



# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

## City Council

Monday, August 24, 2026, 7:00 PM

Regular Meeting  
City of Rolling Hills

**Members of the public may participate in-person, by Microsoft Teams, or email.**

City Council meetings are live-streamed and indexed archives of meetings are available via the city's official website at <https://rollinghillsca.portal.civicclerk.com/>

**To watch meeting live on the city's website:** <https://rollinghillsca.portal.civicclerk.com/>

**To watch meeting live on YouTube:** <https://www.youtube.com/@cityofrollinghills>

### Remote Public Participation and Public Comment Instructions

Members of the public may participate remotely in the City Council meeting through Microsoft Teams Webinar. Advance registration is required to participate remotely.

**Register in advance for this meeting at:** <https://events.teams.microsoft.com/event/e6a0d9d6-1d3a-4d83-b0eb-c56c01f5785b@4e8d6bfc-2bb2-4d4f-9810-b882b37fc685?source=copyLinkLegacyShareLinkDialog>

After registering, you will receive a confirmation email from Microsoft Teams containing instructions for joining the meeting. The email will include:

- A link to join the meeting using a computer, tablet, or smartphone; and
- Telephone access information, including a phone number and conference ID, for individuals who wish to participate by telephone.
- Registration confirmation emails will come from an email address starting with [noreply@cityofrollinghills](mailto:noreply@cityofrollinghills) — Please check Junk Mail if you do not receive.

### Providing Public Comment

Members of the public attending remotely may provide public comment during designated comment periods. Please use the name provided during registration so City staff can properly identify participants.

Participants joining through Microsoft Teams may indicate they wish to speak by selecting the "Raise Hand" feature. Participants joining by telephone may indicate they wish to speak by pressing \*5 on their telephone keypad. When recognized, the meeting host will provide instructions for addressing the City Council.

**Email: to participate by written communication, emails must be received before 3:00 p.m. the day of the meeting (emails will not be read out loud)**

Written materials pertaining to matters listed on the posted agenda received after the agenda has been published will be added as supplemental materials under the relevant agenda item. Public comments may be submitted by email to [cityclerk@cityofrh.net](mailto:cityclerk@cityofrh.net). Emails must be received before 3:00 p.m. On the date of the meeting to ensure council and staff have the ability to review materials prior to the meeting.

## AGENDA

### 1. Call to Order

### 2. Roll Call

### 3. Pledge of Allegiance

#### **4. Presentations/Proclamations/Announcements**

##### **4.A. Receive and file a presentation from the City of Rolling Hills Summer Interns on their respective projects**

**RECOMMENDATION:** Receive and file.

#### **5. Approve Order of the Agenda**

This is the appropriate time for the Mayor or Councilmembers to approve the agenda as is or reorder.

#### **6. Blue Folder Items (Supplemental)**

Blue folder (supplemental) items are additional back up materials to administrative reports, changes to the posted agenda packet, and/or public comments received after the printing and distribution of the agenda packet for receive and file.

#### **7. Public Comment on Non-Agenda Items**

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

#### **8. Consent Calendar**

Business items, except those formally noticed for public hearing, or those pulled for discussion are assigned to the Consent Calendar. The Mayor or any Councilmember may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion. The Mayor will call on anyone wishing to address the City Council on any Consent Calendar item on the agenda, which has not been pulled by Councilmembers for discussion.

##### **8.A. Approve Affidavit of Posting for the City Council Regular Meeting of August 24, 2026**

**RECOMMENDATION:** Approve.

##### **8.B. Approve Motion to Read by Title Only and Waive Further Reading of All Ordinances and Resolutions Listed on the Agenda**

**RECOMMENDATION:** Approve.

##### **8.C. Approve the following Minutes of August 10, 2026: City Council Regular Meeting**

**RECOMMENDATION:** Approve as presented.

##### **8.D. Payment of Bills**

**RECOMMENDATION:** Approve as presented.

##### **8.E. Republic Services Recycling Tonnage and Complaint Reports for July 2026**

**RECOMMENDATION:** Recieve and file.

##### **8.F. Adopt Resolution No. 1421 amending the City of Rolling Hills Conflict of Interest code pursuant to the Political Reform Act of 1974; and find that this item is not subject to CEQA pursuant to Sections 15378(b)(5)**

**RECOMMENDATION:** Approve as presented.



**8.G. Receive and file Notice of Nominees for Public Office**

**RECOMMENDATION:** Recieve and file.

**9. Excluded Consent Calendar Items**

**10. Commission Items**

**10.A. Receive and file Zoning Case No. 26-75: Request for a Variance to waive the stable and corral set aside requirement related to an addition to an existing residence; and finding the project exempt from CEQA for 87 Eastfield Drive (AIN 7567-005-025)(Brockway)**

**RECOMMENDATION:** Receive and File.

**10.B. Receive and file Zoning Case No. 26-55: Site Plan Review for non-exempt grading related to additions and site improvements; and Variance requests to construct in the front yard setback and to waive the requirement for a stable and corral set aside area; and finding the project exempt from CEQA for 29 Eastfield Drive (Lot 45-EF)(Aquino)**

**RECOMMENDATION:** Receive and File.

**11. Public Hearings**

**12. Discussion Items**

**12.A. Consideration and approval of a Professional Services Agreement with Geosyntec Consultants, Inc for municipal stormwater consulting services**

**RECOMMENDATION:** Staff recommends that the City Council:

Select Geosyntec Consultants, Inc. to provide municipal stormwater regulatory compliance and program implementation services for Fiscal Year 2026-27;

Authorize the City Manager to execute the attached professional services agreement with Geosyntec Consultants, Inc. for an initial one-year term covering Fiscal Year 2026–27 in an amount not to exceed \$82,075, consisting of a base amount of \$74,614 and a 10% contingency of \$7,461 for additional or unforeseen services authorized by the City Manager, and to exercise two optional one-year extensions, with annual CPI adjustments not to exceed 4%, as provided in the agreement.

**12.B. Approve a Memorandum of Understanding Relating to the Procurement of Unmanned Aerial System (UAS) Drones for the Los Angeles County Sheriff's Department Lomita Station and Authorize the Mayor to sign**

**RECOMMENDATION:** It is recommended that the City Council approve the Memorandum of Understanding between the City of Rolling Hills and the cities of Rancho Palos Verdes, Lomita and Rolling Hills Estates for the cost-sharing of unmanned aerial system (UAS)

equipment for the Los Angeles County Sheriff's Department Lomita Station Regional Drone Program.

**12.C. Review the proposed Resolution to be presented at the League of California Cities 2026 Annual Conference's General Assembly on September 25, 2026 and provide direction to the City's voting delegate, Mayor Dieringer**

**RECOMMENDATION:** Receive and file. Provide direction to the City's Voting Delegate.

**13. Matters From the City Council**

**13.A. Consideration of authorizing the Mayor to send a Letter Supporting Legislative Efforts to Preserve Prescribed Grazing for Wildfire Prevention**

**RECOMMENDATION:** Receive and file. Provide direction to staff and the Mayor.

**13.B. Receive and file a report regarding the City Council's direction authorizing the Mayor to express opposition to Proposed Wildfire Liability Reforms Limiting Public Agency Cost Recovery**

**RECOMMENDATION:** Receive and File an Update on the City's Opposition to Proposed Wildfire Liability Reforms Limiting Public Agency Cost Recovery

**13.C. Receive and file an update on the Los Angeles County Measure G Governance Reform Task Force**

**RECOMMENDATION:**

1. Receive an update regarding recent actions by the Los Angeles County Governance Reform Task Force concerning the implementation of Measure G and the future elected County Executive;
2. Authorize the Mayor to work with City staff to prepare, finalize, and transmit a City letter requesting the formal and direct engagement of incorporated cities in the development of Measure G implementation recommendations;
3. Authorize the Mayor to sign a forthcoming joint or regional letter on behalf of the City, provided the letter is consistent with the City Council's direction and the City's legislative priorities; and
4. Direct staff to report the final letters and actions taken to the City Council at a subsequent meeting.

**14. Matters From Staff**

**15. Recess to Closed Session**

**16. Reconvene to Open Session**

**17. Adjournment**

Next regular meeting: Monday, September 14, 2026 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

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2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 4.A.**

**Meeting Date: 8/24/2026**

**To:** City Council  
**From:** Karina Bañales, City Manager  
**Thru:** Karina Bañales, City Manager  
**Subject:** Receive and file a presentation from the City of Rolling Hills Summer Interns on their respective projects

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**Background:**

None.

**Discussion:**

None.

**Fiscal Impact:**

None.

**Recommendation:**

Receive and file.

**Attachments:**

None



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 8.A.**

**Meeting Date: 8/24/2026**

**To:** City Council  
**From:** Christian Horvath, Assistant to the City Manager / City Clerk  
**Thru:** Karina Bañales, City Manager  
**Subject:** Approve Affidavit of Posting for the City Council Regular Meeting of August 24, 2026

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**Background:**

None.

**Discussion:**

None.

**Fiscal Impact:**

None.

**Recommendation:**

Approve.

**Attachments:**

1. CL\_AGN\_260824\_CC\_AffidavitofPosting



# Administrative Report

8.A., File # 2026-246

Meeting Date: 8/24/2026

**To: MAYOR & CITY COUNCIL**

**From:** Christian Horvath, City Clerk

## **TITLE**

APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF AUGUST 24, 2026

## **EXECUTIVE SUMMARY**

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

## **AFFIDAVIT OF POSTING**

In compliance with the Brown Act, the following materials have been posted at the locations below.

|                     |                                                                                                                                                                                                                                                                                                                                             |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Legislative Body    | City Council                                                                                                                                                                                                                                                                                                                                |
| Posting Type        | Regular Meeting Agenda                                                                                                                                                                                                                                                                                                                      |
| Posting Location    | 2 Portuguese Bend Road, Rolling Hills, CA 90274<br>City Hall Window<br>City Website: <a href="https://www.rolling-hills.org/government/agendas_meetings.php">https://www.rolling-hills.org/government/agendas_meetings.php</a><br><a href="https://rollinghillsca.portal.civicclerk.com/">https://rollinghillsca.portal.civicclerk.com/</a> |
| Meeting Date & Time | AUGUST 24, 2026                     7:00pm Open Session                                                                                                                                                                                                                                                                                     |

As City Clerk of the City of Rolling Hills, I declare under penalty of perjury, the document noted above was posted at the date displayed below.

*Christian Horvath, City Clerk*

Date: August 21, 2026



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 8.B.**

**Meeting Date: 8/24/2026**

**To:** City Council

**From:** Christian Horvath, Assistant to the City Manager / City Clerk

**Thru:** Karina Bañales, City Manager

**Subject:** Approve Motion to Read by Title Only and Waive Further Reading of All Ordinances and Resolutions Listed on the Agenda

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**Background:**

None.

**Discussion:**

None.

**Fiscal Impact:**

None.

**Recommendation:**

Approve.

**Attachments:**

None



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 8.C.**

**Meeting Date: 8/24/2026**

**To:** City Council  
**From:** Christian Horvath, Assistant to the City Manager / City Clerk  
**Thru:** Karina Bañales, City Manager  
**Subject:** Approve the following Minutes of August 10, 2026: City Council Regular Meeting

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**Background:**

None.

**Discussion:**

None.

**Fiscal Impact:**

None.

**Recommendation:**

Approve as presented.

**Attachments:**

1. CL\_MIN\_260810\_CC\_F





**1. Call To Order**

The City Council of the City of Rolling Hills met in person on the above date at 7:00 p.m. Mayor Dieringer presiding.

**2. Roll Call**

Councilmembers Present:

Pieper, Mirsch, Wilson, Black, Mayor Dieringer

Councilmembers Absent:

Staff Present:

Karina Bañales, City Manager

Christian Horvath, Assistant to the City Manager / City Clerk

Samantha Crew, Management Analyst

Whitney Berry, Planning Manager

Adarsh Tummala, Assistant Planner

Nicolas Papajohn, City Attorney

**3. Pledge Of Allegiance – Councilmember Mirsch**

**4. Presentations / Proclamations / Announcements**

**4.A. Receive and file a presentation from the City of Rolling Hills Summer Interns on their respective projects**

Presentations by Interns Alexander De La Torre and Gregory Willis.

**5. Approve Order of the Agenda**

Motion by Councilmember Mirsch, seconded by Councilmember Pieper to move item 14A before item 8A. Motion carried unanimously with the following vote:

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

NOES: None

ABSENT: None

**6. Blue Folder Items (Supplemental) – None**

**7. Public Comment on Non-Agenda Items – None**

Mayor Dieringer moved to Item 14A.

**14. Matters from Staff**

**14.A. Receive and file a verbal update from the Los Angeles County Fire Department regarding the annual Defensible Space Inspections as conducted in June 2026**

Presentation by Los Angeles County Fire Department Battalion Chief David Dantic.

No action taken.

Mayor Dieringer returned to the regular Order of the Agenda.

## **8. Consent Calendar**

**8.A. Approve Affidavit of Posting for the City Council Regular Meeting of August 10, 2026**

**8.B. Approve Motion to Read by Title Only and Waive Further Reading of All Ordinances and Resolutions Listed on the Agenda**

**8.C. Approve the following Minutes of July 27, 2026: City Council Regular Meeting**

**8.D. Payment of Bills**

**8.E. For a Second Reading and Adoption: Adopt by Title only Ordinance No. 390, a City-initiated Zoning Code Amendment to amend sections of Title 17 (Zoning Code) of the Rolling Hills Municipal Code**

**8.F. Designate voting delegate and alternate voting delegate to the League of California Cities Annual Conference from September 23-25 to be held in Anaheim, CA**

**8.G. Approve Planning Commission incumbents Abby Douglass and Greg Kirkpatrick re-appointments to complete the current term beginning January 2, 2026 and expiring January 1, 2030**

**8.H. Pulled by Councilmember Mirsch**

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Black to approve the Consent Calendar with the exception of Item 8H. Motion carried unanimously with the following vote:

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

NOES: None

ABSENT: None

## **9. Excluded Consent Calendar Items**

**8.H. Adopt Resolution No. 1420 authorizing a Fiscal Year 2026-2027 Budget Modification to increase appropriations by \$38,497 in the General Fund Other Law Enforcement Expenses account funded from available General Fund Reserves for continued funding of the Regional Automated License Plate Recognition (ALPR) program, one-time camera replacement purchase, installation, ongoing maintenance and annual camera connectivity costs.**

Motion by Councilmember Mirsch, seconded by Mayor Pro Tem Black to approve as presented. Motion carried unanimously with the following vote:

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

NOES: None

ABSENT: None

## **10. Commission Items**

Mayor Dieringer recused herself and left the dais at 7:52 p.m.

**10.A. Receive and File Zoning Case No. 26-02: Request for a Site Plan Review to construct a new 7,050 square foot residence with basement, an attached three-car garage, a swimming pool/spa, non-exempt grading and other site improvements and finding the project exempt from CEQA for 1 Storm Hill Lane (Storm Properties, Inc.)(APN 7570-024-019)**

Presentation by Planning Manager Berry.

Public comment: Jay Ahluwalia

Motion by Councilmember Pieper, seconded by Councilmember Mirsch to receive and file. Motion carried unanimously with the following vote:

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

Mayor Dieringer returned to the dais at 8:04 p.m.

Planning Manager Berry introduced Assistant Planner Tummala.

**11. Public Hearings – None**

**12. Discussion Items – None**

**13. Matters From the City Council**

**13.A. Consideration of a 2026 City Council Strategic Planning Workshop**

Presentation by City Manager Bañales.

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Black directing staff to begin preparing for and organizing a Strategic Planning Workshop following the November 2026 Election. Motion carried unanimously with the following vote.

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

**13.B. Consideration of authorizing the Mayor to send a Letter of Support to the City of Murrieta regarding their proposed Resolution submission to the League of California Cities calling for a Working Group to Consider a State Constitutional Amendment or other Form of Initiative to ensure Final Local Authority over Housing and Land Use Decisions**

Presentation by Assistant to the City Manager / City Clerk Horvath  
Mayor Dieringer.

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Black to authorize Mayor Dieringer to send a Letter of Support to the City of Murrieta. Motion carried unanimously with the following vote.

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

**13.C. Receive and File report regarding the Mayor's Letter Opposing Assembly Bill (AB) 1383 (McKinnor)**

Presentation by City Manager Bañales.

Motion by Mayor Pro Tem Black, seconded by Councilmember Pieper to receive and file. Motion carried unanimously with the following vote.

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

**13.D. Receive and file a Verbal Update on matters related to Republic Services by Councilmember Mirsch**

Presentation by Councilmember Mirsch.

Motion by Councilmember Pieper, seconded by Councilmember Wilson to receive and file the verbal report and direct staff to explore ways the City could show it appreciation to the Republic drivers. Motion carried unanimously with the following vote:

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

Councilmember Mirsch announced the upcoming Coyote Management Workshop and recommended the Councilmembers to consider viewing the prerequisite video, "Coyote Smart California." City Manager Banales shared that the workshop will be held on August 13 from 7:00-8:00 p.m. and is listed in the Blue Newsletter.

Mayor Dieringer announced a League of California Cities Action Alert regarding a Governor's Wildfire Liability Reform proposal that would limit public agency recovery.

Motion by Mayor Dieringer, seconded by Mayor Pro Tem Black authorizing the Mayor to submit a Letter of Opposition. Motion carried unanimously with the following vote:

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

**14. Matters From Staff**

**14.B. Consideration and Approval of an Administrative Policy for Compliance with Senate Bill (SB) 1383 Organic Waste Requirements**

Presentation by Management Analyst Crew.

Motion by Councilmember Pieper, seconded by Councilmember Wilson to adopt Resolution No. 1422. Motion carried unanimously with the following vote:

AYES: Pieper, Mirsch, Wilson, Black, Mayor Dieringer  
NOES: None

ABSENT: None

**14.C. Receive and file the Code Compliance Quarterly Report for the Second Quarter of 2026 (April 1 - June 30)**

Presentation by City Manager Bañales.

Motion by Councilmember Pieper, seconded by Councilmember Mirsch to receive and file. Motion carried unanimously with the following vote:

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

NOES: None

ABSENT: None

**15. Recess To Closed Session – None**

**16. Reconvene To Open Session – None**

**17. Adjournment: 8:56 P.M.**

The meeting was adjourned at 8:56 p.m. on August 10, 2026. The next regular meeting of the City Council is scheduled to be held on Monday, August 24, 2026 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California. It will also be available via the City's website link at: <https://www.rolling-hills.org/government/agenda/index.php>

All written comments submitted are included in the record and available for public review on the City website.

Respectfully submitted,

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Christian Horvath, City Clerk

Approved,

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Bea Dieringer, Mayor



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 8.D.**

**Meeting Date: 8/24/2026**

**To:** City Council  
**From:** Christian Horvath, Assistant to the City Manager / City Clerk  
**Thru:** Karina Bañales, City Manager  
**Subject:** Payment of Bills

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**Background:**

None.

**Discussion:**

None.

**Fiscal Impact:**

None.

**Recommendation:**

Approve as presented.

**Attachments:**

1. CL\_AGN\_260824\_CC\_PaymentOfBills\_E

## CITY OF ROLLING HILLS

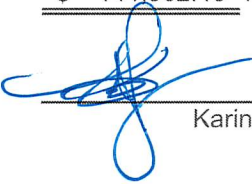
AP27-004, ACH27-004

Check Run 08/19/2026

| Check No.          | Check Date | Payee                                                 | Description                                                | Amount    |
|--------------------|------------|-------------------------------------------------------|------------------------------------------------------------|-----------|
| 029252             | 8/19/2026  | Occupational Health Centers of California (Concentra) | Pre-Employment Physical                                    | 126.00    |
| 029253             | 8/19/2026  | Environmental Design Associates                       | ZC26-83/26-44 Landscape Rev-31 Portuguese Bend             | 1,500.00  |
| 029254             | 8/19/2026  | Joshua White                                          | 2026 Summer Intern Program                                 | 1,666.67  |
| 029255             | 8/19/2026  | Peninsula Seniors                                     | FY26-27 Grant                                              | 2,000.00  |
| 029256             | 8/19/2026  | City of Rancho Palos Verdes                           | ALPR Connectivity - FY24/25                                | 1,747.93  |
| 029256             | 8/19/2026  | City of Rancho Palos Verdes                           | ALPR Connectivity - FY25/26                                | 1,717.67  |
| <b>CHECK TOTAL</b> |            |                                                       | <b>\$ 3,465.60</b>                                         |           |
| 029257             | 8/19/2026  | South Bay Chamber Music Society Inc.                  | Reissue Ck-South Bay Chamber Music Society Grant - FY26-27 | 600.00    |
| ACH-1344           | 8/24/2026  | Bennett Landscape                                     | July 2026 - Irrigation Repairs                             | 122.05    |
| ACH-1345           | 8/24/2026  | Best Best & Krieger LLP                               | July 2026 - General Services                               | 23,957.00 |
| ACH-1346           | 8/24/2026  | Best Best & Krieger LLP                               | July 2026 - PRA Request                                    | 9,075.00  |
| ACH-1347           | 8/24/2026  | Best Best & Krieger LLP                               | July 2026 - 79 Eastfield Dr                                | 68.00     |
| ACH-1348           | 8/10/2026  | CalPERS                                               | CalPERS Retirement Payroll Ending 08-04-26                 | 3,803.53  |
| ACH-1349           | 8/10/2026  | CalPERS                                               | CalPERS Retirement Payroll Ending 07-21-26                 | 40.01     |
| ACH-1350           | 8/4/2026   | CalPERS                                               | Unfunded Accrued Liability-PEPRA FY26-27                   | 8,637.50  |
| ACH-1351           | 8/18/2026  | California Water Service Co.                          | Water Usage 06-26-26 to 07-28-26_ROLLING#54654             | 1,211.74  |
| ACH-1352           | 8/18/2026  | California Water Service Co.                          | Water Usage 06-26-26 to 07-28-26_RANCHO#74654              | 734.39    |
| ACH-1353           | 8/18/2026  | Forum Info-Tech. Inc./Levelcloud                      | August 2026 - AWS Usage                                    | 928.02    |
| ACH-1354           | 8/24/2026  | LA County Sheriff's Department                        | July 2026 - LASD Contract                                  | 39,536.96 |
| ACH-1355           | 8/24/2026  | MV CHENG AND ASSOCIATES                               | July 2026 - Monthly Accounting Service                     | 10,495.00 |
| ACH-1356           | 8/24/2026  | NV5, INC.                                             | July 2026 - Flow Monitoring Stormwater                     | 4,653.85  |
| ACH-1357           | 8/24/2026  | On Time Delivery                                      | Election Courier Services 2026                             | 746.00    |
| ACH-1358           | 9/1/2026   | PVS, Inc.                                             | Sept 2026 - Security Alarm                                 | 177.00    |
| ACH-1359           | 8/24/2026  | Sterling                                              | Employee Background Check                                  | 131.08    |
| ACH-1360           | 8/10/2026  | Vantagepoint Transfer Agents - 306580                 | Deferred Comp Contributions PR Ending 08-04-26             | 1,325.21  |
| ACH-1361           | 8/24/2026  | Willdan Inc.                                          | July 2026 - B&S Services                                   | 7,735.00  |
| ACH-1362           | 8/24/2026  | Willdan Inc.                                          | July 2026 - Traffic Engineer Services                      | 481.25    |

|              |          |                                   |                                                  |                   |
|--------------|----------|-----------------------------------|--------------------------------------------------|-------------------|
| PR LINK      | 8/7/2026 | PR LINK - Payroll & PR Taxes PR16 | Payroll Processing Fee PR#16_07/22/26 - 08/04/26 | 77.69             |
| PR LINK      | 8/7/2026 | PR LINK - Payroll & PR Taxes PR16 | Pay Period PR#16_07/22/26 - 08/04/26             | 21,667.91         |
| REPORT TOTAL |          |                                   |                                                  | <b>144,962.46</b> |

I, Karina Banales, City Manager of Rolling Hills, California certify that the above demands are accurate and there is available in the General Fund a balance of  
\$ 144,962.46 for the payment of above items.

  
 Karina Banales, City Manager





# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 8.E.**

**Meeting Date: 8/24/2026**

**To:** City Council  
**From:** Karina Bañales, City Manager  
**Thru:** Karina Bañales, City Manager  
**Subject:** Republic Services Recycling Tonnage and Complaint Reports for July 2026

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## **Background:**

On July 1, 2020, the City entered into an Amended and Restated Agreement with Republic Services for the collection, transportation, recycling, composting, and disposal of solid waste, recyclables, green waste, bulky items, and brush. As part of the Agreement, Republic Services is required to provide periodic operational and performance reports to the City. These reports assist the City in monitoring service levels, recycling activities, diversion compliance, and resident service requests.

Over the past several months, staff has presented information to the City Council regarding Republic Services' reporting requirements and the various reports submitted under the Agreement. These reports provide transparency regarding waste collection operations and support the City's oversight responsibilities.

This evening, staff is presenting reports for July.

## **Discussion:**

Republic Services provides several recurring reports to the City, including Recycling Tonnage Reports, Complaint Reports, Red Tag Reports, Missed Pick-Up Reports, Commercial Recycling Recovery Reports, Greenwaste Reports, and Residential Roll-Off Bin Usage Reports.

- *Tonnage Reports*, which document the volume of materials collected and processed and assist the City in monitoring progress toward recycling and waste diversion goals (Attachment A).
  - Greenwaste Reporting, which tracks green waste collection and diversion activities and identifies factors that may impact reported tonnage, including contamination and data-entry corrections.
  - Residential Roll-Off Bin Usage Reports, which document resident utilization of the City's annual free green waste roll-off bin program.
- *Commercial Recycling Recovery Reports*, which document recovery rates from transfer facilities and support compliance reporting requirements (Attachment B).
- *Republic Services Missed Pick-Up Reports*, which provide information regarding missed collections and their subsequent resolution (Attachment C).

- *City of Rolling Hills Complaint Reports*, which track resident concerns, including missed collections and service-related issues, and document corrective actions taken (Attachment D).
- *Red Tag Reports*, which identify contamination issues or other violations associated with waste disposal practices. (Attachment E).

Republic Services is contractually required to achieve a minimum annual diversion rate of 30 percent for residential solid waste collection services. Currently, the City meets California's recycling and waste diversion requirements through its overall diversion program, including the diversion of green waste from landfills.

**Fiscal Impact:**

None.

**Recommendation:**

Recieve and file.

**Attachments:**

1. Attachment A - VC\_REP\_260820\_July\_TonnageReport
2. Attachment B - VC\_REP\_260820\_July\_C&D Report
3. Attachment C - VC\_REP\_260820\_July\_CallLog\_Redacted
4. Attachment D - VC\_REP\_260820\_July\_ComplaintList
5. Attachment E - VC\_REP\_260820\_July\_RedTagList

## CITY OF ROLLING HILLS RESIDENTIAL FRANCHISE 2026

Year 2026

Diversion Requi Y

| Month | Commodity                             | Tons Collected  | Tons Recovered | Tons Disposed   | Diversion %   |
|-------|---------------------------------------|-----------------|----------------|-----------------|---------------|
| 1     | Greenwaste                            | 89.97           | 89.97          | -               | 100.00%       |
|       | Trash                                 | 169.33          | -              | 169.33          | 0.00%         |
|       | Greenwaste - Residential Roll Off Bin | 26.16           | 26.16          | -               | 100.00%       |
|       | Trash - Residential Roll Off Bin      | 5.26            | -              | 5.26            | 0.00%         |
|       | <b>1 Total</b>                        | <b>290.72</b>   | <b>116.13</b>  | <b>174.59</b>   | <b>39.95%</b> |
| 2     | Greenwaste                            | 105.57          | 105.57         | -               | 100.00%       |
|       | Trash                                 | 133.77          | -              | 133.77          | 0.00%         |
|       | Trash - Residential Roll Off Bin      | 4.65            | -              | 4.65            | 0.00%         |
| 2     | <b>2 Total</b>                        | <b>243.99</b>   | <b>105.57</b>  | <b>138.42</b>   | <b>43.27%</b> |
| 3     | Greenwaste                            | 99.86           | 99.86          | -               | 100.00%       |
|       | Trash                                 | 195.06          | -              | 195.06          | 0.00%         |
|       | Greenwaste - Residential Roll Off Bin | 4.99            | 4.99           | -               | 100.00%       |
|       | Trash - Residential Roll Off Bin      | 12.13           | -              | 12.13           | 0.00%         |
|       | <b>3 Total</b>                        | <b>312.04</b>   | <b>104.85</b>  | <b>207.19</b>   | <b>33.60%</b> |
| 4     | Greenwaste                            | 133.73          | 133.73         | -               | 100.00%       |
|       | Trash                                 | 124.31          | -              | 124.31          | 0.00%         |
|       | Greenwaste - Residential Roll Off Bin | 5.19            | 5.19           | -               | 100.00%       |
|       | Trash - Residential Roll Off Bin      | 6.99            | -              | 6.99            | 0.00%         |
|       | <b>4 Total</b>                        | <b>270.22</b>   | <b>138.92</b>  | <b>131.30</b>   | <b>51.41%</b> |
| 5     | Greenwaste                            | 112.41          | 112.41         | -               | 100.00%       |
|       | Recycle                               | 5.66            | 2.91           | 2.75            | 51.44%        |
|       | Trash                                 | 146.75          | -              | 146.75          | 0.00%         |
|       | Greenwaste - Residential Roll Off Bin | 1.11            | 1.11           | -               | 100.00%       |
|       | <b>5 Total</b>                        | <b>265.93</b>   | <b>116.43</b>  | <b>149.50</b>   | <b>43.78%</b> |
| 6     | Greenwaste                            | 61.64           | 61.64          | -               | 100.00%       |
|       | Trash                                 | 214.13          | -              | 214.13          | 0.00%         |
| 6     | <b>6 Total</b>                        | <b>275.77</b>   | <b>61.64</b>   | <b>214.13</b>   | <b>22.35%</b> |
| 7     | Greenwaste                            | 95.64           | 95.64          | -               | 100.00%       |
|       | Trash                                 | 176.86          | -              | 176.86          | 0.00%         |
|       | Greenwaste - Residential Roll Off Bin | 7.53            | 7.53           | -               | 100.00%       |
| 7     | <b>7 Total</b>                        | <b>280.03</b>   | <b>103.17</b>  | <b>176.86</b>   | <b>36.84%</b> |
|       | <b>Grand Total</b>                    | <b>1,938.70</b> | <b>746.71</b>  | <b>1,191.99</b> | <b>38.52%</b> |

## CITY OF ROLLING HILLS NON-FRANCHISE 2026

Year 2026  
Diversion Requirement

| Month              | Commodity      | Tons Collected | Tons Recovered | Tons Disposed | Diversion %   |
|--------------------|----------------|----------------|----------------|---------------|---------------|
| 1                  | Recycle        | 0.16           | 0.07           | 0.09          | 42.94%        |
|                    | Trash          | 64.25          | -              | 64.25         | 0.00%         |
|                    | Organics       | 0.02           | 0.01           | 0.01          | 67.20%        |
|                    | <b>1 Total</b> | <b>64.43</b>   | <b>0.08</b>    | <b>64.35</b>  | <b>0.12%</b>  |
| 2                  | Recycle        | 0.18           | 0.09           | 0.09          | 50.45%        |
|                    | Trash          | 13.48          | -              | 13.48         | 0.00%         |
|                    | Organics       | 0.02           | 0.01           | 0.01          | 61.64%        |
|                    | <b>2 Total</b> | <b>13.68</b>   | <b>0.11</b>    | <b>13.57</b>  | <b>0.77%</b>  |
| 3                  | Recycle        | 0.19           | 0.09           | 0.09          | 50.78%        |
|                    | Trash          | 83.53          | -              | 83.53         | 0.00%         |
|                    |                |                |                |               |               |
|                    | <b>3 Total</b> | <b>83.71</b>   | <b>0.09</b>    | <b>83.62</b>  | <b>0.11%</b>  |
| 4                  | Recycle        | 0.16           | 0.09           | 0.07          | 55.32%        |
|                    | Trash          | 74.09          | -              | 74.09         | 0.00%         |
|                    | C&D            | 11.25          | 9.24           | 2.01          | 82.13%        |
|                    | <b>4 Total</b> | <b>85.50</b>   | <b>9.33</b>    | <b>76.18</b>  | <b>10.91%</b> |
| 5                  | Recycle        | 0.23           | 0.12           | 0.11          | 52.37%        |
|                    | Trash          | 77.09          | -              | 77.09         | 0.00%         |
|                    | C&D            | 4.44           | 3.65           | 0.79          | 82.13%        |
|                    | <b>5 Total</b> | <b>81.76</b>   | <b>3.77</b>    | <b>77.99</b>  | <b>4.61%</b>  |
| 6                  | Recycle        | 0.19           | 0.10           | 0.10          | 49.56%        |
|                    | Trash          | 26.23          | -              | 26.23         | 0.00%         |
|                    | Organics       | 0.02           | 0.02           | 0.01          | 70.50%        |
|                    | C&D            | 11.45          | 9.40           | 2.05          | 82.13%        |
|                    | <b>6 Total</b> | <b>37.90</b>   | <b>9.52</b>    | <b>28.38</b>  | <b>25.11%</b> |
| 7                  | Recycle        | 0.15           | 0.08           | 0.07          | 52.63%        |
|                    | Trash          | 34.87          | -              | 34.87         | 0.00%         |
|                    | C&D            | 23.13          | 19.00          | 4.13          | 82.13%        |
|                    | <b>7 Total</b> | <b>58.15</b>   | <b>19.08</b>   | <b>39.07</b>  | <b>32.81%</b> |
| <b>Grand Total</b> |                | <b>425.13</b>  | <b>41.97</b>   | <b>383.16</b> | <b>9.87%</b>  |



Republic Services  
C&D Report

City of Rolling Hills  
Reporting Period July-26

| Disposal Site | Material | Loads Taken | Tons Collected |
|---------------|----------|-------------|----------------|
| CWS           | C&D      | 2           | 23.13          |

| Summary            |                       |
|--------------------|-----------------------|
| Row Labels         | Sum of Tons Collected |
| C&D                | 23.13                 |
| <b>Grand Total</b> | <b>23.13</b>          |



## Republic Services Call Log Report

City: Rolling Hills

Year: 2026

Month/Quarter: 7

| Summary of Calls by Type |                                 |       |
|--------------------------|---------------------------------|-------|
| Final Call               |                                 |       |
| Final Call Type          | Sub-Type                        | Total |
| 3.Missed Pick Up         | Missed Yard Waste - Residential | 2     |
|                          | Missed Trash - Residential      | 1     |
| 3.Missed Pick Up Total   |                                 | 3     |
| Grand Total              |                                 | 3     |

## Republic Services Call Log Report

| Final Call Type  | Sub-Type                        | Case Number        | Date/Time Opened   | Date/Time Closed   | Created By           | Request Description                                                                                                                                          | Resolution Comments | Customer Category | Account Number | Site | Account Name     | Site Address                           | Phone          |
|------------------|---------------------------------|--------------------|--------------------|--------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|----------------|------|------------------|----------------------------------------|----------------|
| 3.Missed Pick Up | Missed Trash - Residential      | 20260717-240619748 | 7/17/2026 7:47 AM  | 7/21/2026 10:50 PM | Tyler Hornsby-Taylor | KIM IRVINE/ [REDACTED] states they have been missed for the pickup originally scheduled on 7/16/2026. Cx was missed                                          | (blank)             | RESI              | 9020003044     | 1    | RESIDENT         | 13 OPENBRAND RD ROLLING HILLS CA       | (000) 000-0000 |
| 3.Missed Pick Up | Missed Yard Waste - Residential | 20260728-241298915 | 7/28/2026 2:42 PM  | (blank)            | Jurie A Balbuena     | Elizabeth Calfas [REDACTED] states they have been missed for the pickup originally scheduled on 7/27/2026. MPU. do not charge if any extra trash due to miss | (blank)             | RESI              | 9020003653     | 1    | CURRENT RESIDENT | 9 GEORGEFF RD ROLLING HILLS CA         | [REDACTED]     |
| 3.Missed Pick Up | Missed Yard Waste - Residential | 20260731-241546314 | 7/31/2026 10:25 AM | 8/4/2026 10:40 PM  | Dennis F Arguello    | Jennifer Gebhard [REDACTED] states they have been missed for the pickup originally scheduled on 7/27/2026. cx states that we have missed her yard waste cart | (blank)             | RESI              | 9020003186     | 1    | RESIDENT         | 11 PORTUGUESE BEND RD ROLLING HILLS CA | (000) 000-0000 |

City of Rolling Hills - July 2026 Republic Services Complaint Log

| Date of Issue | Time     | Issue/Complaint              | Resident Name | Resident Address             | Republic contacted | Republic Reponse |
|---------------|----------|------------------------------|---------------|------------------------------|--------------------|------------------|
| 7/9/2026      | 10:00 AM | Missed Trash                 |               | 19 Caballeros Rd.            | Lori Reyna         | Lori Reyna       |
| 7/9/2026      | 12:30 PM | Missed Trash and Green Waste |               | 2 Hillside Ln.               | Lori Reyna         |                  |
| 7/17/2026     | 11:15 AM | Missed Green Waste           |               | 9 Wagon Ln.                  | Lori Reyna         | Lori Reyna       |
| 7/17/2026     | 11:15 AM | Missed Green Waste           |               | 36 Portuguese Bend Rd.       | Lori Reyna         | Lori Reyna       |
| 7/17/2026     | 12:30 PM | Missed Trash and Green Waste |               | 4 Possum Ridge Rd.           | Lori Reyna         | Lori Reyna       |
| 7/17/2026     | 12:30 PM | Missed Trash and Green Waste |               | 2 Morgan Ln.                 | Lori Reyna         | Lori Reyna       |
| 7/19/2026     | 7:00 PM  | Missed Trash and Green Waste |               | 2 Morgan Ln.                 | Lori Reyna         | Lori Reyna       |
| 7/20/2026     | 8:45 AM  | Missed Trash and Green Waste |               | 38 Crest Rd. East            | Lori Reyna         | Lori Reyna       |
| 7/24/2026     | 9:00 AM  | Missed Green Waste           |               | 9 Wagon Ln.                  | Lori Reyna         | Lori Reyna       |
| 7/28/2026     | 9:30 AM  | Missed Green Waste           |               | 44 Portuguese Bend Rd.       | Lori Reyna         | Lori Reyna       |
| 7/28/2026     | 9:30 AM  | Missed Green Waste           |               | 9 Wagon Ln.                  | Lori Reyna         | Lori Reyna       |
| 7/29/2026     | 9:15 AM  | Missed Green Waste           |               | 10 Upper Blackwater Cyn. Rd. | Lori Reyna         |                  |
| 7/29/2026     | 10:30 AM | Missed Trash and Green Waste |               | 33 Portuguese Bend Rd.       | Lori Reyna         | Lori Reyna       |
| 7/29/2026     | 1:30 PM  | Missed Trash and Green Waste |               | 19 Buggywhip Dr.             | Lori Reyna         | Lori Reyna       |





Sustainability in Action

Rolling Hills Red Tags – July 2026

| DATE      | ADDRESS         | CODE | ISSUE              | COMM |
|-----------|-----------------|------|--------------------|------|
| 7/17/2026 | 6 MAVERICK      | 7    | CONTAMINATED (REC) | NO   |
| 7/24/2026 | 38 PORTUGESE RD | 7    | CONTAMINATED (REC) | NO   |
| 7/24/2026 | 6 MIDDLE RIDGE  | 7    | CONTAMINATED (REC) | NO   |
| 7/29/2026 | 6 EASTFIELD DR  | 7    | CONTAMINATED (REC) | NO   |



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 8.F.**

**Meeting Date: 8/24/2026**

**To:** City Council  
**From:** Christian Horvath, Assistant to the City Manager / City Clerk  
**Thru:** Karina Bañales, City Manager  
**Subject:** Adopt Resolution No. 1421 amending the City of Rolling Hills Conflict of Interest code pursuant to the Political Reform Act of 1974; and find that this item is not subject to CEQA pursuant to Sections 15378(b)(5)

---

## **Background:**

The Political Reform Act (the “Act”) requires all public agencies to adopt and maintain a Conflict of Interest Code (Attachment B) containing the rules for disclosure of personal assets and the prohibition from making or participating in making governmental decisions that may affect any personal assets. The Conflict of Interest Code must specifically designate all agency positions that make or participate in the making of decisions and assign specific types of personal assets to be disclosed that may be affected by the exercise of powers and duties of that position.

The Act further requires that an agency regularly review and update its Code via Resolution (Attachment A) as necessary when directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5).

Pursuant to the Act the City adopted a Conflict of Interest Code which was last amended and approved by the City Council on August 13, 2018. Review of the Code was done as directed by City Council as the City’s code-reviewing body and shows that it must be amended to revise disclosure categories, revise titles of existing positions and deletes the titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.

Government Code section 87303 provides that no code or amendment to a code shall be effective until it has been approved by the code-reviewing body. (Attachment D)

Attachment C is a redline version of the proposed amended Conflict of Interest Code showing the revisions made.

## **ENVIRONMENTAL IMPACT**

This item is not subject to California Environmental Quality Act (“CEQA”) pursuant to Sections 15378(b)(5)(Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment).

**LEGAL REVIEW**

The City Attorney has reviewed and approved the accompanying resolution as to form.

**PUBLIC NOTIFICATION**

Notice for this item was publicly posted and made to each affected position as required by the Fair Political Practices Commission, and made through the regular agenda process (Attachment E).

**Discussion:**

None.

**Fiscal Impact:**

None.

**Recommendation:**

Approve as presented.

**Attachments:**

1. Attachment A - ResolutionNo1421\_CoRH\_ConflictOfInterestCode\_F
2. Attachment B - CL\_FPC\_260805\_ConflictOfInterestCode\_2026\_F
3. Attachment C - CL\_FPC\_260805\_ConflictOfInterestCode\_2026\_Legislative\_Redline
4. Attachment D - CL\_FPC\_260724\_Regulation18730
5. Attachment E - CL\_PBN\_260730\_NOI\_ConflictOfInterestCode\_F

## RESOLUTION NO. 1421

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AMENDING THE CONFLICT OF INTEREST CODE OF THE CITY OF ROLLING HILLS PURSUANT TO THE POLITICAL REFORM ACT OF 1974.

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000, et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the City of Rolling Hills (the "City"), and which requires all public agencies to adopt and promulgate a conflict of interest code; and

**WHEREAS**, the City Council adopted an amended Conflict of Interest Code (the "Code") by Resolution No. 750 dated September 26, 1994 and by Resolution No. 1091 dated September 13, 2010, Resolution 1228 dated August 13, 2018; and

**WHEREAS**, subsequent changed circumstances within the City have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the City being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the City Council of, the proposed amended Code was provided to each designated employee and was publicly posted for review; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the City Council on August 24, 2026, at which all present were given an opportunity to be heard on the proposed amended Code.

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

**Section 1:** The City Council does hereby approve and adopt the amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the City Clerk and available to the public for inspection and copying during regular business hours.

**Section 2:** That the said amended Conflict of Interest Code shall become effective immediately upon adoption and approval.

**Section 3:** This Resolution rescinds all previous Conflict of Interest Codes of the City of Rolling Hills.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Rolling Hills  
on this 24<sup>th</sup> day of August 2026.

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BEA DIERINGER  
MAYOR

ATTEST:

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CHRISTIAN HORVATH  
CITY CLERK

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

The foregoing Resolution No. 1421 entitled:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ROLLING HILLS AMENDING THE CONFLICT OF  
INTEREST CODE OF THE CITY OF ROLLING HILLS  
PURSUANT TO THE POLITICAL REFORM ACT OF 1974.**

was approved and adopted at a regular meeting of the City Council on the 24th day of  
August 2026, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

CHRISTIAN HORVATH  
CITY CLERK

**CONFLICT OF INTEREST CODE  
OF THE  
CITY OF ROLLING HILLS**

**CONFLICT OF INTEREST CODE  
OF THE  
CITY OF ROLLING HILLS**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the City of Rolling Hills (the "City").

All officials and designated positions required to submit a statement of economic interests shall file their statements with the City Clerk as the City's Filing Officer. The City Clerk shall make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission. The City Clerk shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)



**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**CITY OF ROLLING HILLS**  
**PART “A”**

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and all Other City Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3, are NOT subject to the City’s Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the position listed below is an Other City Official who manages public investments<sup>1</sup>. This position is listed here for informational purposes only.

Finance Operations Lead Consultant

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

## **DESIGNATED POSITIONS**

### **GOVERNED BY THE CONFLICT OF INTEREST CODE**

#### **DESIGNATED POSITIONS'** **TITLE OR FUNCTION**

#### **DISCLOSURE CATEGORIES** **ASSIGNED**

|                                                     |            |
|-----------------------------------------------------|------------|
| Assistant City Attorney (not filing under GC 87200) | 1, 2       |
| Assistant to the City Manager/City Clerk            | 5          |
| Senior Planner                                      | 1, 2       |
| Associate Planner                                   | 1, 2       |
| Planning Director                                   | 1, 2       |
| Planning Manager                                    | 2, 3, 5, 6 |

Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg. 18700.3 or in a new position created since this Code was last approved that make or participate in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code §. 82019; FPPC Regs. 18219 and 18734.) The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code §. 81008.)

## **PART "B"**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated is assigned.<sup>3</sup> Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the City.

Category 1: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that are located in, do business in or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the City, or within two (2) miles of any land owned or used by the City, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that provide services (including training or consulting services), products, materials, machinery, vehicles or equipment of the type purchased or leased by the City.

Category 5: All investments, business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services (including training or consulting services), products, materials, machinery, vehicles or equipment of the type purchased or leased by the designated position's department, unit or division.

Category 6: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), subject to the regulatory, permit, or licensing authority of the designated employee's department, unit or division.

Category 7: All investments, business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the City or its subdivisions.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1.)

|

**CONFLICT OF INTEREST CODE  
OF THE  
CITY OF ROLLING HILLS**

**CONFLICT OF INTEREST CODE  
OF THE  
CITY OF ROLLING HILLS**

The Political Reform Act (Government Code ~~§~~ Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the City of Rolling Hills (the "City").

All officials and designated positions required to submit a statement of economic interests shall file their statements with the City Clerk as the City's Filing Officer. The City Clerk shall make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission. The City Clerk shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**CITY OF ROLLING HILLS**  
**PART "A"**

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and all Other City Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3, are NOT subject to the City's Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the position listed below is an Other City Official who manages public investments<sup>1</sup>. This position is listed here for informational purposes only.

~~Finance Director~~ Finance Operations Lead Consultant

<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

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**DESIGNATED POSITIONS**

**GOVERNED BY THE CONFLICT OF INTEREST CODE**

| <b><u>DESIGNATED POSITIONS'</u></b><br><b><u>TITLE OR FUNCTION</u></b>                                | <b><u>DISCLOSURE CATEGORIES</u></b><br><b><u>ASSIGNED</u></b> |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Assistant City Attorney (not filing under GC 87200)                                                   | 1, 2                                                          |
| <del>Assistant to the City Manager</del> /City Clerk                                                  | 5                                                             |
| Senior <del>Planner</del>                                                                             | <del>1, 2</del>                                               |
| Associate Planner                                                                                     | 1, 2                                                          |
| Planning Director                                                                                     | <del>2, 3, 5, 6</del> 1, 2                                    |
| <del>Planning Manager</del>                                                                           | <del>2, 3, 5, 6</del>                                         |
| <b><u>MEMBERS OF BOARDS,</u></b><br><b><u>COMMITTEES &amp; COMMISSIONS</u></b>                        |                                                               |
| <del>Traffic Commission</del> [Commission being removed as they serve solely in an advisory capacity] | <del>2, 3</del>                                               |
| Consultants and New Positions <sup>2</sup>                                                            |                                                               |

<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg. 18700.3 or in a new position created since this Code was last approved that make or participate in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code §. 82019; FPPC Regs. 18219 and 18734.) The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code §. 81008.)

**PART "B"**  
**DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which ~~he or she~~ the designated is assigned.<sup>3</sup> Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the City.

Category 1: All investments, ~~and~~ business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that are located in, do business in or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the City, or within two (2) miles of any land owned or used by the City, including any leasehold, beneficial or ownership interest or option to acquire property.

Category 3: All investments, ~~and~~ business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments, ~~and~~ business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), that provide services (including training or consulting services), products, materials, machinery, vehicles or equipment of ~~a the~~ type purchased or leased by the City.

Category 5: All investments, ~~and~~ business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services (including training or consulting services), products, materials, machinery, vehicles or equipment of ~~a the~~ type purchased or leased by the designated position's department, unit or division.

Category 6: All investments, ~~and~~ business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), subject to the regulatory, permit, or licensing authority of the designated employee's department, unit or division.

Category 7: All investments, ~~and~~ business positions in business entities, and sources of income, (including receipt of gifts, loans and travel payments), or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the City or its subdivisions.

<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1.)



Amend 2 Cal. Code Regs., Section 18754 to read:

**§ 18730. Provisions of Conflict of Interest Codes.**

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees. The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

1           (3) Section 3. Disclosure Categories.

2           This code does not establish any disclosure obligation for those designated employees  
3 who are also specified in Section 87200 if they are designated in this code in that same capacity  
4 or if the geographical jurisdiction of this agency is the same as or is wholly included within the  
5 jurisdiction in which those persons must report their economic interests pursuant to article 2 of  
6 chapter 7 of the Political Reform Act, Sections 87200, et seq. In addition, this code does not  
7 establish any disclosure obligation for any designated employees who are designated in a conflict  
8 of interest code for another agency, if all of the following apply:

9           (A) The geographical jurisdiction of this agency is the same as or is wholly included  
10 within the jurisdiction of the other agency;

11           (B) The disclosure assigned in the code of the other agency is the same as that required  
12 under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

13           (C) The filing officer is the same for both agencies. [FN1]

14           Such persons are covered by this code for disqualification purposes only. With respect to  
15 all other designated employees, the disclosure categories set forth in the Appendix specify which  
16 kinds of economic interests are reportable. Such a designated employee shall disclose in the  
17 employee's statement of economic interests those economic interests the employee has which are  
18 of the kind described in the disclosure categories to which the employee is assigned in the  
19 Appendix. It has been determined that the economic interests set forth in a designated employee's  
20 disclosure categories are the kinds of economic interests which the employee foreseeably can  
21 affect materially through the conduct of the employee's office.

22           (4) Section 4. Statements of Economic Interests: Place of Filing.

1           The code reviewing body shall instruct all designated employees within its code to file  
2 statements of economic interests with the agency or with the code reviewing body, as provided  
3 by the code reviewing body in the agency's conflict of interest code or with the Fair Political  
4 Practices Commission using the Commission's electronic filing system as required under Section  
5 87500. [FN2]

6           (5) Section 5. Statements of Economic Interests: Time of Filing.

7           (A) Initial Statements. All designated employees employed by the agency on the effective  
8 date of this code, as originally adopted, promulgated and approved by the code reviewing body,  
9 shall file statements within 30 days after the effective date of this code. Thereafter, each person  
10 already in a position when it is designated by an amendment to this code shall file an initial  
11 statement within 30 days after the effective date of the amendment.

12           (B) Assuming Office Statements. All persons assuming designated positions after the  
13 effective date of this code shall file statements within 30 days after assuming the designated  
14 positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

15           (C) Annual Statements. All designated employees shall file statements no later than April  
16 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the  
17 deadline for the annual statement of economic interests is 30 days following the person's return  
18 to office, provided the person, or someone authorized to represent the person's interests, notifies  
19 the filing officer in writing prior to the applicable filing deadline that the person is subject to that  
20 federal statute and is unable to meet the applicable deadline, and provides the filing officer  
21 verification of the person's military status.

22           (D) Leaving Office Statements. All persons who leave designated positions shall file  
23 statements within 30 days after leaving office.

1 (5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

2 Any person who resigns within 12 months of initial appointment, or within 30 days of the  
3 date of notice provided by the filing officer to file an assuming office statement, is not deemed to  
4 have assumed office or left office, provided the person did not make or participate in the making  
5 of, or use the person's position to influence any decision and did not receive or become entitled  
6 to receive any form of payment as a result of the person's appointment. Such persons shall not  
7 file either an assuming or leaving office statement.

8 (A) Any person who resigns a position within 30 days of the date of a notice from the  
9 filing officer shall do both of the following:

10 (1) File a written resignation with the appointing power; and

11 (2) File a written statement with the filing officer declaring under penalty of perjury that  
12 during the period between appointment and resignation the person did not make, participate in  
13 the making, or use the position to influence any decision of the agency or receive, or become  
14 entitled to receive, any form of payment by virtue of being appointed to the position.

15 (6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

16 (A) Contents of Initial Statements. Initial statements shall disclose any reportable  
17 investments, interests in real property and business positions held on the effective date of the  
18 code and income received during the 12 months prior to the effective date of the code.

19 (B) Contents of Assuming Office Statements.

20 Assuming office statements shall disclose any reportable investments, interests in real  
21 property and business positions held on the date of assuming office or, if subject to State Senate  
22 confirmation or appointment, on the date of nomination, and income received during the 12

1 months prior to the date of assuming office or the date of being appointed or nominated,  
2 respectively.

3 (C) Contents of Annual Statements. Annual statements shall disclose any reportable  
4 investments, interests in real property, income and business positions held or received during the  
5 previous calendar year provided, however, that the period covered by an employee's first annual  
6 statement shall begin on the effective date of the code or the date of assuming office whichever  
7 is later, or for a board or commission member subject to Section 87302.6, the day after the  
8 closing date of the most recent statement filed by the member pursuant to Regulation 18754.

9 (D) Contents of Leaving Office Statements.

10 Leaving office statements shall disclose reportable investments, interests in real property,  
11 income and business positions held or received during the period between the closing date of the  
12 last statement filed and the date of leaving office.

13 (7) Section 7. Manner of Reporting.

14 Statements of economic interests shall be made on forms prescribed by the Fair Political  
15 Practices Commission and supplied by the agency, and shall contain the following information:

16 (A) Investment and Real Property Disclosure.

17 When an investment or an interest in real property [FN3] is required to be reported,  
18 [FN4] the statement shall contain the following:

- 19 1. A statement of the nature of the investment or interest;
- 20 2. The name of the business entity in which each investment is held, and a general  
21 description of the business activity in which the business entity is engaged;
- 22 3. The address or other precise location of the real property;

1           4. A statement whether the fair market value of the investment or interest in real property  
2 equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

3           (B) Personal Income Disclosure. When personal income is required to be reported, [FN5]  
4 the statement shall contain:

5           1. The name and address of each source of income aggregating \$500 or more in value, or  
6 \$50 or more in value if the income was a gift, and a general description of the business activity,  
7 if any, of each source;

8           2. A statement whether the aggregate value of income from each source, or in the case of  
9 a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater  
10 than \$10,000, or greater than \$100,000;

11           3. A description of the consideration, if any, for which the income was received;

12           4. In the case of a gift, the name, address and business activity of the donor and any  
13 intermediary through which the gift was made; a description of the gift; the amount or value of  
14 the gift; and the date on which the gift was received;

15           5. In the case of a loan, the annual interest rate and the security, if any, given for the loan  
16 and the term of the loan.

17           (C) Business Entity Income Disclosure. When income of a business entity, including  
18 income of a sole proprietorship, is required to be reported, [FN6] the statement shall contain:

19           1. The name, address, and a general description of the business activity of the business  
20 entity;

21           2. The name of every person from whom the business entity received payments if the  
22 filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

1 (D) Business Position Disclosure. When business positions are required to be reported, a  
2 designated employee shall list the name and address of each business entity in which the  
3 employee is a director, officer, partner, trustee, employee, or in which the employee holds any  
4 position of management, a description of the business activity in which the business entity is  
5 engaged, and the designated employee's position with the business entity.

6 (E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving  
7 office statement, if an investment or an interest in real property was partially or wholly acquired  
8 or disposed of during the period covered by the statement, the statement shall contain the date of  
9 acquisition or disposal.

10 (8) Section 8. Prohibition on Receipt of Honoraria.

11 (A) No member of a state board or commission, and no designated employee of a state or  
12 local government agency, shall accept any honorarium from any source, if the member or  
13 employee would be required to report the receipt of income or gifts from that source on the  
14 member's or employee's statement of economic interests.

15 (B) This section shall not apply to any part-time member of the governing board of any  
16 public institution of higher education, unless the member is also an elected official.

17 (C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this  
18 section.

19 (D) This section shall not limit or prohibit payments, advances, or reimbursements for  
20 travel and related lodging and subsistence authorized by Section 89506.

21 (8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$590.

22 (A) No member of a state board or commission, and no designated employee of a state or  
23 local government agency, shall accept gifts with a total value of more than \$590 in a calendar

1 year from any single source, if the member or employee would be required to report the receipt  
2 of income or gifts from that source on the member's or employee's statement of economic  
3 interests.

4 (B) This section shall not apply to any part-time member of the governing board of any  
5 public institution of higher education, unless the member is also an elected official.

6 (C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this  
7 section.

8 (8.2) Section 8.2. Loans to Public Officials.

9 (A) No elected officer of a state or local government agency shall, from the date of the  
10 election to office through the date that the officer vacates office, receive a personal loan from  
11 any officer, employee, member, or consultant of the state or local government agency in which  
12 the elected officer holds office or over which the elected officer's agency has direction and  
13 control.

14 (B) No public official who is exempt from the state civil service system pursuant to  
15 subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while  
16 he or she holds office, receive a personal loan from any officer, employee, member, or consultant  
17 of the state or local government agency in which the public official holds office or over which  
18 the public official's agency has direction and control. This subdivision shall not apply to loans  
19 made to a public official whose duties are solely secretarial, clerical, or manual.

20 (C) No elected officer of a state or local government agency shall, from the date of the  
21 election to office through the date that the officer vacates office, receive a personal loan from  
22 any person who has a contract with the state or local government agency to which that elected  
23 officer has been elected or over which that elected officer's agency has direction and control.



1 This subdivision shall not apply to loans made by banks or other financial institutions or to any  
2 indebtedness created as part of a retail installment or credit card transaction, if the loan is made  
3 or the indebtedness created in the lender's regular course of business on terms available to  
4 members of the public without regard to the elected officer's official status.

5 (D) No public official who is exempt from the state civil service system pursuant to  
6 subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while  
7 the official holds office, receive a personal loan from any person who has a contract with the  
8 state or local government agency to which that elected officer has been elected or over which  
9 that elected officer's agency has direction and control. This subdivision shall not apply to loans  
10 made by banks or other financial institutions or to any indebtedness created as part of a retail  
11 installment or credit card transaction, if the loan is made or the indebtedness created in the  
12 lender's regular course of business on terms available to members of the public without regard to  
13 the elected officer's official status. This subdivision shall not apply to loans made to a public  
14 official whose duties are solely secretarial, clerical, or manual.

15 (E) This section shall not apply to the following:

16 1. Loans made to the campaign committee of an elected officer or candidate for elective  
17 office.

18 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild,  
19 brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first  
20 cousin, or the spouse of any such persons, provided that the person making the loan is not acting  
21 as an agent or intermediary for any person not otherwise exempted under this section.

22 3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.

1           4. Loans made, or offered in writing, before January 1, 1998. 9(8.3) Section 8.3. Loan  
2   Terms.

3           (A) Except as set forth in subdivision (B), no elected officer of a state or local  
4   government agency shall, from the date of the officer's election to office through the date the  
5   officer vacates office, receive a personal loan of \$500 or more, except when the loan is in writing  
6   and clearly states the terms of the loan, including the parties to the loan agreement, date of the  
7   loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan  
8   and the amount of the payments, and the rate of interest paid on the loan.

9           (B) This section shall not apply to the following types of loans:

10          1. Loans made to the campaign committee of the elected officer.

11          2. Loans made to the elected officer by his or her spouse, child, parent, grandparent,  
12   grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt,  
13   uncle, or first cousin, or the spouse of any such person, provided that the person making the loan  
14   is not acting as an agent or intermediary for any person not otherwise exempted under this  
15   section.

16          3. Loans made, or offered in writing, before January 1, 1998. (C) Nothing in this section  
17   shall exempt any person from any other provision of Title 9 of the Government Code.

18          (8.4) Section 8.4. Personal Loans.

19          (A) Except as set forth in subdivision (B), a personal loan received by any designated  
20   employee shall become a gift to the designated employee for the purposes of this section in the  
21   following circumstances:

22          1. If the loan has a defined date or dates for repayment, when the statute of limitations for  
23   filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

- a. The date the loan was made.
- b. The date the last payment of \$100 or more was made on the loan.
- c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

1 No designated employee shall make, participate in making, or in any way attempt to use  
2 the employee's official position to influence the making of any governmental decision which the  
3 employee knows or has reason to know will have a reasonably foreseeable material financial  
4 effect, distinguishable from its effect on the public generally, on the official or a member of the  
5 official's immediate family or on:

6 (A) Any business entity in which the designated employee has a direct or indirect  
7 investment worth \$2,000 or more;

8 (B) Any real property in which the designated employee has a direct or indirect interest  
9 worth \$2,000 or more;

10 (C) Any source of income, other than gifts and other than loans by a commercial lending  
11 institution in the regular course of business on terms available to the public without regard to  
12 official status, aggregating \$500 or more in value provided to, received by or promised to the  
13 designated employee within 12 months prior to the time when the decision is made;

14 (D) Any business entity in which the designated employee is a director, officer, partner,  
15 trustee, employee, or holds any position of management; or

16 (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating  
17 \$590 or more provided to, received by, or promised to the designated employee within 12  
18 months prior to the time when the decision is made.

19 (9.3) Section 9.3. Legally Required Participation.

20 No designated employee shall be prevented from making or participating in the making  
21 of any decision to the extent the employee's participation is legally required for the decision to be  
22 made. The fact that the vote of a designated employee who is on a voting body is needed to break  
23 a tie does not make the employees' participation legally required for purposes of this section.

1 (9.5) Section 9.5. Disqualification of State Officers and Employees.

2 In addition to the general disqualification provisions of section 9, no state administrative  
3 official shall make, participate in making, or use the official's position to influence any  
4 governmental decision directly relating to any contract where the state administrative official  
5 knows or has reason to know that any party to the contract is a person with whom the state  
6 administrative official, or any member of the official's immediate family has, within 12 months  
7 prior to the time when the official action is to be taken:

8 (A) Engaged in a business transaction or transactions on terms not available to members  
9 of the public, regarding any investment or interest in real property; or

10 (B) Engaged in a business transaction or transactions on terms not available to members  
11 of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

12 (10) Section 10. Disclosure of Disqualifying Interest.

13 When a designated employee determines that the employee should not make a  
14 governmental decision because the employee has a disqualifying interest in it, the determination  
15 not to act may be accompanied by disclosure of the disqualifying interest.

16 (11) Section 11. Assistance of the Commission and Counsel.

17 Any designated employee who is unsure of the duties under this code may request  
18 assistance from the Fair Political Practices Commission pursuant to Section 83114 and  
19 Regulations 18329 and 18329.5 or from the attorney for the employee's agency, provided that  
20 nothing in this section requires the attorney for the agency to issue any formal or informal  
21 opinion.

22 (12) Section 12. Violations.

1 This code has the force and effect of law. Designated employees violating any provision  
2 of this code are subject to the administrative, criminal and civil sanctions provided in the  
3 Political 13Reform Act, Sections 81000-91014. In addition, a decision in relation to which a  
4 violation of the disqualification provisions of this code or of Section 87100 or 87450 has  
5 occurred may be set aside as void pursuant to Section 91003.

6 \_\_\_\_\_  
7 1 Designated employees who are required to file statements of economic interests under  
8 any other agency's conflict of interest code, or under article 2 for a different  
9 jurisdiction, may expand their statement of economic interests to cover reportable  
10 interests in both jurisdictions, and file copies of this expanded statement with both  
11 entities in lieu of filing separate and distinct statements, provided that each copy of  
12 such expanded statement filed in place of an original is signed and verified by the  
13 designated employee as if it were an original. See Section 81004.

14 2 See Section 81010 and Regulation 18115 for the duties of filing officers and persons  
15 in agencies who make and retain copies of statements and forward the originals to the  
16 filing officer.

17 3 For the purpose of disclosure only (not disqualification), an interest in real property  
18 does not include the principal residence of the filer.

19 4 Investments and interests in real property which have a fair market value of less than  
20 \$2,000 are not investments and interests in real property within the meaning of the  
21 Political Reform Act. However, investments or interests in real property of an  
22 individual include those held by the individual's spouse and dependent children as  
23 well as a pro rata share of any investment or interest in real property of any business

entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

5 A designated employee's income includes the employee's community property interest in the income of the employee's spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

6 Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

NOTE: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.



## **NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE**

NOTICE IS HEREBY GIVEN that the City of Rolling Hills (the "City") intends to amend the City's Conflict of Interest Code (the "Code") pursuant to Government Code Section 87306.

The Appendix of the Code designates those employees, members, officers, and consultants who make or participate in the making of decisions and are subject to the disclosure requirements of the City's Code. The City's proposed amendment would revise disclosure categories, revise titles of existing positions and deletes the titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.

The proposed amended Code will be considered by City Council on August 24, 2026, at 7:00 p.m. at City of Rolling Hills, 2 Portuguese Bend Road, Rolling Hills, California. Any interested person may be present and comment at the public meeting or may submit written comments concerning the proposed amendment.

Any comments or inquiries should be directed to the attention of Christian Horvath, Assistant to the City Manager/City Clerk, City of Rolling Hills, 2 Portuguese Bend Road, Rolling Hills, CA 90274; (310) 377-1521; [cityclerk@cityofrh.net](mailto:cityclerk@cityofrh.net). Written comments must be submitted no later than August 24, 2026, at 7:00 p.m.

Copies of the proposed amended Code may be obtained from, the City Clerk.





# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 8.G.**

**Meeting Date: 8/24/2026**

**To:** City Council  
**From:** Christian Horvath, Assistant to the City Manager / City Clerk  
**Thru:** Karina Bañales, City Manager  
**Subject:** Receive and file Notice of Nominees for Public Office

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**Background:**

The three council seats currently held by Mayor Pro Tem James Black, Councilmember Patrick Wilson and Councilmember Leah Mirsch are on the Tuesday, November 3rd ballot. The three incumbents, along with resident Jeanevra Calhoun, have filed and been verified by LA County as candidates.

The City Clerk has posted a Public Notice of Nominees for Public Office regarding the November 3, 2026 Municipal Election in three locations as required.

**Discussion:**

None.

**Fiscal Impact:**

The cost of holding an election for November 2026 is estimated to be less than \$8,000. The final cost will be provided by the Los Angeles County Registrar/Recorder/County Clerk's Office after the election.

**Recommendation:**

Recieve and file.

**Attachments:**

1. CL\_PBN\_260814\_NoticeOfElectionNominees\_F\_E



*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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

## NOTICE OF NOMINEES FOR PUBLIC OFFICE

NOTICE IS HEREBY GIVEN that the following persons have been nominated for the offices designated to be filled at General Municipal Election to be held in the City of Rolling Hills on Tuesday, November 3, 2026.

For three (3) Members of the City Council. Vote for no more than three (3)

James Black, M.D.

Jeanevra Calhoun

Leah Mirsch

Pat Wilson

Christian Horvath  
City Clerk

Dated: August 14, 2026



# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 10.A.

Meeting Date: 8/24/2026

**To:** City Council  
**From:** Whitney Berry, Planning Manager  
**Thru:** Karina Bañales, City Manager  
**Subject:** Receive and file Zoning Case No. 26-75: Request for a Variance to waive the stable and corral set aside requirement related to an addition to an existing residence; and finding the project exempt from CEQA for 87 Eastfield Drive (AIN 7567-005-025)(Brockway)

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## **Background:**

On July 21, 2026, the Planning Commission conducted duly noticed public hearings at its morning field trip meeting and regular evening meeting. Neighbors within a 1,000-foot radius were notified of the public hearings and notices were posted in three locations within the City. The Planning Commission opened the public hearing, took public testimony and discussed the Project. The Commission voted 4-0 to adopt Resolution No. 2026-12 approving Zoning Case No. 26-75 for a Variance to waive the stable and corral set aside requirement related to a minor addition to an existing residence.

## **Site Background**

The subject property is zoned RA-S-1 and has a gross lot area of 28,480 square feet (SF), and for development purposes, a net lot area of 15,406 SF. The irregularly-shaped property is located on the west side of Eastfield Drive, has a curved frontage along the roadway, and is bordered by residential development on all sides. The lot has an overall elevation change of more than 35 feet from Eastfield Drive to the rear of the property. The property has a 30-foot-wide roadway easement along Eastfield Drive.

The lot is developed with a 1,906 SF single-family residence and an attached 395 SF garage that was originally constructed in 1953. The existing lot is legal non-conforming with 90% disturbed area and the existing residence is a legal non-conforming structure that encroaches into the front and rear setbacks. The property owner has made a number of improvements to the property over the years, most recently a remodel and addition in 2024.

## **Discussion:**

The Project includes an interior remodel and a 112-square-foot addition under the existing roof of a single-family residence. The minor addition does not by itself require discretionary review because it is located underneath the existing roofline, outside all setback areas and does not exceed certain

thresholds for Site Plan Review (Rolling Hills Municipal Code (“RHMC”) §17.46.020). However, the submitted plan for the Project does not designate a stable and corral set aside area because there is no feasible location for a stable and corral that would be sufficiently distanced from the primary residence and outside the roadway easements. As a result, the Project required a Variance to waive the stable and corral set-aside requirement for the property. Findings for the Variance were made because the lot has no feasible location for a stable and corral set-aside area due to its size, shape and topography. The irregularly-shaped lot is 28,480-square-feet, which is smaller than the one-acre minimum lot size for the RA-S-1 zone and has a steeply-sloped, curved front yard at its widest point along Eastfield Drive.

The current or future property owners are not precluded from applying for approval to construct a stable and corral at a future date if a suitable location or construction plan is later identified. The approved Variance merely relieves the property owner from the obligation to identify and set aside an area for a stable and corral.

### **Public Comments**

No additional public correspondence has been received since the Planning Commission approval of this item.

### **Rolling Hills Community Association Review**

The RHCA Architectural Committee reviewed this project on April 21 and May 5, and approved the addition on May 5, 2026.

### **Environmental Review**

The proposed project has been determined to be categorically exempt from further environmental review pursuant to Section 15303 of Title 14 of the California Code of Regulations (“State CEQA Guidelines”), Class 3 “New Construction or Conversion of Small Structures.” Class 3 exempts the construction and location of a limited number of new, small facilities or structures, including single family residence and accessory structures. Here, the Project involves an addition to an existing single-family residence under the existing roofline. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemptions in State CEQA Guidelines Section 15300.2 apply.

### **Fiscal Impact:**

None.

### **Recommendation:**

Receive and File.

### **Attachments:**

1. Attachment A - PC\_Resolution-2026-12\_87Eastfield\_ZC26-75\_F\_E
2. Attachment B - 87EastfieldDr\_ZC26-77\_RadiusMap
3. Attachment C - 87EastfieldDr\_ZC26-75\_07-01-26\_Plans\_11x17
4. Attachment D - 87EastfieldDr\_ZC26-75\_DevelopmentTable

## RESOLUTION NO. 2026-12

### **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF A VARIANCE TO WAIVE THE STABLE AND CORRAL SET-ASIDE REQUIREMENT FOR AN ADDITION TO AN EXISTING RESIDENCE, AND FINDING THE PROJECT EXEMPT FROM CEQA FOR 87 EASTFIELD DRIVE (APN 7567-005-025) (BROCKWAY)**

THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS DOES HEREBY FIND, RESOLVE, AND ORDER AS FOLLOWS:

Section 1. On June 2, 2026, an application was filed by the Applicant, Domingo Ottolia, on behalf of the property owner, Robert Brockway, to request approval of an interior remodel and 112-square-foot addition under the existing roof of a single-family residence (the "Project"). The scope of the Project does not require discretionary review; however, the submitted plan for the Project does not designate a stable and corral set aside area as required by Rolling Hills Municipal Code Section 17.16.170. As a result, the Project requires a Variance to waive the stable and corral set-aside requirement for the property.

Section 2. The property is zoned RA-S-1 and has a gross lot area is 28,480 square feet (SF) and, for development purposes, a net lot area is 15,406 SF. The irregularly-shaped property is located on the east side of Eastfield Drive, has a curved frontage along the roadway and is bordered by residential development on all sides. The lot has an overall elevation change of more than 35 feet from Eastfield Drive to the rear of the property. The property has a 30 -foot-wide roadway easement along Eastfield Drive. The lot is developed with a single-family residence and attached garage that was originally constructed in 1953. The existing lot is legal non-conforming with 90% disturbed area and the existing residence is a legal non-conforming structure that encroaches into the front and rear setbacks.

Section 3. The Planning Commission conducted a duly noticed public hearings to consider the application at its field trip meeting and regular meeting on July 21, 2026. Neighbors within a 1,000-foot radius were notified of the public hearings and a notice was published in three public places on July 9, 2026. The applicants and their agent were notified of the public hearings in writing by first class mail and the agent was in attendance at the hearings. Evidence was heard and presented from all persons interested in affecting said proposal.

Section 4. CEQA Findings. The Planning Commission finds that the Project is categorically exempt from further environmental review pursuant to Section 15303 of Title 14 of the California Code of Regulations ("State CEQA Guidelines"), Class 3 "New Construction or Conversion of Small Structures." Class 3 exempts the construction and location of a limited number of new, small facilities or structures, including single family residence and accessory structures. Here, the Project involves an addition to an existing single-family residence under the existing roofline. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemptions in State CEQA Guidelines Section 15300.2 apply.

Section 5. Variance Findings. A Variance procedure is provided to grant relief from zoning provisions when, due to special circumstances applicable to a property, including size, shape, topography, location or surroundings, the strict application of the zoning code deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification. Variances are required for this project due to the following proposed project components:

1. Stable and Corral Site Required (RHMC §17.16.170).

Given the foregoing, in accordance with RHMC Section 17.38.050, the Planning Commission makes the following findings:

**A. That there are exceptional or extraordinary circumstances or conditions applicable to the property that do not apply generally to other properties in the same vicinity and zone.**

This finding can be made because the lot has not feasible location for a stable and corral set aside area due to its size, shape and topography. The irregularly-shaped lot is 28,480-square-feet, which is smaller than the one-acre minimum lot size for the RA-S-1 zone and has a steeply-sloped, curved front yard at its widest point along Eastfield Drive. There is no feasible location for a stable and corral set aside area that would be sufficiently distanced from the primary residence and outside roadway easements. By granting this variance, the current or future property owners are not precluded from applying for approval to construct a stable and corral at a future date if a suitable location or construction plan is later identified. The property owner is merely relieved from the obligation to identify and set aside an area for a stable and corral.

**B. That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same vicinity and zone but which is denied the property in question.**

This finding can be made because the size, shape and topography of the lot provides no feasible location for a stable and corral set aside area and relieving the applicant of this requirement would allow them to construct a minor residential addition underneath the existing roofline, which is a substantial property right enjoyed by others properties in the vicinity and RA-S-1 zone.

**C. That the granting of such variance will not be materially detrimental to the public welfare or injurious to properties or improvements in the vicinity.**

This finding can be made because the Applicant is required to obtain all necessary geotechnical approvals and permits from Los Angeles County and other agencies, as applicable, to construct the project. The requested variance will avoid potential impacts of equestrian facilities in close proximity to the primary residence, neighboring residential structures or the roadway.

**D. That in granting the variance, the spirit and intent of this title will be observed.**

This finding can be made because the requested Variance will allow the property owner to construct an addition to the existing residence that is harmonious in scale and mass with the site and with adjacent residential development. In granting the variance to waive the stable and corral set aside requirement, the current or future property owners are not precluded from applying for approval to construct a stable and corral at a future date if a suitable location or construction plan is later identified. The property owner is merely relieved from the obligation to identify and set aside an area for a stable and corral in the pursuit of residential improvements to their property.

**E. That the variance does not grant special privilege to the applicant.**

This finding can be made because the size, shape and topography of the lot provides no feasible location for a stable and corral set aside area and relieving the applicant of this requirement would allow them to construct a minor residential addition underneath the existing roofline. In granting the variance to waive the stable and corral set aside requirement, the property owner is merely relieved from the obligation to identify and set aside an area for a stable and corral in the pursuit of residential improvements to their property.

**F. That the variance is consistent with the portions of the County of Los Angeles Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities.**

This finding can be made because the Project is consistent with the applicable portions of the Los Angeles County Hazardous Waste Management Plan related to siting criteria for hazardous waste facilities. The Project site is not listed on the current State of California Hazardous Waste and Substances Sites List, and the Project does not constitute a hazardous waste facility.

**G. That the variance request is consistent with the General Plan of the City of Rolling Hills.**

This finding can be made because the Project is consistent with the General Plan of the City of Rolling Hills goals to maintain the City's rural residential character, accommodate development that is compatible with and complements existing land uses and is sensitive to the natural environment and accounts for environmental hazards. The Project, together with the Variance, aligns with the goals, objectives and policies specified in the General Plan.

Section 6. Based upon the foregoing findings, and the evidence in the record, the Planning Commission hereby approves Zoning Case No. 26-75 subject to the following conditions:

A. Approval for the Variance shall expire within two years from the effective date of approval as defined in RHMC §17.38.070 of the Zoning Ordinance unless otherwise extended pursuant to the requirements of this section.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The suspension and stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the suspension and the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the Rolling Hills Municipal Code (RHMC).

C. The applicants shall execute an Affidavit of Acceptance of all conditions of the Variance approval, or the approval shall not be effective.

D. All requirements of the Building and Construction Ordinance, the Zoning ordinance, and of the zone in which the subject property is located must be complied with unless otherwise a variance to such requirement has been approved.

E. The lot shall be developed and maintained in substantial conformance with the site plan on file at City Hall and approved by the Planning Commission on July 21, 2026, except as otherwise provided in these conditions. The working drawings submitted to the Department of Building and Safety for plan check review shall conform to the approved development plan. All conditions of the Variance approval shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a grading or building permit from the building department.

The conditions of approval of this Resolution shall be printed onto a separate sheet and included in the building plans submitted to the Building Department for review and shall be kept on site at all times.

Any proposed modifications and/or changes to the approved Project, including resulting from field conditions, shall be discussed with staff so that staff can determine whether the



modification is minor or major in nature. Minor modifications are subject to approval by the City Manager or his or her designee. Major modifications are subject to approval by the Planning Commission after a public hearing. Applicant shall not implement modifications or changes to the approved Project without the appropriate approval from the City Manager or designee or the Planning Commission, as required.

F. Prior to submittal of final working drawings to Building and Safety Department for issuance of building and grading permits, the final plans for the Project shall be submitted to City staff for verification of conformance to the Planning Commission-approved plans.

G. A licensed professional preparing construction plans for this Project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this Project and all of the conditions set forth herein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building and/or grading permit for this project shall execute a Certificate of Construction stating that the Project will be constructed according to this Resolution and any plans approved therewith.

H. The total structural coverage on the building pad shall not exceed 3,082 square feet or 20%.

I. Total lot coverage of structures and paved areas shall not exceed 5,393 square feet or 35%.

J. The disturbance of the lot shall not exceed 13,865 square feet of surface area or 90% of the lot area.

K. The Applicant shall secure all permits from the Department of Building and Safety prior to commencing any work, and pay all applicable Building and Safety and Public Works Department fees and Palos Verdes Peninsula Unified School District fees, if any. All conditions of this Resolution, when applicable, must be complied with prior to the issuance of a grading or building permit from the Building and Safety Department.

L. Hydrology, soils, geology and other reports, as required by the Building and Public Works Departments, and as may be required by the Building Official, shall be prepared.

M. The Applicant shall submit a detailed drainage plan to the City's drainage engineer. This project shall meet the requirements of the City's Low Impact Development portion of the Storm Water Management and Pollution Control ordinance, if applicable. The applicant shall comply with grading requirements relative to submittal of grading and construction reports as required by the Building Official. In order to prevent sediments and water run-off from reaching the canyon from the disturbed slopes and an erosion control plan shall be submitted to the Building Department and implemented, even if grading permits have not been issued by that time.

N. Prior to issuance of a grading permit a detailed landscaping plan shall be submitted to City staff for review. The landscaping shall be subject to all current and applicable City standards, including the requirements of the City's Water Efficient Landscape Ordinance, (Chapter 13.18 of the RHMC). The landscaping plan shall utilize to the maximum extent feasible, plants that are native to the area, are water-wise and are consistent with the rural character of the community. A Certificate of Completion shall be submitted by the Project designer or contractor to the City prior to final landscape installation inspection. A final inspection shall not be granted unless the slopes are vegetated.

O. The applicant shall comply with all requirements of the Low Impact Development requirements for storm water management on site (RHMC Chapter 8.32).

M. The Applicant shall be required to conform to the City of Rolling Hills Water Efficient Landscape Ordinance, Chapter 13.18 of the Municipal Code. Prior to any further grading activity, the Applicant shall inform the City and RHCA staff of the date and time of this activity. Workers shall implement Best Management Practices to assure that streets and adjacent properties are not impacted.

P. The graded areas shall be landscaped and continually maintained in good condition. Any trees and shrubs used in the landscaping scheme for this project shall be planted in a way that will not result in a hedge like screening and will not impair views from neighboring properties. Pursuant to Chapter 8.30 of the RHMC, the property shall at all times be maintained free of dead trees and vegetation.

Q. The City or the Building Department may require a construction fence for the duration of the grading for this project. Such fence shall not be located in any easement or cross over trails or natural drainage course and shall be removed immediately upon completion of the grading work.

R. Any construction facility, such as a construction trailer/office or portable toilets, to a maximum extent practicable, shall be located in a manner not visible from the street, and be in a location satisfactory to City staff.

S. There shall be no discarding of any debris, trash, soil and construction spoils or any other material into the canyon or deposited anywhere on the property, including easements. No grading, planting, structures, drainage devices or hardscape, including driveways, or storage of any objects including building materials shall take place in the easements, unless approved by the RHCA.

T. The property owners shall be required to conform to the Regional Water Quality Control Board and County Health Department requirements for the installation and maintenance of the onsite wastewater treatment system/septic system..

U. The applicant shall pay all of the applicable Building and Safety and Public Works Department fees and Palos Verdes Peninsula Unified School District fees, if any.

V. *Prior to construction*, an on-site inspection and site walk-through, including through all existing structures as needed, shall be scheduled with City Staff and the applicant.

W. *During construction*, the property owners shall be required to schedule and regulate construction and related traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

X. Construction vehicles or equipment, employees' vehicles, delivery trucks shall not impede any traffic lanes to maximum extent practical; if traffic must be blocked in order to aid in the construction, no more than a single lane may be blocked for a short period of time and flagmen utilized on both sides of the impeded area to direct traffic.

Y. Prior to demolition of the existing structures, an investigation shall be conducted for the presence of hazardous chemicals, lead-based paints or products, mercury and asbestos-containing materials (ACMs). If hazardous chemicals, lead-based paints or products, mercury or ACMs are identified, remediation shall be undertaken in compliance with California environmental regulations and policies.

Z. *During construction*, to the extent feasible, all parking shall take place on the project site, on the new driveway and, if necessary, any overflow parking may take place within the unimproved roadway easements along adjacent streets, and shall not obstruct neighboring driveways, visibility at intersections or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City. To the extent feasible, a minimum of 4' wide path, from the edge of the roadway pavement, for pedestrian and equestrian passage shall be available and be clear of vehicles, construction materials and equipment at all times.

AA. *During construction*, the property owners shall be required to schedule and regulate construction and relate traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

AB. *During construction*, dust control measures shall be used to stabilize the soil from wind erosion and reduce dust and objectionable odors generated by construction activities in accordance with South Coast Air Quality Management District, Los Angeles County and local ordinances and engineering practices.

AC. *During construction*, an Erosion Control Plan containing the elements set forth in Section 7010 of the 2025 County of Los Angeles Uniform Building Code shall be followed to minimize erosion and to protect slopes and channels to control storm water pollution.

AD. *During construction*, the property owner and/or his/her contractor/applicant shall be responsible for compliance with the no-smoking provisions in the Municipal Code. The contractor shall not use tools that could produce a spark, including for clearing and grubbing,

during red flag warning conditions. It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions.

AE. *During construction*, conformance with the air quality management district requirements, storm water pollution prevention practices, county and local ordinances and engineering practices so that people or property are not exposed to undue vehicle trips, noise, dust, objectionable odors, landslides, mudflows, erosion, or land subsidence shall be required.

AF. Minimum of 65% of the construction material spoils shall be recycled and diverted from landfills. The hauler shall obtain a Construction and Demolition permit from the City and provide proof of recycling.

AG. Prior to final inspection of the project, “as graded” and “as constructed” plans and certifications shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the Planning Commission approved plans. In addition, any modifications made to the project during construction, shall be depicted on the “as built/as graded” plan.

AH. All conditions of this Resolution, when applicable, must be complied with prior to the issuance of a grading or building permit from the Building and Safety Department.

AI. Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

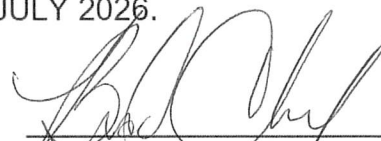
AJ. To the extent permitted by law, Permittee shall defend, indemnify and hold harmless the City of Rolling Hills, its City Council, its officers, employees and agents (the “indemnified parties”) from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside, or void any permit or approval for this project authorized by the City, including (without limitation) reimbursing the City its actual attorney’s fees and costs in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its choice. The permittee shall reimburse the City for any court and attorney’s fees which the City may be required to pay as a result of any claim or action brought against the City because of this permit. Although the permittee is the real party in interest in an action, the City may, at its sole discretion, participate at its own expense in the defense of the action, but such participation shall not relieve the permittee of any obligation under this condition.

Section 7. Custodian of Records: The documents and materials associated with this Resolution that constitute the record of proceedings on which these findings are based are located at Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California 90274. The Planning Manager is the custodian of records for the record of proceedings.

Section 8. Protest of Fees, Dedications, Reservations or Other Exactions: Pursuant to Government Code Section 66020, the applicant may protest the imposition of fees, dedications, reservations, or other exactions imposed on this development project by taking the necessary

steps and following the procedures established by Sections 66020 through 66022 of the California Government Code.

PASSED, APPROVED AND ADOPTED THIS 21st DAY OF JULY 2026.

  
BRAD CHELF, CHAIR

ATTEST:

  
CHRISTIAN HORVATH, CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Civil Procedure Section 1094.6.

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

I certify that the foregoing Resolution No. 2026-12 entitled:

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF A VARIANCE TO WAIVE THE STABLE AND CORRAL SET-ASIDE REQUIREMENT FOR A MINOR ADDITION TO AN EXISTING RESIDENCE, AND FINDING THE PROJECT EXEMPT FROM CEQA FOR 87 EASTFIELD DRIVE (APN 7567-005-025) (BROCKWAY)**

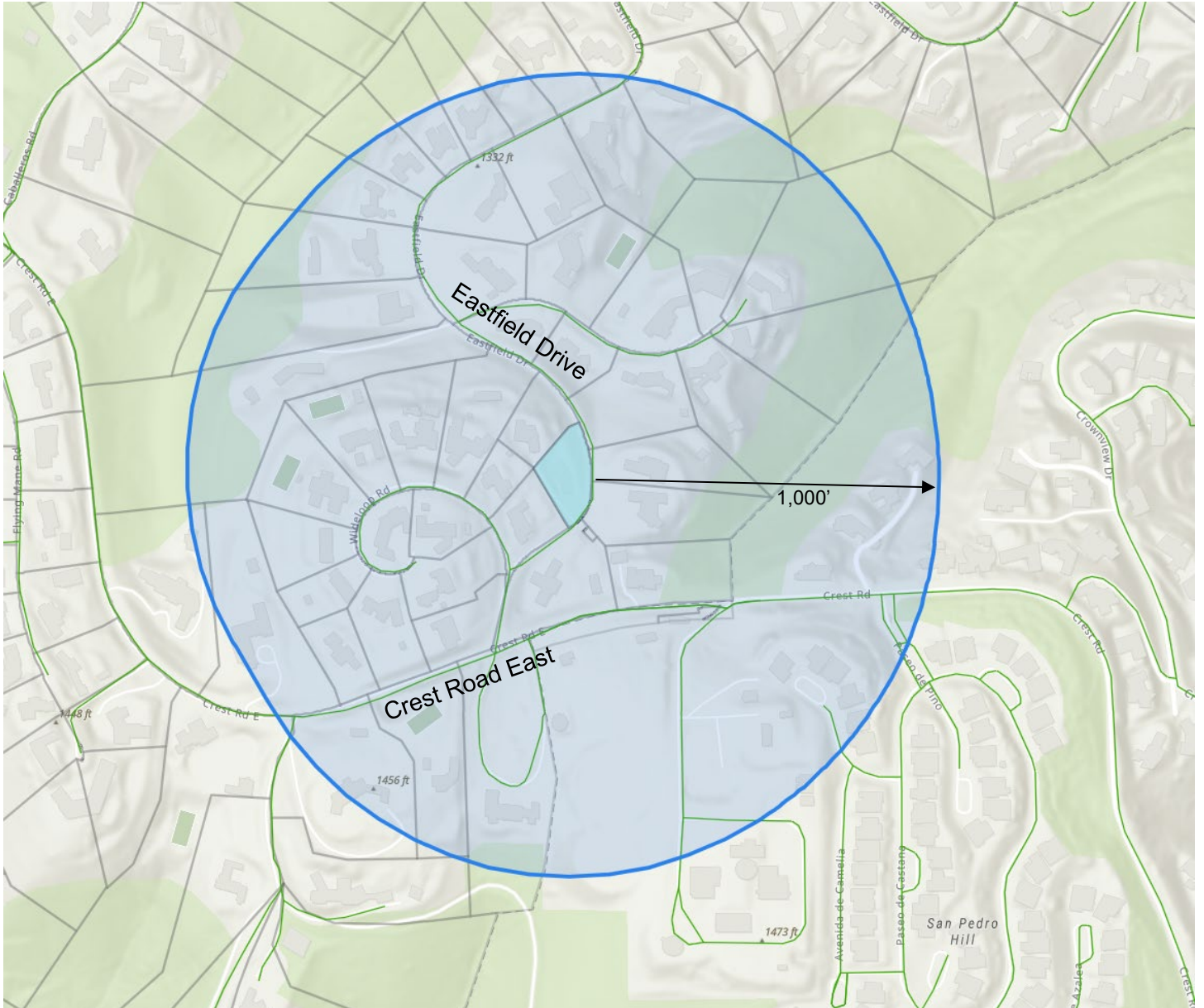
was approved and adopted at a regular meeting of the Planning Commission on July 21, 2026, by the following roll call vote:

AYES:           Cardenas, Soo, Kirkpatrick, Chair Chelf  
NOES:  
ABSENT:       Douglass  
ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices.

  
CHRISTIAN HORVATH, CITY CLERK



## City of Rolling Hills

|                |                                                    |                 |                               |
|----------------|----------------------------------------------------|-----------------|-------------------------------|
| <b>TITLE</b>   | <u>RADIUS MAP</u>                                  | <b>CASE NO.</b> | <u>ZONING CASE NO. 26-55</u>  |
| <b>OWNER</b>   | <u>BROCKWAY</u>                                    |                 | Site Plan Review and Variance |
| <b>ADDRESS</b> | <u>87 EASTFIELD DRIVE, ROLLING HILLS, CA 90274</u> |                 | <b>SITE</b>                   |





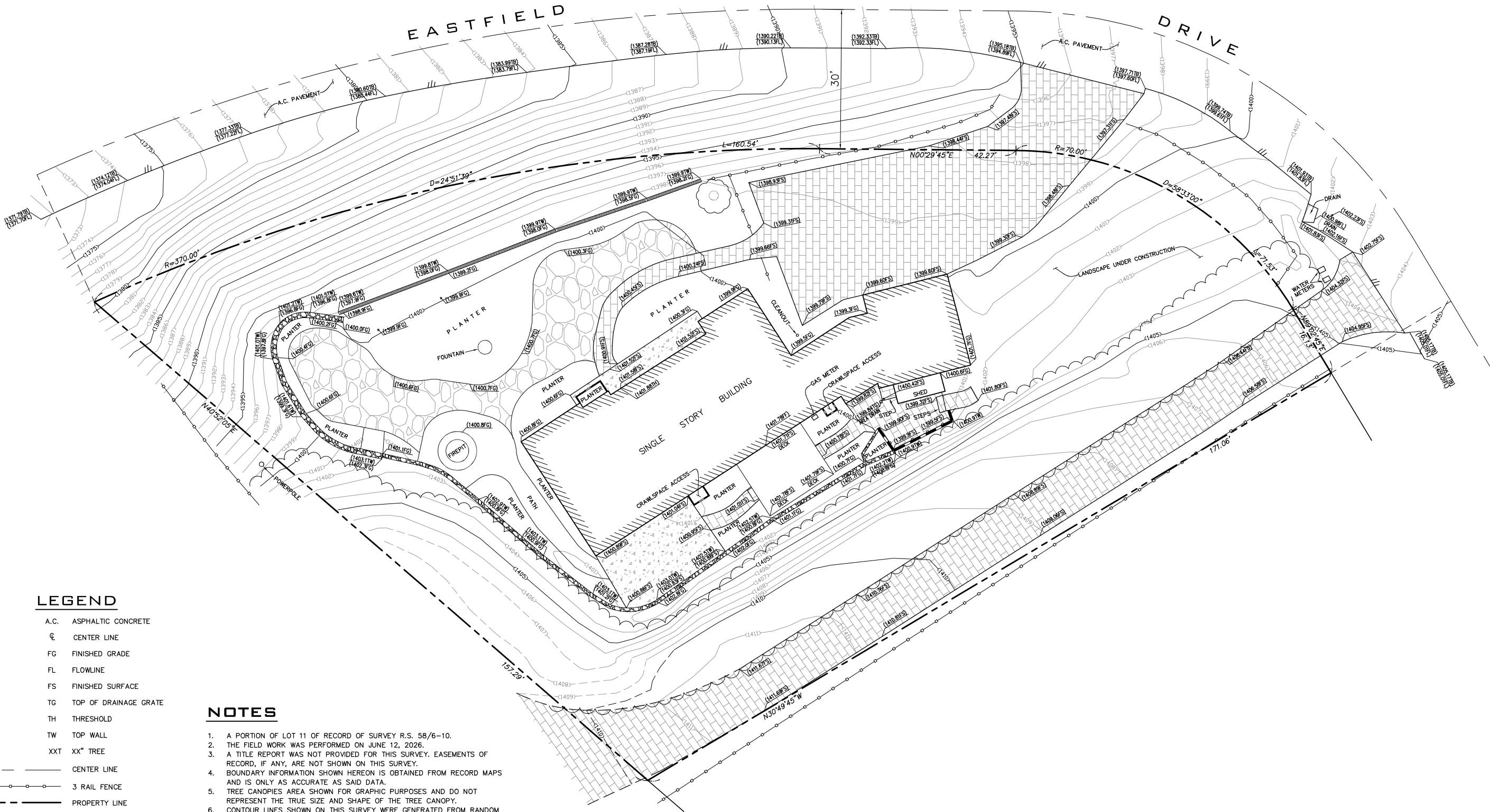
87 Eastfield Drive  
Rolling Hills, California 90274

The presented drawings, specifications, ideas, designs and arrangements represented thereby are and shall remain the property of the architect and no part thereof shall be copied, disclosed to others or used in connection with any other work or project other than the specific project for which they have been prepared and developed, without the written consent of the Architect. Visual contact with these drawings or specifications shall constitute conclusive evidence of acceptance of restrictions,

|                 |           |
|-----------------|-----------|
| date:           | 07-01-26  |
| project number: | 2316      |
| sheet title:    |           |
| Cover Sheet     |           |
| sheet number:   | CS1       |
|                 | Page 74 b |



TOPOGRAPHICAL SURVEY



LEGEND

- A.C. ASPHALTIC CONCRETE
- CL CENTER LINE
- FG FINISHED GRADE
- FL FLOWLINE
- FS FINISHED SURFACE
- TG TOP OF DRAINAGE GRATE
- TH THRESHOLD
- TW TOP WALL
- XXT XX" TREE

- CENTER LINE
- 3 RAIL FENCE
- PROPERTY LINE
- WALL
- ROCK WALL

BUILDING FOOTPRINT

- CONC. PAVEMENT
- BRICK PAVEMENT
- STONE PAVEMENT

NOTES

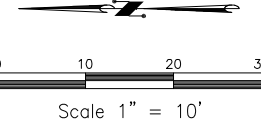
- A PORTION OF LOT 11 OF RECORD OF SURVEY R.S. 58/6-10.
- THE FIELD WORK WAS PERFORMED ON JUNE 12, 2026.
- A TITLE REPORT WAS NOT PROVIDED FOR THIS SURVEY. EASEMENTS OF RECORD, IF ANY, ARE NOT SHOWN ON THIS SURVEY.
- BOUNDARY INFORMATION SHOWN HEREON IS OBTAINED FROM RECORD MAPS AND IS ONLY AS ACCURATE AS SAID DATA.
- TREE CANOPIES AREA SHOWN FOR GRAPHIC PURPOSES AND DO NOT REPRESENT THE TRUE SIZE AND SHAPE OF THE TREE CANOPY.
- CONTOUR LINES SHOWN ON THIS SURVEY WERE GENERATED FROM RANDOM SPOT ELEVATIONS. THE EXPECTED LEVEL OF ACCURACY IS  $\pm 1/2$  OF THE CONTOUR INTERVAL.

BENCHMARK

L.A. COUNTY BM NO.: GY11278 ELEV: 715.007 FEET (2013) NAVD88  
L&T E CB 600MM N BCR @ NE COR PALOS VERDES DR (E) & MIRALESTE PLAZA 22M N & 5.4M E/O C/L INT

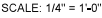
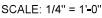


06-16-26



|      |           |                                                                                                                                                                                             |                                                                                                                         |                                                                                |                                                                |
|------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------|
| DATE | REVISIONS | PREPARED BY:<br><b>TIMOTHY KOH</b><br>CALIFORNIA LICENSED LAND SURVEYOR * LICENSE NO. L.S. 8669<br>9853 MAPLE STREET * BELLFLOWER, CA 90706<br>PHONE: (562) 455-5774 * EMAIL: TWKOH@AOL.COM | PREPARED FOR:<br><b>PALOS VERDES ENGINEERING</b><br>550 DEEP VALLEY DRIVE, SUITE 273<br>ROLLING HILLS ESTATES, CA 90274 | PROJECT<br><b>TOPO SURVEY</b><br>87 EASTFIELD DRIVE<br>ROLLING HILLS, CA 90274 | JOB NO. 862<br>SCALE: 1"=10'<br>DATE: 06-16-26<br>SHEET 1 OF 1 |
|------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------|



Page 271 of 414

1. ALL DOORS AND WINDOWS TO COMPLY WITH VERY HIGH HAZARD FIRE SEVERITY ZONE (VHHFSZ) REQUIREMENTS.

Exterior glazing shall be MULTI-PANE units with a minimum of ONE TEMPERED PANE, or glass block units, or minimum 20-min, rated or complies with SFM 12-7A-2

Exterior doors shall meet one of the following:

Noncombustible material OR Ignition-resistant material OR Solid core wood having stiles and rails not less than 1-3/8-in. thick with interior panel thickness not less than 1-1/4-in. thick, OR Minimum 20-min. rated OR Complies with SFM 12-7A-1

2. DOORS SHALL BE READILY OPERABLE FROM THE INSIDE OF THE DWELLING WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT.

3. A 36 INCH LANDING SHALL BE PROVIDED AT EACH SIDE OF THE DOOR, THE SLOPE OF THE EXTERIOR LANDING SHALL NOT EXCEED 2%.

4. LANDING AT EGRESS DOOR SHALL NOT BE MORE THAN 1.5" LOWER THAN THE TOP OF THE THRESHOLD. LANDINGS SHALL NOT BE MORE THAN 7.75" LOWER THAN THE TOP OF THE THRESHOLD WHERE THE DOOR DOES NOT SWING OVER THE LANDING.

5. DOOR HANDLES, PULLS, LATCHES, LOCKS AND OTHER OPERATING DEVICES SHALL BE MIN. 34" TO MAX. 48" HEIGHT ABOVE THE FLOOR.

6. MANUAL OPERATED FLUSH BOLTS OR SURFACE BOLTS ARE NOT PERMITTED ON DOORS REQUIRED FOR EGRESS.

7. UNLESS NOTED OTHERWISE, PROVIDE PRIVACY LOCKS FOR ALL BEDROOMS & BATHROOMS (LOCK FROM INSIDE OF THE ROOM) & PASSAGE @ CLOSETS & UTILITY ROOMS.

8. CONTRACTOR TO COORDINATE ALL DOOR TYPES, DOOR SWINGS & HARDWARE w/ OWNER PRIOR TO ORDERING.

9. EGRESS DOOR SHALL COMPLY WITH THE FOLLOWING

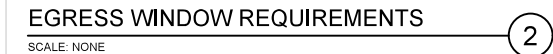
(1) Door shall have a minimum clear width of 32" when measured between the face of the door and the stop, with the door open at 90 degree.

(2) Door shall have a minimum clear height of 78", measured from the top of the threshold to the bottom of the stop

(3) Door shall be readily operable from the inside the dwelling without the use of a key or special knowledge or effort.

(4) A 36-inch landing shall be provided at each side of the door. The slope of the exterior landing shall not exceed 2% slope. CRC R311.3.

(5) Landing at the egress door shall not be more than 1½" lower than the top of the threshold. Landing shall not be more than 7.75" lower than the top of the threshold where door does not swing over the landing. CRC R311.3.1.



The diagrams illustrate different door types and their swing directions:

- i - SOLID CORE EXTERIOR DOOR**: A solid door with a handle on the right side, swinging inward.
- ii - SOLID CORE SWING @ GARAGE**: A solid door with a handle on the right side, swinging outward.
- iii - SOLID CORE SWING**: A solid door with a handle on the right side, swinging inward.
- iv - SOLID CORE POCKET**: A solid door with a handle on the right side, swinging inward into a pocket.
- v - FOLDING DOOR**: A multi-panel folding door with a handle on the right side, swinging inward.
- vi - SLIDING GLASS DOOR**: A sliding glass door with a handle on the right side, swinging outward.

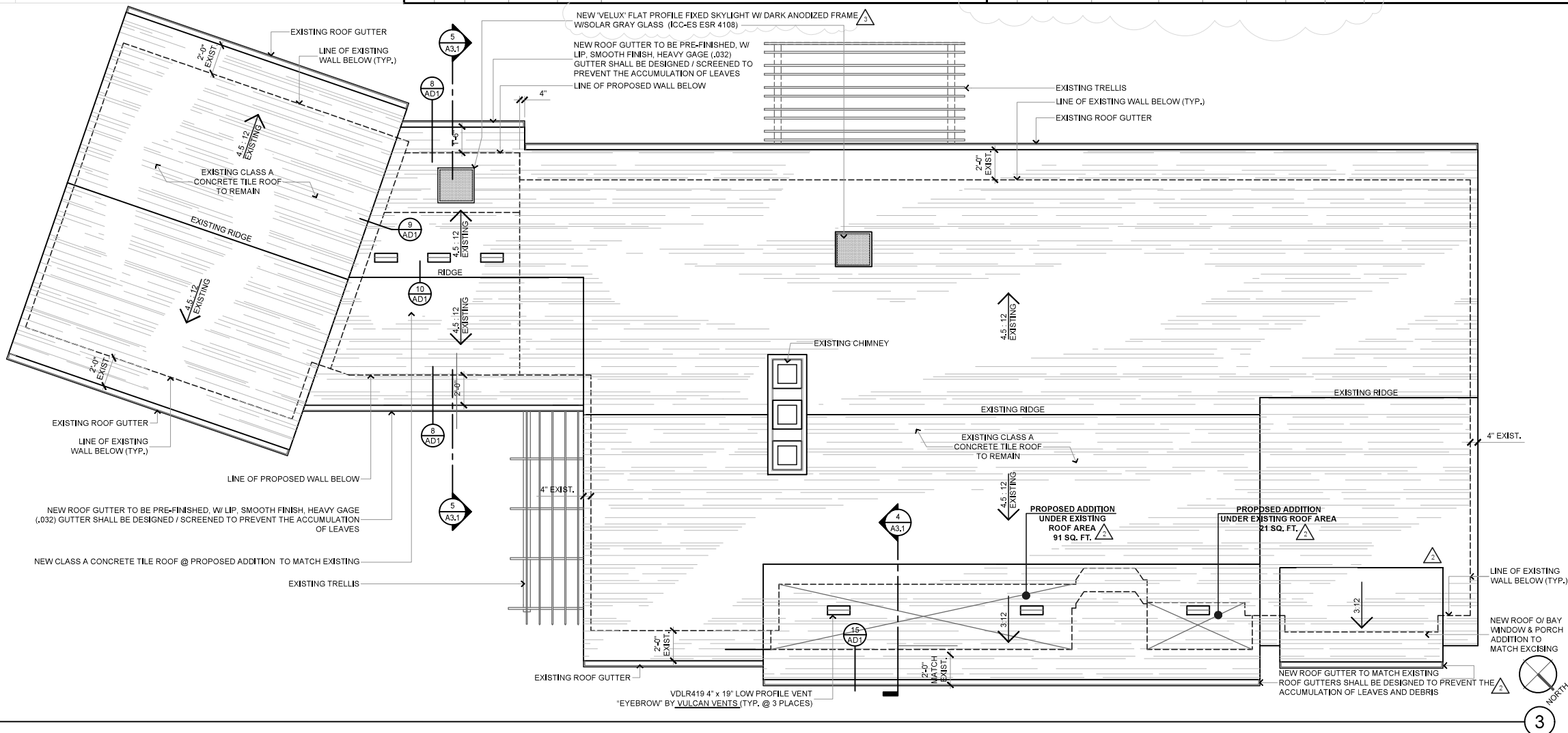
The diagram illustrates six types of window configurations, each with a schematic drawing and a descriptive label below it:

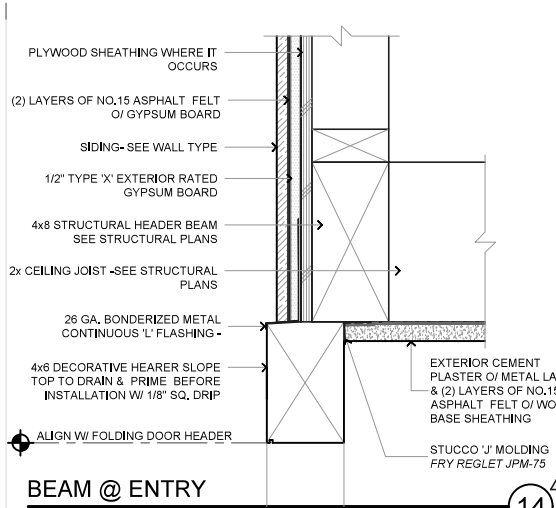
- TYPE I SLIDER:** A schematic of a window divided into six panes (two rows of three). An arrow points to the right, indicating horizontal movement.
- TYPE II SINGLE HUNG:** A schematic of a window divided into four panes (two rows of two). An upward arrow is in the bottom-left pane, and a warning triangle is above the window.
- TYPE III SINGLE HUNG:** A schematic of a window divided into four panes (two rows of two). A downward arrow is in the bottom-left pane.
- TYPE IV FIXED:** A schematic of a large window divided into six panes (two rows of three).
- TYPE V SINGLE CASEMENT:** A schematic of a square window divided into four panes by a diagonal cross. Arrows point outwards from the top-left and bottom-right panes.
- TYPE VI DOUBLE CASEMENT:** A schematic of a square window divided into four panes by a diagonal cross. Arrows point outwards from the top-left and bottom-right panes. A warning triangle is above the window.

[illegible]

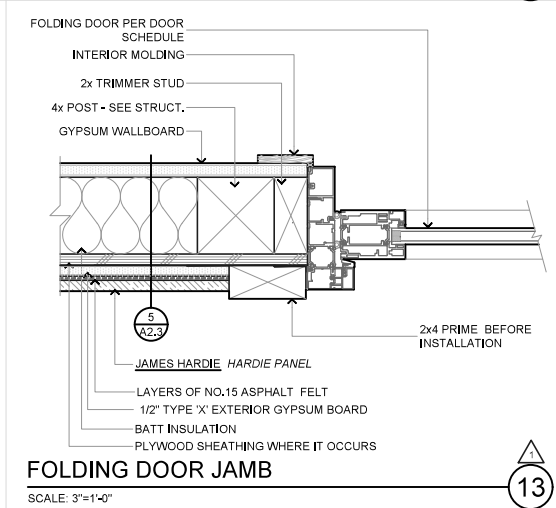
| SYM. | TYPE | SIZE<br>WIDTHxHEIGHT | WINDOW<br>MANUFACTURER | FRAME | GLASS<br>TYPE                | EXTERIOR<br>COLOR | MAX.<br>U<br>FACTOR | MAX.<br>SHGC | REMARKS                           |
|------|------|----------------------|------------------------|-------|------------------------------|-------------------|---------------------|--------------|-----------------------------------|
| (A)  | I    | 4'-0"x2'-6"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         |                                   |
| (B)  | II   | 2'-0"x2'-6"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         |                                   |
| (C)  | III  | 4'-0"x3'-6"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         |                                   |
| (D)  | III  | 4'-0"x3'-6"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         |                                   |
| (E)  | IV   | 8'-0"x5'-0"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         |                                   |
| (F)  | II   | 2'-0"x2'-6"          | WEATHER SHIELD         | WOOD  | TEMPERED<br>OBSCURE<br>GLASS | WHITE             | 0.30                | 0.23         |                                   |
| (G)  | V    | 3'-0"x4'-0"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         |                                   |
| (H)  | V    | 3'-0"x4'-0"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         |                                   |
| (I)  | V    | 3'-0"x4'-0"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         | EGRESS WINDOW - SEE $\frac{2}{+}$ |
| (J)  | V    | 3'-0"x4'-0"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         | EGRESS WINDOW - SEE $\frac{2}{+}$ |
| (K)  | V    | 3'-0"x4'-0"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         |                                   |
| (L)  | V    | 2'-0"x1'-0"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         |                                   |
| (M)  | V    | 3'-0"x4'-0"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         | EGRESS WINDOW - SEE $\frac{2}{+}$ |
| (N)  | V    | 3'-0"x4'-0"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         |                                   |
| (O)  | VI   | 2'-0"x3'-0"          | WEATHER SHIELD         | WOOD  | TEMPERED                     | WHITE             | 0.30                | 0.23         |                                   |

## ROOF PLAN

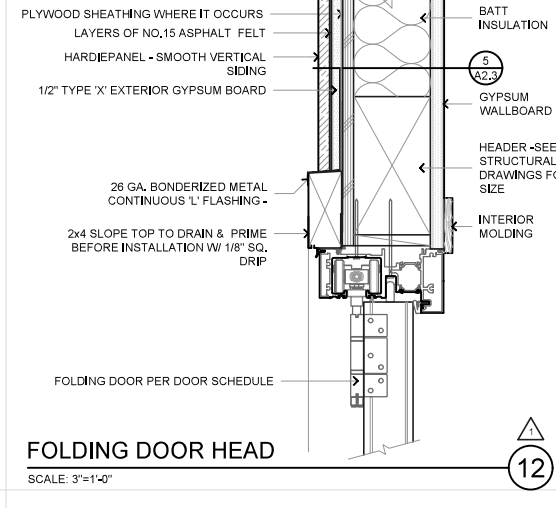
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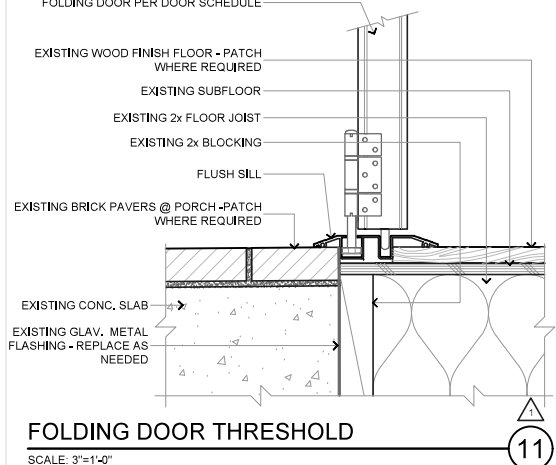
BEAM @ ENTRY  
SCALE: 3"=1'-0"



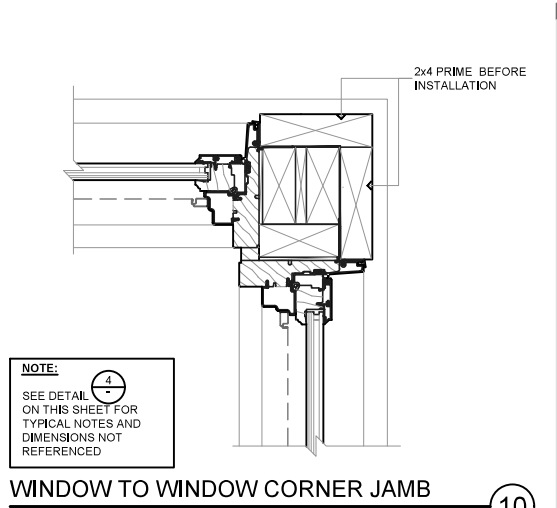
FOLDING DOOR JAMB  
SCALE: 3"=1'-0"



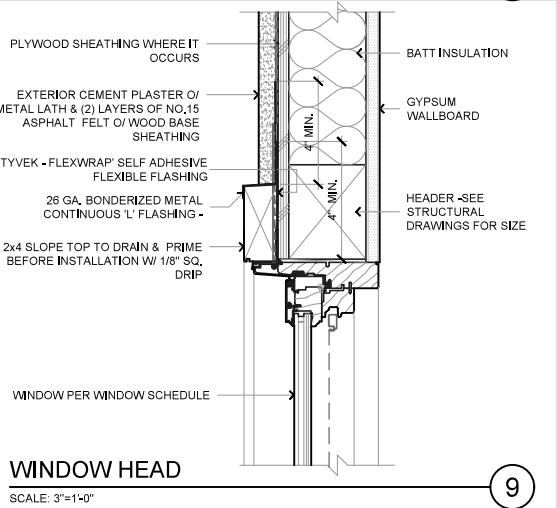
FOLDING DOOR HEAD  
SCALE: 3"=1'-0"



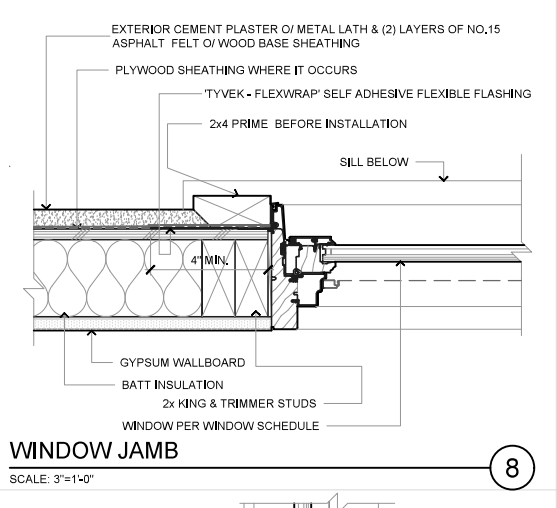
FOLDING DOOR THRESHOLD  
SCALE: 3"=1'-0"



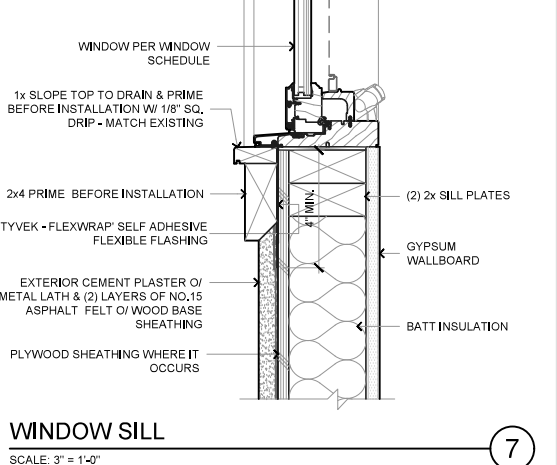
WINDOW TO WINDOW CORNER JAMB  
SCALE: 3"=1'-0"



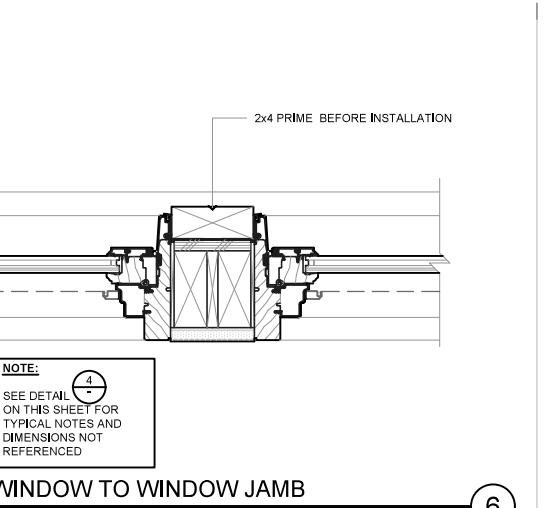
WINDOW HEAD  
SCALE: 3"=1'-0"



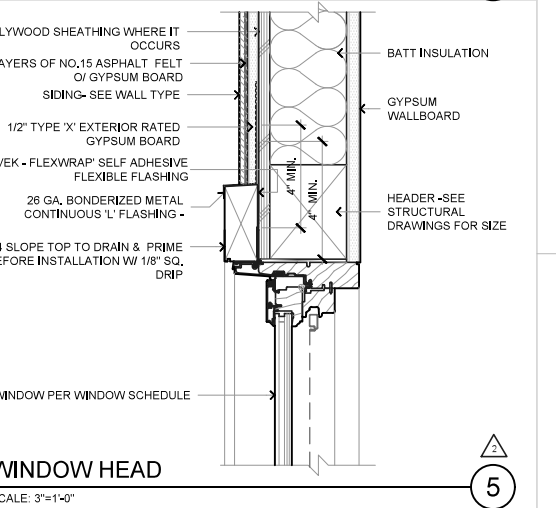
WINDOW JAMB  
SCALE: 3"=1'-0"



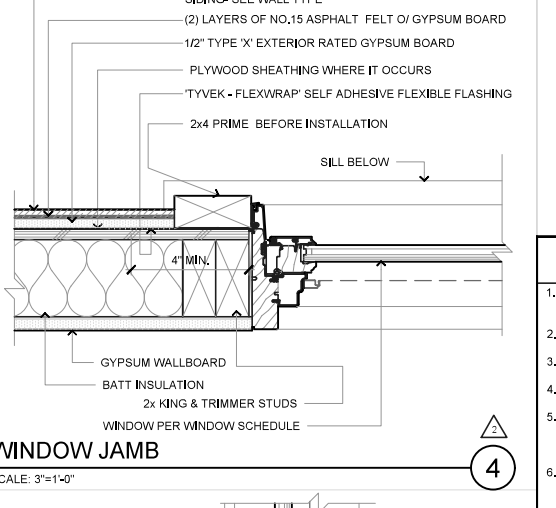
WINDOW SILL  
SCALE: 3"=1'-0"



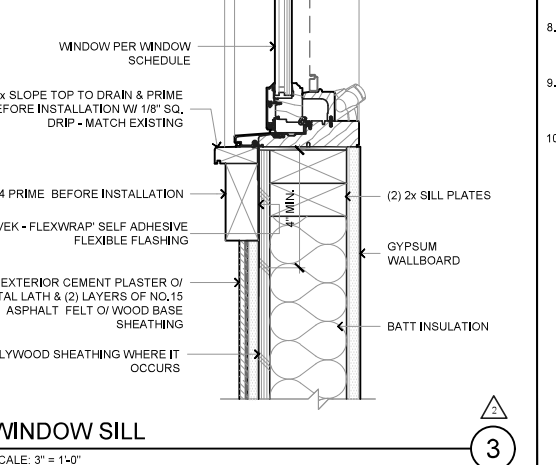
WINDOW TO WINDOW JAMB  
SCALE: 3"=1'-0"



WINDOW HEAD  
SCALE: 3"=1'-0"

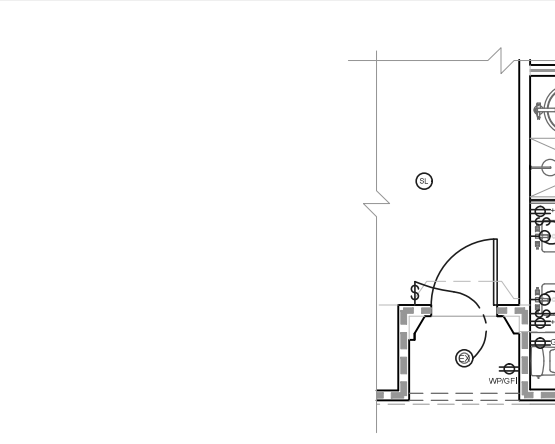


WINDOW JAMB  
SCALE: 3"=1'-0"



WINDOW SILL  
SCALE: 3"=1'-0"

NOT USED  
SCALE: -



PARTIAL UTILITY PLAN  
SCALE: 1/4"=1'-0"

| UTILITY & POWER NOTES                                                                                                                                                                         |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. ALL BRANCH CIRCUITS THAT SUPPLY 220 AND 125 VOLT, SINGLE PHASE, 15 AND 20 AMPERE RECEPTACLE OUTLETS SHALL BE PROTECTED BY (AFCI) ARC-FAULT INTERRUPTERS.                                   |  |
| 2. ALL RECEPTACLE OUTLETS SHALL BE TEMPERED RESISTANT.                                                                                                                                        |  |
| 3. HIGH EFFICIENCY LUMINARIES MUST BE PIN BASED                                                                                                                                               |  |
| 4. PROVIDE 'UFER' GROUND FOR ELECTRICAL SYSTEM                                                                                                                                                |  |
| 5. GROUND FAULT PROTECTION IS REQUIRED FOR ALL GRADE ACCESS EXTERIOR OUTLETS, OUTLETS IN BATHROOM, KITCHENS, BASEMENTS, CRAWL SPACE, GARAGES AND WITHIN 6' OF ANY WATER SOURCE.               |  |
| 6. GROUND-FAULT CIRCUIT-INTERRUPTOR (GFCI) FOR PERSONNEL SHALL BE PROVIDED AND INSTALLED IN READILY ACCESSIBLE LOCATION.                                                                      |  |
| 7. ARC-FAULT INTERRUPTION SHALL BE INSTALLED TO PROVIDE PROTECTION OF THE BRANCH CIRCUIT.                                                                                                     |  |
| 8. TAMPER RESISTANT RECEPTACLES SHALL BE INSTALLED IN ALL AREAS SPECIFIED IN 210.52. ALL NON-LOCKING TYPE 12 VOLT, 15 AND 20 AMPERE RECEPTACLES SHALL BE LISTED TAMPER RESISTANT RECEPTACLES. |  |
| 9. CONTRACTOR TO NOTIFY ARCHITECT OF ANY CONFLICTS WITH LOCATION OF LIGHT FIXTURES AND HVAC DUCTWORK PRIOR TO INSTALLATION OF CEILING GRID AND ORDERING THE FIXTURES                          |  |
| 10. ALL LIGHT FIXTURES, SWITCHES, THERMOSTATS, ETC., ARE TO CONFORM WITH TITLE 24 ENERGY CONSERVATION CODE                                                                                    |  |

| UTILITY & POWER LEGEND                                                                           |                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WALL MOUNTED LIGHT SWITCH                                                                        | ENERGY STAR COMPLIANT RECESSED HIGH EFFICIENCY LIGHT FIXTURE LIGHT / EXHAUST FAN FIXTURE - HUMIDITY CONTROLLED (FAN - 5 AIR CHANGES PER HR, MINIMUM 50 CFM VENTED TO OUTSIDE OF BUILDING)                        |
| 3 WAY WALL MOUNTED LIGHT SWITCH                                                                  | SMOKE ALARM W/ BATTERY BACKUP TO BE PERMANENTLY WIRED TO HOUSE CIRCUIT- THE SMOKE ALARMS SHALL BE INTERCONNECTED IN SUCH A MANNER THAT THE ACTIVATION OF ONE ALARM WILL ACTIVATE ALL OF THE ALARMS.              |
| WALL MOUNTED LIGHT SWITCH W/ VACANCY SENSOR                                                      | CARBON MONOXIDE DETECTOR W/ BATTERY BACKUP TO BE PERMANENTLY WIRED TO HOUSE CIRCUIT- THE SMOKE ALARMS SHALL BE INTERCONNECTED IN SUCH A MANNER THAT THE ACTIVATION OF ONE ALARM WILL ACTIVATE ALL OF THE ALARMS. |
| WALL MOUNTED LIGHT SWITCH W/ DIMMER                                                              |                                                                                                                                                                                                                  |
| 2-PLEX OUTLET                                                                                    |                                                                                                                                                                                                                  |
| 4-PLEX OUTLET                                                                                    |                                                                                                                                                                                                                  |
| GROUND FAULT INTERRUPTER OUTLET                                                                  |                                                                                                                                                                                                                  |
| WEATHER PROOF GROUND FAULT INTERRUPTER OUTLET                                                    |                                                                                                                                                                                                                  |
| 220 VOLT OUTLET                                                                                  |                                                                                                                                                                                                                  |
| RECESSED HIGH EFFICACY LIGHT FIXTURE - 4" Ø CAN                                                  |                                                                                                                                                                                                                  |
| WALL MOUNTED HIGH EFFICACY LIGHT FIXTURE                                                         |                                                                                                                                                                                                                  |
| WALL MOUNTED EXTERIOR HIGH EFFICACY LIGHT FIXTURE                                                |                                                                                                                                                                                                                  |
| RECESSED HIGH EFFICACY LIGHT FIXTURE - 4" Ø CAN - SHOWER LIGHT SHALL BE LISTED FOR WET LOCATIONS |                                                                                                                                                                                                                  |
| EXTERIOR RECESSED HIGH EFFICACY LIGHT FIXTURE - 4" Ø CAN                                         |                                                                                                                                                                                                                  |
| GAS LINE                                                                                         |                                                                                                                                                                                                                  |

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| No. | Submissions/Revisions              | Date     |
|-----|------------------------------------|----------|
| 1   | Filed Modification                 | 08-28-25 |
| 2   | Filed Modification                 | 11-15-25 |
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| 4   | Updated to Windows & Bay Window    | 04-29-26 |
| 5   | Submission to Planning Dept.       | 05-02-26 |

Remodel and addition to a single family residence for:

**Robert Brockway**  
87 Eastfield Drive  
Rolling Hills, California 90274

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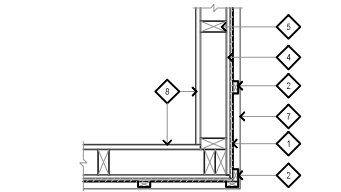
date: 07-01-26

project number: 2316

sheet title: Partial Utility Plan & Architectural Details

sheet number: 414



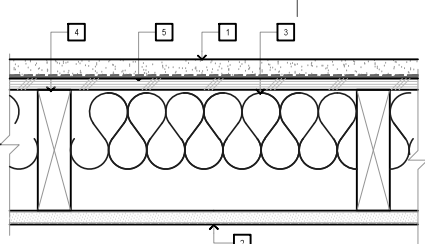


1. HARDIEPANEL - SMOOTH VERTICAL SIDING
2. 4/4 SMOOTH HARDIE TRIM 1.65" WIDE VERTICAL BATTENS @ 12" O.C.
3. NOT USED
4. 1/2" TYPE 'X' EXTERIOR RATED GYPSUM BOARD
5. 2x4 WALL
6. NOT USED
7. 2x TRIM BELOW-WHERE IT OCCURS
8. INTERIOR GYPSUM WALLBOARD

EXTERIOR OUTSIDE CORNER

SCALE: 1"=1'-0"

9

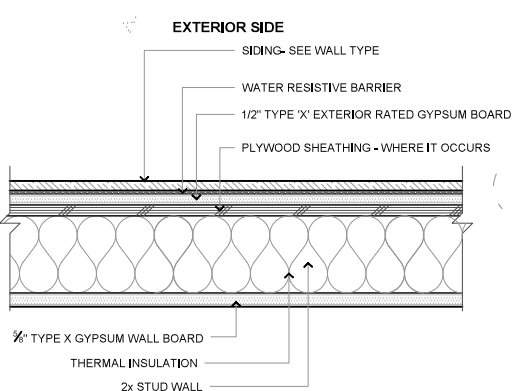


1. 7/8" CEMENT PLASTER (MEASURED FROM FACE OF STUD) ON THE EXTERIOR SURFACE, PLASTER MIX 1:4 FOR SCRATCH COAT & 1:5 BROWN COAT, BY VOLUME, CEMENT TO SAND.
2. 2x WOOD STUDS @ 16" O.C. WITH 5/8" TYPE 'X' GYPSUM WALLBOARD APPLIED VERTICALLY OR HORIZONTALLY NAILED W/ 6d NAILS COOLER OR WALLBOARD NAILS @ 7" O.C. WITH END JOINTS ON NAILING MEMBERS, STAGGER JOINTS EACH SIDE, USE WATER RESISTANT WALLBOARD @ BATHROOMS
3. R15 BATT INSULATION
4. 2X STUD WALL
5. PLYWOOD WALL SHEATHING - WHERE IT OCCURS

1HR. EXTERIOR WALL

SCALE: 3"=1'-0"

8



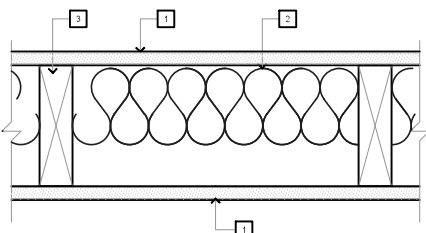
SIDING @ EXTERIOR 1 HOUR WALL

SCALE: 3"=1'-0"

1HR. INTERIOR WALL

SCALE: 3"=1'-0"

6



1. 2x WOOD STUDS @ 16" O.C. WITH 5/8" TYPE 'X' GYPSUM WALLBOARD APPLIED VERTICALLY OR HORIZONTALLY NAILED W/ 6d NAILS COOLER OR WALLBOARD NAILS @ 7" O.C. WITH END JOINTS ON NAILING MEMBERS, STAGGER JOINTS EACH SIDE, USE WATER RESISTANT WALLBOARD @ BATHROOMS
2. R19 BATT INSULATION
3. NEW OR EXISTING 2X STUD WALL

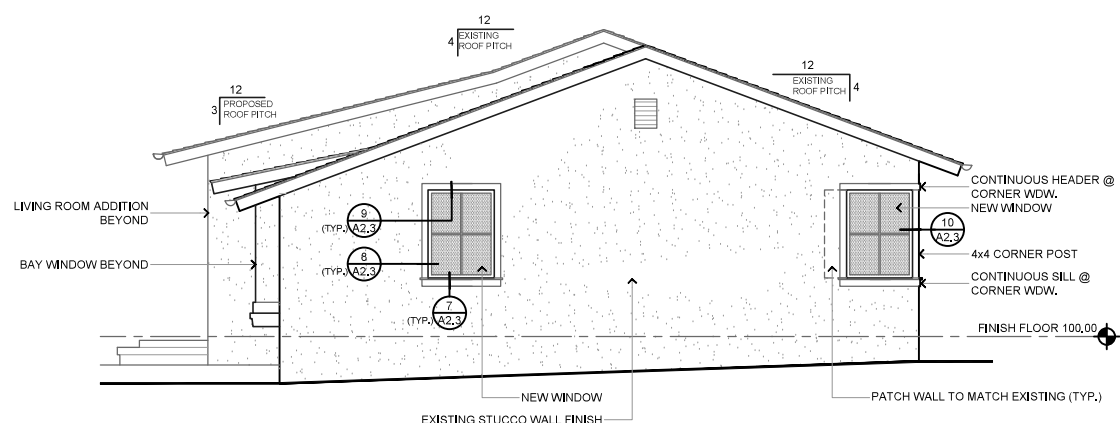
INTERIOR SIDE

NOTE: CONSTRUCT WALL ASSEMBLY PER ICC ERS-2290

SIDING @ EXTERIOR 1 HOUR WALL

SCALE: 3"=1'-0"

7



WEST ELEVATION

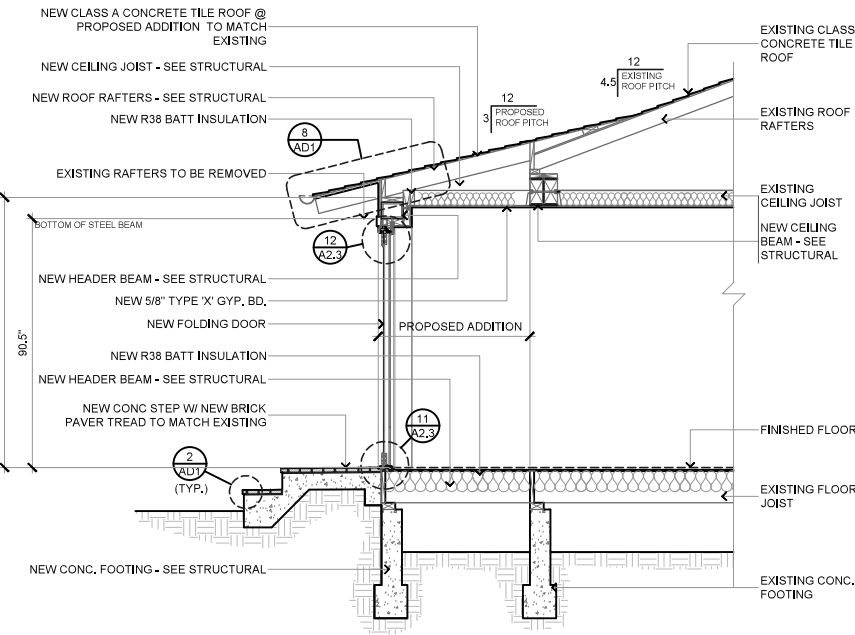
SCALE: 1/4"=1'-0"

3

NOT USED

SCALE: --

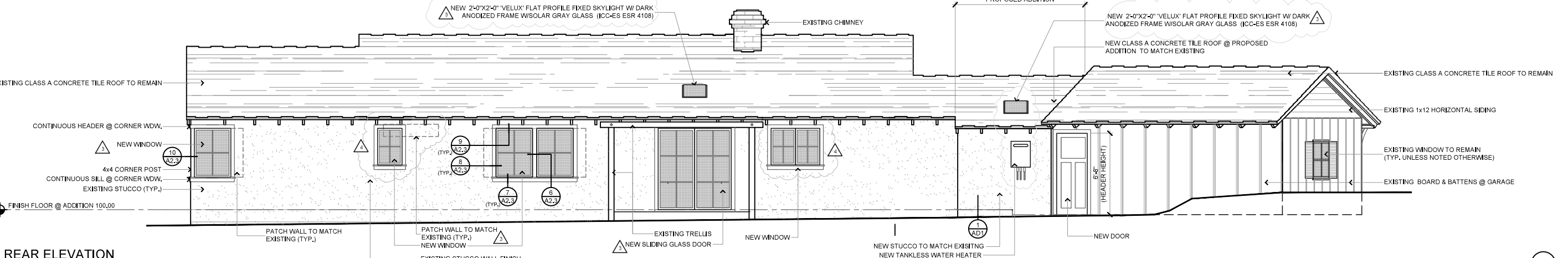
5



SECTION

SCALE: 3/8"=1'-0"

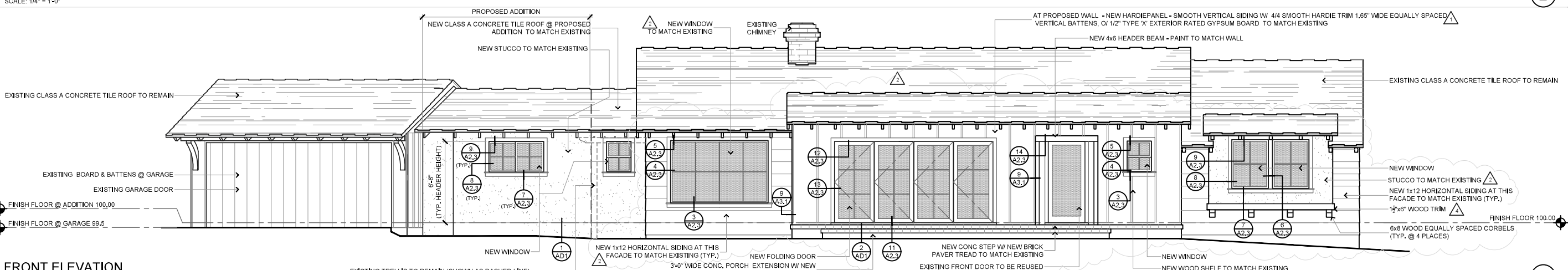
4



REAR ELEVATION

SCALE: 1/4"=1'-0"

2



FRONT ELEVATION

SCALE: 1/4"=1'-0"

1

**OTTOLIA & BARNES**  
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**REGISTERED ARCHITECT**  
DOMINGO C. OTTOLIA  
C-27790  
EXPIRATION DATE: APRIL 30, 2027  
RENEWAL DATE: \_\_\_\_\_

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date: 07-01-26

project number: 2316

sheet title: Exterior Elevations

sheet number:



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| No. | Submissions/Revisions              | Date       |
|-----|------------------------------------|------------|
| 1   | Filed Modification                 | 08-28-2012 |
| 2   | Filed Modification                 | 11-15-2012 |
| 3   | Updated to Windows & New Skylights | 03-18-2013 |
| 4   | Updated to Windows & Bay Window    | 04-29-2013 |
|     | Submission to Planning Dept.       | 06-07-2013 |
|     |                                    |            |
|     |                                    |            |
|     |                                    |            |
|     |                                    |            |
|     |                                    |            |

**Robert Brockway**  
87 Eastfield Drive  
Rolling Hills, California 90274

The presented drawings, specifications, ideas, designs and arrangements represented thereby are and shall remain the property of the architect and no part thereof shall be copied disclosed to others or used in connection with any other work or project other than the specific project for which they have been prepared and developed, without the written consent of the architect. Visual contact with these drawings or specifications shall constitute conclusive evidence of acceptance of restrictions,

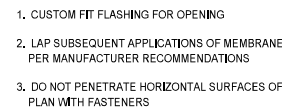
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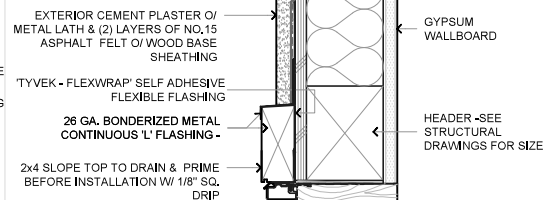
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## Architectural Details

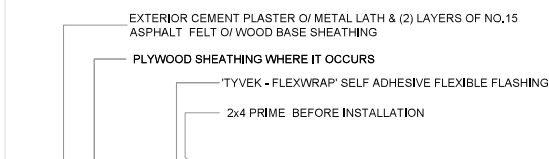
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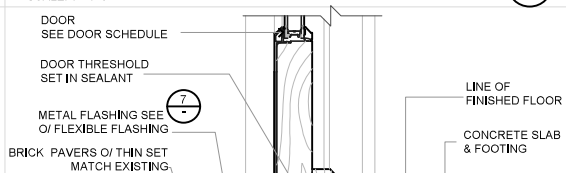
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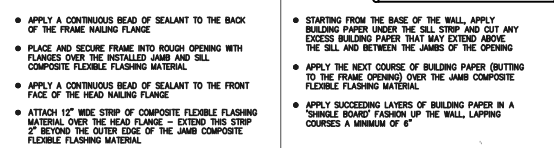
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## SCAL F: 3"=1'-0"



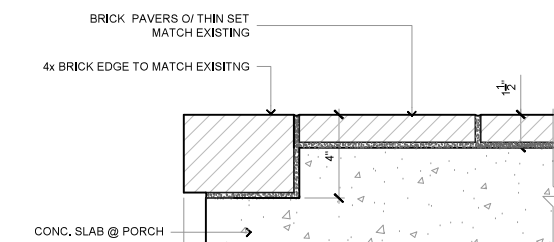
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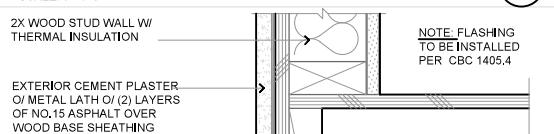
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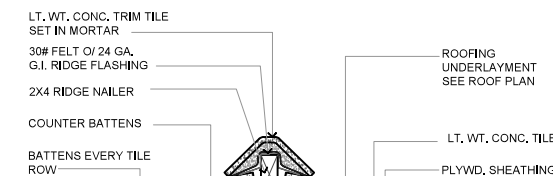


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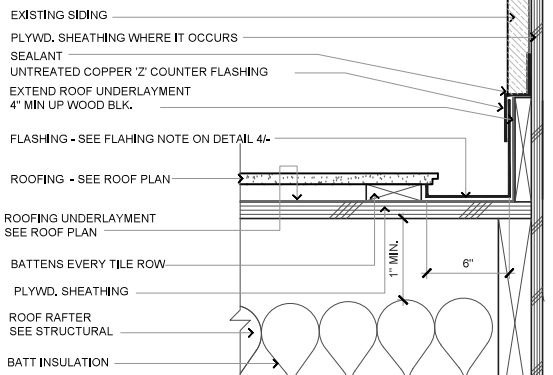


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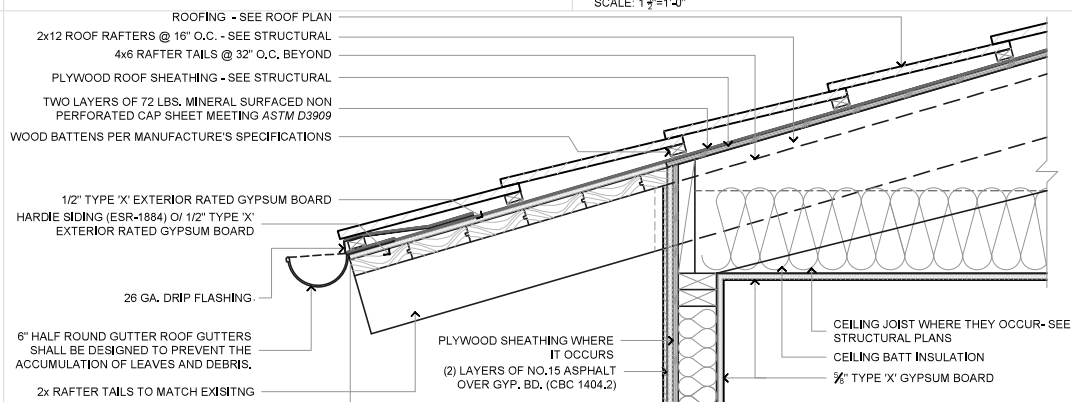
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| <b>Development Table</b><br><b>Zoning Case No. 26-75</b><br><b>87 EASTFIELD DRIVE</b> |                                             |                                                            |                  |
|---------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------|------------------|
|                                                                                       | <b>EXISTING</b>                             | <b>PROPOSED</b>                                            | <b>TOTAL</b>     |
| RA-S-1 Zone                                                                           | Single-family residence and attached garage | Single-family residence and attached garage, with addition |                  |
| Net Lot Area                                                                          | 15,406 SF                                   | 15,406 SF                                                  | 15,406 SF        |
| Residence                                                                             | 1,906 SF                                    | 112 SF                                                     | 2,018 SF         |
| Garage                                                                                | 396 SF                                      | 0 SF                                                       | 396 SF           |
| Swimming Pools/Spa                                                                    |                                             |                                                            |                  |
| Pool Equipment                                                                        |                                             |                                                            |                  |
| Guest House                                                                           |                                             |                                                            |                  |
| Cabana                                                                                |                                             |                                                            |                  |
| Stable<br>(450 SF Min. set aside)                                                     |                                             |                                                            |                  |
| Corral<br>(550 SF Min. set aside)                                                     |                                             |                                                            |                  |
| Recreation Court                                                                      |                                             |                                                            |                  |
| Attached Covered Porches                                                              | 21 SF                                       | 77 SF                                                      | 98 SF            |
| Entryway/Porte Cochere, Breezeways                                                    |                                             |                                                            |                  |
| Detached Trellises                                                                    | 108 SF                                      | 0 SF                                                       | 108 SF           |
| Shed                                                                                  |                                             |                                                            |                  |
| Service Yard<br>(Min. 96 SF)                                                          | 54 SF                                       | 0 SF                                                       | 54 SF            |
| Other                                                                                 |                                             |                                                            |                  |
| Basement Area                                                                         |                                             |                                                            |                  |
| Depth of Basement                                                                     |                                             |                                                            |                  |
| Primary Driveway                                                                      | 1,445 SF                                    | 0 SF                                                       | 1,445 SF         |
| Paved walkways/Patio Areas/Courtyards                                                 | 593 SF                                      | 0 SF                                                       | 593 SF           |
| Pool Decking                                                                          |                                             |                                                            |                  |
| Other Paved Driveways, Road Easements,<br>Parking Pads                                | 679 SF                                      | -679 SF                                                    | 0 SF             |
| <b>Grading</b><br>(must be balanced onsite)                                           |                                             | 15 CY CUT<br>15 CY FILL                                    | 30 CY TOTAL      |
| <b>Structural Lot Coverage</b><br>(20% Max)                                           | 2,323 SF (15.0%)                            | 131 SF (0.8%)                                              | 2,512 SF (16.3%) |
| <b>Flatwork Lot Coverage</b><br>(15% Max)                                             | 2,083 SF (13.2%)                            | 0 SF                                                       | 2,083 SF (13.2%) |
| <b>Total Lot Coverage</b><br>Structures + Flatwork (35% Max)                          | 4,406 SF (28.5%)                            | 131 SF (0.8%)                                              | 4,595 SF (29.8%) |
| <b>Total Disturbed Area</b><br>(40% Max.)                                             | 15,406 SF (100%)                            | 0 SF                                                       | 15,406 SF (100%) |
| <b>Building Heights Maximum</b><br>(21 FT Max.)                                       | 13.25 FT                                    | NO CHANGE                                                  | 14.94 FT         |





# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 10.B.

Meeting Date: 8/24/2026

**To:** City Council  
**From:** Whitney Berry, Planning Manager  
**Thru:** Karina Bañales, City Manager  
**Subject:** Receive and file Zoning Case No. 26-55: Site Plan Review for non-exempt grading related to additions and site improvements; and Variance requests to construct in the front yard setback and to waive the requirement for a stable and corral set aside area; and finding the project exempt from CEQA for 29 Eastfield Drive (Lot 45-EF)(Aquino)

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## **Background:**

On July 21, 2026, the Planning Commission conducted duly noticed public hearings at its morning field trip meeting and regular evening meeting. Neighbors within a 1,000-foot radius were notified of the public hearings and notices were posted in three locations within the City. The Planning Commission opened the public hearing, took public testimony and discussed the Project. The Commission voted 4-0 to adopt Resolution No. 2026-13 approving Zoning Case No. 26-55 for a Site Plan Review for non-exempt grading related to additions and site improvements, and Variances to construct in the front yard setback and to waive the requirement for a stable and corral set aside area.

## **Site Background**

The subject property is zoned RA-S-1 and has a gross lot area of 68,448 SF and, for development purposes, a net lot area of 54,998 SF. The irregularly-shaped parcel is located on the west side of Eastfield Drive and has a narrow frontage that is approximately 89 feet in length. There is a 30-foot-wide roadway easement along Eastfield Drive, a 15-foot-wide easement along the side property lines, and a 25-foot-wide trail easement along the rear property line. The lot has one building pad and topography that slopes down over 200 feet to the rear property line near the bottom of a canyon. The building pad is located at the narrowest, front portion of the lot due to a significant declining slope that makes much of the rear of the property unusable for development. The rear property line is approximately 306 feet in length and borders the Lower Willow Springs trail.

The lot is developed with a 1,899 SF single-family residence and attached garage that was originally constructed in 1957. The existing residence is a legal non-conforming structure that encroaches into the front setback. On March 19, 2024, the Planning Commission approved Zoning Case No. 24-137 for a Site Plan Review for additions to the existing residence and Variances to construct in the front yard setback and to waive the requirement for a stable and corral set aside area. Unfortunately, staff did not receive an extension request for the project and these entitlements expired. The applicant submitted a new application in April 2026.

**Discussion:**

The Project includes:

- 868 SF addition to the main residence, a portion of which is located in the front setback;
- 129 SF addition to the attached garage, a portion of which is located in the front setback;
- New 342 SF attached covered porches; and
- 30 CY of grading (15 CY cut and 15 CY fill).

The existing residence and garage encroach into the front setback due to the shape and slope of the lot, and are therefore considered legal nonconforming in this regard. Much of the existing building pad and residence is located within the front setback; the existing residence and garage encroach approximately 24 feet into the front setback. The proposed additions to the rear of the residence will be partially located in the front setback, where they connect to the existing garage. As a result, the Project required a Variance for construction in the front setback. Findings for this Variance were made because the shape and topography of the lot constrain feasible locations for residential additions outside the front setback. The Variance is necessary because the existing terrain on the lot creates difficulty in placing the proposed addition to the residence and attached garage elsewhere on the property.

The submitted plan for the Project does not designate the required stable and corral set aside area because there is no practical location for a stable and corral that would be sufficiently distanced from the primary residence and outside the roadway easements. As a result, the Project required a Variance to waive the stable and corral set-aside requirement for the property. Findings for this Variance were made because the configuration and topography of the lot are conditions that do not apply, generally, to other properties in the RA-S-1 zone. The location of the building pad at the uppermost and narrowest portion of the lot, combined with the steep rear slope behind the residence, makes the rear of the property unusable for development. Locating a stable and corral area on the rear slope would be extremely challenging and require a number of variances due to the size and topography of the lot. By granting this Variance, the current or future property owners are not precluded from applying for approval to construct a stable and corral at a future date if a suitable location or construction plan is later identified. The approved Variance merely relieves the property owner from the obligation to identify and set aside an area for a stable and corral.

At the July 21, 2026, Planning Commission hearing, the Commission received verbal comments from the applicant and a resident as summarized below:

- Brett Buchmann, Project Applicant, discussed the reduction of the project to address the number of caissons needed. He confirmed that the existing flat pad behind the house is mostly within the 35-foot radius of the residence making it unusable for equestrian purposes. The Applicant also confirmed that there was no access from the canyon below, and that multiple variances would likely be required to provide access to a stable and corral area should it be desired by a future property owner.
- Judith Haenel, 31 Eastfield, asked about the Project's roof ridge height and expressed concern about easements along the shared property line and existing driveway encroachments. She also expressed concern about auto lights from the garage and privacy of her backyard.

The Commission discussed their concerns with precedent-setting and granting Variances to waive stable and corral set aside areas. The Commission affirmed their goal of identifying creative solutions for properties to designate equestrian areas. In this case, the Commissioners determined that there

are unique constraints on the subject property and the new addition did not change or alter the applicant's ability to locate the set-aside on their property. After receiving the staff presentation, hearing from the architect, and confirming that the proposed addition is not precluding the set-aside area, the Commission voted 4-0 (Commissioner Douglass absent) to approve Zoning Case No. 26-55.

### **Public Comments**

No additional public correspondence has been received since the Planning Commission approval of this item.

### **Rolling Hills Community Association Review**

The RHCA Architectural Committee reviewed this project in January 2025.

### **Environmental Review**

The proposed project has been determined to be categorically exempt from further environmental review pursuant to Section 15303 of Title 14 of the California Code of Regulations ("State CEQA Guidelines"), Class 3 "New Construction or Conversion of Small Structures." Class 3 exempts the construction and location of a limited number of new, small facilities or structures, including single-family residences and accessory structures. Here, the Project involves an addition to an existing single-family residence under the existing roofline. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemptions in State CEQA Guidelines Section 15300.2 apply.

### **Fiscal Impact:**

None.

### **Recommendation:**

Receive and File.

### **Attachments:**

1. Attachment A - PC\_Resolution-2026-13\_29EastfieldDr\_ZC26-55\_F\_E
2. Attachment B - 29EastfieldDrive\_ZC26-55\_RadiusMap
3. Attachment C - 9EastfieldDr\_ZC26-55\_Plans\_11x17
4. Attachment D - 29EastfieldDr\_ZC26-55\_DevelopmentTable
5. Attachment E - PC\_Resolution-2024-04\_29EastfieldDr\_ZC23-137\_F\_E

## RESOLUTION NO. 2026-13

### **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF SITE PLAN REVIEW FOR NON-EXEMPT GRADING RELATED TO ADDITIONS AND SITE IMPROVEMENTS; AND VARIANCE REQUESTS TO CONSTRUCT IN THE FRONT YARD SETBACK AND TO WAIVE THE REQUIREMENT FOR A STABLE AND CORRAL SET ASIDE AREA; AND FINDING THE PROJECT EXEMPT FROM CEQA FOR 29 EASTFIELD DRIVE (LOT 45-EF) (AQUINO)**

THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS DOES HEREBY FIND, RESOLVE, AND ORDER AS FOLLOWS:

Section 1. On April 27, 2026, an application was duly filed by Brett Buchmann, agent with respect to real property located at 29 Eastfield Drive, Rolling Hills (Lot 45-EF) requesting a Site Plan Review for new construction, non-exempt grading, and retaining walls, and Variances for encroachment into the front yard setback and to waive the stable and corral set aside requirements.

Section 2. The property is zoned RA-S-1 and has a gross lot area is 68,448 square feet (SF) and, for development purposes, a net lot area of 54,998 square feet. The irregularly-shaped property is located on the east side of Eastfield Drive, has a curved frontage that is approximately 89-feet in length. The lot has one building pad and topography that slopes down over 200 feet to the rear property line near the bottom of a canyon. The rear property line is approximately 306 feet in length and borders the Lower Willow Springs trail. There is a 30-foot-wide roadway easement along Eastfield Drive, a 15-foot-wide easement along the side property lines and a 25-foot-wide trail easement along the rear property line. The lot is developed with a single-family residence and attached garage that was originally constructed in 1957. The existing residence is a legal non-conforming structure that encroaches into the front setback.

Section 3. The Planning Commission conducted a duly noticed public hearings to consider the application at its field trip meeting and regular meeting on July 21, 2026. Neighbors within a 1,000-foot radius were notified of the public hearings and a notice was published in three public places on July 9, 2026. The applicants and their agent were notified of the public hearings in writing by first class mail and the agent was in attendance at the hearings. Evidence was heard and presented from all persons interested in affecting said proposal.

Section 4. The Planning Commission finds that the project qualifies as a Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of a limited number of new, small facilities or structures, including accessory structures, including but not limited to garages, carports, patios, swimming pools and fences. Here, the proposed Project is the construction of an addition to a single-family residence, and is therefore categorically exempt from environmental review under the California Environmental Quality Act. Further, no exceptions to the exemptions in State CEQA Guidelines Section 15300.2 apply.

Section 5. Site Plan Review Findings. Site Plan Review is required any new building or structure pursuant to Rolling Hills Municipal Code (RHMC) Section 17.46.020(A). The Project requires a Site Plan Review (SPR) due to the non-exempt grading associated with the proposed additions to the existing residence, associated grading and other improvements. With respect to the Site Plan Review for the development, the City Council hereby makes the following findings:

**A. The project complies with and is consistent with the goals and policies of the General Plan and all requirements of the zoning ordinance.**

The Project complies with and is consistent with the General Plan and zoning ordinance with the exception of the requested variances discussed in the Variance section below. The proposed addition is consistent with General Plan policies requiring low profile, low-density residential development with sufficient open space between surrounding structures. The existing residence and garage encroach into the front setback due to the shape and slope of the lot, and are therefore considered legal nonconforming in this regard. The Project otherwise conforms to the residential development standards in the zoning ordinance, including but not limited to height, lot coverage, side and rear setbacks and disturbed area.

**B. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot.**

The Project conforms to the lot coverage requirements of the zoning ordinance. The property's net lot area is 54,998 square feet (1.26 acres). The structural net lot coverage is proposed at 4,162 square feet or 7.6% (20% max. permitted) excluding exempt structures; and the total lot coverage proposed, including flatwork, will be 7,665 square feet or 13.9% (35% max. permitted). The Project will disturb 23.9% of the area of the lot (40% max permitted).

**C. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences.**

The proposed development, as conditioned, is harmonious in scale and mass with the site, and is consistent with the scale of the neighborhood when compared to properties in the vicinity. The proposed additions to the residence and garage will be consistent with the pattern and style of development on surrounding properties, many of which are also irregularly-shaped, have steep slopes and have nonconforming front setbacks.

**D. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls).**

The topography and the configuration of the lot have been considered in the design of the additions. The Project will be a sufficient distance from nearby residences so views and privacy of surrounding neighbors will not be impacted. The development plan incorporates existing trees and native vegetation that is compatible with and enhances the rural character of

the community. The proposed additions will be constructed on the existing building pad and be screened and landscaped with trees and shrubs. The additions will meet side and rear setback requirements and are therefore a sufficient distance from nearby residences.

**E. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area.**

The Project substantially preserves the natural contours of the lot by locating the additions in areas that are already disturbed and by balancing all cut and fill of materials onsite. The total proposed grading for the Project is 30 cubic yards (15 CY of cut and 15 CY of fill). Excavated material from the site (cut) will be used for the on-site fill.

**F. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course.**

The minimal grading on site will support new additions located on the existing building pad at the top of a slope and will maintain drainage patterns on site. The proposed drainage plans will be reviewed by the County and the Applicant is required to obtain the necessary geotechnical approvals and permits to construct the project.

**G. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas.**

Surrounding native vegetation and mature trees will not be affected or will be replaced. New vegetation will be installed in accordance with an approved landscape plan that is required to comply with the City's Water Efficient Landscape Ordinance.

**H. The project is sensitive and not detrimental to the convenience and safety of circulation for pedestrians and vehicles.**

The Project will change the orientation of the garage from the east to the south elevation, but there are otherwise no changes to existing circulation for pedestrians and vehicles.

**I. The project conforms to the requirements of the California Environmental Quality Act (CEQA).**

The Project is categorically exempt from further environmental review pursuant to State CEQA Guidelines, Section 15303, Class 3 (New Construction or Conversion of Small Structures).

Section 6. Variance Findings. A Variance procedure is provided to grant relief from zoning provisions when, due to special circumstances applicable to a property, including size, shape, topography, location or surroundings, the strict application of the zoning code deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning

classification. Variances are required for this project due to the following proposed project components:

1. Construction in the Front Yard (RHMC §17.16.110)
2. Stable and Corral Site Required (RHMC §17.16.170).

Given the foregoing, in accordance with RHMC Section 17.38.050, the Planning Commission makes the following findings:

**A. That there are exceptional or extraordinary circumstances or conditions applicable to the property that do not apply generally to other properties in the same vicinity and zone.**

This finding can be made because the configuration and topography of the lot are conditions that do not apply generally to other properties in the RA-S-1 zone. The location of the building pad at the uppermost and narrowest portion of the lot, combined with the steep rear slope behind the residence, make the rear of the property unusable for development. Much of the existing building pad and residence is located within the front setback; the existing residence and garage encroach approximately 24 feet into the front setback. The proposed additions to the rear of the residence will be partially located in the front setback where they connect to the existing garage. However, they would not extend the beyond the front façade further into the setback and toward the street.

Locating a stable and corral area on the rear slope would be extremely challenging and require a number of variances due to the size and topography of the lot. By granting this variance, the current or future property owners are not precluded from applying for approval to construct a stable and corral at a future date if a suitable location or construction plan is later identified. The property owner is merely relieved from the obligation to identify and set aside an area for a stable and corral.

**B. That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same vicinity and zone but which is denied the property in question.**

This finding can be made because the shape and topography of the lot constrain feasible locations for residential additions outside the front setback and no practical or feasible location for a stable and corral area. Relieving the applicant of the stable and corral set aside requirement will allow them to construct a residential addition, which is a substantial property right enjoyed by others properties in the vicinity and RA-S-1 zone. The Variance is necessary because the existing terrain on the lot creates a difficulty in placing the proposed addition to the residence and attached garage elsewhere on the property.

**C. That the granting of such variance will not be materially detrimental to the public welfare or injurious to properties or improvements in the vicinity.**

This finding can be made because the Applicant is required to obtain all necessary geotechnical approvals and permits from Los Angeles County and other agencies, as

applicable, to construct the project. The proposed additions will be constructed on an existing building pad, and will thus not be an additional intrusion to surrounding properties, are of sufficient distance from nearby residences so that they will not impact the view or privacy of surrounding neighbors, and will permit the owners to enjoy their property without deleterious infringement on the rights of surrounding property owners.

**D. That in granting the variance, the spirit and intent of this title will be observed.**

This finding can be made because the requested Variances will allow the property to be improved with residential additions that are harmonious in scale and mass with the site, the natural environment and with adjacent residential development and will not give the property an over-built look. In granting the variance to waive the stable and corral set aside requirement, the current or future property owners are not precluded from applying for approval to construct a stable and corral at a future date if a suitable location or construction plan is later identified. The property owner is merely relieved from the obligation to identify and set aside an area for a stable and corral in the pursuit of residential improvements to their property.

**E. That the variance does not grant special privilege to the applicant.**

This finding can be made because the Project design will provide a reasonably sized residence, and will result in a common amenity enjoyed by many other properties throughout the City. Strict application of the zoning code would deny the Applicant the same rights as other nearby homes as the Applicant would have less space to build than the neighboring properties. The proposed additions are located on the same building pad as the existing residence. However, due to the configuration and topography of the lot, the existing residence and garage already encroach into the front yard setback. In granting the variance to waive the stable and corral set aside requirement, the property owner is merely relieved from the obligation to identify and set aside an area for a stable and corral in the pursuit of residential improvements to their property.

**F. That the variance is consistent with the portions of the County of Los Angeles Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities.**

This finding can be made because the Project is consistent with the applicable portions of the Los Angeles County Hazardous Waste Management Plan related to siting criteria for hazardous waste facilities. The Project site is not listed on the current State of California Hazardous Waste and Substances Sites List, and the Project does not constitute a hazardous waste facility.

**G. That the variance request is consistent with the General Plan of the City of Rolling Hills.**

This finding can be made because the Project is consistent with the General Plan of the City of Rolling Hills goals to maintain the City's rural residential character, accommodate development that is compatible with and complements existing land uses and is sensitive to the



natural environment and accounts for environmental hazards. The Project, together with the Variances, aligns with the goals, objectives and policies specified in the General Plan.

Section 7. Based upon the foregoing findings, and the evidence in the record, the Planning Commission hereby approves Zoning Case No. 26-55 subject to the following conditions:

A. The Site Plan and Variance approvals shall expire within two years from the effective date of approval as defined in RHMC Sections 17.46.080 and 17.38.070 of the Zoning Ordinance unless otherwise extended pursuant to the requirements of these sections.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The suspension and stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the suspension and the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the Rolling Hills Municipal Code (RHMC).

C. The applicants shall execute an Affidavit of Acceptance of all conditions of the Site Plan Review and Variance approvals, or the approval shall not be effective.

D. All requirements of the Building and Construction Ordinance, the Zoning ordinance, and of the zone in which the subject property is located must be complied with unless otherwise a variance to such requirement has been approved.

E. The lot shall be developed and maintained in substantial conformance with the site plan on file at City Hall and approved by the Planning Commission on July 21, 2026 except as otherwise provided in these conditions. The working drawings submitted to the Department of Building and Safety for plan check review shall conform to the approved development plan. All conditions of the Site Plan Review and Variance approvals shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a grading or building permit from the building department.

The conditions of approval of this Resolution shall be printed onto a separate sheet and included in the building plans submitted to the Building Department for review and shall be kept on site at all times.

Any proposed modifications and/or changes to the approved project, including resulting from field conditions, shall be discussed with staff so that staff can determine whether the modification is minor or major in nature. Minor modifications are subject to approval by the City Manager or his or her designee. Major modifications are subject to approval by the Planning Commissioner after a public hearing. Applicant shall not implement modifications or changes to the approved project without the appropriate approval from the City Manager or designee or the Planning Commission, as required.

F. Prior to submittal of final working drawings to Building and Safety Department for issuance of building and grading permits, the plans for the project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the Planning Commission.

G. A licensed professional preparing construction plans for this project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this project and all of the conditions set forth herein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building and/or grading permit for this project shall execute a Certificate of Construction stating that the project will be constructed according to this Resolution and any plans approved therewith.

G. The person obtaining a building and/ or grading permit for this project shall execute a Certificate of Construction stating that the project will be constructed according to this Resolution and any plans approved therewith.

H. The total structural coverage on the building pad shall not exceed 4,162 square feet or 7.6%.

I. Total lot coverage of structures and paved areas shall not exceed 7,665 square feet or 13.94%.

J. The disturbance of the lot shall not exceed 13,131 square feet of surface area or 23.9% of the lot area.

K. The Applicant shall secure all permits from the Department of Building and Safety prior to commencing any work, and pay all applicable Building and Safety and Public Works Department fees and Palos Verdes Peninsula Unified School District fees, if any. All conditions of this Resolution, when applicable, must be complied with prior to the issuance of a grading or building permit from the Building and Safety Department.

L. Hydrology, soils, geology and other reports, as required by the Building and Public Works Departments, and as may be required by the Building Official, shall be prepared.

M. The Applicant shall submit a detailed drainage plan to the City's drainage engineer. This project shall meet the requirements of the City's Low Impact Development portion of the Storm Water Management and Pollution Control ordinance, if applicable. The applicant shall comply with grading requirements relative to submittal of grading and construction reports as required by the Building Official. In order to prevent sediments and water run-off from reaching the canyon from the disturbed slopes and an erosion control plan shall be submitted to the Building Department and implemented, even if grading permits have not been issued by that time.

N. Prior to issuance of a grading permit a detailed landscaping plan shall be submitted to City staff for review. The landscaping shall be subject to all current and applicable City standards, including the requirements of the City's Water Efficient Landscape Ordinance, (Chapter 13.18 of the RHMC). The landscaping plan shall utilize to the maximum extent feasible, plants that are native to the area, are water-wise and are consistent with the rural character of the community. A Certificate of Completion shall be submitted by the Project designer or contractor to the City prior to final landscape installation inspection. A final inspection shall not be granted unless the slopes are vegetated.

O. The applicant shall comply with all requirements of the Low Impact Development requirements for storm water management on site (RHMC Chapter 8.32).

M. The Applicant shall be required to conform to the City of Rolling Hills Water Efficient Landscape Ordinance, Chapter 13.18 of the Municipal Code. Prior to any further grading activity, the Applicant shall inform the City and RHCA staff of the date and time of this activity. Workers shall implement Best Management Practices to assure that streets and adjacent properties are not impacted.

P. The graded areas shall be landscaped and continually maintained in good condition. Any trees and shrubs used in the landscaping scheme for this project shall be planted in a way that will not result in a hedge like screening and will not impair views from neighboring properties. Pursuant to Chapter 8.30 of the RHMC, the property shall at all times be maintained free of dead trees and vegetation.

Q. The City or the Building Department may require a construction fence for the duration of the grading for this project. Such fence shall not be located in any easement or cross over trails or natural drainage course and shall be removed immediately upon completion of the grading work.

R. Any construction facility, such as a construction trailer/office or portable toilets, to a maximum extent practicable, shall be located in a manner not visible from the street, and be in a location satisfactory to City staff.

S. There shall be no discarding of any debris, trash, soil and construction spoils or any other material into the canyon or deposited anywhere on the property, including easements.

No grading, planting, structures, drainage devices or hardscape, including driveways, or storage of any objects including building materials shall take place in the easements, unless approved by the RHCA.

T. The property owners shall be required to conform to the Regional Water Quality Control Board and County Health Department requirements for the installation and maintenance of storm water drainage facilities and onsite wastewater treatment system/septic system.

U. The applicant shall pay all of the applicable Building and Safety and Public Works Department fees and Palos Verdes Peninsula Unified School District fees, if any.

V. *Prior to construction*, an on-site inspection and site walk-through, including through all existing structures as needed, shall be scheduled with City Staff and the applicant.

W. *During construction*, the property owners shall be required to schedule and regulate construction and related traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

X. Construction vehicles or equipment, employees' vehicles, delivery trucks shall not impede any traffic lanes to maximum extend practical; if traffic must be blocked in order to aid in the construction, no more than a single lane may be blocked for a short period of time and flagmen utilized on both sides of the impeded area to direct traffic.

Y. Prior to demolition of the existing structures, an investigation shall be conducted for the presence of hazardous chemicals, lead-based paints or products, mercury and asbestos-containing materials (ACMs). If hazardous chemicals, lead-based paints or products, mercury or ACMs are identified, remediation shall be undertaken in compliance with California environmental regulations and policies.

Z. *During construction*, to the extent feasible, all parking shall take place on the project site, on the new driveway and, if necessary, any overflow parking may take place within the unimproved roadway easements along adjacent streets, and shall not obstruct neighboring driveways, visibility at intersections or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City. To the extent feasible, a minimum of 4' wide path, from the edge of the roadway pavement, for pedestrian and equestrian passage shall be available and be clear of vehicles, construction materials and equipment at all times.

AA. *During construction*, the property owners shall be required to schedule and regulate construction and relate traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

AB. *During construction*, dust control measures shall be used to stabilize the soil from wind erosion and reduce dust and objectionable odors generated by construction activities in

accordance with South Coast Air Quality Management District, Los Angeles County and local ordinances and engineering practices.

AC. *During construction*, an Erosion Control Plan containing the elements set forth in Section 7010 of the 2025 County of Los Angeles Uniform Building Code shall be followed to minimize erosion and to protect slopes and channels to control storm water pollution.

AD. *During construction*, the property owner and/or his/her contractor/applicant shall be responsible for compliance with the no-smoking provisions in the Municipal Code. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions.

AE. *During construction*, conformance with the air quality management district requirements, storm water pollution prevention practices, county and local ordinances and engineering practices so that people or property are not exposed to undue vehicle trips, noise, dust, objectionable odors, landslides, mudflows, erosion, or land subsidence shall be required.

AF. Minimum of 65% of the construction material spoils shall be recycled and diverted from landfills. The hauler shall obtain a Construction and Demolition permit from the City and provide proof of recycling.

AG. Prior to final inspection of the project, "as graded" and "as constructed" plans and certifications shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the Planning Commission approved plans. In addition, any modifications made to the project during construction, shall be depicted on the "as built/as graded" plan.

AH. All conditions of this Resolution, when applicable, must be complied with prior to the issuance of a grading or building permit from the Building and Safety Department.

AI. Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

AJ. To the extent permitted by law, Permittee shall defend, indemnify and hold harmless the City of Rolling Hills, its City Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside, or void any permit or approval for this project authorized by the City, including (without limitation) reimbursing the City its actual attorney's fees and costs in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its choice. The permittee shall reimburse the City for any court and attorney's fees which the City may be required to pay as a result of any claim or action brought against the City because of this permit. Although the permittee is the real party in interest in an action, the City may, at its sole discretion, participate at its own expense in the defense of the action, but such participation shall not relieve the permittee of any obligation under this condition.

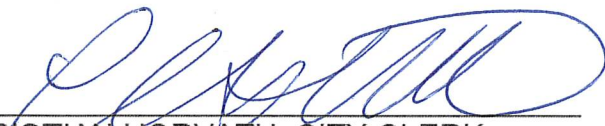
Section 8. Custodian of Records: The documents and materials associated with this Resolution that constitute the record of proceedings on which these findings are based are located at Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California 90274. The Planning Manager is the custodian of records for the record of proceedings.

Section 9. Protest of Fees, Dedications, Reservations or Other Exactions: Pursuant to Government Code Section 66020, the applicant may protest the imposition of fees, dedications, reservations, or other exactions imposed on this development project by taking the necessary steps and following the procedures established by Sections 66020 through 66022 of the California Government Code.

PASSED, APPROVED AND ADOPTED THIS 21st DAY OF JULY 2026.

  
BRAD CHELF, CHAIRPERSON

ATTEST:

  
CHRISTIAN HORVATH, CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Civil Procedure Section 1094.6.

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

I certify that the foregoing Resolution No. 2026-13 entitled:

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY  
OF ROLLING HILLS GRANTING APPROVAL OF SITE PLAN  
REVIEW FOR NON-EXEMPT GRADING RELATED TO ADDITIONS  
AND SITE IMPROVEMENTS; AND VARIANCE REQUESTS TO  
CONSTRUCT IN THE FRONT YARD SETBACK AND TO WAIVE  
THE REQUIREMENT FOR A STABLE AND CORRAL SET ASIDE  
AREA; AND FINDING THE PROJECT EXEMPT FROM CEQA FOR  
29 EASTFIELD DRIVE (LOT 45-EF) (AQUINO)**

was approved and adopted at a regular meeting of the Planning Commission on July 21, 2026,  
by the following roll call vote:

AYES:       Cardenas, Soo, Kirkpatrick, Chair Chelf

NOES:

ABSENT:     Douglass

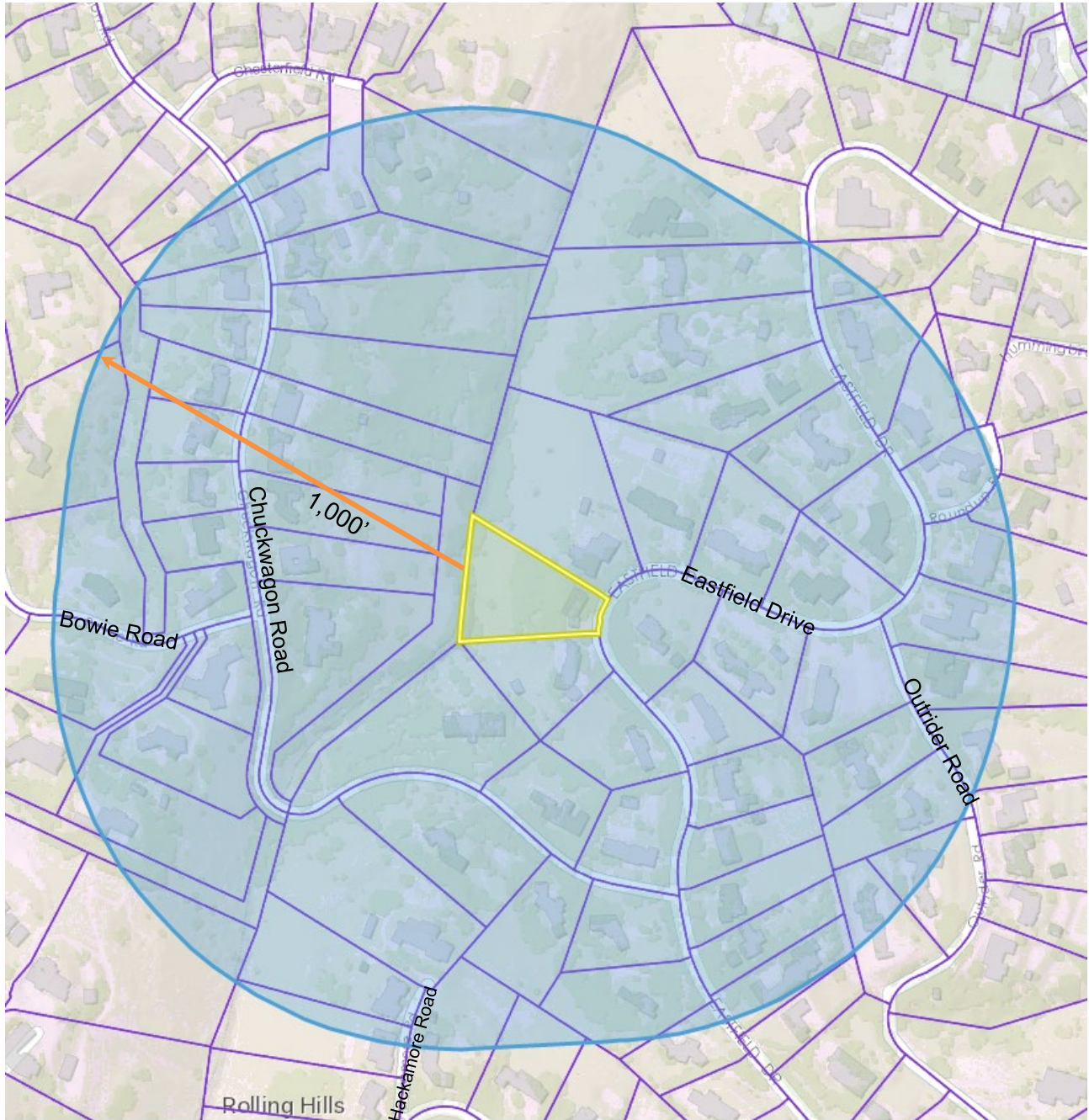
ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices.

  
\_\_\_\_\_  
CHRISTIAN HORVATH, CITY CLERK





*City of Rolling Hills*

ROLLING HILLS, CA 90274

TITLE RADIUS MAP

CASE NO. Zoning Case No. 26-55  
Site Plan Review & Variances

OWNER Aquino

ADDRESS 29 Eastfield Drive, Rolling Hills 90274

SITE

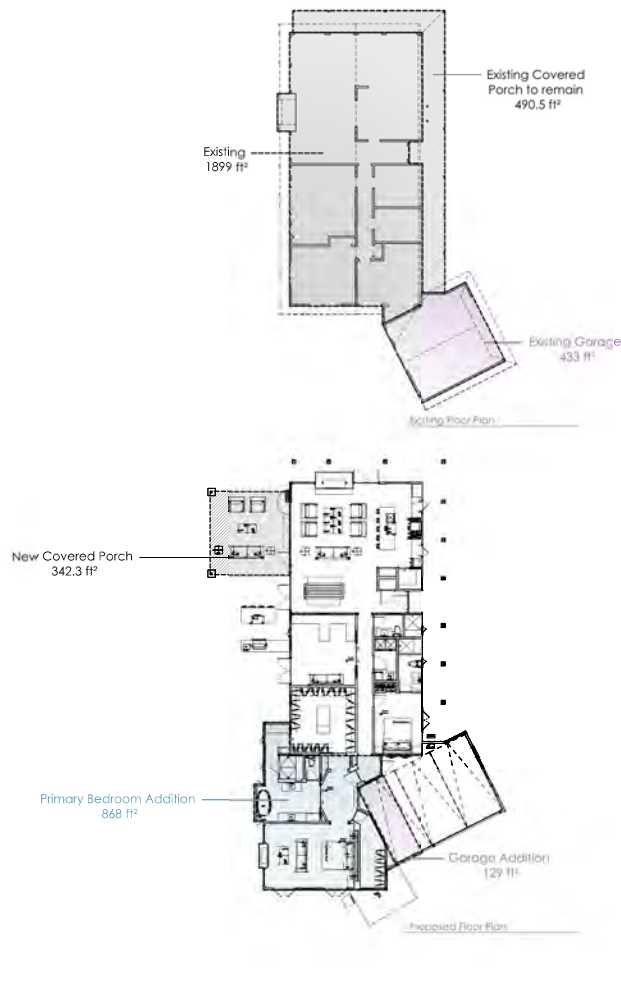




The image consists of four vertically stacked aerial photographs of a modern residential property. The house is a long, single-story structure with a light-colored, possibly white, exterior and a grey gabled roof. It features a prominent covered patio area with white columns and a large swimming pool. The property is situated on a green, sloping hillside. The four views provide different perspectives: the top view shows the house from a distance with a hill in the background; the second view shows the house from a closer angle, highlighting the patio and pool; the third view shows the house from a side angle, with a large tree in the foreground; and the bottom view shows the house from a front angle, with a large tree in the foreground.

Single Family Residence Remodel/Addition

- Expand existing 2 Car Garage to be a 3 Car Garage
- Addition at Rear
- Primary Suite Addition
- New Covered porch at rear



|                       |                                                                      |
|-----------------------|----------------------------------------------------------------------|
| Project Address       | 29 Eastfield Dr                                                      |
| Legal Description     | RECORD OF SURVEY AS PER BK 58 PG 6 TO 10 OF RECORD OF SURVEYS LOT 45 |
| Assessors Parcel No.  | 7567-002-004                                                         |
| Zoning                | RAS-1                                                                |
| Scope of Work         | Single Family Residence Remodel/Addition                             |
| Type of Construction: | V-B                                                                  |
| Occupancies:          | R3/U                                                                 |
| Sprinklers:           | No                                                                   |

This project shall comply with the requirements of the following codes. In addition, contractor and subcontractors shall conform to all local codes and requirements which supersede all notes and specifications in these plans.

2022 California Building Code (CBC) 2022 California Residential Code  
2022 California Mechanical Code (CMC) 2022 California Plumbing Code (CPC)  
2022 California Electrical Code (CEC) 2022 California California Energy Code  
2022 California Green Building Standards Code 2022 California L.A. Fire Code  
All Applicable Local Codes and Ordinances

Separate Permits may be required for work not proposed in these documents. These items may include but not limited too; Spas, Pools, Solar Equipment, Demolition, Shoring, Major Electrical and Mechanical work, and Sewer cap of existing buildings

[illegible]

Vicinity Map  
Scale 1"=256'

Architect:  
Buchmann Design, Architectural Corp.  
746 4th Street  
Hermosa Beach, CA 90254  
(310) 896-8331 Office

Applicant  
Arnold & Lulu Aquino  
29 Eastfield Dr  
Rolling Hills, CA 90274  
(424) 206-9824

Surveyor  
Pacific Land Consultants, Inc.  
28441 Highridge Rd, Suite 230  
Rolling Hills Estates, CA 90574  
(310) 544-8689 Office  
info@plcsurveying.com

Soils Engineer  
Tony Lee  
T.I.N. Engineering Company  
17834 Bailey Drive  
Torrance, California 90504  
(310)371-7045 Office  
(310)371-5856 Fax  
tinsoilsheep@yahoo.com

|                                      |      |
|--------------------------------------|------|
| Cover Sheet + Project Information    | CS   |
| Calculations                         | Calc |
| Site Plan                            | SP   |
| Existing Plans + Existing Elevations | 0.0  |
| Floor Plan                           | 1.0  |
| Electrical Plan                      | 1.1  |
| Reflected Ceiling Plan               | 1.2  |
| Roof Plan                            | 4.0  |
| Proposed Building Elevations         | 5.0  |
| Proposed Building Sections           | 5.5  |
| Architectural Details                | 6.0  |
| Architectural Details                | 6.1  |
| Landscape Details                    | 6.2  |
| Door and Window Schedule             | 8.0  |
| Project General Notes                | 9.0  |
| Green Notes                          | 9.1  |
| Green Notes                          | 9.2  |
| Energy Calculations                  | 9.5  |
| Soils Report                         | 9.6  |
| Topographic Survey                   | 10.1 |
| Civil General Notes + Overall Plan   | C0.1 |
| Erosion Control Plan                 | C3.0 |
| Structural General Notes             | S0.1 |
| Foundation Plan                      | S1.2 |
| Roof Framing Plan                    | S1.1 |
| Structural Details                   | S3.1 |
| Structural Details                   | S3.2 |
| Structural Details                   | S3.3 |
| HFX Details and Specifications       | S4.1 |

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office@buchmann-design.com

AQUINO RESIDENCE  
29 Eastfield Dr., Rolling Hills, California 90274



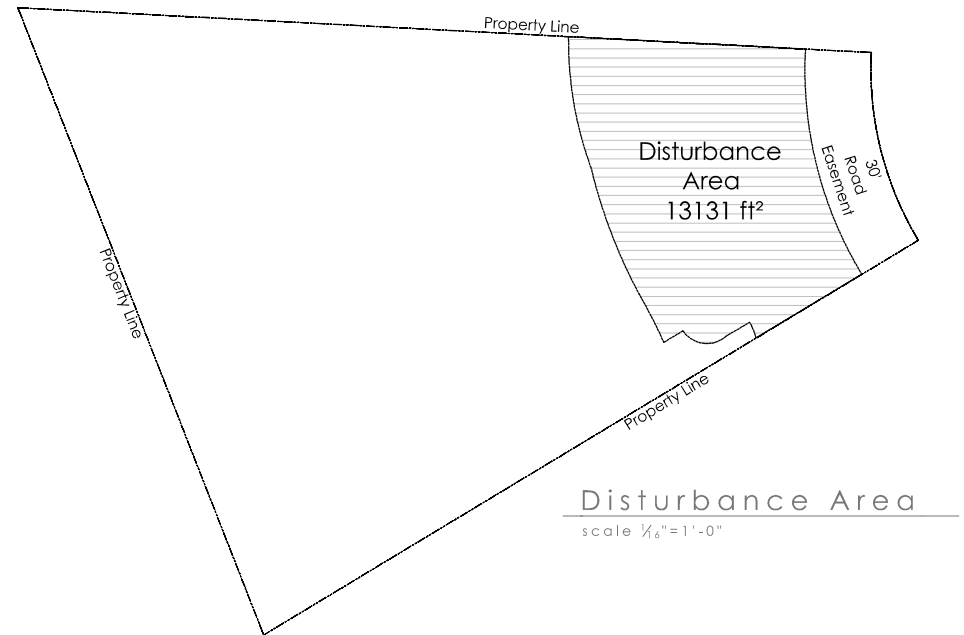
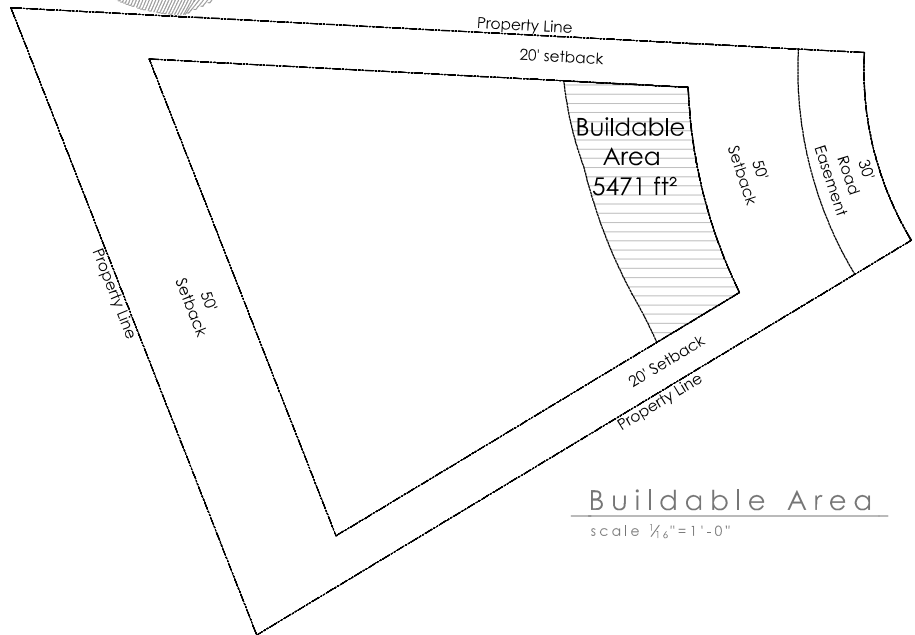
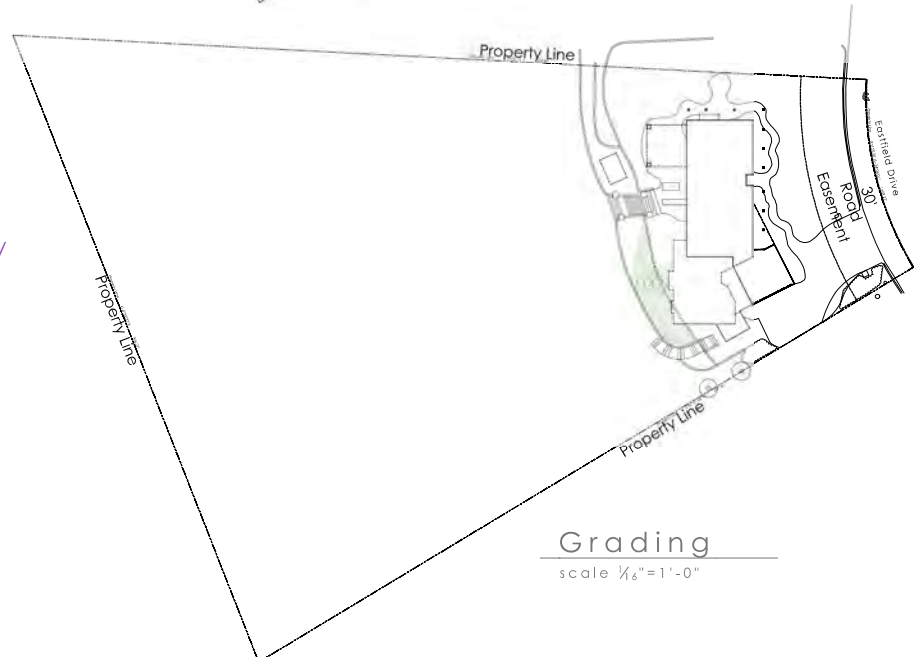
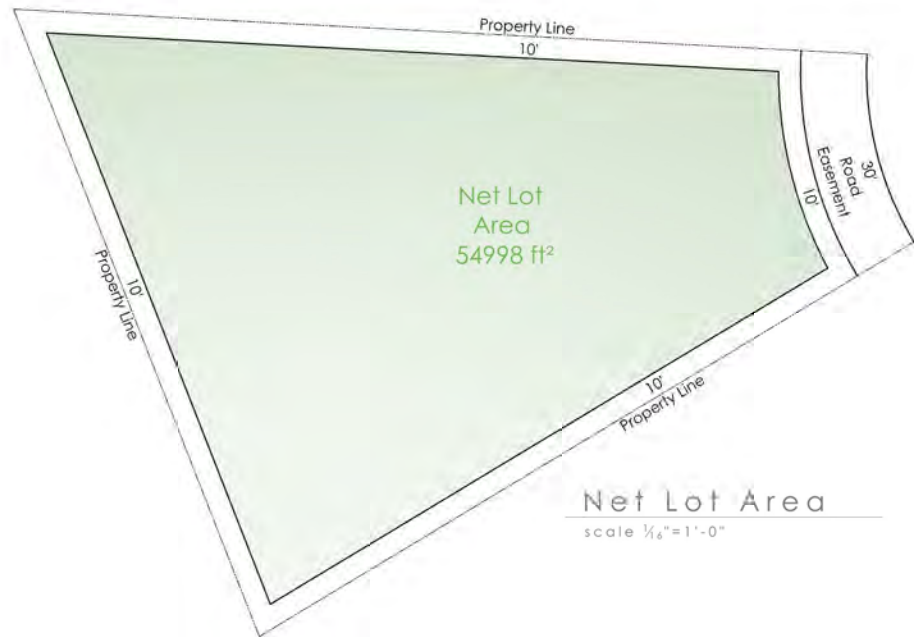
-Cover Sheet-

CS

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Fire Flow Notes  
Legal Description per Tract Map Code Item 144  
Map 144  
100' of lot shown (5.53 Acres)  
For the record and for the use of the State of California  
Recorded for the State of California 2019-10-20  
For the State of California 2019-10-20

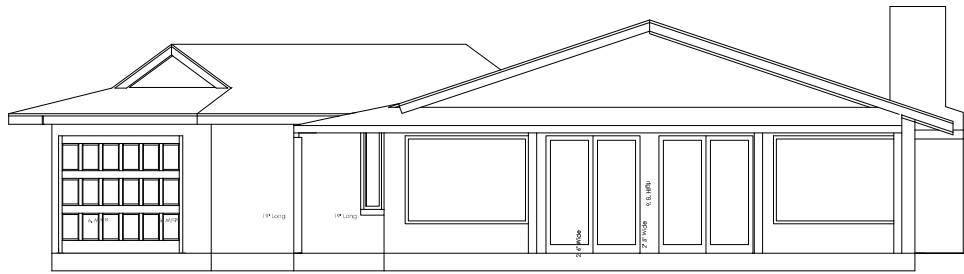
1. Approved building address numbers, building numbers or approved building identification shall be provided and maintained so as to be plainly visible and legible from the street fronting the property. The numbers shall contrast with their background, shall be Arabic numerals or alphabet letters, and shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch. Fire Code 505.1.
2. At least one egress door shall be provided for each dwelling unit. The egress door shall be side-hinged, and shall provide a minimum clear width of 32 inches when measured between the face of the door and the stop. The minimum clear height of the door shall not be less than 78 inches as height measured from the top of the threshold to the bottom of the stop. Egress doors shall be readily operable from inside the dwelling without the use of a key or special knowledge or effort. Residential Code R311.2.
3. All roof coverings shall be class A as specified in Building Code 1505.1.1. Wood-shingle and wood shake roofs are PROHIBITED in Very High Fire Severity Zones, regardless of classification. Residential Code R337.5.1 and R902.1.1
4. Smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Residential Code R314.4.
5. Prior to building permit final approval, the property shall be in compliance with the vegetation clearance requirements prescribed in California Public Resources Code Section 4291, California Government Code Section 51182 and this code. (Fire Code 4708.3)
10. Single- and multiple-station carbon monoxide alarms shall be listed as complying with the requirements of UL 2034. Carbon monoxide detectors shall be listed as complying with the requirements of UL 2075. Carbon monoxide alarms required by (Sections R315.1 and R315.2) or (Sections 420.4.1 and 420.4.2) shall be installed in the following locations: 1. Outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s). 2. On every level of a dwelling unit including basements. 3. For R-1 only. 4. On the ceiling of sleeping units with permanently installed fire burning appliances. Residential Code R315.3. Building Code 420.4.3.
11. Ventilation openings shall be fully covered with wire mesh, vents, or other material or devices that meet the following requirements:
  - i. The dimensions of the openings therein shall be a minimum of  $K_v$  and shall not exceed  $K_h$ .
  - ii. The materials used shall be non-combustible.
  - iii. The materials shall be corrosion resistant.
12. All fire hydrants shall measure 6" x 4" x 2-1/2"; brass or bronze, conforming to American Water Works Association Standard C503, or approved equal.
13. Provide an approved automatic fire sprinkler system as set forth by Building Code 903 and Fire Code 903. Plans shall be submitted to the Sprinkler Plan Check Unit for review and approval prior to installation

Reason: \_\_\_\_\_

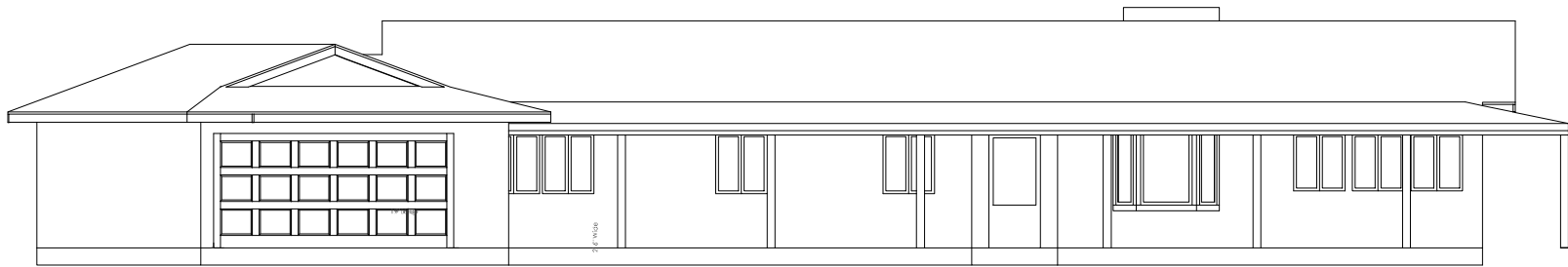
1. Type of fire sprinkler system: 903.3.1.1, 903.3.1.2, 903.3.1.3

Clearance of shrub and vegetative growth shall be maintained per Fire Code 325

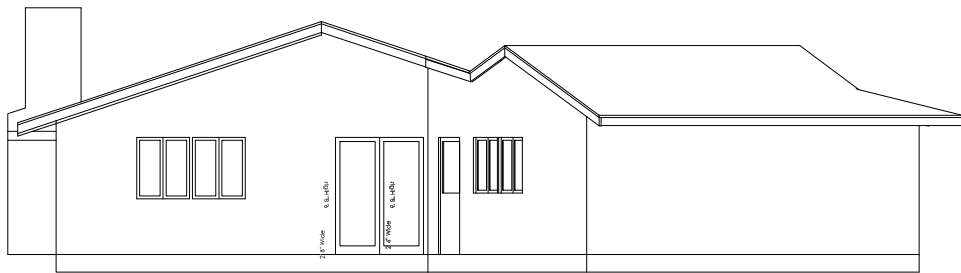




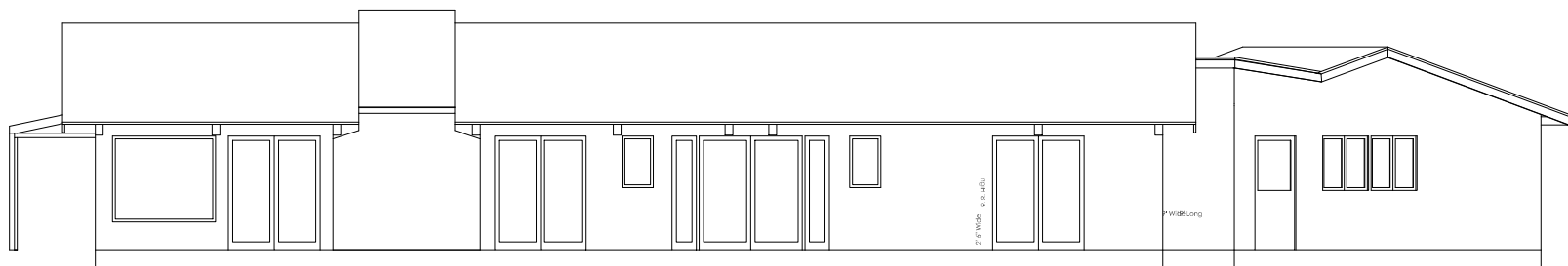
Existing North Elevation  
scale 1/4"=1'-0"



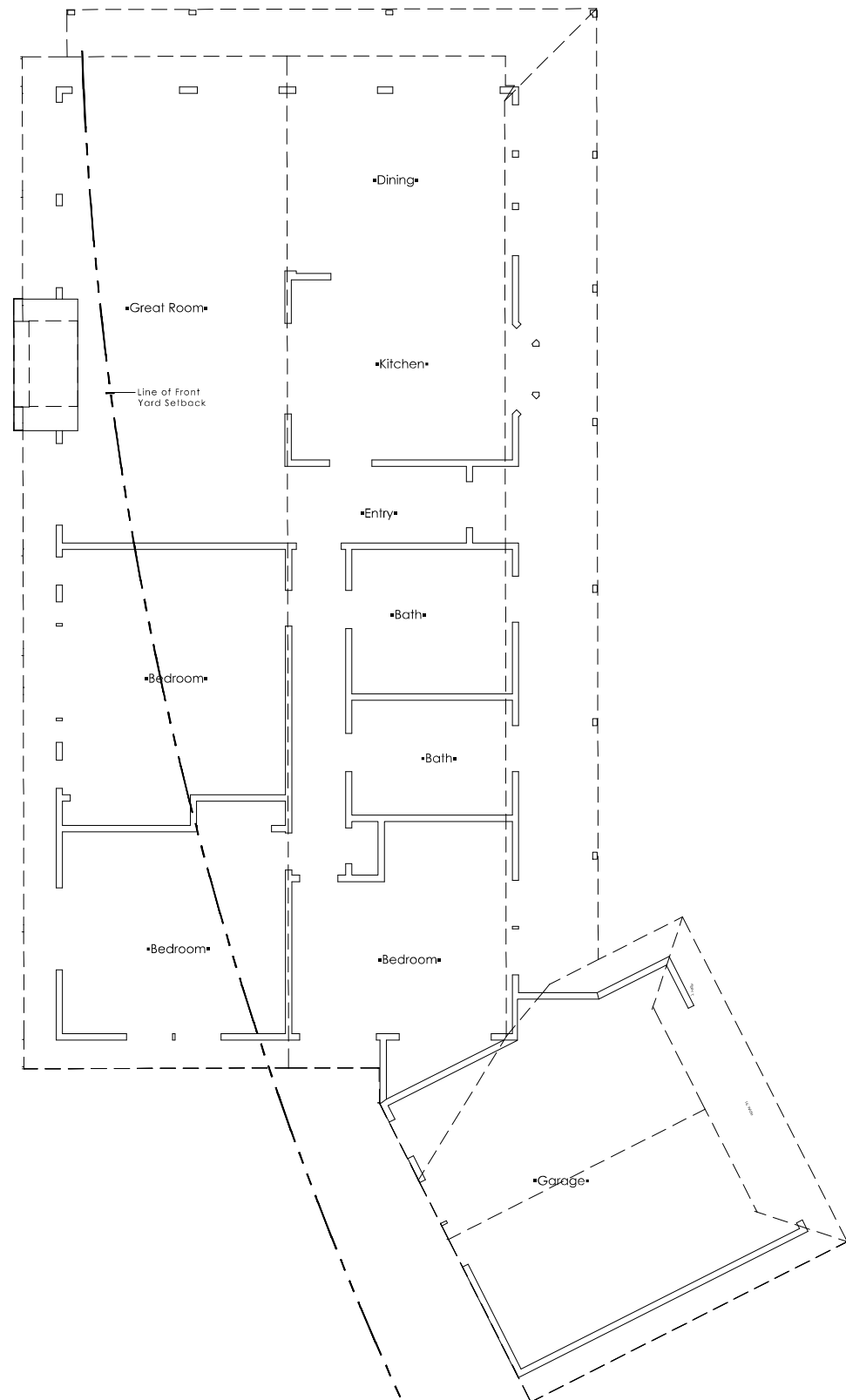
Existing East Elevation  
scale 1/4"=1'-0"



Existing South Elevation  
scale 1/4"=1'-0"



Existing West Elevation  
scale 1/4"=1'-0"



Existing Floor Plan  
scale 1/4"=1'-0"

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AQUINO RESIDENCE  
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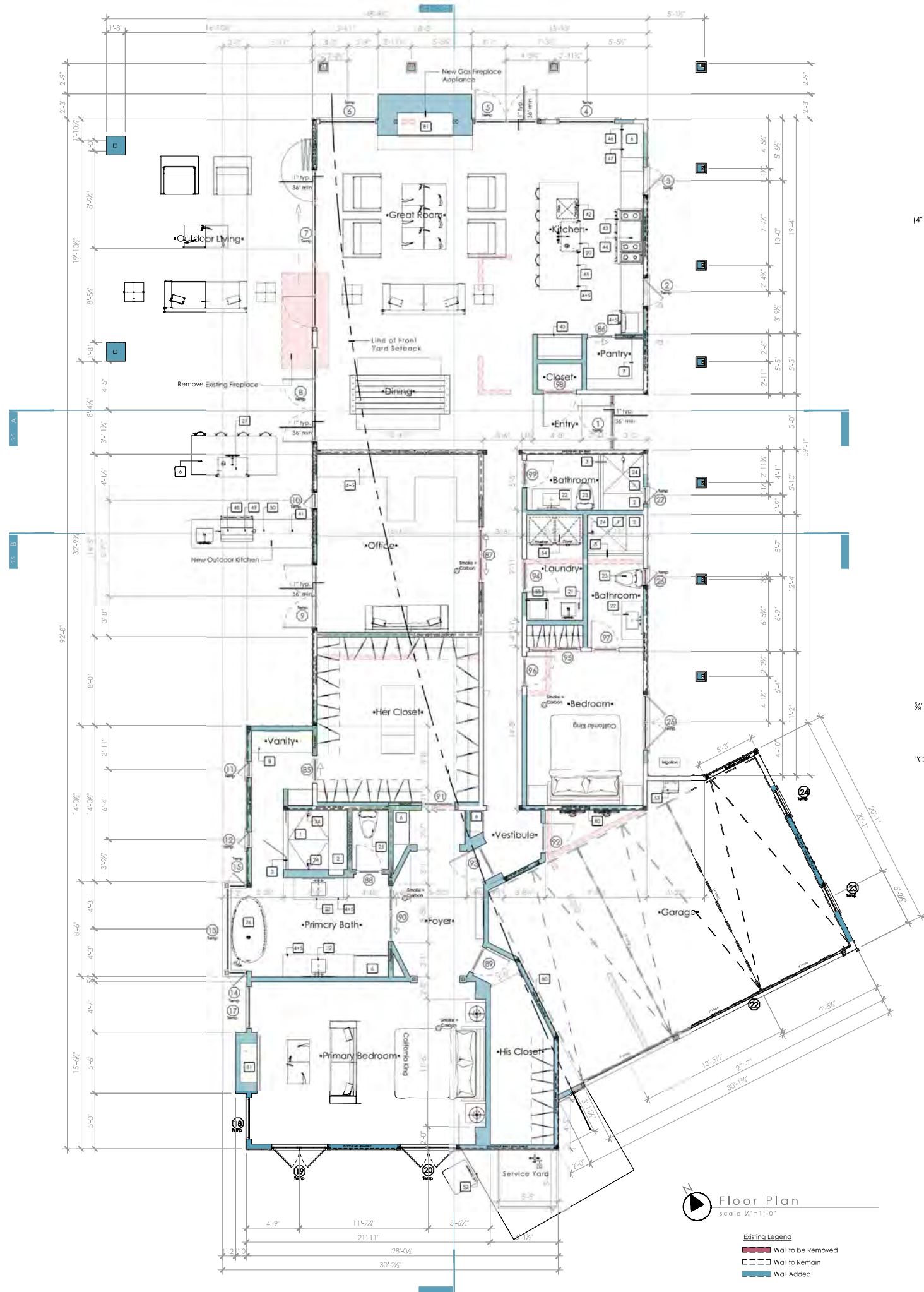


-Floor Plan-

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| Floor Plan Notes                                                                                                                         |    |
|------------------------------------------------------------------------------------------------------------------------------------------|----|
| Materials                                                                                                                                |    |
| Tiled Shower - "Mosaic"                                                                                                                  | 1  |
| Tiled Shower Seat                                                                                                                        | 2  |
| Frameless glass shower enclosure                                                                                                         | 3  |
| Quartz Countertop                                                                                                                        | 4  |
| Plywood Cabinet Base per cabinetry shop drawings                                                                                         | 5  |
| Built in cabinetry                                                                                                                       | 6  |
| Shelving                                                                                                                                 | 7  |
| Built-in Vanity                                                                                                                          | 8  |
| (all fixtures to be water conserving) Plumbing                                                                                           |    |
| Kitchen Sink w/ garbage disposal                                                                                                         | 20 |
| Laundry Sink                                                                                                                             | 21 |
| Lavatory Sink                                                                                                                            | 22 |
| (4" Waste Line shall be used for serving 4 - Toilet w/ bidet or More Water Closets per CPC Table 703.2 Foot Note 4)                      | 23 |
| Shower fixture                                                                                                                           | 24 |
| Shower + Tub Combo                                                                                                                       | 25 |
| Soaking Tub                                                                                                                              | 26 |
| Bar Sink                                                                                                                                 | 27 |
| Appliances                                                                                                                               |    |
| Sub Zero 48" Side by Side Refrigerator                                                                                                   | 40 |
| Sub Zero 24" Outdoor Refrigerator                                                                                                        | 41 |
| Cove 24" Dishwasher                                                                                                                      | 42 |
| Wolf 60" Range                                                                                                                           | 43 |
| Wolf 58" hood Liner w/ 1200cc Int-Blower                                                                                                 | 44 |
| Wolf 24" Transitional Microwave Drawer                                                                                                   | 45 |
| Wolf 24" E Series Coffee System                                                                                                          | 46 |
| U-line 15" Nugget Ice Maker                                                                                                              | 47 |
| Wolf 36" Gas BBQ                                                                                                                         | 48 |
| Wolf 13" Side Burner                                                                                                                     | 49 |
| Wolf Triple Drawer                                                                                                                       | 50 |
| HVAC - Air handler                                                                                                                       | 51 |
| New AC Condenser                                                                                                                         | 52 |
| New Tankless water heater by Navien                                                                                                      | 53 |
| Washer & Dryer - "owners selection"                                                                                                      | 54 |
| - Clothes dryer exhaust duct to be less than 14' in length with no more than two 90 degree elbows or provide mechanical exhaust boosters |    |
| - Provide mech ventilation for dryer make up air                                                                                         |    |
| - Provide sound insulation at all Laundry room walls                                                                                     |    |
| LG Styler Steam Closet                                                                                                                   | 55 |
| Stairs                                                                                                                                   |    |
| Concrete stair per detail                                                                                                                | 60 |
| Risers not to exceed 7 1/2" max - 10" run                                                                                                |    |
| Misc                                                                                                                                     |    |
| 5/8" Type 'X' Gypboard Finish Between Garage and Living                                                                                  | 80 |
| One hour fire separation per Detail                                                                                                      |    |
| Fireplace Appliance                                                                                                                      |    |
| Direct Vent Heater Fireplace by Heatilator model "Crave 48" ANSI Z21.88-2014/CSA 2.33-2014                                               | 81 |
| UL Listed                                                                                                                                |    |

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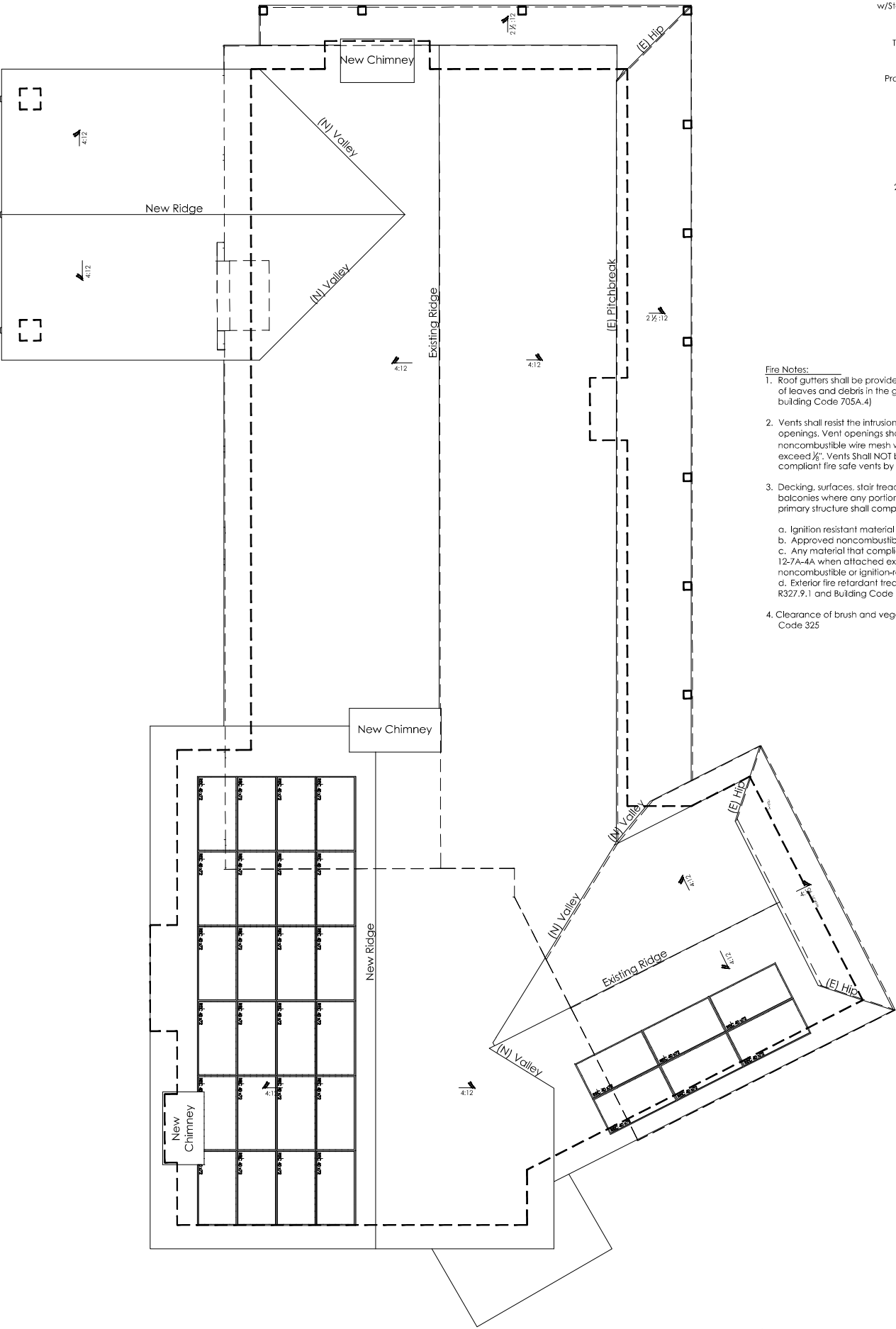
AQUINO RESIDENCE  
29 Eastfield Dr. Rolling Hills, California 90274



-Floor Plan-

1.0

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- Roof Plan Notes**
- Dex-O-Tex Water Membrane, ICC-ES# ESR-1757  
w/Stone Paving Over. The Impervious Moisture Barrier System  
Shall be Inspected Prior to Covering
- Torch Down Roof Covering by 'Certainteed' or approved  
equal (ICC# ESR-1388)
- Provide Class "A" Rated Composite Roofing by certainteed  
ESR-1389 - over 30# Felt Underlayment
- Integral Galvanized Iron Gutter
- 22" x 46" skylight manufactured by velux and shall be flat  
profile Skylight shall comply California Building Code  
Uniform ES Report 199
- 4:12 Eave detail  
7:6.0 Rake detail  
12:6.0

- Fire Notes:**
1. Roof gutters shall be provided with a means to prevent the accumulation of leaves and debris in the gutter. (Residential Code R327.534 and building Code 705A.4)
2. Vents shall resist the intrusion of flame and embers through the ventilation openings. Vent openings shall be protected by corrosion-resistant, noncombustible wire mesh with a minimum 1/8" openings and shall not exceed 1/2". Vents shall NOT be installed in eaves or cornices except for compliant fire safe vents by Vulcan Vent.
3. Decking, surfaces, stair treads, risers, and landings of decks, porches, and balconies where any portion of such surface is within 10 feet of the primary structure shall comply with on of the following:
- a. Ignition resistant material AND meet SFM 12-7A-4 and SFM 12-7A-5 OR  
b. Approved noncombustible construction OR  
c. Any material that complies with the performance requirement of 12-7A-4A when attached exterior wall covering is also either noncombustible or ignition-resistant material OR  
d. Exterior fire retardant treated wood construction (Residential Code R327.9.1 and Building Code 709A.3)
4. Clearance of brush and vegetative growth shall be maintained per Fire Code 325

**BUCHMANN  
DESIGN**

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AQUINO RESIDENCE  
29 Eastfield Dr. Rolling Hills, California 90274



-Roof Plan-

4.0

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Elevation Notes

- 1. Stucco finish to be smooth, sand float finish, or submitted for approval
- 2. Muntins shall be an integral part of all windows and doors. "Snap-in/snap out" muntins not allowed.
- 3. Sill horn of all windows to extend a maximum of 2" to a minimum of 1 1/2" or shall match existing.
- 4. Any deviation from approved window and door muntin light sizes must be submitted to full Art Jury for review and approval prior to construction.
- 5. Any revisions to approved Art Jury plans must be submitted for review and approval prior to construction.
- 6. Skylights shall be flat glass, curb mounted dark anodized frame, solar gray or solar bronze glass.

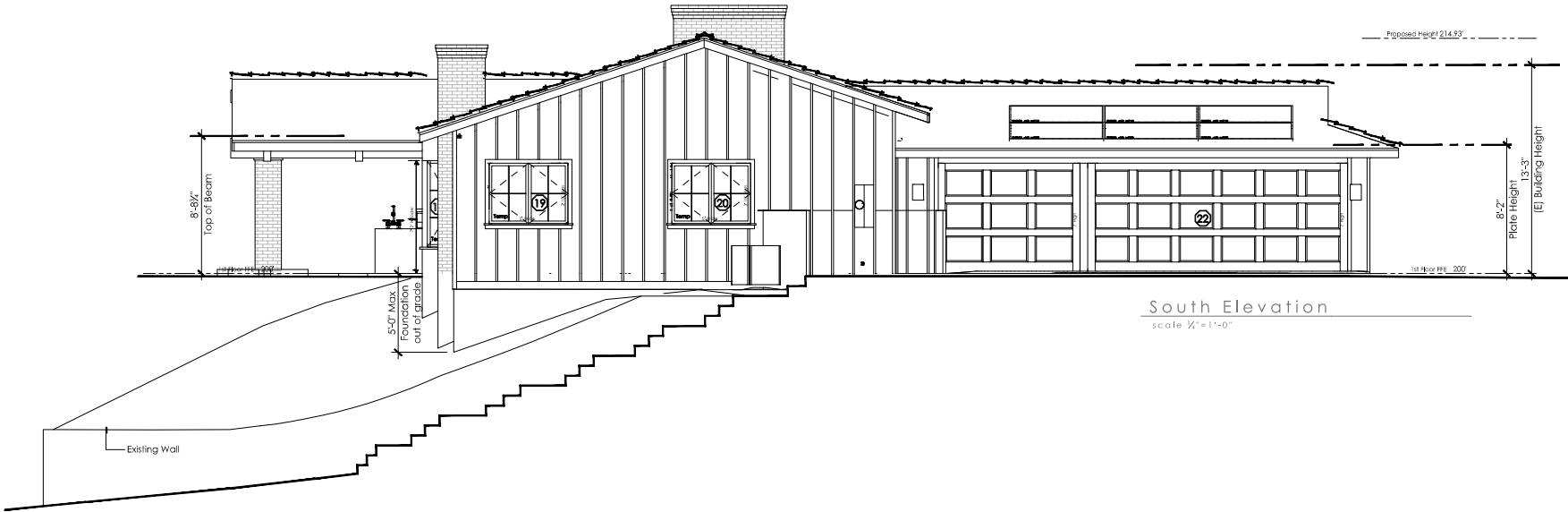
Very Important Note

Framer and General Contractor Shall Verify Exact Elevation of Highest Roof Beam and Shall Notify Architect of this Elevation Prior to any Roof Framing. Adjustment May be Required with Respect to Height Limit.

A Building Height Certificate is Required After Framing

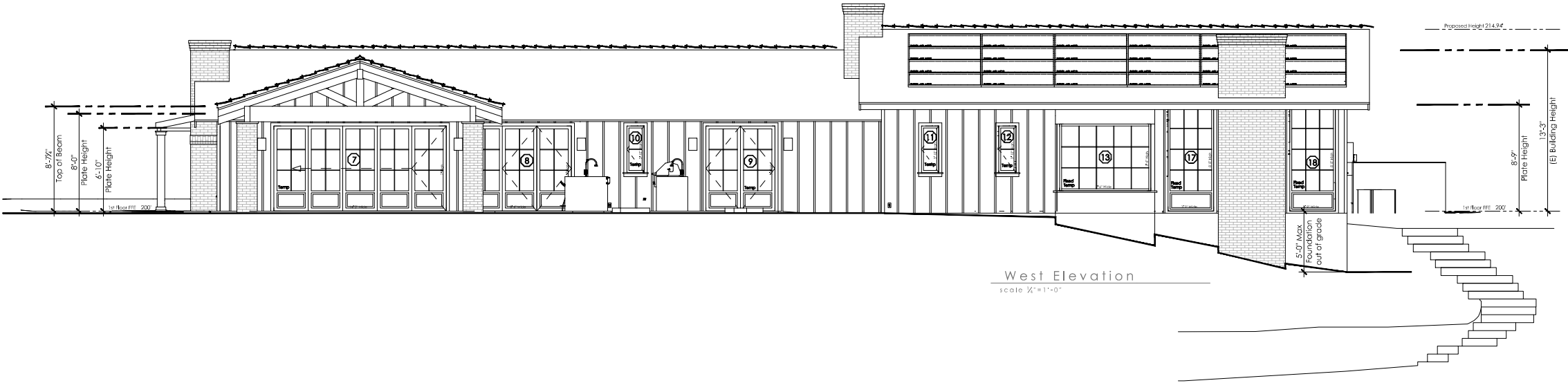
Parapets, Satellite Antennae, Rails, Skylight, and Roof Equipment Must be within the Height Limit.

Provide 2-Layers of Grade D Paper under stucco at Wall Plywood (Shear Panels)



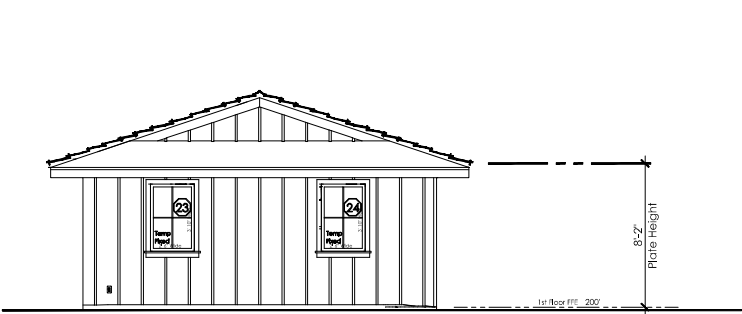
South Elevation

scale 1/4"=1'-0"



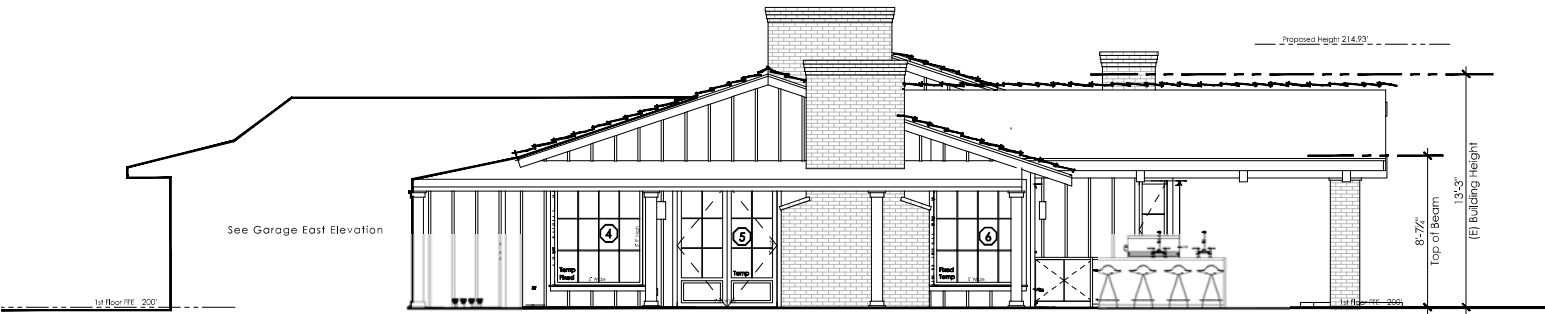
West Elevation

scale 1/4"=1'-0"



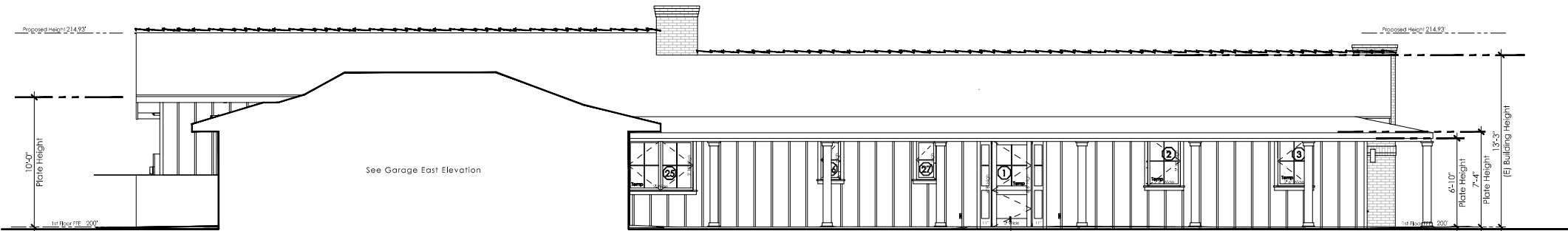
Garage East Elevation

scale 1/4"=1'-0"



North Elevation

scale 1/4"=1'-0"



East Elevation

scale 1/4"=1'-0"

Elevation Notes

Material Schedule

by 'owner's selection' - Stone  
'TBD' - Color •

by 'owner's selection' - Sliding  
'TBD' - Color •  
Smooth - Finish •

- Stucco  
'TBD' - Color •  
Smooth - Finish •

Flashing

Copper gutter + downspouts - see roof plan

Lighting

Sconce fixture - see electrical plan

See door schedule - Garage Door

Tyvek building wrap or approved equal

BUCHMANN  
DESIGN

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AQUINO RESIDENCE  
29 Eastfield Dr. Rolling Hills, California 90274



Elevations

5.0

2208

Section Notes

Section  
Note

Thermal Insulation

R-19 by 'owens corning' or approved equal - **Exterior Wall**

1" min. Spray Foam Insulation - **Vaulted Ceiling**

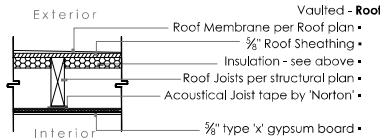
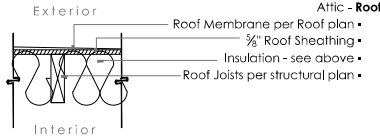
R-30 by 'owens corning' or approved equal - **Attic**

Noise Insulation

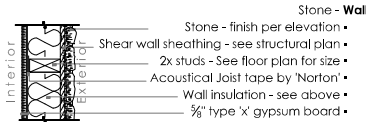
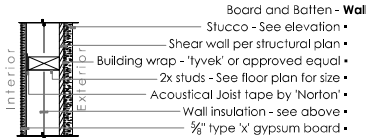
R-13 by 'owens corning' or approved equal - **Bath/Laundry walls**

At all stud/Joist to drywall connection - by 'Norton' - **Acoustical Joint Tape**

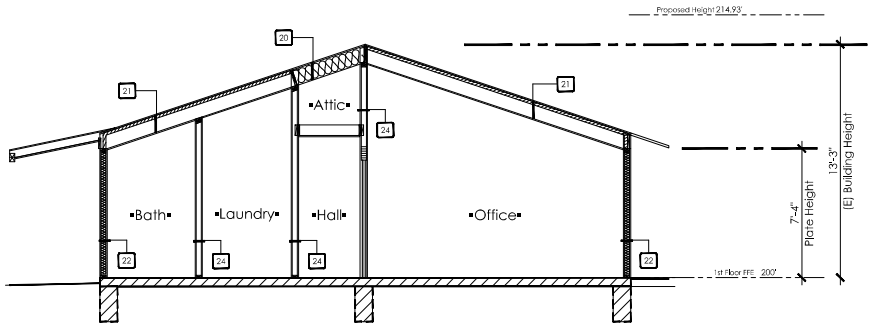
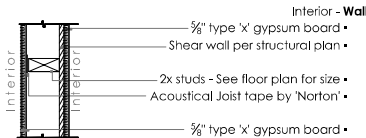
Roof Assemblies



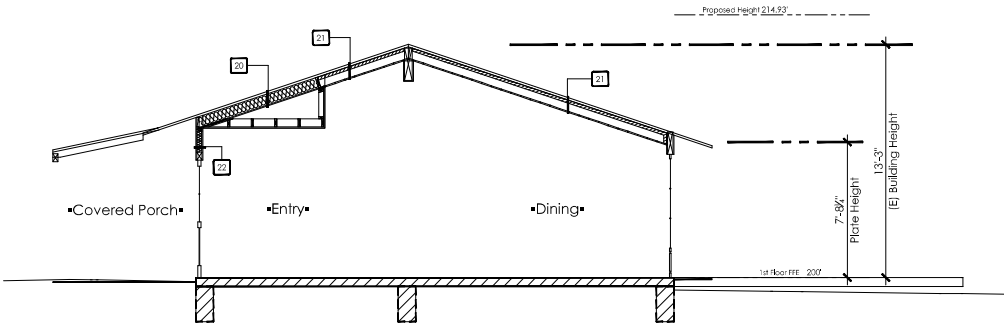
Exterior Wall Assemblies



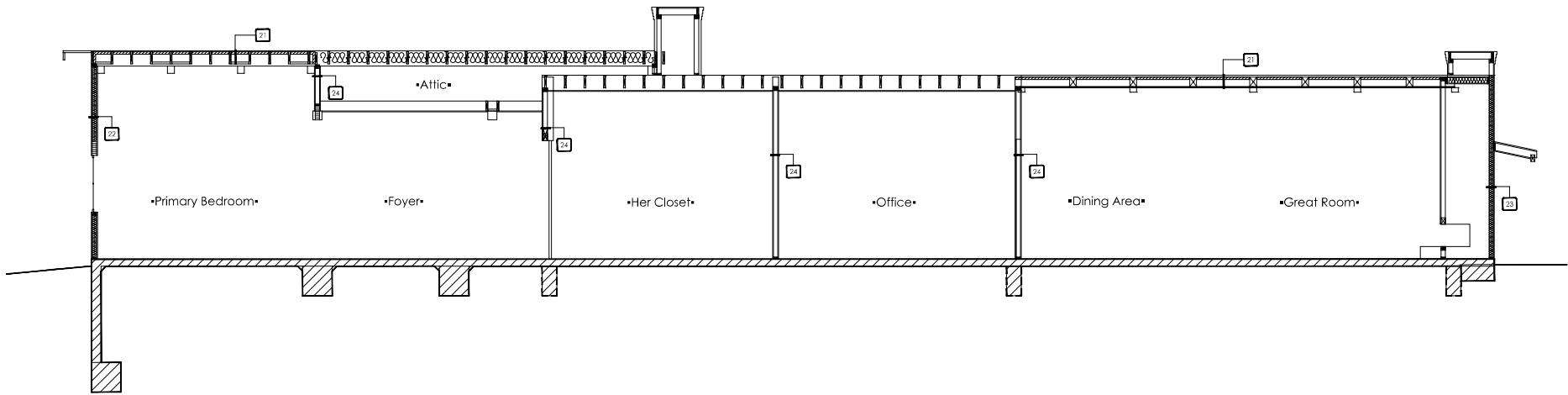
Interior Wall Assemblies



Section B  
scale  $\frac{1}{4}$ "=1'-0"



Section A  
scale  $\frac{1}{4}$ "=1'-0"



Section C  
scale  $\frac{1}{4}$ "=1'-0"

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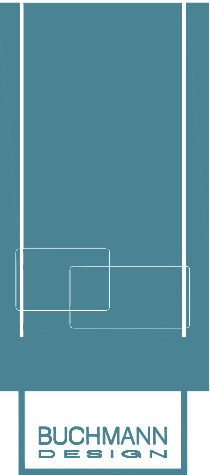


-Sections-

5.5

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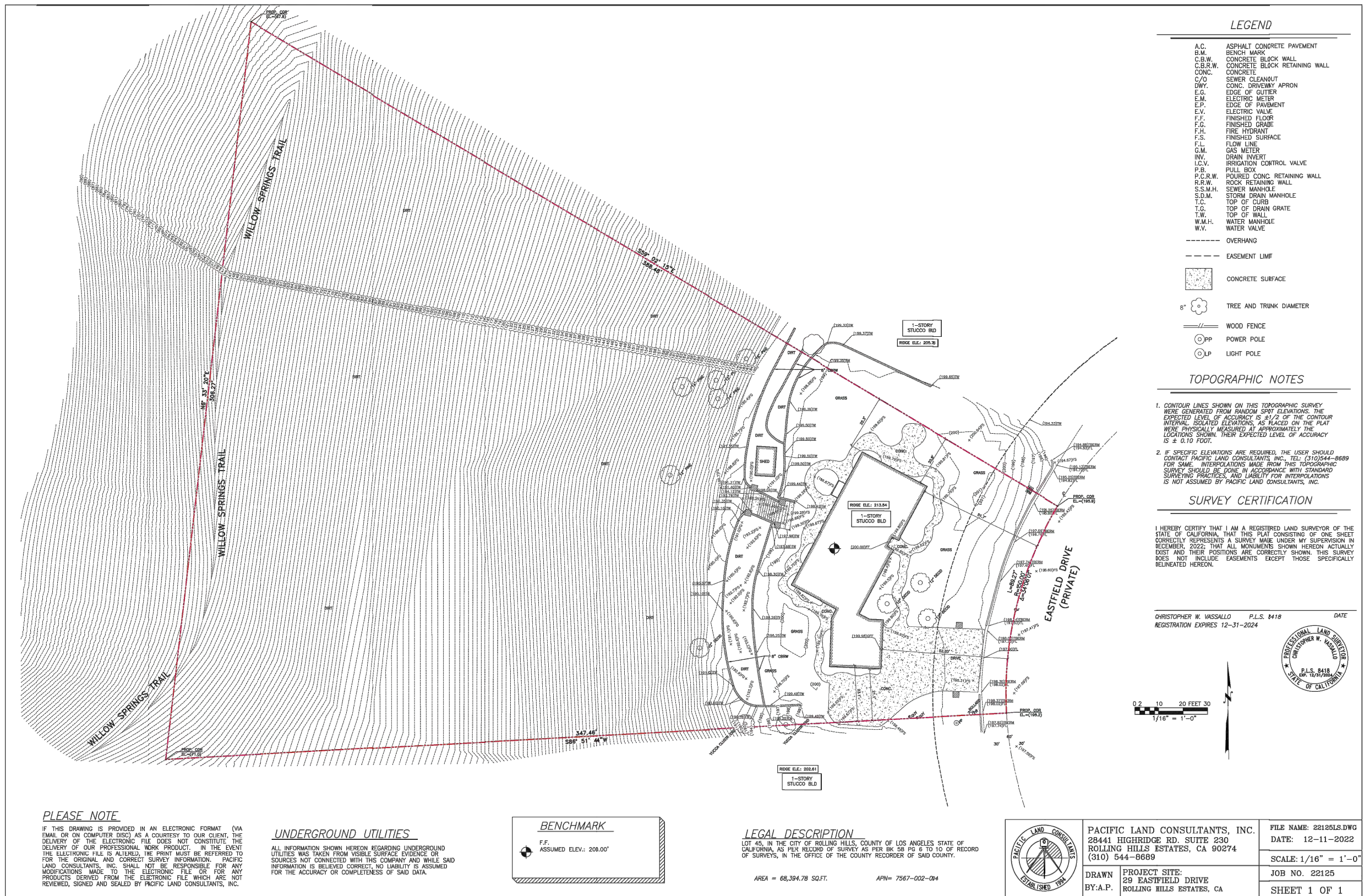
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-Survey-

10.1

2208



**Development Table**  
**Zoning Case No. 26-55**  
**29 EASTFIELD DRIVE**

|                                                              | EXISTING                                    | PROPOSED                                                    | TOTAL             |
|--------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------|-------------------|
| RA-S-1 Zone                                                  | Single-family residence and attached garage | Single-family residence and attached garage, with additions |                   |
| Net Lot Area                                                 | 54,998 SF                                   | 54,998 SF                                                   | 54,998 SF         |
| Residence                                                    | 1,899 SF                                    | 868 SF                                                      | 2,767 SF          |
| Garage                                                       | 433 SF                                      | 129 SF                                                      | 562 SF            |
| Swimming Pools/Spa                                           |                                             |                                                             |                   |
| Pool Equipment                                               |                                             |                                                             |                   |
| Guest House                                                  |                                             |                                                             |                   |
| Cabana                                                       |                                             |                                                             |                   |
| Stable<br>(450 SF Min. set aside)                            |                                             |                                                             |                   |
| Corral<br>(550 SF Min. set aside)                            |                                             |                                                             |                   |
| Recreation Court                                             |                                             |                                                             |                   |
| Attached Covered Porches                                     | 490.5 SF                                    | 342.3 SF                                                    | 833 SF            |
| Entryway/Porte Cochere, Breezeways                           |                                             |                                                             |                   |
| Detached Trellises                                           |                                             |                                                             |                   |
| Shed                                                         | 98 SF                                       | 98 SF                                                       | 98 SF             |
| Service Yard<br>(Min. 96 SF)                                 | 29 SF                                       | 67 SF                                                       | 96 SF             |
| Other                                                        |                                             |                                                             |                   |
| Basement Area                                                |                                             |                                                             |                   |
| Depth of Basement                                            |                                             |                                                             |                   |
| Primary Driveway                                             | 941 SF                                      | 570 SF                                                      | 1,511 SF          |
| Paved walkways/Patio Areas/Courtyards                        | 1,378 SF                                    | 352.2 SF                                                    | 1,731 SF          |
| Pool Decking                                                 |                                             |                                                             |                   |
| Other Paved Driveways, Road Easements,<br>Parking Pads       | 679 SF                                      | -679 SF                                                     | 0 SF              |
| <b>Grading</b><br>(must be balanced onsite)                  |                                             | 15 CY CUT<br>15 CY FILL                                     | 30 CY TOTAL       |
| <b>Structural Lot Coverage</b><br>(20% Max)                  | 2,822.5 SF (5.13%)                          | 1,339.3 SF (2.44%)                                          | 4,162 SF (7.6%)   |
| <b>Flatwork Lot Coverage</b><br>(15% Max)                    | 2,998 SF (5.45%)                            | 243.2 SF (0.44%)                                            | 3,241 SF (5.8%)   |
| <b>Total Lot Coverage</b><br>Structures + Flatwork (35% Max) | 5,936.5 SF (10.79%)                         | 1,728.5 SF (3.14%)                                          | 7,665 SF (13.9%)  |
| <b>Total Disturbed Area</b><br>(40% Max.)                    | 13,131 SF (23.9%)                           | 0 SF                                                        | 13,131 SF (23.9%) |
| <b>Building Heights Maximum</b><br>(21 FT Max.)              | 13.25 FT                                    | +1.69 FT                                                    | 14.94 FT          |

# EXHIBIT A

## RESOLUTION NO. 2024-04

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF ZONING CASE NO. 23-137 FOR A SITE PLAN REVIEW TO CONSTRUCT AN ADDITION TO AN EXISTING RESIDENCE GREATER THAN 999 SQUARE FEET, ATTACHED COVERED PORCHES, OUTDOOR KITCHEN, AND OTHER IMPROVEMENTS; AND VARIANCE REQUESTS TO CONSTRUCT IN THE FRONT YARD SETBACK AND WAIVE THE REQUIREMENT FOR A STABLE AND CORRAL SET ASIDE AREA, FOR A PROPERTY LOCATED AT 29 EASTFIELD DRIVE, ROLLING HILLS, CA, AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 45-EF) (AQUINO)**

THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. An application was duly filed by Brett Buchmann on behalf of Buchmann Design with respect to real property located at 29 Eastfield Drive, Rolling Hills (Lot 45-EF) requesting a Site Plan Review for a 1,075-square-foot addition to the main residence and 146-square-foot addition to the attached garage, a Variance for a portion of the additions to encroach into the front yard setback, and a Variance request to waive the requirement for a stable and corral set aside area.

Section 2. The subject property is developed with one building pad with an 1,889-square-foot single-family residence, 433-square-foot attached garage, 490 square feet of covered porches, and 52-square-foot storage shed. The property is zoned RAS-1 and the net lot area is 54,998 square feet (1.26 acres).

Section 3. The Planning Commission conducted duly noticed public hearings to consider the application at a field trip meeting and regular meeting on March 19, 2024. Neighbors within a 1,000-foot radius were notified of the public hearings and a notice was published in the Daily Breeze on March 7, 2024. The applicant and agent were notified of the public hearings in writing by first class mail and the agent was in attendance at the hearings. Evidence was heard and presented from all persons interested in affecting said proposal.

Section 4. The Project is exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of a limited number of new, small facilities or structures, including single family residence and accessory structures, including but not limited to garages, carports, patios, swimming pools and fences. Here, the Project includes the construction of a new single-family residence and related improvements. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemption apply; there is no reasonable possibility that the activity will have



a significant effect on the environment due to unusual circumstances. The site has already been graded and existing structures are on site.

Section 5. Site Plan Review. Site Plan Review is required for the expansion, modification, alteration or repair of any existing building or structure addition which increases the size of the residence by more than 999 square feet pursuant to RHMC Section 17.46.020.A. The Project is for a 1,075-square-foot addition to the main residence, 146-square-foot addition to the attached garage, and 438 square feet for covered patios. With respect to the Site Plan Review for the development, the Planning Commission hereby makes the following findings:

**A. The Project complies with and is consistent with the goals and policies of the General Plan and all requirements of the zoning ordinance.**

The proposed development is compatible with the General Plan and Zoning ordinance. The proposed structures comply with the General Plan requirement of low profile, low-density residential development with sufficient open space between surrounding structures. The proposed additions are expansions of areas that are already developed, disturbed, and encroaches into the front yard setback. The existing main residence and garages already encroaches into the front setback and front yard, meaning the addition will be consistent with the appearance of the existing property.

The Project conforms to Zoning Code lot coverage requirements. The net lot area of the lot is 54,998 square feet (1.26 acres) per RHMC Section 17.16.060(A). The structural net lot coverage is proposed at 4,550 square feet or 8.27% (20% max. permitted) excluding exempt structures; and the total lot coverage proposed, including flatwork, would be 7,853 square feet or 14.28% (35% max. permitted). The disturbed area is 13,131 square feet or 23.88% (40% max permitted), which will not change since the location of the Project is already disturbed.

**B. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot.**

The topography and the configuration of the lot have been considered, and the project will not adversely affect or be materially detrimental to adjacent uses, buildings, or structures; the project will be on the existing building pad which enables project elements to be the least intrusive to surrounding properties. Further, the project will be a sufficient distance from nearby residences so views and privacy of surrounding neighbors will not be impacted. The lot has an existing building pad area of 2,332 square feet or 17.76%, the project proposes 1,250 square feet or 9.52%, for a total of 3,582 square feet or 27.28%. The lot is already 23.88% disturbed with no further disturbance because the additions and improvements are in areas that are already disturbed.

**C. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences.**

The proposed development, as conditioned, is harmonious in scale and mass with the site, and is consistent with the scale of the neighborhood when compared to new residences in the vicinity of said lot. The proposed improvements are of similar scale with existing houses in the neighborhood.

**D. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls).**

There will be no changes to the overall drainage features on the lot. The Project is located on an existing building pad. The natural site design, native vegetation, and mature trees will not be affected. The proposed addition will not further increase disturbance of the site and the grading for the retaining wall located in the rear yard is limited to 24 cubic yards.

**E. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area.**

The proposed grading is limited to the southwest portion of the building pad for the new retaining wall and the proposed cut and fill will be balanced on site. The proposed additions are located in areas that are already disturbed, so there is no further disturbance.

**F. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course.**

There is very minimal grading a total of 24 cubic yards (balanced onsite). Existing drainage flow will not be changed or redirected. Drainage will follow the natural drainage courses of the lot.

**G. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas.**

Surrounding native vegetation and mature trees will not be affected. The development will be considerate of the environment and will enhance the rural character of the community. As such, the rural character of the community is maintained and privacy is maintained with neighbors.

**H. The project is sensitive and not detrimental to the convenience and safety of circulation for pedestrians and vehicles.**

The orientation of the garage will change from the east to the south elevation, but there are no changes to the existing circulation for the pedestrians or vehicles.

**I. The project conforms to the requirements of the California Environmental Quality Act (CEQA).**

The Project is exempt from the CEQA Guidelines pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of a limited number of new, small facilities or structures, including single family residence and accessory structures, including but not limited to garages, carports, patios, swimming pools and fences. Here, the Project includes an addition to a developed residential property. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemption apply; there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

Section 6. Variance. Sections 17.38.010 through 17.38.050 of the Rolling Hills Municipal Code permit approval of a Variance granting relief from the standards and requirements of the Zoning Ordinance when exceptional or extraordinary circumstances applicable to the property prevent the owner from making use of a parcel of property to the same extent enjoyed by similar properties in the same vicinity or zone. The applicant requests a variance from the requirements of Section 17.16.200(H) of the Zoning Code to encroach into the front setback. The applicant requests a second variance from the requirements of Section 17.16.170 (stable and corral site required) of the Zoning Ordinance to waive the requirements of a stable and corral set aside. With respect to the aforementioned request, the Planning Commission finds as follows:

**A. There are exceptional or extraordinary circumstances and conditions applicable to the property that do not apply generally to other properties in the same vicinity and zone.**

The areas for the additions to the residence (secondary bedroom), garage, and covered patio are located in the front setback. However, the existing residence and garage encroaches 24 feet into the front setback due to the configuration and topography of the lot. This condition does not apply generally to other properties in the same vicinity and zone.

The natural slope of the subject property, the location of the building pad, and the shape of the lot constrain development. The building pad is small, constrained, and sloped down in the rear of the property, the building pad does not allow for a reasonably sized pad for a stable and corral.

If a stable and corral is built on the property, a variance request would be needed to build in a required setback area on slopes greater than 4:1; non-exempt grading may also require variance.

The size, topography, and configuration of the lot do not support the construction of a stable and corral. By granting this variance, the current or future property owners are not precluded from applying for approval to construct a stable and corral at a future date if a suitable location or construction plan is later identified. The property owner is merely relieved from the obligation to identify and set aside an area for a stable and corral.

**B. The variances are necessary for the preservation and enjoyment of a substantial property right possessed by other properties in the same vicinity and zone but which is denied to the property in question.**

The variances to encroach into the front yard is necessary for the preservation and enjoyment of the property. The area for the additions and covered patio are located in areas that are already encroaching into the front setback due to the configuration and topography of the lot.

The variance to deviate from the stable and corral set aside area is necessary for the preservation and enjoyment of the property owner since the property contains a steep slopes not suitable for a new pad. The ability to provide a stable and corral or a set aside area is an amenity enjoyed by most property owners in the City. The subject property is not capable of providing such an amenity due to constraints with size, topography, and configuration. The limited building pad on the property prevents the construction of a new stable and corral or placement of a set aside area. By granting this variance, the current or future property owners are not precluded from applying for approval to construct a stable and corral at a future date if a suitable location or construction plan is later identified. The property owner is merely relieved from the obligation to identify and set aside an area for a stable and corral.

**C. The granting of the variances would not be materially detrimental to the public welfare or injurious to the properties or improvements in such vicinity.**

Granting the variance to encroach into the front yard setback is not materially detrimental to the public welfare or injurious to properties or improvements in the vicinity. The additions and covered patio are located in areas that are already in the front setback. It is not in close proximity to other properties or improvements in the vicinity.

The lack of a stable and corral set aside area will not be detrimental to the public welfare or injurious to the properties or improvements in the vicinity since no development would occur. Eliminating a set aside area will not negatively affect drainage or traffic circulation to and from the property.

The variance from the stable and corral set aside will not be detrimental to the public, on the contrary, it will be beneficial to the public welfare and other properties because by not constructing a stable and corral, there will be no grading on the lot. If the set aside area was placed on the lot, it would located on the steep slope.

**D. In granting the variances, the spirit and intent of the Zoning Ordinance will be observed.**

The granting of the variance will allow for a development that is harmonious in scale and mass with the site, the proposed addition is visually harmonious with adjacent properties and in scale with adjacent residential development.

The elimination of a set aside area is consistent with other properties in the area that do not have a stable and corral nor have a set aside area. The variance will make the property more cohesive with the rural character of the neighborhood by eliminating grading needed for a building pad.

The waiver to the stable and corral set aside area meets the intent of the Zoning Ordinance as it will prevent extensive grading and disturbance on the property. It will also preserve the environmentally sensitive nature of the site by protecting the slopes from any construction. The size, topography, and configuration of the lot does not support the construction of a stable and corral. By granting this variance, the current or future property owners are not precluded from applying for approval to construct a stable and corral at a future date if a suitable location or construction plan is later identified. The property owner is merely relieved from the obligation to identify and set aside an area for a stable and corral.

**E. The variances will not grant special privilege to the applicant.**

The area for the garage addition and bedroom addition are located on the same building pad as the existing residence. However, due to the configuration and topography of the lot, the existing residence and garage already encroach into the front yard setback. The variance will not grant a special privilege to the applicant.

The waiver of the stable and corral set aside area in this case will not grant special privilege to the applicant. There are several properties in the City that do not lend themselves to construction of a stable and corral, and if they were forced to either set aside an area or construct such equestrian facilities it would require large grading quantities and large disturbance of the lot. This would not meet the goal of the General Plan, which is to maintain to the maximum extent feasible the natural terrain of the lots. The size, topography, and configuration of the lot does not support the construction of a stable and corral. By granting this variance, the current or future property owners are not precluded from applying for approval to construct a stable and corral at a future date if a suitable location or construction plan is later identified. The property owner is merely relieved from the obligation to identify and set aside an area for a stable and corral.

**F. The variances are consistent with the portions of the County of Los Angeles Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities.**



The project site is not listed on the current State of California Hazardous Waste and Substances Sites List. It will not affect any existing hazardous waste management facilities.

**G. The variances are consistent with the General Plan of the City of Rolling Hills.**

Approvals granting the variance to allow the additions to encroach into the required setback will be consistent with the General Plan of the City of Rolling Hills, which encourages residential uses. The size, topography, and configuration of the lot does not support the construction of a stable and corral. By granting this variance, the current or future property owners are not precluded from applying for approval to construct a stable and corral at a future date if a suitable location or construction plan is later identified. The property owner is merely relieved from the obligation to identify and set aside an area for a stable and corral.

Section 7. Approval Conditions. Based upon the foregoing findings, and the evidence in the record, the Planning Commission hereby approves Zoning Case No. 23-137 subject to the following conditions:

A. The Site Plan and Variance approvals shall expire within two years from the effective date of approval as defined in RHMC Sections 17.46.080 and 17.38.070 unless otherwise extended pursuant to the requirements of these sections.

B. If any condition of this resolution is violated, the entitlements granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The suspension and stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the suspension and the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to RHMC Chapter 17.58.

C. All requirements of the Building and Construction Ordinance, the Zoning ordinance, and of the zone in which the subject property is located must be complied with unless otherwise a variance to such requirement has been approved.

D. The lot shall be developed and maintained in substantial conformance with the site plan on file at City Hall and approved by the Planning Commission on March 19, 2024, except as otherwise provided in these conditions. The working drawings submitted to the Department of Building and Safety for plan check review shall conform to the approved development plan. All conditions of the Site Plan Review and Variance approvals shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a grading or building permit from the building department.

The conditions of approval of this Resolution shall be printed onto a separate sheet and included in the building plans submitted to the Building Department for review and shall be kept on site at all times.

Any proposed modifications and/or changes to the approved project, including resulting from field conditions, shall be discussed with staff so that staff can determine whether the modification is minor or major in nature. Minor modifications are subject to approval by the City Manager or his or her designee. Major modifications are subject to approval by the Planning Commission after a public hearing. The applicant shall not implement modifications or changes to the approved project without the appropriate approval from the City Manager or designee or the Planning Commission, as required.

E. Prior to submittal of final working drawings to Building and Safety Department for issuance of building and grading permits, the plans for the project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the Planning Commission.

F. A licensed professional preparing construction plans for this project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this project and all of the conditions set forth herein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building and/or grading permit for this project shall execute a Certificate of Construction stating that the project will be constructed according to this Resolution and any plans approved therewith.

G. Structural lot coverage of the lot shall not exceed 4,550 square feet or 8.27% of the net lot area, in conformance with structural lot coverage limitations (20% maximum with deductions). The flatwork coverage shall not exceed 3,222 square feet or 5.86%.

The total lot coverage proposed, including structures and flatwork, shall not exceed 7,853 square feet or 14.28% of the net lot area, in conformance with lot coverage limitations (35% maximum).

H. The disturbed area of the lot shall not exceed 13,131 square feet or 23.88%, and the Project does not propose any additional disturbance.

I. The existing Building Pad 1 coverage is 2,332 square feet or 17.76%, and the Project proposes an additional 1,250 square feet or 9.52%, and shall not exceed coverage of 3,582 square feet or 27.28% with allowed deductions. This is below the 30% maximum guideline.

J. A minimum of five-foot level path and/or walkway, which does not have to be paved, shall be provided around the entire perimeter of all of the proposed structures, or as otherwise required by the Fire Department.

K. A drainage plan, as required by the Building Department shall be prepared and approved by City Staff prior to issuance of a construction permit. Such plan shall be subject to LA County Code requirements.

L. The applicant shall comply with all requirements of the Lighting Ordinance of the City of Rolling Hills (RHMC 17.16.190.E), pertaining to lighting on said property, roofing and material requirements of properties in the Very High Fire Hazard Severity Zone, and Low Impact Development requirements for storm water management on site (RHMC Chapter 8.32).

M. All utility lines shall be undergrounded pursuant to Section 17.27.030.

N. Hydrology, soils, geology and other reports, as required by the Building and Public Works Departments, and as may be required by the Building Official, shall be prepared.

O. Prior to issuance of building permit, the landscaping plan, if required, shall meet the requirements of the City, shall be submitted to the City in conformance with Fire Department Fuel Modification requirements, and shall be approved by the City's landscape consultant.

P. A construction fence may be required. If needed, it shall be reviewed and approved by the Planning Department for location, height, and screening material prior to installation.

Q. Perimeter easements, including roadway easements and trails, if any, shall remain free and clear of any of improvements to advance equestrian use and emergency preparedness for evacuation within the City. Where RHCA has demonstrated authority over the easement, the City's Planning Director may grant relief from this condition upon satisfactory proof of permission from RHCA and a legitimate showing that there is no need for the condition to advance equestrian uses and emergency preparedness.

R. Minimum of 65% of any construction materials must be recycled or diverted from landfills. The hauler of the materials shall obtain City's Construction and Demolition permits for waste hauling prior to start of work and provide proper documentation to the City.

S. *During construction*, the site shall be maintained in a safe manner so as not to threaten the health, safety, or general welfare of the public.

T. *During construction*, conformance with the air quality management district requirements, storm water pollution prevention practices, county and local ordinances and engineering practices so that people or property are not exposed to undue vehicle trips, noise, dust, objectionable odors, landslides, mudflows, erosion, or land subsidence shall be required.

U. *During construction*, to the extent feasible, all parking shall take place on the project site, on the new driveway and, if necessary, any overflow parking may take place within the unimproved roadway easements along adjacent streets, and shall not obstruct neighboring driveways, visibility at intersections or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City. To the extent feasible, a minimum of 4' wide path, from the edge of the roadway pavement, for pedestrian and equestrian passage shall be available and be clear of vehicles, construction materials and equipment at all times.

V. *During construction*, the property owners shall be required to schedule and regulate construction and relate traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

W. Prior to demolition of any existing structures, an investigation shall be conducted for the presence of hazardous chemicals, lead-based paints or products, mercury and asbestos-containing materials (ACMs). If hazardous chemicals, lead-based paints or products, mercury or ACMs are identified, remediation shall be undertaken in compliance with California environmental regulations and policies.

X. The property owner and/or his/her contractor/applicant shall be responsible for compliance with the no-smoking provisions in the Municipal Code. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. Weather conditions can be found at: [http://www.wrh.noaa.gov/lox/main.php?suite=safety&page=hazard\\_definitions#FIRE](http://www.wrh.noaa.gov/lox/main.php?suite=safety&page=hazard_definitions#FIRE). It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions.

Y. Storm water shall drain in accordance with the approved grading and drainage plan at the discretion of the Building Official. Drainage dissipaters shall be constructed outside of any easements. The drainage system shall be approved by the Department of Building and Safety if applicable. If an above ground swale and/or dissipater is required, it shall be designed

in such a manner as not to cross over any equestrian trails or discharge water onto a trail, shall be stained in an earth tone color, and shall be screened from any trail, road and neighbors' view to the maximum extent practicable, without impairing the function of the drainage system.

Z. *During construction*, dust control measures shall be used to stabilize the soil from wind erosion and reduce dust and objectionable odors generated by construction activities in accordance with South Coast Air Quality Management District, Los Angeles County and local ordinances and engineering practices.

AA. *During construction*, an Erosion Control Plan containing the elements set forth in the 2022 County of Los Angeles Building Code shall be followed to minimize erosion and to protect slopes and channels to control storm water pollution.

BB. The property owner shall be required to conform to the Regional Water Quality Control Board and County Health Department requirements for the installation and maintenance of storm water drainage facilities and septic tank.

CC. The applicant shall pay all of the applicable Building and Safety and Public Works Department fees and Palos Verdes Peninsula Unified School District fees, if any.

DD. Prior to final inspection of the project, "as graded" and "as constructed" plans and certifications shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the Planning Commission approved plans. In addition, any modifications made to the project during construction, shall be depicted on the "as built/as graded" plan.

EE. This Resolution's approvals shall not be effective until the applicants execute an Affidavit of Acceptance of all conditions set forth herein.

FF. All conditions of this Resolution, when applicable, must be complied with prior to the issuance of a grading or building permit from the Building and Safety Department.

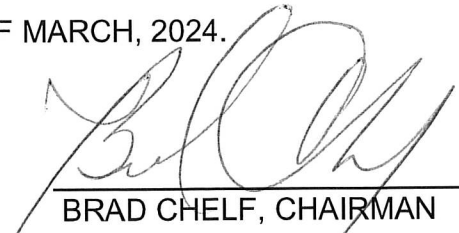
GG. Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

HH. The project shall at all times comply with the conditions set forth in Chapters 17.46 and 17.38 of the RHMC in that the Project: 1) the additions shall not exceed 1,075-square feet; 2) the additions may encroach into the front yard setback; and 3) the waiver of the requirement for a stable and corral set aside area shall be granted.

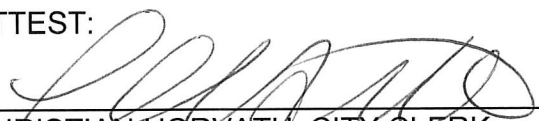
II. To the extent permitted by law, Permittee shall defend, indemnify and hold harmless the City of Rolling Hills, its City Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside, or void any permit or approval for this project authorized by the City, including (without limitation) reimbursing the

City its actual attorney's fees and costs in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its choice. The permittee shall reimburse the City for any court and attorney's fees which the City may be required to pay as a result of any claim or action brought against the City because of this permit. Although the permittee is the real party in interest in an action, the City may, at its sole discretion, participate at its own expense in the defense of the action, but such participation shall not relieve the permittee of any obligation under this condition.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF MARCH, 2024.

  
\_\_\_\_\_  
BRAD CHELF, CHAIRMAN

ATTEST:

  
\_\_\_\_\_  
CHRISTIAN HORVATH, CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Civil Procedure Section 1094.6.



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

I certify that the foregoing Resolution No. 2024-04 entitled:

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF ZONING CASE NO. 23-137 FOR A SITE PLAN REVIEW TO CONSTRUCT AN ADDITION TO AN EXISTING RESIDENCE GREATER THAN 999 SQUARE FEET, ATTACHED COVERED PORCHES, OUTDOOR KITCHEN, AND OTHER IMPROVEMENTS; AND VARIANCE REQUESTS TO CONSTRUCT IN THE FRONT YARD SETBACK AND WAIVE THE REQUIREMENT FOR A STABLE AND CORRAL SET ASIDE AREA, FOR A PROPERTY LOCATED AT 29 EASTFIELD DRIVE, ROLLING HILLS, CA, AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (LOT 45-EF) (AQUINO)**

was approved and adopted at a regular meeting of the Planning Commission on March 19, 2024, by the following roll call vote:

AYES:           Chair Chelf, Vice Chair Kirkpatrick, Douglass, Cardenas

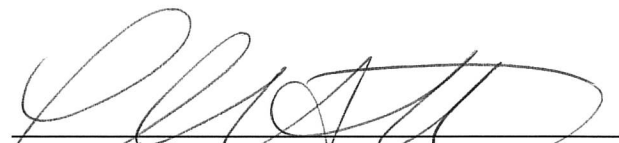
NOES:

ABSENT:       Cooley

ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices.

  
CHRISTIAN HORVATH, CITY CLERK







# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 12.A.**

**Meeting Date: 8/24/2026**

**To:** City Council  
**From:** Samantha Crew, Management Analyst  
**Thru:** Karina Bañales, City Manager  
**Subject:** Consideration and approval of a Professional Services Agreement with Geosyntec Consultants, Inc for municipal stormwater consulting services

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## **Background:**

Since 2003, Kathleen McGowan has assisted the City with implementation of the Los Angeles Regional Municipal Separate Storm Sewer System (MS4) Permit, Total Maximum Daily Load requirements, the Peninsula Watershed Management Program (WMP), the Coordinated Integrated Monitoring Program (CIMP), and the Safe, Clean Water Program. During that time, the City also worked with Geosyntec during two periods when Ms. McGowan was employed by the firm, providing prior experience and familiarity with the City's stormwater program. Ms. McGowan has advised the City that she intends to retire from this work, making selection of a successor consultant necessary.

On June 24, 2026, the City issued a Request for Proposals (Attachment A) for municipal stormwater consulting services. The City received proposals from Geosyntec Consultants, Inc. (Geosyntec) (Attachment B), J.L. Hunter & Associates, Inc. (JLHA) (Attachment C), and Willdan Engineering (Willdan) (Attachment D). Staff reviewed each firm's written proposal, fee schedule, qualifications, proposed personnel, relevant experience, approach to meeting the City's unique stormwater needs, and ability to provide responsive, long-term support. Staff also consulted with Kathleen McGowan, who reviewed the proposals and provided her professional observations regarding the firms' qualifications, proposed services, and ability to support continuity of the City's stormwater program.

Staff interviewed all three firms on August 6, 2026, and conducted follow-up discussions with the highest-ranked candidate based on staff's evaluation, Geosyntec. During these follow-up discussions, staff emphasized the City Council's longstanding commitment to fiscal stewardship and the importance of securing high-quality professional services at a cost that represents strong value for the City. In response, staff negotiated with Geosyntec, and the firm submitted a revised fee proposal reducing its proposed base fee from \$86,384 to \$74,614, a reduction of \$11,770, or approximately 13.6%. The revised proposal also includes a 10% contingency of \$7,461, resulting in a total not-to-exceed amount of \$82,075. The contingency would not be automatically expended; it would be available only for additional or unforeseen services authorized by the City Manager.

The proposed agreement would have an initial one-year term for Fiscal Year 2026–27, with two

optional one-year extensions exercisable at the City's discretion. Because municipal stormwater programs are subject to changing regulatory requirements and other uncertainties, Geosyntec's proposed scope allows effort to be reallocated among tasks and staffing levels, provided the identified deliverables are met and the total authorized contract amount is not exceeded.

If the City elects to exercise either optional one-year extension, the anticipated level of effort would remain generally consistent with Fiscal Year 2026–27. Geosyntec's labor rates would be adjusted based on the applicable annual Consumer Price Index increase, not to exceed 4% per year. The proposed scope and fee are based on the regulatory requirements and anticipated level of effort in effect at the time the proposal was prepared. Any material changes in regulatory requirements or services requested by the City that are outside the approved scope would be addressed separately and may be authorized on an as-needed basis using the agreement's established rate structure.

### **Discussion:**

Rolling Hills' stormwater program is unlike a typical municipal MS4 program. The City is entirely residential, has no commercial or industrial land uses, owns very limited drainage infrastructure, and relies substantially on its natural canyon system for stormwater retention. The City's deemed-compliance position is based on demonstrating retention of runoff from the 85th-percentile, 24-hour storm event through this nature-based system.

For more than a decade, the City's stormwater consulting services have been led by Kathleen McGowan of McGowan Consulting. As the City's principal consultant and primary representative before the City Council and regulatory agencies, Kathleen led the work to develop, document, and defend the City's alternative compliance approach. This work helped the City successfully respond to alleged water-quality violations and associated penalties and obtain recognition of deemed compliance retroactive to the City's inclusion in the Peninsula WMP.

Although Kathleen has been the consultant most visible to the City Council, Susan Robinson has directly supported the City's stormwater program since 2015, providing more than 10 years of experience with the City's program. Susan worked with McGowan Consulting before recently joining Geosyntec and collaborated closely with Kathleen and City staff on annual reporting, Safe, Clean Water planning and reporting, training, public education and outreach, regulatory coordination, and Peninsula WMP and CIMP matters. She also contributed to the work supporting the City's deemed-compliance position. This experience gives Susan substantial knowledge of the City's program, reporting history, records, regulatory matters, and unique compliance needs.

The continuity provided by Susan's proposed role as Geosyntec's project manager is especially important because the City's deemed-compliance position is technically complex and may become more difficult to demonstrate during unusually wet years, particularly with the potential for El Niño conditions, when canyon soils may become saturated and monitored flows may increase. Because retaining deemed-compliance status cannot be guaranteed and depends in part on the City's ability to document and support its compliance position, staff gave particular consideration to each firm's familiarity with the City's compliance strategy, technical capabilities, ability to address changing regulatory conditions, and experience working with Los Angeles Regional Water Quality Control Board staff. Geosyntec's proposal demonstrated relevant experience in each of these areas.

### **Need for Comprehensive Staff Support**

Rolling Hills has only seven employees whose responsibilities extend across all City operations. Municipal stormwater compliance requires specialized technical and regulatory expertise that is not available within the City's existing staff. The City therefore needs a consultant that can assume

responsibility for the complete stormwater program with minimal administrative burden. This includes proactively managing deadlines, preparing regulatory reports and supporting documentation, coordinating regional matters, addressing statewide MS4 cost-reporting requirements, developing training and public education materials, assisting with staff reports, and presenting required decisions to staff clearly and promptly.

Geosyntec's proposal provided a detailed approach tailored to the City's limited staffing and need for proactive program management. The proposed approach is designed to preserve staff review time, minimize administrative demands, and proactively manage the City's obligations.

### Evaluation of Geosyntec

Staff's evaluation also considered its direct experience working with Susan. During her approximately 11 years supporting the City's program, she has assisted with regulatory reporting, program coordination, public education, Safe, Clean Water requirements, and Peninsula WMP and CIMP matters. This experience would allow Geosyntec to begin providing services with less background review, knowledge transfer, and City oversight than would ordinarily be required when transitioning to a new firm.

Susan's longstanding working relationship with Kathleen will also support an orderly transfer of files, technical history, pending matters, reporting practices, and regulatory strategy. This will preserve more than a decade of accumulated program knowledge and reduce the risk of omissions, inconsistent reporting, or loss of important historical context during the transition.

Geosyntec also brings extensive Peninsula experience beyond Susan's work with Rolling Hills. Its proposed team helped develop the Peninsula WMP's Reasonable Assurance Analysis, developed and updated the Peninsula CIMP, and currently serves as the Peninsula WMG's CIMP consultant. The firm understands how Rolling Hills' individual obligations relate to regional compliance efforts and has established working relationships with Peninsula agencies and Water Board staff. Its existing regional role should reduce duplicative coordination and may allow certain shared efforts to be allocated among participating clients when appropriate.

The firm's broader team includes specialists in hydrology, modeling, monitoring, TMDL implementation, regulatory strategy, quality assurance, and grant funding. This depth gives the City access to specialized expertise when complex or unexpected issues arise, provides backup staffing during absences or periods of increased workload, and reduces the long-term risk of relying on a single individual.

Geosyntec's revised base fee of \$74,614 is only \$14 more than the \$74,600 base amount currently authorized under the McGowan Consulting agreement (Attachment E). Including contingency, Geosyntec's total not-to-exceed amount of \$82,075 is \$25 less than the City's current total authorization of \$82,100. The City would therefore receive the benefit of Geosyntec's multidisciplinary resources, organizational depth, and continuity without increasing the City's currently authorized annual consulting cost. The following table compares the current McGowan agreement with Geosyntec's proposed agreement, including the treatment of annual cost adjustments:

| <b>Contract provision</b>       | <b>McGowan Consulting</b>                                                                                                                                                          | <b>Geosyntec</b>                                                                                                                                                         |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FY 2026–27 base amount          | \$74,600                                                                                                                                                                           | \$74,614                                                                                                                                                                 |
| FY 2026–27 contingency          | \$7,500*                                                                                                                                                                           | \$7,461                                                                                                                                                                  |
| FY 2026–27 not-to-exceed amount | \$82,100                                                                                                                                                                           | \$82,075                                                                                                                                                                 |
| Contract structure              | Three-year term through FY 2027–28                                                                                                                                                 | Initial one-year term with two optional one-year extensions                                                                                                              |
| Annual escalation               | Future-year amounts increase from \$71,500 in FY 2025–26 to \$74,600 in FY 2026–27 and \$77,500 in FY 2027–28; labor rates are adjusted annually based on the Los Angeles-area CPI | Labor rates for each optional year would be adjusted based on the applicable CPI increase, capped at 4% annually                                                         |
| New MS4 Permit work             | Existing scope does not include significant additional effort resulting from material changes in regulatory requirements                                                           | Existing scope does not include significant additional effort resulting from material changes in regulatory requirements; additional support may be authorized as needed |

\*The McGowan agreement states a rounded annual not-to-exceed amount of \$82,100, inclusive of contingency.

Both agreements recognize the uncertainty associated with regulatory programs, include contingency funding, and provide for annual labor-rate adjustments. Geosyntec’s optional-year CPI adjustment would be capped at 4%, while the McGowan agreement references the Los Angeles-area CPI without specifying a maximum. Geosyntec’s proposed structure also gives the City discretion to decide whether to exercise each optional one-year extension.

#### Proposal and Interview Comparison

All three firms met the City’s basic qualifications, although their proposed fees, approaches, relevant experience, staffing structures, and anticipated levels of City staff support varied. Staff’s recommendation is based on best value and risk management rather than price alone. The City’s deemed-compliance position and lean staffing make direct experience, continuity, accuracy, and long-term technical capacity particularly important.

| <b>Firm</b> | <b>FY 2026–27<br/>Proposed Base Fee</b> | <b>Principal Strengths</b>                                                                                                                                          | <b>Staff Assessment</b>                                                                                                                                                                                                                                                             |
|-------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Geosyntec   | \$74,614                                | Direct Rolling Hills and Peninsula experience; continuity with McGowan; strong understanding of the 85th-percentile/24-hour strategy; deep multidisciplinary bench. | Most tailored proposal and strongest combination of comprehensive staff support, continuity, technical expertise, Peninsula relationships, quality assurance, and long-term capacity.                                                                                               |
| JLHA        | \$49,986                                | Substantial municipal MS4 experience; long-standing work for Rancho Palos Verdes; competitive price.                                                                | Qualified firm, but its proposal and interview did not demonstrate the same level of comprehensive, proactive support needed by the City's limited staff or the same familiarity with Rolling Hills' deemed-compliance history.                                                     |
| Willdan     | \$41,934                                | Lowest proposed cost; experience supporting small Los Angeles County cities.                                                                                        | The proposal did not identify an existing or prior comparable municipal stormwater contract directly serving a Peninsula city. Its experience was less directly aligned with Rolling Hills' program, and selection would require a more substantial transition and learning period. |

Note: The amounts shown reflect each firm's proposed base fee for FY 2026–27. Geosyntec's revised proposal separately identifies a 10% contingency of \$7,461 for additional or unforeseen services authorized by the City Manager, resulting in a total not-to-exceed amount of \$82,075. JLHA and Willdan did not include contingencies in their proposed fees.

Although Geosyntec's proposed base fee is higher than the fees proposed by JLHA and Willdan, staff does not believe the proposals offer an equivalent level of direct City experience, transition readiness, proactive program management, or specialized technical support. The lower proposed fees must therefore be considered together with the additional City staff involvement, knowledge transfer, learning period, and compliance risk associated with transitioning to a firm unfamiliar with Rolling Hills' program. Given the City's limited staffing and the technical complexity of its deemed-compliance position, staff believes Geosyntec's higher proposed fee is justified by the continuity, reduced

transition risk, and comprehensive support it provides.

#### Comparison with JLHA

JLHA demonstrated broad municipal NPDES experience and significant familiarity with regional watershed activities through its long-standing work for Rancho Palos Verdes. Its proposal was competitively priced and included experienced personnel. However, much of the proposal restated the City's requested scope rather than presenting a comparably detailed, City-specific implementation strategy. The proposal also did not clearly provide the same level of support for the new statewide MS4 cost-reporting requirements that Geosyntec expressly included.

Based on the written proposal and interview, staff determined that JLHA's approach would likely require more information transfer, direction, and ongoing coordination from City staff than Geosyntec's approach. JLHA also did not demonstrate the same direct experience preparing Rolling Hills' annual reports, working with City staff, or understanding the history and importance of the City's 85th-percentile, 24-hour deemed-compliance approach. Although JLHA is qualified, staff determined that JLHA offered less immediate continuity with the City's reporting history and deemed-compliance approach.

#### Comparison with Willdan

Willdan submitted the lowest-cost proposal and demonstrated general MS4 knowledge and experience supporting small Los Angeles County cities. However, Willdan did not identify an existing or prior comparable contract directly serving any of the Peninsula cities, and its proposal did not demonstrate direct experience with Rolling Hills' annual reporting history, natural canyon retention system, or deemed-compliance strategy.

Because Willdan would be new to the Peninsula cities and the City's program, staff anticipates a more significant learning curve, greater reliance on City and outgoing-consultant staff for knowledge transfer, and increased risk of losing important historical context. For a routine municipal program, the lower cost could be compelling; for Rolling Hills' highly specialized and potentially precarious compliance position, staff believes the direct experience and continuity offered by Geosyntec provide greater overall value.

#### Long-Term Capacity and Regional Efficiencies

Geosyntec offers the organizational depth and continuity that were significant factors in staff's evaluation. The firm has more than 2,800 engineers, scientists, and technical support personnel and can draw upon specialists as regulatory, monitoring, hydrologic, or enforcement issues arise. This structure reduces succession risk and provides quality-control resources beyond the project manager. Geosyntec's separate role as the Peninsula CIMP consultant should also create coordination efficiencies and reduce duplication. Geosyntec's proposal also states that actual time billed for consulting work performed in common for multiple municipal clients will be allocated proportionately among those clients, as appropriate, allowing the City to share the cost of applicable regional efforts.

#### Conclusion

After reviewing the proposals and interviewing all three firms, staff finds that Geosyntec offers the strongest combination of relevant experience, continuity, technical expertise, and organizational capacity. Susan Robinson's longstanding work with the City would further reduce transition time and preserve important program knowledge.

Although Geosyntec did not submit the lowest-cost proposal, staff finds that its revised fee represents the best overall value when professional competence, scope of support, staff resources, transition

requirements, and compliance risk are considered together. Geosyntec's total not-to-exceed amount of \$82,075 is slightly less than the City's current total authorization for McGowan Consulting. Staff therefore recommends selecting Geosyntec for FY 2026–27.

**Fiscal Impact:**

Geosyntec's revised fee proposal is \$74,614 for Fiscal Year 2026–27, representing a reduction of \$11,770 from its original proposal of \$86,384. The proposal also includes a 10% contingency of \$7,461, resulting in a total not-to-exceed amount of \$82,075. The contingency would be available only for additional or unforeseen services authorized by the City Manager and would not be automatically expended. Approximately 30% of the contract's not-to-exceed amount is anticipated to be eligible for funding through the City's Measure W allocation. The revised amount is generally consistent with the amount currently authorized for McGowan Consulting, and sufficient funding is available in the adopted Fiscal Year 2026–27 budget. Services will be invoiced based on work actually performed, up to the authorized not-to-exceed amount; accordingly, the City will not be charged for budgeted hours that are not used.

If the City exercises either one-year extension, the anticipated level of effort would remain consistent with Fiscal Year 2026–27, with annual rate increases limited to 4%. Any work outside the existing scope would require separate City authorization. The City would pay only for work satisfactorily performed and retains the right to terminate the agreement without cause upon seven days' written notice.

**Recommendation:**

Staff recommends that the City Council:

Select Geosyntec Consultants, Inc. to provide municipal stormwater regulatory compliance and program implementation services for Fiscal Year 2026-27;

Authorize the City Manager to execute the attached professional services agreement with Geosyntec Consultants, Inc. for an initial one-year term covering Fiscal Year 2026–27 in an amount not to exceed \$82,075, consisting of a base amount of \$74,614 and a 10% contingency of \$7,461 for additional or unforeseen services authorized by the City Manager, and to exercise two optional one-year extensions, with annual CPI adjustments not to exceed 4%, as provided in the agreement.

**Attachments:**

1. Attachment A - PW\_STP\_260624\_RFP\_StormwaterConsulting\_RFP\_F
2. Attachment B - CL\_BID\_260812\_Geosyntec\_Proposal&Fee\_Revised(V3)
3. Attachment C - CL\_BID\_260721\_JLHA\_Proposal&Fees
4. Attachment D - CL\_BID\_260721\_Willdan\_Proposal&Fees
5. Attachment E - CA\_AGR\_250609\_McGowan\_Amend08\_F\_E
6. Attachment F - CA\_AGR\_260824\_Geosyntec\_F



*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD  
ROLLING HILLS, CA 90274  
(310) 377-1521  
FAX (310) 377-7288

**REQUEST FOR PROPOSALS  
MUNICIPAL STORMWATER CONSULTING SERVICES  
FOR THE CITY OF ROLLING HILLS  
REGULATORY COMPLIANCE AND PROGRAM IMPLEMENTATION**

**PROPOSALS DUE 4:00 PM, JULY 21, 2026**

**SECTION 1 - BACKGROUND**

The City of Rolling Hills is requesting proposals from professional consulting firms to assist the City with implementation of stormwater programs required by the Regional Municipal NPDES Permit – Order No. R4-2021-0105 – NPDES Permit No. CAS004004 Waste Discharge Requirements and National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles and Ventura Counties (Regional MS4 Permit). The City's Stormwater Management and Pollution Control Ordinance, Chapter 8.32 of Title 8 of the City of Rolling Hills Municipal Code is the principal City ordinance addressing the control of urban runoff. The City is participating in the Palos Verdes Peninsula Watershed Management Group (Peninsula WMG) and this scope of services also includes supporting the City in implementing its responsibilities under the [Palos Verdes Peninsula Watershed Management Program](#) (WMP) and the Coordinated Integrated Monitoring Program (CIMP) as required by the Regional MS4 Permit.

**City of Rolling Hills**

The City of Rolling Hills (Rolling Hills) is a small, entirely residential semi-rural community of single-family homes with fewer than 2,000 residents in three square miles. By design, it is a model of low-impact development utilizing nature-based solutions for management of stormwater. Its zoning code includes strict standards for development ratios on each property and limits disturbed area during development. A substantial area of land in Rolling Hills is constrained from development due to steep hillsides and canyons; the use of these areas as wildlife habitat and for native vegetation is emphasized. Rolling Hills' zoning code further promotes the preservation and appreciation of open space by requiring easements for equestrian/hiking trails on all lots. There are approximately 30 miles of unpaved equestrian/hiking trails throughout the city. Under Rolling Hills General Plan Land Use Element only 40% of the net area of a residential lot may be disturbed during construction and the remaining area of the lot must remain in its natural, pre-development state. Only 35% of the net lot area may be developed with impervious surfaces, including structures, patios, and other paved areas. Given that the minimum lot size in Rolling Hills is 1 acre, with many substantially larger lots, the limitation on lot coverage preserves significant permeable area throughout the city. Additionally, driveways may not cover more than 20% of the area of the yard in which they are located, and uncovered motor courts/parking pads may not cover more than 10% of the yard in which they are located.



Roads within the City are privately owned by the homeowners association and are designed as narrow, two-lane undivided winding roads 20 to 25 feet wide with rolling to steep grades lined with significant naturalized landscaping. There are no sidewalks or curb-and-gutter systems, and roads are not designed to be stormwater conveyance systems. Stormwater run-off that is not contained on properties is conveyed through Rolling Hills via natural, soft bottom, vegetated drainage courses/canyons providing disconnection of impervious developed areas and ample opportunity for natural bioretention and infiltration. There is limited public infrastructure and limited city-owned or maintained storm drains, roads, sidewalks, or curb-and-gutter, with some limited, discontinuous drainage improvements owned/operated by the Los Angeles County Flood Control District (LACFCD). The net effect of Rolling Hills' planning and land development standards along with its extensive network of natural canyon drainage systems is to promote retention and infiltration, creating a system of nature-based solutions for stormwater management.

### **Regional MS4 Permit**

The Regional MS4 Permit requires the City to submit an Individual Annual Report to the Los Angeles Regional Water Quality Control Board (LA Water Board) by December 15 each year covering activities implemented during the preceding fiscal year (July 1-June 30). Implementation of State Water Resources Control Board Resolution No. 2025-0005 Water Quality Control Policy to Standardize Cost Reporting in Municipal Stormwater Permits will require tracking of stormwater permit implementation costs beginning with costs incurred during fiscal year 2026-2027.

The City is required to implement a Public Information and Participation Program (PIPP) to meet specific Regional MS4 Permit Part VIII.D and Peninsula WMP requirements. The Peninsula WMG has previously developed outreach pieces to meet some of the outreach requirements including, but not limited to: South Bay Homeowners Guide to Rainwater Harvesting; Rainwater Harvesting Media Kit; Environmentally Friendly Landscaping, Gardening and Pest Control webpage content previously hosted on SBCCOG website through 6/30/2026; Manage Your Flow on the Go tip card for mobile businesses; and Keep It Onsite! BMPs for Construction Sites brochure in English and Spanish. The City's solid waste franchisee disseminates information to residents and businesses on proper handling and disposition of wastes such as: vehicle waste fluids, household waste materials, construction waste materials, organic waste and animal waste. City staff also disseminate opportunities for participation in pollution prevention activities and events to residents via the City's Blue Newsletter and Environmental Programs website.

As there are currently no industrial or commercial facilities subject to the City's jurisdiction, the Industrial and Commercial Facilities Program of the Regional MS4 Permit (Part VIII.E.) is not currently applicable to the City of Rolling Hills.

The Planning and Land Development provisions of the Regional MS4 Permit (Part VIII.F) require the City to ensure that Priority Development Projects provide for permanent measures to reduce storm water pollutant loads from the developed site by conditioning approval of these projects with Low Impact Development (LID) requirements consistent with the Regional MS4 Permit requirements and its municipal code Chapter 8.32. The City is also responsible for requiring that its qualifying capital improvement projects incorporate LID requirements.

The City is required to implement a construction program in compliance with the Regional MS4 Permit (Part VIII.G.) to verify appropriate Best Management Practices (BMPs) are being implemented on construction projects/activities of any size within its jurisdiction. The City must also verify that construction projects disturbing one acre or more obtain coverage under the Statewide Construction General Permit (CGP) and that they submit and receive approval of the Priority Development Project LID Plans from Building & Safety Plan Check prior to

being issued a grading permit. The City must also inspect construction sites in accordance with required frequencies to verify that effective construction BMPs are being implemented by the construction contractor.

The Public Agency Activities program of the Regional MS4 Permit Part VIII.H focuses on public works maintenance, operations and capital improvement activities. It requires implementation of BMPs to minimize water quality impacts from the operation and maintenance of public facilities, including parks, streets, storm drain infrastructure, recreational and other municipally owned or operated facilities. The Regional MS4 Permit requires the City to maintain an electronic inventory of public facilities and activities that are potential sources of pollutants and the BMPs being implemented to reduce pollutants in stormwater discharges from these facilities. The City's facility inventory was last comprehensively revised and verified in FY2022-23, as such, it will not need to be reverified during the current Regional MS4 Permit term. The City must annually train all employees in targeted positions whose interactions, jobs, and activities affect stormwater quality; contractors performing privatized/contracted municipal services such as catch basin cleaning, landscape maintenance, street sweeping and trash collection must also be trained. The Regional MS4 Permit also requires that contractors retained by the City to conduct construction, operation and maintenance activities must be contractually required to implement and maintain BMPs to control the discharge of pollutants to the MS4 to the maximum extent practicable when conducting such work.

The City complies with the final effluent limits in the Machado Lake Trash TMDL and the Santa Monica Bay Debris TMDL through institutional controls and a modified MFAC program as described in its approved Trash Monitoring and Reporting Plan (TMRP). The Santa Monica Bay Debris TMDL and the Machado Lake Trash TMDL were reconsidered by the Regional Board on March 14, 2019 and the Regional Board staff report for those TMDL reconsiderations accurately stated that the City had met the 100% reduction of trash from baseline waste load allocations. The City submitted a revised TMRP for Machado Lake Trash and Santa Monica Bay Debris TMDLs on June 17, 2019, which proposed a reduction in monitoring frequency. On June 3, 2021, the City received a letter from the Regional Board Executive Officer approving the revised TMRP and granting a reduction in monitoring frequency from twice per year to once per year following the first major storm of the year. The City is exempt from the requirements of the Statewide Trash Provisions for the LA Harbor Watershed area of the City because there are no priority land use areas within the City as documented by the City's letter with evidentiary attachments sent to the Los Angeles Regional Water Quality Control Board Executive Officer on October 17, 2017.

As provided in the Regional MS4 Permit Part IX.A.4.k., Watershed Management Programs may demonstrate that strategies, control measures, and BMPs cumulatively retain the runoff volume from the 85th percentile, 24-hour storm event for the drainage area tributary to the applicable receiving water and for such areas an RAA is not required. Furthermore, as provided in Order R4-2021-0105 Part X.B.2.b.iii., a Permittee is deemed in compliance with final WQBELs and receiving water limitations if it has retained all conditionally exempt, non-essential non-stormwater and all stormwater runoff up to and including the volume equivalent to the 85th percentile, 24-hour event for the drainage area tributary to the applicable receiving water provided the Permittee is implementing all actions and schedules in an approved Watershed Management Program. As discussed in the WMP Section 3.5.2, the net effect of Rolling Hills' planning and land development standards along with its extensive network of natural canyon drainage systems is to promote retention and infiltration, creating a system of nature-based solutions for stormwater management which effectively retains runoff from the 85%, 24-hr rain event within Rolling Hills. Continuous flow monitoring is being conducted in a representative canyon drainage system within Rolling Hills, in Sepulveda Canyon, to document this retention. Rolling Hills is contracting separately for this continuous flow monitoring in Sepulveda Canyon, i.e., Sepulveda Canyon monitoring is not currently part of the Peninsula CIMP monitoring program, and as such the City reports on the results as part of its Individual Annual Report.

The Regional MS4 Permit Part VIII.I requires the City to implement an Illicit Discharge Detection and Elimination (IDDE) program and annually train staff to implement procedures for detecting, identifying and eliminating confirmed illicit discharges. An update of the City's IDDE procedures manual was prepared in reporting year 2023-2024 to align with the requirements of the 2021 Regional MS4 Permit. The City does not implement a Sewer System Management Plan because the City does not currently own/operate more than one mile of sanitary sewers as most properties in the City are served by onsite wastewater treatment systems that are regulated by Los Angeles County Department of Public Health through the Los Angeles County Local Area Management Program.

The Peninsula CIMP and WMP are being implemented cooperatively by the Peninsula WMG<sup>1</sup> in accordance with the requirements of the Regional MS4 Permit. The Peninsula WMG meets every other month and additionally as-needed to plan and coordinate Peninsula CIMP and WMP implementation activities. The Peninsula CIMP is being implemented by the CIMP Consultant through a separate contracting mechanism under an MOU administered by the City of Rancho Palos Verdes with oversight and input from the Peninsula WMG member agencies. The City is also participating in the Harbor Regional Monitoring Coalition MOU to meet its monitoring obligations under the Greater Los Angeles and Long Beach Harbors Toxics TMDL; the Harbor RMC meets quarterly. The Regional MS4 Permit requires the submittal of semi-annual Watershed Progress Reports to the LA Water Board which are due on December 15 and June 15 and prepared by a consultant under contract with the City of Rancho Palos Verdes, the lead agency.

### **Safe, Clean Water Program**

The [Safe, Clean Water \(SCW\) Program](#), also known as Measure W, provides dedicated funding for stormwater activities that improve water quality and assist permittees in compliance with the Regional MS4 Permit while also delivering other co-benefits to Los Angeles County communities. The City receives approximately \$100,000 annually in Municipal Program Funds and accordingly has annual planning and public reporting responsibilities for the expenditure of these funds as outlined in the City's Municipal Transfer Agreement with Los Angeles County Flood Control District (LACFCD).

## **SECTION 2 - SCOPE OF SERVICES**

Services are anticipated to commence July 1, 2026 and continue through June 30, 2027 with an option of two additional one-year terms. The Regional Permit will expire on September 11, 2026; however, the California Code of Regulations specifies that the terms and conditions of an expired permit are automatically continued pending the issuance of a new permit. As such, the level of effort included in this scope of services assumes a continuation of current Regional Permit programs and projects.

This scope of services is organized into eight (8) tasks:

- Task 1 - Program Planning, Regulatory Support and Coordination
- Task 2 - Annual Report Preparation
- Task 3 - Safe Clean Water (Measure W) Municipal Program Assistance
- Task 4 - Public Information and Participation Program Assistance
- Task 5 - Planning & Land Development and Construction Programs Support
- Task 6 - Public Agency Activities Program Support
- Task 7 - Illicit Discharge Detection and Elimination Program Support
- Task 8 – Watershed Management Program Adaptive Management & Progress Reporting

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<sup>1</sup> Cities of Rancho Palos Verdes, Palos Verdes Estates, Rolling Hills Estates, Rolling Hills and County of Los Angeles and the Los Angeles County Flood Control District. The City of Rancho Palos Verdes serves as the lead agency.

### **Task 1 – Program Planning, Regulatory Support and Coordination:**

Consultant shall perform project management and program coordination activities necessary to deliver the scope of services in a timely and cost-efficient manner. These activities may include coordination and planning, meetings and regular communication with City staff on action items and pending decisions needed, assistance in drafting staff reports on items of importance to the City's stormwater program, as well as overall project and budget management.

Consultant shall track and review regulatory actions affecting the City's stormwater program such as new or revisions to statewide policies, permit issuance or revision activity, Water Board actions impacting Regional MS4 Permit implementation, and reconsiderations or issuance of new TMDLs. This task may also include attendance and participation in online meetings with other Regional MS4 Permittee representatives and stakeholders to share information, resources and address challenges cooperatively; examples of such meetings include Los Angeles Permit Group meetings and as-needed LA Water Board workshops or meetings. To the extent the Consultant performs these activities for multiple clients, the Consultant's time for these activities shall be distributed proportionately among those clients. For example, if Consultant attends a meeting on behalf of two clients, the City should only be invoiced for half of that time.

### **Task 2 – Annual Report Preparation:**

Consultant shall prepare the City's Individual Annual Report following the required format and content in the Regional MS4 Permit Attachments E, H and I and any supplemental guidance memoranda distributed by LA Water Board staff. Consultant shall provide City staff a detailed list of information needed to complete the Individual Annual Report by September 1, 2026. Consultant shall prepare a draft Individual Annual Report for City staff review by November 2, 2026. Consultant shall discuss the results of the Sepulveda Canyon continuous flow monitoring in the City's Individual Annual Report and include a summary attachment to be provided by the monitoring consultant. Consultant shall incorporate City staff comments and prepare a final version of the Individual annual report for the City staff's approval and City Manager's certification no later than December 7, 2026. Consultant shall submit the final assembled report with City Manager's certification to the LA Water Board in accordance with LA Water Board staff guidance by the December 15, 2026 Regional MS4 Permit deadline. Following submittal of the Individual Annual Report to the LA Water Board, Consultant shall provide City staff an electronic copy of the submitted Individual Annual Report including all attachments, along with a link to a digital folder containing supporting files for City staff to download and file for its records.

To support the 2025-2026 individual annual report preparation, City staff will provide Consultant with the trash monitoring Excel files prepared by its trash monitoring consultant for the reporting year to include with the Individual Annual Report and a copy of the 2024-2025 Individual Annual Report for reference.

#### ***Task 2 Deliverables:***

- List of information needed to complete the 2025-2026 Individual Annual Report
- Draft Individual Annual Report by November 2, 2026 for City staff comment
- Final Individual Annual Report for City staff approval by December 7, 2026
- Digital copy of submitted Regional MS4 Permit and supporting files

### **Task 3 – Safe Clean Water (Measure W) Municipal Program Assistance**

Consultant shall assist City staff by preparing the required Municipal SCW Annual Plan and Annual Expenditure Report which are due on April 1, 2027 and December 31, 2026, respectively, and must be prepared and submitted via the SCW online reporting tool in accordance with the structure and content required by LACFCD. This may also include as-needed support to City staff in assembling requested information for the independent

audit of Municipal SCW funds due in March 2027 for the preceding three fiscal years (FY2023-24, FY2024-25, and FY2025-26). Additionally, since Tasks 3, 4 and Task 8 in this Scope of Services have been included in the City's SCW Annual Plan for FY2026-27 as eligible costs to be covered by the City's Municipal SCW funds, Consultant shall annotate its monthly invoices to the City to indicate which costs by task are to be charged against the City's Municipal SCW funds. Consultant shall also maintain an Excel file tracking its cumulative Municipal SCW-eligible activities throughout the fiscal year.

*Task 3 Annual Deliverables:*

- Draft and Final Municipal SCW Annual Plan
- Draft and Final Municipal SCW Annual Expenditure Report
- Annotation of Consultant's monthly invoices for cost recovery via the Municipal SCW fund account
- Excel file tracking Consultant's cumulative Municipal SCW activity costs by fiscal year and task

**Task 4 – Public Information and Participation Program Assistance**

Consultant shall assist City staff in documentation and tracking of required metrics on the City's Public Information and Participation Program (PIPP) activities to meet specific Regional MS4 Permit Part VIII.D and Peninsula WMP requirements activities. Required metrics include the (1) date of activity; (2) method of dissemination, (3) targeted behavior; (4) targeted pollutant; (5) targeted audience; (6) culturally effective methods; (7) metric(s) for measuring effectiveness of activity and related information as appropriate for measuring effectiveness of the outreach. Consultant will work with City staff to track and compile the necessary metrics for incorporation into the City's Individual Annual Report. Consultant shall also advise and assist the City as needed in its efforts to disseminate public outreach materials and encourage community engagement on stormwater related programs including review and recommendations for changes/additions to content on the City's website, and recommendations for information to be disseminated to the public via the City's Blue-newsletter. Consultant may assume that City staff will be responsible for making the recommended updates to its website content and disseminating the information via its e-newsletter.

*Task 4 Deliverables:*

- Annual compilation of City's PIPP activity metrics in a spreadsheet database
- Recommendations for revisions to website content and information for Blue-newsletter

**Task 5 – Planning & Land Development and Construction Programs Support**

Consultant shall prepare and deliver annual training for Planning, Building & Safety Plan Check, and Public Works staff on the Planning & Land Development Program requirements of the Regional MS4 Permit part VIII.F. The method of delivery of the training may be in the form of a virtually accessible recorded presentation with short online assessment and/or an online live training session, depending on City staff's preference. Consultant shall provide a method for documentation of municipal employee and contracted staff training for City's records.

Consultant shall submit project information collected on planned or completed Priority Development Projects from the 2025-2026 reporting year into the [WRAMPS2 online database](#) by November 2<sup>nd</sup> for annual reporting purposes; Consultant may assume no more than a few such projects per reporting year typically occur in the City.

Consultant shall prepare and deliver training for Planning, Building & Safety, and Public Works staff on the Construction Program requirements of the Regional MS4 Permit Part VIII.G. The method of delivery of the training may be in the form of a virtually accessible recorded presentation with a short online assessment to document completed training and/or an online live training session, depending on City staff's preference. The training content provided by Consultant shall be intended to ensure that all municipal staff whose primary duties

are related to implementing the construction stormwater program in Part VIII.G of this Order receive appropriate training. Consultant shall provide a method for documentation of municipal employee and contracted staff training for City's records. An allocation of time shall also be included in this task for Consultant to track construction sites located within the City that are enrolled in the Statewide Construction General Permit through the State Water Board's online SMARTS system and to advise City staff of potential new sites and/or issues of concern related to such sites based on online review of SMARTS documentation.

*Subtask 5 Annual Deliverables*

- Training on the Planning & Land Development requirements of the Regional MS4 Permit and the City's municipal code Chapter 8.32 with documentation of attendance
- Training on the Construction Program requirements of the Regional MS4 Permit with documentation of attendance
- Submittal of planned or completed Priority Development Projects into WRAMPS2 online database by November 2

**Task 6 – Public Agency Activities Program Support**

Consultant shall prepare and deliver training for targeted City management staff consistent with Regional MS4 Permit VIII.A.3. The method of delivery of the training may either be in the form of a virtually accessible recorded presentation with a short online assessment, an online live training session or an in-person training session, depending on City staff's preference. Consultant shall provide a method for documentation of municipal employee and contracted staff training for City's records. Upon request, Consultant will also provide review of new or renewing municipal contracts to make contract-specific recommendations on the appropriate incorporation of Regional MS4 Permit requirements and the training self-certification provision of the Regional MS4 Permit (VIII.A.3.c.).

*Subtask 6 Annual Deliverables:*

- Training for targeted public works staff on the Public Agency Activities Program requirements of the Regional MS4 Permit with documentation of attendance

**Task 7 – Illicit Discharge Detection and Elimination Program Support**

Consultant shall prepare and deliver in-person or virtually accessible annual training for City staff on the identification, investigation and reporting of illicit discharges to the MS4. As specified in the Regional MS4 Permit Part VIII.A.3.e, IDDE training should address, at a minimum, the following:

- Illicit connection and discharge identification, including definitions and examples,
- Investigation,
- Elimination,
- cleanup,
- reporting, and
- documentation.

The method of delivery of the training may be in the form of a virtually accessible recorded presentations with a short online assessment and/or an online live training session or an in-person training session, depending on City staff's preference. Consultant shall also provide as-needed regulatory advice to City staff in addressing occasional reports of or responses to illicit discharges received by the City.

*Task 7 Annual Deliverable:*

- Training for City staff on the IDDE program requirements of the Regional MS4 Permit with documentation of attendance

## **Task 8 – Watershed Management Program Adaptive Management & Progress Reporting**

This subtask shall provide for Consultant to attend and represent City's interests at six (6) Peninsula WMG meetings per year and any additional as needed coordination meetings among the Peninsula WMG. Additionally, this subtask shall provide for Consultant to attend six (6) coordination calls with the CIMP consulting team to support implementation and adaptive management decisions on the City's behalf. Time for participation in quarterly Harbor Regional Monitoring Coalition meetings and review and comment on the draft Harbor Toxics TMDL Annual Monitoring Report shall also be included in this task. All such meetings are held online.

Consultant shall provide technical/regulatory review and comment on the draft annual CIMP monitoring reports to be prepared by the CIMP Consultant. Consultant shall provide technical/regulatory review and comment on the City's behalf on the draft semi-annual progress reports prior to finalization and submittal to the LA Water Board; although the consultant for the City of Rancho Palos Verdes will lead the semi-annual progress report preparation, it is necessarily a cooperative effort and therefore Consultant will also assist in providing as-needed narrative sections for progress reports covering activities implemented by the City. Consultant shall also update the City's watershed control measure information semi-annually in WRAMPS2 for submittal to the watershed lead.

To the extent the Consultant performs any of the foregoing activities for multiple clients, the Consultant's time for these activities shall be distributed proportionately among those municipal clients.

As part of this task, Consultant shall also provide technical/regulatory review and comment on the City's Sepulveda canyon annual continuous flow monitoring data deliverables that are key to maintaining the City's deemed compliance status with TMDLs.

## **SECTION 3 - PROPOSAL REQUIREMENTS**

**Understanding of the Scope of Work:** Consultant shall provide a narrative to the approach to complete the Scope of Work efficiently and economically.

**Organization, Credentials and Experience:** Provide a summary of the Consultant's qualifications, credentials, and related past experience. Describe the consulting firm, including the personnel who will be assigned to the contract. Provide a list of three of the Consultant's projects within the last five years of similar scope and content.

**Fees:** Under separate cover, provide a rate proposal for the scope of work. The cost proposal shall be identified for each task. The proposed cost budget shall present the labor rates and proposed labor hours of proposed staff for each work task described in the consultant's proposal, as well as other direct costs.

**Additional Information:** Consultants are to review the sample Professional Services Agreement and provide comments and or questions as a part of the Consultant's proposal. See Section 6 of this RFP.

## **SECTION 4 –PROPOSAL PROCEDURE**

**All proposals are due no later than 4:00 pm on July 21, 2026.** The City reserves the right to extend the deadline. The City will respond to request for clarification in written RFP addendum(s) as needed. All inquiries shall be directed to the Assistant to the City Manager / City Clerk, Christian Horvath at [chorvath@cityofrh.net](mailto:chorvath@cityofrh.net) by 4:00 pm on July 13, 2026. The City will provide written responses to inquiries, if necessary, no later than July 16, 2026.

**Please submit the proposal via email to:**

Christian Horvath  
Assistant to the City Manager / City Clerk  
[chorvath@cityofrh.net](mailto:chorvath@cityofrh.net)

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the City of Rolling Hills and the firm selected. The City of Rolling Hills reserves the right without prejudice to reject any or all proposals. No reimbursement will be made by the City for costs incurred in the preparation of the response to this Request for Proposal. Submitted materials will not be returned and become the property of the City of Rolling Hills.

## **SECTION 5 - SELECTION CRITERIA**

Proposals will be selected based on the ability to meet the scope of work, the ability to demonstrate efficiency use of resources, the relevant experience of proposed personnel, and dedication of personnel to complete the project deliverables in a timely manner. Proposer may be asked to participate in an interview with the City. If necessary, interviews are tentatively scheduled for the week of July 27, 2026.





# PROPOSAL

For Municipal Stormwater Consulting Services

For the City of Rolling Hills Regulatory Compliance & Program Implementation

August 12, 2026

Prepared by:

**Geosyntec**  
consultants

Prepared for:



## Cover Letter

Christian Horvath  
Assistant to the City Manager / City Clerk  
City of Rolling Hills  
2 Portuguese Bend Road  
Rolling Hills, CA 90274  
[chorvath@cityofrh.net](mailto:chorvath@cityofrh.net)

July 21, 2026

**Subject: Proposal for Municipal Stormwater Consulting Services for the City of Rolling Hills Regulatory Compliance and Program Implementation**

Dear Mr. Horvath,

Geosyntec Consultants, Inc. (Geosyntec) is pleased to submit this proposal to the City of Rolling Hills (City) in response to the Request for Proposals (RFP) for “Municipal Stormwater Consulting Services” for the 2026-27 fiscal year. We are committed to working collaboratively with the City to develop, implement, and enhance strategies to support the City’s overall stormwater program. Geosyntec is uniquely positioned to support Rolling Hills given our team’s direct experience advising the City on the Regional Phase I MS4 NPDES Permit (Regional MS4 Permit)<sup>1</sup> implementation, our familiarity with the Palos Verdes Peninsula watersheds, our trusted relationships established with City staff, the Peninsula Watershed Management Group (WMPG), and Los Angeles Regional Water Quality Control Board (LA Water Board) staff, and our comprehensive Regional MS4 Permit technical capability tailored to Rolling Hills’ unique stormwater and regulatory setting.

### Why Geosyntec – Unique Qualifications, Experience, and Benefits

- **Direct Rolling Hills Experience** - The core Geosyntec team, including Susan Robinson, Avery Blackwell, and Chris Wessel, has over a decade of experience supporting the City’s Regional MS4 Permit implementation. This work has included assisting the City in implementing its individual requirements under the Regional MS4 Permit and supporting the City in the cooperative implementation of the Peninsula WMP and CIMP. Team member Susan Robinson played a key role in assisting the City with developing its novel alternative compliance strategy for obtaining deemed compliance with water quality limits via its nature-based solutions for stormwater management. Our team understands the distinct nature of Rolling Hills’ stormwater program, shaped by the City’s entirely private, low-density residential land use; strict development standards; limited public stormwater infrastructure, including the absence of City-owned storm drains; and an extensive natural canyon drainage system. This in-depth understanding of the City’s unique character will inform our work, helping us navigate the challenges and opportunities specific to the Rolling Hills community effectively. The Geosyntec team’s decade of experience supporting the City’s Regional MS4 Permit implementation and Safe, Clean Water planning and reporting allows us to provide seamless continuity without costly transition or ramp-up time.
- **Established Relationships** - Our team has developed trusted working relationships with City staff through continuous support of the City’s Regional MS4 Permit implementation. Susan Robinson has

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<sup>1</sup> Order No. R4-2021-0105 – NPDES Permit No. CAS004004 Waste Discharge Requirements and National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles and Ventura Counties.



supported the City's individual stormwater program since 2015, working closely with City staff to prepare and submit Individual Annual Reports, deliver staff training, plan and report Safe, Clean Water Municipal Program expenditures, and develop stormwater-related outreach for the Rolling Hills community. This history affords our team a unique understanding of the City's preferred communication style, decision-making processes, and need for responsive, cost-effective support to supplement lean City staffing. In addition to our direct City relationships, Geosyntec maintains established working relationships with Peninsula WMG partners, LA Water Board staff, and other regional stakeholders. These relationships allow Geosyntec to coordinate efficiently, anticipate and respond to regulatory questions, represent City priorities in regional discussions, and clearly communicate Rolling Hills' unique stormwater management approach to regulators and stakeholders.

- **Comprehensive Regional MS4 Permit Expertise** – Geosyntec is recognized as a leader in watershed planning, water quality monitoring, hydrologic modeling, stormwater compliance, and project planning in response to the Regional MS4 Permit. We currently support a handful of cities across Los Angeles and California with innovative MS4 permit support, including alternative TMDL compliance approaches, BMP effectiveness monitoring, stormwater program cost reporting, illicit discharge detection and elimination, and public outreach and education. Our team performed the modeling and technical analysis for the approved Peninsula WMP's Reasonable Assurance Analysis (RAA) along with a handful of other WMGs. This work, combined with Geosyntec's drafting of the Peninsula Coordinated Integrated Monitoring Program (CIMP) and many other CIMPs, along with five successful years of Peninsula CIMP implementation and reporting, provides us with an unparalleled understanding of the regulatory environment for the City and insight into cutting-edge compliance-focused solutions that matter most to the City while avoiding unnecessary effort.

Many of us at Geosyntec are not only long-term consultants to the City, but also neighbors and stakeholders. We have spent time hiking the Peninsula's pristine trails, traversing its coastline, and playing in its parks and have a vested interest in the success of the City's stormwater program. Our team's direct experience supporting Rolling Hills' Regional MS4 Permit implementation will provide continuity for the City's stormwater program by preserving institutional knowledge, maintaining established workflows, and allowing our team to move seamlessly into the next phase of support. If you have any questions regarding our proposal, please do not hesitate to reach out to Susan Robinson, your project manager, and main point of contact for this project.

Sincerely,



Susan Robinson, MESM, ENV SP  
310.872.4302  
[susan.robinson@geosyntec.com](mailto:susan.robinson@geosyntec.com)



Avery Blackwell, PE  
805.979.9125  
[Ablackwell@geosyntec.com](mailto:Ablackwell@geosyntec.com)



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## Section 1: Understanding the Scope of Work

### Section 1: Understanding the Scope of Work

Due to its limited size and City staff, the City requires assistance implementing the stormwater programs required by the Regional MS4 Permit and the planning and reporting of the City's Safe, Clean Water Municipal Program expenditures for the 2026-27 fiscal year (July 1, 2026, through June 30, 2027). The City has an essential need for a consultant that understands its unique stormwater program, how Regional MS4 Permit requirements apply to its circumstances, and the regulatory basis for its alternative compliance status. Geosyntec is uniquely positioned to support Rolling Hills through our staff's direct role in developing and securing Regional Board approval of the City's 85<sup>th</sup> percentile stormwater retention based alternative compliance pathway, giving us direct technical command of the regulatory basis for the City's deemed compliance status. This institutional knowledge will help maintain continuity in the narratives surrounding the City's stormwater programs and compliance status, supporting clear, consistent communication in ongoing reports and regulatory discussions.

The Regional MS4 Permit issued by the LA Water Board will expire on September 11, 2026 and the Geosyntec team is actively tracking LA Water Board MS4 Permit developments. In the meantime, the California Code of Regulations specifies that the terms and conditions of an expired permit are automatically continued pending the issuance of a new permit. Consequently, Permittees must continue to implement the requirements of the Regional MS4 Permit until a new one is adopted. While the process of negotiating new permit terms may begin during FY2026-27, it is unlikely that a new Regional MS4 Permit will become effective within the term of this scope of services. As such, the level of effort herein assumes a continuation of current Regional MS4 Permit programs and projects and no significant new effort to implement new permit provisions.

The task descriptions that follow reflect this tailored approach. Where Regional MS4 Permit obligations have already been fulfilled by the City and do not need to be revisited during the current permit term, we have noted that assumption. Similarly, Regional MS4 Permit requirements that are not applicable to the City have been intentionally omitted from the scope, including implementation of a commercial/industrial facilities control program because Rolling Hills has no commercial or industrial land use. Proposed schedules are built to keep deliverables on track, preserve City staff review time, and minimize administrative burden.



**Value-Added Service:** The City will further benefit from similar work performed for other municipal clients, as actual time billed for consulting effort performed in common for multiple clients will be distributed proportionately among those clients, as appropriate.

## Section 1: Understanding the Scope of Work

### Task 1 – Program Planning, Regulatory Support and Coordination

Successful implementation of Regional MS4 Permit requirements depends on coordination across a wide range of municipal activities, as well as ongoing communication among co-permittees and other stakeholders. Task 1 focuses on program management activities such as stormwater program planning, coordination, and regulatory support necessary to deliver the scope of services in a timely and cost-effective manner. Activities performed under this task include regular communication with City staff on action items and pending decisions needed, assistance drafting staff reports on matters of importance to the City's stormwater program, as well as overall project and budget management.

This task provides for Geosyntec to track and review regulatory developments that could affect the City's stormwater program, including, but not limited to new or revised statewide policies, Water Board activities and actions affecting implementation of the Regional MS4 Permit, and Total Maximum Daily Load (TMDL) issuance and reconsideration. This task also includes time for attending and participating in virtual meetings with other municipal permittees and stakeholders, such as LA Permit Group meetings, California Stormwater Quality Association (CASQA) meetings, and periodic LA Water Board meetings to collaboratively work through challenges and share resources.

### Task 2 – Annual Report Preparation

The City is required to submit an Individual Annual Report to the LA Water Board each December 15, covering stormwater program activities implemented during the preceding fiscal year (July 1-June 30) to meet Regional MS4 Permit requirements. This report must include, but is not limited to, detailed reporting of Regional Permit implementation costs, implementation of Regional MS4 Permit Minimum Control Measure Programs, non-stormwater prohibition effectiveness, and TMDL implementation and compliance. Additionally, in January 2025 the State Water Resources Control Board adopted a Statewide Water Quality Control Policy for Standardized Cost Reporting in Municipal Stormwater Permits, requiring tracking and submittal of the City's fiscal year costs for implementing the Regional MS4 Permit via a newly developed statewide MS4 Cost Data Portal. It is anticipated that the State Water Board will issue a Water Code Section 13383 Order requiring the City to begin tracking costs consistent with the new statewide policy in FY2026-27.

Geosyntec will prepare the City's FY2025-26 Individual Annual Report following the format and content prescribed in Regional MS4 Permit Attachments E, H and I, including required Trash TMDL Reporting Forms for the Santa Monica Bay Debris and Machado Lake Trash TMDLs as provided by the City's trash monitoring consultant. It is understood that the City is exempt from the Statewide Trash Provision requirements for its LA Harbor watershed area and thus is not required to submit a Trash Discharge Reporting form attachment for this area. In addition, the Individual Annual Report will discuss the results of the 2025-26 Sepulveda Canyon continuous flow monitoring and include a data summary table attachment to be provided by the City's monitoring consultant. Note, the cost for review of Sepulveda Canyon flow monitoring data submittals from the City's monitoring consultant is included under Task 8 below.

The following schedule allows sufficient time for Geosyntec to prepare the draft report and attachments, for City staff to review and comment, and for final report preparation and submittal by regulatory deadlines. By September 1, 2026, Geosyntec will provide City staff a detailed list of information needed to complete the Individual Annual Report. Given receipt of the requested information in electronic format from City staff by September 30, 2026, a draft Individual Annual Report will be prepared and provided for City staff review by



## Section 1: Understanding the Scope of Work

November 2, 2026. Following receipt of comments from City staff, Geosyntec will revise and finalize the Individual Annual Report for City staff approval and City Manager certification no later than December 7. Geosyntec will then submit the final, compiled Individual Annual Report, including all attachments and City Manager certification by the December 15, 2026, Regional MS4 Permit submittal deadline. The Individual Annual Report will be submitted in PDF format via an electronic method in accordance with Regional MS4 Permit Attachment E and will follow any additional LA Water Board staff guidance provided. A two-week turnaround for consolidated City staff comments on the draft report and a single revision of the annual report are assumed in this schedule. Following submittal of the Individual Annual Report to the LA Water Board, Geosyntec will provide City staff a PDF copy of the final Individual Annual Report, including all attachments, along with a link to a digital folder containing supporting files for City staff to download and file internally.

Because the City receives “deemed compliance” with final water quality-based effluent limitations and receiving water limitations for its City-wide system of nature-based solutions that effectively retain all conditionally exempt, non-essential non-stormwater and all stormwater runoff up to and including the 85<sup>th</sup> percentile, 24-hour stormwater runoff volume, it is assumed that a Receiving Water Limitations Compliance Report will not be necessary.

This task also includes assistance to the City in tracking its Regional MS4 Permit implementation costs in accordance with the new statewide cost reporting policy, however it is anticipated that the reporting of these costs via the State Water Board’s new MS4 Cost Data Portal will not be required until FY2027-28.

### Task 2 Deliverables:

- List of information needed to complete the City’s 2025-26 Individual Annual Report
- Draft (by November 2, 2026) and Final (by December 7, 2026) Individual Annual Report
- Digital copy of submitted Individual Annual Report and supporting files for City’s records.

### Task 3 – Safe Clean Water (Measure W) Municipal Program Assistance

The Safe Clean Water (SCW) Program, also known as Measure W, provides dedicated funding for stormwater activities that improve water quality and assist permittees in compliance with the Regional MS4 Permit while also delivering other co-benefits to Los Angeles County communities. The City receives approximately \$100,000 annually in Municipal SCW Program funds to use on local projects and programs that achieve SCW Program goals. The City has annual planning and reporting responsibilities for the expenditure of these funds which are outlined in its Transfer Agreement with the Los Angeles County Flood Control District (District). Key team member, Susan Robinson, has assisted the City with Safe, Clean Water (SCW) planning and reporting since the SCW Program’s inception in 2018 and is intimately familiar with the City’s approach to utilizing and tracking these funds.

This subtask provides for Geosyntec to prepare drafts of the required Municipal SCW Annual Plan for fiscal year 2027-28 Plan and the Annual Expenditure Report for fiscal year 2025-26, which are due on April 1, 2027, and December 31, 2026, respectively. These submittals must be prepared using and submitted to the District using the District’s online SCW reporting module. They are also posted on the SCW Program website ([SafeCleanWaterLA.org](https://SafeCleanWaterLA.org)) for public transparency and accountability. The Annual Plan must describe the projects, programs, and other activities the City intends to fund with Municipal SCW Program funds in the upcoming fiscal year. The Annual Expenditure Report must describe how the City expended its Municipal SCW funds during the preceding year and whether these expenditures aligned with the Annual Plan prepared for that year. If actual expenditures deviated from planned expenditures during the preceding fiscal year, the City must submit a

## Section 1: Understanding the Scope of Work

Deviation Notification Form to the District using the online reporting module. Authorized City staff must approve and submit the final deliverables to the District through the SCW online reporting module.

To allow time to prepare and submit the appropriate deliverables on time, the following schedule is proposed:

- **Municipal SCW Annual Report:** Geosyntec will work with City staff to obtain the information necessary to complete the Annual Expenditure Report for fiscal year 2025-26. Assuming Geosyntec is in receipt of all needed information by October 15, a draft Annual Expenditure Report will be prepared for City staff review by November 1.
- **Municipal SCW Annual Plan:** Geosyntec will meet with City staff in January 2027 to consult on anticipated Municipal SCW Program expenditures for the upcoming (2027-28) fiscal year. A draft Municipal SCW Annual Plan will then be prepared for City staff review by March 1, 2027.
- **Comment/Review:** A two-week turnaround for consolidated City staff comments and a single revision of the Annual Plan and Annual Expenditure Report are assumed.

Geosyntec will annotate its monthly invoices to indicate to City staff which costs should be charged against the SCW Municipal fund account and will maintain an Excel file tracking the cumulative costs of Tasks 3, 4, and 8 of this Scope of Services to support the recovery of these costs from the City's SCW Municipal fund.

An additional allocation of time is included in this task to provide as-needed support to City staff in assembling requested information for the 3-year independent audit of Municipal SCW funds for the preceding three fiscal years (FY2023-24, FY2024-25, and FY2025-26), due in March 2027. It is assumed that the City will be responsible for procuring and directing the independent 3-year financial audit of its SCW program payments as required by the SCW Transfer Agreement and that Geosyntec's role will be limited to supporting the compilation of appropriate documentation, communication with District SCW Municipal Program team members, and assistance using the online SCW Reporting tool to upload documentation and complete forms as necessary. It is understood that City staff will be responsible for adherence to the SCW Program financial documentation and audit requirements, compliance with its revenue transfer agreement requirements, operation in accordance with best practices and strict accountability for funds, receipts and disbursements as delineated in the SCW Municipal Program Transfer Agreement.

### Task 3 Deliverables:

- Draft and Final Municipal SCW Annual Expenditure Report for FY2025-26
- Draft and Final Municipal SCW Annual Plan for FY2027-28
- Annotation of monthly Geosyntec invoices to support cost recovery via the SCW Municipal fund account
- Excel file tracking Geosyntec's cumulative Municipal SCW-eligible costs by task

### Task 4 – Public Information and Participation Program Assistance

The Regional MS4 Permit requires the implementation of a Public Information and Participation Program (PIPP) that addresses specific Regional MS4 Permit and Peninsula WMP outreach and engagement requirements, including the tracking and reporting of metrics on the effectiveness of PIPP activities. The Regional MS4 Permit allows for each of the required PIPP elements to be met through a combination of individual and collaborative efforts, including through partnerships with State or National stormwater member agencies and the leveraging of regional or County-wide outreach efforts.



## Section 1: Understanding the Scope of Work

This scope assumes the City will continue to meet PIPP requirements through a combination of individual outreach methods, including its Blue Newsletter and Environmental Program webpages; collaboration with the Peninsula WMG agencies on joint outreach efforts; promotion of local events and workshops; and participation in County-wide outreach and engagement efforts. It is further assumed that the City's solid waste franchise contract will continue to include the distribution of information to residents on proper management and disposal of vehicle wastes, household hazardous and other wastes, construction wastes, green and organic waste, and animal waste.

Geosyntec will work with City staff to document and track metrics on applicable stormwater-related outreach activities in an Excel spreadsheet database. PIPP information and metrics to be tracked in accordance with Regional MS4 Permit requirements include: (1) date of activity, (2) method of dissemination, (3) targeted behavior, (4) targeted pollutant, (5) targeted audience, (6) culturally effective methods, (7) metric(s) for measuring effectiveness of activity. These metrics will then be incorporated into the appropriate sections of the City's Individual Annual Report prepared under Task 2.

This task also provides for Geosyntec to support the City as-needed in the dissemination of stormwater-related public outreach materials, which may include but is not limited to: reviewing and recommending additions or changes to City Environmental Programs website material, coordination with City staff to disseminate information via the City's Blue Newsletter, tracking regional and statewide stormwater education and engagement efforts and materials, and assistance customizing available public outreach material prepared by other groups such as LA County, CASQA, and the Peninsula WMG. If printing or mailing of public outreach materials is needed, it is assumed that service will be performed by City staff in-house, through direct purchase orders with outside vendors.

### Task 4 Deliverables:

- Compilation of City's PIPP activity metrics in a spreadsheet database
- Recommendations for revisions to Environmental Programs website content and/or stormwater-related outreach and engagement material to incorporate into the City's Blue Newsletter

### Task 5 – Planning & Land Development and Construction Programs Support

The Planning & Land Development and Construction Programs are both applicable to public and private development projects and there are separate and cross-cutting requirements in these programs.

The Planning and Land Development provisions of the Regional MS4 Permit require the City to ensure that both private development and public capital improvement projects meeting certain criteria for Priority Development Projects are designed and constructed with permanent measures to reduce stormwater pollutant loads via Low Impact Development (LID) requirements.

The City is also required to implement a Construction Program to track and ensure effective BMPs are being implemented on construction projects/activities involving land disturbance, including construction, demolition, clearing, grading, grubbing, soil compaction, excavation, paving, or repaving. The City must also verify that construction sites disturbing one or more acres obtain coverage under the Statewide Construction General Stormwater NPDES Permit (CGP) and have received approval of any required LID Plan prior to issuing the project a grading or building permit. The City must also inspect these sites at frequencies consistent with the Regional MS4 Permit requirements to ensure effective stormwater BMPs are in place and well-maintained.

## Section 1: Understanding the Scope of Work

Staff in targeted positions whose activities may affect stormwater quality must be trained annually to promote a clear understanding of the potential for their activities to contribute to stormwater pollution and to identify opportunities to ensure appropriate control measures to prevent stormwater pollution are implemented in the City. In addition, staff whose primary duties are related to implementing the Construction Program must be annually trained on appropriate Regional MS4 Permit requirements, and newly hired staff must be trained within 180 days of starting work. The City must also ensure that contractors performing plan check, engineering, and Building and Safety services for the City are appropriately trained.

This task provides for Geosyntec to prepare and deliver training for City Planning Department staff on the Planning & Land Development and Construction Program requirements of Regional MS4 Permit Parts VIII.F and VIII.G, respectively, and applicable sections of the City's municipal code Chapter 8.32. The method for delivery of the training may be in the form of virtually accessible recorded presentation videos with short online assessments or synchronous virtual training sessions, depending on City staff's needs. The City's Contract Building and Safety services staff may be invited to review materials or participate in training activities as appropriate or may self-certify that its targeted staff have been effectively trained. An appropriate method for documenting City staff and contractor training will be provided for City staff's records.

In addition, this task provides for Geosyntec to update the Priority Development Project information in the WRAMPS online database by November 2, 2026 for tracking and annual reporting purposes. It is assumed that the City's contract Building and Safety staff will provide all necessary information on planned and completed Priority Development Projects in the WRAMPS bulk upload spreadsheet with sufficient detail to allow Geosyntec to populate the required information for each project in WRAMPS2. If it becomes necessary for Geosyntec to review Priority Development project plans to obtain the necessary LID information, with approval by City staff this effort would be drawn from the annual contingency.

The training provided by Geosyntec is primarily focused on the Regional MS4 Permit Construction Program requirements and is not equivalent to the three- or two-day training required for practitioners of the CGP; therefore it is assumed that the City will utilize contracted or in-house practitioners that are trained and knowledgeable in CGP requirements for construction of municipal capital improvement projects disturbing one acre or more consistent with the State Qualified QSD/QSP Practitioner program. If desired, Geosyntec can provide these services on an as-needed basis, with associated fees negotiated upon request of services.

A small allocation of time is also included in this task for Geosyntec to track construction sites enrolled in the CGP through the State Board's online SMARTS system on a quarterly basis to identify new sites in the system, track the status of sites, and advise City staff of issues of concern identified by this online review.

### Task 5 Deliverables

- Training on Planning and Land Development Program requirements and documentation of participation
- Training on Construction Program requirements and documentation of participation
- Update of planned or completed Priority Development Project information in the online WRAMPS2 database by November 2

### Task 6 – Public Agency Activities Program Support

The Public Agency Activities program of the Regional MS4 Permit requires the implementation of BMPs to minimize water quality impacts from the maintenance of public facilities, including parks, streets, recreational

## Section 1: Understanding the Scope of Work

facilities and other municipally owned or operated facilities. The City is required to maintain an electronic inventory of public facilities and activities that are potential sources of pollutants and the BMPs being implemented to reduce pollutants in stormwater discharges from these facilities. The accuracy of the inventory is required to be verified once during the Permit term.



**Value-Added Service:** The City's facility inventory in spreadsheet format was last comprehensively revised and verified by Geosyntec staff in FY2022-23 and thus does not need to be reverified under this scope of services, however a small allocation of time is provided for Geosyntec to update the spreadsheet-based municipal facility inventory as directed by City staff if/when public facilities are redeveloped or newly constructed.

The City is also required to annually train targeted employees whose interactions, jobs, and activities affect stormwater quality. Contractors performing privatized/contracted municipal services such as catch basin cleaning, landscape maintenance, street sweeping and trash collection must also be trained and contractually obligated to implement and maintain BMPs to control the discharge of pollutants to the MS4 to the maximum extent practicable when conducting their work. This training must address the overarching requirements of the Regional MS4 Permit and cover specific requirements applicable to various City staff and contractors in their day-to-day work. Private contractors are allowed to self-certify that their staff are appropriately trained so long as documentation is provided.

This task provides for Geosyntec to prepare and deliver training for targeted City staff on the overall requirements of the Regional MS4 Permit to promote a clear understanding of the potential for municipal activities to contribute to stormwater pollution and to identify opportunities to implement BMPs to mitigate these impacts. The method for delivery of the training will depend on City staff's needs and may include a virtually accessible recorded presentation with a short online assessment, or a synchronous virtual training session along with documentation of City staff participation in training. Contracted service providers may be invited to review materials or participate in training activities as appropriate or may self-certify that their targeted staff have been effectively trained. This task also provides for Geosyntec to support City staff as needed to ensure private contractors are contractually obligated and trained to implement appropriate BMPs, which could include review of new or renewing municipal contracts to make recommendations on the appropriate incorporation of Regional MS4 Permit requirements and/or coordination with City staff to obtain contractor self-certification of annual training on Regional MS4 Permit requirements.

### Task 6 Deliverable:

- Training for targeted staff and contractors on the Public Agency Activities Program requirements of the Regional MS4 Permit with documentation of participation

### Task 7 – Illicit Discharge Detection and Elimination Program Support

The Regional Permit requires the City to continue to implement an Illicit Discharge Detection and Elimination (IDDE) Program and to ensure that City staff and contracted service providers who may encounter or otherwise observe an illicit discharge are trained annually on the IDDE Program requirements.

## Section 1: Understanding the Scope of Work

The City's IDDE program includes procedures for detecting and identifying the source of suspected illicit discharges and for eliminating confirmed illicit discharges. It is understood that the City currently owns less than one mile of sanitary sewer that is operated and maintained by the Los Angeles County Consolidated Sewer Maintenance District (CSMD), and that most properties in the City are served by onsite wastewater treatment systems regulated by the Los Angeles County Department of Public Health through the Los Angeles County Local Area Management Program (LAMP). Thus, the City does not implement a Sanitary Sewer Management Plan. The Regional MS4 Permit requires the City to maintain a written description of its IDDE Program that addresses required program elements as specified in the Regional MS4 Permit Part VIII.I and to review and update this document once during the Permit term. The City's IDDE Program, including spill response and processes for preventing sanitary sewer and septic system overflow into City drainage canyons is documented in its IDDE Program Manual.



**Value-Added Service:** An update of the City's IDDE procedures manual was prepared by Geosyntec staff in reporting year 2023-2024 to align with the requirements of the 2021 Regional MS4 Permit, and it is thus assumed that no updates will be performed within this Scope of Work.

This task provides for the preparation and delivery of training for targeted City staff and contracted service providers on the detection, identification, reporting, documentation, and elimination of illicit discharges. The method for delivery of the training will be dependent on City staff needs and may include a virtually accessible recorded presentation video with a short online assessment or a synchronous virtual training session with appropriate documentation of staff and contractor participation. Private contractors may also self-certify that their staff is appropriately trained so long as documentation is provided.

This task also provides for Geosyntec to assist City staff as-needed to respond to occasional reports of suspected illicit discharges received by the City.

### Task 7 Deliverable:

- Training for targeted City staff on the IDDE Program requirements with documentation of participation

## Section 1: Understanding the Scope of Work

### Task 8 – Watershed Management Program Adaptive Management & Progress Reporting

The Peninsula CIMP and WMP are being implemented cooperatively by the Peninsula WMG in accordance with the requirements of the Regional MS4 Permit. The Peninsula WMG meets every other month and additionally as needed to plan and coordinate Peninsula CIMP and WMP implementation. As discussed in Section 3.5.2 of the approved Peninsula WMP, Rolling Hills' unique planning and land development standards along with its extensive network of natural drainage canyons and additional stormwater control measures results in a nature-based system of stormwater management that effectively retains runoff from the 85<sup>th</sup> percentile, 24-hour rain event. As such, the City is deemed in compliance with final TMDLs so long as it is implementing all actions and schedules in an approved WMP, including continuous flow monitoring in the City's Sepulveda Canyon to demonstrate retention of the 85<sup>th</sup> percentile, 24-hour storm event.

This task allows time for meeting preparation and attendance at six (6) annual Peninsula WMG meetings and additional coordination meetings among the Peninsula WMG and/or consulting team members, as needed. The City also participates in the Harbor Regional Monitoring Coalition MOU to meet its monitoring obligations under the Greater Los Angeles and Long Beach Harbors Toxics TMDL. This task also includes time for virtual participation in quarterly Harbor Regional Monitoring Coalition meetings to represent the City's interest. Time is also included for review of the draft and final Harbor Toxics TMDL Annual Monitoring Report covering the 2025-26 monitoring year.

The Regional MS4 Permit requires the Peninsula WMG to submit semi-annual Watershed Progress Reports to the LA Water Board on June 15 and December 15 each year, detailing Peninsula WMP implementation activities performed during the preceding six-month period (July-December and January-June, respectively). While these reports are prepared and submitted by the consultant for the City of Rancho Palos Verdes, input on the City's WMP implementation activities is necessary to complete the reports. This task includes time for Geosyntec to perform technical and regulatory review of the two draft semi-annual Watershed Progress Reports prepared by the consultant for the City of Rancho Palos Verdes prior to finalization and submittal of these reports to the LA Water Board. On the City's behalf, Geosyntec will review these deliverables and provide narrative sections and comments as needed to ensure the City's interests are well represented in the reports. In addition, Geosyntec will update the City's watershed control measures information semi-annually in WRAMPS and submit to the Peninsula WMG's watershed lead to support preparation of the Watershed Progress Reports.

This task also includes time for technical and regulatory review and comment on the Sepulveda Canyon continuous flow monitoring deliverable that supports the City's deemed compliance status.



**Value-Added Service:** Geosyntec is the CIMP Consultant for the Peninsula WMG and is implementing the Peninsula CIMP through a separate CIMP MOU administered by the City of Rancho Palos Verdes. As such, only a small allocation of time for City-specific review of the draft CIMP Monitoring data submittals and reports has been included in this Scope of Work. Geosyntec's time for participation in CIMP implementation and adaptive management coordination calls amongst the consulting team is assumed to be covered under the separate CIMP MOU.

## Section 1: Understanding the Scope of Work

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### Additional Tasks

The following optional tasks are being proposed by Geosyntec for City staff's consideration based on our understanding of the City's potential needs in the upcoming fiscal year. The costs for the optional tasks have not been included in Geosyntec's cost proposal; however, they can be discussed further should City staff wish to initiate these tasks.

#### Optional Task 9 – Review of Revised Peninsula Watershed Management Program

Geosyntec understands that an Adaptive Management Report summarizing the results of the Peninsula WMP's adaptive management process was submitted to the LA Water Board in March 2026. This report evaluated planned and completed control measures, progress toward achieving improved water quality, and recommended WMP adaptive management modifications to be made to improve the effectiveness of the Peninsula WMP. This report is currently under review by the LA Water Board, and the Peninsula WMG anticipates comments during FY2026-27. Following this review, the Peninsula WMP will need to be updated to respond to LA Water Board comments and incorporate WMP modifications approved by the LA Water Board.

This optional task allows for Geosyntec to conduct technical and regulatory review and provide comments on modifications to the Peninsula WMP in response to LA Water Board comments and/or approval of the Adaptive Management Report's proposed WMP modifications.

#### Optional Task 10 - Review of Peninsula WMP MOU

Geosyntec understands that a WMP MOU may be developed by the consultant for the City of Rancho Palos Verdes, separate from the CIMP MOU, to cost-share for joint WMP implementation tasks amongst the Peninsula WMG. This task provides for Geosyntec to conduct review and provide comments on the WMP MOU on the City's behalf.

## Section 2: Organization, Credentials and Experience

### Geosyntec Consultants, Inc. – Firm Background

Founded in 1983, Geosyntec Consultants, Inc. (Geosyntec) is a consulting and engineering firm that works with private and public sector clients to address new ventures and complex problems involving the environment, natural resources, water and civil infrastructure. With a combined staff exceeding 2,800 engineers, scientists, and related technical and project support personnel, Geosyntec serves its clients from more than 100 offices in the United States (US), Canada, the United Kingdom, Ireland, Saudi Arabia, Sweden, Spain, the United Arab Emirates (UAE), and Australia.

Geosyntec is known for its innovative work in stormwater and surface water quality management, including TMDL studies and Implementation Planning; watershed and stormwater quality modeling; BMP design and assessment; water quality monitoring planning, implementation, and reporting; and development of construction, industrial, and municipal National Pollutant Discharge Elimination System (NPDES) compliance programs. Within the California stormwater practice, Geosyntec frequently leads state-of-the-practice workshops on stormwater management, NPDES requirements, and bacteria compliance strategies, studies, and modeling.

We bring more than 30 years of experience helping MS4 permittees and stormwater programs meet their permit obligations across California — Phase I and Phase II, north and south. From statewide and countywide programs to individual cities, we deliver compliance strategies, watershed planning, green stormwater infrastructure, and the technical analyses that turn regulatory requirements into implementable, multi-benefit projects.

Geosyntec has maintained a strong presence in the South Bay and Palos Verdes Peninsula for stormwater services for over 30 years, with over 50 staff residing in or within 40 miles of the City.

### Representative Services:

- MS4 Permit support & negotiation
- Trash Amendment Compliance
- WQMP & development plan check
- TMDL implementation Planning
- Watershed planning & RAAs
- Green stormwater infrastructure design
- BMP performance monitoring
- Stormwater capture project planning
- Annual reporting and data tools
- Grant funding



## Section 2: Organization, Credentials and Experience

### Key Project Personnel



18 YEARS  
EXPERIENCE

#### **SUSAN ROBINSON, MESM, ENV SP | PROJECT MANAGER**

Susan is a senior water resource scientist whose project experience is grounded in helping municipal stormwater clients interpret stormwater (MS4) Permit and TMDL requirements. Susan is skilled in developing practical and effective stormwater programs to meet MS4 Permit compliance obligations. Her work involves synthesizing her knowledge of municipal processes with her deep understanding of the regulations governing municipal stormwater discharges to develop strategies that work within the unique constraints and challenges municipalities face. She also brings significant experience supporting the implementation of municipal stormwater program activities. This work involves tracking and documenting municipal implementation efforts and preparing compliant reporting deliverables that showcase clients' good-faith efforts to satisfy regulatory requirements and make meaningful progress toward water quality goals. Susan has supported the City of Rolling Hills with municipal stormwater consulting services since 2015.



16 YEARS  
EXPERIENCE

#### **AVERY BLACKWELL, PE | PROJECT DIRECTOR**

Avery is a principal water resources engineer and project manager with pioneering experience in stormwater management. For the past five years, he has successfully overseen the implementation of the Palos Verdes Peninsula Watershed Management Group CIMP as the project manager. While across the State, he has provided MS4 permit, TMDL, and Safe Clean Water support for dozens of agencies developing and conducting cutting-edge water quality investigation and monitoring programs, leading advanced watershed and BMP implementation modeling projects (such as RAAs), drafting compliance reports (such as Annual Reports), developing innovative BMP recommendations to address flooding, water quality, and trash compliance, and identifying and securing critical project funding approaches (such as offsite credit programs and grant funding). In all his projects, Mr. Blackwell strives to create innovative and comprehensive approaches that simply address his clients' complex water problems and anticipate their future needs.



17 YEARS  
EXPERIENCE

#### **CHRIS WESSEL, PE | SENIOR TECHNICAL ADVISOR**

Chris is a Senior Principal Engineer and Qualified SWPPP Developer and Practitioner. He has over 17 years' experience in hydraulics, hydrology, computer modeling, and stormwater monitoring and management. In his fourteen-plus years at Geosyntec, his project experience has included topics such as stormwater planning and BMP design; hydraulic and hydrologic modeling, with an emphasis on BMP design and evaluation; environmental planning for MS4 Permit compliance; and dry and wet weather monitoring. He has been serving the Peninsula Cities for over 13 years, including directing the Peninsula WMP RAA and developing the 2015 and 2023 Peninsula CIMP.



## Project Highlight

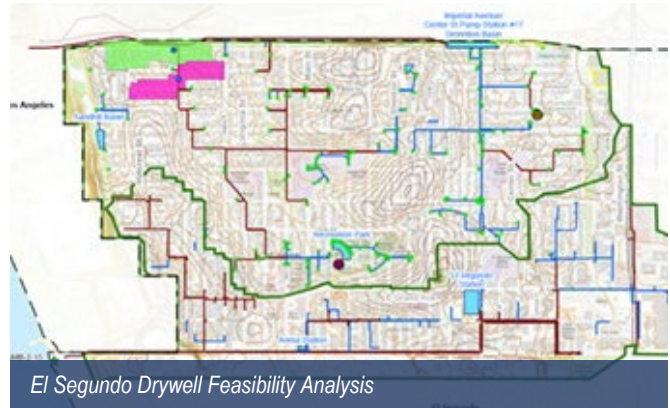
### City of El Segundo MS4 Permit Support

**Client:** City of El Segundo

**Location:** El Segundo, California

**Scope of Work:** MS4 Permit Consulting Support, TMDLs, Annual Reports, Staff Training, Regional Permit Group Support

**Dates of Contract:** 07/01/2016 – Current



#### Project Description

The City of El Segundo (City) is a permittee subject to the Regional MS4 Permit. Geosyntec was retained by the City in 2013 to provide ongoing assistance with the implementation of the requirements of the MS4 Permit as well as technical and regulatory support in developing and implementing compliance strategies for various TMDLs.

#### Scope of Work

Specific assistance has included: revisions of the City's municipal code to reflect requirements of the Regional MS4 Permit; regional BMP effectiveness analysis; training presentations to City staff on the various requirements set forth in the Permit; implementation planning; commercial and industrial facility inspections; and illicit connection and illicit discharge program planning.

Regarding the commercial and industrial facility inspection program, Geosyntec assisted the City in initiating their own self-sustaining program to comply with the Regional MS4 Permit, which requires two rounds of facility inspections during the 5-year Permit term. In addition to helping create inspection forms for appropriate tracking and reporting, Geosyntec attended multiple facility inspections to provide field training for City staff. Geosyntec also supported the City's compliance with California Senate Bill 205 (SB 205), which mandates industrial facilities operating within the City to demonstrate coverage under the NPDES Industrial General Permit (IGP) program prior to being issued a new or renewed business license by the City.

The City is also subject to Trash Provisions Water Code Section 13383 Order ("Order 13383"). Geosyntec authored the City's Statewide Trash Provisions Implementation Plan to identify the City's Trash Provisions compliance method and present jurisdictional maps and implementation schedules required by Order 13383.

#### Notable Accomplishments

Geosyntec has supported the City with implementation of both of its WMPs across two watersheds (Santa Monica Bay J2/3 and Dominguez Channel); has authored the City's implementation plan for the Statewide Trash Provisions; has created materials in compliance with SB205; has analyzed numerous sites for stormwater capture, thereby reducing the City's WMP compliance volume; has provided annual stormwater training for City staff; and has supported the City with investigation of dry weather discharges and siting of possible LFDs.

## Section 2: Organization, Credentials and Experience

### Palos Verdes Peninsula RAA and CIMP

**Client:** John L. Hunter and Associates, City of Rancho Palos Verdes

**Location:** Palos Verdes Peninsula, California

**Scope of Work:** Surface Water Control Modeling and Analysis, Wet Weather and Dry Weather Compliance Monitoring, Data Assessment and Reporting, Non-stormwater Discharge Tracking and Reporting, Identification and Development of Conceptual Stormwater Projects

**Dates of Contract:** 2013 – Current



Santa Monica Bay near Compliance Participation Monitoring Location SMB-7-1

#### Project Description

The 2012 Los Angeles MS4 Permit allows phased compliance with receiving water limitations (RWLs) and water quality-based effluent limits (WQBELs), enabling the development of Enhanced Watershed Management Programs (EWMPs). The Palos Verdes Peninsula Watershed Management Group (Peninsula WMG)—comprised of the County of Los Angeles, Los Angeles County Flood Control District, and the Cities of Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, and Rolling Hills Estates—developed an EWMP and a Coordinated Integrated Monitoring Program (CIMP) to document stormwater controls, fulfill MS4 monitoring requirements, and demonstrate compliance with applicable water quality standards.

#### Scope of Work

To support MS4 monitoring and reporting, Geosyntec developed and has implemented the Peninsula CIMP since 2021, providing nearshore receiving water, stormwater and non-stormwater outfall monitoring; coordination of field logistics and screening; data management; compliance analysis and reporting; and adaptive management strategies. The CIMP integrates TMDL and non-TMDL requirements into a single, efficient monitoring framework and serves as a durable tool for ongoing and future compliance demonstrations. Geosyntec also developed a practical, fundable pathway to permit compliance through the Peninsula EWMP, including preparation of the Reasonable Assurance Analysis using monitoring data, program inventories, and numerical modeling with the permit-approved SBPAT tool. The EWMP prioritizes water-quality drivers, translates complex regulatory requirements into implementable strategies, and provides a roadmap of structural and non-structural BMPs that deliver measurable water-quality improvements while advancing co-benefits such as flood risk reduction, water supply opportunities, recreation, and habitat enhancement. Following the 2020 Regional MS4 Permit reissuance, Geosyntec updated the Peninsula CIMP to reflect new monitoring requirements, revised locations and parameters, and current TMDL and Clean Water Act listings, ensuring the program continues to generate decision-grade data. Both the EWMP and CIMP were approved by the Los Angeles Regional Water Quality Control Board, enabling streamlined monitoring requirements and defensible compliance demonstrations for the Peninsula WMG.

#### Notable Accomplishments

Upon completion, both the EWMP and CIMP were submitted to and approved by the Los Angeles Regional Water Quality Control Board. Geosyntec's expertise in CIMP and EWMP planning and implementation allowed for the careful curation of an efficient and effective compliance pathway for the Peninsula WMG. The revised Peninsula CIMP was approved by the Los Angeles Regional Water Quality Control Board, thereby allowing streamlined monitoring requirements through effective compliance demonstrations and reasonable assurance analyses.

## Section 2: Organization, Credentials and Experience

### City of Manhattan Beach MS4 Permit Support

**Client:** City of Manhattan Beach

**Location:** Manhattan Beach, CA

**Scope of Work:** MS4 Permit Consulting Support, TMDL Implementation Support, Staff Training, and Capital Improvement Project Funding

**Dates of Contract:** 09/01/2015-Current

#### Project Description

Since 2007, key Geosyntec team member, Susan Robinson, has provided environmental consulting services to the City of Manhattan Beach, supporting the City's compliance with the Regional MS4 Permit and associated TMDL requirements. Services span individual annual stormwater reporting, Safe, Clean Water (Measure W) program planning and reporting, staff training, commercial facility inspections and program coordination, strategic support for the City's trash TMDL and Statewide Trash Provision compliance approaches. This support also includes capital improvement funding support, which has secured over \$5.7M for stormwater infrastructure projects.

#### Scope of Work

Assistance developing and implementing stormwater programs to meet MS4 Permit requirements, inspection of critical source commercial facilities for MS4 Permit compliance and Clean Bay Restaurant certification, review and comment on regulatory actions impacting the City's stormwater program, assistance updating the City's stormwater program to meet the requirements of the 2021 Regional MS4 Permit, preparation of annual stormwater reports in accordance with Regional MS4 Permit requirements, planning and reporting for expenditure of Safe, Clean Water (Measure W) funding, analysis and strategy development for an alternative compliance approach to the Santa Monica Bay Trash TMDL and implementation strategy for the Statewide Trash Provisions, development and delivery of annual staff training on Regional MS4 Permit requirements and Minimum Control Measure Program implementation, including the onboarding of new Public Works staff on the Regional MS4 Permit and TMDL compliance, development and tracking of metrics on the effectiveness of the City's stormwater outreach efforts, and preparation of successful grant applications for stormwater capital improvement project funding.

#### Notable Accomplishments

Accomplishments include: secured \$4.9M in Prop 68 Urban Flood Protection funding for the 28th Street Storm Drain Infiltration Project, secured \$830,000 in IRWM Prop 1 funding for the Manhattan Beach Trash TMDL (aka Coastal Restoration and Resiliency) Project, obtained LA Water Board approval for alternative Santa Monica Bay Trash TMDL interim milestones and revised TMDL implementation approach leveraging planned capital improvement projects.



## Section 2: Organization, Credentials and Experience

### City of Torrance MS4 Permit Support

**Client:** City of Torrance

**Location:** Torrance, CA

**Scope of Work:** MS4 Permit consulting support,  
Annual Reporting, Watershed Reporting

**Dates of Contract:** 07/01/2024 – 06/30/2026

#### Project Description

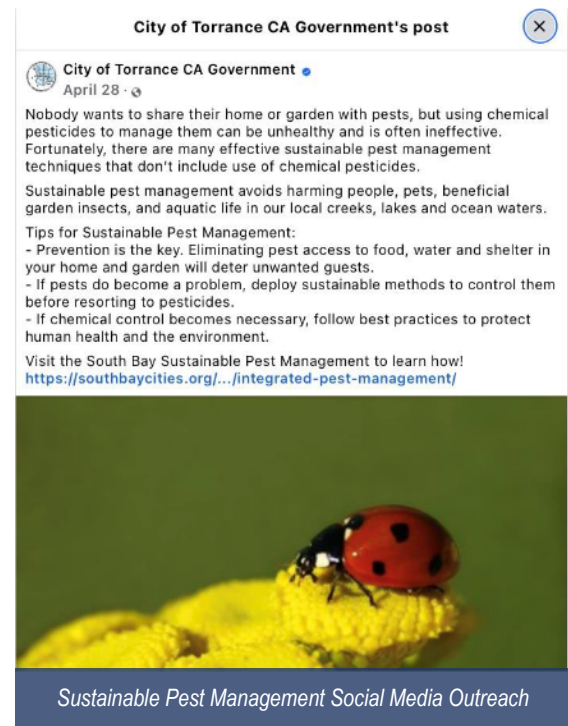
Key Geosyntec team member, Susan Robinson, has assisted the City of Torrance in meeting key requirements of the Regional MS4 Permit and associated TMDLs. Services have included assistance in the preparation of the City's semi-annual Machado Lake Watershed Management Program Progress Reports, Individual Annual Stormwater Reports, and Machado Lake Watershed Management Program Adaptive Management Report, as well as the preparation of a Report of Waste Discharge.

#### Scope of Work

Prepared the City's Individual Annual Stormwater Reports for the 2023-24 and 2024-25 reporting years using Regional MS4 Permit Attachment H, including associated trash reporting forms for its three sub-watersheds, prepared semi-annual Machado Lake Watershed Management Program Progress Reports using the Regional MS4 Permit Attachment H for the 2023-24 and 2024-25 reporting years, reviewed Machado Lake Watershed annual monitoring reports prepared by the City's monitoring consultant to support preparation of Watershed Progress Report supporting waterbody-pollutant combination compliance table (Table 1c), assisted City staff in the tracking of watershed control measures using LA County's online WRAMPS2 reporting system, assisted with preparation and submittal to the LA Water Board of the City's Report of Waste Discharge (ROWD), serving as the City's application for reissuance of its NPDES/MS4 Permit, including review and incorporation of results from the Five Year Review of monitoring data prepared by the City's monitoring consultant. Susan also worked with the City's Communications staff to feature sustainable pest management outreach, jointly developed by the Beach Cities and Palos Verdes Peninsula Watershed Management Groups, in its April 2025 social media postings.

#### Notable Accomplishments

Delivered the 2023-24 Annual Report and semi-annual Machado Lake Watershed Progress Report on a compressed schedule, coordinating information requests and staff review turnaround to meet the December 15 regulatory submittal deadline despite a delayed contract start date.



## Section 3: Fees

As requested in the RFP, our rate proposal for Year 1 (July 1st, 2026 – June 30th, 2027) is provided in a separate file.

It is the nature of regulatory programs to be subject to uncertainty. To provide flexibility to best meet the needs of the City in addressing the requirements of the Regional MS4 Permit during the contract term, the proposed scope includes a 10% contingency and assumes that reallocation of effort between tasks and staff level may occur so long as deliverables are met and the total contract amount is not exceeded.

Should the City elect to proceed with either of the two optional one-year terms, the anticipated level of effort will remain consistent with Year 1; however, labor rates will be adjusted annually based on the applicable CPI increase, not to exceed 4%. This level of effort assumes a continuation of current Regional MS4 Permit activities with no significant new effort to implement new permit provisions. If a new Regional MS4 Permit is adopted during the contract term, Geosyntec can provide as-needed support for additional implementation efforts associated with the new permit based on the established rate structure.

## Section 4: Additional Information

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### Section 4: Additional Information

Geosyntec has reviewed the sample Professional Services Agreement and would like the City to consider the revised language below:

1. City of Rolling Hills Professional Services Agreement: Section 7 – *All work shall be ~~of the highest quality~~ and consistent with industry standards. We suggest the performance standard track the customary professional standard of care.*



# Appendix A - Resumes



## Specialties:

- MS4 Permit Implementation & Regulatory Strategies
- TMDL Planning & Implementation
- Safe, Clean Water Planning & Reporting
- Watershed Group Coordination
- Stormwater Capital Project Funding

## Education:

- Master of Environmental Science and Management, University of California, Santa Barbara Bren School
- BA, Environmental Studies, University of North Carolina, Chapel Hill

## Professional Registration:

- Envision Sustainability Professional (#29046)

## CAREER SUMMARY

Susan's professional history includes nearly eighteen years of environmental science and regulatory work for public clients and non-profit organizations in the coastal watersheds of California and North Carolina. She has a deep understanding of the Federal Clean Water Act and NPDES program as well as extensive experience with Total Maximum Daily Load (TMDL) planning and implementation. Susan is skilled at facilitating multi-stakeholder groups in planning, decision-making, and implementing joint efforts to meet MS4 Permit and TMDL requirements. She is also adept at distilling technical information to engage communities in stormwater management and understands the importance and value of incorporating diverse stakeholder input into public planning processes.

## RELEVANT PROJECT EXPERIENCE

**Municipal Stormwater Permit Support.** Susan has advised multiple municipal clients in the South Bay region of Los Angeles on MS4 Permit compliance, TMDL implementation, stormwater program administration, and regulatory strategy. Municipal clients include the cities of Manhattan Beach, Torrance, Palos Verdes Estates, and Rolling Hills Estates. Susan supports implementation of Minimum Control Measure programs, prepares required annual stormwater reports, tracks metrics on the effectiveness of certain program elements, and prepares and delivers staff trainings.

**Stormwater Program and Project Funding.** Susan has prepared and supported the preparation of several grant applications for stormwater capital improvement projects. She assisted the City of Manhattan Beach in securing a \$4.9 million Prop 68 Urban Flood Protection grant for its high-priority 28th Street Storm Drain Infiltration Project as well as \$830,000 in Integrated Regional Water Management Prop 1 grant funding for its certified full-capture Trash TMDL Project. She also assisted the City of Torrance in the preparation of a winning grant application which secured \$1.5 million in Prop 1 grant funding for the Beach Cities Green Streets Project. In addition, Susan supports multiple municipal clients in the strategic planning, tracking and reporting annual expenditures under the Safe, Clean Water (SCW) Municipal Program to support stormwater projects and programs aligned with SCW goals.

**Watershed Group Coordination.** Since 2015, Susan has served as watershed coordinator for the Beach Cities Watershed Management Group, consisting of the cities of Hermosa Beach, Manhattan Beach, Redondo Beach, Torrance, and the Los Angeles County Flood Control District. In this role, Susan plans and develops monthly meeting agendas, chairs monthly meetings, assists in the development of memoranda of understanding for the funding of joint efforts, and prepares semi-annual Watershed Progress Reports.





## Specialties:

- MS4 Permit and TMDL implementation Compliance planning, monitoring, and reporting
- Integrated Water Regional Management

## Education:

- MS, Civil Engineering (Water Resources), Colorado State University, Fort Collins, CO
- BS, Civil Engineering, California State Polytechnic University, San Luis Obispo, CA

## Professional Registration:

- Registered Professional Engineer, Civil, State of California, No. 83,866
- Qualified SWPPP Developer, State of California, No. 83,866

## CAREER SUMMARY

Avery is a principal water resource engineer and project manager with pioneering experience in California's public and private sectors, including planning, monitoring, analysis, modeling, design, compliance reporting, and funding of stormwater, water supply, and recycled water projects. He has managed numerous advanced stormwater planning projects throughout California, including the creation and/or implementation of Watershed Master Plans, Stormwater Credit Trading Programs, Stormwater Resource Plans, Residential Incentive Programs, TMDL Implementation Plans, and Trash Compliance Plans. In the past several years, he has assisted municipalities in successfully securing nearly \$4,000,000 in planning and implementation funding for stormwater projects across California and he recently vetted and prioritized projects that received over \$18,000,000 in IRWM Prop 1 grant funding in Orange County. During many of his planning projects, Avery has also overseen the feasibility assessment and full design work for individual projects, including the creation of visually appealing conceptual project design exhibits highlighting key design characteristics and quantified multi-benefits to effectively garner support from elected officials, regulators, and the public and prepare the projects for grant application packages.

## RELEVANT PROJECT EXPERIENCE

**Palos Verdes Peninsula WMG Coordinated Integrated Monitoring Plan Implementation, City of Rancho Palos Verdes.** Provide CIMP monitoring and reporting support for the Palos Verdes Peninsula Watershed Management Group, including wet and dry weather outfall, receiving water, and TMDL water quality and flow monitoring, monthly progress reporting, monitoring data management and visualization, Los Angeles MS4 permit complaint annual reporting, CIMP revisions to align with new Los Angeles Permit requirements.

**Vacaville Stormwater Compliance Services, City of Vacaville, California.** Supporting the City of Vacaville with comprehensive stormwater compliance support, including MS4 permit guidance and reporting, coordinating Onland Visual Trash Assessment (OVTA), development of a Trash Implementation Plan, IGP support, pollutant hotspot inspections and reporting, post-construction stormwater project review, and facilitation of City inter-department stormwater coordination meetings.

**Goleta Watershed Technical Services, City of Goleta, California.** Supporting the City of Goleta with comprehensive watershed program and environmental data management support, including the creation of a database to manage creek sampling results, data analysis, visualization, and creek monitoring recommendations, contributed to the MS4 Permit annual report, provided content for the Go Green Goleta website, identified potential stormwater capture projects, created a Creek and Watershed Management Program (CWMP) monitoring program, field inspections of industrial areas, summarized street sweeping data and trash collection data, prepared and lead presentation to the CWMP Technical Advisory Committee (TAC) and the City Council, and researched potential funding sources.



## Specialties:

- Stormwater Management
- MS4 Permit Compliance
- Watershed Planning
- Monitoring

## Education:

- MS, Civil Engineering, University of California, Los Angeles
- BS, Civil Engineering, University of California, Los Angeles

## Professional Registration:

- Professional Civil Engineer (P.E.), California, Number C78522
- Qualified SWPPP Developer/ Practitioner, California, Number 20321

## CAREER SUMMARY

Chris is a Senior Principal Engineer and Qualified SWPPP Developer and Practitioner. He has over 17 years of experience in watershed planning, hydrology, computer modeling, and stormwater management. In his sixteen years at Geosyntec, his project experience has included topics such as stormwater planning and BMP design; hydraulic and hydrologic modeling, emphasizing BMP design and evaluation; environmental planning for MS4 Permit compliance; CGP expertise and support; and BMP performance and optimization. Since 2013, Chris has assisted dozens of cities within Los Angeles County with the implementation of the Los Angeles County MS4 Permit. These services have included: drafting and management of Enhanced Watershed Management Programs (EWMPs); Coordinated Integrated Monitoring Program (CIMP) drafting and implementation; assistance with revisions of city's municipal codes; stormwater training presentations to city staff; stormwater BMP implementation planning; commercial and industrial facility inspections; and illicit connection and illicit discharge program planning.

## RELEVANT PROJECT EXPERIENCE

**Southbay Beach Cities Coordinated Integrated Monitoring Program (CIMP) Implementation, Manhattan Beach, CA.** Since 2015, Chris has been managing the implementation of the Beach Cities CIMP on behalf of the cities of Manhattan Beach (lead agency), Redondo Beach, Hermosa Beach, and Torrance. Responsibilities include stormwater and non-stormwater sampling (outfall and receiving water), data processing and analyses, and annual reporting per the Los Angeles MS4 Permit.

**City of Los Angeles Argo Drain Stormwater BMP Project, AECOM, Los Angeles, CA.** Assistant Project Manager for the Stormwater BMP Project (Proposition O) involving storm water diversion, treatment, and infiltration for compliance with the Santa Monica Bay Bacteria TMDL, J2/3 EWMP, and MS4 Permit. Project scope included concept design validation, pre-design, geotechnical investigations, survey, environmental clearance, permitting, final design, and construction-phase support.

**Los Angeles Unified School District (LAUSD) LID Manual Update, Los Angeles, CA.** Chris was the Project Manager overseeing the update to LAUSD's stormwater LID manual, which provided development guidance for new projects and qualifying redevelopment projects at LAUSD facilities. The LID manual was updated to reflect sizing requirements within the LA MS4 Permit, as well as provide clearer direction on the selection and implementation of LID BMPs, particularly within a school setting.

**Beach Cities and Peninsula Cities Revised RAAs/WMPs, Peninsula Cities WMG and Beach Cities WMG, CA.** Project Manager directing the revisions to the existing WMPs for the Peninsula Cities WMG and Beach Cities WMG. Revised RAAs were conducted using WMS 2.0, with calibration occurring based on available CIMP data and a bacteria modeling approach being developed for application within Santa Monica Bay.



# Geosyntec

consultants

engineers | scientists | innovators

Offices in Principal Cities of the United States and Select International Locations

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# FEE PROPOSAL

For Municipal Stormwater Consulting Services

For the City of Rolling Hills Regulatory Compliance & Program Implementation

August 12, 2026

Prepared by:

**Geosyntec**  
consultants

Prepared for:



| City of Rolling Hills                                                                                |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------|-----------|---------------------|----------------------|--------------|------------------------|-----------------------|----------------------|------------|
| Municipal Stormwater Consulting Services - Regulatory Compliance and Program Implementation, FY26-27 |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| TASK                                                                                                 | TASK TITLE                                                            | Senior Principal | Principal | Senior Professional | Project Professional | Professional | Sr. Staff Professional | Project Administrator | SUBTOTAL LABOR HOURS | LABOR COST |
|                                                                                                      |                                                                       | \$345            | \$325     | \$300               | \$268                | \$239        | \$210                  | \$104                 |                      |            |
| 1                                                                                                    | Program Planning, Regulatory Support and Coordination                 | 4                | 4         | 24                  | 10                   | 8            | 6                      | 12                    | 68                   | \$ 16,980  |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 2                                                                                                    | Individual Annual Report                                              | 2                | 4         | 20                  | 6                    | 10           | 10                     | 10                    | 62                   | \$ 15,128  |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 3                                                                                                    | Safe, Clean Water Planning and Reporting                              | 4                | 0         | 14                  | 8                    | 6            | 6                      | 0                     | 38                   | \$ 10,418  |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 4                                                                                                    | Public Information and Participation Program Assistance               | 0                | 0         | 8                   | 8                    | 10           | 0                      | 0                     | 26                   | \$ 6,934   |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 5                                                                                                    | Planning and Land Development and Construction Program Support        | 0                | 2         | 14                  | 2                    | 0            | 0                      | 2                     | 20                   | \$ 5,594   |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 6                                                                                                    | Public Agency Activities Program Support                              | 0                | 2         | 12                  | 2                    | 0            | 0                      | 2                     | 18                   | \$ 4,994   |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 7                                                                                                    | Illicit Discharge Detection and Elimination Program Support           | 0                | 2         | 8                   | 2                    | 0            | 0                      | 2                     | 14                   | \$ 3,794   |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 8                                                                                                    | Watershed Management Program Adaptive Management & Progress Reporting | 4                | 0         | 16                  | 10                   | 8            | 0                      | 0                     | 38                   | \$ 10,772  |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
|                                                                                                      | TOTAL                                                                 | 14               | 14        | 116                 | 48                   | 42           | 22                     | 28                    | 284                  | \$ 74,614  |
|                                                                                                      | Contingency @10%                                                      |                  |           |                     |                      |              |                        |                       |                      | \$ 7,461   |
|                                                                                                      | Total Not to Exceed Amount (with Contingency)                         |                  |           |                     |                      |              |                        |                       |                      | \$ 82,075  |

It is the nature of regulatory programs to be subject to uncertainty. To provide flexibility to best meet the needs of the City in addressing the requirements of the Regional MS4 Permit during the contract term, the proposed scope includes a 10% contingency and assumes that reallocation of effort between tasks and staff level may occur so long as deliverables are met and the total contract amount is not exceeded.

Should the City elect to proceed with either of the two optional one-year terms, the anticipated level of effort will remain consistent with Year 1; however, labor rates will be adjusted annually based on the applicable CPI increase, not to exceed 4%. This level of effort assumes a continuation of current Regional MS4 Permit activities with no significant new effort to implement new permit provisions. If a new Regional MS4 Permit is adopted during the contract term, Geosyntec can provide as-needed support for additional implementation efforts associated with the new permit based on the established rate structure.



July 21, 2026

City of Rolling Hills  
Attn: Christian Horvath  
Assistant to the City Manager / City Clerk  
2 Portuguese Bend Rd  
Rolling Hills, CA 90274

**RE: Proposal for Municipal Stormwater Consulting Services for the City of Rolling Hills Regulatory Compliance and Program Implementation**

Dear Christian Horvath:

On behalf of John L. Hunter and Associates (JLHA), I am pleased to submit this proposal in response to the City of Rolling Hills' Proposal for Municipal Stormwater Consulting Services for the City of Rolling Hills Regulatory Compliance and Program Implementation.

Founded in 1985, we focus on providing programmatic environmental compliance for local governments. We manage elements of NPDES and water quality programs for 52 public agencies, giving us an unmatched regional perspective. Because we manage these compliance programs for your neighbors in Rancho Palos Verdes and Lomita, we understand the specific hydrologic challenges, TMDL mandates, and operational needs of the Peninsula watersheds.

This deep local footprint means we are already active participants in the Peninsula Watershed Management Group and the South Santa Monica Bay Safe Clean Water Program Watershed Management Area. We do not require a learning curve. We can step in on day one as a seamless extension of City staff, keeping your program organized, effective, and audit-ready.

Thank you for your consideration. Please do not hesitate to contact us if you have any questions or would like further information. The key contacts for this proposal are:

*Cameron McCullough | Phone: 562.726.4259 | Email: [cmccullough@jlha.net](mailto:cmccullough@jlha.net)*

*Michelle Stafffield | Phone: 562.802.4890 | Email: [mstafffield@jlha.net](mailto:mstafffield@jlha.net)*

*Office address: 6131 Orangethorpe Ave, Suite 300, Buena Park, CA 90620*

Sincerely,

A handwritten signature in blue ink that reads "John L. Hunter". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

**John L. Hunter**  
Principal at JLHA



# Proposal for Municipal Stormwater Consulting Services for the City of Rolling Hills Regulatory Compliance and Program Implementation



**Submitted: 2026.07.21**

Prepared for:

**City of Rolling Hills**

Attn: Christian Horvath

Assistant to the City Manager / City Clerk

2 Portuguese Bend Rd

Rolling Hills, CA 90274

Prepared by:

**John L. Hunter and Associates**

6131 Orangethorpe Ave #300

Buena Park, CA 90620

Cameron McCullough

Project Manager

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Michelle Stafffield

Alternate Project Manager

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562.802.4890



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## **1. Understanding of the Scope of Work**

Through decades of managing MS4 NPDES programs for smaller cities, we understand that compliance with the MS4 Permit presents a unique operational challenge for a municipality like Rolling Hills. Our understanding comes not only from serving as an extension of City staff, but from representing these programs before regulators. This includes successfully guiding cities through MS4 NPDES program audits, including recent audits for Fountain Valley (2026), Fullerton (2026), Orange (2026), Compton (2024), Los Angeles (2024), and South Gate (2024).

With limited internal staff and competing priorities, municipalities require an approach that achieves compliance while integrating smoothly into daily operations. Because our business model is built on providing programmatic environmental compliance for public agencies, we understand where the NPDES program sits relative to the City's broader priorities and budgetary constraints. We focus on necessary MS4 Permit actions to keep the program organized, effective, and ready for regulatory review without creating extra administrative work.

We design our services around this efficiency, which is driven by a regional economy of scale. Because we manage elements of NPDES programs for over 50 local public agencies, we are able to share administrative overhead. We pass the resulting efficiencies to the City, particularly in regional meetings and updates, client representation, technical assistance, compliance reporting, record keeping, public outreach, and staff training.

**Task 1 – Program Planning, Regulatory Support and Coordination:** Consultant shall perform project management and program coordination activities necessary to deliver the scope of services in a timely and cost-efficient manner. These activities may include coordination and planning, meetings and regular communication with City staff on action items and pending decisions needed, assistance in drafting staff reports on items of importance to the City's stormwater program, as well as overall project and budget management.

Consultant shall track and review regulatory actions affecting the City's stormwater program such as new or revisions to statewide policies, permit issuance or revision activity, Water Board actions impacting Regional MS4 Permit implementation, and reconsiderations or issuance of new TMDLs. This task may also include attendance and participation in online meetings with other Regional MS4 Permittee representatives and stakeholders to share information, resources and address challenges cooperatively; examples of such meetings include Los Angeles Permit Group meetings and as-needed LA Water Board workshops or meetings. To the extent the Consultant performs these activities for multiple clients, the Consultant's time for these activities shall be distributed proportionately among those clients. For example, if Consultant attends a meeting on behalf of two clients, the City should only be invoiced for half of that time.

We understand that NPDES regulation is expansive, complex, and at times esoteric. Each year we respond to hundreds of technical assistance requests related to the MS4 Permit, WMGs, and Measure W. Through that experience, we will be prepared to respond swiftly and precisely with all such requests from the City.

Working across 50 public agencies gives us visibility into the LA Water Board's shifting enforcement priorities, allowing us to keep our clients prepared for changing regulatory areas of focus. This includes experience helping municipalities address Mandatory Minimum Penalties (MMPs) for TMDL exceedances, such as our recent management of the MMP response effort for Machado Lake and support provided to neighboring Lomita and Rancho Palos Verdes.

Our Team Project Manager and Alternate Project Manager ensure services are provided on time, within the budget, and are of high quality, and also serves as the main points-of-contact. The team is organized so there is more than one expert ("lead") for any task listed in the City's RFP, and that more than one team member can serve as a point-of contact. This "good" redundancy, combined with a team that is independently capable of providing multiple tasks, provides additional assurance that all tasks will be completed on schedule.

We understand that our clients prefer updates and reports that are clear, concise, and focused on action items and key points. Our approach is to provide project and program status updates (e.g., staff reports) using the frequencies and methods preferred by City staff. We can provide this service through in-person meetings, video conferences, phone calls, emails, and texting. As the NPDES program develops, we will be available to the City and will also provide technical assistance. Summary reports on proposed changes and modifications to the stormwater program

will be prepared for City review and comment. Any action items required by the City as a result of program updates will be conveyed via email or phone call as soon as possible.

Our team will participate in regional, watershed, and co-permittee meetings to represent the City's interests, coordinate on compliance strategies, and track regulatory developments. To satisfy the RFP requirement for a list of meeting schedules, we will prepare for and attend monthly NPDES LA Permit Group and Ad Hoc Meetings (typically held on the second Wednesday of each month). We will also participate in LA County Workshops and Technical Working Group Meetings and LA Water Board Workshops and Hearings as they are scheduled. When representing multiple municipal clients concurrently at any of these meetings, the hours billed to the City will be reduced proportionately using the 1/N billing formula specified in the City's RFP.

**Task 2 – Annual Report Preparation:** Consultant shall prepare the City's Individual Annual Report following the required format and content in the Regional MS4 Permit Attachments E, H and I and any supplemental guidance memoranda distributed by LA Water Board staff. Consultant shall provide City staff a detailed list of information needed to complete the Individual Annual Report by September 1, 2026. Consultant shall prepare a draft Individual Annual Report for City staff review by November 2, 2026. Consultant shall discuss the results of the Sepulveda Canyon continuous flow monitoring in the City's Individual Annual Report and include a summary attachment to be provided by the monitoring consultant. Consultant shall incorporate City staff comments and prepare a final version of the Individual annual report for the City staff's approval and City Manager's certification no later than December 7, 2026. Consultant shall submit the final assembled report with City Manager's certification to the LA Water Board in accordance with LA Water Board staff guidance by the December 15, 2026 Regional MS4 Permit deadline. Following submittal of the Individual Annual Report to the LA Water Board, Consultant shall provide City staff an electronic copy of the submitted Individual Annual Report including all attachments, along with a link to a digital folder containing supporting files for City staff to download and file for its records.

To support the 2025-2026 individual annual report preparation, City staff will provide Consultant with the trash monitoring Excel files prepared by its trash monitoring consultant for the reporting year to include with the Individual Annual Report and a copy of the 2024-2025 Individual Annual Report for reference.

We will prepare, format, and submit the City's Individual Annual Report to the LA Water Board by the December 15, 2026 deadline, maintaining compliance with Regional MS4 Permit Attachments E, H, and I.

To minimize administrative workload, we prepopulate the Individual Annual Report with all available data before requesting input from the City. As regular users of the WRAMPS platform, we manage the required volumetric data reporting and provide annual updates to the platform's development team. We execute the reporting process according to the following schedule:

- **September 1, 2026:** We issue targeted information request forms to City staff strictly for outstanding information.
- **November 2, 2026:** We submit the Draft Individual Annual Report for City review. This draft integrates program status assessments, the Sepulveda Canyon continuous flow monitoring results, and the City's trash monitoring files.
- **December 7, 2026:** We deliver the final Individual Annual Report and incorporate City staff comments for City Manager certification.
- **December 15, 2026:** We submit the assembled, certified report to the LA Water Board.

Following submission, we provide City staff with an electronic copy of the report, all attachments, and a digital folder link containing all supporting files for City records.

By pre-populating data and relying on targeted information requests, we reduce the time City staff spends compiling reports. Tracking precise internal and external deadlines ensures the City maintains its permit compliance status without scheduling delays.

**Task 3 – Safe Clean Water (Measure W) Municipal Program Assistance:** Consultant shall assist City staff by preparing the required Municipal SCW Annual Plan and Annual Expenditure Report which are due on April 1, 2027 and December 31, 2026, respectively, and must be prepared and submitted via the SCW online reporting tool in accordance with the structure and content required by LACFCD. This may also include as-needed support to City staff in assembling requested information for the independent audit of Municipal SCW funds due in March 2027 for the preceding three fiscal years (FY2023-24, FY2024-25, and FY2025-26). Additionally, since Tasks 3, 4 and Task 8 in this Scope of Services have been included in the City's SCW Annual Plan for FY2026-27 as eligible costs to be covered by the City's Municipal SCW funds, Consultant shall annotate its monthly invoices to the City to indicate which costs by task are to be charged against the City's Municipal SCW funds. Consultant shall also maintain an Excel file tracking its cumulative Municipal SCW-eligible activities throughout the fiscal year.

We will request Annual Plan and Annual Expenditure Report information from City staff. We will review the responses with City staff and incorporate comments into a Draft Annual Plan and Draft Annual Expenditure Report. Our comments will include identifying and providing solutions to any issues that could result in noncompliance with the District's Fund Transfer Agreement. We will update the SCWP Reporting Module database and based on available data we will prepare responses to program status and assessment elements of the Draft Annual Plan and Annual Expenditure Report. We will then submit the Annual Expenditure Report by December 31, and the Annual Plan by April 1.

We are available to assist the City and its SCW auditor with the independent triennial audit (covering FY2023-26). To support this process, we will designate eligible Municipal SCW costs by task on all monthly invoices submitted to the City.

We also maintain a list of funded activities of jurisdictions throughout the County to provide the City with examples of eligible projects that maximize the utility of local funds. When applicable, we

help identify and develop specific project features—such as nature-based solutions and community co-benefits—that optimize how projects score under SCWP funding frameworks.

**Task 4 – Public Information and Participation Program Assistance:** Consultant shall assist City staff in documentation and tracking of required metrics on the City's Public Information and Participation Program (PIPP) activities to meet specific Regional MS4 Permit Part VIII.D and Peninsula WMP requirements activities. Required metrics include the (1) date of activity; (2) method of dissemination, (3) targeted behavior; (4) targeted pollutant; (5) targeted audience; (6) culturally effective methods; (7) metric(s) for measuring effectiveness of activity and related information as appropriate for measuring effectiveness of the outreach. Consultant will work with City staff to track and compile the necessary metrics for incorporation into the City's Individual Annual Report. Consultant shall also advise and assist the City as needed in its efforts to disseminate public outreach materials and encourage community engagement on stormwater related programs including review and recommendations for changes/additions to content on the City's website, and recommendations for information to be disseminated to the public via the City's Blue- newsletter. Consultant may assume that City staff will be responsible for making the recommended updates to its website content and disseminating the information via its e-newsletter.

Public Information and Participation Program (PIPP) requirements are managed through our AppSheet outreach tracking application, which simplifies data collection for the MS4 Annual Report such as the following: (1) date of activity; (2) method of dissemination, (3) targeted behavior; (4) targeted pollutant; (5) targeted audience; (6) culturally effective methods; and (7) metric(s) for measuring effectiveness of activity and related information as appropriate for measuring effectiveness of the outreach. We will then compile these metrics into a spreadsheet database.

We maintain an extensive repository of pre-built, multi-lingual outreach materials—including custom brochures, posters, and website content. We are available to develop materials at the City's request which can be made in multiple languages, including Spanish and Chinese. We can modify our existing materials for City distribution, or we can develop new materials at the request of the City. We will coordinate with the City's existing media channels to maximize local participation in regional environmental events.

We will review and recommend updates to the City's website and recommend new topics for the City's Blue-newsletter such as 2021 MS4 Permit requirements and SCWP reporting and public participation. We are also available to handle community engagement. We can identify local events for material distribution, come with (or provide to City staff) popular giveaway items, and handle public demonstrations using an interactive 3D Enviroscope® watershed model.

**Task 5 – Planning & Land Development and Construction Programs Support:** Consultant shall prepare and deliver annual training for Planning, Building & Safety Plan Check, and Public Works staff on the Planning & Land Development Program requirements of the Regional MS4 Permit part VIII.F. The method of delivery of the training may be in the form of a virtually accessible recorded presentation with short online assessment and/or a an online live training session, depending on City staff's preference. Consultant shall provide a method for documentation of municipal employee and contracted staff training for City's records.

Consultant shall submit project information collected on planned or completed Priority Development Projects from the 2025-2026 reporting year into the WRAMPS2 online database by November 2nd for annual reporting purposes; Consultant may assume no more than a few such projects per reporting year typically occur in the City.

Consultant shall prepare and deliver training for Planning, Building & Safety, and Public Works staff on the Construction Program requirements of the Regional MS4 Permit Part VIII.G. The method of delivery of the training may be in the form of a virtually accessible recorded presentation with a short online assessment to document completed training and/or an online live training session, depending on City staff's preference. The training content provided by Consultant shall be intended to ensure that all municipal staff whose primary duties are related to implementing the construction stormwater program in Part VIII.G of this Order receive appropriate training. Consultant shall provide a method for documentation of municipal employee and contracted staff training for City's records. An allocation of time shall also be included in this task for Consultant to track construction sites located within the City that are enrolled in the Statewide Construction General Permit through the State Water Board's online SMARTS system and to advise City staff of potential new sites and/or issues of concern related to such sites based on online review of SMARTS documentation.

We will work with the City to provide training to new and current staff. This may include but is not limited to plan reviewers, planners, building officials, inspectors, permit techs, and engineers. Note that we have already prepared generalized training materials, so preparation expenses for training are minimized. Our approach to staff training is to provide key personnel with the essential elements of the MS4 Permit relevant to their job. We emphasize the internal staff process and specific job responsibilities.

Our training sessions incorporate real-world scenarios logged over decades of working with smaller cities. Although we have excellent training materials, including a dedicated training portal and over 100 technical illustrations, we emphasize dialog and Q&A with City staff. We also provide slide presentations, key program forms, templates, and documentation. For staff members unable to attend live or virtual sessions, our online portal automatically logs completion to ensure the City maintains complete compliance records for regulatory audits.

We will complete as much of any required NPDES Compliance Report (e.g., WMP Progress Report) as possible with the City's available data. For the remaining data we will develop



information request forms, provide them to applicable City staff, update the County's WRAMPS2.ORG database, and incorporate volumetric management results into the Draft Bi-Annual Progress Reports for City review by November 2.

We are available to update construction inventory records upon receiving and availability of records from the City. We can also track site enrollment and inventory detail on the State Water Resource Control Board's SMARTS website.

**Task 6 – Public Agency Activities Program Support:** Consultant shall prepare and deliver training for targeted City management staff consistent with Regional MS4 Permit VIII.A.3. The method of delivery of the training may either be in the form of a virtually accessible recorded presentation with a short online assessment, an online live training session or an in-person training session, depending on City staff's preference. Consultant shall provide a method for documentation of municipal employee and contracted staff training for City's records. Upon request, Consultant will also provide review of new or renewing municipal contracts to make contract-specific recommendations on the appropriate incorporation of Regional MS4 Permit requirements and the training self-certification provision of the Regional MS4 Permit (VIII.A.3.c.).

We will work with the City to provide training to new and current staff. This may include but is not limited to Public Works O&M staff. Note that we have already prepared generalized training materials, so preparation expenses for training are minimized. Our approach to staff training is to provide key personnel with the essential elements of the MS4 Permit relevant to their job. We emphasize the internal staff process and specific job responsibilities.

Our training sessions incorporate real-world scenarios logged over decades of working with smaller cities. Although we have excellent training materials, including a dedicated training portal and over 100 technical illustrations, we emphasize dialog and Q&A with City staff. We also provide slide presentations, key program forms, templates, and documentation. For staff members unable to attend live or virtual sessions, our online portal automatically logs completion to ensure the City maintains complete compliance records for regulatory audits.

We can also assist the City with reviewing new or renewing municipal contracts, and provide boilerplate contract language.

**Task 7– Illicit Discharge Detection and Elimination Program Support:** Consultant shall prepare and deliver in-person or virtually accessible annual training for City staff on the identification, investigation and reporting of illicit discharges to the MS4. As specified in the Regional MS4 Permit Part VIII.A.3.e, IDDE training should address, at a minimum, the following:

- Illicit connection and discharge identification, including definitions and examples,
- Investigation,
- Elimination,
- cleanup,
- reporting, and

- documentation.

The method of delivery of the training may be in the form of a virtually accessible recorded presentations with a short online assessment and/or an online live training session or an in-person training session, depending on City staff's preference. Consultant shall also provide as-needed regulatory advice to City staff in addressing occasional reports of or responses to illicit discharges received by the City.

We will work with the City to provide training to new and current staff. This may include but is not limited to Code Enforcement staff. Note that we have already prepared generalized training materials, so preparation expenses for training are minimized. Our approach to staff training is to provide key personnel with the essential elements of the MS4 Permit relevant to their job. We emphasize the internal staff process and specific job responsibilities.

Our training sessions incorporate real-world scenarios logged over decades of working with smaller cities. Although we have excellent training materials, including a dedicated training portal and over 100 technical illustrations, we emphasize dialog and Q&A with City staff. We also provide slide presentations, key program forms, templates, and documentation. For staff members unable to attend live or virtual sessions, our online portal automatically logs completion to ensure the City maintains complete compliance records for regulatory audits.

We are available to provide ongoing technical assistance to City staff by sharing regulatory expertise, instructing on current best practices, and transmitting practical working knowledge of IDDE compliance.

**Task 8 – Watershed Management Program Adaptive Management & Progress Reporting:** This subtask shall provide for Consultant to attend and represent City's interests at six (6) Peninsula WMG meetings per year and any additional as needed coordination meetings among the Peninsula WMG. Additionally, this subtask shall provide for Consultant to attend six (6) coordination calls with the CIMP consulting team to support implementation and adaptive management decisions on the City's behalf. Time for participation in quarterly Harbor Regional Monitoring Coalition meetings and review and comment on the draft Harbor Toxics TMDL Annual Monitoring Report shall also be included in this task. All such meetings are held online. Consultant shall provide technical/regulatory review and comment on the draft annual CIMP monitoring reports to be prepared by the CIMP Consultant.

Consultant shall provide technical/regulatory review and comment on the City's behalf on the draft semi-annual progress reports prior to finalization and submittal to the LA Water Board; although the consultant for the City of Rancho Palos Verdes will lead the semi-annual progress report preparation, it is necessarily a cooperative effort and therefore Consultant will also assist in providing as-needed narrative sections for progress reports covering activities implemented by the City. Consultant shall also update the City's watershed control measure information semi-annually in WRAMPS2 for submittal to the watershed lead.

To the extent the Consultant performs any of the foregoing activities for multiple clients, the Consultant's time for these activities shall be distributed proportionately among those municipal clients. As part of this task, Consultant shall also provide technical/regulatory review and comment on the City's Sepulveda canyon annual continuous flow monitoring data deliverables that are key to maintaining the City's deemed compliance status with TMDLs.

We will represent the City at all required Peninsula WMG and Harbor Regional Monitoring Coalition meetings and execute all required technical reviews for CIMP, WMP, and Sepulveda Canyon data.

Through our services to Rancho Palos Verdes, we assist with the coordination of the Palos Verdes Peninsula Watershed Management Group (WMG). We will prepare for and attend the six Peninsula WMG coordination meetings, the six CIMP coordination calls, and quarterly Harbor Regional Monitoring Coalition meetings. When representing multiple municipal clients concurrently at any meeting, the hours billed to the City will be reduced proportionately.

We track water quality results at CIMP monitoring locations to identify potential exceedances before they result in Notices of Violation. We will provide technical and regulatory review of the draft annual CIMP monitoring reports, the draft Harbor Toxics TMDL Annual Monitoring Report, and the City's Sepulveda Canyon annual continuous flow monitoring data to maintain the City's deemed compliance status. For compliance reporting, we will review the draft semi-annual progress reports, provide necessary narrative sections for City-implemented activities, and update the City's watershed control measure information semi-annually in WRAMPS2.

By analyzing monitoring trends alongside the WMP, we help the City identify future stormwater projects to address water quality issues. This allows the City to advocate its interests effectively and understand long-term compliance expenditures.

## **2. Organization, Credentials and Experience**

Established in 1985, JLHA is an environmental consulting corporation specializing in assisting municipalities implement water quality and conservation programs. We currently implement elements of these programs to 52 local public agencies. Specific programs we assist with include point source pollution prevention (NPDES, TMDL, stormwater, watershed management, sewer spills), nonpoint source pollution prevention, water conservation, and recycling. Services include program administration, planning, reporting, and funding, as well as inspections, engineering, monitoring, public education, and training. Detailed qualifications and experience are provided within this package.

All staff operate out of our office at 6131 Orangethorpe Ave, Suite 300, in Buena Park, California. JLHA consists of 25 staff. This includes one principal, two directors, three managers, four senior technical specialists, thirteen technical specialists, and two business administrators. Staff credentials include certified professionals in engineering, stormwater quality, BMP (Best Management Practice) inspection, erosion control, SWPPP development and implementation, and environmental assessment.

### **2.1 Firm's Experience with Projects of Similar Scope**

We specialize in assisting cities implement water quality and conservation programs, including NPDES/pollution prevention, watershed management, sewer spill prevention, water conservation, and recycling. We are uniquely qualified to provide the requested services due to our extensive experience and expertise in MS4 NPDES Permit compliance within the Greater Los Angeles area. We have a proven history of successfully executing similar contracts, demonstrating our reliability, commitment to quality project delivery, and capacity to manage multiple task orders efficiently. For 25 years, we have specialized in these services, which include program administration, monitoring and reporting, program funding, compliance planning, studies, and minimum control measure implementation. In addition, our Project Team includes multiple staff members with 10 to 20+ years of experience implementing and managing local MS4 Permit Programs in LA County.

Our ability to repeatedly resolve the complex regulatory issues associated with these MS4 Permit services has resulted in a significant local client base: We currently provide MS4 NPDES services to 50 cities in LA and Orange County, 39 of which are in LA County. Working with nearly half of LA County's cities has given us the opportunity to experience and address the regulatory challenges for municipalities of all sizes and in all watershed regions. Because we manage a wide range of assignments throughout the region, our approach is built on being highly responsive and staying closely coordinated with City staff. This active partnership ensures that every assignment is completed on time and within budget.

We also understand that some MS4 Permit requirements are specific to a City's hydrologic location. Our extensive work with Rolling Hills' neighbors gives us an unparalleled understanding of these requirements. Due to our work with Rolling Hills' neighbors, we also participate in the same Watershed Management Groups, Watershed Management Programs, and Watershed Area

Steering Committees as the City. This allows us to stay ahead of local program concerns while minimizing costs for the City.

## 2.2 Municipal NPDES Program Experience

Our firm's experience in Municipal NPDES begins with the inception of MS4 NPDES Permits in the 1990s. Table 1 is a complete list of the MS4 NPDES services we provide to **50** local municipal clients, as well as our years of service. This includes nearby cities, such as **Hawthorne, Inglewood, Lomita, Long Beach, and Rancho Palos Verdes**. The following is a list of recent MS4 NPDES Service Highlights:

- **Audit preparation.** Assisting Compton, Diamond Bar, Fountain Valley, Fullerton, Glendale, Los Angeles, Orange, South Gate, and Villa Park in MS4 NPDES audits. (2019-2026.)
- **Watershed planning.** Updating WMPs for the Lower LA River, Lower San Gabriel River, and Peninsula Cities Watershed Groups, and the City of Long Beach. (2021-2025.)
- **Compliance reporting.** Completing over 120 NPDES compliance reports per year. (2026)
- **Inspections.** Conducting over 10,000 BMP inspections and follow-ups per year. (2026)
- **Plan review.** Reviewing LID Plans/WQMPs and FOG Plans for 28 local agencies. (2026)
- **Trash compliance.** Assisting 42 cities achieve compliance with Trash TMDL and Statewide Trash Provisions requirements. (2026)

## 2.3 SCW Program Experience

Our firm's experience in the Safe, Clean Water (SCW) Program begins with the inception of the Program in 2018. We provide this service to **33** local cities: See Table 2. Services include preparing Regional Program applications, Fund Transfer Agreement documents, Annual Plans, Municipal Annual Reports, Regional Mid-Year and Annual Report, Metrics & Measures Reports, providing general technical assistance, assisting with triennial audits, managing clients' SCW portal, and representing clients in interactions with the Flood Control District's SCW Program Team.

**Table 1. Active MS4 NPDES Program Clients and Services**

| <b>Services offered with # of clients served</b>                                                              |                      |     |                  |                      |     |
|---------------------------------------------------------------------------------------------------------------|----------------------|-----|------------------|----------------------|-----|
| <b>#1. Administration.</b> Program oversight, City representation, or technical/regulatory support.           |                      |     |                  |                      | 47  |
| <b>#2. Funding.</b> Grant/SCW application and management and SCW Plan/Report preparation.                     |                      |     |                  |                      | 43  |
| <b>#3. Reporting.</b> Annual, TMDL, WMP, and Monitoring Compliance Report preparation.                        |                      |     |                  |                      | 47  |
| <b>#4. Monitoring oversight.</b> Oversight of surface water quality monitoring subcontractors.                |                      |     |                  |                      | 21  |
| <b>#5. Planning.</b> Program and project planning to comply with NPDES, TMDLs, and WMPs.                      |                      |     |                  |                      | 48  |
| <b>#6. Plan review.</b> LID Plan, WQMP, SWPPP and other NPDES-related plan reviews.                           |                      |     |                  |                      | 27  |
| <b>#7. Trash provisions.</b> Trash TMDL and Trash Provisions planning and implementation.                     |                      |     |                  |                      | 42  |
| <b>#8. Training.</b> Staff training in NPDES requirements, either in-person, remote, or online.               |                      |     |                  |                      | 42  |
| <b>#9. Field inspections.</b> BMP inspections (construction, industrial/commercial, municipal, or LID).       |                      |     |                  |                      | 50  |
| <b>#10. Public outreach.</b> Public outreach content development and distribution.                            |                      |     |                  |                      | 41  |
| <b>Clients with services provided (see above) and years of service (50 cities and 1 JPA for 2 MOA Groups)</b> |                      |     |                  |                      |     |
| Client                                                                                                        | Services provided    | Yrs | Client           | Services provided    | Yrs |
| Arcadia                                                                                                       | 1,2,3,5,7,8,9,10     | 31  | Artesia          | 1,2,3,4,5,7,8,9,10   | 12  |
| Baldwin Park                                                                                                  | 1,2,3,5,9,10         | 6   | Bellflower       | 1,2,3,4,5,6,7,8,9,10 | <1  |
| Buena Park                                                                                                    | 9                    | 5   | Burbank          | 1,2,3,5,7            | 9   |
| Cerritos                                                                                                      | 1,2,3,4,5,7,8,9,10   | 11  | Compton          | 1,2,3,4,5,7,8,9,10   | 6   |
| Covina                                                                                                        | 1,3,5,6,8,9          | 18  | Culver City      | 1,2,3,5,6,7,8,9,10   | 3   |
| Diamond Bar                                                                                                   | 1,2,3,4,5,6,7,8,9,10 | 19  | Downey           | 1,2,3,4,5,6,7,8,9,10 | 15  |
| Fountain Valley                                                                                               | 5                    | 5   | Fullerton        | 1,2,3,5,6,7,8,9,10   | 9   |
| Glendale                                                                                                      | 1,2,3,5,7,8,9,10     | 13  | Hawaiian Gardens | 1,2,3,4,5,7,8,9,10   | 14  |
| Hawthorne                                                                                                     | 1,2,3,5,7,8,9,10     | 26  | Hermosa Beach    | 1,2,3,5,7,8,9,10     | 6   |
| Inglewood                                                                                                     | 1,2,3,5,7,8,9,10     | 11  | La Habra         | 1,2,3,5,6,7,8,9,10   | 15  |
| La Mirada                                                                                                     | 1,2,3,4,5,7,8,9,10   | 9   | Laguna Woods     | 1,5,6,9              | 6   |
| Lakewood                                                                                                      | 1,2,3,4,5,6,7,8,9,10 | 11  | Lomita           | 1,2,3,5,7,8,9,10     | 11  |
| Long Beach                                                                                                    | 1,2,3,4,5,7,8,9,10   | 12  | Los Angeles      | 1,5,8,9              | 4   |
| Lynwood                                                                                                       | 1,2,3,4,5,6,7,8,9,10 | 12  | Manhattan Beach  | 9                    | 16  |
| Monterey Park                                                                                                 | 1,2,3,5,6,7,8,9,10   | 21  | Norwalk          | 1,2,3,4,5,6,7,8,9,10 | 16  |
| Paramount                                                                                                     | 1,2,3,4,5,6,7,8,9,10 | 12  | Pasadena         | 1,2,3,5,6,7,8,9,10   | 11  |
| Placentia                                                                                                     | 1,2,3,5,6,7,8,9,10   | 13  | Pico Rivera      | 1,2,3,4,5,6,7,8,9,10 | 10  |
| Rancho Palos Verdes                                                                                           | 1,2,3,4,5,6,7,8,9,10 | 32  | Rolling Hills    | 7                    | 17  |
| San Gabriel                                                                                                   | 1,2,3,5,7,8,9,10     | 6   | San Marino       | 1,2,3,5,7,8,9,10     | 6   |
| Santa Fe Springs                                                                                              | 2,3,4,6,9            | 10  | Seal Beach       | 1,2,3,5,6,7,8,9,10   | 21  |
| Signal Hill                                                                                                   | 1,2,3,4,5,6,7,8,9,10 | 41  | South El Monte   | 1,2,3,5,6,7,8,9,10   | 9   |
| South Gate                                                                                                    | 1,2,3,4,5,6,7,8,9,10 | 35  | South Pasadena   | 1,2,3,5,7,8,9,10     | 21  |
| Stanton                                                                                                       | 1,2,3,5,6,7,8,9,10   | 18  | Temple City      | 1,2,3,5,7,8,9,10     | 23  |
| Villa Park                                                                                                    | 1,2,3,5,6,7,8,9,10   | 13  | West Covina      | 1,2,3,5,6,7,8,9,10   | 11  |
| West Hollywood                                                                                                | 1,2,3,5,6,7,8,9,10   | 31  | Whittier         | 1,2,3,4,5,6,7,8,9,10 | 12  |
| GWMA (LLAR WMG)                                                                                               | 1,3,4,5              | 13  | GWMA (LSGR WMG)  | 1,3,4,5              | 13  |

**Table 2. Active SCW Program Clients (33)**

| Client         |                  |                     |                |
|----------------|------------------|---------------------|----------------|
| Arcadia        | Artesia          | Baldwin Park        | Bellflower     |
| Burbank        | Cerritos         | Compton             | Diamond Bar    |
| Downey         | Glendale         | Hawaiian Gardens    | Hermosa Beach  |
| Inglewood      | La Mirada        | Lakewood            | Lomita         |
| Long Beach     | Lynwood          | Monterey Park       | Norwalk        |
| Paramount      | Pico Rivera      | Rancho Palos Verdes | San Gabriel    |
| San Marino     | Santa Fe Springs | Signal Hill         | South El Monte |
| South Pasadena | Temple City      | West Covina         | West Hollywood |
| Whittier       |                  |                     |                |



## 2.4 Project Team

The following is a list of key personnel and supporting staff roles assigned to this project, including their role and responsibilities and highlights of their relevant experience. The resumes of key personnel assigned to this project in Attachment A include detailed backgrounds and experiences.

### 2.4.1 Key Personnel

Name and role: **John Hunter, Principal-in-Charge**

Role description: Provides high-level strategic direction.

JLHA title / certs: Principal / Chemical PE

Yrs of experience: **30+** years in NPDES, **41** years with JLHA (founder).

Name and role: **Cameron McCullough, Project Manager**

Role description: Point of contact, co-leads project team, oversees budget, schedule, and quality.

JLHA title / certs: Director / CPSWQ, QSD/P, IGP ToR

Yrs of experience: **22** years in NPDES, **22** years with JLHA.

Name and role: **Michelle Stafffield, Alternate Project Manager / Plan Reviewer**

Role description: Point of contact, leads project delivery, and shares PM responsibilities.

JLHA title / certs: Senior Program Manager / Civil PE, CPSWQ, QSD/P

Yrs of experience: **19** years in water quality, **11** years with JLHA.

Name and role: **Jillian Brickey, Land Development Program SME**

Role description: Subject matter expert for SWPPP/LID Plan review and LID BMP installation.

JLHA title / certs: Director / CPSWQ, QSD/P, CGP ToR

Yrs of experience: **20** years in NPDES, **20** years with JLHA.

Name and role: **Michelle Kim, Plan Reviewer**

Role description: Reviews WQMPs, SWPPPs, and other surface water quality plans.

JLHA title / certs: Senior Program Manager / CPSWQ, QSD/P

Yrs of experience: **19** years in water quality, **11** years with JLHA.

Name and role: **Hugo Garcia, Trash Program SME**

Role description: Serves as subject matter expert for Trash TMDL requirements.

JLHA title / certs: Program Manager / CPSWQ, CESSWI, QSD/P

Yrs of experience: **14** years in NPDES, **14** years with JLHA.

Name and role: **Glenn Cajar, Field Services Lead and SME**

Role description: Leads and serves as subject matter expert for field activities.

JLHA title / certs: Lead Specialist / CPESC, CESSWI, QSP, QISP

Yrs of experience: **12** years in water quality, **12** years with JLHA.

## 2.4.2 Support Staff

Name and role: **Chris Chew, Senior Engineer**

Role description: Plan reviewer.

JLHA title / certs: Civil Engineer / Civil PE

Yrs of experience: **11** years in water quality, **5** years with JLHA.

Name and role: **Chris Smith, Alternate Field Services Lead**

Role description: Co-leads and serves as subject matter expert for inspections and investigation.

JLHA title / certs: Lead Specialist / CESSQI, QSP, QISP

Yrs of experience: **13** years in water quality, **13** years with JLHA.

Name and role: **Wilson Duong, Alternate Field Services Lead / Trash Provisions SME**

Role description: Co-leads and serves as subject matter expert for inspections and investigation, and Trash Program requirements.

JLHA title / certs: Lead Specialist / CPSWQ, CESSWI, QSD/P

Yrs of experience: **10** years in water quality, **10** years with JLHA.

Name and role: **Erick Barrales, Field Services Support**

Role description: Conducts BMP inspections and investigations.

JLHA title / certs: Specialist II / CESSWI, QSP, QISP

Yrs of experience: **7** years in NPDES, **7** years with JLHA.

## 2.4.3 Sub-Consultants

We do not anticipate the need to enlist the assistance of sub-consultants to fulfill the scope of services. If it is determined that a subconsultant is needed to provide a specialized task, the City will be notified prior to approval.

## 2.5 Relevant Experience

We understand the City requires the following MS4 Permit Compliance and Program services:

- **Task 1 - Program Planning, Regulatory Support and Coordination**
- **Task 2 - Annual Report Preparation**
- **Task 3 - Safe Clean Water (Measure W) Municipal Program Assistance**
- **Task 4 - Public Information and Participation Program Assistance**
- **Task 5 - Planning & Land Development and Construction Programs Support**
- **Task 6 - Public Agency Activities Program Support**
- **Task 7 - Illicit Discharge Detection and Elimination Program Support**
- **Task 8 - Watershed Management Program Adaptive Management & Progress Reporting**

Table 3 lists similar services provided by Project Team members to other municipal clients. A complete list of the recent clients and services provided can be found in Tables 1 and 2. The following is additional detail on our services for three (3) similar projects provided to neighboring cities:

**City of Hawthorne, 2000-Present (Ongoing):** We represent the City in Dominguez Channel WMG meetings and in interactions with regulators, provide regulatory and technical support, prepare the MS4 Annual Report and WMP Progress Report, update WRAMPS with volumetric data from private and public LID and regional projects, track, inspect, assist, and enforce at industrial/commercial facilities and large construction sites, track SMARTS for updates on sites under the NPDES CGP and IGP, respond to illicit discharge investigations, assist with Trash Provisions compliance planning and reporting, train City staff, track outreach metrics, and develop and distribute outreach materials and content.

**City of Lomita, 2015-Present (Ongoing):** We represent the City in Dominguez Channel WMG meetings and in interactions with regulators, provide regulatory and technical support, prepare the SCWP Annual Plan and Annual Report, prepare the MS4 Annual Report and WMP Progress Report, update WRAMPS with volumetric data from private and public LID and regional projects, track, inspect, assist, and enforce at industrial/commercial facilities and large construction sites, track SMARTS for updates on sites under the NPDES CGP and IGP, respond to illicit discharge investigations, assist with Trash Provisions compliance planning and reporting and Trash TMDL studies and reporting, train City staff, track outreach metrics, develop and distribute outreach materials and content, and assist with the development, funding, and promotion of regional stormwater capture projects, such as the Downtown Lomita Multi-Benefit Stormwater Project.

**City of Rancho Palos Verdes, 1994-Present (Ongoing):** We represent the City in Palos Verdes Peninsula WMG meetings and in interactions with regulators, provide regulatory and technical support, prepare the SCWP Annual Plan and Annual Report, prepare the MS4 Annual Report and WMP Progress Report, update WRAMPS with volumetric data from private and public LID and regional projects, track, inspect, assist, and enforce at industrial/commercial facilities and large construction sites, track SMARTS for updates on sites under the NPDES CGP and IGP, respond to

illicit discharge investigations, assist with Trash Provisions compliance planning and reporting and Trash TMDL studies and reporting, train City staff, track outreach metrics, develop and distribute outreach materials and content, and assist with the development, funding, and promotion of regional stormwater capture projects.

**Table 3. Firm Experience with Similar Contracted Work**

| Client              | Task 1 | Task 2 | Task 3 | Task 4 | Task 5 | Task 6 | Task 7 | Task 8 |
|---------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Arcadia             | X      | X      | X      | X      | X      | X      | X      | X      |
| Artesia             | X      | X      | X      | X      | X      | X      | X      | X      |
| Baldwin Park        | X      | X      | X      | --     | X      | X      | X      | X      |
| Bellflower          | X      | X      | X      | X      | X      | X      | X      | X      |
| Burbank             | X      | X      | X      | X      | --     | --     | --     | X      |
| Cerritos            | X      | X      | X      | X      | X      | X      | X      | X      |
| Compton             | X      | X      | X      | X      | X      | X      | X      | X      |
| Covina              | --     | X      | --     | --     | X      | X      | X      | --     |
| Culver City         | X      | X      | X      | X      | X      | X      | X      | X      |
| Diamond Bar         | X      | X      | X      | X      | X      | X      | X      | X      |
| Downey              | X      | X      | X      | X      | X      | X      | X      | X      |
| Fullerton           | X      | X      | X      | X      | X      | X      | X      | X      |
| Glendale            | X      | X      | X      | X      | X      | X      | X      | X      |
| Hawaiian Gardens    | X      | X      | X      | X      | X      | X      | X      | X      |
| Hawthorne           | X      | X      | X      | X      | X      | X      | X      | X      |
| Hermosa Beach       | X      | X      | X      | X      | X      | X      | X      | X      |
| Inglewood           | X      | X      | X      | X      | X      | X      | X      | X      |
| La Habra            | X      | X      | X      | X      | X      | X      | X      | X      |
| La Mirada           | X      | X      | X      | X      | X      | X      | X      | X      |
| Lakewood            | X      | X      | X      | X      | X      | X      | X      | X      |
| Lomita              | X      | X      | X      | X      | X      | X      | X      | X      |
| Long Beach          | X      | X      | X      | X      | X      | X      | X      | X      |
| Los Angeles         | --     | --     | --     | --     | X      | X      | X      | --     |
| Lynwood             | X      | X      | X      | X      | X      | X      | X      | X      |
| Monterey Park       | X      | X      | X      | X      | X      | X      | X      | X      |
| Norwalk             | X      | X      | X      | X      | X      | X      | X      | X      |
| Paramount           | X      | X      | X      | X      | X      | X      | X      | X      |
| Pasadena            | X      | X      | X      | X      | X      | X      | X      | X      |
| Pico Rivera         | X      | X      | X      | X      | X      | X      | X      | X      |
| Placentia           | X      | X      | X      | X      | X      | X      | X      | X      |
| Rancho Palos Verdes | X      | X      | X      | X      | X      | X      | X      | X      |
| San Gabriel         | X      | X      | X      | X      | X      | X      | X      | X      |
| San Marino          | X      | X      | X      | X      | X      | X      | X      | X      |
| Santa Fe Springs    | X      | X      | X      | X      | --     | --     | --     | --     |

| Client          | Task 1 | Task 2 | Task 3 | Task 4 | Task 5 | Task 6 | Task 7 | Task 8 |
|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Seal Beach      | X      | X      | X      | X      | X      | X      | X      | X      |
| Signal Hill     | X      | X      | X      | X      | X      | X      | X      | X      |
| South El Monte  | X      | X      | X      | X      | X      | X      | X      | X      |
| South Gate      | X      | X      | X      | X      | X      | X      | X      | X      |
| South Pasadena  | X      | X      | X      | X      | X      | X      | X      | X      |
| Stanton         | X      | X      | X      | X      | X      | X      | X      | X      |
| Temple City     | X      | X      | X      | X      | X      | X      | X      | X      |
| Villa Park      | X      | X      | X      | X      | X      | X      | X      | X      |
| West Covina     | X      | X      | X      | X      | X      | X      | X      | X      |
| West Hollywood  | X      | X      | X      | X      | X      | X      | X      | X      |
| Whittier        | X      | X      | X      | X      | X      | X      | X      | X      |
| GWMA (LLAR WMG) | X      | --     | --     | --     | --     | --     | --     | --     |
| GWMA (LSGR WMG) | X      | --     | --     | --     | --     | --     | --     | --     |

## 2.6 Client References

The following are five references for nearby cities where we provide similar services. Additional references from the clients listed in Tables 1 and 2 are available at the request of the City.

### Reference 1: City of Hawthorne

Name and title: M. David Esfandi, Senior Engineer  
 Address: 4455 W. 126th Street Hawthorne, CA 90250  
 Phone/email: 310.349.2984 / mesfandi@cityofhawthorne.org  
 JLHA services: Municipal NPDES, SCW, and FOG Program assistance. See Sections 2.2 and 2.3, and Tables 1 and 2 for more information on services provided.

### Reference 2: City of Hermosa Beach

Name and title: Doug Krauss, Environmental Programs Manager  
 Address: 1315 Valley Dr, Hermosa Beach, CA 90254  
 Phone/email: (310) 750-3603 / dkrauss@hermosabeach.gov  
 JLHA services: Municipal NPDES, SCW, and CBR Program assistance. See Sections 2.2 and 2.3, and Tables 1 and 2 for more information on services provided.

### Reference 3: City of Lomita

Name and title: Jenn Howell, P.E., Associate Engineer  
 Address: 24300 Narbonne Ave., Lomita, CA 90717  
 Phone/email: 310.325-7110 ext. 170 / j.howell@lomitacity.com  
 JLHA services: Municipal NPDES and SCW Program assistance. See Sections 2.2 and 2.3, and Tables 1 and 2 for more information on services provided.

### Reference 4: City of Long Beach

Name and title: Colin Averill, P.E., Stormwater Division Manager  
 Address: 333 W Ocean Ave., Long Beach, CA 90802  
 Phone/email: 562.570.6679 / colin.averill@longbeach.gov  
 JLHA services: Municipal NPDES and SCW Program, and WMP/IMP assistance. See Sections 2.2 and 2.3, and Tables 1 and 2 for more information on services provided.

### Reference 5: City of Rancho Palos Verdes

Name and title: Vanessa Hevener, Project Manager  
 Address: 30940 Hawthorne Blvd., Rancho Palos Verdes, CA 90275  
 Phone/email: 310.544.5333 / vhevener@rpvca.gov  
 JLHA services: Municipal NPDES, SCW, and CBR Program assistance. See Sections 2.2 and 2.3, and Tables 1 and 2 for more information on services provided.

### **3. Additional Information**

We acknowledge receipt of any and all addenda (e.g., Addendum 01) issued in association with this RFP. We accept all conditions as outlined in the RFP and City's Sample Professional Services Agreement. We have no exceptions or suggested changes to note.



## **Attachment A: JLHA Resumes**

The following section includes the resumes of key JLHA personnel.

**John Hunter, PE****Principal****Years of experience**

30+ years in NPDES field  
40 years with JLHA (founder)

**Certifications**

CA Professional Chemical Engineer  
#4724

**Education and Training**

B.S. Chemical Engineering, CSULB  
B.S. Biological Sciences, UCI

John Hunter specializes in assisting municipalities implement surface water quality programs. Specific programs he assists with include point source pollution prevention (NPDES, TMDLs, trash provisions, stormwater, watershed management, industrial waste and FOG control), and multi-benefit water quality/resilience (Safe, Clean Water Program). His services include program administration, planning, reporting, monitoring oversight, and funding. His relevant experience includes the following:

**Principal-in-Charge for Watershed Management Program Assistance (2013-current)**

Lead consultant for the Lower Los Angeles River Watershed Group, the Lower San Gabriel River Watershed Group, the Peninsula Cities Watershed Group, and the Long Beach Near-shore watersheds. Oversaw preparation and oversees continued development of the Watershed Management Programs for these groups.

**Principal-in-Charge for TMDL Programs (2004-current)**

Developed the Reach 1 Metals TMDL Implementation Plan on behalf of nine local agencies. The Plan was used as a source document for the Compliance Schedule in the Lower LA River WMP. Administered Trash DGR studies and associated compliance reports for multiple cities since 2004. Negotiated client interests with Regional Board staff. Obtained grant funding for and prepared the Hamilton Bowl BMP Study. The study evaluated different end-of-pipe trash capture systems for the Cities of Signal Hill and Long Beach.

**Principal-in-Charge for Municipal NPDES Program services (1996-current)**

**Tasks** vary per client, including client representation with watershed groups and regulators, program administration, WMP/TMDL/trash prohibition compliance planning, reporting, studies, and oversight of control programs.

**Clients:** Downey, Lakewood, Rancho Palos Verdes, Signal Hill, South Gate.

**Representation and Advocacy services (1996-current)**

**Tasks:** Represents client interests in meetings with Regional Board staff/members regarding WMPs, TMDLs, and other MS4 Permit mandates. Has chaired the Los Angeles River Watershed Management Committee, Santa Monica Bay Bacterial TMDL J7 Subcommittee, and the LA Permit Group. Currently serves as technical lead for the Lower San Gabriel, Lower Los Angeles, and Peninsula Cities Watershed Management Groups.

**Principal-in-Charge for Safe, Clean Water Program services (2018-current)**

**Tasks** include oversight of the preparation of Annual Plans, Annual Reports, Metrics and Measures Reports, assisting with audits, and providing general technical assistance.

**Clients:** Downey, Lakewood, Rancho Palos Verdes, Signal Hill, South Gate.

**Cameron McCullough, CPSWQ, QSD/P, IGP ToR****Director****Years of experience**

22 years in the NPDES & FOG fields  
22 years with JLHA

**Certifications**

CPSWQ, EnviroCert (#0842)  
QSD/QSP, CASQA (#22706)  
IGP ToR, CASQA (#079)

**Education**

M.S., Applied Mathematics, CSULB  
B.S., Physics, CSULB

Cameron McCullough specializes in assisting municipalities implement surface water quality programs. Specific programs he assists with include point source pollution prevention (NPDES, TMDLs, trash provisions, stormwater, watershed management, sewer spills, industrial waste and FOG control), nonpoint source pollution prevention (trash TMDLs), and multi-benefit water quality/resilience (Safe, Clean Water Program). His services include program administration, planning, reporting, monitoring oversight, funding, and staff training, as well as the management of inspections, investigations, field studies, and public outreach activities. His relevant experience includes the following:

**Project Lead for Municipal NPDES Program services (2006-current)**

**Tasks:** Varies per client, including client representation with watershed groups and regulators, program administration, WMP/TMDL/trash prohibition compliance planning, staff training, reporting, studies, and oversight of control programs such as BMP inspections, investigations, and public outreach.

**Clients:** Arcadia, Burbank, Fountain Valley, Glendale, Los Angeles, San Gabriel, San Marino, South Pasadena, and Villa Park.

**Project Lead for client training services (2006-current)**

**Tasks:** Varies per client, including but not limited to developing client staff training materials, such as Learning Management Systems (LMSs), slide presentations, illustrations, and videos, as well as presenting.

**Clients:** Arcadia, Artesia, Bellflower, Cerritos, Compton, Covina, Glendale, Diamond Bar, Downey, Fullerton, Hawaiian Gardens, Hawthorne, Hermosa Beach, Inglewood, La Habra, La Mirada, Lomita, Long Beach, Los Angeles, Lower LA River WMG, Lower SG River WMG, Lynwood, Monterey Park, Norwalk, Paramount, Pasadena, Pico Rivera, Placentia, Rancho Palos Verdes, San Gabriel, San Marino, Seal Beach, Signal Hill, South El Monte, South Pasadena, South Gate, Stanton, Temple City, and Villa Park.

**Technical Lead for Watershed Management Program services (2014-current)**

**Tasks:** Provide technical assistance to two watershed management groups. Tasks include preparing and updating as-needed the WMP, CIMP, ROWD, Adaptive Management Reports, WMP Progress Reports, and Monitoring Reports, and serving as a representative of the Group.

**Client:** The Lower Los Angeles River Watershed Management Group and the Lower San Gabriel River Watershed Management Groups through contracts with the Gateway Water Management Authority.

**Project Lead or Technical Support for MS4 NPDES Permit audit services (2006-current)**

**Tasks:** Varies per client, including representing cities in MS4 NPDES Permit compliance audits from Cal EPA and Federal EPA, compiling responses to records requests, and preparing response letters.

**Clients:** Compton (2024), Diamond Bar (2019), Fountain Valley (2026), Glendale (2020), Orange (2026), Seal Beach (2010, 2006), South Gate (2024), Stanton (2014, 2010), and Villa Park (2019).

**Project Lead or Technical Support for Safe, Clean Water Program services (2018-current)**

**Tasks:** Varies per client, including preparing Annual Plans, Annual Reports, Metrics and Measures Reports, assisting with audits, and providing general technical assistance.

**Clients:** Arcadia, Baldwin Park, Bellflower, Burbank, Glendale, Paramount, San Gabriel, San Marino, South El Monte, South Pasadena, and West Covina.

**Michelle Stafffield, PE, CPSWQ, QSD/P****Senior Program Manager****Years of experience**

19 years in the water quality field

11 years with JLHA

**Certifications**CA Professional Civil  
Engineer (#88904)

CPSWQ, EnviroCert (#1136)

QSD, CASQA (#26529)

**Education**

M.S., Civil Engineering, LMU

B.S., Ecology, Behavior, & Evolution,  
UCSD

Michelle Stafffield specializes in assisting municipalities implement surface water quality programs. Specific programs she assists with include point source pollution prevention (NPDES, TMDLs, trash provisions, stormwater, and watershed management) and multi-benefit water quality/resilience (Safe, Clean Water Program). Her services include program administration, planning, reporting, monitoring oversight, funding, staff training, plan review, inspections, and public outreach. Her relevant experience includes the following:

**Project Lead for Municipal NPDES Program services (2015-current)**

**Tasks:** Varies per client, including client representation with watershed groups and regulators, program administration, WMP/TMDL/trash prohibition compliance planning, staff training, reporting, studies, and oversight of control programs such as plan review, BMP inspections, investigations, and public outreach.

**Clients:** Culver City, Hawthorne, Rolling Hills, Compton, Hermosa Beach, Inglewood, Lomita, Rancho Palos Verdes, Signal Hill, West Hollywood.

**Project Lead for Watershed Management Program services (2021-current)**

**Tasks:** Leads Watershed Management Program Group administrative activities for the Peninsula Cities Watershed Management Group. Tasks include preparing and updating as-needed the WMP, CIMP, ROWD, Adaptive Management Reports, WMP Progress Reports, and Monitoring Reports, serving as a representative of the Group, and serving as a contact with neighboring watershed groups.

**Client:** Peninsula Cities Watershed Management Group through a contract with Rancho Palos Verdes.

**Project Lead for MS4 NPDES Permit audit services (2024)**

**Tasks:** Prepared the City for and represented the City in an MS4 NPDES Permit compliance audit from Cal EPA and Federal EPA. Compiled responses to records requests and inquiries.

**Client:** Compton.

**Municipal NPDES Program LID Plan/WQMP review (2015-current)**

**Tasks:** Review and approve LID Plans and WQMPs following MS4 Permit and City standards.

**Clients:** Covina, Culver City, Diamond Bar, Downey, Lakewood, Lynwood, Monterey Park, Norwalk, Paramount, Pasadena, Pico Rivera, Rancho Palos Verdes, Santa Fe Springs, Signal Hill, South El Monte, South Gate, West Covina, West Hollywood, Whittier, Fullerton, Laguna Woods, La Habra, Placentia, Seal Beach, Stanton, Villa Park.

**Project Lead for Safe, Clean Water Program services (2018-current)**

**Tasks:** Varies per client, including preparing Annual Plans, Annual Reports, Metrics and Measures Reports, assisting with audits, and providing general technical assistance.

**Clients:** Compton, Hermosa Beach, Inglewood, Lomita, Rancho Palos Verdes, Signal Hill, West Hollywood

**Jillian Brickey, CPSWQ, QSD/P, CGP ToR****Director**

**Years of experience**

20 years providing NPDES services  
20 years with JLHA

**Certifications**

CPSWQ, EnviroCert (#0845)  
QSD/QSP, CASQA (#22731)  
CGP ToR, CASQA

**Education**

M.S., Environmental Science, CSUF  
B.S., Zoology, Cal State Poly Pomona

Jillian Brickey specializes in assisting municipalities implement surface water quality programs. Specific programs she assists with include point source pollution prevention (NPDES, TMDLs, trash provisions, stormwater, and watershed management), multi-benefit water quality/resilience (Safe, Clean Water Program), and conservation (used oil recycling, beverage container recycling, and water conservation). Her services include program administration, planning, reporting, monitoring oversight, funding, staff training, plan review, inspections, and public outreach. Her relevant experience includes the following:

**Project Lead for Municipal NPDES Program services (2008-current)**

**Tasks:** Varies per client, including client representation with watershed groups and regulators, program administration, WMP/TMDL/trash prohibition compliance planning, staff training, reporting, studies, and oversight of control programs such as BMP inspections, investigations, and public outreach.

**Clients:** Artesia, Covina, Fullerton, Hawaiian Gardens, La Habra, Lakewood, Norwalk, Pasadena, Placentia, Santa Fe Springs, Seal Beach, South Gate.

**Technical Lead for Watershed Management Program services (2014-current)**

**Tasks:** Provide technical assistance to three watershed management groups. Tasks include preparing and updating as-needed the WMP, CIMP, ROWD, Adaptive Management Reports, WMP Progress Reports, and Monitoring Reports, and serving as a representative of the Group.

**Client:** The Lower Los Angeles River Watershed Management Group and the Lower San Gabriel River Watershed Management Groups through contracts with the Gateway Water Management Authority, and the Nearshore Watershed through a contract with Long Beach.

**Project Lead or Technical Support for MS4 NPDES Permit audit services (2006-current)**

**Tasks:** Varies per client, including representing cities in MS4 NPDES Permit compliance audits from Cal EPA and Federal EPA, compiling responses to records requests, and preparing response letters.

**Clients:** Compton (2024), Diamond Bar (2019), Fountain Valley (2026), Orange (2026), Seal Beach (2010, 2006), South Gate (2024), Stanton (2014, 2010), and Villa Park (2019).

**Municipal NPDES Program LID Plan/WQMP review (2008-current)**

**Tasks:** Review and approve LID Plans and WQMPs following MS4 Permit and City standards.

**Clients:** Covina, Culver City, Diamond Bar, Downey, Lakewood, Lynwood, Monterey Park, Norwalk, Paramount, Pasadena, Pico Rivera, Rancho Palos Verdes, Santa Fe Springs, Signal Hill, South El Monte, South Gate, West Covina, West Hollywood, Whittier, Fullerton, Laguna Woods, La Habra, Placentia, Seal Beach, Stanton, Villa Park.

**Project Lead for Safe, Clean Water Program services (2018-current)**

**Tasks:** Varies per client, including preparing Annual Plans, Annual Reports, Metrics and Measures Reports, assisting with audits, and providing general technical assistance.

**Clients:** Artesia, Hawaiian Gardens, Lakewood, Norwalk, Pasadena, Santa Fe Springs.

**Michelle Kim, CPSWQ, QSD/P****Senior Program Manager****Years of experience**

19 years in the water quality field

11 years with JLHA

**Certifications**

CPSWQ, EnviroCert (#1134)

QSD, CASQA (#26504)

EIT, NCEES (#141554)

**Education**

M.S., Civil Engineering, LMU

B.S., Environmental Science and

B.A., Public Health, UC Berkeley

Michelle Kim specializes in assisting municipalities implement surface water quality programs. Specific programs she assists with include point source pollution prevention (NPDES, TMDLs, trash provisions, stormwater, and watershed management) and multi-benefit water quality/resilience (Safe, Clean Water Program). Her services include program administration, planning, reporting, monitoring oversight, funding, staff training, plan review, inspections, and public outreach. Her relevant experience includes the following:

**Project Lead for Municipal NPDES Program services (2015-current)**

**Tasks:** Varies per client, including client representation with watershed groups and regulators, program administration, WMP/TMDL/trash prohibition compliance planning, staff training, reporting, studies, and oversight of control programs such as plan review, BMP inspections, investigations, and public outreach.

**Clients:** Cerritos, Diamond Bar, Downey, La Mirada, Long Beach, Lynwood, Monterey Park, Pico Rivera, Temple City, Whittier.

**Project Lead for Watershed Management Program services (2021-current)**

**Tasks:** Leads Watershed Management Program Group administrative activities for three watershed management groups. Tasks include preparing and updating as-needed the WMP, (C)IMP, ROWD, Adaptive Management Reports, WMP Progress Reports, and Monitoring Reports, serving as a representative of the Group, and serving as a contact with neighboring watershed groups.

**Client:** The Lower Los Angeles River Watershed Management Group and the Lower San Gabriel River Watershed Management Groups through contracts with the Gateway Water Management Authority, and the Nearshore Watershed through a contract with the City of Long Beach.

**Municipal NPDES Program LID Plan/WQMP review (2015-current)**

**Tasks:** Review and approve LID Plans and WQMPs following MS4 Permit and City standards.

**Clients:** Covina, Culver City, Diamond Bar, Downey, Lakewood, Lynwood, Monterey Park, Norwalk, Paramount, Pasadena, Pico Rivera, Rancho Palos Verdes, Santa Fe Springs, Signal Hill, South El Monte, South Gate, West Covina, West Hollywood, Whittier, Fullerton, Laguna Woods, La Habra, Placentia, Seal Beach, Stanton, Villa Park.

**Technical Support for MS4 NPDES Permit audit services (2024)**

**Tasks:** Prepared the Project Lead for an MS4 NPDES Permit compliance audit from Cal EPA and Federal EPA. Compiled responses to records requests and inquiries.

**Client:** South Gate.

**Project Lead for Safe, Clean Water Program services (2018-current)**

**Tasks:** Varies per client, including preparing Annual Plans, Annual Reports, Metrics and Measures Reports, assisting with audits, and providing general technical assistance.

**Clients:** Cerritos, Diamond Bar, Downey, La Mirada, Long Beach, Lynwood, Monterey Park, Pico Rivera, Temple City, Whittier.

**Hugo Garcia, CPSWQ, CESSWI, QSD/P****Program Manager****Years of experience**

14 years in NPDES & FOG fields  
14 years with JLHA

**Certifications**

CPSWQ, EnviroCert (#1183)  
CESSWI, EnviroCert (#4769)  
QSD/QSP, CASQA

**Education and Training**

B.S., Environmental Science, UCR  
Professional Certificate in GIS  
Basic Inspector Academy, Cal EPA  
Spanish fluency

Hugo Garcia specializes in assisting municipalities implement surface water quality programs. Specific programs he assists with include point source pollution prevention (NPDES, TMDLs, trash provisions, stormwater, watershed management, sewer spills, industrial waste and FOG control), nonpoint source pollution prevention (trash TMDLs), and multi-benefit water quality/resilience (Safe, Clean Water Program). His services include program administration, planning, reporting, monitoring oversight, funding, and staff training, as well as the management of inspections, investigations, field studies, and public outreach activities. His relevant experience includes the following:

**Project Lead for Municipal NPDES Program services (2012-current)**

**Tasks:** Varies per client, including client representation with watershed groups and regulators, program administration, WMP/TMDL/trash prohibition compliance planning, staff training, reporting, studies, and oversight of control programs such as BMP inspections, investigations, and public outreach.

**Clients:** Baldwin Park, Bellflower, Paramount, South El Monte, Stanton, West Covina.

**Project Lead or Technical Support for Trash TMDL or Trash Provision services (2012-current)**

**Tasks:** Varies per client, including conducting DGR and PAC trash studies, preparing compliance plans and compliance reports, and planning and permitting the installation of trash capture devices.

**Clients:** Arcadia, Artesia, Baldwin Park, Bellflower, Burbank, Cerritos, Compton, Culver City, Diamond Bar, Downey, Glendale, Hawaiian Gardens, Hawthorne, Hermosa Beach, Inglewood, La Mirada, Lakewood, Lomita, Long Beach, Lynwood, Monterey Park, Norwalk, Paramount, Pasadena, Pico Rivera, Rancho Palos Verdes, Rolling Hills, San Gabriel, San Marino, Santa Fe Springs, Signal Hill, South El Monte, South Gate, South Pasadena, Temple City, West Covina, West Hollywood, Whittier, Fullerton, La Habra, Placentia, Seal Beach, Stanton, and Villa Park.

**Technical Support for MS4 NPDES Permit audit services (2024)**

**Tasks:** Prepared the City for and represented the City in an MS4 NPDES Permit compliance audit from Cal EPA and Federal EPA. Compiled responses to records requests and inquiries.

**Client:** South Gate.

**Project Lead for Safe, Clean Water Program services (2018-current)**

**Tasks:** Varies per client, including preparing Annual Plans, Annual Reports, Metrics and Measures Reports, assisting with audits, and providing general technical assistance.

**Clients:** Baldwin Park, Bellflower, Paramount, South El Monte, West Covina.

**Project Lead for GIS services (2012-current)**

**Tasks:** Varies per client, including the preparation of compliance maps for the statewide Trash Provisions and Trash TMDLs as well as Watershed Management Program groups.

**Clients:** The clients listed above, as well as the Lower LA River and Lower San Gabriel River Watershed Management Groups.

**Glenn Cajar, CPESC, CESSWI, QSD/P, QISP****Senior Compliance Specialist****Years of experience**

12 years in NPDES/FOG

12 years with JLHA

**Certifications**

CPESC, EnviroCert (#16358)

CESSWI, EnviroCert (#4942)

QSD/QSP, QISP CASQA

**Education and Training**

B.S., Earth and Environmental Science, UCI

Basic Inspector Academy, Cal EPA

Spanish fluency

Glenn Cajar specializes in assisting municipalities implement surface water quality programs. Specific programs he assists with include point source pollution prevention: NPDES, stormwater, Industrial Waste, and FOG control. His services include inspections, investigations, field program oversight, compliance reporting, and staff training. His relevant experience includes the following:

**Technical Lead for Field Inspection Programs (2023-current)**

**Tasks:** Varies per client, including training field inspectors, ensuring quality of field services provided, acting as a direct contact with clients for field activities, and supporting Project Leads and Managers.

**Clients:** Cerritos, Hermosa Beach, Lomita, Midway City Sanitary District, Monterey Park, Pasadena, Rancho Palos Verdes, Seal Beach, Signal Hill, South Pasadena, West Hollywood.

**MS4 NPDES Program Inspector (industrial/commercial/construction/municipal) (2014-current)**

**Tasks:** Varies per client, including conducting BMP compliance inspections at industrial/commercial and municipal facilities and construction sites, assisting facilities under the NPDES Industrial General Permit with permitting, compliance, and SB205, educating site operators, assisting with enforcement actions, and responding to and resolving illicit discharge complaints.

**Clients:** Artesia, Cerritos, Downey, Hermosa Beach, Inglewood, Lomita, Long Beach, Lynwood, Monterey Park, Norwalk, Paramount, Pasadena, Rancho Palos Verdes, Signal Hill, South El Monte, South Gate, South Pasadena, West Hollywood, Whittier, Seal Beach, Stanton.

**FOG and Industrial Waste Control Facility Inspector (2014-current)**

**Tasks:** Varies per client, including conducting FOG and Industrial Waste Control Program compliance inspections at applicable facilities, educating facility operators, assisting with enforcement actions, processing permits, and managing permittee invoicing.

**Clients:** El Monte, Inglewood, Midway City Sanitary District, Monterey Park, Rancho Palos Verdes, Signal Hill, South Pasadena.

**Technical Support for MS4 NPDES Permit audit services (2024)**

**Tasks:** Prepared the City for and represented the City in an MS4 NPDES Permit compliance audit from Cal EPA and Federal EPA. Compiled responses to records requests and inquiries.

**Client:** Compton and South Gate.

**MS4 NPDES Training Programs Support (2019-current)**

**Tasks:** Varies per client, including developing educational materials for use by municipal staff, businesses, and construction site operators, and presenting training topics to municipal field staff.

**Clients:** Arcadia, Artesia, Cerritos, Compton, Diamond Bar, Downey, Glendale, Hawaiian Gardens, Hawthorne, Hermosa Beach, Inglewood, La Mirada, Lomita, Long Beach, Lynwood, Monterey Park, Norwalk, Paramount, Pasadena, Pico Rivera, RPV, San Gabriel, San Marino, Signal Hill, South El Monte, South Gate, South Pasadena, Temple City, West Covina, West Hollywood, Whittier, Fullerton, La Habra, Placentia, Seal Beach, Stanton, and Villa Park.



**Chris Chew, PE, QSD/P****Senior Civil Engineer**

| <b>Years of experience</b>                     | <b>Certifications</b>                             | <b>Education</b>                                                                               |
|------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------|
| 11 years in water quality<br>5 years with JLHA | CA Professional Civil Engineer<br>(#47147), QSD/P | M.S. Civil Engineering, Texas Tech University<br>B.S. Civil Engineering, Texas Tech University |

Chris Chew serves as a Senior Civil Engineer. He has over 20 years of municipal experience reviewing structural and architectural plans. His specialty lies in reviewing such plans for compliance with Permits (including MS4), City ordinances (including LID and Green Streets /Erosion Control), Building Codes, and other State Laws.

**Related Experience with JLHA**

- Reviews structural and architectural plans and residential and large and complicated buildings for compliance with the MS4 Permit, City Ordinances and State Law.
- Interacts with developers to facilitate completion of their projects.
- Code Consultant.

**Related Experience as a Principal Civil Engineer with the City of Glendale (2015-2020)**

- Supervise and manage the Land Development, GIS, Surveying, Real Property, Stormwater and Wastewater Sections.
- Supervise and manage the review of grading and public improvement plans, encroachment plans, subdivision maps, covenant and agreements, street vacations and dedications.
- Update City's ordinances relating to engineering requirements in the Glendale Municipal Code, Glendale Building Code and Low Impact Development Ordinance.
- Review development plans for construction and code compliance.
- Represent the City in meetings with other public agencies on wastewater and stormwater issues.
- Manage and implement the Municipal Separate Storm Sewer System (MS4) program.
- Responsible for the management of the Wastewater contracts with the City of Los Angeles relating to the Amalgamated System and the Los Angeles Glendale Water Reclamation Plant.
- Manage wastewater rate study involving cost of service analysis.
- Solicit, prepare, and manage professional service agreements.
- Coordinate with architects, engineers, contractors, and other City staff on development projects.
- Review City Council's staff report submittals.
- Review and evaluate employee's job performance.

**Related Experience as a Senior Civil Engineer with the City of Glendale (2009-2015)**

- Supervise and manage the Land Development, GIS, and Surveying Groups.
- Review development plans for construction and code compliance.
- Determine requirements for subdivisions, grading permits, construction permits and bonds.
- Coordinate with architects, engineers, contractors, and other City staff on development projects.
- Review Council's staff report submittals.
- Response to citizen's requests and complaints.
- Manage the construction of federally funded slope repair projects and supervise the analysis and reports on disputed construction costs, procedures, bids, and contract.
- Oversee preparation and revision of maps, surveys, wastewater records, and the storage and filing of various records and project files.
- Develop a handbook that describes the permitting procedures for various permits.
- Review and evaluate employee's job performance.

**Chris Smith, CESSWI, QSP, QISP****Senior Compliance Specialist****Years of experience**

12 years in NPDES/FOG

12 years with JLHA

**Certifications**

CESSWI, EnviroCert (#5626)

QSP, CASQA

QISP, CASQA

**Education and Training**

B.S., Environmental Biology, Cal Poly Pomona

Basic Inspector Academy, Cal EPA

Chris Smith specializes in assisting municipalities implement surface water quality programs. Specific programs he assists with include point source pollution prevention: NPDES, stormwater, Industrial Waste, and FOG control. His services include inspections, investigations, field program oversight, compliance reporting, and staff training. His relevant experience includes the following:

**Technical Lead for Field Inspection Programs (2023-current)**

**Tasks:** Varies per client, including training field inspectors, ensuring quality of field services provided, acting as a direct contact with clients for field activities, and supporting Project Leads and Managers.

**Clients:** Arcadia, Compton, Fullerton, Hawthorne, La Habra, Lynwood, Manhattan Beach, Norwalk, Placentia, Villa Park.

**MS4 NPDES Program Inspector (industrial/commercial/construction/municipal) (2016-current)**

**Tasks:** Varies per client, including conducting BMP compliance inspections at industrial/commercial and municipal facilities and construction sites, assisting facilities under the NPDES Industrial General Permit with permitting, compliance, and SB205, educating site operators, assisting with enforcement actions, and responding to and resolving illicit discharge complaints.

**Clients:** Arcadia, Bellflower, Compton, Fullerton, Hawthorne, La Habra, Laguna Woods, Lynwood, Norwalk, Pico Rivera, Placentia, Villa Park.

**FOG and Industrial Waste Control Facility Inspector (2016-current)**

**Tasks:** Varies per client, including conducting FOG and Industrial Waste Control Program compliance inspections at applicable facilities, educating facility operators, assisting with enforcement actions, processing permits, and managing permittee invoicing.

**Clients:** Arcadia, Hawthorne.

**Technical Support for MS4 NPDES Permit audit services (2024)**

**Tasks:** Prepared the City for and represented the City in an MS4 NPDES Permit compliance audit from Cal EPA and Federal EPA. Compiled responses to records requests and inquiries.

**Client:** Compton

**MS4 NPDES Training Programs Support (2019-current)**

**Tasks:** Varies per client, including developing educational materials for use by municipal staff, businesses, and construction site operators, and presenting training topics to municipal field staff.

**Clients:** Arcadia, Artesia, Cerritos, Compton, Diamond Bar, Downey, Glendale, Hawaiian Gardens, Hawthorne, Hermosa Beach, Inglewood, La Mirada, Lomita, Long Beach, Lynwood, Monterey Park, Norwalk, Paramount, Pasadena, Pico Rivera, RPV, San Gabriel, San Marino, Signal Hill, South El Monte, South Gate, South Pasadena, Temple City, West Covina, West Hollywood, Whittier, Fullerton, La Habra, Placentia, Seal Beach, Stanton, and Villa Park.

**Wilson Duong, CPSWQ, CESSWI, QSD/P****Senior Compliance Specialist****Years of experience**

10 years in NPDES/FOG

10 years with JLHA

**Certifications**

CPSWQ, EnviroCert (#1548)

CESSWI, EnviroCert (#5626)

QSD/QSP, CASQA

**Education and Training**

B.S., Environmental Science, UCR

Basic Inspector Academy, Cal EPA

Wilson Duong specializes in assisting municipalities implement surface water quality programs. Specific programs he assists with include point source pollution prevention: NPDES, stormwater, Industrial Waste, and FOG control. His services include inspections, investigations, field program oversight, compliance reporting, and staff training. His relevant experience includes the following:

**Technical Lead for Field Inspection Programs (2023-current)**

**Tasks:** Varies per client, including training field inspectors, ensuring quality of field services provided, acting as a direct contact with clients for field activities, and supporting Project Leads and Managers.

**Clients:** Artesia, Bellflower, Cerritos, Downey, Glendale, Hawaiian Gardens, Lomita, Long Beach, Los Angeles, Paramount, Pasadena, Pico Rivera, San Gabriel, San Marino, Temple City, West Covina, Whittier.

**MS4 NPDES Program Inspector (industrial/commercial/construction/municipal) (2016-current)**

**Tasks:** Varies per client, including conducting BMP compliance inspections at industrial/commercial and municipal facilities and construction sites, assisting facilities under the NPDES Industrial General Permit with permitting, compliance, and SB205, educating site operators, assisting with enforcement actions, and responding to and resolving illicit discharge complaints.

**Clients:** Artesia, Bellflower, Cerritos, Downey, Glendale, Hawaiian Gardens, La Habra, Lomita, Long Beach, Los Angeles, Paramount, Pasadena, Pico Rivera, San Gabriel, San Marino, Temple City, West Covina, Whittier.

**FOG and Industrial Waste Control Facility Inspector (2016-current)**

**Tasks:** Varies per client, including conducting FOG and Industrial Waste Control Program compliance inspections at applicable facilities, educating facility operators, assisting with enforcement actions, processing permits, and managing permittee invoicing.

**Clients:** Baldwin Park, Downey, Covina, El Monte, Lynwood, Monterey Park, Pasadena, South El Monte, Whittier.

**Technical Support for MS4 NPDES Permit audit services (2024)**

**Tasks:** Prepared the City for and represented the City in an MS4 NPDES Permit compliance audit from Cal EPA and Federal EPA. Compiled responses to records requests and inquiries.

**Client:** Compton and South Gate.

**MS4 NPDES Training Programs Support (2019-current)**

**Tasks:** Varies per client, including developing educational materials for use by municipal staff, businesses, and construction site operators, and presenting training topics to municipal field staff.

**Clients:** Arcadia, Artesia, Cerritos, Compton, Diamond Bar, Downey, Glendale, Hawaiian Gardens, Hawthorne, Hermosa Beach, Inglewood, La Mirada, Lomita, Long Beach, Lynwood, Monterey Park, Norwalk, Paramount, Pasadena, Pico Rivera, RPV, San Gabriel, San Marino, Signal Hill, South El Monte, South Gate, South Pasadena, Temple City, West Covina, West Hollywood, Whittier, Fullerton, La Habra, Placentia, Seal Beach, Stanton, and Villa Park.

**Erick Barrales****Compliance Specialist II**

| <b>Years of experience</b>                          | <b>Certifications</b>                           | <b>Education and Training</b>                                                   |
|-----------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------|
| 7 years in the NPDES/FOG field<br>7 years with JLHA | CESSWI, Envirocert<br>QSP, CASQA<br>QISP, CASQA | B.S., Earth System Science, UCI<br>Spanish fluency<br>24 Hour HAZWOPER Training |

Erick Barrales specializes in assisting municipalities implement surface water quality programs. Specific programs he assists with include point source pollution prevention: NPDES, stormwater, Industrial Waste, and FOG control. His services include inspections, investigations, and compliance reporting. His relevant experience includes the following:

**MS4 NPDES Program Industrial/Commercial Facility Inspector (2019-current)**

**Tasks:** Varies per client, including conducting BMP compliance inspections at industrial/commercial and municipal facilities and construction sites, assisting facilities under the NPDES Industrial General Permit with permitting, compliance, and SB205, educating site operators, and assisting with enforcement actions.

**Clients:** Artesia, Cerritos, Downey, Fullerton, Hawaiian Gardens, Long Beach, Los Angeles, Monterey Park, Norwalk, Paramount, Pasadena, Placentia, South El Monte, South Gate, Temple City, West Covina, and West Hollywood.

**MS4 NPDES Program Construction Site Inspector (2024-current)**

**Tasks:** Conducting BMP compliance inspections at construction sites, educating site operators, assisting with enforcement actions, and responding to and resolving illicit discharge complaints.

**Clients:** West Hollywood.

**FOG and Industrial Waste Control Facility Inspector (2019-current)**

**Tasks:** Varies per client, including conducting FOG and Industrial Waste Control Program compliance inspections at applicable facilities, educating facility operators, assisting with enforcement actions, processing permits, and managing permittee invoicing.

**Clients:** El Monte, Monterey Park, South El Monte, and South Gate.

**MS4 NPDES Program Illicit Discharge Investigator (2019-current)**

**Tasks:** Responding to illicit discharge complaints, identifying and resolving illicit discharges, educating responsible parties, assisting with enforcement actions, and completing investigation reports.

**Clients:** Monterey Park, South El Monte, and South Gate.

**Trash TMDL Study Field Support (2019-current)**

**Tasks:** Conducting trash generation field studies and completing reports following the protocols for point source and nonpoint source Trash TMDLs.

**Clients:** Burbank, Glendale, Long Beach, Monterey Park, and Pasadena.

**Public Outreach Support (2019-current)**

**Tasks:** Educate the general public and businesses in stormwater pollution prevention through attendance at City events and through the distribution of educational materials at these events and through the Point-of-Purchase program.

**Clients:** Hawthorne, Monterey Park, South El Monte, South Pasadena, and Temple City.

# Rate Proposal for Municipal Stormwater Consulting Services for the City of Rolling Hills Regulatory Compliance and Program Implementation



**Submitted: 2026.07.21**

Prepared for:

**City of Rolling Hills**

Attn: Christian Horvath

Assistant to the City Manager / City Clerk

2 Portuguese Bend Rd

Rolling Hills, CA 90274

Prepared by:

**John L. Hunter and Associates**

6131 Orangethorpe Ave #300

Buena Park, CA 90620

Cameron McCullough

A handwritten signature in blue ink that reads 'Cameron McCullough'.

Project Manager

cmccullough@jlha.net

562.726.4259

Michelle Staffield

A handwritten signature in blue ink that reads 'Michelle Staffield'.

Alternate Project Manager

mstaffield@jlha.net

562.802.4890

## Schedule of Hourly Rates

Table A1 is our three (3) year fee schedule, covering the initial one-year agreement and the two additional one-year optional renewal periods. The rate schedule is subject to consumer price index (CPI) increases in subsequent years, unless otherwise stated in the agreement.

**Table A1. Hourly rate schedule**

| Company title                       | Rate (\$/hr) |                     |                     |
|-------------------------------------|--------------|---------------------|---------------------|
|                                     | Year 1       | Year 2 <sup>1</sup> | Year 3 <sup>1</sup> |
| Principal                           | \$239        | \$246               | \$254               |
| Director                            | \$226        | \$233               | \$240               |
| Senior Program Manager              | \$213        | \$219               | \$226               |
| Program Manager, Senior Engineer    | \$199        | \$205               | \$211               |
| Assistant Program Manager, Engineer | \$178        | \$183               | \$189               |
| Lead Specialist, Lead Analyst       | \$168        | \$173               | \$178               |
| Senior Specialist, Senior Analyst   | \$157        | \$162               | \$167               |
| Specialist II, Analyst II           | \$146        | \$150               | \$155               |
| Specialist I, Analyst I             | \$135        | \$139               | \$143               |
| Administrative Assistant or Laborer | \$88         | \$91                | \$93                |

<sup>1</sup>If extended

## Estimated Not-to-Exceed Costs

Table A2 is our three (3) year Not-to-Exceed Cost Estimates, covering the initial one-year agreement and the two additional one-year optional renewal periods. Work will be conducted on a time and materials basis. If during implementation of our services, changes in our initial scope estimates result in a potential exceedance of the total cost estimate, we will inform the City. We will not exceed the total cost estimate without City authorization.

**Table A2. Annual Not-to-Exceed Cost Estimate**

| Job title                                                                      | Rate  | Year 1 hrs | Year 1 cost | Year 1 total    | Year 2 total <sup>1</sup> | Year 3 total <sup>1</sup> |
|--------------------------------------------------------------------------------|-------|------------|-------------|-----------------|---------------------------|---------------------------|
| Task 1 - Program Planning, Regulatory Support and Coordination                 |       |            |             | \$16,070        | \$16,552                  | \$17,050                  |
| DIR                                                                            | \$226 | 8          | \$1,808     |                 |                           |                           |
| SPM                                                                            | \$213 | 38         | \$8,094     |                 |                           |                           |
| PM                                                                             | \$199 | 12         | \$2,388     |                 |                           |                           |
| S1                                                                             | \$135 | 28         | \$3,780     |                 |                           |                           |
| Task 2 - Annual Report Preparation                                             |       |            |             | \$8,150         | \$8,395                   | \$8,647                   |
| DIR                                                                            | \$226 | 4          | \$904       |                 |                           |                           |
| SPM                                                                            | \$213 | 10         | \$2,130     |                 |                           |                           |
| PM                                                                             | \$199 | 4          | \$796       |                 |                           |                           |
| S1                                                                             | \$135 | 32         | \$4,320     |                 |                           |                           |
| Task 3 - Safe Clean Water (Measure W) Municipal Program Assistance             |       |            |             | \$5,796         | \$5,970                   | \$6,149                   |
| SPM                                                                            | \$213 | 12         | \$2,556     |                 |                           |                           |
| S1                                                                             | \$135 | 24         | \$3,240     |                 |                           |                           |
| Task 4 - Public Information and Participation Program Assistance               |       |            |             | \$2,390         | \$2,462                   | \$2,536                   |
| Materials                                                                      | \$500 | 1          | \$500       |                 |                           |                           |
| S1                                                                             | \$135 | 14         | \$1,890     |                 |                           |                           |
| Task 5 - Planning & Land Development and Construction Programs Support         |       |            |             | \$3,608         | \$3,716                   | \$3,829                   |
| PM                                                                             | \$199 | 8          | \$1,592     |                 |                           |                           |
| LS                                                                             | \$168 | 12         | \$2,016     |                 |                           |                           |
| Task 6 - Public Agency Activities Program Support                              |       |            |             | \$1,804         | \$1,858                   | \$1,915                   |
| PM                                                                             | \$199 | 4          | \$796       |                 |                           |                           |
| LS                                                                             | \$168 | 6          | \$1,008     |                 |                           |                           |
| Task 7 - Illicit Discharge Detection and Elimination Program Support           |       |            |             | \$2,936         | \$3,024                   | \$3,116                   |
| PM                                                                             | \$199 | 8          | \$1,592     |                 |                           |                           |
| LS                                                                             | \$168 | 8          | \$1,344     |                 |                           |                           |
| Task 8 - Watershed Management Program Adaptive Management & Progress Reporting |       |            |             | \$9,232         | \$9,509                   | \$9,794                   |
| SPM                                                                            | \$213 | 34         | \$7,242     |                 |                           |                           |
| PM                                                                             | \$199 | 10         | \$1,990     |                 |                           |                           |
| <b>Annual Totals</b>                                                           |       |            |             | <b>\$49,986</b> | <b>\$51,486</b>           | <b>\$53,035</b>           |

|                                |                  |
|--------------------------------|------------------|
| <b>Grand Total for 1 Year</b>  | <b>\$49,986</b>  |
| <b>Grand Total for 3 Years</b> | <b>\$154,506</b> |

<sup>1</sup>If extended



# City of Rolling Hills

Proposal for

## Municipal Stormwater Consulting Services for the City of Rolling Hills Regulatory Compliance and Program Implementation

July 21, 2026



### DIRECT CONTACT

**Kelsey Reed, CESSWI, QSP/D, HAZWOPER**  
*Project Manager*

📞 818.383.3092

✉️ [kreed@willdan.com](mailto:kreed@willdan.com)







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## Cover Letter

July 21, 2026

Christian Horvath  
Assistant to the City Manager / City Clerk  
City of Rolling Hills  
2 Portuguese Bend Road  
Rolling Hills, CA 90274

### Re: Proposal for Municipal Stormwater Consulting Services - Regulatory Compliance and Program Implementation

The City of Rolling Hills ("City") is looking for a professional consulting firm to assist the City with implementation of stormwater programs required by the Los Angeles Regional Municipal Separate Storm Sewer System (MS4) Permit (Order No. R4-2021-0105). Willdan Engineering ("Willdan") submits our proposal to help the City of Rolling Hills maintain defensible, efficient, and uninterrupted stormwater compliance under the Regional MS4 Permit and the Palos Verdes Peninsula WMP/CIMP. We understand the City's program is not typical; Rolling Hills is a small, entirely residential, semi-rural community whose low-impact development standards, open space, unpaved trails, and natural canyon drainage systems are central to its stormwater strategy. Our approach is scaled to Rolling Hills: protect the City's deemed-compliance framework, leverage existing nature-based solutions, meet every reporting deadline, and avoid burdening City staff or residents with an unnecessary level of effort. Our team is well-versed in these unique challenges, with direct experience and continued support to similar agencies.

The City can select Willdan with confidence because:

- **We will meet the full eight-task scope with a proven MS4 team:** Kelsey Reed, CESSWI, QSP/D, HAZWOPER, will serve as Project Manager and day-to-day point of contact, supported by Mayra Martinez for training and program implementation, Ruby Cornejo for NPDES/Measure W reporting and other program support, and Jonathan Mitchell, PE, for principal oversight and QA/QC. This is the same team delivering comparable NPDES, watershed management, annual reporting, training, Measure W, and TMDL compliance services for small Los Angeles County cities, including Hidden Hills, Agoura Hills, and La Cañada Flintridge.
- **We use resources effectively:** Rolling Hills should not pay for a large-city compliance program. Our level of effort is sized to the City's limited development activity, absence of industrial/commercial facilities, separate Sepulveda Canyon monitoring contract, and online meeting structure. When work benefits multiple clients, we will allocate time proportionately so the City is charged only for its fair share. Tasks 3, 4, and 8 will be tracked as Measure W: Safe Clean Water Program-eligible activities, with monthly invoice annotations and a cumulative Excel cost-tracking file for ease of reporting.
- **We will protect continuity through the permit transition:** Because the current Regional MS4 Permit expires shortly after the anticipated start date but remains administratively continued until a successor permit is issued, Willdan will maintain current compliance programs while monitoring permit reissuance, Water Board actions, TMDL updates, and statewide cost-reporting requirements. The City will receive timely interpretation and practical recommendations before new requirements become operational burdens.
- **We have diverse stormwater experience:** Willdan has provided stormwater services since the first municipal NPDES permit in the greater Los Angeles area, and has expanded services to include clients in Ventura, Santa Barbara, Riverside, San Bernardino, and Orange Counties across the Los Angeles, Santa Ana, and Central Coast Regional Water Quality Control Boards. As we state within our proposal, our services include but are not limited to municipal permit programs, staff training, inspections, watershed management and monitoring programs, public education, reporting, funding assistance, and coordination with Regional Water Quality Control Board staff.

#### Project Manager

Kelsey Reed, CESSWI, QSP/D, HAZWOPER  
(818) 383-3092  
kreed@willdan.com

As requested, our technical proposal provides our understanding and approach, organization and credentials, proposed personnel, and three similar projects; the fee proposal is provided under separate cover by task. We have reviewed the sample Professional Services Agreement and included comments and questions for the City's consideration.

Our commitment is simple: make compliance easier for the City, preserve Rolling Hills' successful nature-based stormwater approach, and provide defensible documentation that is complete, timely, and audit-ready. We appreciate the opportunity to support the City and look forward to serving as a responsive extension of staff throughout the initial term and optional renewal years.

| Selection Criteria                                                              | Willdan's Response                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ability to meet the scope of work                                               | <ul style="list-style-type: none"> <li>Willdan's approach addresses all eight RFP tasks</li> <li>Annual Reporting, SCWP, WRAMPS2, SMARTS, PIPP, IDDE, training programs, and WMP/CIMP requirements are specifically covered</li> <li>Scope is tailored to Rolling Hills' residential, semi-rural, nature-based stormwater program</li> </ul> |
| Ability to demonstrate efficient use of resources                               | <ul style="list-style-type: none"> <li>Level of effort is scaled to Rolling Hills' limited development activity</li> <li>Shared meeting and task time will be billed proportionately</li> <li>Tasks will be tracked for SCWP cost recovery</li> </ul>                                                                                        |
| Relevant experience of proposed personnel                                       | <ul style="list-style-type: none"> <li>Kelsey Reed leads similar MS4 programs for small Los Angeles County cities, including SMARTS support</li> <li>Mayra Martinez supports training, outreach, SCWP compliance, and program implementation</li> <li>Ruby Cornejo supports annual reporting/WRAMPS2, IDDE, and public outreach</li> </ul>   |
| Dedication of personnel to complete the project deliverables in a timely manner | <ul style="list-style-type: none"> <li>Kelsey Reed serves as day-to-day Project Manager and City contact</li> <li>Staff assigned to the project have availability to respond to the City's requests and by the deadlines included in the RFP</li> </ul>                                                                                      |

We look forward to assembling our qualified team to assist the City with their stormwater program. As Project Manager, **Kelsey Reed** will have overall responsibility for the services provided to the City of Rolling Hills. Should you have any questions or need further information, please contact Kelsey Reed at 818.383.3092 or by email at [kreed@willdan.com](mailto:kreed@willdan.com). We greatly appreciate this opportunity to submit this proposal for MS4 Regulatory Compliance and Program Implementation.

Respectfully submitted,

**WILLDAN ENGINEERING**



Jonathan Mitchell  
Director of Engineering





## Firm Capabilities

Willdan's key staff has the qualifications and experience to work with the City on all requested programs.

| Key Staff                            | Minimum Control Measures | Annual Reports & Compliance Documents | WMP/CIMP | Annual Training | Inspection Programs | WRAMPS & SMARTS | Measure W | Services to Small Jurisdictions |
|--------------------------------------|--------------------------|---------------------------------------|----------|-----------------|---------------------|-----------------|-----------|---------------------------------|
| Kelsey Reed, CESSWI, QSP/D, HAZWOPER | ✓                        | ✓                                     | ✓        | ✓               | ✓                   | ✓               | ✓         | ✓                               |
| Mayra Martinez                       | ✓                        | ✓                                     | ✓        | ✓               | ✓                   | ✓               | ✓         | ✓                               |
| Kayla Urbina, EIT                    | ✓                        | ✓                                     | ✓        | ✓               | ✓                   | ✓               | ✓         | ✓                               |
| Ruby Cornejo, HAZWOPER               | ✓                        | ✓                                     | ✓        | ✓               | ✓                   | ✓               | ✓         | ✓                               |
| Henry Lopez, HAZWOPER                | ✓                        | ✓                                     |          |                 | ✓                   |                 | ✓         | ✓                               |

## NPDES Services



Since the adoption of the first municipal NPDES Permit for Los Angeles County in June 1990, Willdan has provided professional permit, total maximum daily load (TMDL) management, and review services for numerous municipalities, a majority of which are small agencies with a population less than 25,000. Willdan's model of serving as an extension of city staff — attending meetings on the city's behalf, providing monthly check-up meetings, maintaining open lines of communication, and proactively updating staff on critical deadlines, milestones, and required actions — is specifically calibrated to the resource constraints of small municipalities that rely on a single consultant to manage the full breadth of MS4 permit obligations without the benefit of dedicated in-house stormwater staff. These services are provided to our clients by the same dedicated team members proposed herein. The following are various levels of services Willdan provides to its clients:

|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Program Management</b>                                  | When called upon for help with NPDES Programs, Willdan's clients rely on the firm for permit and TMDL program management services. This typically includes the preparation of fiscal year budgets, reports, and presentations to city staff and city council; preparation of annual and semi-annual reports and presentations to regulators; development and management of service contracts, multiagency agreements, and compliance programs; coordination with watershed partners, regulators and at times non-governmental organizations and managing city service personnel.                                                                 |
| <b>Full/Partial Minimum Control Measure Implementation</b> | Using a full range of administrative and field capabilities, Willdan has experience ensuring compliance with the Municipal NPDES Permit – Stormwater Management Minimum Control Measures. This includes compliance activities associated with public information and public participation, industrial/commercial facilities, planning and land development, development construction, public agency activities, and illicit discharge detection and elimination. We also augment our clients existing resources, as well as train city staff to take over Permit requirements such as inspections or other components of the compliance program. |
| <b>Development Plan Review Services</b>                    | As part of the project development review process required by past Municipal NPDES Permits as well as the current Permit, Willdan provides professional engineering related review services for public and private projects subject to the conditioning and approval for design and implementation of stormwater mitigation measures. This includes new development, redevelopment, and construction activities. As a result, Willdan has a                                                                                                                                                                                                      |





|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                          | comprehensive understanding of proper site design, source control measures, and the ability to implement appropriate best management practices (BMPs). Willdan is well-versed in the Stormwater Multiple Application and Reporting Tool (SMARTS) for submittal of required construction site deliverables to the State.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Watershed Management Program Group Representation</b> | Willdan has in-depth knowledge of the development and implementation of Watershed Management Programs (WMP). Throughout Willdan's participation in multiple WMP groups, our staff has negotiated multiagency contracts and agreements, actively participated in the development process of the WMP and water quality monitoring programs and has collaborated and participated in meetings with group partners and Regional Board staff. In addition, Willdan has assisted in the development of presentations to the Regional Board, monitoring program implementation, complex multiagency cost-sharing formulas, and provided review and comment during the NPDES Permit renewal process.                                                                                                                                   |
| <b>TMDL Programs and Studies</b>                         | From the review of Regional Board developed draft Basin Plan Amendments to addressing TMDL requirements, Willdan has years of experience. For example, on behalf of the city of Agoura Hills, Willdan staff helped develop, and currently manages, the Malibu Creek Watershed Coordinated Integrated Monitoring Program (CIMP). For compliance with Trash TMDLs, Willdan designed, managed, and inspected the installation of Connector Pipe Screens (CPS) and Automatic Retractable Screens (ARS) full capture devices for more the 20 municipal clients in southern California and has developed three trash DGR studies as an alternative compliance pathway, one of which for the City of Palos Verdes Estates.                                                                                                            |
| <b>Funding Assistance</b>                                | Willdan offers expertise in funding sources to assist our clients with obtaining available funding for current and future capital improvement projects. Our team offers vast knowledge of local/state/federal funding availability, along with administration and procurement requirements for a wide variety of funding sources, including Los Angeles County's Measure W: Safe, Clean Water Program. Willdan's staff members have prepared numerous funding and competitive grant applications for various client cities. The applications generally require extensive research to investigate facilities and existing conditions, soliciting support from local civic groups, and completing a detailed cost estimate for project implementation. Willdan offers expertise in grant writing and selecting winning projects. |

The following table and summary of client services illustrates our experience with NPDES related programs and select corresponding municipal clients.

| Services                                                 | Hidden Hills | La Canada Flintridge | Agoura Hills | Calabasas | San Fernando | Westlake Village | Bell | Cudahy | La Puente |
|----------------------------------------------------------|--------------|----------------------|--------------|-----------|--------------|------------------|------|--------|-----------|
| <b>Program Planning, Regulatory Support/Coordination</b> | ✓            | ✓                    | ✓            | ✓         | ✓            | ✓                | ✓    | ✓      | ✓         |
| <b>Annual Report Preparation</b>                         | ✓            | ✓                    | ✓            | ✓         | ✓            | ✓                | ✓    | ✓      | ✓         |
| <b>SCWP Municipal Program Assistance</b>                 | ✓            | ✓                    | ✓            | ✓         | ✓            | ✓                | ✓    | ✓      | ✓         |
| <b>PIPP Assistance</b>                                   | ✓            | ✓                    | ✓            |           | ✓            | ✓                | ✓    | ✓      | ✓         |





| Services                                                        | Hidden Hills | La Canada Flintridge | Agoura Hills | Calabasas | San Fernando | Westlake Village | Bell | Cudahy | La Puente |
|-----------------------------------------------------------------|--------------|----------------------|--------------|-----------|--------------|------------------|------|--------|-----------|
| Planning and Land Development and Construction Programs Support | ✓            | ✓                    | ✓            |           | ✓            | ✓                | ✓    | ✓      | ✓         |
| Public Agency Activities Program Support                        | ✓            | ✓                    | ✓            | ✓         | ✓            | ✓                | ✓    | ✓      | ✓         |
| IDDE Program Support                                            | ✓            | ✓                    | ✓            | ✓         | ✓            | ✓                | ✓    | ✓      | ✓         |
| WMP Adaptive Management Program Support                         | ✓            | ✓                    | ✓            | ✓         | ✓            | ✓                | ✓    | ✓      | ✓         |

## Understanding of the Scope of Work

### Project Understanding

Willdan's approach to the City of Rolling Hills' eight-task stormwater consulting scope is grounded in a deep, working familiarity with the Regional MS4 Permit (Order No. R4-2021-0105, NPDES Permit No. CAS004004) and the specific regulatory obligations that flow from the Palos Verdes Peninsula Watershed Management Program (WMP) and Coordinated Integrated Monitoring Program (CIMP). Our methodology across all eight tasks is therefore calibrated to the City's scale: maximizing regulatory value per dollar spent, distributing time proportionately when activities are performed on behalf of multiple clients, and ensuring that every deliverable is completed ahead of its regulatory deadline.

### Project Approach

#### **Task 1 – Program Planning, Regulatory Support and Coordination**

Willdan will manage Task 1 as the City's central stormwater compliance coordination function, ensuring the full scope is delivered on schedule, within budget, and with minimal burden on City staff. Our Project Manager will maintain regular communication with City staff, track action items and pending decisions, support stormwater-related staff reports, and provide overall project and budget management. We will also monitor regulatory developments affecting the City, including statewide policy updates, Regional MS4 Permit revisions, Regional Board actions, and new or reconsidered TMDLs. As needed, Willdan will represent the City in online coordination forums such as Los Angeles Permit Group meetings and Regional or State Board workshops, providing concise updates and recommended next steps. To maximize cost efficiency, any shared regulatory coordination performed for multiple clients will be billed proportionately, ensuring Rolling Hills is charged only for its fair share.







## Task 2 – Annual Report Preparation

Willdan will prepare the City’s 2025–2026 Individual Annual Report in full compliance with the Regional MS4 Permit requirements, including Attachments E, H, and I, and any supplemental LA Water Board guidance. Our team will manage the full reporting schedule by providing the City a detailed data request by **September 1, 2026**, preparing a complete draft report for City review by **November 2, 2026**, incorporating City comments, and delivering the final report for City staff approval and City Manager certification by **December 7, 2026**. The report will include the required discussion of Sepulveda Canyon continuous flow monitoring results, the monitoring consultant’s summary attachment, trash monitoring Excel files provided by the City, and applicable information from the prior year’s Annual Report. Willdan will then assemble and submit the certified report to the Regional Board by the **December 15, 2026** deadline and provide the City with a complete electronic copy, all attachments, and a digital folder of supporting files for its records.

### TASK 2 DELIVERABLES

- ✓ List of information needed to complete the 2025-2026 Individual Annual Report
- ✓ Draft Individual Annual Report by November 2, 2026 for City staff comment
- ✓ Final Individual Annual Report for City staff approval by December 7, 2026
- ✓ Digital copy of submitted Annual Report and supporting files

## Task 3 – Safe Clean Water (Measure W) Municipal Program Assistance

Willdan will support the City’s Safe Clean Water Program obligations by preparing and submitting the required **Municipal SCW Annual Expenditure Report by December 31, 2026** and the **Municipal SCW Annual Plan by April 1, 2027** through the LACFCD online reporting tool. Our team will coordinate with City staff to compile required expenditure, planning, and program information; prepare draft and final versions of each submittal; and provide as-needed support for the March 2027 independent audit covering FY2023-24, FY2024-25, and FY2025-26. Since the Tasks 3, 4, and 8 within the scope of work are identified as Municipal SCWP-eligible activities<sup>1</sup>, Willdan will clearly annotate monthly invoices by task and maintain a cumulative Excel tracking file documenting SCWP-eligible costs throughout the fiscal year. As-needed, Willdan can track additional eligible costs within the scope of work should the City’s funding priorities shift. This approach provides the City with accurate reporting, audit-ready documentation, and transparent cost recovery for eligible stormwater compliance activities.

### TASK 3 ANNUAL DELIVERABLES

- ✓ Draft and Final Municipal SCWP Annual Plan
- ✓ Draft and Final Municipal SCWP Annual Expenditure Report
- ✓ Annotation of Consultant’s monthly invoices and Excel file tracking for cost recovery via the Municipal SCW fund account
- ✓ Provide eligible project/program recommendations

## Task 4 – Public Information and Participation Program Assistance

Willdan will support the City’s Public Information and Participation Program (PIPP) by tracking, documenting, and compiling the outreach metrics required under Regional MS4 Permit Part VIII.D and the Peninsula WMP. Our team will coordinate with City staff to maintain an annual spreadsheet of PIPP activities, including activity date, dissemination method, targeted behavior, targeted pollutant, target audience, culturally effective outreach methods, and effectiveness metrics for use in the City’s Individual Annual Report. Willdan will also review existing outreach materials and advise the City on practical ways to

### TASK 4 DELIVERABLES

- ✓ Annual compilation of City’s PIPP activity metrics in a spreadsheet database
- ✓ Recommendations for revisions to website content and information for Blue-newsletter

<sup>1</sup> Tasks may be categorized as “new” (70%) or “existing” (30%) programs dependent on their alignment with the municipal program requirements in the SCWP.





strengthen community engagement, including recommended updates to stormwater-related website content and suggested topics for the City's Blue Newsletter. City staff will retain responsibility for posting website updates and distributing newsletter content, while Willdan will provide the technical guidance, documentation, and reporting support needed to demonstrate compliance and maximize the value of the City's outreach program.

## **Task 5 – Planning & Land Development and Construction Programs Support**

Willdan will support the City's Planning and Land Development and Construction Program requirements by providing targeted annual training, compliance tracking, and regulatory database support. Our team will prepare and deliver training for Planning, Building & Safety Plan Check, and Public Works staff on Regional MS4 Permit Part VIII.F Planning and Land Development requirements, including applicable LID obligations under the City's Municipal Code Chapter 8.32. Training will be delivered in the format preferred by the City, either as a recorded virtual presentation with a short online assessment or as a live online session, and Willdan will provide attendance and completion documentation for the City's records.

Willdan will also prepare and deliver annual training on Regional MS4 Permit Part VIII.G Construction Program and State Construction General Permit requirements to ensure municipal and contracted staff understand construction stormwater BMP implementation, oversight responsibilities, and permit compliance expectations. For annual reporting, Willdan will collect and submit information for planned or completed Priority Development Projects into the WRAMPS2 online database by watershed-established deadlines recognizing that Rolling Hills typically has only a limited number of such projects each year. In addition, Willdan will monitor the State Water Board's SMARTS system for construction sites within the City enrolled under the Statewide Construction General Permit and will advise City staff of any new sites, documentation issues, or compliance concerns identified through online review. This approach ensures the City receives complete training support, timely WRAMPS2 reporting, proactive SMARTS tracking, and clear documentation to demonstrate compliance with all Task 5 requirements.

### **TASK 5 ANNUAL DELIVERABLES**

- ✓ Training on the Planning & Land Development requirements of the Regional MS4 Permit and the City's municipal code Chapter 8.32 with documentation of attendance
- ✓ Training on the Construction Program requirements of the Regional MS4 and Construction General Permits with documentation of attendance
- ✓ Submittal of planned or completed Priority Development Projects and Watershed Control Measures into WRAMPS2 by watershed-established deadlines twice annually

## **Task 6 – Public Agency Activities Program Support**

Willdan will help the City meet the Regional MS4 Permit Part VIII.A.3 Public Agency Activities training and documentation requirements by preparing and delivering annual training for targeted City management and public works staff in the format preferred by the City: recorded virtual presentation with assessment, live online session, or in-person training. The training will focus on the City's municipal stormwater responsibilities, including BMP implementation, pollution prevention expectations, Integrated Pest Management (IPM) and staff/contractor roles in protecting stormwater quality. Willdan will also provide a clear method for documenting employee and contracted staff training completion for the City's records. Upon request, our team will review new or renewing municipal contracts and provide contract-specific recommendations to incorporate applicable Regional MS4 Permit requirements, including BMP obligations and the training self-certification provision under Part VIII.A.3.c. This approach ensures the City maintains auditable training records, strengthens contractor compliance, and demonstrates full implementation of the Public Agency Activities Program.

### **TASK 6 ANNUAL DELIVERABLES**

- ✓ Training for targeted public works staff on the Public Agency Activities Program requirements of the Regional MS4 Permit with documentation of attendance







## Task 7 – Illicit Discharge Detection and Elimination Program Support

Willdan will help the City maintain a compliant and responsive Illicit Discharge Detection and Elimination program by preparing and delivering annual IDDE training for City staff in the format preferred by the City, including recorded virtual training with a short assessment, live online training, or in-person training. The training will address all required Regional MS4 Permit elements, including illicit connection and discharge identification, definitions and examples, investigation procedures, elimination, cleanup, reporting, and documentation. Willdan will also provide attendance and completion records for the City's files and will be available to provide as-needed regulatory guidance when the City receives occasional reports of illicit discharges or requires support in determining appropriate response actions. This approach gives the City practical staff training, clear compliance documentation, and on-call technical support to meet all Task 7 requirements.

### TASK 7 ANNUAL DELIVERABLE

- ✓ Training for City staff on the IDDE program requirements of the Regional MS4 Permit with documentation of attendance

## Task 8 – Watershed Management Program Adaptive Management & Progress Reporting

Willdan will support the City's Palos Verdes Peninsula WMP and CIMP obligations by serving as the City's regulatory representative in all required watershed coordination activities. Our team will attend and represent the City at **six Peninsula WMG meetings**, additional as-needed WMG coordination meetings, **six CIMP consultant coordination calls**, and quarterly **Harbor Regional Monitoring Coalition** meetings. Willdan will review and comment on the draft Harbor Toxics TMDL Annual Monitoring Report, annual CIMP monitoring reports, and semi-annual Watershed Progress Reports before finalization and LA Water Board submittal. We will also prepare City-specific narrative content as needed, update the City's watershed control measure information semi-annually in **WRAMPS2**, and review **Sepulveda Canyon** continuous flow monitoring deliverables that are critical to maintaining the City's deemed-compliance status with applicable TMDLs. To ensure cost efficiency, shared watershed coordination time will be billed proportionately when work benefits multiple municipal clients.

## Organization, Credentials, and Experience

### Willdan's Qualifications, Credentials, and Related Past Experience

Willdan's project control system is designed to provide a coordinated effort between all task facets of a project in the framework of the pre-established master schedule, budget controls, and reporting system. Our project control system provides an objective measure of performance – integrating:



#### Progress Reporting

The submittal requirements and format for consistent monthly reporting of project costs and status will be confirmed with the City of Rolling Hills during the project start-up period. The status report will contain a project performance summary, action items, outstanding items to be resolved, updated schedule, and comparison and narrative of budgeted costs versus actual costs.



#### Staffing and Resource Management

Willdan will manage this project with a can-do attitude toward time and cost-effective planning and design services. Our project management philosophy revolves around early and frequent communication with project team members, including City of Rolling Hills staff and project stakeholders. The most effective management tool we will use is open and documented communication, especially when meeting tight project deadlines. Our Project Manager, Kelsey Reed, will ensure the project requirements are clearly understood and reinforced through frequent communication with the entire project team. The following is a brief outline of our management approach to delivering exceptional services to the City of Rolling Hills with a quality, cost-effective product. Kelsey will use this approach to promote team communication, collaboration, and proper documentation in managing all phases of the project.





- Prepare a work plan that addresses staffing and assignments, scope of work, deliverables, budget, and schedule with milestones. The work plan provides definitive directions to the project team as agreed to by the City of Rolling Hills during the initial kick-off meeting.
- Conduct team meetings, including the kick-off meeting, to facilitate informed discussions and decisions and team consensus on solutions and action items. All team members are kept informed through meeting minutes that highlight decisions, action items, and prompt follow-through.
- Consistently use project tracking tools, such as issues and decision logs, monthly progress reports, and schedule updates.
- Utilize effective communication mediums through a complete stakeholder contact list specifically tailored to facilitate face-to-face, phone, email, and written document communications and project needs.



## Cost Control

The budget control system is prepared in accordance with the work breakdown structure. The budget becomes the control against which performance is measured. The budget is time phased by combining project master scheduling data with budget data. Actual costs are compared with budgeted costs and variances analyzed. Deviations between planned and actual cost can then be evaluated to forecast and control future work. Beginning with electronic timekeeping, project hours are assigned to the appropriate tasks and subtasks and booked as work-in-process. Pre-bill reports are generated that identify the hours to be billed, along with any other direct charges for the project. This is the information used to determine each month's invoicing. Once hours and charges are billed, they are shifted from Work-in-Process to Accounts Receivable to ensure that billed hours are inactivated. Monitoring is easily accomplished through team member progress updates and comparisons between the scope of work, schedule, and budget.



## Schedule Control

A master schedule will be prepared following the notice to proceed. The project schedule will identify major items of work to be performed and will be the vehicle for monitoring, controlling, and tracking progress. The schedule will be updated monthly to reflect actual and forecasted completions. This allows our project manager and team to anticipate and forecast potential issues and develop an advanced strategy to proactively mitigate challenges before they impact the schedule. Willdan will keep City of Rolling Hills staff informed of the overall schedule, including advanced notification of any necessary adjustments or actions to get the project back on track.

Kelsey will monitor all project progress on a weekly basis and will use the below approach to maintain the project's schedule.

- Create a detailed project schedule outlining all tasks, including quality control efforts and tasks to be performed by City of Rolling Hills staff, with completion dates necessary to achieve the overall schedule goal.
- Assign staff with the appropriate level of expertise that can develop and deliver submittals correctly the first time and avoid costly rework.
- Frequently check-in with City of Rolling Hills staff and Willdan team members to stay abreast of task progress and implement corrective measures to maintain the schedule.
- Conduct project team meetings to discuss task progress related to the schedule along with tasks means and methods to ensure the team remains on the identified path.





- Develop thorough meeting minutes and hold team members accountable with specifically identified deadlines and decisions.



## Quality Assurance and Control

Quality assurance and control procedures are critical to ensuring sound engineering practices and quality deliverables are produced for our clients. Willdan operates daily under a company-wide Quality Assurance/Quality Control (QA/QC) Program. Project-specific quality assurance activities will be planned at the beginning of the project. Typical QA/QC activities include assigning the appropriate technical staff to the project, selecting the proper project technical approach, establishing a project schedule that meets internal Willdan and City of Rolling Hills deadlines, and determining the proper level of QA/QC review.

## Willdan Description

**Willdan Engineering (Willdan)** is qualified to deliver municipal stormwater consulting services for the City of Rolling Hills. Our comprehensive capabilities, financial stability, and proven track record on similar federally funded stormwater projects position us as the ideal partner for NPDES services.

Willdan, a California corporation since 1964, is a subsidiary of Willdan Group, Inc., a publicly traded corporation. Willdan's Corporate Headquarters is located at 2401 E Katella Ave, Suite 300, Anaheim, CA 92806. Services are provided to nationwide clientele through three subsidiary firms – Willdan Engineering, Willdan Energy Solutions, and Willdan Financial Services – that offer a portfolio of diversified strengths.

Willdan has more than **1,800 employees**, including licensed engineers, program and construction managers, financial analysts, planners, and other skilled professionals, operating out of **50+ offices located throughout the United States**. Willdan benefits from well-established relationships with local and state government agencies, investor-owned and municipal utilities, and private sector commercial and industrial firms throughout the United States. We have supported the implementation of community visions through engineering, construction management, inspection, planning, building safety, and staff augmentation services.

Willdan is in good standing with the State of California and is licensed to practice in California.

Throughout our 62-year history in California, Willdan has been a consistent industry leader, providing all aspects of municipal, infrastructure, and transportation engineering; program management; financial consulting; municipal planning; and environmental and energy-related services, along with a full complement of related disciplines. Dedicated to providing public agencies with reliable, high quality, and cost-effective services, Willdan merges sound

solutions with a solid respect for the fiscal responsibility faced by public agencies and the concerns of affected communities. This approach has proven responsive to the most challenging budget, schedule, and aesthetic requirements; it is the foundation of our excellent reputation and our company growth. Willdan addresses the varied



In Business for  
**62 Years**



Annual Revenue of  
**\$682 Million**  
*(as of 2025)*



Publicly Traded Company  
**Nasdaq: WLDN**



Type of Organization  
**California Corporation**



Number of Employees  
**1,800+**



Willdan Engineering TIN  
**95-2295858**



ENR Top 500 Design Firms  
**No. 40** *(In Rank 2026)*





demographics of our public agency clients through focused, specialized services offering *solutions tailored to the unique goals and visions of each agency*.

## Willdan Financial Services

Willdan Financial Services (WFS) provides agencies with the financial insight and analytical expertise needed to make informed, defensible decisions regarding fees, rates, financing, and long-term fiscal planning. By combining a deep understanding of public-sector operations with industry-leading financial analysis, WFS helps agencies establish equitable cost recovery strategies, maintain regulatory compliance, improve revenue stability, and ensure the sustainable funding of essential services and infrastructure. WFS works collaboratively with agency staff and stakeholders to develop transparent, data-driven solutions that withstand public scrutiny, support policy objectives, and position organizations for long-term financial resilience. Through its expertise in cost allocation studies, user fee studies, utility rate and cost of service studies, development impact fee establishment and analysis, fiscal impact analyses, financial forecasting, long-term financial plans and cash flow modeling, real estate economic analysis, housing development and implementation strategies, economic development strategic plans, property tax audits, feasibility studies, special financing district formation, restructuring, and administration, municipal advisory services, debt issuance support, and arbitrage and continuing disclosure services. WFS enables agencies to balance service priorities, infrastructure needs, and community expectations while maintaining fiscal and economic responsibility.

## Financial Status

Willdan has the financial strength and wherewithal to complete all projects it undertakes. Throughout our 62 years in business, Willdan has maintained a strong balance sheet with the financial and staffing resources to perform and complete all contractual obligations. We have continued to grow to better serve our clients by offering an expanding range of services. Financial information, including information on revenue, earnings, and cash flow, is issued quarterly, and can be found at [www.willdan.com](http://www.willdan.com). There are no pending conditions such as bankruptcy, pending litigation, planned office closure, impending merger, etc., that would impede Willdan's ability to complete the City's contract. Willdan has no disciplinary action or claims within the past five years to disclose.

## Personnel Assigned to the Contract

For our project personnel, we have selected individuals with extensive expertise and directly related experience to ensure that services provided adhere to company-wide policies including the quality and integrity of project deliverables and team performance. They are supported by a talented technical support team ready to implement successful project delivery. The project manager selected to serve the City is a highly qualified individual with the task-to-talent match to meet the City's stated goals.

Willdan acknowledges that all key personnel will be available to the extent proposed for the duration of the Professional Services Agreement and no person assigned to a project shall be removed or replaced without the prior written concurrence of the City.

### Project Manager



#### Kelsey Reed, CESSWI, QSP/D, HAZWOPER

Kelsey will serve as Project Manager to the City. She has extensive stormwater and public agency experience working for Willdan Engineering and previously for the City of Camarillo. Ms. Reed now works with a variety of clients, assisting with stormwater compliance services that vary from site inspections and reporting to funding assistance and watershed management.

#### Project Manager

Kelsey Reed, CESSWI, QSP/D,  
HAZWOPER  
13191 Crossroads Pkwy N, STE 405  
Industry, CA 91746  
(818) 383-3092  
[kreed@willdan.com](mailto:kreed@willdan.com)





## Personnel Qualifications

| Team                                                                                             | Credentials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Kelsey Reed, CESSWI, QSP/D, HAZWOPER</b><br>Project Manager<br><i>12 Years of Experience</i>  | <ul style="list-style-type: none"> <li>BS, Environmental Science and Resource Management, California State University, Channel Islands</li> <li>Qualified Stormwater Practitioner and Developer, California Stormwater Quality Association No. 84638</li> <li>Certified Erosion, Sediment and Storm Water Inspector, EnviroCert International, Inc. No. 4574</li> <li>Rainwater/Stormwater Post-Construction BMP Inspection &amp; Maintenance Certification</li> <li>Certified Hazardous Waste Operations and Emergency Response (HAZWOPER)</li> </ul> |
| <b>Mayra Martinez</b><br>NPDES Permit Compliance Support Lead<br><i>13 Years of Experience</i>   | <ul style="list-style-type: none"> <li>BS, Environmental Science and Resource Management, California State University, Channel Islands</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Kayla Urbina, EIT</b><br>NPDES Permit Compliance Support<br><i>4 Years of Experience</i>      | <ul style="list-style-type: none"> <li>BS, Environmental Engineering, University of Southern California</li> <li>California Engineer-in-Training (EIT) No. 176660</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Ruby Cornejo, HAZWOPER</b><br>NPDES Permit Compliance Support<br><i>3 Years of Experience</i> | <ul style="list-style-type: none"> <li>BS, Environmental and Occupational Health, California State University, Northridge</li> <li>Certified Hazardous Waste Operations and Emergency Response (HAZWOPER)</li> </ul>                                                                                                                                                                                                                                                                                                                                   |
| <b>Henry Lopez, HAZWOPER</b><br>NPDES Permit Compliance Support<br><i>1 Year of Experience</i>   | <ul style="list-style-type: none"> <li>BS, Earth System Science &amp; BA Environmental Science and Policy, University of California Irvine</li> <li>Certified Hazardous Waste Operations and Emergency Response (HAZWOPER)</li> </ul>                                                                                                                                                                                                                                                                                                                  |

## Three Projects

Below are three projects within the last five years of similar scope and content:

### NPDES Services

#### City of Hidden Hills

6165 Spring Valley Road  
Hidden Hills, CA 91302

#### Ms. Gloria Molleda

City Manager  
(818) 888-9281, gloria@hiddenhills.gov

The City of Hidden Hills is a gated, single-family residential community in Los Angeles County. The Willdan team provides NPDES Permit program compliance, including construction inspection management, Construction General Permit support and reporting to SMARTS, and MS4 Permit minimum control measure compliance. Annual support is provided for MS4 training programs, public outreach, and IDDE response. Willdan also maintains continuous record keeping of monitoring programs, conducts non-stormwater outfall inspections, and participates in watershed and regional meetings on behalf of the City. The team assists with development of the City's NPDES annual report and WRAMPS2 submittals, provides Measure W: SCWP assistance, along with as-needed support for Modeled Water Efficient Landscape Ordinance (MWELo) reporting.

**Contract: 2016 - Present**







## NPDES Services

### City of La Cañada Flintridge

One Civic Center Drive  
La Cañada Flintridge, CA 91011

### Mr. Maged El-Rabaa

Director of Public Works  
(818) 790-8882, melrabaa@lcf.ca.gov

The Willdan team provides NPDES Permit program compliance, including implementing the programs within the WMP, TMDL management, watershed and regional meeting representation, preparation of the annual reports, and commercial and industrial inspections. Willdan also assists the City with implementation of City-specific outfall screening and monitoring, trash daily generation rate (DGR) study services, City staff training on stormwater programs, and Measure W: SCWP funding assistance.

**Contract: 2004 - Present**

## NPDES Services

### City of Agoura Hills

30001 Ladyface Ct  
Agoura Hills, CA 91301

### Mr. Kelly Fisher

Deputy Director of Public Works  
(818) 597-7338, kfisher@agourahillscity.gov

The Willdan team provides NPDES Permit program compliance, including commercial and industrial facility inspections, construction site inspections, minimum control measure implementation, development of public outreach material, reporting and regulatory document review. The City is the lead agency for the Malibu Creek Watershed Management Group; Willdan provides lead agency support to the City including watershed management tasks, development of multi-agency agreements, and WMP/CIMP coordination with partner agencies. Additionally, Willdan provides Measure W: SCWP funding assistance, preparation of annual reports and WRAMPS2 submittals, and City staff training on stormwater programs.

**Contract: 2008 - Present**

## Fees

A rate proposal for the scope of work has been submitted under separate cover, as requested in the RFP.

## Additional Information

We have reviewed the Professional Services Agreement and have the following requests for edits shown in red.

| Section              | Willdan Requested Edit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Method of Payment | "CONSULTANT shall be reimbursed within 30 days of submitting an invoice to City for the SERVICES. CONSULTANT shall submit an invoice for the SERVICES within 10 days of <del>completing each task</del> the end of the month in which services were performed, or portion thereof identified in Exhibit A to this AGREEMENT."                                                                                                                                                                                   |
| 7. Work Performed    | All work shall be of <del>the highest</del> quality <del>and</del> consistent with industry standards.                                                                                                                                                                                                                                                                                                                                                                                                          |
| 16. Indemnity        | "CONSULTANT shall indemnify, defend <del>with counsel approved by CITY</del> , and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost..."<br><br>" <del>Should CITY in its sole discretion find CONSULTANT's legal counsel unacceptable, then CONSULTANT shall reimburse the City its costs of defense, including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation.</del> " |



# City of Rolling Hills

Municipal Stormwater Consulting Services for  
the City of Rolling Hills Regulatory Compliance  
and Program Implementation

Appendix

## Resumes



## Kelsey Reed, CESSWI, QSP/D, HAZWOPER

### Project Manager

#### EDUCATION

*BS, Environmental Science and Resource Management, California State University, Channel Islands*

#### PROFESSIONAL CERTIFICATIONS

*Qualified Stormwater Practitioner and Developer, California Stormwater Quality Association No. 84638*

*Certified Erosion, Sediment and Storm Water Inspector, EnviroCert International, Inc. No. 4574*

*Rainwater/Stormwater Post-Construction BMP Inspection & Maintenance Certification*

*Certified Hazardous Waste Operations and Emergency Response (HAZWOPER)*

12 YEARS OF EXPERIENCE

Kelsey Reed has stormwater and public agency experience working for Willdan Engineering and previously for the City of Camarillo. Kelsey Reed now works with a variety of clients, assisting with stormwater and sewer system compliance services that vary from site inspections and compliance reporting to funding assistance and watershed management.

#### Relevant Project Experience

**Water Quality Services, City of Hidden Hills, CA.** Kelsey Reed provides NPDES Permit program compliance, including construction inspection management, Construction General Permit support and reporting to SMARTS, and MS4 Permit minimum control measure compliance. Annual support is provided for MS4 training programs, public outreach, and illicit discharge response. Willdan also maintains continuous record keeping of monitoring programs, conducts non-stormwater outfall inspections, and participates in watershed and regional meetings on behalf of the City. The team assists with development of the City's NPDES annual and semi-annual report along with as-needed support for Modeled Water Efficient Landscape Ordinance (MWELO) reporting. Ms. Reed provides Measure W: SCWP support, representing the municipal agency on the North Santa Monica Bay Watershed Area Steering Committee (NSMB WASC) and developing annual expenditure reports and plans.

**NPDES Consulting Services, City of Canyon Lake, CA.** Kelsey Reed assists the City with implementation of the MS4 Permit. This includes compliance with MS4 Permit and reporting requirements, meeting representation, implementation of industrial and commercial inspections, and construction inspections. Ms. Reed has played an active role in supporting the City's MS4 Permit compliance.

**WQMP/Hydrology Reviews, City of Fountain Valley, CA.** Kelsey Reed serves as the Project Manager for WQMP and Hydrology review services for the City of Fountain Valley. Ms. Reed ensures plans are transmitted to the reviewing engineering and returned to the City in a timely manner, answers developer questions, and tracks project progress. At project completion, Ms. Reed coordinates a Willdan staff inspector to conduct a post-construction BMP site inspection, ensuring proper collaboration among the City, developer, and Willdan staff during the process.

**NPDES/City Engineering Services, City of Westlake Village, CA.** As an offsite extension of City staff, Kelsey Reed ensures the City is in compliance with the various minimum control measures of the MS4 Permit. In addition to MS4 Permit compliance, Ms. Reed actively represents the City's interests at various stormwater meetings, such as the Malibu Creek Watershed EWMP Group, and provides careful reviews of watershed and regulatory documents. Ms. Reed played an active role in the review and comment of multiple drafts of the Regional MS4 Permit and ensured the City was informed during the process. With the passage of Measure W in 2018, Ms. Reed ensured the City was prepared to receive municipal return funds, including the development of annual plans and council reports. Additionally, Ms. Reed continues to provide MS4 Permit annual reporting services to the City. Ms. Reed provided the City's SSMP Update and Audit, managed its sewer system boundary map submittal, and helped the City navigate CIWQS and associated reporting.

**Water Quality Services, City of La Cañada Flintridge, CA.** Ms. Reed assists the City to implement the Upper Los Angeles River (ULAR) Watershed Management Plan, Coordinated Integrated Watershed Management Plan, and NPDES Program Management and is the representative to the ULAR Watershed Management Group. Ms. Reed attends meetings, provides document review, I/C inspections, and participates in special study technical



advisory committees on behalf of the City. Additionally, Kelsey Reed helps implement Permit minimum control measures, develops Measure W reports and plans, and annual and semi-annual reports.

**City Engineering and Support NPDES/SSMP Services, City of La Puente, CA.** Kelsey Reed provides as-needed stormwater compliance services to the City. This includes compliance with MS4 Permit and reporting requirements. Ms. Reed helped to develop the City's response to the 13383 letter to address the State Trash Policy and provides assistance with Measure W obligations. When requested, Ms. Reed provides City representation at the WMP Group and other various meetings. Additionally, she managed the City's SSMP Update and Audit, sewer system annual reports, and sewer system boundary map submittal.

**Stormwater Program Management, City of Fillmore, CA.** Kelsey Reed provides partial MS4 Permit compliance services to the City. This includes commercial and industrial inspections, State Trash Provisions compliance, annual staff training, annual reporting services. Kelsey Reed represents the city's interests in the Ventura County Stormwater Management Committee and Santa Clara River Watershed Group and updates staff of critical information and deadlines as it pertains to the groups. Ms. Reed assisted with the City's SSMP Update and provided guidance with its sewer system boundary map submittal.



## EDUCATION

*BS, Environmental  
Science and  
Resource  
Management,  
California State  
University,  
Channel Islands*

13 YEARS OF EXPERIENCE

# Mayra Martinez

## NPDES Permit Compliance Support Lead

**Mayra Martinez** has over 10 years of consulting experience for both public and private agencies, and previously worked with local government agencies where she provided support on sustainable and best management practices for agriculture in Ventura County. In the past six years, Mayra has focused her expertise on stormwater compliance providing management and support services to help our clients achieve stormwater compliance standards.

### Relevant Project Experience

**NPDES Consulting Services, City of Cudahy, CA.** Mayra Martinez has served as the City's Stormwater Program Manager for over three years. She ensures the City is in compliance with the NPDES Permit through implementation of the City's water quality programs. This includes commercial and industrial site inspections, annual staff training, public outreach, and representation of the City's interests at various meetings, including the Los Angeles River Upper Reach 2 WMP Group. With the passage of Measure W in 2018, Mayra has provided Safe, Clean Water Program (SCWP) funding assistance, including the development of council reports, annual plans, and annual reports, to ensure the City is prepared to receive its municipal return. Mayra has also prepared annual reports to the Los Angeles Regional Water Quality Control Board (LA Regional Board). Mayra regularly meets with the City to report on critical material and timeframes to ensure all work is complete and deadlines are met.

**NPDES Consulting Services, City of Bell, CA.** Mayra Martinez plays an active role in ensuring NPDES Permit compliance to the City through implementation of the City's water quality programs. Stormwater services include ensuring MS4 Permit compliance; inspecting commercial and industrial facilities; stormwater public outreach; representing the City's interests at various meetings, including the Los Angeles River Upper Reach 2 WMP Group. Mayra has also provided SCWP funding assistance, staff training, and preparation of annual reports to the LA Regional Board. Mayra regularly meets with the City to report on critical material and timeframes to ensure all work is complete and deadlines are met.

**Water Quality/Industrial Commercial Facility Management, City of San Clemente, CA.** Mayra Martinez has served an active role managing the City's Industrial and Commercial Facilities Program and Water Quality Management Program for development projects. This includes planning and coordination activities of facility inspections, database management, and ensuring the program is completed, in compliance with the requirements of the NPDES Permit.

**NPDES Consulting Services, City of Canyon Lake, CA.** Mayra Martinez has played an active role in ensuring NPDES Permit compliance to the City. This includes overseeing construction site BMP inspections, commercial and industrial facility inspection, annual training, and updates the City on critical deadlines, milestones, and required actions. In addition to NPDES Permit compliance, she actively represents the City's interests at various stormwater meetings, such as the Santa Ana Regional Technical Advisory Committee, Permittee Permit Renewal Group, and Lake Elsinore Canyon Lake TMDL Task Force, and provides careful reviews of regulatory documents. Mayra has played an active role in the review and comment of the Regional MS4 Permit draft tentative order, ensuring the City is informed during the Permit adoption process.



## Kayla Urbina, EIT

### NPDES Program Support

#### EDUCATION

BS, Environmental Engineering,  
University of Southern California

#### PROFESSIONAL CERTIFICATIONS

California Engineer-in-Training (EIT) No. 176660

4 YEARS OF EXPERIENCE

**Kayla Urbina** joined Willdan in 2022 to work primarily as onsite contract staff for the City of San Fernando and assists the NPDES team with stormwater compliance and review services. Prior to her experience at Willdan, she worked as an intern for the City of San Fernando's Public Works Department and as a Civil and Environmental Engineering Department grader while completing her degree. She has performed various inspections, public outreach, project reviews, and provides annual staff training for multiple clients as part of the Willdan NPDES team.

#### Relevant Project Experience

**NPDES Consulting Services, City of San Fernando, CA.** Kayla Urbina has played an active role in ensuring NPDES Permit compliance to the City. She has assisted with implementation of the NPDES Permit, conducts non-stormwater outfall inspections, and conducts public outreach for upcoming city projects and potential grant opportunities. She also represents the City's interest in the Upper Los Angeles River Watershed Group and attends meetings on the City's behalf, such as the Los Angeles Permit Group Meeting, and MS4 related workshops. She aids with the preparation of annual plans and reports for Measure W – Safe, Clean Water Program. Additionally, Kayla provides onsite support to the City of San Fernando Public Works Department Engineering Division. She assists the City with the implementation of Capital Improvement Projects from the design phase to construction. She has coordinated design updates to PS&E, as well as project advertisement and award. She has provided construction management and inspection support on both state and federally funded projects. In addition, she has assisted the City with regulatory reporting for their water system. She also assists the City with State Construction General Permit compliance for the Pacoima Wash Bikeway and Pedestrian Path Project. She has aided in the development of the project's annual report and the submission of permit registration documents onto SMARTS.

**NPDES Consulting Services, City of La Cañada Flintridge, CA.** Kayla Urbina assists the City with stormwater compliance. She has performed non-stormwater outfall and industrial and commercial facilities inspections, attended meetings on behalf of the City, and has assisted in the development of the City's NPDES annual report. Additionally, she has provided Safe Clean Water Program funding assistance to the City.

**NPDES Consulting Services, City of Hidden Hills, CA.** Kayla Urbina assists the City with implementation of the NPDES Permit. She has performed rain event construction site inspections, attended meetings on behalf of the City, and has assisted in the development of the City's NPDES annual report. She has also provided Safe Clean Water Program funding assistance to the City.

**Stormwater Services, City of Goleta, CA.** Kayla Urbina supports the City with stormwater compliance and development review. She assists with stormwater development reviews for both public and private projects. She has aided in the development of the City's Post Construction Stormwater Management Requirements Annual Report. She has also performed stormwater control measure installation and construction site inspections. She has conducted preconstruction meeting stormwater trainings.



### EDUCATION

*BS, Environmental and Occupational Health, California State University, Northridge*

### PROFESSIONAL CERTIFICATIONS

*Certified Hazardous Waste Operations and Emergency Response (HAZWOPER)*

3 YEARS OF EXPERIENCE

## Ruby Cornejo, HAZWOPER

### NPDES Program Support

**Ruby Cornejo** joined Willdan in 2023 to assist the team with regulatory compliance services, specifically related to the National Pollutant Discharge Elimination System (NPDES) Programs. Prior to her experience at Willdan, she worked as an intern for the City of San Fernando's Public Works Department. She performs a variety of inspections for industrial and commercial facility programs, construction sites, catch basins, and outfall screening programs, and supports program management for multiple clients as part of the Willdan NPDES team.

### Relevant Project Experience

**NPDES Consulting Services, City of Canyon Lake, CA.** Ruby Cornejo actively supports the City's efforts toward NPDES Permit compliance. Ruby assists with the review of the Santa Ana Tentative NPDES Permit and helped inform the City of potential changes to the regulations. Additionally, she attends in-person or virtual meetings on behalf of the City.

**NPDES Consulting Services, City of Westlake Village, CA.** Ruby Cornejo assists with the City's NPDES permit compliance efforts. She has conducted catch basin and outfall screening, construction site and debris basin inspections, supported NPDES minimum control measures, maintained continuous recordkeeping of monitoring programs, assists in the development of the City's NPDES reporting and Measure W annual plans and reports, developed trash compliance strategies, and attends meetings on behalf of the City. Ruby regularly develops pollutant-targeted public outreach for the City. Additionally, she drove the development of the SSMP Update and Audit to meet the Order requirements.

**NPDES Consulting Services, City of La Cañada Flintridge, CA.** Ruby Cornejo assists the City with stormwater compliance and minimum control measures. She has played an active role in developing the Illicit Discharge Detection Elimination (IDDE) Response Plan, conducts the Trash TMDL Daily Generation Rate studies per the NPDES Permit, conducts outfall screening inspections and develops stormwater public outreach materials for distribution to residents across various platforms.

**SSMP Consulting Services, City of Cudahy, CA.** Ruby Cornejo played an active role in developing the SSMP Update and Audit per the Sewer WDR requirements.

**NPDES Consulting Services, City of Fillmore, CA.** Ruby Cornejo supports the City's stormwater program. She performs commercial and industrial facilities inspections and performs an active role towards the completion of the City's NPDES annual report. Additionally, she assisted with the City's SSMP Update.

**NPDES Consulting Services, City of Calabasas, CA.** Ruby Cornejo assists the City with compliance with the NPDES Permit. She performs an active role towards the completion of the City's NPDES annual and semi-annual report, Measure W annual plan and report, and conducts the Trash TMDL Daily Generation Rate studies per the NPDES Permit.



## Henry Lopez, HAZWOPER

### NPDES Program Support

#### EDUCATION

*BS, Earth System Science,*

*BA, Environmental Science and Policy,*

*University of California, Irvine*

#### PROFESSIONAL CERTIFICATIONS

*Certified Hazardous Waste Operations and Emergency Response (HAZWOPER)*

1 YEAR OF EXPERIENCE

**Henry Lopez** joined Willdan to assist the team with regulatory compliance services, specifically related to the NPDES Programs. Prior to his experience at Willdan, he worked on wildfire remediation efforts in the City of Alta Dena and the City of Pacific Palisades. He performed hazardous waste site assessments on impacted burn areas, oversaw debris removal teams to ensure compliance with the contractor's objectives, and documented erosion mitigation strategies. He is well adept with programs such as ARCGIS Pro, Excel, and MATLAB. He performs a variety of inspections for industrial and commercial facility programs, construction sites, catch basins, outfall screening programs, rapid illicit discharge response, ordinance development, and supports program management for multiple clients as part of the Willdan NPDES team.

#### Relevant Project Experience

**NPDES Consulting Services, City of Westlake Village, CA.** Henry Lopez assists with the City's NPDES permit compliance efforts. He has supported NPDES minimum control measures, maintained continuous record keeping of monitoring programs. He has also supported the rapid response to illicit discharges in the area, communicating effectively with relevant stakeholders and ensuring proper documentation. He provides commercial and industrial facility inspections (including NEC and IGP coverage facilities) and follow-up coordination with businesses as necessary.

**NPDES Consulting Services, City of La Cañada Flintridge, CA.** Henry Lopez supports the City's stormwater program and NPDES permit compliance efforts. Utilizing ArcGIS along with other relevant tools, he performs commercial and industrial inspections to ensure proper pollutant source control practices and remediation. Additionally, he provides non-stormwater outfall screening and source identification inspections.

**NPDES Consulting Services, City of Fillmore, CA.** Henry Lopez has supported the revisions to the Industrial Waste Pretreatment ordinance, implementation of the City's low impact development review program, and support for the City's catch basin retrofit project to comply with the State Trash Policy.

**NPDES Consulting Services, City of Hidden Hills, CA.** Henry Lopez assists with the City's NPDES permit compliance efforts. He has supported NPDES minimum control measures, maintained continuous record keeping of monitoring programs, and construction site BMP inspections. Additionally, he provides as-needed support with Modeled Water Efficient Landscape Ordinance reporting.

**NPDES Consulting Services, City of Calabasas, CA.** Henry Lopez has supported the response to illicit discharge investigations, ensuring proper documentation and follow-up. Additionally, he provides data management and report compilation for the City's Industrial/Commercial Facilities Program.

**Commercial/Industrial Facility Inspection Services, City of La Puente, CA.** Henry Lopez supports the City's stormwater program and NPDES permit compliance efforts. He performs a variety of onsite inspections of industrial and commercial facilities to ensure proper pollutant source control practices and remediation. He provides educational information and follow-up inspections to ensure compliance with the NPDES compliance requirements.





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#### **DIRECT CONTACT**

**Kelsey Reed, CESSWI, QSP/D, HAZWOPER**  
*Project Manager*

📞 818.383.3092

✉ [kreed@willdan.com](mailto:kreed@willdan.com)





# City of Rolling Hills

Cost Proposal for

## Municipal Stormwater Consulting Services for the City of Rolling Hills Regulatory Compliance and Program Implementation

July 21, 2026



### DIRECT CONTACT

**Kelsey Reed, CESSWI, QSP/D, HAZWOPER**  
*Project Manager*

📞 818.383.3092

✉️ [kreed@willdan.com](mailto:kreed@willdan.com)





July 21, 2026

Christian Horvath  
Assistant to the City Manager / City Clerk  
City of Rolling Hills  
2 Portuguese Bend Road  
Rolling Hills, CA 90274

**Re: Cost Proposal for Municipal Stormwater Consulting Services - Regulatory Compliance and Program Implementation**

**The City of Rolling Hills ("City")** is looking for a professional consulting firm to assist the City with implementation of stormwater programs required by the Los Angeles Regional Municipal Separate Storm Sewer System (MS4) Permit (Order No. R42021-0105). **Willdan Engineering ("Willdan")** submits our cost proposal to help the City of Rolling Hills maintain defensible, efficient, and uninterrupted stormwater compliance under the Regional MS4 Permit and the Palos Verdes Peninsula WMP/CIMP.

We look forward to assembling our qualified team to assist the City with their stormwater program. As Project Manager, **Kelsey Reed** will have overall responsibility for the services provided to the City of Rolling Hills. Should you have any questions or need further information, please contact Kelsey Reed at 818.383.3092 or by email at [kreed@willdan.com](mailto:kreed@willdan.com). We greatly appreciate this opportunity to submit this proposal for MS4 Regulatory Compliance and Program Implementation.

**Project Manager**

Kelsey Reed, CESSWI, QSP/D, HAZWOPER  
(818) 383-3092  
[kreed@willdan.com](mailto:kreed@willdan.com)

Respectfully submitted,

**WILLDAN ENGINEERING**



Jonathan Mitchell  
Director of Engineering

## Rolling Hills Annual Cost Estimate: Municipal Stormwater Compliance Services

|                                                                                       | Title           | Project Manager I | Environmental Analyst III | Environmental Analyst I | Assistant Engineer II    |               |
|---------------------------------------------------------------------------------------|-----------------|-------------------|---------------------------|-------------------------|--------------------------|---------------|
| Task <sup>1</sup>                                                                     | Hourly Rate     | \$206             | \$183                     | \$154                   | \$165                    | Cost Estimate |
|                                                                                       | Estimated Hours |                   |                           |                         |                          |               |
| 1. Program Planning, Regulatory Support, and Coordination                             | 10              | 6                 | 25                        | 4                       |                          | \$7,668       |
| 2. Annual Report Preparation                                                          | 4               | 10                | 25                        | 2                       |                          | \$6,834       |
| 3. Safe, Clean Water (Measure W) Municipal Program Assistance <sup>2</sup>            | 8               | 15                | 40                        | 4                       |                          | \$11,213      |
| 4. Public Information and Participation Program Assistance <sup>2</sup>               | 2               | 3                 | 10                        | 0                       |                          | \$2,501       |
| 5. Planning and Land Development and Construction Program                             | 3               | 8                 | 15                        | 5                       |                          | \$5,217       |
| 6. Public Agency Activities                                                           | 2               | 3                 | 10                        | 0                       |                          | \$2,501       |
| 7. Illicit Discharge Detection and Elimination Program Support                        | 2               | 2                 | 2                         | 0                       |                          | \$1,086       |
| 8. Watershed Management Program Adaptive Management & Progress Reporting <sup>2</sup> | 6               | 10                | 12                        | 0                       |                          | \$4,914       |
|                                                                                       |                 |                   |                           |                         | Grand Total <sup>1</sup> | \$41,934      |

<sup>1</sup> Budget assumes live online training, as applicable and RFP listed "upon request" tasks.

<sup>1</sup>Budget assumes live online training, as applicable and RFP listed "upon request" tasks.

<sup>2</sup>Task to be funded by the Measure W Municipal Program and costs tracked accordingly.

<sup>3</sup>Budget to be confirmed at kickoff and revised estimate to be provided to the City as necessary.



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#### **DIRECT CONTACT**

**Kelsey Reed, CESSWI, QSP/D, HAZWOPER**  
*Project Manager*

📞 818.383.3092

✉ [kreed@willdan.com](mailto:kreed@willdan.com)



## **EIGHTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

This Eighth Amendment to Professional Services Agreement ("Eighth Amendment") is entered into by and between the City of Rolling Hills, a municipal corporation ("City") and McGowan Consulting LLC ("Consultant") upon full, written execution by both parties.

### **RECITALS**

A. City and Consultant are parties to that Professional Services Agreement dated July 15, 2015 (the "Agreement") by which City engaged Consultant for environmental consulting services pertaining to the implementation of the Municipal Separate Storm Sewer System Permit (MS4) and Total Maximum Daily Load (TMDL) implementation under the requirements of the Federal Clean Water Act.

B. The Agreement has been amended by a First Amendment to the Agreement dated July 26, 2018 (the "First Amendment"), a Second Amendment to the Agreement dated April 17, 2019 (the "Second Amendment"), a Third Amendment to the Agreement dated July 29, 2020 (the "Third Amendment"), a Fourth Amendment to the Agreement dated June 29, 2021 (the "Fourth Amendment"), a Fifth Amendment to the Agreement dated June 28, 2022 (the "Fifth Amendment"), a Sixth Amendment to the Agreement dated June 13, 2023 (the "Sixth Amendment"), and a Seventh Amendment to the Agreement dated June 24, 2024 (the "Seventh Amendment") by which City continued Consultant's engagement to perform MS4 permit consulting services and amended the scope of services, compensation and term.

C. City and Consultant now desire to further amend the Agreement for an eighth time in order to engage Consultant to perform MS4 permit consulting services for the 2025-2026 through 2027/2028 fiscal years and to establish a revised scope of work and compensation for such services and extend the term of the Agreement by this Eighth Amendment.

**NOW, THEREFORE**, in consideration of the foregoing, the Agreement is amended as follows:

A. Section 2 "SCOPE OF WORK" of the Agreement is amended to read as follows:

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, and incorporated herein by this reference during the extension term as provided in this Eighth Amendment.

B. Section 3 "COST" of the Agreement is amended to read as follows:

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

Total expenditures made under this Agreement shall not exceed the sum of \$35,850 for FY 2015-16; \$39,976 for FY 2016-17; \$39,468 for FY 2017-18; \$46,996 for FY 2018-19; \$46,992 for FY 2019-20; \$70,605 for FY 2020-21; \$99,095 for FY 2021-22; \$71,500 (inclusive of 10% contingency fee) for FY 2022-23; \$75,020 (inclusive of 10% contingency fee) for FY 2023-2024, \$75,900 for FY 2024-2025, and \$78,700 for FY 2025-26, \$82,100 for FY2026-27, \$85,300 for FY 2027-28 services in the attached Exhibit A (each FY 2025-26, FY 2026-27 and FY 2027-28 inclusive of a 10% contingency fee). All such fees include automobile mileage, parking fees, routine printing and copying, photography, travel, attendance at meetings and routine miscellaneous costs incurred during the term. No



increase in fees will be allowed during the life of this Agreement, as extended by this Eighth Amendment.

Any increase in contract amount or scope shall be by express written amendment approved by the CITY and CONSULTANT.

C. Section 9 "TERM" of the Agreement is amended to read as follows:

The term of the Agreement is extended for an additional (3) three years until June 30, 2028.

D. Except as above modified, in all other respects the Agreement as previously amended is hereby affirmed and in full force and effect. Capitalized terms herein which are not otherwise defined in this Eighth Amendment shall have the respective meanings ascribed thereto in the Agreement, as previously amended. From and after the effective date of this Eighth Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Eighth Amendment.

ATTEST

  
CHRISTIAN HORVATH  
CITY CLERK

CITY OF ROLLING HILLS

  
KARINA BANALES  
CITY MANAGER

  
6/9/2025  
Date

MCGOWAN CONSULTING, LLC

  
KATHLEEN MCGOWAN  
CONSULTANT

6/10/2025  
Date

**EXHIBIT A**

*(See following page)*

May 28, 2025

Karina Bañales, City Manager  
Samantha Crew, Management Analyst  
City of Rolling Hills  
2 Portuguese Bend Road  
Rolling Hills, CA 90274

**RE: SCOPE OF SERVICES FOR MS4 PERMIT CONSULTING**

Dear Ms. Bañales and Ms. Crew:

McGowan Consulting is pleased to provide the enclosed scope of services and cost estimate to assist the City of Rolling Hills in implementing the requirements of the Regional Municipal Stormwater Permit from fiscal year 2025-2026 through 2027-2028. McGowan Consulting specializes in providing customized stormwater quality and watershed protection support services to municipal clients and has an in-depth understanding of the City's unique character, opportunities and constraints. We are gratified to have assisted the City in successfully contesting alleged water quality violations and associated fines based on demonstration of the City's deemed compliance with water quality limitations retroactive to its inclusion in the Palos Verdes Peninsula Watershed Management Program.

This scope of services is designed to assist the City in implementing its individual requirements under the Regional Municipal Stormwater Permit and in supporting the City in cooperative implementation of the Peninsula Watershed Management Program and Coordinated Integrated Monitoring Program. Given the uncertain and unpredictable nature of these regulatory-driven programs, a ten percent contingency is recommended to be used only when authorized by the City.

Please contact me if you have any questions or require additional information. Thank you for the opportunity to continue to work with you and your colleagues in serving the City of Rolling Hills.

Sincerely,



Kathleen C. McGowan, P.E., Principal  
McGowan Consulting, LLC

**Attachment:** Scope of Services and Cost Estimate



## **Scope of Services – Stormwater Permit Consulting City of Rolling Hills FY2025-2026 through FY2027-2028**

This scope of services is designed to assist the City of Rolling Hills (City) with implementation of stormwater programs required by the Regional Municipal NPDES Permit – Order No. R4-2021-0105 – NPDES Permit No. CAS004004 Waste Discharge Requirements and National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles and Ventura Counties (Regional Permit).

The Regional Permit will expire on September 11, 2026; however, the California Code of Regulations specifies that the terms and conditions of an expired permit are automatically continued pending the issuance of a new permit. Consequently, Permittees must continue to implement the requirements of the Regional Permit until a new permit is adopted. While the process of negotiating new permit terms may begin sometime within the next three years, based on previous experience with LA Water Board permit cycles it is unlikely a new Municipal NPDES Permit will become effective within the term of this scope of services. As such, the level of effort included in this scope of services assumes a continuation of current Regional Permit programs and projects with no significant new effort to implement a new permit.

This scope of services is organized into eight (8) tasks:

- Task 1 - Program Management, Reporting & Regulatory Support
- Task 2 - Public Information & Participation Program Assistance
- Task 3 - Commercial Facilities Control Program Assistance *[not applicable to the city]*
- Task 4 - Planning & Land Development and Construction Programs Support
- Task 5 - Public Agency Activities Program Support
- Task 6 - Illicit Discharge Detection & Elimination Program Support
- Task 7 - Watershed Group Planning & Coordination
- Task 8 - Watershed Management Program Joint Implementation Activities

### **Task 1 Program Management, Reporting, and Regulatory Support**

Implementation of Regional Permit requirements necessitates effective coordination across a wide range of municipal activities. Task 1 is focused on assisting City staff in stormwater program planning, budgeting, reporting, coordination and regulatory support.

#### ***Subtask 1.1 Coordination, Communication and Project Management***

This subtask provides for McGowan Consulting to perform project management activities necessary to deliver the scope of services in a timely and cost-efficient manner. These include task management, internal coordination and planning, meetings and regular communication with City staff on action items and pending decisions needed, as well as overall project and budget management. Time is also included

for attendance at occasional City Council meetings and assistance in drafting staff reports on items of importance to the City's stormwater program.

### ***Subtask 1.2 Regional Permit Individual Annual Report***

The Regional Permit requires the City to submit an Individual Annual Report to the Los Angeles Regional Water Quality Control Board (LA Water Board) by December 15 covering activities implemented during the preceding fiscal year (July 1-June 30). This report must include but is not limited to detailed reporting of Regional Permit implementation costs, implementation activities, non-stormwater prohibition effectiveness, and Total Maximum Daily Load (TMDL) implementation and compliance. Additionally, the State Water Resources Control Board in January 2025 adopted a new Statewide Water Quality Control Policy for Standardized Cost Reporting in Municipal Stormwater Permits requiring tracking and submittal of the City's fiscal year costs for implementing the Regional Permit via a newly developed statewide MS4 Cost Data Portal.

This subtask covers McGowan Consulting's preparation of the City's Individual Annual Report and attachments following the required format and content prescribed in the Regional Permit. Beginning in 2026 this will include assistance to the City in tracking its Regional Permit implementation costs in accordance with the new statewide cost reporting policy and for reporting these costs utilizing the new statewide MS4 Cost Data Portal.

The following schedule allows sufficient time for McGowan Consulting to prepare the draft report and attachments, for City staff to review and comment, and for final report preparation and submittal by regulatory deadlines. By August 15 following the close of the fiscal year, McGowan Consulting will provide City staff a detailed list of information needed to complete the Individual Annual Report. Assuming receipt of the requested information in electronic format from City staff by September 15, a draft Individual Annual Report will be prepared and provided for City staff review by November 1. Following receipt of comments from City staff, McGowan Consulting will revise and finalize the annual report for City management staff approval and signature prior to the December 15 submittal deadline. A two-week turnaround for consolidated City staff comments on the draft report and a single revision of the annual report are assumed in this schedule. Following submittal of each Individual Annual Report to the LA Water Board, McGowan Consulting will provide City staff a PDF copy of the final Individual Annual Report, including all attachments, along with a link to a digital folder containing supporting files for City staff to download and file internally.

Given the City's approved 'deemed compliance' alternative demonstration of compliance with final water quality-based effluent limitations and receiving water limitations, it is assumed that no Receiving Water Limitations Compliance Report will be necessary for the City during any of the reporting years covered by this scope of services. If as a result of a change in the City's deemed compliance status, such a report becomes necessary in a particular reporting year, McGowan Consulting's effort for preparation of that report would be drawn from the annual contingency.

***Subtask 1.2 Annual Deliverables:***

- Draft and Final Regional Permit Individual Annual Reports, including link to digital folder containing supporting files for City's records

***Subtask 1.3 Permit-wide Coordination and Regulatory Support***

This subtask provides for McGowan Consulting to track and review regulatory actions affecting the City's stormwater program such as new or revisions to statewide policies, NPDES permit actions impacting Regional Permit implementation, and Total Maximum Daily Load (TMDL) reconsiderations or issuance of new TMDLs. This subtask also includes time for McGowan Consulting to attend and participate in virtual meetings with other municipal permittee representatives and various stakeholders to share information, resources and address challenges cooperatively. Examples of such meetings include Los Angeles Permit Group meetings, California Stormwater Quality Association meetings, and periodic LA Water Board meetings. This subtask also includes participation in LA Water Board workshops and permit negotiation meetings and/or review and comment on tentative permit documents but assumes that a new permit will not be adopted within the term of this scope of services. Consulting time for attending meetings and performing services in common for multiple clients has been reduced in this task to account for distribution of time (cost-sharing) between clients.

**Task 2 Public Information and Participation Program Assistance**

Each Permittee is responsible for developing and implementing a Public Information and Participation Program (PIPP) that addresses specific Regional Permit and Peninsula Watershed Management Program (WMP) requirements. Each of the required elements of the PIPP may be met by the City either through a collaborative or individual program approach, including through partnerships with State or National stormwater member agencies as well as by leveraging County-wide outreach and engagement efforts including those implemented through the Safe Clean Water Program. The Palos Verdes Peninsula Watershed Management Group (Peninsula WMG) has committed to joint development of certain elements of the PIPP which are described in Subtask 8.2. McGowan Consulting understands that the City's solid waste franchisee disseminates information to residents on proper handling of wastes such as vehicle waste fluids, household waste materials, construction waste materials, organic waste and animal waste. City staff also disseminate opportunities for participation in pollution prevention activities and events to residents via the City's Blue Newsletter and Environmental Programs website.

***Subtask 2.1 PIPP Support***

The Regional Permit requires documentation and tracking of information on the City's PIPP activities, including the (1) date of activity; (2) method of dissemination, (3) targeted behavior; (4) targeted pollutant; (5) targeted audience; (6) culturally effective methods; (7) metric(s) for measuring effectiveness of activity, and related information necessary for measuring effectiveness. This subtask provides for tracking the City's PIPP activities via metrics identified in collaboration with City staff. McGowan Consulting will work with City staff to gather and compile the appropriate metrics in a

spreadsheet database to demonstrate the reach and effectiveness of the City's PIPP activities. This data will be incorporated into the appropriate section of the City's Individual Annual Report. This task also provides an allocation of effort for McGowan Consulting to support the City as needed in its efforts to disseminate public outreach materials and encourage community engagement on stormwater and related environmental programs. This support may include reviewing and recommending changes to the Environmental Programs website material and/or recommendations for information to be disseminated to the public via the City's Blue Newsletter.

*Subtask 2.1 Annual Deliverables:*

- Update of City's individual PIPP activities database and metrics for tracking effectiveness

***Subtask 2.2 Safe Clean Water Municipal Program Support***

The Safe Clean Water (SCW) Program, also known as Measure W, provides dedicated funding for stormwater activities that improve water quality and assist permittees in compliance with the Regional Permit while also delivering other co-benefits to Los Angeles County communities. The City receives approximately \$105,000 annually in Municipal SCW Program funds to use on local projects and programs that achieve SCW Program goals. The City's Municipal SCW Annual Plan and Municipal SCW Annual Expenditure Report must be prepared and submitted via the SCW online reporting tool in accordance with the structure and content required by LACFCD. The tool is mounted on the Los Angeles County SCW Program website ([SafeCleanWaterLA.org](http://SafeCleanWaterLA.org)) where the plans and reports are also posted for public transparency and accountability. The Annual Plan must describe the projects, programs, and other activities the City intends to fund with Municipal SCW Program funds in the upcoming fiscal year. The Annual Expenditure Report must describe how the City expended its Municipal SCW funds during the preceding fiscal year and whether these expenditures aligned with the Annual Plan prepared for that year.

This subtask provides for McGowan Consulting to prepare drafts of the required Municipal SCW Annual Plans and Annual Expenditure Reports, which are due on April 1 and December 31, respectively. To allow time to prepare and submit the appropriate deliverables on time, the following schedules are proposed:

- Municipal SCW Annual Report: After the close of each fiscal year, McGowan Consulting will work with City staff to obtain the information necessary to complete the Annual Expenditure Report.

Assuming McGowan Consulting is in receipt of all needed information by October 15, a draft Annual Expenditure Report will be prepared for City staff review by November 1.

- Municipal SCW Annual Plan: McGowan Consulting will meet with City staff annually in January to consult on anticipated Municipal SCW Program expenditures for the upcoming fiscal year. A draft Municipal SCW Annual Plan will then be prepared for City staff review by March 1.
- Comment/Review: A two-week turnaround for consolidated City staff comments and a single revision of the Annual Plan and Annual Expenditure Report are assumed.

In FY2024-25, the Safe, Clean Water Program requested additional metrics data from municipalities with Safe, Clean Water funded projects to better measure and track project performance with respect to the goals of the Safe, Clean Water Program. It is anticipated that similar additional metrics will be requested for programs as well as projects in upcoming fiscal years. This sub-task includes an allocation of effort starting in FY2025-26 for McGowan Consulting to assist with anticipated increased measures and metrics reporting for the Municipal Safe, Clean Water Program.

This subtask also includes as-needed support to City staff in assembling requested information for the 3-year independent audit of Municipal SCW funds due in March 2027. McGowan Consulting will also assist City staff in preparing a staff report, City Council resolution and submitting necessary documentation required for execution of a new Transfer Agreement with the District prior to expiration of the current Transfer Agreement in June 2028.

It is assumed that the City will be responsible for procuring and directing the independent 3-year financial audit of its SCW program payments as required by the SCW Transfer Agreement. It is also understood that City staff will be responsible for adherence to the SCW Program financial documentation and audit requirements as well as for operating in accordance with best practices and strict accountability for funds, receipts and disbursements as delineated in the SCW Program Municipal Program Transfer Agreement.

*Subtask 2.2 Annual Deliverables:*

- Draft and Final Municipal SCW Annual Plans
- Draft and Final Municipal SCW Annual Expenditure Reports

## **Task 4 Planning & Land Development and Development Construction Programs Support**

The Planning & Land Development and Construction Programs are applicable to public and private development projects and there are separate and cross-cutting requirements in these programs.

### ***Subtask 4.1 Planning & Land Development Program Training & Tracking***

The Planning and Land Development provisions of the Regional Permit require the City to ensure that Priority Development Projects provide for permanent measures to reduce storm water pollutant loads from the developed site by conditioning approval of these projects with Low Impact Development (LID) requirements. Qualifying capital improvement projects are also subject to LID requirements.

This subtask provides for McGowan Consulting to prepare and deliver training for Community Development staff on the Planning & Land Development Program (Low Impact Development or LID) requirements of the Regional Permit. The method of delivery of the training may vary from year-to-year depending on City staff's needs and may include: virtually accessible videos, short online assessments, printed training materials, or synchronous virtual training sessions.

This subtask also provides an allocation of time for McGowan Consulting to submit information on Priority Development Projects into the WRAMPS online tool for tracking and annual reporting purposes. It is assumed that contract Building & Safety staff will provide McGowan Consulting with the LID project attributes and other required project information in the WRAMPS bulk upload spreadsheet format.

#### *Subtask 4.1 Deliverables*

- Annual training for Community Development staff on the Planning & Land Development requirements

#### ***Subtask 4.2 Construction Program Training***

The City is required to implement a construction program in compliance with the Regional MS4 Permit that tracks and verifies that effective BMPs are being implemented on construction sites within its jurisdiction. The City must also verify that construction projects disturbing one acre or more: 1) obtain coverage under the Statewide Construction General Permit (CGP) and 2) submit and receive approval of the project LID Plans from Building & Safety prior to being issued a grading permit. The City must inspect construction sites in accordance with required frequencies to verify that effective construction BMPs are being implemented by the construction contractor.

This subtask provides for McGowan Consulting to prepare and deliver training for Community Development staff on the Construction Program requirements of the Regional Permit. The method of delivery of the training may vary from year-to-year depending on City staff's needs and may include virtually accessible videos, short online assessments, printed training materials, or synchronous virtual training sessions. An allocation of time is also included in this task for McGowan Consulting to track construction sites enrolled in the CGP through the State Board's online SMARTS system on a quarterly basis to identify new sites in the system, track the status of sites, and advise City staff of issues of concern identified by this online review.

The training provided by McGowan Consulting is primarily focused on the Regional MS4 Permit Construction Program requirements and is not equivalent to the two- or three-day training required for practitioners of the CGP. Therefore, it is assumed that the City will utilize contracted State Qualified QSD/QSP practitioners that are trained and knowledgeable in CGP requirements for construction of municipal capital improvement projects disturbing one acre or more.

#### *Subtask 4.2 Annual Deliverables*

- Annual training for Community Development staff on the Construction Program requirements of the Regional Permit

### **Task 5 Public Agency Activities Program Support and Training**

The Public Agency Activities program of the Regional Permit requires implementation of BMPs to minimize water quality impacts from the maintenance of municipal facilities including parks, streets, parking lots, storm drain infrastructure, recreational and other municipally owned or operated facilities. The Regional Permit requires that contractors hired by the City to conduct construction, operation and maintenance activities must be contractually required to implement and maintain BMPs to control the discharge of pollutants to the MS4 to the maximum extent practicable when conducting such work; McGowan Consulting has previously provided recommended contract language which can be incorporated into contracts to address this requirement. The City must annually train all employees in targeted positions whose interactions, jobs, and activities affect stormwater quality. This annual training requirement also applies to contractors performing privatized/contracted municipal services such as catch basin cleaning, landscape maintenance or trash collection.

The Regional Permit also requires the City to maintain an electronic inventory of municipal facilities and activities that are potential sources of pollutants and the BMPs being implemented to reduce pollutants in stormwater discharges from these facilities to the maximum extent practicable. The accuracy of the inventory must be verified once during the permit term; since the City's facility inventory in workbook/spreadsheet format was last comprehensively revised and verified in FY2022-23, it will not need to be reverified under this scope of services. Incorporation of the municipal facility inventory into GIS is recommended but not required by the Regional Permit. It is assumed that contract or in-house City GIS staff will be responsible for performing conversion of the facility inventory to GIS if City staff determines this is desirable.

This subtask includes time for McGowan Consulting to assist City staff in maintaining the facility inventory by conducting one (1) facility visit per year to assess significantly revised conditions at a municipal facility identified by City staff and to update the facility inventory based on the facility assessment(s). McGowan Consulting will also provide required annual training for targeted City staff in which contract service providers may also participate. The method for delivery of the training may vary from year-to-year depending on City staff's preferences and may include virtually accessible recorded training presentations accompanied by short online assessments, in-person training, or synchronous virtual training sessions. As-needed, McGowan Consulting will assist City staff in coordinating with contracted service providers to obtain self-certification from them that their staff are annually trained and, if needed will facilitate such training by providing access to virtually accessible recorded trainings. Upon request, McGowan Consulting will also provide review of new or renewing municipal contracts to provide contract-specific recommendations on the appropriate incorporation of Regional Permit requirements as well as the training requirement.



*Task 5 Annual Deliverables:*

- Annual training for targeted public works staff on the Public Agency Activities Program requirements of the Regional Permit

**Task 6 Illicit Discharge Detection and Elimination Program Support**

The Regional Permit requires the City to continue to implement its Illicit Discharge Detection and Elimination (IDDE) program to detect and identify the source of suspected illicit discharges and to implement procedures for eliminating confirmed illicit discharges. The City's IDDE procedures manual must be updated once during the Regional Permit term, and this was completed in FY2023-24.

This task provides for preparation and delivery of an interactive or virtually accessible annual training for field staff on the identification and reporting of illicit discharges. This task also provides for minor revisions to the IDDE manual as needed to reflect updates to the City's staffing structure and assignment of responsibilities. Additionally, McGowan Consulting will provide as-needed assistance to City staff in addressing illicit discharges or conditionally exempt non-stormwater discharges consistent with permit requirements.

*Task 6 Annual Deliverables:*

- Training materials prepared for targeted City staff and contractors on the IDDE Program requirements

**Task 7 Watershed Group Planning and Coordination**

The Coordinated Integrated Watershed Management Program (CIMP) and Watershed Management Program (WMP) are being implemented cooperatively by the Peninsula WMG in accordance with the requirements of the Regional Permit. The CIMP is being implemented by the CIMP Consultant through a separate contracting mechanism under an MOU administered by the City of Rancho Palos Verdes with oversight and input from the Peninsula WMG member agencies; the current CIMP MOU Amendment 2 expires at the end of FY2025-26, therefore a 3<sup>rd</sup> amendment or new MOU will need to be negotiated and adopted by June 30, 2026 to ensure that required monitoring continues without interruption. The City is also participating in the Harbor Regional Monitoring Coalition MOU to meet its monitoring obligations under the Greater Los Angeles and Long Beach Harbors Toxics TMDL.

***Task 7.1 Watershed Group Planning and Coordination***

This subtask includes time for meeting preparation and attendance at six (6) annual Peninsula WMG meetings and additional coordination meetings among the Peninsula WMG and/or consulting team members as needed. During FY2025-26 this subtask will include effort for McGowan Consulting to assist the City in negotiating the terms of an amendment to or new Peninsula CIMP MOU for continued joint monitoring efforts. McGowan Consulting time for Peninsula WMG planning and coordination has been reduced based on cost-sharing among three municipal clients. Time for participation in quarterly Harbor

Regional Monitoring Coalition meetings is also included in this task with that effort reduced based on cost-sharing of time between two municipal clients.

### ***Task 7.2 Coordinated Integrated Monitoring Program Review & Support***

This subtask allocates time for McGowan Consulting to provide review and comment on the draft and final annual Integrated Monitoring Compliance Reports to be prepared by the CIMP Consultant and the draft and final Harbor Toxics TMDL Coordinated Compliance Monitoring Report. Additionally, this subtask provides time for McGowan Consulting to attend monthly 30-minute coordination calls with the CIMP consulting team to make as-needed implementation and adaptive management decisions. During FY2025-26 this task will also include review and comment on the 5-year water quality monitoring data assessment to be prepared by the CIMP Implementation Consultant in support of the required adaptive management process. McGowan Consulting time for this subtask has been reduced based on the assumption that it will be distributed among three municipal Peninsula clients.

### **Task 8 Watershed Management Program Joint Implementation**

The Peninsula WMG members have undertaken certain WMP implementation tasks in a cooperative manner with effort for carrying out these tasks distributed equitably between the consultant for the City of Rancho Palos Verdes and McGowan Consulting as consultant for Rolling Hills Estates, Palos Verdes Estates and Rolling Hills. County of Los Angeles staff also contribute in-kind efforts. This task provides for McGowan Consulting to perform the City's share of these cooperative WMP implementation tasks.

#### ***Subtask 8.1 Watershed Progress Report and Adaptive Management/ROWD Assistance & Review***

The Regional Permit requires the submittal of semi-annual Watershed Progress Reports to the LA Water Board which are due on December 15 and June 15. Although the consultant for the City of Rancho Palos Verdes will lead this submittal, it is necessarily a cooperative effort and therefore McGowan Consulting will assist in providing narrative sections for these reports covering our work described in Subtasks 8.2 and 8.3. McGowan Consulting will also update the City's watershed control measure information in WRAMPS for submittal to the Peninsula Watershed Coordinator and provide short narratives in support of the Peninsula Watershed Progress Reports. Additionally, McGowan Consulting will provide technical/regulatory review and comment on the draft and final semi-annual progress reports on the City's behalf prior to submittal to the LA Water Board.

The Regional Permit requires that by March 11, 2026, the WMG must prepare and submit a Report of Waste Discharge (ROWD) to the LA Water Board, including the results of an adaptive management process and evaluation of the effectiveness of implemented control measures in improving water quality since the last revision of the Peninsula WMP. The consultant for City of Rancho Palos Verdes will prepare this required submittal. This task provides an allocation of effort for McGowan Consulting to perform technical/regulatory review and comment on draft narrative work products and final draft ROWD and Adaptive Management Report submittals on the City's behalf. In subsequent reporting years, this task

may also require review and comment on modifications to the Peninsula WMP arising from the Adaptive Management process.

### ***Subtask 8.2 Joint Public Outreach Content Development & Tracking***

The Peninsula WMG in collaboration with the Beach Cities WMG develops and disseminates stormwater outreach to the local community via the South Bay Cities Council of Governments (SBCCOG) website. This outreach program has been developed, managed and facilitated by McGowan Consulting, supported by website hosting services subcontracted with the SBCCOG. This outreach program also includes the development of periodic supplemental outreach pieces for dissemination through the participating jurisdictions' websites, e-news and social media channels to extend the reach of the messaging and draw traffic to the website content.

The ongoing scope of this subtask is anticipated to include annual revision and refreshing of webpage content on the SBCCOG website platform. The Regional Permit requires Permittees to track metrics on the effectiveness of their public outreach and participation efforts which will be implemented in part through collection of website metrics from the SBCCOG hosting service. Additionally, the effort in this subtask may include development of one or more targeted public outreach pieces to address topics relevant to the stormwater management program.

McGowan Consulting's level of effort and supporting contract services for this subtask are assumed to be similar to previous years and will be distributed among three Peninsula WMG municipal clients and further offset through combined work for the Beach Cities WMG, including shared subcontracting costs for website hosting and as-needed graphic design.

### ***Subtask 8.3 Adaptive Management***

This subtask includes an allocation of time for review and comment on Sepulveda canyon annual flow data deliverables that are critical to maintaining the City's deemed compliance status. In FY2025-26 this will also include review and comment on the Rolling Hills Sepulveda Canyon monitoring technical memorandum three-year review to be prepared by NV5. In future years this task allocates time to assist with any necessary revisions into the Peninsula WMP arising from the WMP adaptive management process, or to assist the City in modifications to the flow monitoring contract with NV5 or an alternate contracting mechanism for that monitoring.

### **Cost Estimate**

McGowan Consulting will carry out the scope of services for an estimated cost of \$71,500 in FY2025-2026, \$74,600 in FY2026-27, and \$77,500 in FY2027-28 based on actual time and materials as broken down by task in the Budget Table. Given the recent increased regulatory uncertainty and enforcement actions taken by the LA Water Board, a ten percent contingency is also recommended for as-needed additional assistance in each year to be used only when authorized by the City Manager which would result in a total contract amount for the three years of \$ 245,960. As is our practice and as noted in the

Scope of Services, certain consulting efforts for attending meetings and performing services in common for multiple clients have been reduced in the budget to account for distribution of the effort among several clients. To provide flexibility during this period of regulatory uncertainty and to best meet the needs of the City in addressing the requirements of the Regional MS4 Permit, it is understood and assumed that reallocation of level-of-effort by McGowan Consulting between tasks and subtasks may occur so long as the total contract amount is not exceeded.

Labor rates which include automobile mileage, parking fees, and routine printing & copying are shown for FY2025-2026 in the Rate Schedule. Other direct costs chargeable to the project may include subcontracted graphic design, illustration, and translation services; courier services; and other direct project costs not specifically included in labor rates. Invoices will be submitted based on actual time and expenses expended by McGowan Consulting and will be annotated to show which costs can be recovered via the Municipal Safe Clean Water Program (Measure W) which costs are also denoted by asterisk (\*) in the Budget Table.

| <b>Budget Table by Fiscal Year</b><br><b>Stormwater Permit Consulting Services</b> |                                                                                |                                  |                              |                              |                              |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------|------------------------------|------------------------------|------------------------------|
| <b>Task</b>                                                                        | <b>Description</b>                                                             | <b>Est.<br/>Annual<br/>Hours</b> | <b>FY25-26<br/>Est. Cost</b> | <b>FY26-27<br/>Est. Cost</b> | <b>FY27-28<br/>Est. Cost</b> |
| 1.1                                                                                | Coordination, Communication & Project Management                               | 60                               | \$ 10,700                    | \$ 11,200                    | \$ 11,600                    |
| 1.2                                                                                | Regional Permit Individual Annual Report                                       | 60                               | \$ 10,700                    | \$ 11,200                    | \$ 11,600                    |
| 1.3                                                                                | Permit-wide Coordination and Regulatory Support                                | 30                               | \$ 5,400                     | \$ 5,600                     | \$ 5,800                     |
| 2.1                                                                                | Public Information & Participation Program Support *                           | 12                               | \$ 2,100                     | \$ 2,200                     | \$ 2,300                     |
| 2.2                                                                                | SCW Municipal Program Support *                                                | 64                               | \$ 10,900                    | \$ 11,400                    | \$ 11,800                    |
| 4.1                                                                                | Planning & Land Development Program Training and Tracking                      | 15                               | \$ 2,700                     | \$ 2,800                     | \$ 2,900                     |
| 4.2                                                                                | Construction Program Training                                                  | 12                               | \$ 2,100                     | \$ 2,200                     | \$ 2,300                     |
| 5                                                                                  | Public Agency Activities Program Support and Training                          | 36                               | \$ 6,400                     | \$ 6,700                     | \$ 7,000                     |
| 6                                                                                  | IDDE Program Support                                                           | 18                               | \$ 3,200                     | \$ 3,300                     | \$ 3,500                     |
| 7.1                                                                                | Watershed Group Planning & Coordination                                        | 20                               | \$ 3,600                     | \$ 3,700                     | \$ 3,900                     |
| 7.2                                                                                | CIMP Review and Support                                                        | 15                               | \$ 2,700                     | \$ 2,800                     | \$ 2,900                     |
| 8.1                                                                                | Watershed Progress Report and Adaptive Management/ROWD Assistance and Review * | 20                               | \$ 3,700                     | \$ 3,900                     | \$ 4,000                     |
| 8.2                                                                                | Joint Public Outreach Content Development & Tracking *                         | 14                               | \$ 2,500                     | \$ 2,600                     | \$ 2,700                     |
| 8.3                                                                                | Adaptive Management *                                                          | 12                               | \$ 2,200                     | \$ 2,300                     | \$ 2,400                     |
| Other Direct Costs                                                                 |                                                                                |                                  | \$ 2,600                     | \$ 2,700                     | \$ 2,800                     |
| <b>TOTAL ESTIMATED COST</b>                                                        |                                                                                |                                  | <b>\$ 71,500</b>             | <b>\$ 74,600</b>             | <b>\$ 77,500</b>             |
| <i>Contingency @ 10%</i>                                                           |                                                                                |                                  |                              |                              | <b>\$ 22,360</b>             |
| <b>Total Not to Exceed Amount (with contingency)</b>                               |                                                                                |                                  |                              |                              | <b>\$ 245,960</b>            |
| * Indicates costs planned to be covered by the SCW Municipal Program Fund          |                                                                                |                                  |                              |                              |                              |

McGowan Consulting, LLC

**Labor Rates - Contract Year 2025-26<sup>1</sup>****Professional Staff Rates**

|                 |                |
|-----------------|----------------|
| Principal       | \$194 per hour |
| Sr. Scientist   | \$164 per hour |
| Staff Scientist | \$80 per hour  |

**Expenses**

Labor rates include automobile mileage within greater Los Angeles and Orange County area, parking, routine printing and copying.

**Other direct costs chargeable to the project include** graphic layout and illustration, webpage design and hosting, translation services, report reproduction and binding, courier services, blueprint services, graphics services, project-specific publications, and any other direct project costs not included in the labor rates.

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<sup>1</sup> Labor rates to be adjusted annually based on increases in the Consumer Price Index for the Los Angeles area as calculated by the U.S. Department of Labor Bureau of Labor Statistics

**CITY OF ROLLING HILLS**  
**PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT, made and entered into this 24th day of August, 2026 in City of Rolling Hills, County of Los Angeles, State of California, by and between the CITY OF ROLLING HILLS, a California municipal corporation (hereinafter the "CITY"), and GEOSYNTEC CONSULTANTS, INC., a Florida corporation (hereinafter the "CONSULTANT").

**1. RECITALS:**

A. The CITY desires to retain CONSULTANT to provide municipal stormwater consultant services.

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, for and in consideration of the mutual covenants and conditions herein contained, CITY hereby engages CONSULTANT and CONSULTANT agrees 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 as stated in the attached Exhibit A (hereinafter referred to as "SERVICES"). Susan Robinson shall be the project manager for CONSULTANT. The project manager shall not be changed without the CITY's prior approval.

**3. COST**

The CITY agrees to pay CONSULTANT for all the SERVICES or any part of the SERVICES performed under this AGREEMENT at the rates and in the manner established in the attached Exhibit B.

A. The CITY agrees to pay CONSULTANT for the SERVICES required by this Agreement in Exhibit A as set forth in Exhibit B, subject to a do not exceed amount in the amount of \$74,614, plus a 10% contingency of \$7,461 for a total of \$82,075. The 10% contingency of \$7,461 shall be solely for additional or unforeseen services authorized by the City Manager in writing. This amount includes all expenses, consisting of travel, attendance at meetings, and miscellaneous costs. It also includes any escalation or inflation factors anticipated. If the term is extended beyond one year, annual CPI adjustments shall not exceed 4% for future years.



B. Any increase in cost or scope shall be approved by expressed written amendment executed by the CITY and CONSULTANT.

#### **4. METHOD OF PAYMENT**

CONSULTANT shall be reimbursed within 30 days of submitting an invoice to CITY for the SERVICES. CONSULTANT shall submit an invoice for the SERVICES within 10 days of completing each task or portion thereof identified in Exhibit A to this AGREEMENT. CONSULTANT shall submit invoices electronically to the City Manager of the CITY and shall also provide a courtesy copy by U.S. Mail addressed to the City Manager of the CITY.

#### **5. SUBCONTRACTING**

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

#### **6. WORK PERFORMED**

All SERVICES performed shall be consistent with industry standards.

#### **7. COMPLIANCE WITH LAW**

All SERVICES rendered hereunder shall be provided in accordance with the requirements of relevant local, State and Federal Law.

#### **8. 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, located at 5901 W. Century Blvd Suite 1450, Los Angeles, CA 90045, during the contract period and thereafter for five years from the date of final payment.

#### **9. OWNERSHIP OF DATA**

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

#### **10. TERM OF CONTRACT**

This AGREEMENT shall be valid until June 30, 2027. The CITY has the discretion to extend the term for two additional one-year periods, upon execution of a written amendment by the CITY and CONSULTANT.

#### **11. TERMINATION**

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

## **12. ASSIGNMENT**

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

## **13. AMENDMENT**

It is mutually understood and agreed that no alteration or variation of the terms of this AGREEMENT, 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.

## **14. 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 AGREEMENT. For breach or violation of this warranty, the CITY shall have the right to annul this AGREEMENT 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.

## **15. INDEMNITY**

CONSULTANT shall indemnify, defend with counsel approved by CITY, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of SERVICES hereunder or its failure to comply with any of its obligations contained in this AGREEMENT, regardless of CITY's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the CITY. Should CITY in its sole discretion find CONSULTANT's legal counsel unacceptable, then CONSULTANT shall reimburse the CITY its costs of defense, including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation. The CONSULTANT shall promptly pay any final judgment rendered against the CITY (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this AGREEMENT.

If CONSULTANT should subcontract all or any portion of the SERVICES to be performed under this AGREEMENT, CONSULTANT shall require each subcontractor to indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers in accordance with the term of the preceding paragraph. This section shall survive termination or expiration of this AGREEMENT.

## **16. INSURANCE**

A. Without limiting CONSULTANT'S obligations arising under paragraph 15 - 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 SERVICES under this AGREEMENT, and shall be maintained throughout the term of this AGREEMENT. Insurance coverage shall be as follows:

i. Automobile Liability Insurance. CONSULTANT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

ii. General Liability Insurance. CONSULTANT shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

iii. Worker's Compensation Insurance. CONSULTANT shall maintain Workers' Compensation Insurance (statutory limits) and Employer's Liability insurance (with limits of at least \$1,000,000). CONSULTANT shall submit to CITY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of CITY, its officers, agents, employees, and volunteers.

This provision shall not apply if the CONSULTANT has no employees performing work under this Agreement. If the CONSULTANT has no employees for the purposes of this Agreement, the CONSULTANT shall sign the "Certificate of Exemption from Workers' Compensation Insurance" which is attached hereto and incorporated herein by reference as "Exhibit C."

iv. Professional Liability Coverage. CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT's operations under this Agreement, whether such operations are by the CONSULTANT or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be

less than \$1,000,000 on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of 3 years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees, or agents during the time this Agreement was in effect.

B. Additional Insured. General liability and automobile liability insurance policies shall provide or be endorsed to provide that CITY and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

C. Primary/noncontributing. Coverage provided by CONSULTANT shall be primary and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY before the CITY's own insurance or self- insurance shall be called upon to protect it as a named insured.

D. 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.

E. Duration of coverage. CONSULTANT shall procure and maintain for the contract period, and any additional length of time required thereafter, insurance against claims for injuries to persons or damages to property, or financial loss which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, their agents, representatives, employees, or subconsultants.

F. City's right of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, CITY has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by CITY will be promptly reimbursed by CONSULTANT or CITY will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, CITY may cancel this Agreement.

G. Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the CITY's Risk Manager.

H. Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against CITY, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against CITY and shall require similar written express waivers and insurance clauses from each of its subconsultants.

I. Enforcement of contract provisions (non-estoppel). CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the CITY to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the CITY nor does it waive any rights hereunder.

J. Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the CONSULTANT maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

K. Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to CITY and approved of in writing.

L. Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

M. Pass through clause. CONSULTANT agrees to ensure that its subconsultants, subcontractors, and any other party who is brought onto or involved in the project/service by CONSULTANT (hereinafter collectively "Subcontractor"), provide the same minimum insurance coverage and endorsements required of CONSULTANT

under this Agreement. CONSULTANT agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. However, in the event CONSULTANT's Subcontractor cannot comply with this requirement, which proof must be submitted to the CITY, CONSULTANT may still be able to utilize the Subcontractor provided CONSULTANT shall be required to ensure that its Subcontractor provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with Subcontractor's scope of work and services, with limits less than required of the CONSULTANT, but in all other terms consistent with the CONSULTANT's requirements under this Agreement. This provision does not relieve the CONSULTANT of its contractual obligations under the Agreement and/or limit its liability to the amount of insurance coverage provided by its subcontractors. This provision is intended solely to provide CONSULTANT with the ability to utilize a Subcontractor who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of the CONSULTANT under this Agreement given the limited scope of work or services provided by the subcontractor. CONSULTANT agrees that upon request, all agreements with Subcontractors, and others engaged in the project and/or services, will be submitted to CITY for review.

N. CITY's right to revise specifications. The CITY reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving the CONSULTANT 90 days advance written notice of such change. If such change results in substantial additional cost to the CONSULTANT, the CITY and CONSULTANT may renegotiate CONSULTANT's compensation.

O. Self-insured retentions. Any self-insured retentions must be declared to and approved by CITY. CITY reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

P. Timely notice of claims. CONSULTANT shall give CITY prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Q. Additional insurance. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

## **17. 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.

## **18. 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.

## **19. 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.

## **20. 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 to 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.

## **21. NOTICES**

All written notices required by, or related to this AGREEMENT shall be sent by Certified Mail, Return Receipt Requested, postage prepaid and addressed as listed below. Neither party to this AGREEMENT shall refuse to accept such mail; the parties to this AGREEMENT shall promptly inform the other party of any change of address. All notices required by this AGREEMENT are effective on the day of receipt, unless otherwise indicated herein. All notices and communications shall be sent to the parties at the following addresses:

CITY: Karina Bañales, City Manager  
City of Rolling Hills  
No. 2 Portuguese Bend Road  
Rolling Hills, CA 90274

CONSULTANT: Geosyntec Consultants, Inc.  
Attn: Susan Robinson  
5901 W. Century Blvd



Suite 1450  
Los Angeles, CA 90045

**22. 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.

**23. COUNTERPARTS**

This AGREEMENT may be executed in one or more counterparts. Each counterpart shall be deemed an original instrument against any party who has signed it.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have entered into this AGREEMENT on the date and year first above written.

CITY OF ROLLING HILLS

CONSULTANT

CITY MANAGER

GEOSYNTEC CONSULTANTS, INC.

\_\_\_\_\_  
KARINA BAÑALES

\_\_\_\_\_  
BRIAN PETTY,  
OPERATIONS VICE PRESIDENT

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
NICOLAS PAPAJOHN, CITY ATTORNEY

# Exhibit A

## Scope of Services

### **Task 1 – Program Planning, Regulatory Support and Coordination:**

Consultant shall perform project management and program coordination activities necessary to deliver the scope of services in a timely and cost-efficient manner. These activities may include coordination and planning, meetings and regular communication with City staff on action items and pending decisions needed, assistance in drafting staff reports on items of importance to the City's stormwater program, as well as overall project and budget management.

Consultant shall track and review regulatory actions affecting the City's stormwater program such as new or revisions to statewide policies, permit issuance or revision activity, Water Board actions impacting Regional MS4 Permit implementation, and reconsiderations or issuance of new TMDLs. This task may also include attendance and participation in online meetings with other Regional MS4 Permittee representatives and stakeholders to share information, resources and address challenges cooperatively; examples of such meetings include Los Angeles Permit Group meetings and as-needed LA Water Board workshops or meetings. To the extent the Consultant performs these activities for multiple clients, the Consultant's time for these activities shall be distributed proportionately among those clients. For example, if Consultant attends a meeting on behalf of two clients, the City should only be invoiced for half of that time.

### **Task 2 – Annual Report Preparation:**

Consultant shall prepare the City's Individual Annual Report following the required format and content in the Regional MS4 Permit Attachments E, H and I and any supplemental guidance memoranda distributed by LA Water Board staff. Consultant shall provide City staff a detailed list of information needed to complete the Individual Annual Report by September 1, 2026. Consultant shall prepare a draft Individual Annual Report for City staff review by November 2, 2026. Consultant shall discuss the results of the Sepulveda Canyon continuous flow monitoring in the City's Individual Annual Report and include a summary attachment to be provided by the monitoring consultant. Consultant shall incorporate City staff comments and prepare a final version of the Individual annual report for the City staff's approval and City Manager's certification no later than December 7, 2026. Consultant shall submit the final assembled report with City Manager's certification to the LA Water Board in accordance with LA Water Board staff guidance by the December 15, 2026 Regional MS4 Permit deadline. Following submittal of the Individual Annual Report to the LA Water Board, Consultant shall provide City staff an electronic copy of the submitted Individual Annual Report including all attachments, along with a link to a digital folder containing supporting files for City staff to download and file for its records.

To support the 2025-2026 individual annual report preparation, City staff will provide Consultant with the trash monitoring Excel files prepared by its trash monitoring consultant for the reporting year to include with the Individual Annual Report and a copy of the 2024-2025 Individual Annual Report for reference.

#### *Task 2 Deliverables:*

- List of information needed to complete the 2025-2026 Individual Annual Report

- Draft Individual Annual Report by November 2, 2026 for City staff comment
- Final Individual Annual Report for City staff approval by December 7, 2026
- Digital copy of submitted Regional MS4 Permit and supporting files

### **Task 3 – Safe Clean Water (Measure W) Municipal Program Assistance**

Consultant shall assist City staff by preparing the required Municipal SCW Annual Plan and Annual Expenditure Report which are due on April 1, 2027 and December 31, 2026, respectively, and must be prepared and submitted via the SCW online reporting tool in accordance with the structure and content required by LACFCD. This may also include as-needed support to City staff in assembling requested information for the independent audit of Municipal SCW funds due in March 2027 for the preceding three fiscal years (FY2023-24, FY2024-25, and FY2025-26). Additionally, since Tasks 3, 4 and Task 8 in this Scope of Services have been included in the City's SCW Annual Plan for FY2026-27 as eligible costs to be covered by the City's Municipal SCW funds, Consultant shall annotate its monthly invoices to the City to indicate which costs by task are to be charged against the City's Municipal SCW funds. Consultant shall also maintain an Excel file tracking its cumulative Municipal SCW-eligible activities throughout the fiscal year.

#### *Task 3 Annual Deliverables:*

- Draft and Final Municipal SCW Annual Plan
- Draft and Final Municipal SCW Annual Expenditure Report
- Annotation of Consultant's monthly invoices for cost recovery via the Municipal SCW fund account
- Excel file tracking Consultant's cumulative Municipal SCW activity costs by fiscal year and task

### **Task 4 – Public Information and Participation Program Assistance**

Consultant shall assist City staff in documentation and tracking of required metrics on the City's Public Information and Participation Program (PIPP) activities to meet specific Regional MS4 Permit Part VIII.D and Peninsula WMP requirements activities. Required metrics include the (1) date of activity; (2) method of dissemination, (3) targeted behavior; (4) targeted pollutant; (5) targeted audience; (6) culturally effective methods; (7) metric(s) for measuring effectiveness of activity and related information as appropriate for measuring effectiveness of the outreach. Consultant will work with City staff to track and compile the necessary metrics for incorporation into the City's Individual Annual Report. Consultant shall also advise and assist the City as needed in its efforts to disseminate public outreach materials and encourage community engagement on stormwater related programs including review and recommendations for changes/additions to content on the City's website, and recommendations for information to be disseminated to the public via the City's Blue-newsletter. Consultant may assume that City staff will be responsible for making the recommended updates to its website content and disseminating the information via its e-newsletter.

#### *Task 4 Deliverables:*

- Annual compilation of City's PIPP activity metrics in a spreadsheet database
- Recommendations for revisions to website content and information for Blue-newsletter

## **Task 5 – Planning & Land Development and Construction Programs Support**

Consultant shall prepare and deliver annual training for Planning, Building & Safety Plan Check, and Public Works staff on the Planning & Land Development Program requirements of the Regional MS4 Permit part VIII.F. The method of delivery of the training may be in the form of a virtually accessible recorded presentation with short online assessment and/or an online live training session, depending on City staff's preference. Consultant shall provide a method for documentation of municipal employee and contracted staff training for City's records.

Consultant shall submit project information collected on planned or completed Priority Development Projects from the 2025-2026 reporting year into the [WRAMPS2 online database](#) by November 2<sup>nd</sup> for annual reporting purposes; Consultant may assume no more than a few such projects per reporting year typically occur in the City.

Consultant shall prepare and deliver training for Planning, Building & Safety, and Public Works staff on the Construction Program requirements of the Regional MS4 Permit Part VIII.G. The method of delivery of the training may be in the form of a virtually accessible recorded presentation with a short online assessment to document completed training and/or an online live training session, depending on City staff's preference. The training content provided by Consultant shall be intended to ensure that all municipal staff whose primary duties are related to implementing the construction stormwater program in Part VIII.G of this Order receive appropriate training. Consultant shall provide a method for documentation of municipal employee and contracted staff training for City's records. An allocation of time shall also be included in this task for Consultant to track construction sites located within the City that are enrolled in the Statewide Construction General Permit through the State Water Board's online SMARTS system and to advise City staff of potential new sites and/or issues of concern related to such sites based on online review of SMARTS documentation.

### *Subtask 5 Annual Deliverables*

- Training on the Planning & Land Development requirements of the Regional MS4 Permit and the City's municipal code Chapter 8.32 with documentation of attendance
- Training on the Construction Program requirements of the Regional MS4 Permit with documentation of attendance
- Submittal of planned or completed Priority Development Projects into WRAMPS2 online database by November 2

## **Task 6 – Public Agency Activities Program Support**

Consultant shall prepare and deliver training for targeted City management staff consistent with Regional MS4 Permit VIII.A.3. The method of delivery of the training may either be in the form of a virtually accessible recorded presentation with a short online assessment, an online live training session or an in-person training session, depending on City staff's preference. Consultant shall provide a method for documentation of municipal employee and contracted staff training for City's records. Upon request, Consultant will also provide review of new or renewing municipal contracts to make contract-specific recommendations on the appropriate incorporation of Regional MS4 Permit requirements and the training self-certification provision of the Regional MS4 Permit (VIII.A.3.c.).

*Subtask 6 Annual Deliverables:*

- Training for targeted public works staff on the Public Agency Activities Program requirements of the Regional MS4 Permit with documentation of attendance

**Task 7 – Illicit Discharge Detection and Elimination Program Support**

Consultant shall prepare and deliver in-person or virtually accessible annual training for City staff on the identification, investigation and reporting of illicit discharges to the MS4. As specified in the Regional MS4 Permit Part VIII.A.3.e, IDDE training should address, at a minimum, the following:

- Illicit connection and discharge identification, including definitions and examples,
- Investigation,
- Elimination,
- cleanup,
- reporting, and
- documentation.

The method of delivery of the training may be in the form of a virtually accessible recorded presentations with a short online assessment and/or an online live training session or an in-person training session, depending on City staff's preference. Consultant shall also provide as-needed regulatory advice to City staff in addressing occasional reports of or responses to illicit discharges received by the City.

*Task 7 Annual Deliverable:*

- Training for City staff on the IDDE program requirements of the Regional MS4 Permit with documentation of attendance

**Task 8 – Watershed Management Program Adaptive Management & Progress Reporting**

This subtask shall provide for Consultant to attend and represent City's interests at six (6) Peninsula WMG meetings per year and any additional as needed coordination meetings among the Peninsula WMG. Additionally, this subtask shall provide for Consultant to attend six (6) coordination calls with the CIMP consulting team to support implementation and adaptive management decisions on the City's behalf. Time for participation in quarterly Harbor Regional Monitoring Coalition meetings and review and comment on the draft Harbor Toxics TMDL Annual Monitoring Report shall also be included in this task. All such meetings are held online.

Consultant shall provide technical/regulatory review and comment on the draft annual CIMP monitoring reports to be prepared by the CIMP Consultant. Consultant shall provide technical/regulatory review and comment on the City's behalf on the draft semi-annual progress reports prior to finalization and submittal to the LA Water Board; although the consultant for the City of Rancho Palos Verdes will lead the semi-annual progress report preparation, it is necessarily a cooperative effort and therefore Consultant will also assist in providing as-needed narrative sections for progress reports covering activities implemented by the City. Consultant shall also update the City's watershed control measure information semi-annually in WRAMPS2 for submittal to the watershed lead.

To the extent the Consultant performs any of the foregoing activities for multiple clients, the Consultant's time for these activities shall be distributed proportionately among those municipal clients.

As part of this task, Consultant shall also provide technical/regulatory review and comment on the City's Sepulveda canyon annual continuous flow monitoring data deliverables that are key to maintaining the City's deemed compliance status with TMDLs.



# Exhibit B

## Fee Schedule

| City of Rolling Hills                                                                                |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------|-----------|---------------------|----------------------|--------------|------------------------|-----------------------|----------------------|------------|
| Municipal Stormwater Consulting Services - Regulatory Compliance and Program Implementation, FY26-27 |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| TASK                                                                                                 | TASK TITLE                                                            | Senior Principal | Principal | Senior Professional | Project Professional | Professional | Sr. Staff Professional | Project Administrator | SUBTOTAL LABOR HOURS | LABOR COST |
|                                                                                                      |                                                                       | \$345            | \$325     | \$300               | \$268                | \$239        | \$210                  | \$104                 |                      |            |
| 1                                                                                                    | Program Planning, Regulatory Support and Coordination                 | 4                | 4         | 24                  | 10                   | 8            | 6                      | 12                    | 68                   | \$ 16,980  |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 2                                                                                                    | Individual Annual Report                                              | 2                | 4         | 20                  | 6                    | 10           | 10                     | 10                    | 62                   | \$ 15,128  |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 3                                                                                                    | Safe, Clean Water Planning and Reporting                              | 4                | 0         | 14                  | 8                    | 6            | 6                      | 0                     | 38                   | \$ 10,418  |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 4                                                                                                    | Public Information and Participation Program Assistance               | 0                | 0         | 8                   | 8                    | 10           | 0                      | 0                     | 26                   | \$ 6,934   |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 5                                                                                                    | Planning and Land Development and Construction Program Support        | 0                | 2         | 14                  | 2                    | 0            | 0                      | 2                     | 20                   | \$ 5,594   |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 6                                                                                                    | Public Agency Activities Program Support                              | 0                | 2         | 12                  | 2                    | 0            | 0                      | 2                     | 18                   | \$ 4,994   |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 7                                                                                                    | Illicit Discharge Detection and Elimination Program Support           | 0                | 2         | 8                   | 2                    | 0            | 0                      | 2                     | 14                   | \$ 3,794   |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
| 8                                                                                                    | Watershed Management Program Adaptive Management & Progress Reporting | 4                | 0         | 16                  | 10                   | 8            | 0                      | 0                     | 38                   | \$ 10,772  |
|                                                                                                      |                                                                       |                  |           |                     |                      |              |                        |                       |                      |            |
|                                                                                                      | TOTAL                                                                 | 14               | 14        | 116                 | 48                   | 42           | 22                     | 28                    | 284                  | \$ 74,614  |
|                                                                                                      | Contingency @10%                                                      |                  |           |                     |                      |              |                        |                       |                      | \$ 7,461   |
|                                                                                                      | Total Not to Exceed Amount (with Contingency)                         |                  |           |                     |                      |              |                        |                       |                      | \$ 82,075  |

It is the nature of regulatory programs to be subject to uncertainty. To provide flexibility to best meet the needs of the City in addressing the requirements of the Regional MS4 Permit during the contract term, the proposed scope includes a 10% contingency and assumes that reallocation of effort between tasks and staff level may occur so long as deliverables are met and the total contract amount is not exceeded.

Should the City elect to proceed with either of the two optional one-year terms, the anticipated level of effort will remain consistent with Year 1; however, labor rates will be adjusted annually based on the applicable CPI increase, not to exceed 4%. This level of effort assumes a continuation of current Regional MS4 Permit activities with no significant new effort to implement new permit provisions. If a new Regional MS4 Permit is adopted during the contract term, Geosyntec can provide as-needed support for additional implementation efforts associated with the new permit based on the established rate structure.

## Exhibit C

### Certificate of Exemption from Worker's Compensation Insurance

*TO:* City of Rolling Hills

*SUBJECT:* Sole Proprietor/Partnership/Closely Held Corporation  
with No Employees

Please let this memorandum notify the City of Rolling Hills that I am a

- ☐ sole proprietor
- ☐ partnership
- ☐ nonprofit organization
- ☐ closely held corporation

and **do not have any employees whose employment requires me to carry workers' compensation insurance.** Therefore, I do not carry worker's compensation insurance coverage.

CONSULTANT Signature \_\_\_\_\_

Printed Name of CONSULTANT \_\_\_\_\_

Date



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 12.B.**

**Meeting Date: 8/24/2026**

**To:** City Council  
**From:** Samantha Crew, Management Analyst  
**Thru:** Karina Bañales, City Manager  
**Subject:** Approve a Memorandum of Understanding Relating to the Procurement of Unmanned Aerial System (UAS) Drones for the Los Angeles County Sheriff's Department Lomita Station and Authorize the Mayor to sign

---

## **Background:**

The Los Angeles County Sheriff's Department (LASD) Lomita Station has proposed the implementation of a regional Unmanned Aerial System (UAS), commonly referred to as a Drone Program, to enhance public safety services throughout the Lomita Station service area. The program would serve the four LASD contract cities, Rolling Hills, Rancho Palos Verdes, Rolling Hills Estates, and Lomita, as well as the unincorporated areas of the Palos Verdes Peninsula. The program will be operated exclusively by trained and Federal Aviation Administration (FAA)-certified LASD personnel in accordance with FAA regulations and LASD policies.

Law enforcement agencies throughout California and across the nation have increasingly incorporated UAS technology into their operations to improve response capabilities, enhance officer safety, and provide real-time situational awareness during critical incidents. Neighboring agencies, including the Torrance, Redondo Beach, Manhattan Beach, and Hawthorne Police Departments, currently utilize drone technology to support public safety operations.

Captain Guerrero first introduced the regional Drone Program to the Regional Contract Law Committee (RCLC) in November 2025. Following that presentation, the Committee directed staff to develop a cost-sharing proposal among the participating contract cities. On June 4, 2026, the RCLC approved the proposed population-based cost-sharing methodology and directed staff to present a Memorandum of Understanding (MOU) (Attachment A) to each participating City Council for consideration. The RCLC staff report is included as Attachment B. The MOU establishes the terms for jointly funding the initial purchase of drone equipment while defining each participating city's financial responsibilities and LASD's responsibility for program management, equipment, operations, liability, and oversight.

## **Discussion:**

The proposed Drone Program is intended to enhance regional law enforcement capabilities by providing real-time aerial situational awareness during emergencies and other public safety incidents.

Potential uses include search and rescue operations, emergency and disaster response, traffic collision investigations, critical incident management, suspect searches, investigative support, public safety support during community events, and other law enforcement operations. The use of drones can improve response efficiency while reducing risk to deputies, first responders, and the public.

The proposal was developed in response to several recent incidents within the Lomita Station service area where drone technology could have significantly enhanced emergency response. Examples include search efforts involving missing persons, security operations during the utility shutoffs, critical traffic collisions, and high-risk law enforcement incidents. During a residential burglary in Lomita, assistance from Torrance Police Department's drone program allowed deputies to safely assess an armed barricaded suspect, ultimately avoiding deployment of chemical agents and reducing property damage. Additionally, drones assisted in the apprehension of burglary suspects during the 2023 Rolling Hills Estates landslide security operations. These examples demonstrate the operational value of maintaining an in-house regional drone capability rather than relying solely on neighboring agencies or countywide aerial resources.

The program will be operated exclusively by trained and FAA-certified LASD Lomita Station personnel. Upon acceptance, the drones will become the sole property of the County of Los Angeles and will be assigned to the Lomita Sheriff's Station for official law enforcement purposes. LASD will retain exclusive authority over the deployment, operation, maintenance, storage, training, supervision, FAA compliance, mission selection, data collection, retention, and use of the equipment. The participating cities will retain no ownership interest or operational authority and will not participate in the deployment, supervision, maintenance, storage, or operation of the drones. Accordingly, LASD will be responsible for operational liability, including claims arising from accidents or damage to persons or property. The arrangement does not create a joint exercise of powers or joint operational responsibility among the participating cities and LASD.

The proposed equipment package includes:

- One long-range drone for large-scale incidents and special events;
- Two daily-use drones for routine patrol responses;
- One interior drone for tactical operations, such as barricaded suspect incidents or searches of unsafe structures;
- Associated batteries, accessories, warranties, and support equipment.

The drones are equipped with advanced public safety technology, including:

- High-resolution zoom cameras for surveillance and documentation;
- Thermal imaging to locate missing persons and suspects in low-visibility conditions or dense vegetation;
- Spotlights and floodlights for nighttime operations;
- Loudspeakers to communicate with suspects or individuals requiring assistance;
- LiDAR technology for mapping, distance measurement, and incident documentation.

Because Lomita Station does not always have immediate access to LASD Aero Bureau helicopters or K-9 resources, the availability of locally operated drones will provide an additional response tool that can often be deployed within minutes of arriving on scene. The program is expected to improve situational awareness, support informed tactical decision-making, reduce unnecessary uses of force where possible, and enhance overall public and responder safety.

Approval of the MOU will allow the City to participate in this regional public safety initiative and provide Rolling Hills residents with access to enhanced aerial response capabilities through the LASD Lomita Station.

**Fiscal Impact:**

The total one-time cost for the regional UAS Drone Program equipment is \$76,000, which will be allocated among the participating contract cities based on population. The City of Rolling Hills' share is \$1,520 (2%).

In addition to the initial contribution, participating agencies may share future annual maintenance, repair, and replacement costs, estimated at up to 10 percent of the initial equipment cost, if needed.

At the end of the first year, the participating contract cities will review the calls for service and determine an updated cost-share allocation based on usage.

| Cost Allocation Formula       |            |            | \$76,000   |
|-------------------------------|------------|------------|------------|
| Member                        | Population | Percentage | Cost Share |
| City of Rancho Palos Verdes   | 41,000     | 58%        | \$44,080   |
| City of Lomita                | 20,000     | 28%        | \$21,280   |
| City of Rolling Hills Estates | 8,500      | 12%        | \$9,120    |
| City of Rolling Hills         | 1,500      | 2%         | \$1,520    |

**Recommendation:**

It is recommended that the City Council approve the Memorandum of Understanding between the City of Rolling Hills and the cities of Rancho Palos Verdes, Lomita and Rolling Hills Estates for the cost-sharing of unmanned aerial system (UAS) equipment for the Los Angeles County Sheriff's Department Lomita Station Regional Drone Program.

**Attachments:**

1. Attachment A - CA\_MOU\_260824\_PVP\_Drones\_LASD
2. Attachment B - CL\_AGN\_260604\_RCLC\_DroneSR\_F

MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITIES OF RANCHO PALOS VERDES, LOMITA,  
ROLLING HILLS ESTATES, AND ROLLING HILLS  
RELATING TO PROCUREMENT OF UNMANNED  
AERIAL SYSTEM (UAS) DRONES FOR THE LOMITA  
SHERIFF'S STATION

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is effective as of \_\_\_\_\_, 2026, between the CITY OF RANCHO PALOS VERDES, a general law city & municipal corporation ("Rancho Palos Verdes"), the CITY OF LOMITA, a general law city & municipal corporation ("Lomita"), the CITY OF ROLLING HILLS ESTATES, a general law city & municipal corporation ("Rolling Hills Estates"), and the CITY OF ROLLING HILLS, a municipal corporation ("Rolling Hills"). Each of the foregoing cities may be referred to individually as a "Member" and collectively as the "Members."

RECITALS

A. The cities of Rancho Palos Verdes, Lomita, Rolling Hills Estates, and Rolling Hills (collectively, "Members") are located in the South Bay region and contract with the Los Angeles County Sheriff's Department (LASD) Lomita Station, for law enforcement services.

B. The Members have determined that the implementation of an Unmanned Aerial System (UAS) Drone Program ("Drone Program") is a vital public safety tool to enhance situational awareness, support emergency response, and improve law enforcement service delivery across the Members cities.

C. The Drone Program will utilize trained Federal Aviation Administration (FAA) Lomita Station personnel to operate the UAS Drones. This includes, but is not limited to, emergency response, search and rescue, disaster assessment, and event management. Deployment and use of UAS Drones will be conducted in accordance with all applicable laws, FAA regulations, and LASD policies.

D. The Members have coordinated with the Lomita Sheriff's Station command staff, including the Captain, Sergeants and Deputies, who will oversee and administer the Drone Program. The Los Angeles County Sheriff's Department shall have sole and exclusive authority for the ownership, operation, deployment, maintenance, training, supervision, FAA compliance, mission selection, data collection, retention, and use of all unmanned aircraft systems operated pursuant to this Agreement. Such authority is outlined and will be carried out in accordance with LASD's Manual of Policy and Procedures 5-09/570.15 (Exhibit B) and the Lomita Sheriff's Station Memorandum on the UAS Program, dated July 7, 2026 (Exhibit C).

E. The Members agree that the procurement of UAS Drone equipment will be facilitated through the Lomita Sheriff's Station Employee Fund, which will purchase the drones and associated equipment on behalf of the participating agencies.

F. Each Member agrees to contribute its proportional share of the initial acquisition cost as determined by the agreed-upon cost allocation formula outlined in Section 4 (b.) directly to the Lomita Sheriff's Station Employee Fund.

G. In addition to the initial one-time cost outlined in this Memorandum of



Understanding, each participating member shall be responsible for budgeting and funding ongoing annual equipment maintenance, repair, and replacement costs estimated at approximately 10% of the initial UAS Drone equipment cost allocated to each respective

### AGREEMENT

NOW, THEREFORE, in consideration of the promises, terms, conditions and covenants contained herein, the Members agree as follows:

1. Recitals Incorporated. The recitals are incorporated by reference and made a part of this MOU, as are the attached exhibits.

2. Purposes. The purpose of this MOU is to establish a framework among the Members to fund a shared UAS Drone Program in partnership with Lomita Sheriff's Station for enhanced public safety services.

3. Initiation and Term.

(a) Initiation of MOU. Upon approval of the MOU by all four (4) Member agencies, this MOU will become effective.

(b) Term. The MOU will remain in effect from the Effective Date until amended in accordance with Section 9 or terminated in accordance with Section 8.

4. Duties of All Members. The Members agree:

(a) Payment. The total one-time cost for the UAS Drone equipment acquisition and associated startup shall be \$76,000, to be paid by the Members in accordance with the cost allocation formula outlined below. The percentages to be paid by each Member under the Cost Allocation Formula ("Formula") are as follows:

(b)

| COST ALLOCATION FORMULA:      |            |            | \$76,000   |
|-------------------------------|------------|------------|------------|
| Member                        | Population | Percentage | Cost Share |
| City of Rancho Palos Verdes   | 41,000     | 58%        | \$44,080   |
| City of Lomita                | 20,000     | 28%        | \$21,280   |
| City of Rolling Hills Estates | 8,500      | 12%        | \$9,120    |
| City of Rolling Hills         | 1,681      | 2%         | \$1,520    |

(c) The Lomita Sheriff's Station Employee Fund shall facilitate the purchase of all UAS Drone equipment on behalf of the Members.

(d) Each Member shall remit its proportional share of the cost as specified in the Cost Allocation Formula directly to the Lomita Sheriff's Station Employee Fund.

(e) In addition to the initial one-time cost outlined in this Memorandum of Understanding, each participating member shall be responsible for budgeting and funding ongoing annual equipment maintenance, repair, and replacement costs estimated at approximately 10% of the initial UAS Drone equipment cost allocated to each respective city.

5. Obligation for Debts and Liabilities.

(a) Except as otherwise specifically provided in this MOU, no Member will be individually responsible for any of the debts, liabilities or obligations of any other Member.

(b) This MOU does not create any legal entity under the Joint Exercise of Powers Act (Govt. Code Sec. 6500 et. seq.) or any other law, which would authorize the execution of contracts, provide the right to sue or be sued, or which would otherwise create a separate legal entity under the laws of California. Instead, this MOU establishes a mutual understanding to carry out a project beneficial to existing governmental entities to promote public health and safety.

6. Indemnification.

(a) Generally. Each Member agrees to indemnify, defend, and hold harmless each other Member, including its elected and appointed officers, employees, agents, attorneys, and designated volunteers from and against any and all liability, including, but not limited to demands, claims, actions, fees, costs, and expenses (including reasonable attorney's and expert witness fees), arising from or connected with the respective acts of each Member arising from or related to this MOU; provided, however, that no Member is obligated to indemnify another Member for that Member's own negligence or willful misconduct.

(b) Government Code Section 895.2. In light of the provisions of California Government Code section 895.2 imposing certain tort liability jointly upon public entities solely by reason of such entities being Members to an agreement (as defined in Section 895 of the Government Code), each of the Members, pursuant to the authorization contained in Government Code sections 895.4 and 895.6, agrees to assume the full liability imposed upon it or any of its officers, agents, or employees, by law for injury caused by any act or omission occurring in the performance of this MOU to the same extent such liability would be imposed in the absence of Government Code section 895.2. To achieve the above stated purpose, each Member agrees to indemnify, defend, and holds harmless each other Member for any liability, cost, or expense that may be imposed upon such other Member solely by virtue of Government Code section 895.2. The provisions of Section 2778 of the California Civil Code are made a part of this MOU as if incorporated herein.

(c) Privileges and Immunities. All of the privileges and immunities from liability, exemptions from laws, ordinances, and rules, all pension, relief, disability, worker's compensation, and other benefits which apply to the activity of officers, agents, or employees of any Member when performing their respective functions within the territorial limits of the Member, will apply to them to the same degree and extent while engaged in the performance on any of their functions and duties extraterritorially under this MOU.

7. Disputes. Each Member will have a reasonable opportunity to assert matters which it believes have not been undertaken in accordance with the MOU, to explain the basis for such assertion, and to receive from the other Member a justification of its position on such matters. If,

on the basis of the Members' review of any terms of the MOU, any Member concludes that another Member has not complied in good faith with the terms of the MOU, then such Member may issue a written "Notice of Non-Compliance" specifying the grounds therefore and all facts demonstrating such non-compliance, which Notice will be served on the alleged noncompliant Member along with all other Members. The alleged noncompliant Member will have 30 days to cure or remedy the non-compliance identified in the Notice of Noncompliance, or if such cure or remedy is not reasonably capable of being cured or remedied within such 30-day period, to commence to cure or remedy the non-compliance and to diligently and in good faith prosecute such cure or remedy to completion. If the Member receiving the Notice of Non-Compliance does not believe it is out of compliance and contests the Notice, it may do so by responding in writing to the Notice within 30 days after receipt of the Notice. The Notice of Non-Compliance, and any response thereto, must be sent to all Members. If the response to the Notice of Non-Compliance has not been received in the offices of the Member alleging the non-compliance within the prescribed time period, the Notice of Non-Compliance will be conclusively presumed to be valid. If a Notice of Non-Compliance is contested, the Members will, for a period of not less than 30 days following receipt of the response, seek to arrive at a mutually acceptable resolution of the matter(s) occasioning the Notice. The City of Rancho Palos Verdes, the Lead Agency for the purposes of this MOU, will notify in writing all Members within 15 days of any Member failing to cure an alleged non-compliance with the terms or conditions of this MOU. The compliant Members will determine the next course of action, which may include the termination of a Member's participation in the MOU.

8. Termination and Withdrawal.

(a) Termination of MOU. This MOU may be terminated upon the express written agreement of all Members. If this MOU is terminated all existing costs must be paid with all Members paying their proportionate share in accordance with the Formula.

(b) Withdrawal. If a Member wishes to withdraw from this MOU for any reason, that Member must give the other Members prior written notice thereof. The effective date of withdrawal will be 60-days after the Members receive written notice of a Member's intent to withdraw. Should any Member withdraw from this MOU, the remaining Members' cost share allocation, if any remain, will be adjusted in accordance with the cost allocation formula in Exhibit A.

9. General Provisions.

(a) Implementation. The Members acknowledge that this Drone Program is exclusively owned and implemented by authorized LASD personnel. Upon acceptance by the Lomita Sheriff's Station, the donated UAS Drones become the sole property of LASD and are assigned to the Lomita Sheriff's Station for official law enforcement purposes. LASD shall have exclusive authority regarding deployment, operation, maintenance, storage, supervision, and use of the equipment in accordance with LASD's Manual of Policy and Procedures 5-09/570.15 (Exhibit B) and the Lomita Sheriff's Station Memorandum (Exhibit C).

The donor cities retain no ownership or interest, possess no authority or liability over the operation of the equipment, and do not participate in the deployment, supervision, maintenance, or operation of the UAS program. Nothing in this Agreement shall be construed as creating a joint exercise of powers or joint operational responsibility for the operation of unmanned aircraft systems.

(b) Ongoing Review. The Members agree that this MOU and associated cost allocations shall be reviewed annually and may be adjusted based on actual program usage, operational needs, data provided by Lomita Sheriff's Station, and other considerations as deemed necessary by the Members.

(c) Cooperation. The Members agree to fully cooperate with one another to attain the purposes of this MOU.

(d) Voluntary. This MOU is voluntarily entered into to attain the purposes of this MOU.

(e) Notices. Any notices, bills, invoices, or reports relating to this MOU, and any request, demand, statement, or other communication required or permitted hereunder must be in writing and must be delivered to the representatives of the Members at the addresses set forth in Exhibit A attached hereto. The Members must promptly notify each other of any change of contact information, including personnel changes, provided in Exhibit A. Written notice must include notice delivered via e-mail. A notice will be deemed to have been received on (i) the date of delivery, if delivered by hand during regular business hours, or by e-mail; or (ii) on the third (3rd) business day following mailing by registered or certified mail (return receipt requested) to the addresses set forth in Exhibit A.

(f) Administration. For the purposes of this MOU, the Members hereby designate as their respective Member representatives the persons named in Exhibit A. The designated Member representatives, or their respective designees, will administer the terms and conditions of this MOU on behalf of their respective Member.

(g) Relationship of the Members. The Members are, and will at all times remain as to each other, wholly independent entities. No Member to this MOU will have power to incur any debt, obligation, or liability on behalf of any other Member unless expressly provided to the contrary by this MOU. No employee, agent, or officer of a Member will be deemed for any purpose whatsoever to be an agent, employee, or officer of another Member.

(h) Binding Effect. This MOU is binding upon, and will ensure the benefit of the respective successors, heirs, and assigns of each Member; provided, however, no Member may assign its respective rights or obligations under this MOU without prior written consent of the other Members.

(i) Amendment. The terms and provisions of this MOU may not be amended, modified, or waived, except by an instrument in writing signed by all non-delinquent Members. For purposes of this subsection, a Member will be considered delinquent if that Member fails to timely pay its cost allocation to the Lomita Sheriff's Station Employee Fund, as required by Section 5(a), withdraws pursuant to Section 9(b), or fails to substantially comply with the terms and/or conditions of this MOU pursuant to Section 8.

(j) Law to Govern. This MOU is governed by, interpreted under, and construed and enforced in accordance with the laws of the State of California.

(k) Severability. If any provision of this MOU is determined by any court to be invalid, illegal, or unenforceable to any extent, then the remainder of this MOU will not be affected, and this MOU will be construed as if the invalid, illegal, or unenforceable provision had

never been contained in this MOU.

(l) Entire Agreement. This MOU constitutes the entire Agreement of the Members with respect to the subject matter hereof.

(m) Waiver. Waiver by any Member to this MOU of any term, condition, or covenant of this MOU will not constitute a waiver of any other term, condition, or covenant. Waiver by any Members to any breach of the provisions of this MOU will not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this MOU.

(1) No Presumption in Drafting. All Members have been represented by legal counsel in the preparation and negotiation of this MOU. Accordingly, this MOU will be construed according to its fair language. Any ambiguities will be resolved in a collaborative manner by the Members and must be rectified by amending this MOU as described in Section 10(g).

(n) Counterparts. This MOU may be executed in counterparts, which together will constitute the same and entire MOU.

(o) Corporate Authority. The person(s) executing this MOU on behalf of each of the Members represent and warrant that (i) such party, if not an individual, is duly organized and existing, (ii) they are duly authorized to execute and deliver this MOU on behalf of such Member, (iii) by so executing so Member is formally bound to the provisions of this MOU, and (iv) the entering into this MOU does not violate any provision of any other agreement to which such party is bound.

IN WITNESS WHEREOF, each of the Members have caused this MOU to be executed and attested by its duly authorized officers as of the dates set forth below.

RANCHO PALOS VERDES

\_\_\_\_\_

Dated: \_\_\_\_\_

By: Paul Seo, Mayor

APPROVED AS TO FORM

\_\_\_\_\_

Dated: \_\_\_\_\_

By: William Wynder, City Attorney

LOMITA

Dated: \_\_\_\_\_

By: Cindy Segawa, Mayor

APPROVED AS TO FORM

\_\_\_\_\_

Dated: \_\_\_\_\_

By: Trevor Rusin, City Attorney

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

City Clerk

ROLLING HILLS

\_\_\_\_\_

Dated: \_\_\_\_\_

By: Bea Dieringer, Mayor

APPROVED AS TO FORM

\_\_\_\_\_

Dated: \_\_\_\_\_

By: Nicolas Papajohn, City Attorney



ROLLING HILLS ESTATES

\_\_\_\_\_

Dated: \_\_\_\_\_

By: Frank V. Zerunyan, Mayor

APPROVED AS TO FORM

\_\_\_\_\_

Dated: \_\_\_\_\_

By: Don Davis, City Attorney

**EXHIBIT A**  
**CITY ADDRESSES**

Andrew Vialpando, City Manager  
City of Lomita  
24300 Narbonne Ave.  
Lomita, CA 90717  
(310) 325-7110  
a.vialpando@lomitacity.com

Ara Mihranian, City Manager  
City of Rancho Palos Verdes  
30940 Hawthorne Boulevard  
Rancho Palos Verdes, CA 90275  
(310) 544-5202  
aram@rpvca.gov

Greg Grammer, City Manager  
City of Rolling Hills Estates  
4045 Palos Verdes Drive North  
Rolling Hills Estates, CA 90274  
(310) 377-1577  
gregg@rollinghillsestates.gov

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

**EXHIBIT B**  
**LOS ANGELES SHERIFF'S DEPARTMENT**  
**MANUAL OF POLICY AND PROCEDURES 5-09/570.15**

Manual of Policy and Procedures : 5-09/570.15 - Unmanned Aerial System (UAS) Operations

**5-09/570.15 - Unmanned Aerial System (UAS) Operations**  
**[POLICY APPLIES ONLY TO UNITS AUTHORIZED BY THE UAS OPERATIONS UNIT]**

**Note:** Authorization to operate a UAS under this policy shall be granted and maintained solely by the UAS Operations Unit. Units will receive formal written authorization prior to initiating any UAS-related activity.

**Purpose**

To establish guidelines for the safe, authorized, and effective use of unmanned aerial systems (UAS) that are regulated under the Federal Aviation Administration's (FAA) Part 107 or require a Certificate of Authorization. UAS can serve as a valuable resource to increase community and officer safety, act as a valuable de-escalation tool, reduce response times, provide enhanced situational awareness, and support personnel in the course of their duties, including the accurate reconstruction of complex traffic crashes and crime scenes.

The Sheriff will establish a Department-wide UAS Operations Unit, which will oversee overall management of UAS Operations, including:

- Compliance with laws and policies;
- Reporting usage to oversight bodies and the public website;
- Establishing training standards;
- Acting as the liaison with the Federal Aviation Administration and the National Transportation Safety Board (NTSB);
- Developing and maintaining equipment standards;
  - All Department UAS shall meet technical specifications established by the UAS Operations Unit and may only be purchased, donated, or leased by organizations or contract cities in accordance with Department protocols. Donated or leased UAS equipment must be reviewed and approved by the UAS Operations Unit before acceptance or use.
  - All software, support systems, or ancillary equipment used in conjunction with Department UAS shall be reviewed and approved by the UAS Operations Unit before acceptance or use.
- Overseeing the Safety Management System (SMS) and the UAS Management Software;
- Coordinating with individual Unit Commanders and their UAS Program Coordinators to ensure compliance with Department policies and placing restrictions on unit usage because of safety or risk management concerns;
- Recommending program enhancements, particularly regarding safety, information security, and privacy protection;

## Manual of Policy and Procedures : 5-09/570.15 - Unmanned Aerial System (UAS) Operations

- Tracking data for mandated reporting requirements, measuring the effectiveness of the use of UAS to successfully resolve incidents and mitigate the risk of harm to officers, suspects, or the public, as well as an analysis of any complaints received about UAS deployments;
- Ensuring established protocols are followed;
- Providing periodic reports on the program to the Undersheriff and Sheriff.
- Conduct a yearly command inspection of all units authorized to conduct UAS operations

**Any Station, Unit, or Bureau wishing to establish a UAS program shall contact the UAS Operations Unit and follow its procedures for establishing a UAS program.**

### **Definitions**

Pursuant to Department guidelines and FAA regulations, the following definitions will be used in Unmanned Aerial System operations.

**Beyond Visual Line of Sight (BVLOS)** - Operation of a UAS beyond the distance at which the remote pilot in command (RPIC) or visual observer (VO) can maintain unaided visual contact with the aircraft to ensure safe and effective control of the flight.

**Controlled Airspace** - An airspace of defined dimensions within which air traffic control (ATC) services are provided to Instrument Flight Rules (IFR) flights and to Visual Flight Rules (VFR) flights in accordance with the airspace classification (FAA Class B, C, D, or E).

**Drone as First Responder (DFR)** - The use of a UAS, deployed as an initial responding unit to active calls for service, providing aerial support as an initial responding resource, real-time video, and tactical overwatch to responding field personnel.

**Field Deployments** - Situations in which a UAS is deployed by a UAS Operator while in the field.

**Flight Supervisor** - The on-duty Watch Commander, Incident Commander, or Unit Commander designated supervisor responsible for approving deployments consistent with this policy and reviewing mission outcomes.

**Photogrammetry** - The science of making measurements from photographs, typically producing maps, drawings, measurements, or 3D models.

**Remote Pilot-in-Command (RPIC)** - The certified personnel responsible for the safe and lawful operation of the UAS during deployment.

**Safety Management System (SMS)** - A structured framework designed to promote and ensure the safe operation of the Department's UAS Program. SMS encompasses proactive and reactive strategies to analyze, identify, and mitigate hazards.

**Unmanned Aerial System (UAS)** - A UAS is an unmanned aerial system, including the equipment necessary for that aircraft's safe and efficient operation. It is defined by statute as an aircraft that is operated

## Manual of Policy and Procedures : 5-09/570.15 - Unmanned Aerial System (UAS) Operations

without the possibility of direct human intervention from within or on the aircraft.

**UAS Department Program Commander** – Personnel holding the rank of Lieutenant or above who is designated to oversee UAS Operations Department-wide.

**UAS Program Coordinator** - Personnel holding the rank of Sergeant or above who is designated to oversee the unit's UAS operations.

**UAS Operator** - A trained, certified member of a patrol station or unit authorized to deploy and operate UAS for missions consistent with this policy.

**UAS Management Software** - Software used for managing, tracking, and maintaining the Department's UAS fleet.

**Visual Observer (VO)** - A person who assists the RPIC in the duties associated with collision avoidance. These duties include, but are not limited to, avoidance of other traffic, clouds, obstructions, and terrain.

### **Deployments**

The UAS may be utilized to enhance the Department's mission of protecting lives, preserving property, and supporting the collection of evidence. All Department UAS deployments shall be conducted in a manner that is consistent with the requirements and protections of the United States Constitution and the California State Constitution, and pursuant to all applicable laws and regulations.

The policy authorizes the deployment of UAS as an initial responding resource for any Department unit that has an established UAS Program. All UAS programs must be approved by the UAS Operations Unit. The UAS may be launched for real-time crime scene awareness, crime scene or traffic collision documentation, and tactical assessment prior to the arrival of ground units. The authority to deploy remains with the Flight Supervisor, who shall ensure compliance with this policy, including required reporting to the UAS Operations Unit. All UAS deployments shall be documented and reported to the UAS Operations Unit within 48 hours of deployment.

Specialized units, such as the Special Enforcement Bureau (SEB), Detective Division units, Emergency Operations Bureau (EOB), Scientific Services Bureau, and other non-patrol-based bureaus, may deploy UAS to support tactical, investigative, or emergency response operations. All deployments must comply with FAA regulations, Department UAS Program guidelines, and this policy. Use of a UAS by specialized units shall be incident-driven and must be approved by the designated Incident Commander overseeing the scene. UAS missions conducted for crime scene documentation, search and rescue, surveillance during exigent operations, or support of warrant service shall be documented and reported to the UAS Operations Unit within 48 hours of deployment.

The UAS flight crew (i.e., UAS Operator, RPIC, and VO) shall take reasonable precautions to avoid inadvertently recording or transmitting images of area(s) where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations and when recording flights pursuant to this policy. However, when exigent circumstances exist, flight crews may adjust the imaging scope and its positioning as operationally necessary to address the emergency, while continuing to minimize unnecessary intrusion into private areas.



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Manual of Policy and Procedures : 5-09/570.15 - Unmanned Aerial System (UAS) Operations

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UAS deployments shall only be conducted by trained and certified personnel with the oversight of a Flight Supervisor or the UAS Operations Unit. All operations shall meet the following standards:

- All UAS operators must be FAA-certified and complete Department-approved UAS training;
- All flights must adhere to regulations established by the FAA; and
- Deployments to monitor a pre-planned public event must be done with the approval of the unit's Division Chief.

The Remote Pilot in Command (RPIC) of a UAS is directly responsible for, and is the final authority as to, the operation of that UAS.

NOTE: A UAS deployment alone does not constitute a response to a call for service (see MPP section 2-06/030.05, Patrol Responsibility).

### **Prohibited Uses**

Department UAS shall not:

- Be used to unlawfully harass, intimidate, or discriminate against any individual or group;
- Be used to randomly surveil any member of the Department, of the public, or an area without a nexus to Public Safety;
- Be used to record or photograph any First Amendment assemblies for the purpose of identifying participants who are not engaged in unlawful conduct;
- Be conducted when conditions present an unreasonable risk observed by the RPIC at the time of the mission;
- Be used for any personal business;
- Be equipped with weapons or any form of less-lethal munitions, or any facial recognition software; and
- Be used in a manner or used with any software or added equipment that is contrary to any additional restrictions imposed by the Department-wide UAS Program Commander.

No Department member shall deploy a personally owned UAS while on duty.

### **Training and Certification**

All UAS operators shall maintain a current FAA certification and complete the Department's designated training course. UAS Operations Unit shall maintain records of certification, training, and flight hours for all operators. Training beyond the minimum required standards will be supported and encouraged.

Flights for the purposes of training or maintaining proficiency are allowed under this policy. All training flights

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Manual of Policy and Procedures : 5-09/570.15 - Unmanned Aerial System (UAS) Operations

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must be logged.

**Data Retention and Evidence**

Absent exigent or unexpected circumstances, the UAS Program Coordinator shall ensure any UAS deployment and associated digital data (photos and video) are captured and retained in accordance with Department policy in the Department's specified digital evidence management system (DEMS).

**Recording**

For deployments regarding real-time crime scene awareness and tactical assessment prior to the arrival of ground units, recording each incident shall begin at or near the scene of the incident and continue to record until the UAS leaves the location or the investigative or enforcement activity has ended. Unless necessary for safe operation, while in transit, UAS camera systems must be directed toward the horizon and may only be activated for recording at or near the incident scene. Safeguarding the privacy of the community is paramount. As such, RPICs are reminded that they shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy.

For missions where the primary purpose is photography or photogrammetry, prior to or at the completion of an incident, video recording is not required.

**Field Deployments**

When deploying a UAS in the field, the UAS operator should consider the use of a VO when practical. Deconfliction with manned aircraft is of paramount importance. The RPIC and VO are responsible for ensuring safe interactions.

**UAS Program Coordinator Responsibilities**

The UAS Program Coordinator shall:

- Ensure their unit's UAS fleet is properly maintained, and the equipment is inspected regularly, including applicable firmware and software updates to ensure privacy, security, and integrity of evidence;
- Ensure all maintenance is properly documented;
- Ensure any personnel operating a UAS within their unit have successfully completed and maintained the proper certification and training;
- Ensure a thorough weekly report of all required UAS usage data is maintained at the unit and submitted to the UAS Operations Unit; and
- Ensure all reporting requirements pursuant to Department policy and Government Code 7070 et seq. are adhered to.

**Accident Reporting**

## Manual of Policy and Procedures : 5-09/570.15 - Unmanned Aerial System (UAS) Operations

In the event the UAS is involved in a collision or accident, the UAS Operator shall immediately notify the Flight Supervisor and the FAA if applicable. It shall be the responsibility of the Flight Supervisor to make notifications to Aero Bureau, and UAS Operations Unit. The UAS Operations Unit shall be responsible for coordinating with the Aero Bureau for notifications to the FAA and NTSB as applicable.

A supervisor shall respond to the scene to ensure the procedures of an aircraft collision are followed. The supervisor shall also be responsible for documenting the collision in a detailed memorandum.

The detailed memorandum shall include photographs of the UAS, the surrounding environment, and any involved property. Supervisory personnel shall ensure the collection of statements from involved members of the public and witnesses, obtain identification of any civilians affected, and ensure preservation of relevant digital flight logs and data from the UAS. The supervisor will also obtain from the RPIC a summary of the mission type, conditions at the time of the incident, contributing factors, and any operational anomalies that occurred. The UAS Program Coordinator for the unit shall conduct a review of the incident, and a memo shall be submitted to the UAS Operations Unit detailing the collision.

Personnel involved in the operation of the UAS at the time of the collision shall provide a safety statement. Including: location of collision, any potential immediate hazards (i.e., power lines or similar hazards), any potentially injured persons, and any damaged property.

**\*\*Incidents involving injury to non-employees, however minor, while on County property (owned or leased) must be reported on the Non-Employee Injury Form (SH-AD-668) and distributed as indicated on the form.**

All UAS collisions that meet FAA-reportable thresholds—such as incidents involving serious injury, loss of consciousness, or property damage in excess of \$500 (excluding the drone itself)—shall be reported by the RPIC to the FAA and the NTSB within ten calendar days, as required under 14 CFR Part 107. The UAS Operations Unit, in conjunction with Aero Bureau, will ensure this notification is completed by the RPIC as required. "Damage to County Property" report shall also be completed and submitted to the Risk Management Bureau, consistent with Department policy for deputy-involved vehicle crashes. All documentation, including photos, witness statements, and internal reports, shall be retained by the UAS Operations Unit.

#### **Use of UAS Owned or Operated by an Outside Agency**

Personnel may request and utilize the UAS of an outside public safety agency when the Department's operational needs warrant support and all the following conditions are met:

- The deployment must comply with the standards, restrictions, and operational expectations outlined in the MPP, including the reporting of each deployment;
- The use of an outside agency's UAS must be authorized by the on-duty Watch Commander or Incident Commander and reported to the UAS Operations Unit within 48 hours of deployment; and
- A complete copy of any digital data collected by the outside agency's UAS must be requested by LASD personnel. Any digital media must be retained in accordance with Department policy.

If the outside agency does not provide the material requested, it should be documented accordingly.



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Manual of Policy and Procedures : 5-09/570.15 - Unmanned Aerial System (UAS) Operations

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**Reporting of Each Deployment**

The operator of each UAS must report each deployment and use of the UAS. The reporting shall take place in the Military Equipment Management System (MEMS), the electronic UAS system log. The electronic log will provide pertinent information, including the incident number, the time, location, UAS operator's identifying information, the type of incident, and the results of the deployment.

**Military Equipment Reporting**

UAS devices are considered military equipment under California Government Code Section 7070 et seq., and require annual reporting on their use and involved costs. The UAS Operations Unit is responsible for collecting all inventory, procurement, recording costs, managing training requirements, and ensuring accurate reporting in the Department's annual military equipment report.

**Public Notification and Transparency**

Before a station begins use of UAS pursuant to this policy, a community outreach plan shall be developed and implemented in collaboration with local stakeholders (e.g., a station's Community Advisory Committee (CAC) or other community groups). Metrics evaluating flight time, response time reduction, evidentiary value, community satisfaction, and complaint trends shall be collected, consistent with the Department-wide UAS data collection efforts. Stations shall report their data in a timely manner in order to ensure that the monthly Department-wide data reports can be completed in a timely manner. Each station shall evaluate its individual metrics for program effectiveness at the station or unit level.

The UAS Operations Unit shall maintain a UAS dashboard on the Department's Transparency Page, which will be updated regularly, but not less than monthly. This dashboard shall include information, including the number of flights, locations, and types of calls on all UAS deployments except for those related to ongoing investigations.

In addition, the Department will provide the Civilian Oversight Commission with an annual report summarizing UAS usage (including the number and type of situations in which UAS devices were used), the results and effectiveness of any deployments to mitigate the risk of harm to officers, suspects, or the public, the nature and number of any complaints received, and any policy exceptions. This report will also be posted on the Department's website.

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**EXHIBIT C**  
**LOMITA SHERIFF'S STATION**  
**MEMORANDUM ON THE UAS PROGRAM, DATED JULY 7, 2026**

SH-AD-32A (8/17)

COUNTY OF LOS ANGELES  
**SHERIFF'S DEPARTMENT**  
*"A Tradition of Service Since 1850"*

DATE: July 7, 2026

FILE:

OFFICE CORRESPONDENCE

**FROM:** KIMBERLY GUERRERO, CAPTAIN  
LOMITA STATION

**TO:** CITY MANAGERS  
PENINSULA REGIONAL LAW  
ENFORCEMENT COMMITTEE

**SUBJECT: UNMANNED AERIAL SYSTEM PROGRAM PROPOSAL**

**Synopsis**

This document is intended to propose the creation of an Unmanned Aerial System (UAS) program to increase the capacity of the Lomita Sheriff's Station in the investigations of crime and preservation of public safety and property. It is proposed that the Lomita Sheriff's Station authorize the creation of a UAS, or "drone" program, make a commitment to the training and licensure of one or more patrol staff, and purchase the relevant UAS drone technology to support the objective of the UAS program.

**Background**

Law enforcement agencies around the country are increasingly adopting the use of UAS drone technology, commonly referred to as "drones", by augmenting their capacity to preserve public safety and property. As of January 2026, as many as 1,400 agencies throughout the United States have implemented the use of UAS drone technology. In Los Angeles County, local law enforcement agencies of varying sizes are deploying aerial assets to achieve their missions.

Other neighboring municipal agencies such as Torrance Police Department, Hawthorne Police Department, Redondo Beach Police Department and Manhattan Beach Police Department have adopted UAS drone programs for suspect tracking, crime scene documentation, and search and rescue.

**Supporting Data**

In 2025, deputies from the Lomita Sheriff's Station responded to a substantial number of critical incidents within the cities of Lomita, Rancho Palos Verdes, Rolling Hills Estates, Rolling Hills, and unincorporated Los Angeles County areas. These incidents included

critical missing persons cases, critical infrastructure damage due to the Portuguese Bend land movement, complex motor vehicle crashes, and fleeing suspects.

In February of 2025, Lomita Station deputies responded to a residential burglary in progress call in the city of Lomita. The situation quickly evolved into a barricaded armed suspect incident. Torrance Police Department responded to assist and were able to contain the target residence with UAS drones without jeopardizing officer safety. As the situation continued, a tactical plan to fill the residence with CS gas (known as "tear gas") was formulated to safely draw the armed suspect out of the residence without jeopardizing officer safety. A UAS drone was flown into residence prior to the deployment of CS gas, and it was determined the suspect was now unarmed. Deputies safely made entry into the residence and took the suspect into custody without incident. The use of a UAS drone in this incident saved the victim's residence from becoming permanently damaged due to the use of CS gas.

In 2023, Rolling Hills Estates residents experienced a landslide in the Peartree area. During a security detail two suspects were observed burglarizing a vacant home. Lomita deputies requested assistance from Torrance Police Department who deployed a UAS over the area. Two suspects were spotted from the UAS and subsequently arrested for residential burglary.

During a recent high risk search warrant service conducted by Lomita Sheriff's Station detectives and deputies in the city of San Pedro, Torrance Police Department SWAT responded and deployed a drone into a homicide suspect's residence and were able to successfully locate the suspect and take him into custody without incident or jeopardizing officer safety. The UAS drone was also able to obtain an aerial containment of the residence without having to place officers and deputies in compromising positions which could have otherwise exposed them to a possible armed suspect.

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Applications of UAS drones relevant to Law Enforcement primarily include aerial information gathering, imaging, communication, as well as risk planning and mitigation. These applications can be utilized in a broad spectrum of calls for service, including but not limited to:

- Communication during a barricaded suspect situation (structures and vehicles)
- Tracking of fleeing suspects
- Access to areas not easily accessible on foot or by radio car
- Search and Rescue
- Aerial Crime and Crash Scene Documentation

UAS drones and technology may include the following features beneficial to Law Enforcement:

#### *Thermal Imaging:*

Thermal imaging could be used to locate suspects attempting to hide or flee, warm engines of recently parked vehicles suspected of being involved in a crime or even locate missing persons. A large portion of Lomita Station's jurisdiction is covered



in foliage. Thermal imaging can visualize heat within foliage and assist in locating persons of interest in such areas.

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Floodlights and spotlights can be used to illuminate the immediate and surrounding areas around a suspect. The lights could aid deputies in identifying and apprehending suspects as well as determine if suspects are in possession of a weapon.

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UAS drones and technology can use physical lens zoom and digital zoom cameras to aid in long-distance surveillance and identifying suspects. Cameras can also be used to zoom into suspects' hands and windows of a residence or vehicle where a suspect is barricaded.

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UAS drones can carry on-board speakers which can be used to play pre-recorded messages such as surrender instructions to a suspect or reassurance to persons in need of rescue in hard-to-reach areas.

*Image and Video Capture:*

UAS drones can capture aerial video and images of a large crime scene or vehicle crash that may be otherwise hard to obtain at ground level.

The value of the aerial intelligence provided by UAS drones is enormous. Intelligence gathered by a UAS drone can be considered during critical response planning to avoid unnecessary uses of force, identify if a suspect is compliant or resisting lawful commands, or identify if suspects are armed with weapons.

Assets such as K-9 and Aero Bureau are limited to Lomita Station, and UAS drone technology can provide a solution. With an approximate 5-minute deployment time after a licensed operator has arrived at the scene of an incident, Lomita Station deputies may be able to apprehend fleeing suspects who could have otherwise fled the scene without any form of K-9 or aerial support.

Limited proactive uses, where appropriate in the eyes of the public, can be available with the use of UAS drone technology such as aerial imaging of the areas and roadways affected by the Portuguese Bend landslide and public works planning.

**Discussion**

The Lomita Sheriff's Station enjoys a significant amount of public trust and support within the communities we serve. We anticipate the cities of Lomita, Rancho Palos Verdes, Rolling Hills, and Rolling Hills Estates will support and embrace our use of UAS drones to further increase our ability to ensure public safety and the protection of life and property.

### Proposal

This proposal includes three investment areas:

- The creation of a UAS drone program
- Acquisition of UAS drone technology
- The commitment to licensure and training of patrol staff per Department and Federal regulations

#### **Creation of a UAS drone program:**

Law enforcement agencies that adopt UAS drone technology justifiably hear public dialogue and concerns about its appropriate use. In addition to maintaining public trust, the use of UAS drone technology must comply with state and federal regulations and may be subject to more complex restrictions regarding the use of evidence acquired using UAS drone technology. Due to these challenges, this proposal emphasizes the need for a commitment to develop a UAS drone program that tracks, monitors, and guides the use of UAS drones in our daily operations.

The UAS drone program shall be led by a staff member who will:

- Maintain inventory of station-owned UAS drones and accessories
- Coordinate the required federal licensure and training of UAS drone operators
- Monitor, track, and report on deployments of UAS drones

#### **Commitment to licensure and training of patrol staff:**

Piloting a UAS requires an individual to be licensed by the FAA. Lomita Sheriff's Station must be committed to the training and licensure of patrol deputies assigned to pilot UAS drones. Rules and regulations surrounding the use of UAS drones are constantly evolving, and UAS drone pilots can be subject to new licensure and training requirements at any time. Lomita Sheriff's Station should consider designating multiple deputies on every shift as UAS drone pilots to ensure the technology is widely available to support patrol operations as much as possible.

#### **Acquisition of UAS drone technology:**

The financing and purchase of UAS drone technology will allow Lomita Sheriff's Station to commit to specific technologies and platforms specific to our needs. Technology such as thermal imaging and onboard spotlights may be necessary due to heavy foliage in our jurisdictions. Extended flight times, which come in the form of larger drones capable of carrying higher capacity batteries, may also be necessary due to the average durations (one hour or more) of critical incidents that occur in our jurisdictions.

### **Liability**

Lomita Sheriff's Station will purchase UAS drone technology which is currently approved by the Los Angeles County Sheriff's Department with the finances provided and donated by our four contract cities. The UAS drones will become the property of the Los Angeles County Sheriff's Department, Lomita Sheriff's Station, which will assume all liabilities in case of any accident or damages to a person or property.

Upon acceptance by the County of Los Angeles, the donated unmanned aircraft systems (UAS) become the sole property of the County of Los Angeles and are assigned to the Los Angeles County Sheriff's Department Lomita Station for official law enforcement purposes. The donor cities retain no ownership interest, possess no authority over the operation of the equipment, and do not participate in the deployment, supervision, maintenance, or operation of the UAS program.

The parties acknowledge that any funds contributed by the participating cities are voluntary donations for the purchase of equipment. Upon acceptance by the County of Los Angeles, title to all equipment shall vest exclusively in the County of Los Angeles. The Los Angeles County Sheriff's Department shall have exclusive authority regarding deployment, operation, maintenance, storage, supervision, and use of the equipment. Nothing in this Agreement shall be construed as creating a joint exercise of powers or joint operational responsibility for the operation of unmanned aircraft systems.

### **Department Policy and Legal Standards**

The Los Angeles County Sheriff's Department has created a new policy for the use of UAS drones. It can be viewed under the LASD Manual of Policy and Procedures 5-09/570.15. The policy includes strict guidelines for public transparency, approved and prohibited uses (which prohibit the use of UAS drones for random surveillance), as well as deployment procedures.

### **Conclusion**

This proposal outlines the many advantages of integrating UAS drone technology into Lomita Sheriff's Station's daily operations. The entry cost of UAS drones is at its lowest considering the rapid advancements in technology. The use of UAS drones presents an opportunity to employ alternative strategies during critical incidents and operations where other resources, such as K-9 and Aero Bureau, are unable to respond. Lomita Sheriff's Station's UAS drone program will be a large step forward into modern policing solutions that will aid the variety of challenges we are presented with in today's climate.



## MEMORANDUM

**TO: PENINSULA REGIONAL LAW ENFORCEMENT COMMITTEE**

**FROM: CITY MANAGERS**

**DATE: JUNE 4, 2026**

**SUBJECT: COST-SHARE REQUEST FOR LOMITA SHERIFF'S STATION UNMANNED AERIAL SYSTEM (UAS) DRONE PROGRAM**

**PREPARED BY: JENNIFER SCHMID, PUBLIC SAFETY MANAGER**

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### RECOMMENDATION

1. Review the program and following proposed Unmanned Aerial System (UAS) Drone Program cost-sharing formula for the four cities served by the Lomita Sheriff Station:
  - Rancho Palos Verdes (58%)
  - Lomita (28%)
  - Rolling Hills Estates (12%)
  - Rolling Hills (2%)
2. If deemed acceptable, direct staff to develop a Memorandum of Understanding (MOU), including the cost-sharing formula, for program implementation beginning in Fiscal Year 2026-27 for consideration by each of the four respective City Councils.

### BACKGROUND

The Los Angeles County Sheriff's Department (LASD) Lomita Station is proposing the implementation of an Unmanned Aerial System (UAS) Program (Program), commonly known as a "Drone Program," to be operated and managed by Federal Aviation Administration (FAA) trained Lomita Station personnel. The program is intended to enhance regional law enforcement capabilities and improve public safety services across jurisdictions served by Lomita Sheriff's Station.

UAS technology is increasingly utilized by law enforcement agencies as an effective tool to improve response times, enhance deputy safety, and provide real-time situational awareness during incidents. The program would support a wide range of public safety operations, including but not limited to:

- Emergency response and disaster assessment
- Search and rescue operations, particularly in remote or difficult terrain
- Traffic collision and roadway hazard monitoring
- Critical incident management
- Investigative support
- Situational awareness during large-scale community events

By providing aerial perspectives in real time, the program enhances operational efficiency while reducing risk to personnel. To support this program, Lomita Sheriff's Station is seeking funding support which is accommodated by a proportional cost-sharing arrangement among the participating cities for the initial acquisition and implementation of UAS equipment and related program startup costs.

## DISCUSSION

### Program Overview

The UAS Drone Program will be operated exclusively by Los Angeles County Sheriff's Department Lomita Station personnel. All deputies assigned to the program will be trained and certified by the FAA and trained in accordance with applicable regulations and LASD policies to ensure safe and compliant operations. Liability and insurance associated with the use of the UAS will be solely managed and assumed by LASD, ensuring that participating cities are not directly responsible for operational risk.

Lomita Sheriff's Station has obtained a quote for a four-drone program to support ongoing operations (*Exhibit B*).

### Proposed Equipment Includes:

- DJI Matrice 400: One (1) long-range drone for larger scale incidents and special events (stationed at Lomita Sheriff's Station).
- DJI Matrice 4: Two (2) daily-use drones for routine calls for service (in a trained deputy vehicle)
- One (1) interior drone for critical incidents (i.e. barricaded suspects or unsafe structures and stationed at Lomita Sheriff's Station).
- A two-year warranty for each drone from the date of product shipment covering:
  - Accidental damage from pilot error, collisions, drops, water exposure, signal interference, and internal malfunctions.
  - One replacement drone during the coverage term that may be new or refurbished. If product is unavailable, the vendor will provide a product with similar capability.
  - NOT covered: Intentional misuse, modifications, loss or theft, cosmetic wear, propellers or batteries, or operation outside manufacturer guidelines.

### Drone Capabilities Include:

- High-resolution zoom cameras and video capture



- Thermal imaging for low-visibility and search operations
- Floodlights and spotlights
- Loudspeakers for communication
- LIDAR (Light Detection and Ranging) for mapping and distance measurement

The vendor (*DSLR Pros Intelligent Drone Solutions*) has provided the following links containing additional information and specifications for the proposed UAS equipment.

- DJI Matrice 400 : <https://youtu.be/3UrKq7xj7TI?si=QYT2qxEBvkFPxD9B>
- DJI Matrice 4 : <https://youtu.be/6xyhWlfm-m4?si=oxBfIyp3KG8lqaoi>

#### Proposed Cost-Share Formula

The total one-time cost for acquisition and initial implementation of the UAS Drone Program equipment is **\$76,000**. Program costs are proposed to be allocated among the participating cities using an agreed-upon percentage distribution based on population. The following proposed cost-share formula includes all four cities served by the Lomita Station:

| <b>COST ALLOCATION FORMULA:</b> |                   |                   | <b>\$76,000</b>   |
|---------------------------------|-------------------|-------------------|-------------------|
| <b>Member</b>                   | <b>Population</b> | <b>Percentage</b> | <b>Cost Share</b> |
| City of Rancho Palos Verdes     | 41,000            | 58%               | \$44,080          |
| City of Lomita                  | 20,000            | 28%               | \$21,280          |
| City of Rolling Hills Estates   | 8,500             | 12%               | \$9,120           |
| City of Rolling Hills           | 1,500             | 2%                | \$1,520           |

If approved, the participating cities would enter into a Memorandum of Understanding (MOU), similar in structure to prior regional public safety agreements as those used for the Automated License Plate Reader (ALPR) program and PVPready.gov, but with a fourth city (Lomita) included. The MOU would outline each city's proportional funding obligation, based on the cost allocation formula above, as well as the Lomita Sheriff's Station responsibility for equipment, program management, liability, and operational oversight of the UAS Program.

Furthermore, given that the cities will be entering into their first year of the program and do not yet have usage data and other pertinent information, the cost-allocation formula described above is initially being established based on population. However, the MOU and cost-sharing structure will be reviewed annually and may be adjusted based on actual program usage and data provided by Lomita Sheriff's Station to ensure equitable cost distribution and program efficiency. Such cost-sharing adjustments will be brought back to the RCLC for consideration before being presented to the respective four city councils.

#### Ongoing Costs

In addition to the initial one-time cost outlined in the MOU, each participating city would be responsible for ongoing annual cost associated with equipment maintenance, repair, and

replacement. These costs are estimated at up to 10% of the initial UAS equipment cost annually and would be funded proportionally by each city, if and when the need arises. These costs would be outside of the MOU and considered a maintenance and operation cost that should be included in each city's individual operating budgets.

## **CONCLUSION**

The proposed LASD Lomita Station UAS Program represents a strategic investment in modern public safety technology that will enhance service delivery, improve emergency response capabilities and increase overall situational awareness across the participating cities. The recommended cost sharing model provides an equitable framework for implementation while allowing flexibility for future adjustments based on operational data.

## **ATTACHMENTS**

- *Exhibit A: LASD-Lomita Station UAS Proposal Memorandum*
- *Exhibit B: DSLR Pros Intelligent Drone Solutions Quote*

COUNTY OF LOS ANGELES  
**SHERIFF'S DEPARTMENT**  
*"A Tradition of Service Since 1850"*

DATE: February 6, 2026

FILE:

OFFICE CORRESPONDENCE

**FROM:** KIMBERLY GUERRERO, CAPTAIN  
LOMITA STATION

**TO:** CITY MANAGERS  
PENINSULA REGIONAL LAW  
ENFORCEMENT COMMITTEE

**SUBJECT: UNMANNED AERIAL SYSTEM PROGRAM PROPOSAL**

**Synopsis**

This document is intended to propose the creation of an Unmanned Aerial System (UAS) program to increase the capacity of the Lomita Sheriff's Station in the investigations of crime and preservation of public safety and property. It is proposed that the Lomita Sheriff's Station authorize the creation of a UAS, or "drone" program, make a commitment to the training and licensure of one or more patrol staff, and purchase the relevant UAS drone technology to support the objective of the UAS program.

**Background**

Law enforcement agencies around the country are increasingly adopting the use of UAS drone technology, commonly referred to as "drones", by augmenting their capacity to preserve public safety and property. As of January 2026, as many as 1,400 agencies throughout the United States have implemented the use of UAS drone technology. In Los Angeles County, local law enforcement agencies of varying sizes are deploying aerial assets to achieve their missions.

Other neighboring municipal agencies such as Torrance Police Department, Hawthorne Police Department, Redondo Beach Police Department and Manhattan Beach Police Department have adopted UAS drone programs for suspect tracking, crime scene documentation, and search and rescue.

**Supporting Data**

In 2025, deputies from the Lomita Sheriff's Station responded to a substantial number of critical incidents within the cities of Lomita, Rancho Palos Verdes, Rolling Hills Estates, Rolling Hills, and unincorporated Los Angeles County areas. These incidents included

critical missing persons cases, critical infrastructure damage due to the Portuguese Bend land movement, complex motor vehicle crashes, and fleeing suspects.

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UAS drones and technology may include the following features beneficial to Law Enforcement:

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## **Proposal**

This proposal includes three investment areas:

- **The creation of a UAS drone program**
- **Acquisition of UAS drone technology**
- **The commitment to licensure and training of patrol staff per Department and Federal regulations**

### **Creation of a UAS drone program:**

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## **Conclusion**

This proposal outlines the many advantages of integrating UAS drone technology into Lomita Sheriff's Station's daily operations. The entry cost of UAS drone is at its lowest considering the rapid advancements in technology. The use of UAS drones presents an opportunity to employ alternate strategies during critical incidents and operations where other resources such as K-9 and Aero Bureau are unable to respond. Lomita Sheriff's Station's UAS drone program will be a large step forward into modern policing solutions that will aid the variety of challenges we are presented with in today's climate.

## **Recommendation**

See separate itemized quote for further details with included cost.





# **DSLR** *Pros*™

## Intelligent Drone Solutions

**Prepared by:**

Manny Matamoros

**DSLRPros.com**

**Ph. +1-213-373-5387**

**Manny@dslrpros.com**

**Prepared for:**

Mark Chua

LASD - Lomita Sheriff's Station

**Quote ID: KXFWR-UZJNK-4MYB6-KCXEL**

**Date Created:** 03 / 06 / 2026 01:12

| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Price       | QTY | Tax        | Subtotal    |
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| <b>ESSENTIAL KIT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |     |            |             |
| DJI Matrice 400 Drone Package <ul style="list-style-type: none"> <li>• 1x M400 Aircraft (with propeller holder)</li> <li>• 1x Carrying Case</li> <li>• 2x Propellers (Pair)</li> <li>• 6x Propeller Washers and Screws</li> <li>• 1x Remote Controller (with DJI RC Plus 2 sub2G SDR Module)</li> <li>• 1x Power Cable</li> <li>• 1x Remote Controller Strap and Bracket (with two screws)</li> <li>• 1x WB37 Intelligent Battery</li> <li>• 2x Landing Gear</li> <li>• 1x USB-C to USB-C Cable</li> <li>• 1x Screws and Tool Set</li> <li>• 1x Cleaning Tool Set</li> <li>• 1x Rubber Port Covers and Screws</li> <li>• 4x Gimbal Damper</li> </ul> <p>S-DJI-M400</p>                                                                                                 | \$10 450,00 | 1   | \$1 097,25 | \$11 547,25 |
| <input checked="" type="checkbox"/> DSLRPros Care Plus for DJI Matrice 400 2-Year <ul style="list-style-type: none"> <li>• Coverage Length: 2 years from the date your product ships</li> <li>• What's Covered: Accidental damage from pilot error, collisions, drops, water exposure, signal interference, and internal malfunctions</li> <li>• What's Not Covered: Intentional misuse, modifications, loss or theft, cosmetic wear, consumables (like propellers or batteries), or operation outside manufacturer guidelines</li> <li>• Replacements: One replacement during the coverage term. Replacement may be new or refurbished. If unavailable, we'll provide a product of similar capability.</li> <li>• How to File a Claim: Notify support@dslrpros.com within 7 days of an incident. Ship the product using the label we provide.</li> </ul> | \$3 198,00  | 1   | \$0,00     | \$3 198,00  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |   |          |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|----------|------------|
| <ul style="list-style-type: none"> <li>Eligibility: Policy must be purchased before your product ships from DSLRPROS. Coverage applies only to the original purchaser.</li> </ul> <p>V-DSLR-400-CP-2Y</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |   |          |            |
| <input checked="" type="checkbox"/> <b>DJI Avata 2 Fly More Combo</b> <ul style="list-style-type: none"> <li>1x DJI Avata 2</li> <li>1x DJI RC Motion 3</li> <li>1x DJI RC Motion 3 Lanyard</li> <li>1x DJI Goggles 3</li> <li>1x DJI Goggles 3 Foam Padding</li> <li>1x DJI Goggles 3 Additional Forehead Pad</li> <li>1x DJI Goggles 3 -2.0D Corrective Lenses (Pair)</li> <li>1x USB-C OTG Cable</li> <li>3x DJI Avata 2 Intelligent Flight Battery</li> <li>2x DJI Avata 2 Propellers (Pair)</li> <li>8x DJI Avata 2 Propeller Screws</li> <li>1x Screwdriver</li> <li>1x DJI Avata 2 Gimbal Protector</li> <li>1x Type-C to Type-C PD Cable</li> </ul> <p>S-DJI-AVATA2-FMC</p>  | \$1 395,00 | 1 | \$146,48 | \$1 541,48 |
| <input checked="" type="checkbox"/> <b>DSLRPROS 27" Mobile Display Suitcase</b> <ul style="list-style-type: none"> <li>1x DSLRPros 27" Mobile Display Suitcase</li> <li>1x 1.5 meters AC Cable</li> <li>1x 0.8 meters Bluetooth Remote Control</li> <li>1x USB-C Cable</li> <li>1x User Manual</li> </ul> <p>S-27DISSUIT-CASE</p>                                                                                                                                                                                                                                                                                                                                                    | \$999,00   | 2 | \$209,79 | \$2 207,79 |
| <input checked="" type="checkbox"/> <b>DJI BS100 Intelligent Battery Station</b> <ul style="list-style-type: none"> <li>1x DJI BS100 Intelligent Battery Station</li> </ul> <p>S-DJI-BS100</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$1 919,00 | 1 | \$201,50 | \$2 120,50 |

|                                                                                                                                                                                                                                                                                                                                                                 |            |   |          |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|----------|------------|
|                                                                                                                                                                                                                                                                                |            |   |          |            |
| <input checked="" type="checkbox"/> DJI TB100 Intelligent Flight Battery <ul style="list-style-type: none"> <li>1x DJI TB100 Intelligent Flight Battery<br/>S-DJI-TB100</li> </ul>                                                                                             | \$1 925,00 | 3 | \$144,38 | \$5 919,38 |
| <input checked="" type="checkbox"/> DJI CrystalSky/Cendence - WB37 Intelligent Battery <ul style="list-style-type: none"> <li>1x DJI CrystalSky/Cendence - WB37 Intelligent Battery<br/>S-DJI-CS-CEN-INT-BATT</li> </ul>                                                      | \$99,00    | 4 | \$41,58  | \$437,58   |
| <input checked="" type="checkbox"/> DJI WB37 Battery Charging Hub (USB-C) <p>DJI WB37 Battery Charging Hub (USB-C)</p> <ul style="list-style-type: none"> <li>For use with CrystalSky &amp; Cendence Intelligent Batteries</li> <li>Charge batteries in sequence</li> </ul>  | \$109,00   | 2 | \$22,89  | \$240,89   |
| <input checked="" type="checkbox"/> DJI RC Plus 2 Enterprise <p>1x DJI RC Plus 2 Enterprise<br/>S-DJI-RC-PLUS-2</p>                                                                                                                                                          | \$2 199,00 | 1 | \$230,90 | \$2 429,90 |
| <input checked="" type="checkbox"/> DJI RC Plus Strap and Bracket Kit <ul style="list-style-type: none"> <li>1x DJI RC Plus Strap and Bracket Kit</li> </ul>                                                                                                                                                                                                    | \$62,37    | 3 | \$19,65  | \$206,76   |

|                                                                                                                                                                                                                                                                                                                                                                                                                      |             |   |            |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|------------|-------------|
| <p>S-DJI-RC-PLUS-KIT</p>                                                                                                                                                                                                                                                                                                            |             |   |            |             |
| <p><input checked="" type="checkbox"/> DJI Zenmuse H30T (Camera Only)</p> <p>1x DJI Zenmuse H30T (Camera Only)</p> <p>S-DJI-ZH30T</p>                                                                                                                                                                                               | \$11 610,00 | 1 | \$1 219,05 | \$12 829,05 |
| <p><input checked="" type="checkbox"/> DJI Zenmuse V1</p> <ul style="list-style-type: none"> <li>1x Zenmuse V1 Loudspeaker Payload</li> <li>1x Gimbal Port Protection Cap</li> <li>1x Storage Box</li> <li>1x Manuals</li> </ul> <p>S-DJI-ZV1</p>                                                                                 | \$1 221,00  | 1 | \$128,21   | \$1 349,21  |
| <p><input checked="" type="checkbox"/> DJI Zenmuse S1 Spotlight</p> <ul style="list-style-type: none"> <li>1x Zenmuse S1 Spotlight Payload</li> <li>1x Gimbal Port Protection Cap</li> <li>1x Storage Box</li> <li>1x Lens Protection Rubber Cap</li> <li>1x Lens Cleaning Cloth</li> <li>1x Manuals</li> </ul> <p>S-DJI-ZS1</p>  | \$1 889,00  | 1 | \$198,35   | \$2 087,35  |
| <p><input checked="" type="checkbox"/> CZI TH4 V2 Throwing Hook Drop System for Matrice M300/M350</p> <ul style="list-style-type: none"> <li>1x CZI TH4 V2 Throwing Hook Drop System</li> </ul> <p>S-NB-TH4-V2</p>                                                                                                                                                                                                   | \$1 150,00  | 1 | \$120,75   | \$1 270,75  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |   |            |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|------------|-------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |   |            |             |
| <input checked="" type="checkbox"/> <b>DJI Matrice 400 2510F Propeller</b> <ul style="list-style-type: none"> <li>1x DJI Matrice 400 2510F Propeller</li> </ul> <p>S-DJI-M400-PROP</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$65,00    | 8 | \$54,60    | \$574,60    |
| <b>DJI MATRICE 4T DRONE PACKAGE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |   |            |             |
| <input checked="" type="checkbox"/> <b>DJI Matrice 4T Universal Edition</b> <ul style="list-style-type: none"> <li>1x DJI Matrice 4T</li> <li>1x DJI Matrice 4 Series Battery</li> <li>1x DJI RC Plus 2 Enterprise</li> <li>1x DJI 100W USB-C Power Adapter</li> <li>1x DJI Matrice 4 Series Charging Hub</li> <li>1x microSD Card</li> <li>1x DJI Matrice 4T Gimbal Protector</li> <li>1x DJI Cellular Dongle 2 Pry Bar</li> <li>3x DJI Matrice 4 Series Propellers</li> <li>1x 100W Power Adaptor AC Cable</li> <li>1x USB-C to USB-C Data Cable</li> <li>1x USB-A to USB-C Data Cable</li> <li>1x DJI Matrice 4 Series Storage Case</li> <li>1x DJI Matrice 4 Series Storage Case Shoulder Strap</li> <li>3-months Free DJI Terra Pro License</li> </ul> <p>S-DJI-M4T</p>  | \$7 799,00 | 2 | \$1 637,79 | \$17 235,79 |
| <input checked="" type="checkbox"/> <b>DSLRPros Care Plus for DJI Matrice 4T 2-Year</b> <ul style="list-style-type: none"> <li>Coverage Length: 2 years from the date your product ships</li> <li>What's Covered: Accidental damage from pilot error, collisions, drops, water exposure, signal interference, and internal malfunctions</li> <li>What's Not Covered: Intentional misuse, modifications, loss or theft, cosmetic wear,</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                 | \$2 398,00 | 2 | \$0,00     | \$4 796,00  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |   |          |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---|----------|------------|
| <p>consumables (like propellers or batteries), or operation outside manufacturer guidelines</p> <ul style="list-style-type: none"> <li>• Replacements: One replacement during the coverage term. Replacement may be new or refurbished. If unavailable, we'll provide a product of similar capability.</li> <li>• How to File a Claim: Notify support@dslrpros.com within 7 days of an incident. Ship the product using the label we provide.</li> <li>• Eligibility: Policy must be purchased before your product ships from DSLRPROS. Coverage applies only to the original purchaser.</li> </ul> <p>V-DSLR-4T-CP-2Y</p>  |          |   |          |            |
| <input checked="" type="checkbox"/> DJI Matrice 4 Series Battery <ul style="list-style-type: none"> <li>• 1x Matrice 4 Series Intelligent Battery</li> </ul> <p>S-DJI-M4-BAT</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$255,00 | 6 | \$160,65 | \$1 690,65 |
| <input checked="" type="checkbox"/> DJI Matrice 4 Series Propellers <ul style="list-style-type: none"> <li>• 1x DJI Matrice 4 Series Propellers Pairs</li> </ul> <p>S-DJI-M4-PROP</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$33,00  | 8 | \$27,72  | \$291,72   |
| <input checked="" type="checkbox"/> DJI AL1 Spotlight <ul style="list-style-type: none"> <li>• 1x DJI AL1 Spotlight</li> <li>• 2x Spare Screw</li> <li>• 1x Hex Key</li> </ul> <p>S-DJI-AL1</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$495,00 | 2 | \$103,95 | \$1 093,95 |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |   |         |          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---|---------|----------|
|                                                                                                                                                                                                                                                                                                                                                                            |          |   |         |          |
| <input checked="" type="checkbox"/> <b>DJI AS1 Speaker</b> <ul style="list-style-type: none"> <li>• 1x Speaker</li> <li>• 1x Spare Adapter Bracket</li> <li>• 1x Hex Key</li> </ul> <p>S-DJI-AS1</p>                                                                                                                                                                       | \$335,00 | 2 | \$70,35 | \$740,35 |
| <input checked="" type="checkbox"/> <b>Drone Landing Pad</b> <ul style="list-style-type: none"> <li>• Lightweight and portable</li> <li>• 42-inch (3.5ft) diameter</li> <li>• Folds down to 16-inches</li> <li>• Easily visible from the air</li> <li>• Includes carrying bag and securing stakes</li> </ul> <p>S-NB-LPAD</p>                                            | \$0,00   | 3 | \$0,00  | \$0,00   |
| <b>OPTIONAL SERVICES</b><br>(Optional items will not reflect in total unless selected)                                                                                                                                                                                                                                                                                                                                                                      |          |   |         |          |
| <input checked="" type="checkbox"/> <b>FREE Lifetime Customer Care &amp; Technical Support Via Phone, Email &amp; Chat</b>                                                                                                                                                                                                                                                                                                                                  | \$0,00   | 1 | \$0,00  | \$0,00   |
| <input checked="" type="checkbox"/> <b>Enterprise Concierge Assist</b><br>Our customer care team is here to make sure that your aftersales experience is as seamless as the original transaction. We will assist our clients through the Enterprise Care deductible process ( if applicable ) as well as any warranty or not warranty related issues. We're here to help facilitate your success!<br><br>*** Normally a \$500 Service ***<br><br>S-ECA-EUAS | \$0,00   | 1 | \$0,00  | \$0,00   |

|                                                                                                                                                                                                                                                                                                                                                               |            |   |        |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|--------|------------|
| <input type="checkbox"/> <b>Airdata Enterprise Managment + Live Streaming Bundle - 1 Drone (1 Month) Free Trial</b><br><ul style="list-style-type: none"> <li>1x Airdata Enterprise Managment + Live Streaming Bundle - 1 Drone (1 Month) Free Trial</li> </ul> V-AD-EELS-120-FREE                                                                            | \$0,00     | 1 | \$0,00 | \$0,00     |
| <input type="checkbox"/> <b>AirData Enterprise + Live Streaming Bundle - 5 Drones, 5 Users, 25 Hr/Mo for 1 Year</b><br><ul style="list-style-type: none"> <li>1x AirData Enterprise Management + Live Streaming Bundle - 5 Drones (1 Year)</li> </ul> B-AD-EELS-525<br><br>  | \$5 740,00 | 1 | \$0,00 | \$5 740,00 |
| <b>Custom 1 Day On-site Training</b><br>DSLRPros' UAS training has helped maximize drone program safety and efficiency for countless companies, public safety agencies, and individual pilots. With a team of expert instructors located across the country, more than 500 students and counting have attended DSLRPros' training programs.<br><br>V-NB-TRAIN | \$0,00     | 1 | \$0,00 | \$0,00     |
| <b>SHIPPING &amp; HANDLING</b>                                                                                                                                                                                                                                                                                                                                |            |   |        |            |
| <b>Ground Shipping</b><br>V-NB-SHIP                                                                                                                                                                                                                                                                                                                           | \$0,00     | 1 | \$0,00 | \$0,00     |
| <b>*** Sales Tax applicable if shipping inside US ***</b>                                                                                                                                                                                                                                                                                                     |            |   |        |            |

Subtotal **\$73 808,92**

**Total \$73 808,92**

## Signatures

Again, we want to thank you for purchasing your equipment or services with DSLRPros.com. By signing below you agree to our terms and conditions and have read and understand the pricing provided. You also agree not to share the information & pricing provided in this document to anyone outside of your organization. <https://www.dslrpros.com/terms-of-use>

|                    |                         |
|--------------------|-------------------------|
|                    |                         |
| <hr/>              | 02 / 04 / 2026<br><hr/> |
| Signature          | Date                    |
| Mark Chua<br><hr/> | Deputy<br><hr/>         |
| Name               | Title                   |



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 12.C.**

**Meeting Date: 8/24/2026**

**To:** City Council

**From:** Christian Horvath, Assistant to the City Manager / City Clerk

**Thru:** Karina Bañales, City Manager

**Subject:** Review the proposed Resolution to be presented at the League of California Cities 2026 Annual Conference's General Assembly on September 25, 2026 and provide direction to the City's voting delegate, Mayor Dieringer

---

## **Background:**

This year, the League of California Cities (Cal Cities) received one resolution by the July 25 submission deadline. Under the Cal Cities resolution process, members may submit resolutions on issues of importance to cities up to 60 days before the Annual Conference and Expo.

The 2026 Resolution Packet (Attachment A) contains the proposed resolution, background information, supporting letters from cities and city officials, and an analysis of the resolution by Cal Cities. The packet includes detailed information on the resolution process and the next steps for the resolution.

Cal Cities encourages the City Council to consider the resolution and determine a position so the voting delegate, Mayor Dieringer, can represent the city's position on the resolution.

The 2026 General Assembly will be held on Sept. 25 at 8:30 a.m. in the Anaheim Convention Center during the Annual Conference and Expo.

## **Discussion:**

None.

## **Fiscal Impact:**

None.

## **Recommendation:**

Receive and file. Provide direction to the City's Voting Delegate.

## **Attachments:**

1. GV\_GVO\_260810\_LCC\_2026ResolutionPacket





**2025-2026  
CAL CITIES OFFICERS**

**President**

Gabe Quinto  
Mayor  
El Cerrito

**First Vice President**

Teresa Acosta  
Council Member  
Carlsbad

**Second Vice President**

David Cohen  
Council Member  
San Jose

**Immediate Past President**

Lynne B. Kennedy  
Mayor Pro Tem,  
Rancho Cucamonga

**Executive Director  
and CEO**

Carolyn M. Coleman

**August 10, 2026**

TO: Cal Cities Members

RE: Cal Cities 2026 Resolution Packet

Sixty days before the Cal Cities [Annual Conference and Expo](#), Cal Cities members may submit resolutions on issues of importance to cities. This year, Cal Cities received one resolution by the July 25 deadline.

The attached packet contains the proposed resolution, background information, supporting letters from cities and city officials, and an analysis of the resolution by Cal Cities. The packet includes detailed information on the resolution process and the next steps for the resolution.

We encourage each city council to consider the resolution and determine a position so your voting delegate can represent your city's position on the resolution.

**Voting Delegates:** City councils must appoint a voting delegate to vote during the General Assembly. Each city may also appoint up to two alternate delegates. If your city has not already done so, please appoint your voting delegate by Tuesday, Sept. 1, 2026. [The voting delegate packet](#) contains more information.

The 2026 General Assembly will be held Friday, Sept. 25, at 8:30 a.m. in the Anaheim Convention Center during the [Annual Conference and Expo](#).

For questions about resolutions, voting delegates, or the General Assembly, please contact [Zach Seals](#).



LEAGUE OF  
**CALIFORNIA  
CITIES**

# 2026 Resolution Packet

## **Information on 2026 Resolutions Process**

### **Consideration by Policy Committee (pre-conference)**

Per the Cal Cities bylaws, Cal Cities President Gabe Quinto has referred the submitted resolution to the [Housing, Community, and Economic Development Committee](#). The committee will meet on Thursday, Sept. 17, at 10 a.m. via Zoom to review the resolution and make a recommendation that will be sent to the Resolutions Committee. A public comment period will be held during the meeting. Register for the meeting [here](#).

A list of recommendations the policy committee may make during its meeting is on page two of this packet.

### **Consideration by Resolutions Committee (during conference)**

On Thursday, Sept. 24, at 1:00 p.m. the Resolutions Committee will meet to review the resolution and the recommendation of the policy committee.

The Resolutions Committee consist of one representative from each of Cal Cities caucuses, departments, divisions, and policy committees, as well as up to ten additional appointments made by the Cal Cities President. A public comment period will be held during the meeting. Refer to the onsite conference program for the location.

A list of recommendations the Resolutions Committee may make during its meeting is on page two of this packet.

### **Consideration by the General Assembly (during conference)**

The General Assembly will convene on Friday, Sept. 25, at 8:30 a.m. to consider any resolutions the Resolutions Committee has forwarded. To vote during the General Assembly, voting delegates must have checked in at the voting delegate booth.

Conference attendees will receive materials for the General Assembly on the evening of Thursday, Sept. 24. For more information on voting and discussion procedures during the General Assembly, see page three of this packet.

### **Petitioned Resolutions (during conference)**

The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. To initiate a petitioned resolution, voting delegates from 10% of member cities must sign the petition. The resolution and signatures are due at least 24 hours before the beginning of the General Assembly. Voting delegates who have checked in at the voting delegate booth can receive more information on petitioned resolutions at the booth onsite.



## Policy Committee and Resolutions Committee Actions

The submitted resolution will be heard by the policy committee to which it was assigned, and the Resolutions Committee. The table below shows what recommendations these bodies may make on the resolution.

| Policy Committee Actions                                            | Resolutions Committee Actions                                                      |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Approve                                                             | Approve                                                                            |
| Disapprove*                                                         | Disapprove*                                                                        |
| No Action                                                           | No Action                                                                          |
| Amend and approve                                                   | Amend and approve                                                                  |
| Refer to appropriate policy committee for further study*            | Approve as amended                                                                 |
| Refer as amended to appropriate policy committee for further study* | Refer to appropriate policy committee for further study*                           |
|                                                                     | Refer as amended to appropriate policy committee for further study*                |
|                                                                     | Approve with additional amendment(s)                                               |
|                                                                     | Additional amendments and refer to appropriate policy committee for further study* |

*\*If a resolution is disapproved or referred for further study by all policy committees to which it is assigned and the Resolutions Committee, it will not proceed to the General Assembly.*

## General Assembly Voting and Discussion Procedures

### **Discussion Procedures:**

Discussion procedures during the General Assembly are guided by two calendars: the Consent Calendar and the Regular Calendar. As seen below, resolutions are calendared by the recommendations they receive from policy committees and the Resolutions Committee.

For General Resolutions:

| Policy Committee Recommendation | Resolutions Committee Recommendation | Calendar                             |
|---------------------------------|--------------------------------------|--------------------------------------|
| Approve                         | Approve                              | Consent Calendar                     |
| Approve                         | Disapprove or refer                  | Regular Calendar                     |
| Disapprove or refer             | Approve                              | Regular Calendar                     |
| Disapprove or refer             | Disapprove or refer                  | Does not proceed to General Assembly |

For Petitioned Resolutions:

| Policy Committee Recommendation | Resolutions Committee Action | Calendar                             |
|---------------------------------|------------------------------|--------------------------------------|
| N/A                             | Approve                      | Regular Calendar                     |
|                                 | Disapprove or Refer          | Regular Calendar                     |
|                                 | Disqualified                 | Does not proceed to General Assembly |

Items on the Consent Calendar will be presented as one motion during the General Assembly from the Resolutions Committee chair. Unless an item on the Consent Calendar is set aside by the majority of the General Assembly, a vote will be taken on the whole calendar. If an item is set aside, it will be opened for discussion, followed by a vote.

Items on the Regular Calendar will be presented individually by the Resolutions Committee chair. After a recommendation is presented by the Resolutions Committee chair, the resolution will be opened for discussion by the General Assembly. A vote will take place following discussion.

### **Voting Procedures:**

Per Cal Cities Bylaws Article XII, Sec. 2, all votes will be conducted by voice vote first. If the presiding official cannot determine the outcome, a vote will be taken by an alternative method, typically a raise of voting cards by voting delegates. A roll call vote may be called for by delegates of ten percent or more of the General Assembly.

## **2026 Resolution**

1. Resolution No. 1 submitted by City of Murrieta
  - Letters of concurrence submitted by:
    - i. City of Banning;
    - ii. City of Calimesa;
    - iii. City of Canyon Lake;
    - iv. City of Moreno Valley;
    - v. City of Norco;
    - vi. City of Torrance;
    - vii. Crystal Ruiz, Mayor, City of San Jacinto;
    - viii. Jessica Alexander, Mayor, City of Temecula
  - Referred to Housing, Community, and Economic Development Committee
  - Policy Committee Recommendation:
  - Resolutions Committee Recommendation:

## **Resolution No. 1 Submitted by City of Murietta**

**1. A RESOLUTION OF THE GENERAL ASSEMBLY OF THE LEAGUE OF CALIFORNIA CITIES  
CALLING FOR A WORKING GROUP TO CONSIDER A STATE CONSTITUTIONAL  
AMENDMENT OR OTHER FORM OF INITIATIVE TO ENSURE FINAL LOCAL AUTHORITY OVER  
HOUSING AND LAND USE DECISIONS**

Source: City of Murrieta

Concurrence of five or more cities/city officials

Cities/city officials: City of Banning; City of Calimesa; City of Canyon Lake; City of Moreno Valley; City of Norco; City of Torrance; Crystal Ruiz, Mayor, City of San Jacinto; Jessica Alexander, Mayor, City of Temecula

Referred to: Housing, Community, and Economic Development Policy Committee

**WHEREAS**, California cities have historically been responsible for adopting general plans and zoning regulations, reviewing housing development proposals, and providing or coordinating the streets, water, wastewater, public safety, parks, transportation, and other infrastructure and services necessary to support responsible, environmentally sound, and well-planned residential growth; and

**WHEREAS**, the League of California Cities is dedicated to protecting and expanding local control for municipalities across the state to ensure their orderly growth and development; and

**WHEREAS**, the League of California Cities recognizes that local zoning is a primary function of cities and an essential component of home rule, and that a city's general plan should guide its land use planning and strategic decision-making free from pre-emption by the state; and

**WHEREAS**, increasingly prescriptive statewide housing mandates and development approval requirements can override locally adopted plans, zoning standards, and public review procedures without adequately accounting for differences that exist in each unique jurisdiction in infrastructure capacity, water availability, wildfire and evacuation risks, environmental constraints, fiscal impacts, public service needs, and community priorities; and

**WHEREAS**, California's housing goals can be more effectively advanced through state funding, streamlined environmental requirements, and voluntary partnerships that support housing production while preserving the authority of locally elected officials to determine how and where housing is best planned and approved;

**NOW, THEREFORE, BE IT RESOLVED**, by the General Assembly of the League of California Cities, assembled during the Annual Conference in Anaheim, California, on September 25, 2026, that the League of California Cities support the development and advancement of a state constitutional amendment or other legislative, policy, or ballot-based strategies that restore and strengthen local authority over housing and land use matters within municipal boundaries, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications; and

**BE IT FURTHER RESOLVED**, that any constitutional amendment or alternative strategy should preserve the State's authority to establish broad statewide housing goals and enforce constitutional and civil rights, fair housing requirements, building and life-safety standards, and generally applicable environmental protections, while protecting cities from state actions that compel, through funding conditions or state law, the approval of housing developments that are inconsistent with locally adopted requirements; override local zoning or density standards; or invalidate locally adopted housing or land use decisions when a city has planned in good faith to accommodate its regional housing needs allocation and maintains adequate capacity for housing at all income levels; and

**BE IT FURTHER RESOLVED**, that the League of California Cities consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters including but limited to: conducting appropriate legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for; the November 2030 General Election, or within another reasonable time frame as determined by the working group.

## **Resolution No. 1: Background Information**

## Background Information for Resolution

**Source:** City of Murrieta

### **Background:**

California cities are responsible for planning residential growth, adopting general plans and zoning regulations, reviewing development proposals, and providing or coordinating the infrastructure and public services necessary to support new housing. Since 2010, the State has enacted more than 500 housing-related laws that have increasingly shifted housing and land use authority away from local governments. These laws have expanded by-right development, limited locally adopted standards and review processes, and established enforcement mechanisms, including the builder's remedy, that may override local plans and zoning. Although these measures are frequently presented as solutions to housing affordability, many increase development capacity or restrict local review without delivering the meaningful production of housing needed to address the housing crisis.

At the same time, the State has continued to prioritize increased development capacity without adequately accounting for the infrastructure, public services, economic realities, and safety measures necessary to support housing growth. State mandates often fail to reflect local conditions, including roadway and utility capacity, water availability, wildfire exposure, environmental limitations, fiscal impacts, and the availability of essential services. Cities are consequently required to accommodate additional housing while receiving no funding or assistance to address the resulting infrastructure and service demands.

Local elected officials are directly accountable to the residents who experience the effects of development decisions and are responsible for balancing housing production with infrastructure capacity, public safety, environmental protection, fiscal sustainability, and community needs. Cities of all types in California have been grappling with this dynamic, ranging from urban to rural, coastal to inland, small to large, northern to southern, voicing concerns to legislative representatives with minimal responsiveness. This is an issue of statewide concern that needs the strength and diversity of the League of California Cities to pursue a long-term solution.

The proposed resolution directs the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions. The working group would be tasked with developing a more balanced framework that preserves the State's role in establishing broad housing goals and enforcing constitutional, civil rights, fair housing, building, life-safety, and environmental requirements, while restoring meaningful local authority to allow cities to determine how statewide housing



objectives should be implemented in a manner that reflects local conditions and community priorities while continuing to support responsible housing production.

As the primary statewide organization representing California cities, the League is uniquely positioned to lead this effort. Its established policy, legal, legislative, communications, and advocacy networks enable it to convene municipalities, evaluate potential strategies, conduct legal and fiscal analyses, build consensus, engage stakeholders, and coordinate with statewide decision-makers. League leadership would help ensure that any recommendation reflects the collective interests of California municipalities and would provide the credibility, organizational capacity, and statewide reach necessary to advance a viable strategy.

## **Resolution No. 1: Letters of Concurrence**



## City of Banning Office of the Mayor

July 23, 2026

President Gabe Quinto  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority**

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to the Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25, 2026. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards and project approval authority.

On behalf of the City of Banning, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Respectfully,

---

Richard Royce, Mayor  
District 4, City of Banning

---

Colleen Wallace, City Council Member  
District 5, City of Banning  
President, Riverside County Division  
League of California Cities

# City of Calimesa

908 Park Avenue, Calimesa, California 92320  
Telephone 909.795.9801 Facsimile 909.795.4399

[www.calimesa.gov](http://www.calimesa.gov)

"Preserving and enhancing the open space atmosphere and quality of life in Calimesa"



July 21, 2026

President Gabe Quinto  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority**

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Calimesa, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Jeff Cervantez  
Mayor  
City of Calimesa



July 23, 2026

President Gabe Quinto  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

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On behalf of the City of Canyon Lake, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Arron Brown  
City Manager  
City of Canyon Lake



July 23, 2026

President Gabe Quinto  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority**

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches to address increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Moreno Valley, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Brian Mohan  
City Manager  
City of Moreno Valley



# CITY OF NORCO

HORSETOWN USA

July 22, 2026

President Gabe Quinto  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority**

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of the Norco, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Kevin Bash  
City Council Member  
(951) 768-8981





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# CITY OF T O R R A N C E

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SHARON KALANI  
MAYOR

CITY COUNCIL MEMBERS  
DAVID KARTSONIS – District 1  
BRIDGETT LEWIS – District 2  
ASAM SHEIKH – District 3  
VACANT – District 4  
BETTY LIEU – District 5  
Dr. JEREMY GERSON – District 6

July 29, 2026

President Gabe Quinto  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority**

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Torrance, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Local authority is essential because cities are best positioned to craft housing strategies tailored to their unique community conditions, infrastructure capacity, and geographic needs.



When given the flexibility to plan locally, cities can achieve meaningful housing results while maintaining the character and balance of their communities.

The City of Torrance has consistently demonstrated that local control and proactive housing production go hand in hand:

- **Housing Corridor Overlay Zone:** Through our approved 6th Cycle Housing Element, Torrance created the Housing Corridor Overlay (HCO). This targeted local framework allows for by-right housing and mixed-use development across seven key commercial and transit-adjacent corridors, streamlining approvals and incentivizing production across a full range of income levels.
- **Housing Element Progress & Accountability:** As documented in our Housing Element Annual Progress Reports (APR), Torrance actively tracks, updates, and implements programs—such as aligning our Land Use and Safety Elements—to clear barriers for residential development while ensuring robust infrastructure and public safety standards.

These initiatives illustrate that local governance can effectively drive housing opportunities without one-size-fits-all mandates from the state. Restoring and protecting local land use authority will allow cities across California to continue developing solutions that work best for their residents.

If you have any questions or require further discussion, please feel free to contact Carlos Huizar, Management Associate at (310) 618-5880 or via email at [CHuizar@TorranceCA.gov](mailto:CHuizar@TorranceCA.gov).

Sincerely,



Sharon Kalani  
Mayor, City of Torrance

cc:

Ron Holiday, Mayor Pro Tem, City of Murrieta  
Lori Stone, City Councilmember, City of Murrieta  
Jeff Kiernan, Los Angeles County Division, [jkiernan@cacities.org](mailto:jkiernan@cacities.org)  
League of California Cities, [cityletters@cacities.org](mailto:cityletters@cacities.org)  
Joe A. Gonsalves & Sons, [gonsalvi@gonsalvi.com](mailto:gonsalvi@gonsalvi.com)

July 23, 2026

Mr. Gabe Quinto, President

League of California Cities

1400 K Street, Suite 400

Sacramento, CA 95814

**Subject:** Support for Murrieta's Proposed Resolution on Housing and Local Governance

Dear League of California Cities Leadership,

I am writing in my individual capacity as Mayor of the City of San Jacinto to express my strong support for the City of Murrieta's proposed resolution, which is scheduled for consideration by the General Assembly at the 2026 Annual Conference.

This resolution represents a timely and important opportunity to thoughtfully examine the balance between California's statewide housing goals and the fundamental constitutional principle of local governance. The proposal to establish a statewide working group to explore a potential constitutional amendment, legislative reforms, or other policy initiatives would create a valuable forum for assessing how local authority over housing and land use decisions can be strengthened while still addressing the State's housing challenges.

Cities are uniquely positioned to understand the distinct needs, opportunities, and constraints of their communities. Local elected officials are directly accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development priorities, environmental stewardship, and long-term vision. Moreover, local governments carry the primary responsibility for protecting public safety. Issues such as housing density, transportation, emergency access, wildfire preparedness, evacuation routes, law enforcement and fire service capacity, water availability, and critical infrastructure are inherently local matters that demand the knowledge, judgment, and responsiveness of those who serve their communities daily.

While the State has a critical role to play in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will result in stronger, safer, and more sustainable communities. The proposed working group offers a constructive path forward to evaluate policies that achieve our shared housing objectives while restoring an appropriate balance between state direction and local authority.

Although this letter reflects my personal position as Mayor and does not constitute an official action or policy of the City of San Jacinto or the San Jacinto City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important matter.

Respectfully,

A handwritten signature in black ink that reads "Crystal Ruiz". The signature is fluid and cursive, with a long, sweeping line extending from the end of the name.

Crystal Ruiz

Mayor

City of San Jacinto





# City of Temecula

41000 Main Street ■ Temecula, CA 92590  
(951) 694-6416 ■ Fax (951) 694-6499 ■ TemeculaCA.gov

July 23, 2026

Mr. Gabe Quinto, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

Subject: **Support for the City of Murrieta's Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority**

Dear President Quinto:

I am writing in my individual capacity as Mayor of the City of Temecula to express my strong support for the City of Murrieta's proposed resolution for consideration by the General Assembly of the League of California Cities at the 2026 Annual Conference.

The proposed resolution presents an important opportunity to thoughtfully evaluate the appropriate balance between California's statewide housing objectives and the constitutional principle of local governance. Establishing a statewide working group to examine a potential constitutional amendment, legislative reforms, or other policy initiatives will provide a meaningful forum to assess how local authority over housing and land use decisions can be strengthened while continuing to address the State's housing challenges.

Cities are uniquely positioned to understand the needs, opportunities, and constraints of their communities. Local elected officials are accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development goals, environmental stewardship, and long-term vision. Equally important, local governments bear the primary responsibility for protecting public safety. Decisions regarding housing density, transportation, emergency access, wildfire preparedness, evacuation routes, police and fire service capacity, water availability, and critical infrastructure are inherently local matters that require the knowledge and judgment of those who serve their communities every day.

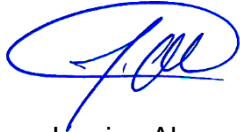
While the State has an important role in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will produce stronger, safer, and more sustainable communities. The proposed working group offers an opportunity to evaluate policies that achieve these shared objectives while restoring an appropriate balance between state direction and local authority.

Mr. Gabe Quinto, President  
League of California Cities  
July 23, 2026  
Page 2

Although this letter reflects my personal position and is not an official action or policy of the City of Temecula or the Temecula City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important issue.

Respectfully,

A handwritten signature in blue ink, appearing to read 'J. Alexander', enclosed within a blue oval.

Jessica Alexander  
Mayor, City of Temecula  
*Signing in her individual capacity  
and not on behalf of the City of Temecula  
or the Temecula City Council.*

## **Resolution No. 1: Staff Analysis**

## **League of California Cities Staff Analysis on Resolution No. 1**

Staff: Brady Guertin, Legislative Advocate

Committee: Housing, Community, and Economic Development

### **Summary:**

Resolution No.1 states that the League of California Cities (Cal Cities) will:

1. Support the development and advancement of a state constitutional amendment or legislative, policy, or ballot-based strategy that restores and strengthens local authority over housing and land use matters, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications.

Pursuant to the resolution, the strategy should preserve the state's authority to set broad, statewide housing goals and enforce civil rights, fair housing, building safety, and environmental standards while protecting local control by preventing the state from compelling the approval of developments that conflict with local requirements, override local zoning or density standards, or overturn local land use decisions where a city has planned for and maintained sufficient capacity to meet its housing obligations.

2. Consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters. The resolution states: "conducting legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for the November 2030 General Election, or within another reasonable time period."

### **Background:**

As provided in the background information, the city of Murrieta is sponsoring this resolution in response to concerns over state laws that have increasingly reduced city discretion over housing and land use decisions, including legislation that requires ministerial or by-right approvals for housing projects, limits the application of local development standards, and strengthens state enforcement mechanisms against local governments.

Additionally, the city of Murrieta, in its background information, maintains that these legislative efforts have not resulted in sufficient housing production to address California's housing shortage and have not adequately accounted for

local infrastructure, public service needs, public safety, market, and fiscal considerations.

The resolution states that California's housing goals are better advanced through state funding, streamlined environmental requirements, and voluntary partnerships, while preserving local authority over how and where housing is best planned and approved.

Consideration of the resolution may be informed by a brief examination of how the California Constitution allocates authority between the state and cities with respect to land use decisions.

The constitution grants cities the power to adopt local laws to protect the public's health, safety, and welfare. This grant is called the "police power," which is the basis for local land use regulation. The constitution grants charter cities the additional power to adopt local laws affecting "municipal affairs." This power, commonly referred to as "home rule," is based on the principle that a city, rather than the state, is in the best position to identify and satisfy the needs of the local community.

The constitution's broad grant of police power contains a significant limitation. Local law adopted under the police power is not valid if it "conflicts" with state law. A local law "conflicts" with state law when it regulates the same "field" in which the Legislature has stated its intent to occupy. In that case, state law is said to "preempt" the local law and it cannot be enforced.

An ordinance adopted by a charter city under the municipal affairs power cannot be enforced if it affects a "matter of statewide concern." The subjects that have been identified as "matters of statewide concern" have changed over the years due to economic, social, and political circumstances.

Since the 1960s, the state has enacted numerous laws that limit or preempt aspects of local land use and zoning authority. These laws include the Fair Employment and Housing Act, Housing Element Law, Housing Accountability Act, Density Bonus Law, Permit Streamlining Act, accessory dwelling unit laws, California Environmental Quality Act, and others. In recent years, the state has enacted several laws that Cal Cities was the leading opposition force against, as many of the proposals pre-empted local land use authority, limited public review, and constrained local flexibility. In support of its housing and land use legislation, the Legislature has cited a statewide housing crisis and the need for increased housing production at all income levels while asserting that a uniform approach to local land use decision-making is required.



**Discussion:**

The resolution does not prescribe a specific policy mechanism. The eight letters in support recommend creating a working group or committee to evaluate potential approaches, including legislative proposals, constitutional amendments, or ballot initiatives to strengthen local authority over housing and land use matters.

A discussion of a strategy to restore and strengthen local authority over housing and land use matters will need to consider the California Constitution's framework for both preemption of police power enactments and municipal affairs, discussed above. It will also need to determine whether changes to the California Constitution will be proposed, and whether they constitute an amendment or a revision, which require different processes.

A constitutional revision is a multistep process blending legislative consensus, voter support, and on occasion, a constitutional convention. It requires significant public engagement.

A constitutional amendment would require a ballot initiative, which includes gathering enough valid signatures to qualify for the ballot, building large coalitions to support election efforts, and campaigning to voters to support the initiative. This process can involve significant costs. In the last major election for ballot initiatives in 2024, proponents spent [\\$8-\\$18 million](#) to qualify for the ballot and spent nearly [\\$700 million](#) for the full election cycle, averaging out to about \$100 million per ballot initiative.

Cal Cities has been engaged in ballot advocacy for over 20 years. In the early 2000s, Cal Cities developed a ballot advocacy infrastructure that included forming an issue political action committee, fundraising, establishing a network of regional managers, and building a coalition with other organizations to ultimately advocate on a ballot measure. Ballot advocacy requires the approval of the Board of Directors with a supermajority vote.

In the Legislature, Cal Cities plays an active and influential role to ensure that local flexibility and autonomy in the land use and housing space is maintained by engaging on dozens of bills every legislative session to ensure that cities' voices are heard at the state Capitol. Below, you will find Cal Cities "Existing Policy" on local control, housing, and land use policies.

**Fiscal Impact**

The resolution itself would not have a significant direct fiscal impact. However, depending on what actions follow, the fiscal costs could be significant.

## **Existing Cal Cities Policy**

### Vision

To be recognized and respected as the leading advocate for the common interests of California's cities.

### Mission Statement

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

### We Believe

- Local self-governance is the cornerstone of democracy.
- Our strength lies in the unity of our diverse communities of interest.
- In the involvement of all stakeholders in establishing goals and in solving problems.
- In conducting the business of government with transparency, openness, respect, and civility.
- The spirit of honest public service is what builds communities.
- Open decision-making that is of the highest ethical standards honors the public trust.
- Cities are vital to the strength of the California economy.
- The vitality of cities is dependent upon their fiscal stability and local autonomy.
- The active participation of all city officials increases the League's effectiveness.
- Partnerships and collaborations are essential elements of focused advocacy and lobbying.
- Ethical and well-informed city officials are essential for responsive, visionary leadership and effective and efficient city operations.

### Zoning

Cal Cities believes local zoning is a primary function of cities and is an essential component of home rule. The process of adoption, implementation and enforcement of zoning ordinances should be open and fair to the public and enhance the responsiveness of local decision-makers. State policy should leave local siting and use decisions to the city and not interfere with local prerogative beyond providing a constitutionally valid procedure for adopting local regulations. State agency siting of facilities, including campuses and office buildings, should be subject to local notice and hearing requirements in order to meet concerns of the local community. Cal Cities opposes legislation that seeks to limit local authority over parking requirements.

### Housing Element

Housing issues should be addressed in the general plan as other planning issues are. The housing element should be prepared for the benefit of local

governments and should have equal status with the other elements of the general plan.

#### Encourage Full Community Participation

Foster an open and inclusive community dialogue and promote alliances and partnerships to meet community needs.

#### Well-Planned New Growth

Recognize and preserve open space, watersheds, environmental habitats, and agricultural lands, while accommodating new growth in compact forms, in a manner that:

- De-emphasizes automobile dependency;
- Integrates the new growth into existing communities;
- Creates a diversity of affordable housing near employment centers;
- Provides job opportunities for people of all ages and income levels.

#### **Support:**

The following letters of concurrence were received:

City of Banning

City of Calimesa

City of Canyon Lake

City of Moreno Valley

City of Norco

City of Torrance

Crystal Ruiz, Mayor, City of San Jacinto

Jessica Alexander, Mayor, City of Temecula



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 13.A.**

**Meeting Date: 8/24/2026**

**To:** City Council

**From:** Christian Horvath, Assistant to the City Manager / City Clerk

**Thru:** Karina Bañales, City Manager

**Subject:** Consideration of authorizing the Mayor to send a Letter Supporting Legislative Efforts to Preserve Prescribed Grazing for Wildfire Prevention

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## **Background:**

The League of California Cities (Cal Cities) has signed on to a coalition letter (Attachment A) that seeks to maintain wage parity for sheep and goat herders in California in light of a regulatory rule expiration that has pushed minimum annual wages for goat herders upwards of \$240,000. Without immediate action by the legislature, keeping goats in California would no longer be financially viable, leaving communities without these ravenous wildfire fuel reduction forces as part of our arsenal against wildfires.

## **Discussion:**

Prescribed grazing is one of the most effective, environmentally sustainable, and cost-efficient tools available to reduce wildfire fuels. Communities throughout California, including neighboring cities of Rancho Palos Verdes and Palos Verdes Estates, depend on sheep or goat grazing to reduce dry vegetation, manage invasive species, and protect neighborhoods, parks, critical infrastructure, and open space from the growing threat of catastrophic wildfire.

Sheep and goats each play a unique role in vegetation management. Sheep efficiently graze grasses and other fine fuels, while goats consume woody vegetation and brush that can carry fire into tree canopies. Together, they provide a comprehensive fuel reduction strategy that mechanical equipment, herbicides, or other vegetation management methods alone often cannot replicate.

For decades, California recognized that herders caring for sheep and goats should be compensated under the same minimum monthly wage structure, reflecting the unique nature of this around-the-clock occupation. The Legislature passed SB 143 in 2023, including Section 20, which amended Labor Code Section 2695.4 to clarify that the same minimum monthly wage and labor protections for sheep herders should apply to goat herders and herders caring for both types of animals. However, SB 143 also included a sunset provision that terminated this parity on July 1, 2026 and directed the Department of Industrial Relations (DIR) to report to the Legislature by January 1, 2026 on the employment of sheep and goat herders.

Without legislative action, employers must compensate goat herders under California's standard hourly wage and overtime requirements, dramatically increasing labor costs and placing prescribed grazing operations at serious financial risk. Many grazing operators have indicated these costs are unsustainable and could force them to reduce or eliminate their goat herds. The resulting loss of grazing capacity would significantly reduce an important wildfire prevention resource relied upon by local governments and land managers throughout California.

A sample draft letter (Attachment B) from Cal Cities is included if the Council would like to authorize the Mayor to revise and send a letter on behalf of the City.

**Fiscal Impact:**

None.

**Recommendation:**

Receive and file. Provide direction to staff and the Mayor.

**Attachments:**

1. Attachment A - CL\_AGN\_260805\_CC\_SB143\_Sheep-GoatHerderParity\_CoalitionLetter
2. Attachment B - CL\_AGN\_260824\_CC\_SB143\_Sheep-GoatParity\_SampleLetter



August 5, 2026

The Hon. Gavin Newsom, Governor  
State of California  
1021 O Street, Suite 9000  
Sacramento, CA 95814

The Hon. John Laird, Chair  
California Senate Budget Committee  
1020 N Street, Room 502  
Sacramento, CA 95814

The Hon. Robert Rivas, Speaker  
California Assembly  
1021 O Street, Suite 8330  
Sacramento, CA 95814

The Hon. Monique Limon,  
President pro Tempore  
1021 O Street, Suite 8518  
Sacramento, CA 95814

The Hon. Jesse Gabriel, Chair  
California Assembly Budget Committee  
1021 O Street, Suite 8230  
Sacramento, CA 95814

Dear Governor Newsom, Speaker Rivas, President pro Tempore Limon, Assembly Budget Committee Chair Gabriel, and Senate Budget Committee Chair Laird:

On behalf of the undersigned agricultural, environmental, local government, firefighting, climate, and environmental justice organizations, we write to request your support for maintaining wage parity for sheep and goat herders in California, which is necessary to maintain the wildfire risk reduction services goats provide throughout the state.

The Legislature passed SB 143 in 2023, including Section 20, which amended Labor Code Section 2695.4 to clarify that the same minimum monthly wage and labor protections for sheep herders should apply to goat herders and herders caring for both types of animals. However, SB 143 also included a sunset provision that terminated this parity on July 1, 2026 and directed the Department of Industrial Relations (DIR) to report to the Legislature by January 1, 2026 on the employment of sheep and goat herders.

The [DIR report](#) was published on March 30, 2026, and finds that **“All stakeholders [ranchers, herders, and worker advocates] agreed that the same alternative minimum monthly wage should apply to sheep and goat herders** because the workers and work are similar and often overlap.”

**We request the legislature and administration work together to maintain sheep and goat herder wage parity and worker protections by restoring the language applicable to goat herders that expired on July 1, 2026.** Failure to do so will result in the sale or slaughter of tens of thousands of sheep and goats and the loss of the weed abatement and wildfire fuels reductions services they provide in California.



### **Additional Background**

For the prior quarter century, California wage-and-hour law allowed livestock producers to pay a minimum monthly wage for herders because counting their hours as if they were working twenty four hours a day, seven days a week would have resulted in uneconomically high compensation for these employees, rendering sheep and goat production in California economically impractical. The Legislature recognized that herders work intermittently throughout the day and accordingly provided for the minimum monthly wage.

When AB 1066 (Gonzalez, 2016), legislation requiring payment of daily and weekly overtime to agricultural employees, was phasing in, DIR realized that existing regulations (Section 4(e) of Wage Order 14) included specific reference to sheep but not goats. DIR interpreted this omission to mean that goat herders were not covered by the same minimum monthly wage as sheep herders. DIR's interpretation created an outcome where goat herders would have to be paid nearly four times the \$4938 minimum monthly wage for sheep herders.

Had the Legislature not provided parity for minimum monthly wages for sheep and goat herders through SB 143 in 2023, their employers would have faced an unworkable situation. Both sheep and goats would have become unavailable for the increasingly popular practice of prescribed grazing for wildfire fuels reduction (as an alternative to pesticides and fossil-fuel powered machinery). This would have become economically impossible as no homeowners' association, fire safe council, local park, or utility could afford to pay for grazing services at the prices high wages for goat herders would require.

Since SB 143 was passed in 2023, the legislature and administration have recognized the benefits of prescribed grazing in multiple ways. In 2024, the administration published [nature-based climate solutions targets](#), which included prescribed grazing. Later that year, the legislature unanimously passed and the Governor signed [SB 675](#) (Limón), which required prescribed grazing to be incorporated into the state's wildfire resilience strategy. In 2025, the Task Force established a Prescribed Grazing Work Group, which published a brief on [expanding prescribed grazing for wildfire resilience in California](#).

The Department of Industrial Relations delivered its required report on March 30, 2026, which found no significant abuse or mistreatment of sheep and goat herders. It also did not document any objections from herders or farmworker advocates for continuation of wage parity for sheep and goat herders. Unfortunately, the late timing of the delivery of the report left the Legislature little time to deal with the July 1, 2026 sunset on wage parity and the goat herder language expired as of that date.

We urge you to act expeditiously to ensure ongoing parity between the wages of sheep and goat herders, and the continuing availability of sheep and goats for wildfire fuels reduction, by restoring the language applicable to goat herders that expired on July 1, 2026.

Thank you,



Brian Shobe  
Policy Director  
California Climate and Agriculture Network

C. Bryan Little  
Senior Director, Policy Advocacy  
California Farm Bureau

Staci Heaton  
Senior Policy Advocate  
Rural County Representatives of California

Anthony Fletcher  
President  
Santa Clara County Firefighters  
IAFF Local 1165

Phil Esnoz  
President  
California Woolgrowers Association

Mark Brown  
Executive Director  
Marin Wildfire Prevention Authority

Emily Rooney  
President  
Agricultural Council of California

Jamie Fanous  
Policy & Organizing Director  
Community Alliance with Family Farmers

Baani Behniwal  
Carbon Drawdown Director  
The Climate Center

Dan Silver  
Executive Director  
Endangered Habitats League

Jordan Wells  
Legislative Advocate  
California State Association of Counties

Jutta C. Burger, PhD (she/her)  
Executive Director  
Science Program Director  
California Invasive Plant Council

Johnnie Pina  
Legislative Advocate  
League of California Cities

Norm Groot  
Executive Director  
Monterey County Farm Bureau

Ryan Jacobsen  
CEO  
Fresno County Farm Bureau

Walt Hardesty  
President  
Sacramento County Farm Bureau

Christina Beckstead  
Executive Director  
Madera County Farm Bureau

Daniel Suenram  
President  
Lake County Farm Bureau

Michael Delbar  
CEO  
California Rangeland Trust

Em Johnson  
Director of Climate Programs  
Community Environmental Council

Andrea Mackenzie  
General Manager  
Santa Clara Valley Open Space Authority

Karen Sweet  
Executive Director  
California Rangeland Conservation  
Coalition

Caitie Diemel  
Executive Director  
Stanislaus County Farm Bureau

Manuel Cunha Jr  
President  
Nisei Farmers League

Breanne Vandenberg  
Executive Director  
Merced County Farm Bureau

Chris Zanobini  
Chief Executive Officer  
California Grain & Feed Association

Shirley Rowe  
President  
African American Farmers of California

Paul Mason  
Vice President, Policy & Incentives  
Pacific Forest Trust

Torri Estrada  
Executive Director and Director of Policy  
Carbon Cycle Institute

Chelsea Gazillo  
California Senior Policy Manager  
American Farmland Trust

Christopher Danch  
Executive Director  
Ojai Valley Fire Safe Council

Lawrence D. Ford, Ph.D.  
Principal and Senior Rangeland  
Conservation Scientist  
Rangeland Conservation Science

Sarah C. Aird  
Policy Director  
Californians for Pesticide Reform

Sakereh Maskal (she/her)  
Policy and Advocacy Lead  
Pesticide Action & Agroecology Network  
(PAN)

Rebecca Burgess  
Executive Director  
Fibershed

Ken Owen  
Executive Director  
Channel Islands Restoration

Kim Konte  
Founder  
Non-Toxic Neighborhoods

Andrée Soares  
Owner  
Star Creek Land Stewards

Alissa Cope and Carson Helton  
Sage Environmental Group  
Goat Grazing

Tim Arrowsmith  
Owner  
Blue Tent Farm dba Western Grazers

Cole Bush  
Owner  
Shepherdess Land and Livestock Co. &  
Grazing School of the West

Richard Shortall  
President  
Sleepy Hollow Fire Protection District

Natasha Hunt  
Alcalde Ranch  
Coalinga, California

Laetitia Benador  
Policy Manager  
California Certified Organic Farmers

James Kasper  
Private Landowner in Marin County

Wendy Millet  
Ranch Director  
TomKat Ranch

Paul Abess  
Shareholder  
Capra Environmental Services, Corp.

Clayton Hodges  
Owner  
Paradise Grazing Company

Brian Allen & Daniel Allen  
Owners  
Green Goat Landscapers

Ryan Indart  
President and CEO  
Indart Group, Inc.

John Campbell  
Construction Project Manager  
San Domenico School

Sarah Keiser  
CEO  
Wild Oat Hollow

Patti Wick  
2017 Tubbs Fire Survivor  
Santa Rosa, CA

Beth Reynolds  
Owner/operator  
The Goat Girls LLC

James Burns  
Marinview Community Association Board  
Mill Valley, California

Cc: The Hon. Karen Ross, Secretary, Department of Food and Agriculture  
The Hon. Stewart Knox, Secretary, Labor & Workforce Development Agency  
The Hon. David J. Tangipa, Vice Chair, Assembly Budget Committee  
The Hon. Roger Niello, Vice Chair, Senate Budget Committee

\*\*\*CITY LETTERHEAD\*\*\*

DATE

The Honorable [Legislator Name]  
California State [Senate/Assembly]  
[Address]

**RE: Support Legislative Efforts to Preserve Prescribed Grazing for Wildfire Prevention**

Dear Senator/Assembly Member [Last Name]:

On behalf of [City Name], we respectfully request your support for legislative action to restore wage parity between goatherders and sheepherders and preserve prescribed grazing as a critical wildfire prevention tool.

**Prescribed Grazing is an Important Tool for Wildfire Prevention**

Prescribed grazing is one of the most effective, environmentally sustainable, and cost-efficient tools available to reduce wildfire fuels. Communities throughout California, including ours, depend on sheep and goat grazing to reduce dry vegetation, manage invasive species, and protect neighborhoods, parks, critical infrastructure, and open space from the growing threat of catastrophic wildfire.

Sheep and goats each play a unique role in vegetation management. Sheep efficiently graze grasses and other fine fuels, while goats consume woody vegetation and brush that can carry fire into tree canopies. Together, they provide a comprehensive fuel reduction strategy that mechanical equipment, herbicides, or other vegetation management methods alone often cannot replicate.

**Importance to Our Community**

[Describe any current or planned prescribed grazing projects in your community and how grazing supports local wildfire resilience, vegetation management, open space maintenance, habitat management, or fuel reduction efforts.]

[Explain why maintaining affordable access to grazing services is important to your community and how the loss of grazing providers or significant increases in grazing costs would affect local wildfire preparedness, vegetation management programs, budgets, public lands, or public safety.]

[Provide examples of areas where prescribed grazing is particularly effective or where alternative vegetation management methods would be more costly, less effective, environmentally challenging, or impractical.]

**Threat to Local Wildfire Resilience Efforts**

For decades, California recognized that herders caring for sheep and goats should be compensated under the same minimum monthly wage structure, reflecting the unique nature of this around-the-clock occupation. While the Legislature temporarily clarified this policy in 2023, that provision expired on July 1, 2026.

Without legislative action, employers must compensate goatherders under California's standard hourly wage and overtime requirements, dramatically increasing labor costs and placing prescribed grazing operations at serious financial risk. Many grazing operators have indicated these costs are unsustainable and could force them to reduce or eliminate their goat herds. The resulting loss of grazing capacity would significantly reduce an important wildfire prevention resource relied upon by local governments and land managers throughout California.

### **Support Legislative Action**

We respectfully urge you to support legislative efforts to restore the same wage treatment for goatherders and sheepherders. Doing so will preserve an essential wildfire mitigation tool, help keep prescribed grazing affordable for public agencies, and ensure communities can continue using one of California's most effective natural defenses against catastrophic wildfire.

With the Legislature scheduled to adjourn at the end of this month, timely action is essential.

Thank you for your continued leadership and consideration of this important request.

Sincerely,

NAME

TITLE

CITY/TOWN of \_\_\_\_\_

cc. Your Senator & Assembly Member  
Your League Regional Public Affairs Manager (via email)  
League of California Cities, [cityletters@cacities.org](mailto:cityletters@cacities.org)



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

**Item: 13.B.**

**Meeting Date: 8/24/2026**

**To:** City Council  
**From:** Karina Bañales, City Manager  
**Thru:** Karina Bañales, City Manager  
**Subject:** Receive and file a report regarding the City Council's direction authorizing the Mayor to express opposition to Proposed Wildfire Liability Reforms Limiting Public Agency Cost Recovery

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## **Background:**

At its August 10, 2026 meeting, the City Council received information from Mayor Dieringer regarding a forthcoming wildfire liability reform package prompted by the Senate Bill 254 Report. The proposal could limit the ability of cities, counties, and other public agencies to recover damages and costs from private electric utilities responsible for causing wildfires.

Because the matter was not listed as an item on the August 10 agenda, the City Council could not discuss or take formal action on the proposal. However, consistent with the City's Legislative Platform and Policy, the Mayor was permitted to work with City staff to communicate the City's position due to the time-sensitive nature of the matter and its alignment with the City's established legislative priorities. Staff is bringing the matter back to the City Council to report on the actions taken and provide the outcome for the City Council's review.

## **Discussion:**

Staff is bringing this item back to the City Council to share the actions taken by Mayor Dieringer and City staff in response to the direction provided at the August 10, 2026 City Council meeting.

Mayor Dieringer contacted the offices of Assemblymember Al Muratsuchi and Senator Ben Allen and left messages communicating the City's opposition to the proposed wildfire liability reforms. Mayor Dieringer will continue to follow up with both legislative offices to reinforce the City's concerns and obtain any additional information regarding the proposal.

The City also joined a coalition letter dated August 17, 2026, submitted by the League of California Cities, the California State Association of Counties, and the Rural County Representatives of California (Attachment A). The letter calls upon Senate President pro Tempore Monique Limón and Assembly Speaker Robert Rivas to reject efforts to limit public agency recovery when private electric utilities cause wildfires.

The coalition letter identifies three primary areas of concern:

- Limiting recovery for damage to public property and infrastructure to depreciated value, which would not provide sufficient funding to rebuild public facilities and essential infrastructure.
- Limiting recovery for emergency response and mutual aid costs, which could require local agencies to absorb significant expenses while awaiting uncertain federal reimbursement.
- Eliminating the ability of public agencies to recover lost property tax revenues, which could reduce funding available for essential public services during community recovery.

These concerns are particularly significant for small jurisdictions such as Rolling Hills, which have limited financial and staffing resources. Restricting public agency recovery could shift costs from the responsible private utility to local taxpayers and place additional financial pressure on communities already affected by wildfire.

At the time this report was prepared, the proposed wildfire liability reform package had not been assigned a separate bill number. The City is not opposing SB 254; rather, the City is opposing the proposed reforms being developed in response to the study required by SB 254 that would limit public agency cost recovery.

Staff will continue monitoring the development of the proposal and coordinating with the City's legislative representatives, Cal Cities, and other local government partners. No additional action is requested at this time.

**Fiscal Impact:**

None.

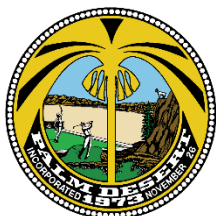
**Recommendation:**

Receive and File an Update on the City's Opposition to Proposed Wildfire Liability Reforms Limiting Public Agency Cost Recovery

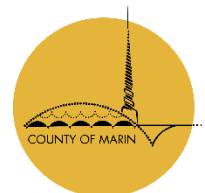
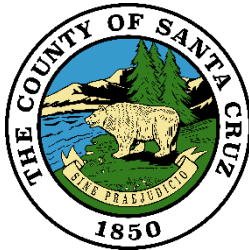
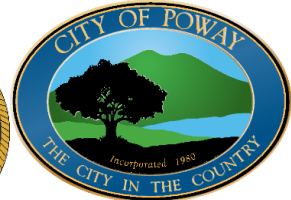
**Attachments:**

1. Attachment A - Opposition to Forthcoming Wildfire Liability Reform Package That Would Limit Public Agency Recovery, dated August
2. Attachment B - Wildfire Liability Coalition Fact Sheet\_Draft Letter









August 17, 2026

The Honorable Monique Limón  
Senate President pro Tempore  
California State Senate  
1021 O Street, Suite 8518  
Sacramento, CA 95814

The Honorable Robert Rivas  
Assembly Speaker  
California State Assembly  
1021 O Street, Suite 8330  
Sacramento, CA 95814

**RE: Opposition to Forthcoming Wildfire Liability Reform Package that Would Limit Public Agency Recovery**

Dear Senate Pro Tem Limon and Assembly Speaker Rivas,

On behalf of the League of California Cities (Cal Cities), the California State Association of Counties (CSAC), the Rural County Representatives of California (RCRC), and the undersigned local elected officials, cities and counties, we are calling on you to **reject efforts to limit public agency recovery** when private electric utilities cause wildfires, as proposed in the Governor's wildfire liability reform package, prompted by the SB 254 Report.

This proposal will wrongly shift costs to taxpayers and force devastating consequences on public agencies and wildfire victims already struggling to rebuild their communities. The proposal relies on the false hopes that public property, infrastructure and emergency response costs can be recovered from FEMA or insurance. Limiting public agency recovery will only shift costs to taxpayers and leave public agencies financially stranded – or even worse, bankrupt. **We strongly oppose the following reforms and urge the Legislature to reject them outright from being included in any wildfire package that will advance this legislative session.**

**1. Limiting Public Property and Infrastructure Damages Imperils Public Agencies Tasked with Rebuilding their Communities**

The proposal will have negligent private electric utilities pay just pennies on the dollar to rebuild critical infrastructure and public facilities that are destroyed. Limiting such costs to the mere depreciated value of the public facility or infrastructure will impact the rebuilding of:

- Public facilities and buildings
- Water, sewer, roads, communication, and traffic signal infrastructure
- Parks, schools, libraries, and fire stations

When a private electric utility causes a wildfire, they are required to fully compensate for property damage. Public agencies cannot rebuild damaged infrastructure on recovery dollars that only cover the depreciated value of an asset. Rebuilding public facilities and infrastructure is not a luxury - it is an essential public service for homeowners, businesses, and communities to return home.

**2. Limiting Recovery for Emergency Response and Mutual Aid Forces Public Agencies to Absorb Costs and Increase Financial Risk, Waiting Years For FEMA Reimbursement While Communities Struggle to Recover**

The proposal prevents public agencies from recovering emergency response and mutual aid costs from the very private electric utilities who cause these devastating wildfires and inappropriately suggest FEMA as the solution. Limiting emergency response cost recovery will be catastrophic for small jurisdictions and fracture our mutual aid system upon which the state and communities rely on. There is a federal obligation to pursue negligent parties per the Stafford Act. This will create ambiguity when negligent parties must meet that requirement and will jeopardize federal reimbursement. FEMA has strict rules on recoverability, and some events aren't even eligible for FEMA reimbursement. Since FEMA is a reimbursement model, funds must be spent upfront. Interpretations in FEMA change from Administration to Administration, creating uncertainty whether future relief will even be available for these incidents.

### **3. Eliminating Property Tax Losses Leaves Communities Financially Stranded**

Schools, cities, counties, and special districts rely on property taxes to fund basic needs in our communities. The proposal will financially strand public agencies by eliminating the ability to bring claims for lost property taxes. This has tremendous consequences for essential public services, including fire, police, social services programs, drinking water, public infrastructure, and drastically risks school closure.

There is no evidence in the SB 254 Report to suggest that public agency claims are unreasonable or unjustified. **Public agency damages amounted to merely 4% of the total wildfire claims that utilities paid from 2017 to 2024.** Public infrastructure, lost tax revenue, emergency response, and mutual aid are necessary and critical for local governments to function while struggling to rebuild their communities. **If public agencies cannot recover costs from negligent private electric utilities, local taxpayers will pay more instead. The very survivors whose community burned will foot the bill which is NOT an equitable approach to socializing wildfire risk.**

We respectfully request the Legislature to protect public infrastructure, safeguard emergency response and our mutual aid system, and protect taxpayers from this private electric utility bailout – and to reject the Governor's proposal to limit public agency recovery when such utilities cause wildfires.

Sincerely,



Melissa Sparks-Kranz  
Legislative Advocate  
League of California Cities



John Kennedy  
Senior Policy Advocate  
Rural County Representatives of California



Jordan Wells  
Legislative Advocate  
California State Association of Counties

**And on behalf of the following cities, counties and local elected officials:**

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|-----------------------|-----------------------|------------------------|
| City of Arcata        | City of Lomita        | City of San Fernando   |
| City of Azusa         | City of Los Alamitos  | City of San Marcos     |
| City of Benicia       | City of Manteca       | City of Santa Cruz     |
| City of Beverly Hills | Mariposa County       | Santa Cruz County      |
| City of Big Bear Lake | Mendocino County      | City of Santa Rosa     |
| City of Brea          | Marin County          | City of Sierra Madre   |
| Calaveras County      | City of Monrovia      | City of Sunnyvale      |
| Contra Costa County   | City of Mission Viejo | Stanislaus County      |
| City of Camarillo     | City of Napa          | Sutter County          |
| City of Poway         | Napa County           | Tehama County          |
| City of Claremont     | Nevada County         | City of Temecula       |
| City of Colton        | City of Oceanside     | City of Thousand Oaks  |
| City of Daly City     | City of Orinda        | City of Tracy          |
| City of Del Mar       | City of Palm Desert   | City of Vacaville      |
| City of Diamond Bar   | City of Petaluma      | City of Visalia        |
| Fresno County         | Placer County         | City of Walnut         |
| City of Glendora      | City of Pleasanton    | City of Walnut Creek   |
| City of Half Moon Bay | City of Portola       | City of Weed           |
| City of Hemet         | City of Rancho Palos  | City of West Hollywood |
| City of Hesperia      | Verdes                | City of Whittier       |
| City of Highland      | Redwood City          | City of Willits        |
| City of Jackson       | City of Rio Dell      | City of Yreka          |
| Kern County           | City of Riverside     | Yuba County            |
| City of La Verne      | City of Rolling Hills |                        |

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Supervisor Monica Martinez, Santa Cruz County  
Councilmember Nathan Steele, City of Seal Beach  
Councilmember Pamela Campos, City of San Jose  
Mayor Stephanie Hellman, City of Fairfax  
Mayor Sylvia Lemus, City of Cotati  
Councilmember Xouhoa Bowen, City of San Leandro

cc: The Honorable Governor Gavin Newsom  
Members, California State Senate  
Members, California State Assembly



# Reject Reforms That Limit Public Agency Recovery from Utility-Caused Wildfires

**What you need to know:** The Governor's is proposing a last-minute, gut-and-amend package negotiated behind-closed-doors on wildfire liability reforms would limit public agency recovery from utility-caused wildfires. The proposal bails out electric utilities, undermines community rebuilding efforts, and wrongly shifts costs to wildfire victims, taxpayers, and local governments.

## How does the proposal negatively impact public agencies?

The Governor's proposed wildfire liability reforms will have devastating consequences for public agencies and wildfire victims already struggling to rebuild their communities. The proposal would:

- **Limit damage claims on public property or infrastructure** to the depreciated value of the asset that the utility who caused the wildfire would need to pay. Utilities would not have to pay for the full replacement costs of essential water, sewers, fire stations, schools, and libraries that are damaged.
- **Remove emergency response and mutual aid costs** as a recoverable cost from the utility.
- **Eliminate property tax loss revenue** as a recoverable cost from the utility. Limiting public agency recovery will only shift costs to taxpayers and leave public agencies financially stranded.

## The Problem

When wildfires strike a community, public agencies, firefighters, EMS, and police are on the front lines. ***If cities, counties, and public agencies cannot recover costs from negligent utilities, local taxpayers and the very survivors whose community burned will foot the bill.***

This is a big change from the way the system now works. When utility equipment causes a wildfire, utilities are currently held accountable through strict liability and negligence standards. They are required to fully compensate for property damage.

## The Solution

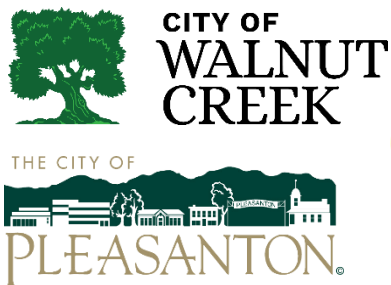
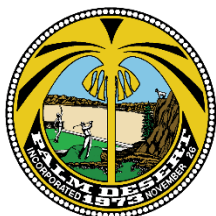
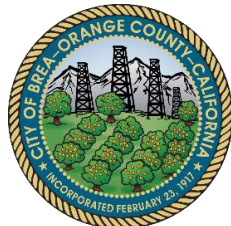
The state must focus on stopping utility-caused fires and protecting the safety of our communities — not shift accountability and costs to victims, cities, and taxpayers.

The Legislature must **oppose limits to public agency recovery for utility-caused wildfires**. This must be removed from the wildfire liability reform proposal.

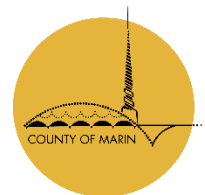
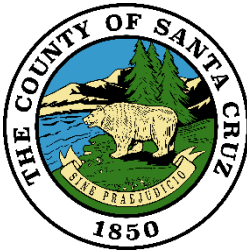
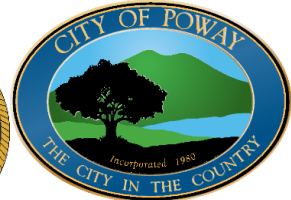
The state must **strengthen community wildfire mitigation efforts** through:

- Increasing the frequency of fire hazard severity zone map updates in local responsibility areas (every five years) to reflect the best available science;
- Streamlining administrative processes and permitting fuel reduction projects;
- Tightening the link between wildfire mitigation efforts and fire insurance accessibility.

**PROTECT PUBLIC INFRASTRUCTURE. SAFEGUARD EMERGENCY RESPONSE.  
PROTECT TAXPAYERS FROM THIS UTILITY BAILOUT.**









August 17, 2026

The Honorable Monique Limón  
Senate President pro Tempore  
California State Senate  
1021 O Street, Suite 8518  
Sacramento, CA 95814

The Honorable Robert Rivas  
Assembly Speaker  
California State Assembly  
1021 O Street, Suite 8330  
Sacramento, CA 95814

**RE: Opposition to Forthcoming Wildfire Liability Reform Package that Would Limit Public Agency Recovery**

Dear Senate Pro Tem Limon and Assembly Speaker Rivas,

On behalf of the League of California Cities (Cal Cities), the California State Association of Counties (CSAC), the Rural County Representatives of California (RCRC), and the undersigned local elected officials, cities and counties, we are calling on you to **reject efforts to limit public agency recovery** when private electric utilities cause wildfires, as proposed in the Governor's wildfire liability reform package, prompted by the SB 254 Report.

This proposal will wrongly shift costs to taxpayers and force devastating consequences on public agencies and wildfire victims already struggling to rebuild their communities. The proposal relies on the false hopes that public property, infrastructure and emergency response costs can be recovered from FEMA or insurance. Limiting public agency recovery will only shift costs to taxpayers and leave public agencies financially stranded – or even worse, bankrupt. **We strongly oppose the following reforms and urge the Legislature to reject them outright from being included in any wildfire package that will advance this legislative session.**

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Sincerely,



Melissa Sparks-Kranz  
Legislative Advocate  
League of California Cities



John Kennedy  
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Rural County Representatives of California



Jordan Wells  
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**And on behalf of the following cities, counties and local elected officials:**

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Councilmember Xouhoa Bowen, City of San Leandro

cc: The Honorable Governor Gavin Newsom  
Members, California State Senate  
Members, California State Assembly



# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD, ROLLING HILLS, CA 90274 | (310) 377-1521

Item: 13.C.

Meeting Date: 8/24/2026

**To:** City Council  
**From:** Karina Bañales, City Manager  
**Thru:** Karina Bañales, City Manager  
**Subject:** Receive and file an update on the Los Angeles County Measure G Governance Reform Task Force

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## Background:

In November 2024, Los Angeles County voters approved Measure G, which amended the Los Angeles County Charter to implement several significant changes to the County's governance structure. Among other provisions, Measure G will establish an elected County Executive beginning in 2028 and expand the Board of Supervisors from five to nine members beginning in 2032.

Measure G also established the Los Angeles County Governance Reform Task Force (GRTF) to develop recommendations and advise the Board of Supervisors regarding implementation of these reforms. The GRTF is currently considering the role, authority, responsibilities, and organizational structure of the future elected County Executive, as well as how the position will coordinate with County departments, incorporated cities, and other governmental and community stakeholders.

The creation of an elected County Executive represents a significant change in the County's governance structure and will affect how all 88 incorporated cities interact with County leadership and departments. Although Measure G established the general authority of the new position, it did not fully define how the elected County Executive will coordinate with incorporated cities or oversee the County departments that provide services to them.

On November 26, 2024, the Los Angeles County Board of Supervisors adopted a directive establishing the structure and responsibilities of the GRTF (Attachment B). The directive requires robust community and stakeholder outreach and recognizes municipal governments, including cities, as a distinct stakeholder sector. It also designated one GRTF seat for a representative of the interests of municipal governments in Los Angeles County. Although the directive does not expressly require individual outreach to all 88 incorporated cities, its structure demonstrates that municipal-government participation and input were intended to be an integral part of the Measure G implementation process.

## Discussion:

### July 21 Joint COG Letter

On July 21, 2026, the San Gabriel Valley Council of Governments, South Bay Cities Council of

Governments, and Gateway Cities Council of Governments submitted a joint letter (Attachment C) regarding Item No. 4 on the GRTF's July 22, 2026 agenda, which concerned an overview of the existing Los Angeles County Chief Executive Office.

Together, the three COGs' membership includes 71 cities, including 59 contract cities. The joint letter requested that, before submitting recommendations to the Board of Supervisors, the GRTF conduct direct and collaborative outreach with all 88 incorporated cities.

The letter also requested that cities be provided an opportunity to comment on how the elected County Executive's relationship with contract and independent cities could be most effective and how the new position may affect the delivery of municipal services.

#### July 22 GRTF Discussion

During the GRTF's July 22 meeting, members discussed the joint COG letter and whether the Task Force should proactively engage incorporated cities or whether cities and their regional representatives should independently submit comments and participate in the process.

Several GRTF members expressed support for directly engaging cities. Other members indicated that cities and COGs should take the initiative to attend meetings and submit comments using the same public-engagement process available to other stakeholders.

Following this discussion, the California Contract Cities Association issued a call to action encouraging individual cities to submit letters requesting formal engagement while the GRTF's recommendations are still being developed. The Association also provided a template that cities could customize to describe their relationship with the County and the County services on which they rely.

The purpose of the requested letters is not to support or oppose Measure G, which has already been approved by voters. Rather, the letters would address how Measure G is implemented and request that incorporated cities be recognized and engaged as governmental and operational partners.

Preliminary concepts presented to the GRTF appear to address the elected County Executive's relationship with the 88 incorporated cities primarily through an intergovernmental-relations function. However, the relationship between the County and its cities extends well beyond traditional legislative or intergovernmental affairs.

Whether a city provides services directly or contracts with the County, the City-County relationship involves an interwoven system of operational, regulatory, contractual, and emergency-response responsibilities. Cities regularly coordinate with County departments regarding law enforcement, fire protection, public works, public health, elections, animal care and control, building and safety, emergency management, and other regional functions. These relationships require direct and continuing operational partnerships with County leadership and departments. (Attachment F)

For this reason, the California Contract Cities Association and the three COGs are requesting that, before the GRTF submits recommendations concerning the elected County Executive to the Board of Supervisors, it establishes a formal and structured process to engage all 88 incorporated cities and obtain their input.

#### August 17 Special Meeting

On August 17, 2026, the three joint COG's made a presentation to the GRTF re-emphasizing their concerns and providing seven considerations to build a thoughtful, collaborative County-City relationship under an elected County Executive (Attachment D). The Claremont Graduate School –

Rose Institute of Local Government also presented their preliminary findings regarding Measure G and the San Gabriel Valley Cities. (Attachment E)

#### Next Steps:

Time is of the essence. According to information provided by the California Contract Cities Association, recommendations concerning the elected County Executive are anticipated to be presented to the Board of Supervisors by the end of August. Without immediate engagement, recommendations could be finalized before incorporated cities have had a meaningful opportunity to address how the new governance structure may affect municipal services and City-County operations.

#### August 21 Special Meetings

On August 20, 2026, City staff learned that the GRTF had scheduled two special meetings for Friday, August 21, 2026, at the Kenneth Hahn Hall of Administration. At 12:00 p.m., the GRTF will continue its discussion of potential recommendations concerning the future elected County Executive. The Task Force will also receive research concerning legislative analyst offices in other jurisdictions to inform its consideration of the future County Legislative Analyst established by Measure G. The meeting will be conducted in a hybrid format, and public comment will occur at the end of the meeting (Attachment G).

At 5:00 p.m., the GRTF will conduct an in-person community roundtable concerning Measure G and the future elected County Executive. The meeting will include a presentation, facilitated discussions, and an opportunity for public comment. Input received during the session will be provided to the GRTF and used to inform its continuing development of recommendations.

Staff was concerned that the GRTF could advance or finalize recommendations before the City Council and other incorporated cities had a meaningful opportunity to review the issues and provide comments.

#### City's Request to Defer Final Action

On August 20, 2026, staff emailed the GRTF requesting that it refrain from taking final action or finalizing recommendations concerning the elected County Executive until the City of Rolling Hills and other incorporated cities have had an opportunity to provide input (Attachment H).

Staff informed the GRTF that the City Council would consider the matter at its upcoming meeting and that the City anticipated transmitting comments by Tuesday, August 25, 2026.

The email noted that the original directive establishing the GRTF requires robust community and stakeholder outreach and recognizes municipal governments, including cities, as a distinct stakeholder sector. It also explained that Rolling Hills is a small contract city that relies extensively on County departments for essential municipal services.

Staff's email did not take a substantive position on the GRTF's recommendations or commit the City to signing or submitting a letter. The email requested only that the GRTF preserve an opportunity for the City Council to consider the matter and provide direction before final recommendations are approved or transmitted to the Board of Supervisors.

#### Importance to Rolling Hills

Rolling Hills is a small, residential contract city with a staff of seven employees and no commercial tax base. The City relies extensively on Los Angeles County departments to provide or support essential municipal services, including law enforcement through the Los Angeles County Sheriff's Department, fire protection and emergency response, building and safety, public works and infrastructure



coordination, elections, animal care and control, public health, and regional emergency management.

The relationship between the City and County extends beyond traditional legislative or intergovernmental affairs. The City and County are operational partners that must regularly coordinate to provide services, respond to emergencies, address infrastructure needs, and protect the community.

Decisions regarding the authority, responsibilities, organizational structure, and departmental oversight of the elected County Executive could directly affect the City's ability to:

- Coordinate with County departments;
- Obtain essential municipal services;
- Elevate and resolve operational concerns;
- Participate in regional emergency planning and response;
- Understand and address changes to County service costs; and
- Advocate effectively for City residents.

Direct engagement is particularly important for small contract cities that do not have the staffing or resources of larger jurisdictions with dedicated legislative and intergovernmental affairs personnel.

#### **AUTHORIZATION REQUESTED**

At this time, the City has not submitted a substantive letter or taken a formal position regarding the GRTF's implementation recommendations. Staff is requesting authorization for the Mayor to work with staff to prepare and finalize a City letter. A sample letter is attached as Attachment A.

Because the GRTF is actively developing its recommendations, staff is also requesting that the City Council authorize the Mayor to sign the forthcoming South Bay Cities Council of Governments (SBCCOG) regional letter on behalf of the City, provided the final language is consistent with the City Council's direction and the City's legislative priorities.

This authorization will allow the City to respond promptly without requiring the final letters to return to the City Council before transmission. Staff will provide the City Council with copies of the signed letters and report the actions taken at a subsequent meeting.

#### **Fiscal Impact:**

None.

#### **Recommendation:**

1. Receive an update regarding recent actions by the Los Angeles County Governance Reform Task Force concerning the implementation of Measure G and the future elected County Executive;
2. Authorize the Mayor to work with City staff to prepare, finalize, and transmit a City letter requesting the formal and direct engagement of incorporated cities in the development of Measure G implementation recommendations;
3. Authorize the Mayor to sign a forthcoming joint or regional letter on behalf of the City, provided the letter is consistent with the City Council's direction and the City's legislative priorities; and
4. Direct staff to report the final letters and actions taken to the City Council at a subsequent meeting.

**Attachments:**

1. Attachment A - CL\_AGN\_260824\_CC\_MeasureG\_TaskForce\_TemplateLetter\_D
2. Attachment B - CL\_AGN\_260824\_CC\_LACo\_BOS\_Motion\_MeasureG-Implementation\_11.26.24
3. Attachment C - CL\_AGN\_260824\_CC\_MeasureG\_TaskForce\_JointCOGs\_Letter
4. Attachment D - CL\_AGN\_260824\_CC\_MeasureG\_TaskForce\_JointCOGs\_Presentation
5. Attachment E - CL\_AGN\_260824\_CC\_MeasureG\_TaskForce\_RoseInstitute\_Presentation
6. Attachment F - CL\_AGN\_260824\_CC\_MeasureG\_TaskForce\_EssentialServicesToCitiesByCounty
7. Attachment G - CL\_AGN\_260824\_CC\_MeasureG\_TaskForce\_SpecialMeetings\_Notice\_08.21.26
8. Attachment H -  
CL\_AGN\_260824\_CC\_MeasureG\_TaskForce\_CoRH\_RequestToDeferFinalActionPendingCityInput

[City Letterhead]

[Date]

Measure G Task Force – County of Los Angeles  
500 West Temple Street, Room 383  
Los Angeles, California 90012  
Email – [info@measureg.lacounty.org](mailto:info@measureg.lacounty.org)

**Re: Engagement of Incorporated Cities in the Development of County Executive Officer Recommendations**

Dear Chair and Members of the Measure G Task Force:

On behalf of the City of [City Name], thank you for your service regarding Measure G. The Task Force has been entrusted with developing recommendations that will shape one of the most significant changes to the governance and operational structure of Los Angeles County in decades.

Because those recommendations will define the role, authority, and responsibilities of the new County Executive Officer (CEO), we respectfully request that the Task Force formally engage Los Angeles County's 88 incorporated cities before submitting its final recommendations to the Board of Supervisors. Given the CEO's broad operational responsibilities and the direct impact this position will have on municipal governments, meaningful input from cities will strengthen the Task Force's recommendations and help ensure the new governance structure reflects the realities of service delivery throughout Los Angeles County.

Los Angeles County is unlike any other county in the nation. Its 88 incorporated cities are home to approximately 8.7 million of the County's nearly 9.8 million residents. The County and its cities work in close partnership every day to provide essential services, respond to emergencies, implement regional initiatives, and address issues that cross jurisdictional boundaries. This relationship is especially significant for the County's 42 contract cities, which rely on the County to provide essential municipal services such as law enforcement and fire protection. As the County Executive Officer assumes responsibility for overseeing County departments and operations, the effectiveness of that office will depend in part on its ability to coordinate with municipal governments throughout the County.

While the Task Force has identified legislative affairs as one of the operational areas under consideration. We encourage the Task Force to recognize, however, that the relationship between Los Angeles County and its incorporated cities extends well beyond traditional legislative or intergovernmental affairs. Unlike the County's interactions with the state or federal government, the County and its cities are operational partners with shared responsibilities that require continuous coordination to serve residents effectively.

Accordingly, we encourage the Task Force to consider how its recommendations can reflect the CEO's role in fostering collaboration with incorporated cities across the full range of County operations. This includes coordination on public safety, fire protection, public works, regional planning, homelessness services, public health, emergency management, and other regional functions where County and municipal governments work together. Providing greater clarity regarding the CEO's responsibility to engage with cities on these shared operational issues would strengthen the governance framework envisioned by Measure G.

The perspectives of incorporated cities are an important part of this discussion. As the democratically elected governments representing approximately 8.7 million Los Angeles County residents, cities offer practical experience and local insight that can help inform recommendations affecting service delivery, regional coordination, and governance throughout the County.

Accordingly, we respectfully urge the Task Force to conduct a formal and structured engagement process with incorporated cities before presenting its final recommendations to the Board of Supervisors. Direct municipal input will help ensure the Task Force's recommendations are informed by the governments that will work most closely with the new CEO and will strengthen long-term coordination between the County and its cities.

Thank you for your consideration and for your commitment to strengthening governance throughout Los Angeles County. We appreciate the opportunity to provide these comments and look forward to continued collaboration.

Sincerely,

[Mayor/City Manager/City Council]

City of [City Name]

**REVISED**

AGN. NO.

**MOTION BY SUPERVISORS LINDSEY P. HORVATH  
AND HILDA L. SOLIS**

NOVEMBER 26, 2024

**LOS ANGELES COUNTY GOVERNANCE REFORM: IMPLEMENTING THE VOTER  
MANDATE FOR A MORE REPRESENTATIVE, ACCOUNTABLE & TRANSPARENT  
LA COUNTY**

Measure G's approval by voters paves the way for historic changes to Los Angeles County's governance structure. The comprehensive set of reforms will result in a government that is more accountable, transparent, representative, and responsive to individuals and communities in greatest need. This comes after six previous attempts to update Los Angeles County's governance structure failed to secure Los Angeles County voter approval in 1962, 1976, 1992, 2000, and legislative support in 2015, and 2017. Now, this once-in-a-generation change is coming to Los Angeles County through a voter mandate.

The passage of Measure G amends the Los Angeles County Charter, establishing the first elected County Executive, creating four additional Supervisorial districts, establishing an independent Ethics Commission, and requiring public departmental budget hearings. The reforms will modernize and reorganize the County's governance structure with true checks and balances - through the separation of legislative and

**MOTION**

SOLIS

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BARGER

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HORVATH

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executive authorities - to meet the complex challenges currently facing the County and the nation.

The measure includes changes that are required immediately; therefore, bold steps must be taken today to ensure the structural overhaul meets voter-approved deadlines. It is the County's responsibility to deliver on the promise of greater transparency and improved service delivery to County residents. The timeline for the Charter amendment includes:

- Immediately requiring County departments and agencies to present their budgets to the Board of Supervisors in open, public meetings, prior to adoption of an annual budget.
- Immediately strengthening "revolving door" policy prohibiting former County officials from lobbying the County for a minimum of 2 years after leaving County service.
- Immediately authorizing the suspension with or without pay for elected officials criminally convicted of a crime related to a violation of official duties.
- By 2026, creating an independent Ethics Commission as well as an Office of Ethics Compliance, to be led by an Ethics Compliance Officer.
- By 2026, requiring all non-urgency, items of business agendaized at a regular Board of Supervisors meeting be publicly posted for a minimum of 120 hours (five days) before Board action.
- In 2028, electing a County Executive and establishing the County Legislative Analyst and Director of Budget and Management positions.

- Following the 2030 Census and upon the completion of the Independent Redistricting process, elect four additional members of the Board of Supervisors in 2032.

During this process, many have expressed a desire to help shape how this monumental change moves forward. The County must be committed to a robust public engagement process beginning now. The Charter amendment states, “The Board of Supervisors shall establish a Governance Reform Task Force, with representation from the County workforce, responsible for implementation of this Charter amendment upon adoption by the voters, including robust community and stakeholder outreach.” It further states, “Implementation efforts and recommendations by the Governance Reform Task Force shall use existing County funding sources, and any implementation costs shall be offset by cost savings determined through the annual County budgeting process, with no additional costs to, or taxes imposed on taxpayers.” The Charter amendment requires the Governance Reform Task Force to convene no later than 180 days after certification of the vote (June 1, 2025). Immediate action must be taken to implement the Charter amendment, and meet the timelines imposed (see attached Overview of County Charter Amendment).

**WE, THEREFORE, MOVE** that the Board of Supervisors:

- 1) Direct the Board of Supervisors Executive Office (EO), in consultation with County Counsel, to establish the Governance Reform Task Force (GRTF) to research and analyze the current governance structure, conduct public outreach, and make recommendations to the Board of Supervisors (Board) on a reorganization proposal that implements the voter-approved Charter amendment to transition the County’s governance structure. The GRTF shall strive for consensus in all decisions. For the GRTF’s implementation recommendations to the Board, non-consensus recommendations shall be noted. The GRTF will be comprised of thirteen members. The composition of the GRTF will include five Board appointed members (one appointed by each Supervisor), three labor appointed members, and five at-large members to be selected by the five Board appointed members as follows: one member from the business sector, one



member representing the interests of municipal governments in Los Angeles County, one member representing the interests of County unincorporated areas, one member representing community organizations, one member with significant experience or knowledge in public sector ethics, and they must be selected as follows:

a) Application and selection process: Within 60 days, the EO, in consultation with County Counsel, must develop an online GRTF member application that follows a similar application process to the LA County Independent Redistricting Commission, which each potential GRTF member will be required to complete. ~~Applicants for the GRTF must come from the following sectors: academia, the County workforce, labor, government (including cities), business, and community organizations, as well as an individual with significant experience or knowledge in public sector ethics. Furthermore, t~~ The final composition of the GRTF should represent reflect the diversity of the County of Los Angeles, to the extent feasible, and permissible by law, including, but not limited to:

- Race/Ethnicity
- Gender
- LGBTQ+ Identity
- Age
- System Impacted (formally incarcerated, unhoused, foster youth, etc.)
- Income Levels
- Education Levels
- Disabilities
- Renters and Homeowners
- Geographical Diversity

Criteria for selecting GRTF members must include:

- i) Minimum Requirements:
  - (1) Adults over age 18.
  - (2) Must reside or work within Los Angeles County at the time of service.

- (3) Willingness to work on a highly visible advisory body.
- (4) Ability to commit the necessary time.
- (5) Possess experience that demonstrates analytical skills relevant to the performance of governmental functions and execution of governmental duties under applicable federal, state, and local laws and regulations.
- (6) Must explain their reason for seeking to be a member of the GRTF.
- (7) Upon selection, file a Statement of Economic Interest (Form 700)
- ii) Desirable Qualifications:
  - (1) Skills, knowledge or lived experience that will help the GRTF fulfill its roles and responsibilities particularly around municipal or civic administration, stakeholder engagement, and project planning and implementation.
  - (2) Commitment to, and experience with, advancing the County's core values of anti-racism, equity, communication, collaboration, transparency, "care first" and fiscal responsibilities.
  - (3) Interest and experience in the County's transition elements, e.g. municipal administration, financial and budget planning and operations, and roles and responsibilities of the expanded Board and County Executive, including roles of the County Legislative Analyst and Director of Budget and Management.
  - (4) Ability to leverage community connections to support community engagement efforts of the GRTF including with marginalized and socioeconomically disadvantaged communities.
  - (5) Local government experience/knowledge is preferred, including but not limited to cities within the County.
  - (6) Residents of County unincorporated areas possessing the minimum requirements.
- iii) Applicants will be disqualified from GRTF membership if they, or an immediate family member, are currently:
  - (1) Appointed to, elected to, or a candidate for office at the local, state, or federal level representing any area within the County of Los Angeles.

- (2) Serving as appointed staff of, or a paid consultant for, an elected representative at the local, state, or federal level representing the County of Los Angeles.
- (3) Serving as an employee of, or paid consultant for, a candidate for office at the local, state, or federal level representing the County of Los Angeles.
- (4) A registered state or local lobbyist.
- (5) The disqualifications above do not apply to the following:
  - (a) appointed staff not working directly for an elected official's office;
  - (b) commissioners; and
  - (c) employees of organizations representing local cities.
- b) Develop an application that presents questions to the applicants that best demonstrate their qualifications. Once the application is finalized, it must be posted on the EO website for a minimum of 30 days (application period) to provide applicants the opportunity to complete and submit their applications.
- c) Within 10 business days after the close of the application period, applications must be reviewed for completeness and provided to the Board, including a summary of which qualifications identified above each applicant possesses.
- d) Within 45 days after the close of the application period, Board action must be taken to appoint the five GRTF members to be selected by the Board (one selected by each Supervisor). Board appointed GRTF members must participate in the application process. ~~select five GRTF members by a majority vote of the Board. Each Board member should recommend one GRTF member from the application pool.~~
- e) Within 45 days of the closing of the application period, three additional GRTF members shall be ~~nominated~~ appointed by labor as follows:
  - i) One nominated by the Los Angeles County Federation of Labor;
  - ii) One nominated by SEIU Local 721;
  - iii) One nominated by the Coalition of County Unions; and
  - iv) The labor nominees must participate in the application process, ~~to be approved by the Board within 30 days of receiving the nominations. No~~

other GRTF members shall be representatives of labor, including members appointed by the Board or the GRTF to ensure equitable distribution across all stakeholder sectors. Representatives of labor include individuals that are members of labor unions.

- f) The remaining qualified applications must be provided to the five Board appointed ~~nominated and approved~~ GRTF members, for the purpose of recommending applicants to the Board to fill the five outstanding GRTF member seats as described in Directive 1 of this motion. ~~The final GRTF members must be selected to fill gaps in the sector representation (academic, business, government (including cities), and community organizations, as well as an individual with significant experience or knowledge in public sector ethics) not yet met by the five GRTF members appointed by the Board and the nominated and approved GRTF members representing labor.~~ Within 30 days of being appointed, the five GRTF members must submit their proposed appointments to the Board for approval.
  - g) Consistent with the Board's intention for the GRTF to operate independently, a GRTF member may only be removed from the GRTF by recommendation of the GRTF to the Board. ~~Should a member of the Board not nominate an applicant for the GRTF within the 60 days of the closing of the application period, the selected and appointed members by the remaining Board shall nominate an applicant to fill the member seat set aside for a Board office, unless otherwise directed by the Board.~~
- 2) Direct the EO, in consultation with County Counsel and other relevant departments, to do ~~prepare~~ the following within 60 days:
- a) ~~A~~ Prepare a draft Governance Reform Transition Work Plan (Work Plan) for the GRTF that includes short- and long-term focus areas, and timelines, as outlined in the Charter amendment (summary attached) and provide to the Board for consideration. The GRTF shall have the ability to amend the Work Plan. The Work Plan must include, but not be limited to the following:
    - i) Public Budget Hearings (2025)

- (1) A proposed process for departments to present their budget requests in a public Board meeting, including schedules that comply with state law, starting with the FY 2026-27 Budget (see Directive 3a).
- ii) Five-Day Posting Requirement for Non-Urgency Legislation (2026)
  - (1) Provide notification to Board offices and departments of the updated filing instructions for board letters and motions reflecting the Charter amendment change which requires all non-urgency, County legislation be publicly posted for a minimum of 120 hours (five days) before Board action.
- iii) Ethics Commission (2026)
  - (1) A proposed structure for the independent Ethics Commission utilizing County Counsel's report on Ethics Reform in addition to a public input process that is completed in time to implement the Commission by 2026.
- iv) County Executive (2028)
  - (1) Reorganization options that include the creation of a County Legislative Officer, a Director of Budget and Management, including staffing and budget.
  - (2) A staffing and budget proposal for the County Executive's office.
- v) Board Expansion (2032)
  - (1) A staffing and budget proposal for the new nine-member Board.
- vi) Charter Commission (2034)
  - (1) Proposal and timeline to establish a Charter Review Commission to meet at least decennially (i.e., every 10 years) to review Los Angeles County's governance and the County Charter, and make recommendations to the Board, which the Board must place on agenda for vote no later than 90 days after transmittal. Any governance issues outside of the scope of the GRTF should be addressed by the Charter Review Commission.
- b) ~~Develop a comprehensive public engagement strategy for the GRTF, including but not limited to, rotating public meetings across Supervisorial~~

- ~~districts, both in person and virtual; education materials on the Charter amendment; a communications plan for the governance transition; and outreach efforts to stakeholders countywide, in consultation with all Board offices. All outreach materials should be developed according to the countywide language access policy. Develop a comprehensive public engagement strategy inclusive of community and stakeholder outreach and input required by Section 11.74 of Measure G, which includes:~~
- ~~i) Holding its meetings throughout the County, including in each Supervisorial District, with an option for virtual participation.~~
  - ~~ii) Substantively engage with community organizations and stakeholders from each Supervisorial District.~~
  - ~~iii) Engaging and seeking feedback from all organizations and individuals who provided public comment (in any form) in connection with the Board meetings at which Measure G (or the original motion) was considered.~~
  - ~~iv) Making all efforts to host meetings at locations that are accessible to persons with disabilities and accessible to affordable public transportation.~~
  - ~~v) Ensuring language access to the general public, including providing professional interpretation services, translated written materials, and clear mechanisms for requesting accommodations.~~
  - ~~vi) Providing drafts of all recommendations to the general public at least 10 days prior to each meeting.~~
  - ~~vii) Adopting a recommendation only after a public meeting (with public comment) has been held for such recommendation, and after its final text has been public for at least 30 days.~~
- c) Establish a website as a central point of information for the public on the County's governance transition efforts, including educational materials for the public on the voter-approved Charter amendment and the governance transition.
- d) ~~In consultation with the Department of Human Resources, p~~ Provide recommendations for the project management and/or staffing of the implementation of the Charter amendment, including support for the GRTF.

Consider both internal and external candidates and/or consultant support to effectuate the implementation of the adopted Charter amendment. A project management plan must be included to support the work of the GRTF, including but not limited to an executive director/project manager, outside counsel and communications and outreach personnel.

- e) Propose fair compensation to be provided to GRTF members to assure that a wide range of residents can participate. The compensation must be on a per diem basis.
  - f) Explore the potential willingness of philanthropy to provide funding to support the County's governance transition planning efforts.
  - g) Present the GRTF reorganization and implementation recommendations to the Board, which shall only utilize existing County funding sources, and cannot result in any additional costs to, or taxes imposed on taxpayers, thus funding must be found within existing resources. Any cost savings relied upon in any option must be clearly identified, including the amount and source.
  - h) Ensure changes to the direction and oversight of municipal services for the unincorporated areas, in particular the respective roles of both the County Executive and the Supervisor representing a particular unincorporated area. Any recommended changes should include specific analysis and justification for how such changes would improve the quality and responsiveness of services and representation of the unincorporated areas.
- 3) Direct the Chief Executive Officer (CEO) to prepare the following within 60 days, unless noted otherwise and begin to:
- a) Within 30 days, develop a proposal that aligns with the implementation of the Charter amendment, subject to the Board's approval, to amend the FY 2025-26 budget calendar and process to include public departmental budget hearings before the Board, as an interim step for FY 2025-26, until the GRTF has recommended a process for FY 2026-27 and beyond.
  - ~~b) Identify a point of contact to respond to information requests related to the implementation of the Charter amendment.~~

- c) Identify available funding to support the GRTF in the current budget and for FY 2025-26 and FY 2026-27, including budget, staffing, and placement within the EO and ensure that direct services are not impacted to achieve this directive.
- 4) Direct County Counsel to :
- a) Identify a lead counsel to be responsive to the requests of the GRTF;
  - b) ~~and to r~~ Report back in 75 days on ordinance updates or legislative proposals that may be required or recommended to implement the Charter amendment and any other potential code updates that could be required once the public input process on the governance transition has been completed. The report must also include recommendations regarding:
    - i) ~~e~~ Ex-parte communications between the GRTF and the Board and conflict of interest policies that could be applied to the GRTF;
    - ii) Establishing procedures and requirements to minimize conflicts of interest and ensure the independence of the Task Force;
    - iii) Delegating authorities essential to the Task Force's function;
    - iv) Setting forth minimum fundamental standards for public notice and participation, language access, culturally responsive and proficient outreach;
    - v) Submission of final recommendations to the Board for approval; and
    - vi) Compliance with any other applicable laws.
- 5) Direct County departments, including but not limited to, the Auditor-Controller, the Registrar-Recorder, EO and CEO to respond in a timely manner to information requests related to the implementation of the Charter amendment from the EO, the GRTF and/or their consultants.
- 6) Delegate authority to the EO to amend work order number EO RFS#24-01 under the CEO Master Agreement for Strategic Planning and related consulting services to support the GRTF and align the current work order deliverables to include tasks related to the voter-approved Charter Amendment to ensure the County utilizes existing resources, including full utilization of the \$1 million



allocated during the fiscal year 2023-24 Supplemental Budget into a Provisional Financing Uses account for the Board Governance Model/Study.

- 7) Require the GRTF to respond to reasonable requests from the Board for updates on its work.
- 8) Within the recommendations to the Board, the GRTF may include internal Board procedures, such as: days of the week on which motions are filed, the process by which motions and pieces of legislation are considered before they are agendaized at a regularly scheduled board meeting, Board agenda management, and other items pertaining to the procedural rules of the Board, in order achieve holistic and effective recommendations the Board can consider when approving the reorganizational structure and implementation measure necessary to effectuate the Charter Amendments.

# # #

LH:jo/jrl

**REVISED**

MOTION BY SUPERVISORS LINDSEY HORVATH  
AND HILDA L.SOLIS

AGN. NO.  
NOVEMBER 26, 2024

**VOTES REQUIRED:**

☒ 3-VOTES   ☐ 4-VOTES   ☐ 5-VOTES

**CATEGORIES:** (Please check ☒ those that apply)

- ☐ 1. Child Welfare
- ☐ 2. Community and Youth Empowerment
- ☐ 3. County and Municipal Services
- ☐ 4. Economic Justice
- ☐ 5. Economic and Workforce Development
- ☐ 6. Education
- ☐ 7. Environment and Environmental Justice
- ☐ 8. Fiscal
- ☒ 9. Governance
- ☐ 10. Health
- ☐ 11. Homelessness and Housing
- ☐ 12. Immigration
- ☐ 13. Public Safety and Diversion
- ☐ 14. Social Justice and Human Rights
- ☐ 15. Technology and Data
- ☐ 16. Arts, Culture, and the Creative Economy
- ☐ 17. Legislation
- ☐ 18. Parks and Open Space
- ☐ 19. Planning/Land Use
- ☐ 20. Transportation
- ☐ 21. Veterans

## ☐ 22. Delegated Authority



July 21, 2026

Government Reform Task Force (GRTF)  
County of Los Angeles  
500 W Temple St #383  
Los Angeles, CA 90012

**RE: ITEM #4 (PRESENTATIONS, DISCUSSION, AND POTENTIAL ACTION:  
OVERVIEW OF THE LOS ANGELES COUNTY CHIEF EXECUTIVE OFFICE)**

Dear Members of the Government Reform Task Force:

On behalf of San Gabriel Valley Council of Governments (SGVCOG), South Bay Cities Council of Governments (SBCCOG) and the Gateway Cities Council of Governments (GCCOG), we would like to provide comments on Item #4 (Presentations, Discussion, and Potential Action: Overview of the Los Angeles County Chief Executive Office (CEO)), which is scheduled for discussion and possible action at your meeting on July 22, 2026.

Combined, the SBCCOG, GCCOG and SGVCOG's membership includes 71 cities, including 59 contract cities. The cities' relationship with the County of Los Angeles plays a vital role in providing services to residents in our communities, and having an opportunity to provide robust feedback on the role of the new County CEO position is critical. **We respectfully request that prior to providing any recommendations to the Los Angeles County Board of Supervisors, the GRTF engage in direct and collaborative outreach with all 88 cities in the County.** This includes providing cities with the opportunity to provide input on how the CEO's relationship with the cities, both contract and independent, could be most effective and how this new position may impact the delivery of services.

Thank you for your consideration of this matter.

Sincerely,

*Marisa Creter*

Marisa Creter  
Executive Director  
San Gabriel Valley Council of Governments

*Jacki Bacharach*

Jacki Bacharach  
Executive Director  
South Bay Cities Council of Governments

*Hector De La Torre*

Hector De La Torre  
Executive Director  
Gateway Cities Council of Governments

# Coordinating with LA County Cities

Government Reform Task Force Meeting | August 17, 2026



# Council of Governments

## Our Purpose & Impact

### Our Purpose

- Council of Governments (COGs) are regional planning agencies that convene and coordinate member cities to ensure local priorities are heard and addressed.
- Six COGs serve Los Angeles County, providing a forum for cities to collaborate on shared regional priorities.

### Our Impact

- COGs provide a unified voice for advancing regional interests, while preserving each city's local decision-making authority and staying attentive to its unique issues, concerns, and character.

The GCCOG, SGVCOG, and SBCCOG collectively represent 72 of the County's 88 cities and approximately 5 million residents.

# Seven Considerations

To build a thoughtful, collaborative County–City relationship under an Elected County Executive.



# Designing the **New** County–City Relationship

Deliberate but not delayed

Moving forward with implementation:

- Cities recognize the importance of implementing Measure G in a timely manner.
- The planning process should maintain momentum and avoid unnecessary delay.
- To ensure a smooth transition, **County–city coordination should be built into the initial governance framework**. Not resolved after the basic structure has already been established.



# Models as Reference Points

## **Not** Direct Analogues

Framework tailored to LA County's unique makeup

Use comparisons *carefully...*

- The County and its cities have developed decades of governmental, contractual, regulatory, and service-delivery relationships.
- Governance models from other jurisdictions and academic research can offer useful lessons and potential best practices.
- However, they cannot fully demonstrate how those approaches would function within Los Angeles County's uniquely complex governance structure.

# Build a Coordination Structure Behind Intergovernmental Affairs

When an issue crosses jurisdictions and County departments, who is responsible for coordination?

- County–city issues are often operational, regulatory, contractual, or emergency-related, requiring direct coordination across multiple County departments.
- During a wildfire affecting incorporated cities and unincorporated communities, a city may need to **work simultaneously** with: County Fire, Sheriff’s Department, Public Works, Public Health, Emergency management.
- The new governance framework will need to clearly define:
  - Who **coordinates** the County’s response across departments
  - How cities **access** the appropriate decision-makers
  - How unresolved issues are **elevated**

# Preserve City **Access** to Leadership

- Historically, cities have worked through their Supervisorial offices when County actions affect their communities.
- Each city has had an identifiable elected County representative who can elevate local concerns.
- Small and mid-sized cities may have fewer resources and less direct access to the executive decision-making process.
- The new framework should ensure that **every city, regardless of its size or influence**, has a meaningful way to communicate, escalate concerns, and receive a response.

# Establish Clear Principles for County–City **Coordination**

Creating a governance framework that can withstand any type of County–City issue

- The Task Force is not expected to solve every future County–City issue.
- It should recommend a governance structure capable of effectively addressing issues as they arise.
- The framework should establish clear principles and processes for communication, coordination, consultation, and escalation, including:
  - When County and City responsibilities overlap
  - Before consequential decisions affecting cities are made
  - When County functions under the authority of the Elected County Executive materially affect cities and consultation is warranted
  - When issues cannot be resolved through regular channels and require escalation

# Ensure Ongoing City Engagement **Throughout** Implementation

To ensure uninterrupted County–City operations, sustained County–City engagement must continue throughout implementation

- Cities should have ongoing opportunities to identify operational concerns, evaluate proposed governance structures, and provide input as implementation details evolve.
- Effective engagement should be:
  - **Direct** between County and City leadership
  - **Inclusive** of cities, regardless of city size or service arrangements
  - **Meaningful** opportunities for City input to inform and shape decisions, not simply communicate decisions already made.



# Test Proposed Governance Structures Through Sector-Specific Meetings

Move into testing proposed structures and responsibilities with the local leaders and staff who would implement them.

- Convene sector-specific working sessions focused on concrete governance proposals, defined responsibilities, and coordination processes.
- Ask city leaders and relevant staff to identify:
  - Operational impacts and implementation challenges
  - Gaps or conflicts in proposed responsibilities
  - Needed communication, coordination, consultation, and escalation procedures
- Partner with COGs to hold sessions across every County subregion and include cities with different sizes, service arrangements, and relationships with County departments.

# What's Next?

We respectfully ask the Task Force to:

- Address County–City coordination in the initial governance framework.
- Establish clear and effective channels for communication, coordination, consultation, and escalation.
- Conduct sector-specific convenings across every County subregion.
- Provide cities opportunities to provide feedback before recommendations are finalized.
- Maintain ongoing engagement with cities throughout implementation.



# Measure G & Cities in Eastern Los Angeles County

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JUNE 2026

Report of Preliminary Findings



ROSE INSTITUTE  
OF STATE AND LOCAL GOVERNMENT  
CLAREMONT MCKENNA COLLEGE

*The John Randolph Haynes and Dora*

**HAYNES  
FOUNDATION**





Project Team Leadership



**Dr. Ken Miller**  
Director and Don H. and Edessa Rose Professor of State and Local Government, Claremont McKenna (B.A. Pomona College, J.D. Harvard Law School, Ph.D. U.C. Berkeley)



**Bipasa Nadon**  
Assistant Director for Research and Publications (B.A. University of Chicago, J.D. University of Chicago)



**Dr. Jarrett Catlin**  
Affiliate Researcher (B.A. Westmont College, M.Phil & Ph.D. RAND School of Public Policy)



**Sophia Helland**  
Graduate Researcher (B.A. Claremont McKenna, pursuing Ph.D. USC)



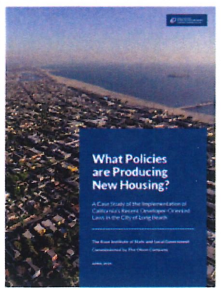
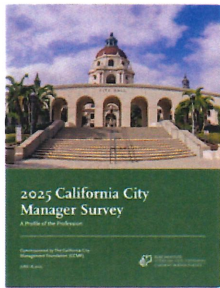
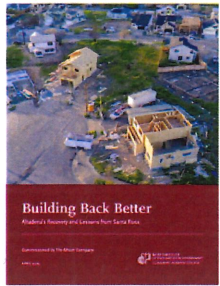
**Marionette Moore**  
Administrative Coordinator (B.A. University of the Philippines)

Rose Institute of State and Local Government

Founded in 1973 at Claremont McKenna College

Produces non-partisan research on state and local governance and policy, with a focus on Southern CA

Has developed close relationships with cities and city managers in LA County



Report of Preliminary Findings

HAYNES FOUNDATION-FUNDED STUDY

- 1 Rose Institute of State and Local Government
- 2 Haynes-Funded Measure G Study
- 3 Project Overview
- 4 Preliminary Findings and Considerations
- 5 Next Steps & Input on Future Research



WHY MEASURE G MATTERS

Measure G: The *biggest shift* in Los Angeles County governance in more than a century

51.6%

A narrow mandate for transformative change — implementation matters as much as the measure itself.

2026

New Ethics Commission

Carefully structured body with investigative authority

2028

First Elected County Executive

Budget authority, veto power, administrative leadership

2032

Expanded Board of Supervisors: from 5 to 9

Districts of ~1.1M residents (down from ~2M)



# Governance Reform Task Force

THE IMPLEMENTATION GROUP FOR THE COUNTY THAT HAS BECOME A RESOURCE AND PARTNER

### Composition

13-member body appointed with the charge of guiding Measure G implementation

### Advisory Mandate

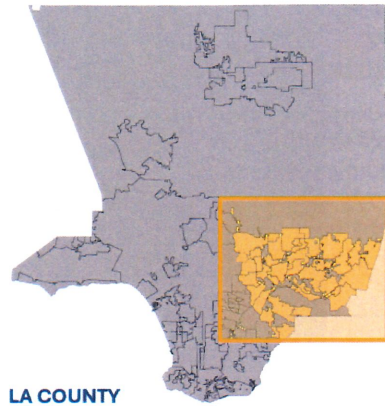
Charged with conducting public outreach and making recommendations to the Board of Supervisors through December 2028

### Leadership

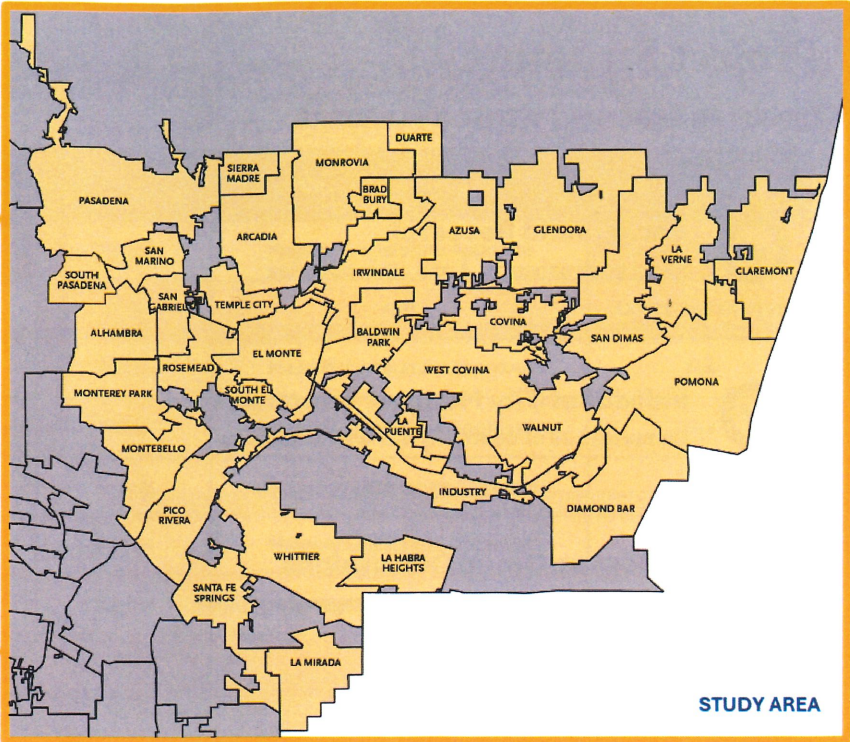
Chaired by Nancy Yap, focusing on geographic and stakeholder diversity

The Rose Institute is monitoring and connecting with the GRTF to inform research and connect cities.

# Cities in the Study Area



LA COUNTY



STUDY AREA

# Haynes-Funded Measure G Study

ELEVATING VOICES OF CITIES IN EASTERN LA COUNTY

### Why Cities?

- Most important jurisdictions within the county
- Essential for successful implementation of Measure G

### Why City Managers?

- Main point of contact between cities and the county
- Deep experience with governance issues, including executive vs. legislative powers

### Why Eastern LA County?

- Limited geographic scope allows for deeper research
- Cities in Eastern LA County have unique concerns that deserve dedicated attention

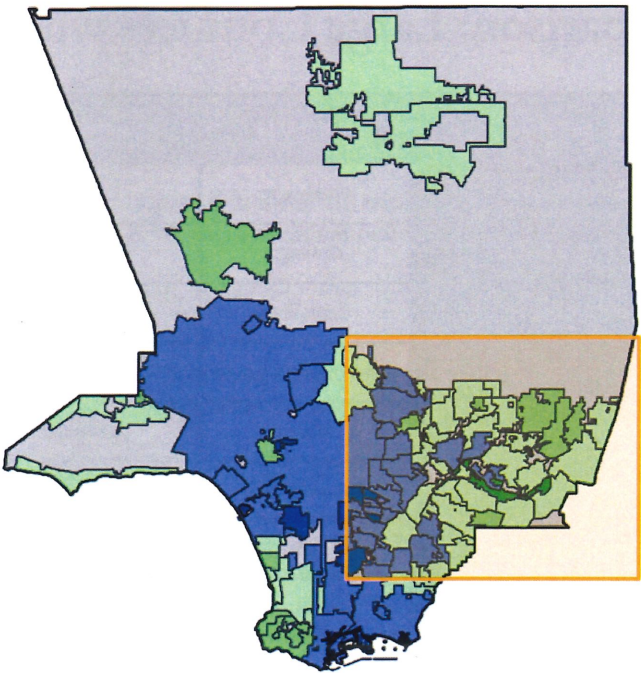
# 2024 Measure G Votes by City

SUPPORT FOR MEASURE G WAS LOWER IN OUR STUDY AREA

Sources: LA Registrar of Voters and Timothy B. Krebs, PhD UNM  
Map by Quinten Carney, Rose Institute

### Margin of Victory

- Yes +20 and above
- Yes +0 to +20
- No +0 to +20
- No +20 to +40
- No +40 and above





Project Structure

DIRECT ENGAGEMENT WITH CITY LEADERS

**Background Research**  
Study governance in LA and other counties

**Individual City Manager Interviews**  
Completed 28 in-depth city manager interviews

**Follow-up Group Discussions**  
Formed working group of city managers to explore recommendations

**Final Report & Future Research**  
Publish findings, inform the Task Force, and identify areas for further research

Comparison: Large Counties with Elected Executives

| Jurisdiction               | Exec Controls Admin         | Exec Appoints Dept. Heads | Dept. Head Approval            | Exec Preps Budget  |
|----------------------------|-----------------------------|---------------------------|--------------------------------|--------------------|
| Allegheny, PA              | Jointly with County Manager | Partial                   | Majority Legislature Approval  | County Manager     |
| Cook County, IL            | Yes                         | Full                      | N/A                            | Director of Budget |
| Cuyahoga County, OH        | Yes                         | Partial                   | Majority Legislature Approval  | Yes                |
| King County, WA            | Yes                         | Partial                   | Majority Legislature Approval  | Yes                |
| Miami-Dade County, FL      | Yes                         | Partial                   | 2/3rds of Legislature Approval | Yes                |
| Salt Lake County, UT       | Yes                         | Partial                   | Majority Legislature Approval  | Yes                |
| LA County (Post-Measure G) | Yes                         | Partial                   | Majority Legislature Approval  | Yes                |
| LA County (Pre-Measure G)  | No                          | No                        | N/A                            | Yes                |

Comparison: Large Counties with Elected Executives

| Jurisdiction               | Major City     | Population (2025)  | Leg Size | Leg Approves Budget | Leg Override & Exec Veto |
|----------------------------|----------------|--------------------|----------|---------------------|--------------------------|
| Allegheny, PA              | Pittsburgh     | 1.2 million        | 13       | Yes                 | Yes                      |
| Cook County, IL            | Chicago        | 5.1 million        | 17       | Yes                 | Yes                      |
| Cuyahoga County, OH        | Cleveland      | 1.2 million        | 11       | Yes                 | Yes                      |
| King County, WA            | Seattle        | 2.3 million        | 9        | Yes                 | Yes                      |
| Miami-Dade County, FL      | Miami          | 2.8 million        | 13       | Yes                 | Yes                      |
| Salt Lake County, UT       | Salt Lake City | 1.2 million        | 9        | Yes                 | Yes                      |
| LA County (Post-Measure G) | LA             | 9.6 million        | 9        | Yes                 | Yes                      |
| LA County (Pre-Measure G)  | LA             | 9.7 million (2024) | 5        | Yes                 | No                       |

City Managers' Perspectives

CURRENT RELATIONSHIP WITH COUNTY

All cities have extensive interaction with the County, especially if they contract for many services.

Cities generally are satisfied with County Fire and Sheriff services.

Most cities have developed strong relationships with their supervisor's office.

City managers express frustration with some other county services.

City managers work with supervisor offices and county departments, almost never interact with the County CEO.

A major concern is lack of local control over funds for some county-run programs.



## City Managers' Perspectives

### VIEWS ON MEASURE G TRANSITION

City managers have uneven awareness of Measure G.

The Elected County Executive raises substantive concerns.

They are uncertain how the new governance model will work.

New communication structure is the top operational concern: *Who do I call?*

Board expansion is generally accepted.

Contract city arrangements need special attention.

## Preliminary Recommendations

### CONSIDERATIONS FOR DESIGN OF NEW COUNTY GOVERNANCE STRUCTURES

1

Ensure the Elected County Executive's office provides cities clearly defined channels of communication

2

Identify other ways for cities to have input on county deliberations

3

Actively engage cities during the transition period

## Official Communication Channels with Cities

### Alleghany, PA

- Deputy Chief of Staff in charge of intergovernmental affairs
- Deputy Chief of Staff in charge of community and strategic initiatives

### King County, WA

- Office of Intergovernmental Relations
- Regional Committees

### Cook County, IL

- Legislation & Intergovernmental Affairs Committee
- Bureau of Administration
- Regional Committees

### Miami-Dade County, FL

- Office of Governmental Affairs
- Local Affairs Coordinator
- Communications Department

## What We're Hearing: *Task Force*

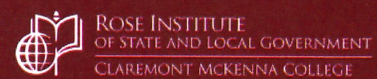
### THE TASK FORCE WANTS US TO PRESENT CITIES' VIEWS ON MEASURE G.

*"[The Rose Institute will be conducting] community engagement with the city managers in the east side of Los Angeles to make sure that their concerns are heard on the county level because it's constantly not being heard... So we are going to make sure we're actively engaging with them."*

**Shadi Kardan**

Assistant Executive Officer  
Los Angeles County Government Reform Task Force



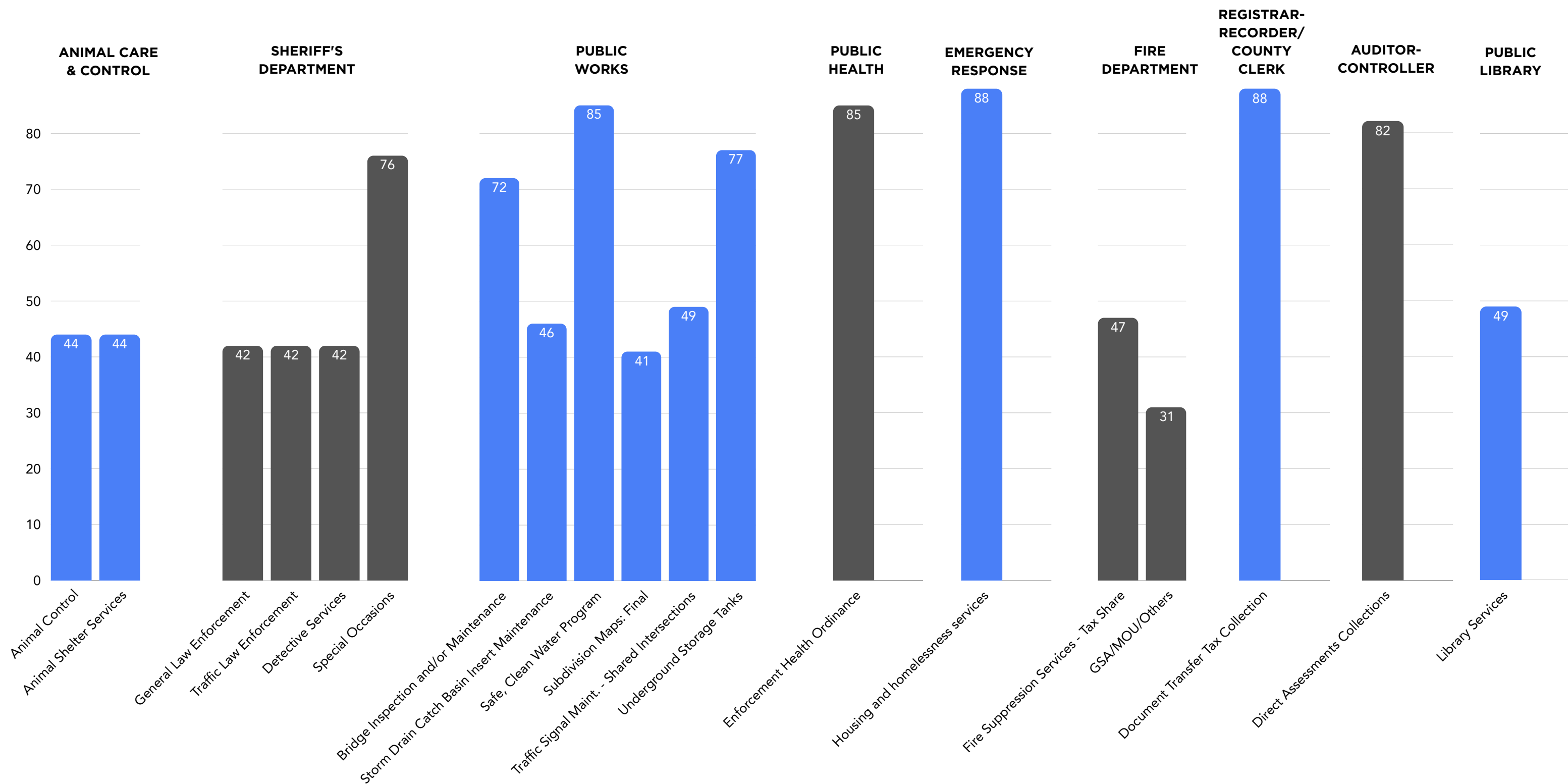


## Questions and Comments

## NOTES

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# ESSENTIAL LA COUNTY PROVIDED SERVICES TO CITIES



**From:** Executive Office, L.A. County Board of Supervisors <BOSEXEC@subscriptions.lacounty.gov>  
**Sent:** Thursday, August 20, 2026 2:26 PM  
**To:** Karina Banales  
**Subject:** Two Governance Reform Task Force special meetings on Friday, Aug. 21 at noon and 5 p.m.

[Translate](#)



## Special Meeting Notices

**Friday, August 21, 2026 at 12:00 p.m. & 5:00 p.m.**

The Los Angeles County Governance Reform Task Force will hold two special meetings this Friday, August 21, 2026, at the Kenneth Hahn Hall of Administration, 500 W. Temple Street, Los Angeles, 90012. The meetings take place at different times and in different rooms. [Both agendas are now posted.](#)

### **12:00 p.m. Special Meeting - Board Hearing Room 374-A (hybrid, in-person and virtual)**

At 12:00 p.m., the Task Force will continue its discussion of potential recommendations related to the future elected County Executive, a new position Los Angeles County voters created when they approved Measure G in November 2024. The Task Force will also receive a presentation of research on how legislative analyst offices function in other jurisdictions, which will inform the Task Force's discussions on the future County Legislative Analyst, a new nonpartisan position Measure G established to support the Board of Supervisors on County policy issues.

As this is a special meeting, public comment will occur at the end of the meeting and, in accordance with the Ralph M. Brown Act, is limited to

items on the agenda. You may comment in person or online using the joining details on the agenda.

[Click here to view Agenda for 12 p.m. special meeting](#)

### **5:00 p.m. Discussion and Public Engagement: Measure G and the Elected County Executive - Rooms 140 A and B (in-person only)**

At 5:00 p.m., the Task Force will hold a second special meeting in a community roundtable format. In 2028, for the first time, Los Angeles County voters will elect a County Executive. The session includes a short presentation on Measure G and the establishment of the elected County Executive, followed by facilitated breakout discussions designed to gather community perspectives, questions, priorities, and feedback on the new office and related governance considerations. An opportunity for public comment will also be available. Input received during the session will be provided to the Task Force and will help inform its ongoing evaluation and development of recommendations on the future elected County Executive.

[Click here to view Agenda for 5 p.m. special meeting](#)

Both meetings are open to the public. The 12:00 p.m. meeting may be attended in-person or online; joining details are on the agenda and at [measureg.lacounty.gov](https://measureg.lacounty.gov). The 5:00 p.m. session is in-person only and will not be available online.

**Questions?** Contact us at [info@measureg.lacounty.gov](mailto:info@measureg.lacounty.gov) or (213) 974-1411.

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@LACountyBOS



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**Executive Office of the Board of Supervisors**  
500 W. Temple St, Los Angeles, CA 90012

Email: [pio@bos.lacounty.gov](mailto:pio@bos.lacounty.gov)  
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This email was sent using Granicus Communications Cloud to kbanales@cityofrh.net on behalf of: County of Los Angeles, California · 500 W. Temple St. · Los Angeles 90012

**Karina Banales**

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**From:** Karina Banales  
**Sent:** Thursday, August 20, 2026 4:27 PM  
**To:** 'comments@measureg.lacounty.gov'  
**Cc:** Jacki Bacharach; 'Jeff Kiernan'; 'Marcel Rodarte'; Bea Dieringer  
**Subject:** Request to Defer Final Action Pending City Input

Dear Chair and Members of the Governance Reform Task Force:

The City of Rolling Hills recently learned that the Governance Reform Task Force will hold two special meetings on Friday, August 21, 2026, including continued discussion of potential recommendations related to the future elected County Executive.

The City is currently preparing an item for City Council consideration regarding the importance of directly engaging incorporated cities, particularly contract cities, as the Task Force develops its recommendations. The City Council will consider this matter at its upcoming meeting on Monday, August 24, and we anticipate transmitting the City's comments to the Task Force by Tuesday, August 25.

Consistent with the original directive establishing the GRTF, which requires community and stakeholder outreach and recognizes municipal governments, as a distinct stakeholder sector, we believe cities should have an opportunity to provide input.

Given the significant operational relationship between Los Angeles County and its incorporated cities, we respectfully request that the Task Force refrain from taking final action or finalizing recommendations concerning the elected County Executive until the City of Rolling Hills and other cities have had a meaningful opportunity to provide input.

Rolling Hills is a small contract city that relies extensively on County departments for essential municipal services. Decisions regarding the authority, responsibilities, and organizational structure of the elected County Executive could directly affect the City's ability to coordinate with County departments, obtain services, resolve operational concerns, and advocate for its residents.

We recognize the importance of the Task Force's work and appreciate the opportunity to participate in the process. We respectfully ask that the City's forthcoming comments be considered before any final recommendations are approved or transmitted to the Board of Supervisors.

Thank you for your consideration and for allowing incorporated cities an opportunity to provide meaningful input during this important process.

Sincerely,  
Karina

*Karina Bañales*

**City Manager**



**City of Rolling Hills**

2 Portuguese Bend Road, Rolling Hills, CA 90274

o: 310.377.1521 | f: 310.377.7288

e: [kbanales@cityofrh.net](mailto:kbanales@cityofrh.net)

*This is a transmission from the City of Rolling Hills. The information contained in this email pertains to City business and is intended solely for the use of the individual or entity to whom it is addressed. If the reader of this message is not an intended recipient, or the employee or agent responsible for delivering the message to the intended recipient and you have received this message in error, please advise the sender by reply email and delete the message.*

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