2017.pdf

10. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

10.A. COMMENDATION FOR CREST ROAD WEST GATE ATTENDANT (MAYOR DIERINGER).
RECOMMENDATION: Consider the commendation for the Crest Road West gate attendant.

10.B. REPORT ON FIRE FUEL COMMITTEE MEETING HELD ON MAY 5, 2021.
RECOMMENDATION: Receive and file.

11. MATTERS FROM STAFF

11.A. RECEIVE AND FILE A REPORT ON INTERESTS IN THE COMMUNITY FOR SEWER INFRASTRUCTURE.Â (VERBAL REPORT)
RECOMMENDATION: Receive and file.

11.B. FIRE FUEL ABATEMENT CASES 2021 FIRST QUARTER REPORT.
RECOMMENDATION: Receive and file 2021 first quarter report.
Q1 Closed Code Cases.pdf
Q1 Opened Code Cases.pdf
Q1 Code Cases.pdf

12. CLOSED SESSION

13. ADJOURNMENT

Next regular meeting: Monday, May 24, 2021 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

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

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

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

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.A
Mtg. Date: 05/10/2021

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

FROM: **MEREDITH ELGUIRA, PLANNING DIRECTOR**

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

SUBJECT: **APRIL 26, 2021 CITY COUNCIL MEETING MINUTES.**

DATE: **May 10, 2021**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Receive and file.

ATTACHMENTS:
2021-04-26_CCMinutes.docx

MINUTES OF A
REGULAR MEETING OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, APRIL 26, 2021

1. CALL TO ORDER

The City Council of the City of Rolling Hills met via Zoom Teleconference on the above date at 7:00 p.m.

Mayor Pro Tem Bea Dieringer presiding.

2. ROLL CALL

Present:	Mayor Dieringer, Pieper, Mirsch and Wilson
Absent:	Black (Joined the meeting at approximately 7:20 PM)
Staff Present:	Elaine Jeng, City Manager
	Meredith T. Elguira, Planning & Community Services Director
	Terry Shea, Finance Director
	Michael Jenkins, City Attorney

PLEDGE OF ALLEGIANCE BY COUNCILMEMBER PAT WILSON

3. OPEN AGENDA PUBLIC COMMENT WELCOME

NONE.

4. CITY COUNCIL MINUTES

4A REGULAR MEETING OF APRIL 12, 2021

MOTION: Councilmember Pieper motioned to approve the minutes as amended and the motion was seconded by Councilmember Wilson.

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

5. CONSENT CALENDAR

5A PAYMENT OF BILLS

5B ADOPT ORDINANCE NO. 370 AMENDING CHAPTER 8.36 OF TITLE 8 OF THE ROLLING HILLS MUNICIPAL CODE, FLOOD PLAIN

MANAGEMENT REGULATIONS, FOR COMPLIANCE UNDER THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP).

5C REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR MARCH 2021.

5D PENINSULA CITIES JOINT OPPOSITION LETTER TO AB 377, OVERHAUL OF STORMWATER REGULATIONS.

5E UPDATE TO THE NAKAMURAS' REQUEST FOR APPLICATION FEE REIMBURSEMENT.

5F OPPOSITION LETTER TO AMENDED SB 9 (ATKINS) INCREASED DENSITY IN SINGLE-FAMILY ZONES.

5G A PROCLAMATION DECLARING THE MONTH OF APRIL AS EATHQUAKE PREPAREDNESS MONTH.

MOTION: Councilmember Pieper motioned to approve Items 5A to 5G and skip 5E and the motion was seconded by Councilmember Mirsch.

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

City Manager Elaine Jeng stated that a supplemental was posted for Item 5D and that Councilmembers were consulted prior to the Mayor signing the letter.

Discussion ensued among the Councilmembers and staff regarding the Nakamuras' request for reimbursement.

MOTION: Councilmember Pieper motioned to approve the Nakamuras' request and the motion was seconded by Councilmember Mirsch.

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

6. COMMISION ITEMS

NONE

7. PUBLIC HEARINGS

NONE.

8. OLD BUSINESS

NONE.

9. NEW BUSINESS

9A CITY COUNCIL REVIEW OF FISCAL YEAR 2020-2021 YEAR-END REVENUE AND EXPENDITURE PROJECTIONS AND ANNUAL CPI PROJECTIONS.

Finance Director Terry Shea presented the agenda item.

Discussions ensued among the Councilmembers and staff.

Resident Alfred Visco stated that the City should subsidize 50%-100% of the waste collection fee and should think of ways to return some of the City's revenue to residents.

MOTION: Councilmember Mirsch motioned that the City Council receive and file the proposed FY 2020/21 Year-end Projections for the General Fund and FY 2021/22 CPI adjustment and the motion was seconded by Councilmember Wilson.

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

9B RECEIVE AND FILE COMMUNITY FEEDBACK ON VEGETATION MANAGEMENT IN THE CANYONS FROM FOCUS GROUP MEETING HELD ON APRIL 14, 2021; AND CONSIDER AND APPROVE RECOMMENDATIONS FROM COUNCILMEMBER LEAH MIRSCH.

City Manager Elaine Jeng presented a summary of the Focus Group meeting. The meeting comprised of identifying problems and identifying potential solutions.

Councilmember Mirsch added some specificity to City Manager Jeng's presentation. Councilmember Mirsch stated that she received positive feedback about the meeting from the participants but also briefly discussed the community's frustration from the lack of action from previous discussions. Councilmember Mirsch recommended that the committee should move quickly on the analysis phase, address both easy and most complex issues concurrently, and that the City should demonstrate commitment by keeping the public informed and engaged.

Discussion ensued among Councilmembers with input from the City Attorney about forming an ad hoc committee.

MOTION: Mayor Dieringer motioned to receive and file the feedback from the Focus Group, have the fire fuel management committee analyze the feedback from the focus group expeditiously and expeditiously make recommendations to the City Council and the motion was seconded by Mayor Pro Tem Black.

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

9C CONSIDER AND APPROVE UPDATED CITY COUNCIL COMMITTEE ASSIGNMENTS FOR FY2021-2022.

Mayor Dieringer discussed the Fire Department's limited availability to meet.

City Manager Jeng informed Council that the Fire Department has been meeting with the Committee at 10 AM on Tuesdays and that meeting in the afternoon would be in conflict with their shift change.

Mayor Pro Tem Black discussed why he should be on the Fire Fuel Management Committee.

Mayor Dieringer discussed why she should be on the Fire Fuel Management Committee.

Resident Arlene Honbo stated she agreed with the statements that have been said thus far and echoed the need to move quickly on the issues.

Resident Alfred Visco spoke about his concerns about the Mayor's time being stretched too thin.

Mayor Dieringer expressed appreciation of Mr. Visco's concern and pointed out that she has the time capacity to take part in the committees.

MOTION: Mayor Pro Tem Black motioned to have himself and Councilmember Mirsch be on the Fire Fuel Management Committee and the motion was seconded by Councilmember Pieper.

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

Councilmember Mirsch asked to be withdrawn from the Personnel Committee with a caveat that she will finish the Employee Handbook and recommended that Councilmember Pieper be on the Personnel Committee.

9D CONSIDER AND AUTHORIZE EXECUTION OF THE SECOND AMENDMENT TO THE COORDINATED INTEGRATED MONITORING PROGRAM (CIMP) MEMORANDUM OF UNDERSTANDING (MOU).

MS4 Consultant Ms. Kathleen McGowan presented the item.

Councilmember Wilson asked about the 5-year length of the contract.

Ms. McGowan explained that the MOU would allow the City to withdraw from the Agreement.

MOTION: Councilmember Pieper motioned to approve the execution of the second amendment and the motion was seconded by Mayor Pro Tem Black.

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

9E CONSIDER AND APPROVE AN AGREEMENT WITH HQE SYSTEMS, INC. FOR THE BLOCK CAPTAIN COMMUNICATIONS PROJECT.

City Manager Jeng presented the item.

Councilmember Pieper asked for more details on the scope of work and what the recommendations would entail.

Mayor Pro Tem Black asked for the current status of the City's existing satellite phones and suggested different communication options.

City Councilmember asked for more details on how the system will work.

Councilmember Pieper asked to table the item and offered to assist in conducting more research.

Resident Alfred Visco provided more information about the different types of communication systems.

MOTION: Councilmember Wilson moved to table the item and the motion was seconded by Mayor Pro Tem Black.

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

10. MATTERS FROM THE CITY COUCIL AND MEETING ATTENDANCE REPORTS

10A LA COUNTY SHERIFF'S DEPARTMENT LOMITA STATION OPERATION VISIBILITY (COUNCILMEMBER JEFF PIEPER).

Councilmember Pieper stated that he has been in communication with Captain Powers to increase visibility of law enforcement around the City and that has happened. More residents are seeing police cars in the City. Councilmember Pieper also mentioned that Lori Occhipinti spoke with him about the City joining the PVE Police Department.

Councilmember Pieper left the meeting at 9:14 PM.

10B LETTER IN SUPPORT OF AB 1251 (MURATSUCHI) - LOCAL PUBLIC HEALTH ORDERS.

Mayor Dieringer presented the item.

Councilmember Wilson asked which cities are in the City of Rolling Hills's Special Planning Area (SPA) 8 and City Manager Jeng named the cities.

Mayor Pro Tem Black and Councilmember Wilson stated they are not in support of AB 1251 due to the large number of cities included in SPA 8 which could potentially negatively impact the City.

Councilmember Mirsch is fine to support the letter either way.

MOTION: Mayor Dieringer motioned to send a support letter and the motion was seconded by Councilmember Mirsch.

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

10C NOTICE OF OPPOSITION TO SB 210 (WIENER) - AUTOMATED LICENSE PLATE RECOGNITION SYSTEMS: USE OF DATA

Mayor Dieringer presented the item.

MOTION: Mayor Pro Tem Black motioned to send an opposition letter to SB 210 and the motion was seconded by Councilmember Wilson.

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

ABSTAIN: COUNCILMEMBERS: None

10D STRATEGY FOR RESPONDING TO LEGISLATION AFFECTING THE CITY OF ROLLING HILLS (COUNCILMEMBER MIRSCH).

Councilmember Mirsch presented the item.

Discussion ensued among the Councilmembers about having a lobbyist represent the City.

City Manager Jeng stated that Peninsula Cities' City Mangers are discussing how to have local general control over land use and how to gain more influence with legislators.

Mayor Dieringer directed staff develop a scope of work with other Peninsula Cities for a lobbyist and bring it back to the City Council for consideration.

11. MATTERS FROM STAFF

11A FIRE FUEL ABATEMENT ENFORCEMENT CASES QUARTERLY REPORT FOR THE FIRST QUARTER OF 2021 (JANUARY 1 THROUGH MARCH 31).

Planning Director Elguira presented the item.

MOTION: Councilmember Mirsch motioned to continue the item to the next meeting and the motion was seconded by Mayor Pro Tem Black.

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

12. CLOSED SESSION

NONE.

13. ADJOURNAMENT

Hearing no further business before the City Council, the meeting was adjourned at 10:08 PM.

Next regular meeting: Monday, May 24, 2021 at 7:00 p.m. via City's website's link at: https://www.rolling-hills.org/government/agenda/index.php
Zoom access:

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

Respectfully submitted,

_____

Elaine Jeng, P.E.
Acting City Clerk

Approved,

_____

Bea Dieringer
Mayor

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.A
Mtg. Date: 05/10/2021

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: **May 10, 2021**

BACKGROUND:
NONE.

DISCUSSION:
NONE.

FISCAL IMPACT:
NONE.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
PAYMENT OF BILLS.pdf

CITY OF ROLLING HILLS

5/10/21 Check Run F & A

	Check No.	Check Date	Payee	Description	Amount
	26962	4/28/2021	CSG CONSULTANTS, INC.	January 2021 Planning Services	290.00
	26963	4/28/2021	Daily Breeze	March 2021 Classified Ads	2,094.04
	26964	4/28/2021	First Call Staffing Inc.	W/E 4/11/21 & 4/18/21 Temp Svcs - H Overturf	2,093.85
	26965	4/28/2021	County of Los Angeles	March 2021 Animal Care Housing Cost	0.96
	26966	4/28/2021	McGowan Consulting	March 2021 Municipal Stormwater Consulting	3,987.90
	26967	4/28/2021	Pitney Bowes	March -April 2021 Postage Usage	1,005.00
	26968	4/28/2021	City of Rancho Palos Verdes	4% LIDAR H & Radar for Motor Deputy & 7% camera connectivity Aug2020 to Mar2021	1,046.56
	26969	4/28/2021	SANDRA DANKO	2020 Christmas Luncheon	418.00
	26970	4/28/2021	Total Compensation Sys, Inc.	GASB 75 roll Forward Valuation 1st Installment	675.00
	26971	4/28/2021	Willdan Inc.	March 2021 Plan Check and Inspection Svcs	1,270.00
	26972	5/1/2021	Delta Dental	May 2021 Dental Insurance	459.70
	26973	5/1/2021	Standard Insurance Company	May 2021 Life Insurance	154.01
	26974	5/1/2021	Vision Service Plan - (CA)	May 2021 Vision Insurance	76.72
	26975	4/28/2021	TAKASHI NAKAMURA	Zoning violation and construction penalty fee refund	1,500.00
	26976	5/10/2021	Abila	May 2021 Accounting Software	192.94
	26977	5/10/2021	ALAN PALERMO CONSULTING	3/28/21 to 5/1/21 Professional Services - CIP Project Managm	5,760.00
	26978	5/10/2021	BENNETT LANDSCAPE	4/26/21 Timer Repair	80.00
	26979	5/10/2021	California Water Service Co.	Water Usage 3/25/21 to 4/23/21	1,020.79
	26980	5/10/2021	First Call Staffing Inc.	W/E 3/28/21 & 4/25/21 Temp Services - H Overturf	1,900.80
	26981	5/10/2021	Los Angeles Times	Subscription Renewal to 11/17/21	478.42
	26982	5/10/2021	MNS ENGINEERS, INC	3/1/2019 to 10/31/2019 Services - CAL-OES Grant Request	18,375.98
	26983	5/10/2021	NV5, INC.	March 2021 CORH-20-9641 MS4 Outfall Monitoring	2,033.64
	26984	5/10/2021	Race Communications	May 2021 Internet Services	980.16
	26985	5/10/2021	Rogers, Anderson, Malody & Scot	February 2021 Accounting Services	7,558.00
	26986	5/10/2021	Vantagepoint Transfer Agents	Deferred Compensation - 5/7/21	691.29
	26987	5/10/2021	Willdan Inc.	March 2021 TE Services	465.00
	ACH	05/03/21	Calpers	May 2021 Health Insurance	5,633.33
	ACH	05/10/21	Calpers	May 2021 Unfunded	4,091.26
	ACH	05/10/21	SCE	Electricity Usage - 3/19/21 to /18/21	274.26
	ACH	05/10/21	SCE	Electricity Usage - 3/23/21 to 4/22/21	994.20
*	PR Link	04/23/21	PR LINK - Payroll & PR Taxes	Payroll Processing Fee	61.00
*	PR Link	04/23/21	PR LINK - Payroll & PR Taxes	Pay Period - April 7, 2021 to April 20, 2021	19,835.98
*	PR Link	05/07/21	PR LINK - Payroll & PR Taxes	Payroll Processing Fee	83.30
*	PR Link	05/07/21	PR LINK - Payroll & PR Taxes	Pay Period - April 21, 2021 to May 4, 2021	16,795.54
					102,377.63
					65,601.81

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 $102,377.63 for the payment of above items.

5/06/2021

Elaine Jeng, P.E., City Manager

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.B
Mtg. Date: 05/10/2021

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

FROM: **CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT**

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

SUBJECT: **REPUBLIC SERVICES GREEN WASTE COLLECTION REPORT SPRING/FALL 2020 & SPRING 2021.**

DATE: **May 10, 2021**

BACKGROUND:
Annually, the City holds spring and fall cleaning events, providing green waste collection services for the community.

DISCUSSION:
Located in a very high fire severity zone, for the safety of the community, the City encourages and supports residents in managing vegetation regularly. The City reviewed the data on the amount of green waste collected during the fall and spring of 2020 and the spring of 2021. Data showed that nearly 40 tons of greenwaste was removed from the community in the spring of 2020. In the fall of 2020, the effort diminished and nearly 14 tons was removed. In the spring of 2021, the effort was ramped up removing approximately 25 tons of greenwaste from the community.

FISCAL IMPACT:
The spring and fall cleaning events provided by Republics Services are included in the franchise agreement.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
RP 2020-2021 Greenwaste Collection.docx

Spring/Fall 2020 & 2021
Republic Services Green Waste Collection

Rolling Hills Greenwaste Collection Tons								
	Load 1	Load 2	Load 3	Load 4	Load 5	Load 6	Load 7	**Total**
March 17 2021	5.14	4.53	3.09	5.62	6.12			**24.50**
Sept 9 2020	2.1	2.47	3.24	5.74				**13.55**
May 13 2020	2.99	5.36	5.89	7.43	7.28	4.1	5.41	**38.46**

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.A
Mtg. Date: 05/10/2021

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

FROM: **ALAN PALERMO, PROJECT MANAGER**

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

SUBJECT: **RECEIVE THE ASSESSMENT REPORT FROM PACIFIC ARCHITECTURE AND ENGINEERING, INC. AND CONSIDER OPTIONS TO REPLACE A NON-WORKING EMERGENCY STANDBY GENERATOR.**

DATE: **May 10, 2021**

BACKGROUND:
The current emergency standby generator is outdated and no longer functioning properly. Over the past few years City staff has enlisted several maintenance firms to service the existing generator. The existing emergency standby generator is at the end of its life cycle and the City is looking to replace the existing equipment with a new emergency standby generator. Repair activities for the current generator was presented to the City Council on October 26, 2020. Based on the information provided, the City Council directed staff to seek professional expertise to assist staff with unit replacement.

At the January 11, 2021 City Council meeting, City Council approved an amended agreement with Pacific Architecture and Engineering Inc. to assess the existing standby generator for the City Hall campus, provide a report on their findings, and discuss options to replace the existing non-working standby generator.

DISCUSSION:
Pacific Architecture and Engineering Inc. kicked off assessment of the existing standby generator in March 2021 by reviewing the load required of the generator (all uses that need to be powered by the generator); Evaluate the health and condition of all connections from the generator to all uses serviced by the generator; Identify the appropriate AQMD permits (by tier); Survey the nearby uses (such as schools) for notification as required by AQMD; Size the generator until based on constraints and requirements including selecting from a list of units pre-approved by AQMD; and survey the mechanical and electrical needs and evaluate the existing health and condition of the existing facilities for improvements required under current codes.

The draft of the Standby Generator Assessment Report was delivered to the City on April 21, 2021. Pacific Architecture and Engineering, Inc. met with City staff on April 30, 2021 to review and discuss the report and findings. The Final Report was updated and submitted to the City on May 5, 2021 for

City staff to present to City Council.

In summary,

- The report identified the parameters and constraints for the replacement standby generator/system
- Based on review of the prior 12 months electric bills, determined the existing 75 kw could be replaced with an equivalent sized system that would sufficient for the current building loads (City Hall and Rolling Hills Community Association (RHCA) Building)
- The existing structure housing the generator does not comply with current code requirements for clearances and has water intrusion with water collecting in the fuel moat with the potential infiltrate into the electrical system and cause damage. This building would need to be removed/replaced/repaired for repurposing
- Provided 3 Options for consideration

Option 1a:
Proposes a new 75 kw Diesel Generator, new code compliant structure, and possible new electrical components at an estimated total cost of $240,000. This option would replace the existing facilities in their entirety to comply with all current codes, and would require permitting through AQMD.

Option 1b:
Proposes a new 75 kw Diesel Generator and possible new electrical components at an estimated total cost of $150,000. This option would place new generator outside and would comply with all current codes, and would require permitting through AQMD. The existing structure could be demolished or repurposed. Cost of removing the existing structure or repurposing (storage?) is not included in the cost estimate.

Option 2:
Proposes a Solar PV System with backup battery/storage for use in an emergency at an estimated total cost of $225,000 (final cost dependent on the size of the PV system and backup storage/battery). No AQMD permits are required and the Solar PV system would reduce the amount of the electric bill for City Hall and the RHCA building. The existing structure could be demolished or repurposed. Cost of removing the existing structure or repurposing (storage?) is not included in the cost estimate.

Interim Solution:
Implementation of any of the options stated above will take a minimum of 12 months to design, permit and construct. In the interim, the City could elect to lease a portable generator at a cost of approximately $1,900 per month. This interim solution would also require improvements to install a connection switch/disconnect for the portable generator to connect to the building electrical system. This improvement has an estimated cost of $20,000.

Proposed Immediate Actions:
The existing generator is not functional, it is recommended to remove this generator and either demolish/remove the existing building or fill in the fuel most to prevent the possibility of further water intrusion/collection and the potential for water intrusion into the electrical system.

FISCAL IMPACT:
The adopted budget for FY20-21 includes $20,000 for contractual services for repairs and maintenance to City Hall. Some of this budget can be used to address some of the costs that would be incurred for the Interim Solution and Immediate needs. The selected option for the long term solution would need to be budgeted for FY21-22.

RECOMMENDATION:
Staff recommends that the City Council review the Assessment Report and options to replace the existing standby generator, consider the options for replacement and permitting and provide instructions to staff.

ATTACHMENTS:
2021-04-19 Rolling Hills Generator Report_REV_.pdf

The City of Rolling Hills City Hall Generator Assessment Report

2 Portuguese Bend Dr.
Rolling Hills, CA

April 19, 2021

Prepared by:

Pacific Architecture and Engineering Inc.

BACKGROUND:

The Engineering Team performed a site survey on April 2, 2021 of the existing generator at the City of Rolling Hills City Hall. It is assumed this generator serves two existing buildings located at 2 Portuguese Bend Drive in Rolling Hills, California. Record drawings for the current electrical system were not available, assessment is based on visual observation, as well as Southern California Edison (SCE) utility bills and limited as-builts. Subject to the visual limitations of such observation, the following are observations, recommendations, and options for the replacement of the generator.

SUMMARY:

The existing electrical service observed is 600A, 240/120V 3-Phase 4-Wire (delta "high leg"). According to the SCE utility, the maximum 12-month demand on the 600A service meter was 30 kW. The current generator is 75 kW and is non-operational. Electrical Engineer assumes that the generator shall only need to be provided for and connected to the 600A switchboard, as it appears that is how it is currently connected. This will need to be confirmed during design. A new generator of the same size will be sufficient for existing building loads per calculations based on the SCE utility bills. If additional loads are planned to be added in the future, a 75 kW generator will not be sufficient and must be increased to 250 kW to meet full switchboard load size. In this scenario, the Automatic Transfer Switch(ATS) would also need to be replaced. It will be assumed that the generator will not be upsized.

Conduit location is not verified, ground penetrating radar was recommended to verify connection to Community Building. Existing service connections to main switchboard and both buildings should be confirmed by an electrician tracing all feeder circuits.

The current building where the generator is housed does not meet current California Electrical Code clearance requirements and is undersized. Any replacement shall require a new structure. Water intrusion was observed at current structure, waterproofing membrane at Concrete Masonry Block(CMU) wall has failed and will require replacement. Water ponding was observed in fuel moat. Current conditions at switchboard do not meet clearance requirements per California Electrical Code may be resolved with the removal of the generator and new generator may be placed at a new location or solar panels are installed.

Three Options were considered:
Option 1: REPLACE GENERATOR (SAME SIZE)
Option 2: INSTALL SOLAR SYSTEM WITH SOLAR BACK UP BATTERY
ALTERNATE 1: FOR IMMEDIATE USE IN INTERIM: LEASE PORTABLE GENERATOR
ALERTANTE 2: FOR IMMEDIATE USE IN INTERIM: PURCHASE SMALLER GENERATOR

EXISITING ELECTRICAL SYSTEM:

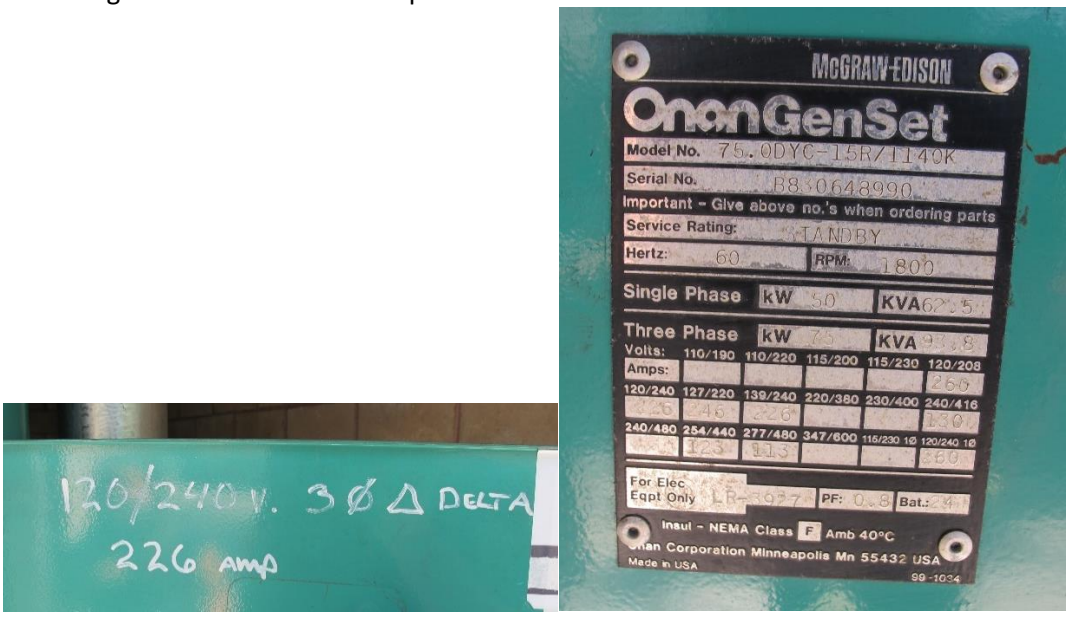
According to the SCE utility bills received, there are two existing electrical services.

The existing electrical service observed is 600A of power rated for 240/120V 3-Phase 4-Wire (delta "high leg"). The service meter switchboard is in a small CMU structure in the parking lot that also houses the generator and ATS. The existing standby generator inside the structure is 75 kW (93.8 kVA) at 240/120V 3-Phase 4-Wire. A 400A ATS is located on the back interior wall of the structure adjacent to the main switchboard. It was not immediately clear how the power is currently fed into the switchboard from the utility, but Electrical Engineer observed an existing utility pole behind the structure.

Structure that houses existing generator, utility switchboard/meter, and ATS with utility pole behind

Inside of structure viewing existing generator with switchboard and ATS behind (ATS not visible in photo)

The existing 75 kW standby generator is McGraw-Edison Onan GenSet model number 75.ODYC-15R/1140K. According to a service log located inside the generator, it was first serviced in November of 2010 and last serviced in July of 2019. Two service records from February and May of 2019 indicate "fuel line (still leaking)" and "unable to perform load bank test due to engine internal issues." The City stated that the generator has not been operational for some time.



Existing generator markings and nameplate

Per as-builts dated 11/18/1996, the existing structure is 20' by 11'-4" and contains a 4" fuel moat around the generator. Observed actual constructed conditions related to equipment placement was not as shown on as-builts.

The existing main switchboard was manufactured by Siemens, is rated for 600A, and is in a NEMA 3R rated enclosure. The nameplate on the switchboard indicates 208Y/120V 3-Phase 4-Wire, this label appears to be inconsistent, as ATS and generator are both labeled for 240/120 3-Phase 4-Wire. A handwritten note on the gear adjacent to the main breaker in the switchboard reads, "Gen set backs up entire main 600 amp." One of the exterior doors on the main switchboard is bent and difficult to open. Additionally, proper working clearance of at least three feet is not provided for main switchboard, and there is standing water in a fuel moat directly in front of the switchboard.

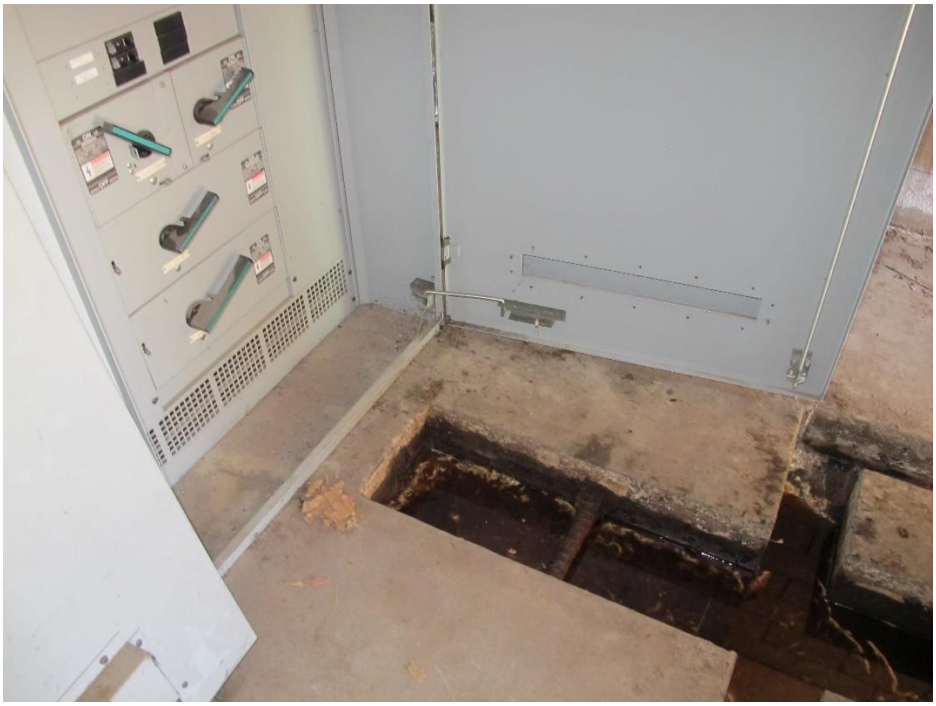
The main switchboard contains one 600A main breaker and six branch breakers labeled and rated as follows: "Lights Outlet" (20A, 1 pole, 1-Phase); "Block Heater" (30A, 1 pole, 1-Phase); "Outside Lighting" (100A, 2 pole, 1-Phase); "City Hall" (100A, 2 pole, 1-Phase); "AC City Hall" (100A, 3 pole, 3-Phase); "Assoc." (200A, 2 pole, 1-Phase).

While the Association building interior was not observed, it is assumed that this 600A main switchboard serves both the City Hall and Association buildings from meter SCE 259000-037969 (account number 3-013-8772-33). It has not been confirmed where the meter and service for SCE account 3-048-5137-00 are located or what they are serving. This will need to be confirmed when circuits are confirmed during design. This report has been prepared under the assumption that the generator shall only need to be provided for and connected to the 600A meter in this main

switchboard, as it appears that is how it is currently connected. Per the SCE bills received, the maximum 12-month demand on this meter was 30 kW. The maximum 12-month demand for the other, unknown (and not used here) account (3-048-5137-00) was 28.8 kW.

Existing main switchboard enclosure with bent door located behind generator

Main switchboard with doors open, SCE meter, main and branch breakers, and fuel moat



Main switchboard with doors open, branch breakers, fuel moat, and insufficient working clearance

The existing automatic transfer switch (ATS) for the generator is GE Zenith ZTG, 400A, 240/120V 3-Phase 4-Wire and is located to the right of the main switchboard.

Existing ATS on back interior wall of structure

Electrical Engineer assumes City Hall building has one branch panel – a 225A, 240/120V 1-Phase 3-Wire panel in an existing utility/storage closet. However, the breaker in the main switchboard labeled "City Hall" is only 100A, and an additional 100A breaker in the main switchboard is labeled "AC City Hall," although a branch panel for AC load connection was not observed at time of survey.

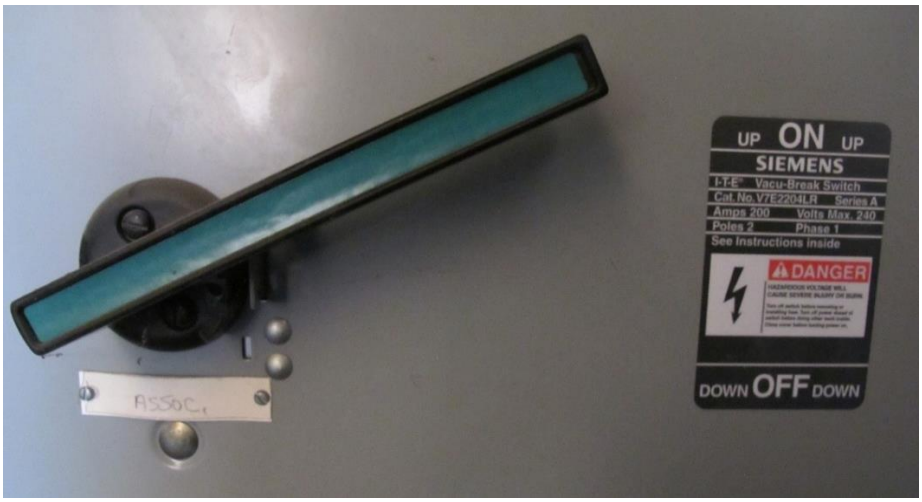
There is an additional 100A breaker labeled "service disconnect" at the exterior of the back door of the City Hall building. As-builts dated 9/8/66 that were received by Electrical Engineer indicate an

additional electrical room to the right of the back exterior door. However, City has stated to engineering team that the equipment at this location has been abandoned, further investigation is required to confirm this.

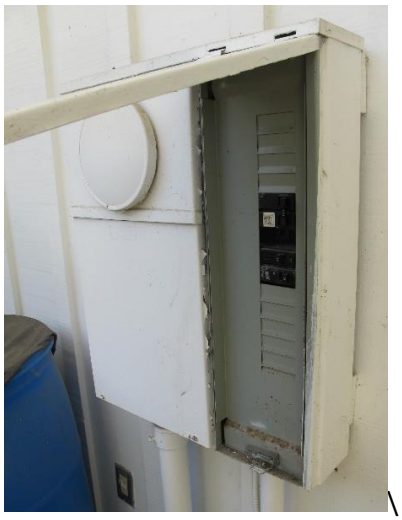
Existing City Hall branch panel exterior, interior, and nameplate

"City Hall" breaker in main switchboard

"AC City Hall" breaker in main switchboard



“Assoc.” breaker in main switchboard



Existing panel and breaker labeled “service disconnect” at back exterior of City Hall building

During the survey, Electrical engineer observed a large switchboard at the back exterior of the Community Association building. This switchboard is labeled “Instant Switchboard Model No. RMSP42-3SNW” and “RUG30W,” was most likely manufactured by Eaton, and is 400A, 240/120V 1-Phase 3-Wire in a NEMA 3R enclosure. It contains an empty meter socket with no cover and a 200A branch breaker labeled “community center load center (rest room),” along with several other smaller branch breakers. The smaller branch breakers were labeled with labels such as “AC,” “garage,” “sprinkler,” “tool room,” and “bath heater.”

It is not confirmed at the time of survey if this switchboard is operational and will need to be confirmed during design. It is assumed that it could be fed from the 200A breaker in the main switchboard shown above. However, an electrician would need to trace the circuit to make a final determination.

Switchboard behind Association building, interior breakers, abandoned meter socket

OPTIONS:

Option 1a: REPLACE 75kW GENERATOR, REPLACE GENERATOR BUILDING
COST OF GENERATOR $70,000
INSTALLATION $20,000
BUILDING AND ELECTRICAL IMPROVEMENTS: $150,000
TOTAL COST $240,000

Option 1b: REPLACE 75kW GENERATOR AT EXTERIOR WITHOUT BUILDING
COST OF GENERATOR $70,000
INSTALLATION: $20,000
REMOVAL OF GENERATOR AND BUILDING UPGRADES AT SWITCHBOARD: $50,000

LANDSCAPE SCREENING: $10,000
TOTAL COST: $150,000

1. Existing service connections to main switchboard and both buildings should be confirmed by an electrician tracing all feeder circuits. Electrician shall provide inclusive existing conditions single line diagram for both buildings and all pieces of equipment on property.
2. Current generator structure should be replaced to remedy water intrusion issues and clearance issues.
3. Main switchboard's bent door should be replaced, NEMA 3R rating shall be confirmed, and required clearances need to be met.
4. The main switchboard requires a new, larger structure to be built to ensure proper working clearances for main switchboard and ATS, as well as to maintain generator fuel moat outside of switchboard clearances. New structure must maintain proper exhaust and clearances for new generator.
5. A new generator of the same size will only be sufficient for existing building loads. If additional loads may be added in the future, a 75 kW generator will not be sufficient and must be increased per item 6 below to meet full switchboard load size.
6. Confirmation is required to determine if existing ATS is listed for use with new generator; otherwise, also provide a new ATS of equal size to correspond with new generator.
7. If there are new electrical loads planned, the new diesel generator replacement shall be 250 kW, 240/120 3-Phase 4-Wire. New generator may be required to be Tier 4 with sound and emissions mitigation for use near schools and residences. Generator may also be required to be provided with particulate filter(s) and noise cancellation devices and options, shall be South Coast AQMD certified, and shall be from a manufacturer such as Cummins, Caterpillar, Kohler, or equal.
8. For item 7 above, contractor shall provide new ATS rated for 600A, 240/120 3-Phase 4-Wire. New ATS shall be listed for use with new generator.
9. Also required is a double wall belly tank system.
10. Environmental Impact: The generator utilizes fossil fuels and creates noise when in use in proximity to residences and school.
11. These costs assumes only the generator is non-functional.

Option 2: INSTALL SOLAR SYSTEM WITH SOLAR BACK UP BATTERY
COST: $225,000

1. Install Solar PV system (panels, inverters, storage battery cabinets) as an alternate back up power source. Battery backup of 5kW, upgrade of battery back up of 25kW, and 50kW may be added at any time in the future. A new Solar PV system of 75 kW will only be sufficient for existing building loads. If additional loads may be added in the future, a 75 kW generator will not be sufficient and must be increased to meet full switchboard load size.

Solar Panel will offset daily peaktime energy use with a reduction in the electric bill. Consider reducing emergency load by limiting what is powered during an event.(Such as refrigerators)

2. Environmental benefits include removing the use of fossil fuels from the facility. Solar Power is a clean renewable power source.
3. The Solar Power option provides continuous daily use in comparison to generator which would sit idle for long periods of time, at risk of corrosion and failure. This means the solar panel would provide power on a daily basis and reduce peak load and reduce the electric bill.
4. There may be tax credits and rebates but is not significant.
5. Cost could be reduced by reducing required loads during an event.

ALTERNATE 1: PORTABLE GENERATOR FOR IMMEDIATE USE IN INTERIM
LEASE for 75KW: $1,890 PER MONTH
COST FOR CONNECTION: $20,000

1. Standby power in the form of a portable generator.
2. There is the option to rent at time of a blackout event when a generator is needed, however if there is a large blackout event a generator to lease may not be available due to demand.
3. The portable generator would need to be placed in a visible area and may not be placed in the existing building due to ventilation and clearance requirements not being met.
4. Also required: New portable generator connection switch/disconnect located in the parking lot for temporary generator. Temporary generator shall be same capacity as permanent one with minimum fuel capacity to support at least 24 hours at full load.
5. There are AQMD requirements for renting or leasing, may only be used during imminent or actual blackouts, emissions may required to be reported.

ALTERNATE 1: SMALLER PORTABLE GENERATOR FOR IMMEDIATE USE IN INTERIM
PURCHASE: $2,000-$8,000(Battery capacity varies)

1. This option allows for the use of a small number of computer stations to plug into a standalone generator for computer use but does not allow use of the building systems such as air conditioning refrigerator, or building lighting. Lamps will need to be plugged into the generator for lighting during the evening hours. Plug in data low voltage connection will also need to be configured in case of an event.

FINAL SUMMARY AND RECOMMENDATION:
The cost to replace obsolete generator CMU building increases the cost of replacing the generator. Solar panels and battery backup should also be considered at similar cost while also providing daily energy savings. The existing CMU building is too small to house a new generator with current requirements for required California Electrical code clearance around equipment. Ventilation requirements are not met in the current structure per manufacturer's recommendations and further increases costs. If the City finds it acceptable that the generator is visible, it may be placed on the exterior without the cost of a new CMU building with landscape screening.

Agenda Item No.: 9.A
Mtg. Date: 05/10/2021

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

FROM: **ALAN PALERMO, PROJECT MANAGER**

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

SUBJECT: **APPROVE A RESOLUTION OF INTENT TO FORM CITY OF ROLLING HILLS UNDERGROUND UTILITY DISTRICT NO. 1 (CREST ROAD) AND FIXING THE TIME AND PLACE OF A PUBLIC HEARING**

DATE: **May 10, 2021**

BACKGROUND:
To preserve the rural character of Rolling Hills and to eliminate risks of wildfires, the City Council encourages and supports utility undergrounding throughout the community. In line with this vision, the City applied for grant funds through the FEMA Hazard Mitigation Program and on September 14, 2020, the City was awarded $1,145,457 of Federal funds to underground utility infrastructure along Crest Road East from the eastern city limits to the frontage of 67 Crest Road East. The grant requires a local match of 25% or $381,819 for a total project amount of $1,527,276. The local match can be fulfilled using the CPUC Rule 20A work credits. The entire project can be characterized as a CPUC Rule 20A project.

For Rule 20A projects, Southern California Edison (SCE) handles the design, joint trench bidding and assist in the coordination with the other utility companies. City staff held a kick-off meeting with SCE on January 13, 2021. SCE commenced with their work by performing a site visit and measurements to confirm scope and limits of work and preparation of a Rough Order of Magnitude (ROM) estimate for the project. The ROM was submitted to the City on February 25, 2021 and is based on: 8-poles and approx. 1,340 feet of overhead wires being removed, and 1-overhead service converted to underground feed covering the area from Crest Road from 87 Crest Road to East City Limits. The Rough Order of Magnitude cost estimate for this project is $1,000,000, expressed in 2023 dollars. The City sent SCE an email of concurrence for this ROM on March 3, 2021.

The next step is the creation of an Underground Utility District as required by SCE Rule 20A requirements for SCE to continue with design efforts.

DISCUSSION:

SCE Rule 20A projects require the local agency adopt an ordinance creating an underground district in the area in which both the existing and new facilities are and will be located requiring, among other things, (1) that all existing overhead communication and electric distribution facilities in such district shall be removed, (2) that each property served from such electric overhead facilities shall have installed in accordance with SCE's rules for underground service, all electrical facility changes on the premises necessary to receive service from the underground facilities of SCE as soon as it is available, and (3) authorizing SCE to discontinue its overhead service. This ordinance can also be in the form of a resolution.

The formation of the Underground Utility District provides SCE the authorization needed to remove the existing overhead facilities and install the underground facilities as replacement. The formation of this Underground Utility District will not carry any financial requirements/burden to owners of the parcels within the district.

The parcels that be part of the Underground Utility District are listed and shown on Exhibit A of the resolution of intent to form a district. The owners of these parcels will be notified via letter upon the City Council's approval of the resolution of intent and the public hearing date on June 14, 2021 to form the district.

FISCAL IMPACT:
The City's work credit will be used to meet the required local match of $381,819. Allocation of this work credit will be included in the budget adoption for FY2021-2022.

RECOMMENDATION:
Staff recommends City Council adopt Resolution No. 1275 and set a public hearing on June 14, 2021 to create Underground Utility District No. 1 (Crest Road) to support the Crest Road East Cal-OES Hazard Mitigation Grant Project.

ATTACHMENTS:
1275 Resolution of Intention to Form Undergrounding Utility District 4817-5398-4232_1_2021-05-07.docx
Exhibit A - Underground Utility District Limits Exhibit_Parcels_V1.pdf
Underground_Utility_District_Letter_Template.docx

RESOLUTION NO. 1275

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, DECLARING ITS INTENTION TO FORM CITY OF ROLLING HILLS UNDERGROUND UTILITY DISTRICT NO. 1 (CREST ROAD) AND FIXING THE TIME AND PLACE OF A PUBLIC HEARING

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, RESOLVES AS FOLLOWS:

SECTION 1. The City Council finds as follows:

A. The City has received a grant from the Federal Emergency Management Agency ("FEMA") and the California Governor's Office of Emergency Services ("CalOES") to underground utility infrastructure along Crest Road East from the eastern limits of the City to Wideloop Road;

B. Rule 20A of the California Public Utilities Commission ("Rule 20A") allows Southern California Edison ("Edison") to remove poles, overhead wires and associated overhead structures, and the underground installation of wire and facilities for supplying electric, communication and similar services to underground utility districts;

C. Rule 20A funds are expected to be used as the local match portion for the CalOES/FEMA grant to provide for the undergrounding of such utility infrastructure;

D. Chapter 15.32 of the Municipal Code of the City of Rolling Hills permits the City to form underground utility districts if the City Council finds, after holding a public hearing, that the public necessity, health, safety or welfare requires the removal of poles, overhead wires and associated overhead structures within designated areas of the City and the underground installation of wires and facilities for supplying electric, communication or similar associated service;

E. The City Council desires to set a public hearing for June 14, 2021 at 7:00 p.m. at the regular meeting place of the City Council at City Hall Council Chambers, 2 Portuguese Bend Road, Rolling Hills, California 90274 to consider the formation of City of Rolling Hills Underground Utility District No. 1 (Crest Road) (the "District");

F. The proposed boundaries of the District are shown on a map included as Exhibit A to this Resolution;

SECTION 2. The above recitals, and each of them, are true and correct.

SECTION 3. A public hearing shall be held on June 14, 2021 at 7:00 p.m. at the regular meeting place of the City Council at City Hall Council Chambers, 2 Portuguese Bend Road, Rolling Hills, California 90274 to consider the formation of the District.

SECTION 4. The City Clerk is hereby directed to give notice of the public hearing to all affected property owners within the proposed District in the form and manner required by Chapter 15.32 of the City's Municipal Code.

SECTION 5. The City Engineer is hereby directed to consult with the affected utilities and to prepare a report for submission at the public hearing in form described in, and containing the information requiring by, Chapter 15.32 of the City's Municipal Code.

SECTION 6. All inquiries for any and all information relating to these proceedings and the proposed District should be directed to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274
(310) 377-1521

SECTION 20. This Resolution shall take effect immediately upon its passage.

SECTION 21. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, and ADOPTED on May 10, 2021.

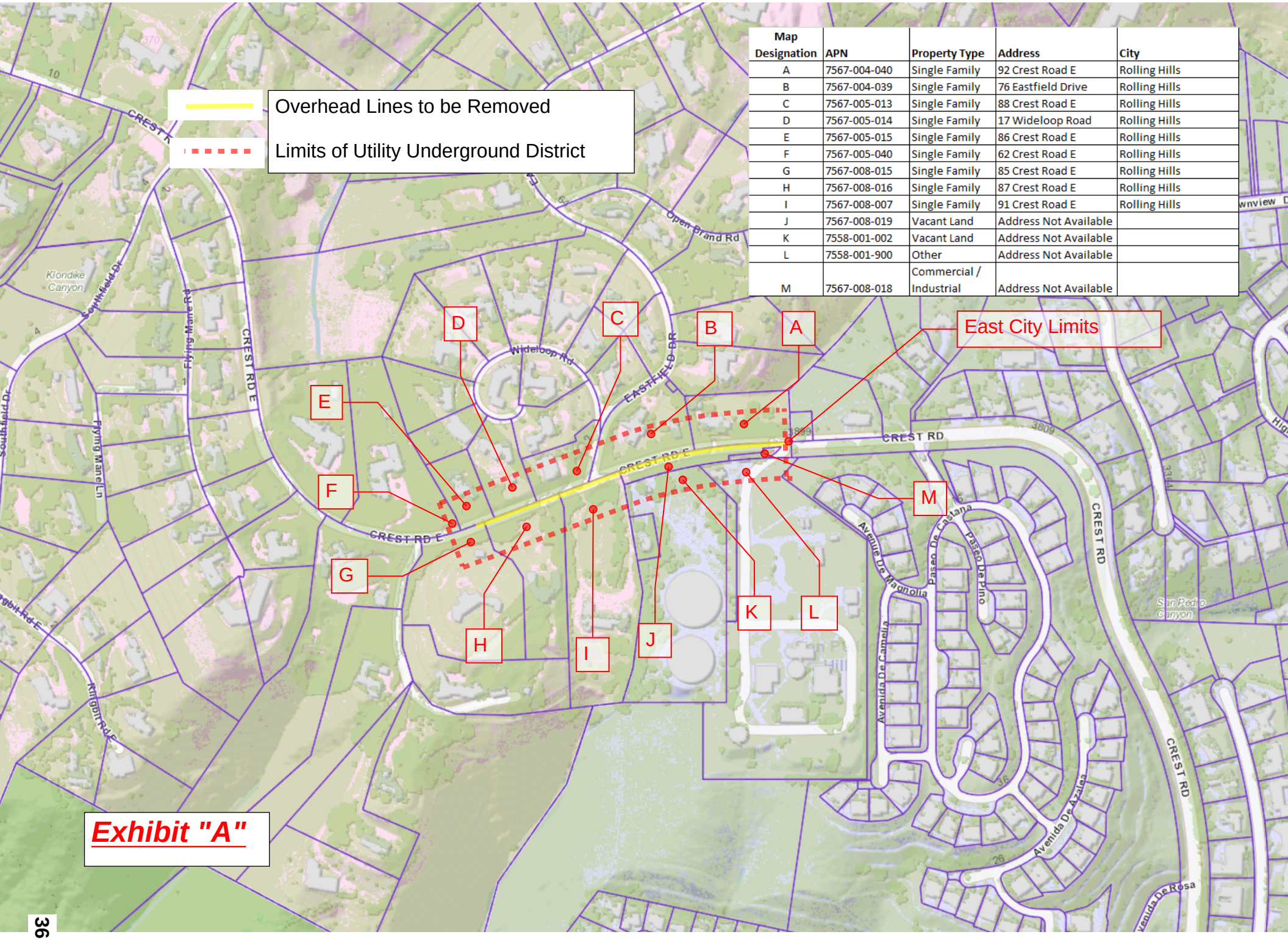
_____
BEA DIERINGER
MAYOR

ATTEST:

_____
ELAINE JENG, P.E.
ACTING CITY CLERK

EXHIBIT A

BOUNDARY MAP OF PROPOSED
CITY OF ROLLING HILLS UNDERGROUND UTILITY DISTRICT NO. 1 (CREST ROAD)



Map Designation	APN	Property Type	Address	City
A	7567-004-040	Single Family	92 Crest Road E	Rolling Hills
B	7567-004-039	Single Family	76 Eastfield Drive	Rolling Hills
C	7567-005-013	Single Family	88 Crest Road E	Rolling Hills
D	7567-005-014	Single Family	17 Wideloop Road	Rolling Hills
E	7567-005-015	Single Family	86 Crest Road E	Rolling Hills
F	7567-005-040	Single Family	62 Crest Road E	Rolling Hills
G	7567-008-015	Single Family	85 Crest Road E	Rolling Hills
H	7567-008-016	Single Family	87 Crest Road E	Rolling Hills
I	7567-008-007	Single Family	91 Crest Road E	Rolling Hills
J	7567-008-019	Vacant Land	Address Not Available	
K	7558-001-002	Vacant Land	Address Not Available	
L	7558-001-900	Other	Address Not Available	
M	7567-008-018	Commercial / Industrial	Address Not Available	

Exhibit "A"

MAY 11, 2021

RESIDENT
Address
Rolling Hills, CA 90274

Subject: Underground Utility District
FEMA Hazard Mitigation grant Program

Dear Resident,

In 2018 the City of Rolling Hills (City) submitted an application to the Hazard Mitigation Grant Program to underground existing power lines for fire prevention mitigation. In 2020, the City was notified its application was approved and was awarded grant funds to underground the existing power lines on Crest Road East, from the east city limit approximately 1,300 linear feet west to the terminus of the existing overhead power lines. The existing overhead lines will be relocated/removed from their current location adjacent to Crest Road East and placed underground in Crest Road East.

The design and construction (removal of existing overhead power lines and other utilities using the existing overhead infrastructure and undergrounding all these utilities) will be overseen by Southern California Edison (SCE) under their Rule 20A Tariff program. Between the Grant Funding received by the City and the funds secured as part of the Rule 20A Tariff Program, all costs of design and construction are fully funded.

SCE's Rule 20 A Tariff program requires an Underground Utility District be created in the area in which both the existing (overhead) and new (underground) facilities will be located, and that the City create this Underground Utility District by City Resolution. This letter serves as notification that a portion of your property lies within the proposed Underground Utility District, see Exhibit "A" Attached. The limits of the proposed Underground Utility are approximately 100 feet in all directions beyond the location of the existing overhead facilities.

This program will be implemented at no cost to Property owners. Easements for new underground facilities that will be located on privately owned property will be required. Once SCE completes the design, we will know where easements will be required.

This matter will be taken up by City Council at the June 14, 2021 City Council Meeting to approve the resolution for the Underground Utility District. Upon approval of the Resolution, SCE will commence with design of the underground facilities.

Please contact the City's Project Manager Alan Palermo at (310) 717-3244 or via email at alanmpal@gmail.com if you should have any questions.

Sincerely,

Elaine Jeng, P.E.
City Manager

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.B
Mtg. Date: 05/10/2021

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

FROM: **MEREDITH ELGUIRA, PLANNING DIRECTOR**

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

SUBJECT: **APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BOLTON ENGINEERS TO FILE CONSTRUCTION PERMITS WITH THE LOS ANGELES COUNTY BUILDING DEPARTMENT FOR THE ADA IMPROVEMENTS AT THE TENNIS COURTS.**

DATE: **May 10, 2021**

BACKGROUND:
In August 2017, the City of Rolling Hills hired Bolton Engineering to prepare grading and related plans and documents for the Tennis Court Area Improvement Project. The project was put on hold when the design for the proposed 8" sewer line project was approved by the City Council and when RHCA decided to revise their proposed plans for the tennis courts.

DISCUSSION:
Bolton Engineering was able to complete the plans and submit them for plan check with Building and Safety. Bolton Engineering was in the process of responding to corrections when the process was put on hold. The City would like to have Bolton Engineering bring the project plan check through completion and conduct on site inspection during construction. Bolton Engineering submitted the cost to update the plans for $5,000. Construction inspection services will also be provided but under Time and Material.

FISCAL IMPACT:
The proposed contract fees will be covered under the capital improvement budget for the tennis courts improvement.

RECOMMENDATION:
Consider and approve Agreement with Bolton Engineering to prepare updates to previously prepared plans and provide engineering services during construction.

ATTACHMENTS:
Civil CO#1-Tennis Court ADA Access.pdf
Agreement_BoltonTennisCourtsGradingPlan_2017.pdf

Bolton Engineering Corporation

25834 Narbonne Ave. Suite 210
Lomita, CA 90717
tel (310) 325-5580 fax (310) 325-5581

August 5, 2020

City of Rolling Hills
Attention: Meredith Elguira

Subject: CO#1
Civil Engineering Services for
Tennis Court ADA Access

Dear Ms. Elguira;

Per our call this week, we have been given direction to prepare updates to the previously prepared civil engineering drawings, and provide construction support for the City, for the Tennis Court ADA Access project. Given this, we propose the following Change Order #9 to the previously approved scope of services for Civil Engineering:

I. Scope of Work

A. Update the current civil engineering plan set, based on our understanding of no or very limited changes by the RHCA. Submit to LA County for plan check, address further plan check items on scope of work documents, and obtain ready-to-issue status.

Proposed Fee: $5,000.00

B. Provide construction observation services during construction. Prepare as built drawings from contractor's field notes. Coordination with RHCA

Proposed Fee: $Time and Materials

We proposed to conduct this work in accordance with our previously executed beginning work authorization. To authorize work under the outlined terms, please sign and initial one copy of this document and return to our offices. Thank you for the opportunity to provide services on this project.

Regards,

BOLTON ENGINEERING CORP.

Dan Bolton, PE

Accepted By:

_____ _____
Signature Date

_____
Title

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 14th day of August 2017 at City of Rolling Hills, County of Los Angeles, State of California, by and between the CITY OF ROLLING HILLS, hereinafter called the CITY and Bolton Engineering, Corp. hereinafter called the CONSULTANT.

1. RECITALS

A. The City desires to retain CONSULTANT to prepare grading and related plans and documents for the Tennis Court Area Improvement project. The scope of the project is to replace the existing gazebo with a cabana and outdoor kitchen, make the area ADA accessible, update the bathroom at the back of gatehouse to be ADA compliant and create a handicap parking space adjacent to court #1. The ADA improvements include all hardscape (ramps, stairways, railings, irrigation, landscape lighting and landscaping) and demolition of the existing structures and hardscape. The grading plans are necessary to implement the improvements for the ADA components of the project.

B. CONSULTANT is well qualified by reason of education and experience to perform such services; and

C. CONSULTANT is willing to render such professional services as hereinafter defined.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, CITY hereby engages CONSULTANT and CONSULTANT agree to perform the services set forth in this Agreement.

2. **SCOPE OF WORK**. Consultant shall perform all work necessary to complete in a manner satisfactory to CITY the services set forth in the scope of work attached as Exhibit A.

3. **COST**. The CITY agrees to pay CONSULTANT for all the work or any part of the work performed under the Agreement at the rates and in the manner established in the attached Exhibit A.

A. Compensation. Total expenditure made under this Agreement shall not exceed the sum of **8,000**. This fee includes all expenses, consisting of all incidental blueprinting, photography, travel, attendance at meetings and miscellaneous costs, estimated to be accrued.

Any increase in the compensation or scope of work shall be by express written amendment approved by the City Manager and CONSULTANT.

4. **METHOD OF PAYMENT**. CONSULTANT shall be reimbursed in one lump sum upon completion of the processing of the grading/drainage and related plans through the LA County Building and Safety Department, for issuance of grading permit.

CONSULTANT shall submit an invoice in duplicate addressed to the CITY, c/o Planning Department, 2 Portuguese Bend Road, Rolling Hills, CA 90274.

5. SUBCONTRACTING

CONSULTANT shall not be permitted to subcontract any portion of this contract without the express written consent of the CITY.

6. COMMENCEMENT OF WORK

CONSULTANT shall commence work under this agreement upon execution of this agreement.

7. ACCOUNTING RECORDS

CONSULTANT must maintain accounting records and other evidence pertaining to costs incurred which records and documents shall be kept available at the CONSULTANT's California office during the contract period and thereafter for five years from the date of final payment.

8. OWNERSHIP OF DATA

All data, maps, photographs, and other material collected or prepared under the contract shall become the property of the CITY.

9. TERM OF CONTRACT

This contract shall be valid for one year from execution of this agreement. The City Manager may extend this contract with proof of a good cause. Such extension shall be in writing by the CITY Manager to the CONSULTANT.

10. TERMINATION

This contract may be terminated at any time for breach and the CITY may terminate unilaterally and without cause upon seven (7) days written notice to the CONSULTANT. All work satisfactorily performed pursuant to the contract and prior to the date of termination may be claimed for reimbursement.

11. ASSIGNABILITY

CONSULTANT shall not assign or transfer interest in this contract without the prior written consent of the CITY.

12. AMENDMENT

It is mutually understood and agreed that no alteration or variation of the terms of this contract, or any subcontract requiring the approval of the CITY, shall be valid unless made in writing, signed by the parties hereto, and approved by all necessary parties.

13. NON-SOLICITATION CLAUSE

The CONSULTANT warrants that he or she has not employed or retained any company or persons, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the CITY shall have the right to annul this contract without liability, or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

14. INDEMNITY

CONSULTANT agrees to indemnify the CITY, its officers, employees and agents against, and will hold and save each of them harmless from, any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the negligent acts or intentional tortuous acts, errors or omissions of CONSULTANT, its agents, employees, subcontractors, or invitees, provided for herein. CONSULTANT will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorneys' fees incurred in connection herewith. CONSULTANT will promptly pay any judgment rendered against CITY, its officers, agents or employees for any such claims, damages, penalties, obligations or liabilities. In the event CITY, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against CONSULTANT for such damages or other claims arising out of or in connection with the sole negligence of CONSULTANT hereunder, CONSULTANT agrees to pay CITY, its officers, agents, or employees, any and all costs and expenses incurred by CITY, its officers, agents or employees in such action or proceeding, including but not limited to reasonable attorney's fees.

15. INSURANCE

A. Without limiting CONSULTANT'S obligations arising under paragraph 14 - Indemnity, CONSULTANT shall not begin work under this Agreement until it obtains policies of insurance required under this section. The insurance shall cover CONSULTANT, its agents, representatives and employees in connection with the performance of work under this Agreement, and shall be maintained throughout the term of this Agreement. Insurance coverage shall be as follows:

i. Automobile Liability Insurance with minimum coverage of $300,000 for property damage, $300,000 for injury to one person/single occurrence, and $300,000 for injury to more than one person/single occurrence.

ii. Public Liability and Property Damage Insurance, insuring CITY its elected and appointed officers, agents, and employees from claims for damages for personal injury, including death, as well as from claims for property damage which may arise from CONSULTANT'S actions under this Agreement, whether or not done by CONSULTANT or anyone directly or indirectly employed by CONSULTANT. Such insurance shall have a combined single limit of not less than $1,000,000.

iii. Worker's Compensation Insurance for all CONSULTANT'S employees to the extent required by the State of California.

B. Deductibility Limits for policies referred to in subparagraphs A (i) (ii) and (iii) shall not exceed $5,000 per occurrence.

C. Additional Insured. City, its elected and appointed officers, agents, and employees shall be named as additional insured on policies referred to in subparagraphs A (i) and (ii).

D. Primary Insurance. The insurance required in paragraphs A (i) (ii) and (iii) shall be primary and not excess coverage.

E. Evidence of Insurance. Consultant shall furnish CITY, prior to the execution of this Agreement, satisfactory evidence of the insurance required, issued by an insurer authorized to do business in California, and an endorsement to each such policy of insurance evidencing that each carrier is required to give CITY at least 30 days prior written notice of the cancellation of any policy during the effective period of the Agreement. All required insurance policies are subject to approval of the City Attorney. Failure on the part of CONSULTANT to procure or maintain said insurance in full force and effect shall constitute a material breach of this Agreement or procure or renew such insurance, and pay any premiums therefore at CONSULTANT'S expense.

16. ENFORCEMENT OF AGREEMENT

In the event that legal action is commenced to enforce or declare the rights created under this Agreement, the prevailing party shall be entitled to an award of costs and reasonable attorney's fees in the amount to be determined by the court.

17. CONFLICTS OF INTEREST

No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Agreement; and the CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

18. INDEPENDENT CONSULTANT

The CONSULTANT is and shall at all times remain as to the CITY a wholly independent consultant. Neither the CITY nor any of its agents shall have control over the conduct of the CONSULTANT or any of the CONSULTANT's employees, except as herein set forth. The CONSULTANT shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of the CITY.

19. ENTIRE AGREEMENT OF THE PARTIES

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of CONSULTANT by CITY and contains all the covenants and agreements between the parties with respect such employment in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement or amendment hereto shall be effective unless executed in writing and signed by both CITY and CONSULTANT.

20. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of California, and all applicable federal statutes and regulations as amended.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

CITY OF ROLLING HILLS

CITY MANAGER:

RAYMOND R. CRUZ

DATE: 9/29/17

CONSULTANT

DAN BOLTON, BOLTON ENGINEERING CORP.

DAN BOLTON

DATE: 8.29.17

ATTEST:

INTERIM CITY CLERK

APPROVED AS TO FORM:

MICHAEL JENKINS, CITY ATTORNEY

Bolton Engineering Corporation
25834 Narbonne Avenue #210
Lomita, CA 90717
Phone (310) 325-5580

EXHIBIT A

March 1, 2017

City of Rolling Hills
Attn: Ray Cruz
2 Portuguese Bend Road
Rolling Hills, CA 90274

RE: PROPOSAL - CIVIL ENGINEERING
RHCA Tennis Court

Dear Mr. Cruz:

We are in receipt of preliminary plans for the subject project which depicts a new cabana, shed, and associated ADA pathways to be located adjacent to the existing RHCA tennis courts. To authorize work under the outlined terms, please sign one copy of this document and return to our offices with retainer. Thank you for the opportunity to propose on this project.

I. Scope of Work: Civil

- Fine Grading and Drainage Plans: Prepare fine grading, drainage, and erosion control plan for the proposed development. Provide earth work quantity study, as well as hydrology & hydraulics study. Includes one site meeting with the City and RHCA to review plans.
- Low Impact Development (LID) Plans: Prepare LID plan and report in accordance with County of Los Angeles Low Impact Development Standards Manual. Includes one meeting at the County to discuss LID requirements.
- Retaining Wall Plan: If required, prepare retaining wall plan and calculation package for submittal to County of Los Angeles for area adjacent to proposed shed and along walkways.
- Processing: Bolton Engineering will process the Grading / Drainage Plan and Retaining Wall Plan through the County of Los Angeles.

Approximate Fee:	**$8,000.00**
Total Approximate Fee:	***$ 8,000.00***
Required Retainer:	***$ Waived***

II. Deliverables

Hard copies and digital copies of plans and calculations, as outlined in the Scope of Work, suitable for submittal to the County of Los Angeles.

III. Requirements

We anticipate receiving the following documents in order to prepare the Scope of Work, above:

- CAD file for the architectural plan sets, including site plan, sections, elevations, and roof plan with downspout locations in AutoCAD 2014 version or equivalent.
- Soils report for project site (if available)

IV. Exclusions

- No structural design for the proposed cabana or shed will be performed as it is understood that this is being taken care of by the County of Los Angeles. If structural design is required it can be provided for an additional fee.
- No Conditions of Approval have been provided, BEC has not performed due diligence on the owner's behalf and no representation is made as to the viability of the project. It is assumed that off site and public improvements are sufficient to serve the project and any required off site work, in the public right-of-way, is in addition.
- Improvement plan scope is limited to the plans listed above; no off site work is included.
- It is assumed that the processing of plans and approvals through the County and other required entities, other than those noted under the Scope of Work, will be done by the Client or another consultant. If meetings at the City or on-site (other than the one included meeting) are required, they will be charged on a time and materials basis.

Bolton Engineering Corporation
25834 Narbonne Avenue #210
Lomita, CA 90717
Phone (310) 325-5580

- Bolton Engineering Corp. does not engage in soils engineering or engineering geology. If these services are required, they are outside the scope of this proposal and will require a separate consultant.
- Low Impact Development requirements of the County of Los Angeles prioritize infiltration design; it is recommended that the project soils engineer address feasibility of infiltration in his report.
- We are under the assumption that less than an acre is proposed to be disturbed by this project and that a State Storm Water Pollution Prevention Plan (SWPPP) is not required and therefore is excluded part of this proposal. However, it can be provided for an additional fee should the City require SWPPP during plan check.
- Construction management, staking, surveying other than that specifically outlined above, and permanent and temporary excavation support (retaining structures and shoring) has not been included in this proposal and can be provided for an additional fee.
- Inspections are not included in this Scope of Work but can be provided on a time and materials basis.
- Project revisions, representation at public hearings or other meetings required to present the project are not included in the above fee and are proposed to be billed on a time and materials basis.
- All fees or levies required by government agencies will be assumed by the client. Reproduction and other incurred costs on the client's behalf are additional.

Hourly Rates are as follows:

Reg. Chief Engineer - $175.00	Drafting -	$ 90.00	Senior Engineer -	$150.00
Reg. Civil Engineer - $150.00	Engineer -	$120.00	Principal -	$260.00
2 person Survey Party - $230.00	Designer -	$110.00	Surveyor Office -	$110.00
1 person Survey Party- $120.00			Reg. Land Surveyor	$140.00

Approximate cost, where indicated, is neither a maximum nor a fixed price unless so stated. Retainers are credited to final billing. Interest rate shall be 12 percent. The undersigned client authorizes BOLTON ENGINEERING CORPORATION (BEC) to perform the above described work. Reproduction costs and Government fees are not included in the fee and shall be paid for by the client. The fee or balance of the fee is due and payable upon completion of the work. Work performed over an extended period will be invoiced monthly and due and payable the 10th of the month following date of invoice. Client acknowledges services are relating to improvement of real property. Accounts unpaid over 30 days will be charged a service charge of one and one half percent per month (18% per annum), not to exceed 5 percent over the rate charged by the Federal Reserve Bank of San Francisco to member banks on the 25th of the month preceding this contract.

If a suit or other legal action is instituted to collect fees, client agrees to pay, in addition, all costs of collection and reasonable attorney's fees. Hourly rates will be adjusted annually. Work may be canceled before completion by written request by either party, and invoiced on an hourly basis to point of cancellation. The client agrees to limit the total aggregate liability of BEC to the client and all contractors and subcontractors on the project due to negligent acts, errors and omissions by BEC so that such liability shall not exceed the total fee for engineering services. Client acknowledges this as a "preliminary 20 day notice" and understands that if bills are not paid in full for services furnished, the improved property may be subject to mechanics liens. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator's may be entered in any Court having jurisdiction thereof. In event that BEC is required to appear in any legal action relating to any work performed under this agreement, client agrees to pay BEC prevailing hourly rates for such appearance, reasonable attorney's fees and costs.

Regards,

Tavisha Nicholson
BOLTON ENGINEERING CORP.

Accepted By:

Signature _____ Date: _____

Print Name _____

Title _____

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 10.A
Mtg. Date: 05/10/2021

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

FROM: **CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT**

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

SUBJECT: **COMMENDATION FOR CREST ROAD WEST GATE ATTENDANT (MAYOR DIERINGER).**

DATE: **May 10, 2021**

BACKGROUND:
On April 28, 2021, Lomita Station received a call from the gate attendant at Crest Gate West informing the Sheriff's Department of a suspicious vehicle occupied by two unknown males who were attempting to gain entry into the City of Rolling Hills. The two males informed the gate attendant that they were visiting their cousin but could not provide a name or an address. The vehicle was denied access to the City. Lomita deputies surveyed the area and observed a matching vehicle and conducted a traffic stop. The two occupants were arrested for miscellaneous charges.

DISCUSSION:
The vigilance of the gate attendant led to the arrest of the two males and potentially prevented a crime from taking place in the City. Mayor Dieringer is proposing to issue a commendation to the gate attendant recognizing his initiative to call the Sheriff's Department and his attentiveness in protecting the City.

FISCAL IMPACT:
None.

RECOMMENDATION:
Consider and approve the proposed commendation.

ATTACHMENTS:

Agenda Item No.: 10.B
Mtg. Date: 05/10/2021

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **REPORT ON FIRE FUEL COMMITTEE MEETING HELD ON MAY 5, 2021.**

DATE: **May 10, 2021**

BACKGROUND:
The City Council Fire Fuel Committee met on Wednesday, May 5, 2021 at 6:30pm. One member of the public attended the meeting. The Committee met for nearly two hours and discussed potential city actions to encourage the community to manage vegetation/fire fuel in the canyons. The Committee explored the suggested solutions from the community, collected as a part of the April 14, 2021 Focus Group.

DISCUSSION:
On Wednesday, May 5, 2021, the Committee developed the following actions:

1. Find locations along the trails for communal green waste bins to deposit trimmings.
2. City Manager to work with Republic Services to have bins placed at identified locations.
3. Identify locations for chippers along the trails.
4. Provide map showing canyons and blueline streams in the city.
5. Invite the Fire Department to educate the Committee on the proper measures to manage fire fuel in the canyons.
6. Conduct a field trip.

The Committee scheduled a field trip on Wednesday, May 12, 2021 at 1pm. The field trip will be facilitated by a Rolling Hills Community Association (RHCA) staff to ride on Si's Trail or Upper/Lower Willow Springs Trails. The Committee also scheduled a follow up meeting on Wednesday, May 19, 2021, at 7pm to continue to explore city actions to support the community in encouraging vegetation/fire fuel management in the canyons. The Los Angeles County Fire Department is confirmed to attend the Committee meeting scheduled for Wednesday, May 19, 2021.

FISCAL IMPACT:
None.

RECOMMENDATION:
Receive and file.

ATTACHMENTS:

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 11.A
Mtg. Date: 05/10/2021

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **RECEIVE AND FILE A REPORT ON INTERESTS IN THE COMMUNITY FOR SEWER INFRASTRUCTURE. (VERBAL REPORT)**

DATE: **May 10, 2021**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Receive and file.

ATTACHMENTS:

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 11.B
Mtg. Date: 05/10/2021

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

FROM: **MEREDITH ELGUIRA, PLANNING DIRECTOR**

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

SUBJECT: **FIRE FUEL ABATEMENT CASES 2021 FIRST QUARTER REPORT.**

DATE: **May 10, 2021**

BACKGROUND:
The Code Enforcement and Fire Fuel Abatement Program has now been in existence for 19 months. In October 2019, the City hired a full time Code Enforcement Officer to oversee code violations and fuel abatement cases. Over 180 vegetation and non-vegetation cases were processed during this period. The 180 plus cases were both complaint and proactive enforcement driven.

DISCUSSION:
Today, staff is assessing the strengths and weakness of the program and is adjusting accordingly to continue to improve service delivery and achieve the goals of the City Council and the community. Unfortunately, 2019 is not a reliable indicator of how the program is running due to the impacts of the pandemic. However staff has enough data to inform current and future staff of existing factors that regularly affect the citation and compliance processes and what is needed to improve the program.

For the purpose of improving the fuel abatement program, this report will focus on vegetation cases. There are several factors that come into play when opening a dead vegetation case on private property and these are: visibility, access, determining property boundaries, identifying property owners, contacting property owners, and confirming a tree is actually dead and not dormant (this requires confirmation from the City's arborist).

When the property location of dead vegetation is obvious, a case is opened and a letter is mailed to the owner, within a day or two, informing the owner of the violation. When the location is not so clear, additional research needs to take place to determine the vegetation's exact property location before a notice could be sent to the right property owner. In regards to trees, the arborist is sometimes needed to determine the health condition of a tree. Some trees are dormant and not dead and thus, pose no threat to people's safety. Many complaints received throughout the year involve dormant trees.

Sometimes properties are tenant occupied and response to notices take longer or the letter of violation is ignored by the tenants. If a response is not received, an additional letter is sent after two weeks. Occasionally, the property owner's information is not available and thus, staff will need to reach out to

the RHCA to request the property owner's information. Additionally, owners do not always respond in a timely manner so more calls are made, additional letters are sent or more site visits are conducted. Owners are warned that after the second letter, the third letter will come from the City Attorney's Office.

Majority of the owners comply after the second letter is sent. Many owners ask for time extension due financial constraints or to allow for bids to come in. Sometimes owners also need time to confirm that the vegetation is actually on their property and not their neighbor's. A majority of the properties also have steep terrain and their landscape crew cannot access the area. The Municipal Code exempts vegetation clearance on slopes 2:1 or greater.

Many of the factors mentioned above take time to research and follow up on. All these actions must be tracked and applied to both proactive and complaint driven cases. In regards to complaint driven cases, most of these complaints are reported from areas on properties that are not visible from the main road. They are usually in areas mostly visible to the complainant party only or are difficult to access without an all-terrain-vehicle or require going on adjacent trails by foot. On some of these cases, staff usually requests rides from RHCA to access the area. Another factor that significantly impacts the process is lot boundaries. Due to the uniqueness of topography and irregular shapes and sizes of lots, it is very difficult to identify parcel boundaries. Identifying lot boundaries could take weeks or months and it sometimes results in neighbor disputes.

Based on the information staff has gathered to date, if the priority is proactive enforcement of vegetation cases, staff needs to devote more time to it and decrease time on non-vegetation related work (the response to the pandemic and shortage of manpower have taken away time from this program). An all-terrain vehicle will also be helpful to access areas not accessible by a regular car or would be too time consuming to hike. The use of imaging technology, GIS and drone, would also be helpful. Staff also hosts quarterly meetings with SCE, LA County Agricultural Commission, Land Conservancy, Fire and RHCA to discuss their vegetation clearance plans. Coordinating with these agencies and leveraging their work to help build a database of cleared areas would not only help avoid overlap and allow clearance of larger areas but would save time for everyone involved. In addition, staff will create zones to help track areas that have been surveyed and cleared of dead vegetation. Staff must also allocate a minimum "X" number of hours per week surveying the community for dead vegetation. To help expedite sending letters to property owners, the owner database needs to be updated with the latest contact information. To assist owners in searching for legitimate landscape service providers, the City should provide a list of vetted landscape companies to property owners to help expedite the vegetation clearance process. The City should have a program to shortlist landscape companies who have submitted bids for different activities and provide that to homeowners. These companies will have to submit certain paperwork similar to construction and demotion debris haulers to obtain a permit. In order to get on the list, landscapers must go through training so they know how to differentiate between native and non-native plants and conduct proper pruning and clearance. Lastly, there needs to be a way to install survey markers to identify property boundaries to make it easier to determine location of dead vegetation. These are some of the proposed changes staff will be exploring and implementing to improve the fire abatement program.

FISCAL IMPACT:
To be determined with further research.

RECOMMENDATION:
Receive and file quarterly report.

ATTACHMENTS:

Q1 Closed Code Cases.pdf
Q1 Opened Code Cases.pdf
Q1 Code Cases.pdf

City of Rolling Hills INCORPORATED JANUARY 24, 1957
2 PORTUGUESE BEND ROAD ROLLING HILLS, CA 90274
(310) 377-1521 WWW.ROLLING-HILLS.ORG

Closed Cases Report

01/01/2021 - 03/31/2021

Case #	Case Date	Address of Violation	Description	Main Status	Case Closed
Group: 106.5.4 - Expiration.					
101	7/6/2020	6 Outrider Road	Expired Permit	Closed	3/31/2021
21	3/11/2020	7 Eastfield Drive	Expired Permit	Closed	1/4/2021
37	3/11/2020	73 Eastfield Drive	Expired Permit	Closed	3/31/2021
39	3/11/2020	76 Eastfield Drive	Expired Permit	Closed	1/4/2021
73	3/11/2020	20 Portuguese Bend Road	Expired Permit	Closed	1/4/2021
74	3/11/2020	25 Portuguese Bend Road	Expired Permit	Closed	1/25/2021
77	3/11/2020	4 Ranchero Road	Expired Permit	Closed	3/31/2021
83	3/11/2020	35 Saddleback Road	Expired Permit	Closed	3/31/2021
86	3/11/2020	86 Saddleback Road	Expired Permit	Closed	3/31/2021
88	3/11/2020	1 Sagebrush Lane	Expired Permit	Closed	3/29/2021
90	3/11/2020	17 Wideloop Road	Expired Permit	Closed	1/4/2021
117	2/26/2020	49 Eastfield Road	Illegal Construction	Closed	3/23/2021
120	6/1/2019	77 Saddleback Road	Drainage	Closed	3/3/2021
					Group Total: 13
Group: 8.08.510 - Accumulation of solid waste prohibited.					
162	2/1/2021	59 Eastfield Drive	Nuisance	Closed	3/18/2021
					Group Total: 1
Group: 8.08.520 - Placement of containers at residential premises.					
162	2/1/2021	59 Eastfield Drive	Nuisance	Closed	3/18/2021
					Group Total: 1
Group: 8.08.530 - Container storage areas.					
162	2/1/2021	59 Eastfield Drive	Nuisance	Closed	3/18/2021
					Group Total: 1
Group: 8.24.010 - Nuisance defined					
162	2/1/2021	59 Eastfield Drive	Nuisance	Closed	3/18/2021

Group Total: 1

Group: 8.30.010 - Dead or alive tumbleweeds and dead trees, shrubs, palm fronds or other plants as public nuisance.

181	3/29/2021	2 Spur Lane	Dead Vegetation	Closed	3/31/2021
178	3/22/2021	32 Portuguese Bend Road	Dead Vegetation	Closed	3/22/2021
171	3/4/2021	Spur Lane	Dead Vegetation	Closed	3/31/2021
172	3/4/2021	3 Spur Lane	Dead Vegetation	Closed	3/25/2021
165	2/23/2021	1 Crest Road East	Dead Vegetation	Closed	3/5/2021
166	2/23/2021	2 Possum Ridge Road	Dead Vegetation	Closed	3/16/2021
167	2/23/2021	4 Possum Ridge Road	Dead Vegetation	Closed	3/11/2021
163	2/3/2021	12 Upperblackwater Canyon Road	Dead Vegetation	Closed	3/31/2021
158	11/16/2020	2 Runningbrand Road	Dead Vegetation	Closed	3/26/2021
156	11/6/2020	77 Portuguese Bend Road	Dead Vegetation	Closed	3/23/2021
145	9/1/2020	18 Portuguese Bend Road	Dead Vegetation	Closed	3/31/2021
139	8/3/2020	10 Pine Tree Lane	Dead Vegetation	Closed	3/29/2021

Group Total: 12

Group: 8.32.080 - Good housekeeping provisions.

164	2/3/2021	11 Upperblackwater Canyon Road	BMP	Closed	3/31/2021

Group Total: 1

Total Records: 29 **4/27/2021**

City of Rolling Hills INCORPORATED JANUARY 24, 1957
2 PORTUGUESE BEND ROAD ROLLING HILLS, CA 90274
(310) 377-1521 WWW.ROLLING-HILLS.ORG

Opened Cases

01/01/2021 - 03/31/2021

Case #	Case Date	Address of Violation	Description	Main Status	Case Closed
181	3/29/2021	2 Spur Lane	Dead Vegetation	Closed	3/31/2021
180	3/26/2021	65 Eastfield Road	Dead Vegetation	Closed	4/15/2021
179	3/25/2021	77 Saddleback Road	Dead Vegetation	Open	
178	3/22/2021	32 Portuguese Bend Road	Dead Vegetation	Closed	3/22/2021
177	3/22/2021	32 Portuguese Bend Road	Dead Vegetation	Closed	3/22/2021
176	3/17/2021	49 Saddleback Road	Dead Vegetation	Open	
175	3/17/2021	57 Saddleback Road	Dead Vegetation	Open	
174	3/17/2021	55 Saddleback Road	Dead Vegetation	Closed	4/6/2021
173	3/11/2021	6 Possum Ridge Road	Dead Vegetation	Open	
172	3/4/2021	3 Spur Lane	Dead Vegetation	Closed	3/25/2021
171	3/4/2021	Spur Lane	Dead Vegetation	Closed	3/31/2021
170	2/23/2021	76 Saddleback Road	Dead Vegetation	Closed	2/26/2021
169	2/23/2021	74 Saddleback Road	Dead Vegetation	Open	
167	2/23/2021	4 Possum Ridge Road	Dead Vegetation	Closed	3/11/2021
166	2/23/2021	2 Possum Ridge Road	Dead Vegetation	Closed	3/16/2021
165	2/23/2021	1 Crest Road East	Dead Vegetation	Closed	3/5/2021
164	2/3/2021	11 Upperblackwater Canyon Road	BMP	Closed	3/31/2021
163	2/3/2021	12 Upperblackwater Canyon Road	Dead Vegetation	Closed	3/31/2021
162	2/1/2021	59 Eastfield Drive	Nuisance	Closed	3/18/2021
161	1/27/2021	87 Crest Road East	Dead Vegetation	Open	
160	1/27/2021	42 Portuguese Bend Road	Dead Vegetation	Pending	

Total Records: 21 **4/27/2021**

City of Rolling Hills INCORPORATED JANUARY 24, 1957
2 PORTUGUESE BEND ROAD ROLLING HILLS, CA 90274
(310) 377-1521 WWW.ROLLING-HILLS.ORG

Quarterly Reports

01/01/2021 - 03/31/2021

Case #	Case Date	Address of Violation	Description	Main Status	Case Closed	Follow UP
Group: Closed						
165	2/23/2021	1 Crest Road East	Dead Vegetation	Closed	3/5/2021	
164	2/3/2021	11 Upperblackwater Canyon Road	BMP	Closed	3/31/2021	No further action needed, case closed.
163	2/3/2021	12 Upperblackwater Canyon Road	Dead Vegetation	Closed	3/31/2021	Dead vegetation cleared. No further action needed, case closed.
166	2/23/2021	2 Possum Ridge Road	Dead Vegetation	Closed	3/16/2021	Dead vegetation cleared. Case closed, no further action needed.
181	3/29/2021	2 Spur Lane	Dead Vegetation	Closed	3/31/2021	Violation has been addressed, no further action needed. Case Closed.
172	3/4/2021	3 Spur Lane	Dead Vegetation	Closed	3/25/2021	Violation addressed, no further action needed. Case closed.
177	3/22/2021	32 Portuguese Bend Road	Dead Vegetation	Closed	3/22/2021	
178	3/22/2021	32 Portuguese Bend Road	Dead Vegetation	Closed	3/22/2021	
167	2/23/2021	4 Possum Ridge Road	Dead Vegetation	Closed	3/11/2021	Violation addressed, no further action needed. Case Closed.
174	3/17/2021	55 Saddleback Road	Dead Vegetation	Closed	4/6/2021	No further action needed, case closed.
162	2/1/2021	59 Eastfield Drive	Nuisance	Closed	3/18/2021	
180	3/26/2021	65 Eastfield Road	Dead Vegetation	Closed	4/15/2021	No violation, case closed.
170	2/23/2021	76 Saddleback Road	Dead Vegetation	Closed	2/26/2021	Case closed.

171	3/4/2021	Spur Lane	Dead Vegetation	Closed	3/31/2021	Dead vegetation cleared. No further action needed, case closed.

Group Total: 14

Group: Open

176	3/17/2021	49 Saddleback Road	Dead Vegetation	Open		
175	3/17/2021	57 Saddleback Road	Dead Vegetation	Open		
173	3/11/2021	6 Possum Ridge Road	Dead Vegetation	Open		
169	2/23/2021	74 Saddleback Road	Dead Vegetation	Open		
179	3/25/2021	77 Saddleback Road	Dead Vegetation	Open		
161	1/27/2021	87 Crest Road East	Dead Vegetation	Open		Waiting on report from arborist

Group Total: 6

Group: Pending

160	1/27/2021	42 Portuguese Bend Road	Dead Vegetation	Pending		Waiting on report from arborist

Group Total: 1

Total Records: 21 **4/27/2021**