



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

AGENDA
Regular Council Meeting

CITY COUNCIL
Monday, March 22, 2021

CITY OF ROLLING HILLS
7:00 PM

SUPPLEMENTAL

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

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

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

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

Or dial (669) 900-9128

meeting ID: 872 2717 5757 passcode: 780609

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

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

Resolution No. 1275

Ordinance No. 370

- 1. CALL TO ORDER**
- 2. ROLL CALL**

PLEDGE OF ALLEGIANCE

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

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

4. MEETING MINUTES

4.A. MINUTES: REGULAR MEETING OF MARCH 8, 2021.

RECOMMENDATION: Approve as presented.

[2021-03-08_CCMinutes_F.docx](#)

5. CONSENT CALENDAR

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

5.A. PAYMENT OF BILLS.

RECOMMENDATION: Approve as presented.

[Check_Voucher_Register_-_Council_Report_Expenditures_from_3-22-2021\(1\).pdf](#)

5.B. JOINT PENINSULA LETTER OPPOSING SB 10

RECOMMENDATION: Receive and file.

[Signed_SB 10 Joint Letter.pdf](#)

5.C. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR FEBRUARY 2021.

RECOMMENDATION: Approve as presented.

[0221 - Rolling Hills Tonnage.pdf](#)

6. COMMISSION ITEMS

6.A. ZONING CASE NO 20-10: VARIANCE REQUEST FOR: 1) ENCROACHMENT INTO THE FRONT AND REAR YARD SETBACKS FOR THE PROPOSED 1,021 SQUARE FOOT RESIDENTIAL ADDITION, TWO-CAR GARAGE, SWIMMING POOL WITH SPA, AND PATIO DECK; 2) TOTAL LOT COVERAGE EXCEEDANCE; AND 3) EXEMPTION FROM THE STABLE AND CORRAL REQUIREMENTS; AND SITE PLAN REVIEW FOR: 1) EXCEEDING THE 999 SQUARE-FOOT MAXIMUM ADDITION ALLOWED BY RIGHT AND 2) REMOVING AND REPLACING EXISTING 5 FOOT HIGH WALL WITH THE SAME HEIGHT WALL IN THE SAME LOCATION LOCATED AT 3 OPEN BRAND ROAD, ROLLING HILLS, CA (ROSA).

RECOMMENDATION: Receive and file.

[Development_Proposal_Table.pdf](#)

[Supplemental_Resolution_2021-02.pdf](#)

[C-SITE PLAN_3 OpenBrand\[B\]_10.21.20.pdf](#)

[Rosa_Arch Plan Set_2-16-21.pdf](#)

7. PUBLIC HEARINGS

- 7.A. [PROPOSED ASSESSMENT DISTRICT NO. 2021-1 \(EASTFIELD DRIVE UTILITY IMPROVEMENTS\) PUBLIC HEARING AND BALLOT TABULATION.](#)

RECOMMENDATION:

Staff recommends that the City Council adopt the resolution confirming the assessments if there is not a majority protest or, in the alternative, adopt the resolution abandoning the proceedings if a majority protest does exist.

[Ballot Certificate_RH Eastfield_01.27.21.pdf](#)
[Certificate of City Clerk as to Ballot Results, 4852-4815-2030_2.docx](#)
[Resolution 1273 Confirming Assessments.docx](#)
[Resolution 1274 Declaring Abandonment.docx](#)
[SUPPLEMENTALFinal Engineer's Report Eastfield Undergrouding_Rolling Hills_03.22.21.pdf](#)

8. OLD BUSINESS

- 8.A. [CONSIDER AND DISCUSS A CAMPAIGN FOR FIRE FUEL MANAGEMENT IN THE CANYONS.](#)

RECOMMENDATION: Consider a campaign to eliminate fire fuel in the canyons, discuss action items and provide direction to staff.

9. NEW BUSINESS

- 9.A. [MID-YEAR BUDGET \(FY20-21\) REPORT AND APPROPRIATION.](#)

RECOMMENDATION:

It is recommended that the City Council receive and file the Fiscal Year 2020-21 mid-year budget review and approve the recommended budget adjustments.

[FY 20-21MidYear Review RH.pdf](#)
[Budget Adjustment 2020-21xlsx.pdf](#)

- 9.B. [SOUTH BAY CITIES COUNCIL OF GOVERNMENTS \(SBCCOG\) SPECIAL ASSESSMENT FOR REGIONAL PLANNER.](#)

RECOMMENDATION: Consider request and provide direction to Mayor Pro Tem Dieringer on City's position.

[South Bay Cities Council of Governments.docx](#)
[12.20 draft Scope of Work SBCCOG Director of Regional Development.docx](#)
[1.21_special_assessment_for_regional_planner_v2.xlsx](#)

- 9.C. [MNS ENGINEERS CONTRACT AMENDMENT.](#)

RECOMMENDATION: Approve as presented.

[Project Detail- CIROH.190066.00.pdf](#)

- 9.D. [SAFE CLEAN WATER MUNICIPAL PROGRAM ANNUAL PLAN EXPENDITURES FOR FISCAL YEAR 2021-2022.](#)

RECOMMENDATION: Approve as presented.

[RH_SCW_Annual Plan_FY2122\(Draft3\).pdf](#)

- 9.E. [AB 1053 CITY SELECTION COMMITTEES: QUORUM: TELECONFERENCING.](#)
RECOMMENDATION: Support AB 1053 City Selection Committees: quorum: teleconferencing and direct staff to send support letter to Senate and Assembly Representatives.
[20210AB1053_98.pdf](#)
- 9.F. [SB 765 ACCESSORY DWELLING UNIT \(ADU\) SETBACK.](#)
RECOMMENDATION: Support SB 765 ADU Setback and direct staff to send letter of support to Senate and Assembly representatives.
[SB 765 \(Stern\) Fact Sheet.pdf](#)
[Sample SB 765 Support Letter.docx](#)
- 9.G. [AB 1372 RIGHT TO TEMPORARY SHELTER](#)
RECOMMENDATION: Oppose AB1372 and direct staff to send an opposition letter to the Senate and State Assembly representatives.
[20210AB1372_99.pdf](#)
[CalCities2021LegislativeBriefing.pdf](#)

10. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

- 10.A. [VACCINATION PASSPORT/BADGE TO BE ISSUED BY THE CITY OF ROLLING HILLS FOR RESIDENTS THAT HAVE RECEIVED THE COVID-19 VACCINATION \(COUNCILMEMBER BLACK\).](#)
RECOMMENDATION: None.

11. MATTERS FROM STAFF

12. CLOSED SESSION

NONE.

13. ADJOURNMENT

Next regular meeting will be held on Monday, April 12, 2021 at 7:00 p.m. via Zoom. Zoom access:

Join Zoom Meeting

<https://us02web.zoom.us/j/87227175757?pwd=VzNES3Q2NFprRk5BRmdUSktWb0hmUT09>

Meeting ID: 872 2717 5757

Passcode: 780609

Notice:

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

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

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting

due to your disability, please contact the City Clerk at (310) 377-1521 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility and accommodation for your review of this agenda and attendance at this meeting.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.A

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: MINUTES: REGULAR MEETING OF MARCH 8, 2021.

DATE: March 22, 2021

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[2021-03-08_CCM Minutes_F.docx](#)

**MINUTES OF A
REGULAR MEETING OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, MARCH 08, 2021**

1. CALL TO ORDER

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

Mayor Pieper presiding.

2. ROLL CALL

Present: Mayor Pieper, Dieringer, Mirsch, and Wilson
Absent: Black
Staff Present: Elaine Jeng, City Manager
Meredith T. Elguira, Planning & Community Services Director
Jane Abzug, Assistant City Attorney

3. OPEN AGENDA PUBLIC COMMENT WELCOME

COMMENTS:

Resident Pamela Reis stated that she communicated with Mayor Pieper and City Manager Jeng about the water rate increase. There was a lack of transparency and communication by the water company over the rate increase. Rate increase was not clear and was never published. The City did not address the rate increase proactively.

Resident Jim Aichele agreed with Pamela Reis.

ADDITIONAL COMMENTS:

Mr. Partridge missed the public comment period due lack of internet at home. He came to City Hall to address the City Council. He wanted to verify that the City received his note. Mr. Partridge stated that he did not want to be the subject of the Close Session because there was no disclosure of the content of the meeting.

4. CITY COUNCIL MINUTES

4A REGULAR MEETING OF FEBRUARY 22, 2021.

MOTION: Mayor Pro Tem Dieringer called for a motion to approve the minutes as amended and the motion was seconded by Councilmember Wilson.

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

ABSENT: COUNCILMEMBERS: Black
ABSTAIN: COUNCILMEMBERS: None

5. CONSENT CALENDAR

5A PAYMENT OF BILLS

5B REBUBLIC SERVICES RECYCLING TONNAGE REPORT FOR JANUARY 2021.

5C WAIVE SECOND FULL READING AND ADOPT ORDINANCE NO. 369 OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA AMENDING TITLE 17 (ZONING) OF THE ROLLING HILLS MUNICIPAL CODE TO ADD CHAPTER 17.19 (RANCHO DEL MAR HOUSING OPPORTUNITY OVERLAY ZONE) ESTABLISHING AN OVERLAY ZONE TO ACCOMMODATE HOUSING AND TO AMEND SECTION 17.08.010 (ZONES ESTABLISHED) OF CHAPTER 17.08 (ESTABLISHMENT OF ZONES AND BOUNDARIES) TO IDENTIFY THE OVERLAY ON THE ZONING MAP; AND APPROVING THE NEGATIVE DECLARATION IN ACCORDANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT; AND ADOPT RESOLUTION NO. 1270 OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ADOPTING GENERAL PLAN AMENDMENT NO. 2020-01, AMENDING THE LAND USE ELEMENT AND LAND USE POLICY MAP TO ACCOMMODATE HOUSING; AND APPROVING THE NEGATIVE DECLARATION IN ACCORDANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

5D JOINT PENINSULA LETTERS FOR REOPENING OF BUSINESSES AND SB9 AND CITY'S OPPOSITION LETTERS TO SB 9 AND 10.

5E RESOLUTION NO. 1272 (PREVIOUSLY NO. 1268) OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

Councilmember Mirsch questioned the responsible party for the \$11,750 assessment engineering fee. City Manager Jeng stated that Councilmembers previously agreed to contribute to the Eastfield assessment engineer back in 2016.

MOTION: Councilmember Wilson called for a motion to approve the consent calendar and the motion was seconded by Pro Tem Mayor Dieringer.

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

6. **COMMISSION ITEMS**
NONE

7. **PUBLIC HEARINGS**
NONE

8. **OLD BUSINESS**
NONE

9. **NEW BUSINESS**

9A CONSIDER AND DISCUSS AN INCENTIVE PROGRAM FOR FIRE FUEL MANAGEMENT IN THE CANYONS.

City Manager discussed the proposed incentive program for fire fuel management in the canyons.

Resident Arlene Honbo shared feedback from the surveys specific to canyons.

Resident Aichele questioned the number of responses received.

Councilmember Wilson asked about financial incentives.

Councilmember Mirsch recommended forming an ad hoc committee consisting of stakeholders.

Mayor Pieper stated there are numerous communication problems that should be improved.

Jane suggested referring it to the newly established standing committee for Fire Fuel Abatement.

Mayor Pieper recommended to schedule the item to the next City Council meeting for more discussion and future direction.

9B REPORT ON FINDINGS OF ACCESSORY DWELLING UNIT (ADU) SURVEY ADMINISTERED TO ROLLING HILLS RESIDENTS IN THE LAST QUARTER OF 2020.

Barry Miller presented the ADU Survey findings.

The City Council received and filed the report.

9C PROGRESS UPDATE ON THE ENGINEERING DESIGN OF ADA IMPROVEMENT PLANS FOR ROLLING HILLS CITY HALL.

Mayor Pieper expressed that the bathrooms should be moved to the front lobby area to better serve the community. The item was moved to the April meeting for further discussion with the full Council.

10. MATTERS FROM THE CITY COUCIL AND MEETING ATTENDANCE REPORTS

Councilmember Wilson reported on his participation with the city selection committee. Five committee members were elected.

Mayor Pro Tem Dieringer requested the City Council to discuss three items: 1) AB 1372 creates a legal responsibility for every city to create a temporary shelter plan in its jurisdiction and allocate necessary funds for shelter, resources and services; 2) SBCCOG proposing assessment fee (\$4,000 or \$7060 per year) on cities to hire a regional planner; and 3) provide funding for Eastfield undergrounding assessment district from potential grant funds.

11. MATTERS FROM STAFF

11A CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC) RULE 20A TARIFF PROGRAM. (ORAL REPORT)

City Manager Jeng provided a presentation on CPUC's Rule 20 Tariff Program on utility undergrounding.

Resident Alfred Visco asked for the balance of the City's Rule 20A credit.

City Manager Jeng responded with approximately \$1.1 million as of July 2020.

12. CLOSED SESSION

12A CONFERENCE WITH LABOR NEGOTIATOR GOVERNMENT CODE SECTION 54957.6 CITY'S DESIGNATED REPRESENTATIVE: MAYOR JEFF PIEPER UNREPRESENTED EMPLOYEE: CITY MANAGER ELAINE JENG

12B CONFERENCE WITH LEGAL COUNSEL: INITIATION OF LITIGATION GOVERNMENT CODE SECTION 54956.9(d)(4) THE CITY FINDS, BASED ON THE ADVICE FROM LEGAL COUNSEL, THAT DISCUSSION IN OPEN SESSION WILL PREJUDICE THE POSITION OF THE CITY IN THE LITIGATION. NUMBER OF POTENTIAL CASES: 1

The City Council recessed to Closed Session at 8:48pm.

Mayor Pieper reported out from Closed Session with one reportable action. The City Council directed the City Attorney to file a civil suit against property owner of 67 Portuguese Bend Road, Jim Partridge.

13. ADJOURNAMENT

Hearing no further business before the City Council, the meeting was adjourned at 9:45 PM in honor of former Councilmember Godfrey Pernell.

Next regular meeting: Monday, March 22, 2021 at 7:00 p.m. via City's website's link at:

<https://www.rolling-hills.org/government/agenda/index.php>

Zoom access:

<https://us02web.zoom.us/j/87227175757?pwd=VzNES3Q2NFprRk5BRmdUSktWb0hmT9>

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

Respectfully submitted,

Elaine Jeng, P.E.
Acting City Clerk

Approved,

Jeff Pieper
Mayor



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.A

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: PAYMENT OF BILLS.

DATE: March 22, 2021

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[Check_Voucher_Register_-_Council_Report_Expenditures_from_3-22-2021\(1\).pdf](#)

CITY OF ROLLING HILLS

03/22/21 Check Run C

<u>Check No.</u>	<u>Check Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
26893	03/22/21	BestBest & Frierger LLP	February 2021 Services- Land Use, Underground & Legal	\$ 13,056.63
26894	03/22/21	California Water Service Co	Water Usage 1-27-21 to 2-24-21 & Replacemnt Ck	1,990.91
26895	03/22/21	Cox Communications	Phone and Internet Service 2-26-21 to 3-25-21	308.52
26896	03/22/21	Daily Breeze	February 2021 Classified Advertising	1,477.88
26897	03/22/21	Executive Suite Services Inc	November 2020 and January 2021 Janitorial Services	2,720.00
26898	03/22/21	First Call Staffing Inc	Temp Services Period Ending 2-2-21	408.00
26899	03/22/21	The Gas Company	Gas Usage 2-8-21 to 3-1-21	278.72
26900	03/22/21	Konica Minolta	March 22020 Copier Service Contract	326.98
26901	03/22/21	LA County Sheriff's Dept	February 2021 Special Event Services	2,214.05
26902	03/22/21	Lindahl Concrete Inc	Refundable Recycle Deposit - 11 Caballeros Road	750.00
26903	03/22/21	Opus Bank	Office Credit Card Expenses - February 2021	2,896.72
26904	03/22/21	Peckham & Mckenney	February and March 2021 Search Services	30,000.00
26905	03/22/21	Palos Verdes Security	Qtrly Security Services 4/1/21 to 6/30/21	360.00
26906	03/22/21	Rogers, Anderson, Malody & Scott	January 2021 Accounting Services	7,558.00
26907	03/22/21	Rincon Consultants, Inc	February 2021 Services- Safety Element Update	4,173.75
26908	03/22/21	South Bay Document Destruction	Document Purge Service	590.00
26909	03/22/21	USCM Nationwide	Deferred Compensation 12/30/20 to 3/12/21	250.00
26910	03/22/21	Vantagepoint Transfer Agents	Deferred Compensation 12/30/20 to 3/12/21	4,484.92
26911	03/22/21	Willdan Inc	February 2021 Services - Plan Check and Inspection	150.00
ACH	03/08/21	CalPERS	Unfunded for Plan - 26539 March 2020 Installment	76.97
ACH	03/08/21	CalPERS	Unfunded for Plan - 26539 March 2020 Installment	4,014.29
ACH	03/15/21	CALPERS	January 2021 Retirement	8,553.58
ACH	03/17/21	CALPERS	February 2021 Retirement	2,093.28
ACH	04/01/21	CALPERS	April Health Insurance	5,633.33
* LINK	03/12/21	PR LINK - PAYROLL PROCESSING	Payroll Processing Fee	51.00
* LINK	03/12/21	PR LINK - PAYROLL & PR TAXES	Pay Period - February 24 to March 29, 2021	16,848.63
				<u>\$ 111,266.16</u>
				94,366.53

I, Elaine Jeng, City Manager of Rolling Hills, California certify that the above demands are accurate and there is available in the General Fund a balance of \$111,266.16 for the payment of above items.

Elaine Jeng, P.E., City Manager

3/17/2021



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.B

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: JOINT PENINSULA LETTER OPPOSING SB 10

DATE: March 22, 2021

BACKGROUND:

The Peninsula cities submitted a joint opposition letter to SB10. The letter was signed by the three Peninsula Mayors and mailed on March 17, 2021.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Receive and file.

ATTACHMENTS:

[Signed_SB 10 Joint Letter.pdf](#)



March 16, 2021

The Honorable Scott Wiener
California State Senate
State Capitol, Room 5100
Sacramento, CA 95814

SUBJECT: Notice of Opposition to SB 10

Dear Senator Wiener:

The Cities of Palos Verdes Estates, Rancho Palos Verdes and Rolling Hills (Peninsula Cities) strongly object to SB 10 which attempts to undermine local authority and control. This bill will have a significant impact on how we effectively regulate and develop as we deem appropriate for our cities.

Increasing housing density to accommodate up to 10 units per parcel if the parcel is located in a “jobs-rich”, a “transit-rich” or an “urban infill site” could have a tremendous adverse impact on parcels located in adjacent cities. However, the affected property owners are stripped of their rights to voice their concerns about the project because SB 10 skips the CEQA process where stakeholders are typically given the opportunity to provide their input on a proposed development.

Additionally, increasing density by up to 10 units per parcel in a Very High Fire Severity zone, such as the Peninsula, poses a great threat to public health, safety and welfare. The Peninsula has limited access in and out of the area. Increasing the population could be life threatening to many of our residents and their animals in case of an emergency.

While we appreciate efforts to ensure that all Californians have access to affordable housing, this bill strips away the rights of our local residents and it fails to take into account our local conditions that could potentially put our residents in grave danger. The Peninsula Cities are committed to being part of the solution to the housing shortfall across all income levels and remain open to housing-related legislation that supports local flexibility, decision-making, and community input. For these reasons the Peninsula Cities oppose SB 10 unless it is amended to address our concerns.

SB 10 Increasing Housing Density (Wiener)
March 16, 2021
Page 2

Sincerely,



Eric Alegria
Mayor, City of Rancho Palos Verdes



Michael Kemps
Mayor, City of Palos Verdes Estates



Jeff Pieper
Mayor, City of Rolling Hills

cc: Ben Allen, Senator, 26th State Senate District
Al Muratsuchi, Assembly Member, 66th Assembly District
Jeff Kiernan, League of California Cities
Meg Desmond, League of California Cities
Marcel Rodarte, California Contract Cities Association
Palos Verdes Estates City Council
Rancho Palos Verdes City Council
City of Rolling Hills City Council



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.C

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR FEBRUARY 2021.

DATE: March 22, 2021

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[0221 - Rolling Hills Tonnage.pdf](#)

CITY OF ROLLING HILLS RESIDENTIAL FRANCHISE 2021

Franchise? Y

Mth/Yr	Overall Commodity	Tons Collected	Tons Recovered	Tons Disposed	Diversion %
Jan-21	Trash	235.42	36.03	199.39	15.30%
	Greenwaste	49.43	49.43	-	100.00%
Jan-21 Total		284.85	85.46	199.39	30.00%
Feb-21	Trash	206.11	18.38	187.73	8.92%
	Greenwaste	62.07	62.07	-	100.00%
Feb-21 Total		268.18	80.45	187.73	30.00%
Grand Total		553.03	165.91	387.12	30.00%

Contract Requires 30% Household - 165.91



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 6.A

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: ZONING CASE NO 20-10: VARIANCE REQUEST FOR: 1) ENCROACHMENT INTO THE FRONT AND REAR YARD SETBACKS FOR THE PROPOSED 1,021 SQUARE FOOT RESIDENTIAL ADDITION, TWO-CAR GARAGE, SWIMMING POOL WITH SPA, AND PATIO DECK; 2) TOTAL LOT COVERAGE EXCEEDANCE; AND 3) EXEMPTION FROM THE STABLE AND CORRAL REQUIREMENTS; AND SITE PLAN REVIEW FOR: 1) EXCEEDING THE 999 SQUARE-FOOT MAXIMUM ADDITION ALLOWED BY RIGHT AND 2) REMOVING AND REPLACING EXISTING 5 FOOT HIGH WALL WITH THE SAME HEIGHT WALL IN THE SAME LOCATION LOCATED AT 3 OPEN BRAND ROAD, ROLLING HILLS, CA (ROSA).

DATE: March 22, 2021

BACKGROUND:

On February 16, 2021, the Planning Commission unanimously approved the proposed project: 1,021 square-foot residential and two-car garage addition, new swimming pool with spa, new patio deck, lot coverage exceedance, exemption from the stable and corral requirements, and removal and replacement of a five-foot high wall located behind the existing residence. The proposed project is exempt from CEQA. No appeal was filed against the project.

DISCUSSION:

The property is zoned RAS-1 and has a net lot area of 19,569 square feet. The lot is currently developed with a 2,373 square-foot single family residence and a 586 square-foot attached two-car garage. There are two existing building pads on site with an eight-foot difference in elevation. The existing residence and garage are located on the lower pad (12,542 square feet) towards the front portion of the property and the secondary building pad (2,934 square feet) is on the upper, rear level of the property adjacent to hillside. The secondary building pad is an open lawn area currently reserved for future equestrian

use. The lot's size, easements and existing topography restrict the location of any proposed improvements on site.

MUNICIPAL CODE COMPLIANCE

Encroachment into the required setbacks

The proposed 1,021 square-foot addition encroaches into the required 50-foot front yard setback. The proposed addition encroaches into the required setback by 13.5 feet. The existing residence currently encroaches 12 feet into the required front yard setback. The additional 1.5 feet encroachment into the front yard is not noticeable due to the multiple offsets of the building facade and multiple roof pitches of the building. The proposed addition has also been sited to parallel the existing disturbed topography of the hillside and thus, minimizing grading to the required parking turnaround radius. The swimming pool and spa located on the secondary pad encroach into the rear yard setback. There is no other feasible location for the proposed use due to the shallowness of the lot and the hillside behind it. In addition, the site is surrounded by easements which further restrict the buildable area of the lot. Encroaching into the setbacks is the only way the owner can build the proposed project with the least impact to the existing topography.

Exceeds maximum lot coverage

The subject lot is one of the smaller lots in the City of Rolling Hills with a net area of 19,569 square feet. It is further constrained by the adjacent hillside, adjacent streets along the front and rear of the property and easements on both sides. The proposed project increases the total lot coverage to 49.9% which exceeds the maximum allowable lot coverage by almost 15%. The maximum 20% structural coverage is also exceeded by 3%. As mentioned earlier, the net lot area of the site is 19,569 square feet and has a total building pad of 15,485 square feet. The total proposed vertical and horizontal structure coverage, less detached outdoor kitchen which is less than 120 square feet, is 4,470 square feet. The limited buildable area makes it difficult to avoid exceeding the maximum allowable lot coverage and thus, requires relief from the code in order to develop the site with the proposed project.

Waive stable (450SF) and corral (550 SF) requirements

The applicant is requesting a waiver from the requirements to allocate space for future stable and corral. The buildable and accessible areas of the site are limited due to its small size, adjacency to the hillside and surrounding easements. The applicant is requesting relief to allocate 1,000 SF of space for future equestrian use, which is currently located on the secondary building pad, for the proposed swimming pool/spa and patio deck addition. The secondary pad is also less than 35 feet from the residence which is the minimum distance required between the house and stable. Waiving the equestrian use requirements would allow the applicant to enjoy the same amenities enjoyed by other residents in the community.

Exceeds the 999 square foot limit for additions

The applicant is proposing to add 1,021 square feet to the existing 2,373 square-foot existing residence. This would add two bedrooms, family room, laundry room and a new bathroom making the total house size 3,394 square feet. An attached 489 square-foot garage is also replacing a previously attached 586 square-foot garage. The proposed addition maintains the neighborhood character and is similar in scale as the surrounding residences. It poses no adverse impact to the community.

Removal and replacement of a five-foot high retaining wall

The applicant is proposing to remove a five-foot high retaining wall and replace it with the same height wall in the same location. The majority of the retaining wall will be screened by existing residence and proposed addition. The wall will taper down close to the ground as it becomes visible from behind the structure.

FISCAL IMPACT:

None.

RECOMMENDATION:

Receive and file.

ATTACHMENTS:

[Development_Proposal_Table.pdf](#)

[Supplemental_Resolution_2021-02.pdf](#)

[C-SITE PLAN_3 OpenBrand\[B\]_10.21.20.pdf](#)

[Rosa_Arch Plan Set_2-16-21.pdf](#)

Site Plan Review and Variance	EXISTING	PROPOSED	TOTAL
RA-S- 1 Zone Setbacks Front: 50 ft. from front easement line Side: 20 ft. from side property line Rear: 50 ft. from rear easement line	SINGLE FAMILY RESIDENCE, 2-CAR GARAGE	DEMOLITION OF 2-CAR GARAGE AND 117 SF EXISTING RESIDENCE, NEW 1,134 SF ADDITION, 489 SF 2-CAR GARAGE, POOL WITH SPA AND PATIO	
Net Lot Area	19, 569 SF	0 SF	19,569 SF
Residence	2,373 SF	1,021 SF	3,394 SF
Garage	586 SF	-97 SF	489 SF
Swimming Pool/Spa	0 SF	510 SF	510 SF
Pool Equipment	0 SF	48 SF	48 SF
Guest House	0 SF	0 SF	0 SF
Cabana	0 SF	0 SF	0 SF
Stable	0 SF	0 SF	0 SF
Recreation Court	0 SF	0 SF	0 SF
Attached Covered Porches, Entryway, Porte Cochere, Breezeways	29 SF	0 SF	29 SF
Attached Trellis	0 SF	0 SF	0 SF
Detached Structures: Outdoor Kitchen	70 SF	0 SF	70 SF
Water Features	0 SF	0 SF	0 SF
Service Yard	257 SF	-257 SF	0 SF
Basement Area	0 SF	0 SF	0 SF
Total Structure Area	3,315 SF	1,225 SF	4,540 SF
Structural Coverage	16.9%	6.3%	23.2%
Total Structures Excluding: up to 5 legal and up to 800 SF detached structures that are not higher than 12 ft (no more than 120 SF per structure per deduction, except for trellis)	3,245	1,225 SF	4,470 SF
Structural Coverage (20% maximum)	16.6%	6.3%	22.9%
Grading (balanced on site)	Unknown	28 cubic yards	28 cubic yards
Total Lot Coverage (35% maximum)	40.3%	9.5%	49.9%
Building Pad Coverage (30%maximum)	25.9 %	5.3%	29%
Disturbed Area (40% maximum)	97.3%	0%	97.3%
Stable min. 450 S.F. & Corral min. 550 S.F.	0 SF	0 SF	0 SF
Retaining/ Garden Wall	Maximum 5 ft high	Remove/replace high 5 ft high	Max 5 ft high
Roadway Access	Existing driveway approach	No change	No change
Views	No impact	No impact	No impact

RESOLUTION NO. 2021-02

A RESOLUTION APPROVING VARIANCES FOR 1) ENCROACHMENT INTO THE FRONT YARD SETBACK FOR THE PROPOSED 1,021 SQUARE FOOT RESIDENTIAL ADDITION AND TWO-CAR GARAGE; 2) ENCROACHMENT INTO THE REAR YARD SETBACK FOR THE POOL WITH SPA AND PATIO; 3) EXCEEDING TOTAL LOT COVERAGE; AND 4) EXEMPTION FROM THE STABLE AND CORRAL REQUIREMENTS; AND SITE PLAN REVIEW FOR 1) AN ADDITION IN EXCESS OF 999 SQUARE-FEET AND 2) REMOVING AND REPLACING EXISTING 5 FOOT-HIGH WALL WITH THE SAME HEIGHT WALL IN THE SAME LOCATION LOCATED AT 3 OPEN BRAND ROAD, ROLLING HILLS, CA (ROSA).

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 Mr. Michael and Mrs. Ashley Rosa requesting Variances for 1) encroachment into the front yard setback for the proposed 1,021 square foot residential addition and two-car garage; 2) encroachment into the rear yard setback for the pool with spa and patio; 3) exceeding total lot coverage; and 4) exemption from the stable and corral requirements; and Site Plan Review for 1) an addition in excess of 999 square-feet and 2) removing and replacing existing 5 foot-high wall with the same height wall in the same location located at 3 Open Brand Road.

Section 2. The Planning Commission conducted duly noticed public hearings to consider the application on February 16, 2021 including a morning field trip and an evening meeting. The applicants and residents within 1,000 feet of the subject property were notified of the public hearings in writing by first class mail. Evidence was heard and presented from all persons interested in affecting said proposal and from members of the City staff. The Planning Commission has reviewed, analyzed, and studied said proposal.

Section 3. The property is zoned RAS-1 and has a net lot area of 19,569 square feet. The lot is currently developed with a 2,373 square-foot single family residence and a 586 square-foot attached two-car garage. There are two existing building pads on site with an eight-foot difference in elevations. The existing residence and garage are located on the lower pad (12,542 square feet) towards the front portion of the property and the secondary building pad (2,934 square feet) is on the upper, rear level of the property adjacent to a hillside.

Section 4. This project is determined to be categorically exempt from CEQA pursuant to Section 15301 (Existing Facilities) because it involves minor alteration of or addition to an existing private structure. The project consists partial demolition of a portion of the house and two-car attached garage and addition of 1,134 square foot addition to the house, 489 square-foot attached two car garage, a new pool with spa, patio and retaining wall replacement.

Section 5. 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. In proposing to encroach into the front setback for the house and garage addition and into the rear setback for the pool and spa addition, exceeding the lot coverage and exemption from providing equestrian facilities, Variances are required to grant relief from Section 17.16.110, 17.16.130, 17.16.070 and Section 17.18.020 of the Zoning Ordinance.

With respect to the aforementioned request for a Variance from Zoning Ordinance, the Planning Commission finds as follows:

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 in that the property is less than one acre, the front and rear property lines are bordered by streets and the sides are bordered by RHCA easements and a portion of the parcel is hillside. The lot size and the road easement in front of the property make it difficult to comply with the City's development standards. The shallow building pad does not allow adequate space to accommodate the proposed house and garage addition. The rear setback is also bordered by an adjacent street easement that makes it difficult to avoid encroaching into the rear setback. The pad is elevated and the flat surface is limited making it difficult to build the pool in a different location. The buildable pad is approximately 12,000 SF which makes the results in a much larger coverage ratio unlike other lots of similar size but with a flatter topography. The size and existing topography of the site make it difficult to accommodate the required 1,000 SF area for equestrian use. Equestrian use is also not allowed within 35 feet of the existing residence; the secondary pad is less than 35 feet away from the existing residential structure;

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 due to the limited size and existing topography that make it difficult to comply with the City of Rolling Hills Municipal Code development standards. The shallowness of the lot and eight-foot difference in pad elevation make it difficult for the applicants to add to their residence without requesting for relief from the development standards for the front setback requirements. The 50-foot setback requirement in the rear yard makes it difficult to avoid encroaching into the rear yard setback because the pool pad is already at the proposed edge of the secondary pad. Expanding the pad would require additional grading and it would encroach into the required emergency access around the house. Unlike most parcels in the City, the subject lot has very limited buildable area. The limited buildable area creates a hardship for the applicant that most parcels in the City do not encounter. The request to waive the required equestrian use would allow the applicant the same amenities others in the community enjoy because it would allow them the adequate space to construct the proposed pool, spa and deck.

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 in that the proposed development will comply with the required building, will not have adverse visual impact to adjacent properties and is in keeping of the character of the community. The proposed encroachment of the addition and the pool, spa and deck into the required yards will not cause visual impacts to the adjacent neighbors. There will be adequate space for access to the surrounding residences and easements. The lot coverage will not occur on disturbed portions of the parcel. The exemption request for the stable will prevent additional structures from encroaching into the required setback and limit further disturbance into the hillside;

D. That in granting the variance, the spirit and intent of this title will be observed in that the proposed development does not prevent anyone from enjoying their property rights, the improvements are visually harmonious and in scale with adjacent residential development. The proposed addition maintains the character of the existing neighborhood. The proposed pool, spa and deck are enjoyed by numerous residents in the City. Exceeding the lot coverage will not have any impacts to the adjacent neighbors in that no additional disturbance to the lot is proposed. The exemption from the stable/corral requirements will have no adverse impacts to the adjacent properties;

E. That the variance does not grant special privilege to the applicant in the proposed addition is in character and in scale with existing residential development and will enjoy the same amenities enjoyed by other residents in the community. The proposed house addition, pool and deck will not have any adverse impact to the character of the neighborhood. The proposed additions are harmonious with the existing land use. Exceeding the lot coverage and waiving the requirements for stable/corral would allow the applicants the same amenities enjoyed by their neighbors and other residents in the community;

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. The proposed location of the project will not be sited near hazardous waste facilities and is surrounded by residential land use; and

G. That the variance request is consistent with the general plan of the City of Rolling Hills in that the applicant will enjoy the same rights that residents in the community enjoy, the proposed improvements are in character and scale as the existing neighborhood, it preserves the rural character of the City even with the elimination of the equestrian use. The proposed project maintains the existing land use. The encroachment into the front and rear setback will allow the applicants to enjoy their property to the fullest extent feasible. The proposed lot coverage will not cause any further land disturbance, change topography or drainage. The proposed size of the addition maintains the rural character of the community. The exemption from the stable/corral requirement will allow for the construction of a pool, spa and deck amenities that are commonly enjoyed by most residents in the City.

Section 6. Sections 17.46.010 through 17.46.050 of the Rolling Hills Municipal Code require Site Plan Review for a project that proposes development that exceeds a 999 square foot addition and includes a wall over 3 feet high under Section 17.46.020(A)(3) and 17.16.190(F) of the Zoning Ordinance.

With respect to the aforementioned request for Site Plan Review, the Planning Commission finds as follows:

A. The project complies with and is consistent with the goals and policies of the general plan and all requirements of the zoning ordinance in that the proposed addition is sensitive to the surrounding uses and will not cause adverse impact on views or harm to surrounding residences. The proposed addition maintains the existing scale and character of the neighborhood. The proposed wall will be screened by the proposed development and will hardly be visible from public views;

B. The project substantially preserves the natural and undeveloped state of the lot by minimizing

Resolution 2021-02
3 Open Brand Road (Rosa)

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 proposed development is located on a parcel less than one acre in size, surrounded by road and trail easements and a hillside to its rear. Although a variance from the lot coverage requirements is granted, the proposed addition is still well screened from adjacent neighbors. The addition matches the scale of the adjacent residences in the area. The maximum height of the proposed development is lower than the highest roof ridge of the existing structure. The proposed wall will be screened by the higher pad and the proposed addition;

C. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences. The proposed improvements are of similar scale of existing houses in the neighborhood and the proposed roof ridge will not break the existing height envelope of the highest ridge of the house. The house is setback from the street 36.5'. The house blends in with current house in that the walls are well articulated and roof has multiple pitches;

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 site is developed with single family residence with two-car garage and landscaped throughout the entire site. The proposed addition will not further increase disturbance of the site and the grading is limited to 28 cubic yards which is exempt from Site Plan Review. The proposed addition is setback from the street and built as close to the middle of the proposed as possible. The wall will hardly be seen from the road in front of the house and behind the house;

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 grading proposed is limited to the driveway turnaround radius requirements and the proposed cut and fill will be balanced on site. The proposed grading is limited in that the proposed addition and wall will be built on an existing pad;

F. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course. The proposed excavation for the pool will occur on a flat surface previously disturbed to create a flat lawn. The proposed pool will not have any impacts on drainage. The proposed addition and wall will be built on an existing flat pad and will cause no additional disturbance to the land;

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. The proposed house addition and wall will be constructed on previously disturbed lot and the only landscaping that will be affected is the existing sod where the pool and spa will be located. ;

H. The project is sensitive and not detrimental to the convenient and safe movement of pedestrians and vehicles in that the project will not encroach into trail or road easements. The proposed addition and wall will be setback from adjacent easements and will not impede safe movement of pedestrians or vehicles; and

I. The project conforms to the requirements of the California Environmental Quality Act. The
Resolution 2021-02
3 Open Brand Road (Rosa)

proposed addition and wall will not create any adverse impacts to the environment.

Section 7. Based upon the foregoing findings, the Planning Commission hereby approves the requests in Zoning Case No. 20-10 for Variances for 1) encroachment into the front yard setback for the proposed 1,021 square foot residential addition and two-car garage; 2) encroachment into the rear yard setback for the pool with spa and patio; 3) exceeding total lot coverage; and 4) exemption from the stable and corral requirements; and Site Plan Review for 1) an addition in excess of 999 square-feet and 2) removing and replacing existing 5 foot-high wall with the same height wall in the same location, subject to the following conditions:

A. This approval shall expire within two years from the effective date of approval if construction pursuant to this approval has not commenced within that time period, as required by Sections 17.38.070 and 17.46.080 of the Rolling Hills Municipal Code, or the approval granted is 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. All requirements of the Building and Construction Ordinance, the Zoning Ordinance, LA County Building Code and of the zone in which the subject property is located must be complied with unless otherwise set forth in the Permit, or shown otherwise on an approved plan.

D. The lot shall be developed and maintained in substantial conformance with the site plan on file dated January 14, 2021 except as otherwise provided in these conditions.

E. Prior to submittal of final working drawings to the Building and Safety Department for issuance of building 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. The working drawings submitted to the Department of Building and Safety for plan check review must conform to the development plan approved with this application. A copy of the conditions of this Resolution shall be printed on plans approved when a building permit is issued and a copy of such approved plans, including conditions of approval, shall be available on the building site at all times.

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 including conformance with all of the conditions set forth therein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building 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. Structural lot coverage shall not exceed 4,540 square feet, or 23.2% (with allowable deductions). Total lot coverage shall not exceed 49.9% or 9,764 square feet.

I. The disturbed area of the lot shall not exceed 97.3% (of net lot area). No further disturbance is proposed.

J. A minimum of four-foot level path and/or walkway, which does not have to be paved, shall be provided along the rear of the home, to allow passage around the home. A retaining wall is permitted with a maximum height of 5 feet.

K. Any proposed modification shall be presented to the Planning and Community Services Director to determine whether the proposed modifications are considered minor modifications to be processed by such director or whether the proposed modifications are considered major modifications to be processed by the Planning Commission.

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

M. *During and after construction*, all parking shall take place on the project site. During construction, to maximum extent feasible, employees of the contractor shall car- pool into the City.

N. *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.

O. The property owners shall be required to conform with the Regional Water Quality Control Board and County Public Works Department Best Management Practices (BMP's) requirements related to solid waste, drainage and storm water management.

P. During construction, all parking shall take place on the project site and, if necessary, any

overflow parking shall take place within nearby unimproved roadway easement adjacent to subject site. There shall be no blocking of adjacent driveways or of the roadway easement for passage of pedestrians and equestrians. During construction a flagmen shall be present to direct traffic when it is anticipated that a lane may be impeded.

Q. A minimum of 65% of the construction material spoils shall be recycled and diverted. The hauler shall secure a “Construction and Demolition Permit” from the City of Rolling Hills, and provide the required documentation. The permit shall be pulled prior to issuance of the final Planning Approval.

R. 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. It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions. Should a red flag warning be declared and if work is to be conducted on the property, the contractor shall have readily available fire extinguisher.

S. Prior to finaling of the project, ”as constructed” plans, electronic copy and certifications shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the approved plans. In addition, any modifications made to the project during construction, shall be depicted “as built/as graded”.

T. Until the applicants execute an Affidavit of Acceptance of all conditions of this approval, the approvals shall not be effective. Such affidavit shall be recorded together with the resolution.

PASSED, APPROVED AND ADOPTED THIS 16th DAY OF FEBRUARY, 2021.

BRAD CHELF, CHAIRMAN

ATTEST:

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 Code of Civil Procedure Section 1094.6.

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

I certify that the foregoing Resolution No. 2021-02 entitled:

A RESOLUTION APPROVING VARIANCE REQUEST FOR 1) ENCROACHMENT INTO THE FRONT AND REAR YARD SETBACKS FOR THE PROPOSED 1,021 SQUARE FOOT RESIDENTIAL ADDITION, TWO-CAR GARAGE, POOL WITH SPA, AND PATIO; 2) EXCEEDING TOTAL LOT COVERAGE; AND 3) EXEMPTION FROM THE STABLE AND CORRAL REQUIREMENTS; AND SITE PLAN REVIEW FOR 1) EXCEEDING THE 999 SQUARE-FOOT MAXIMUM ADDITION ALLOWED BY RIGHT AND 2) REMOVING AND REPLACING EXISTING 5 FOOT HIGH WALL WITH THE SAME HEIGHT WALL IN THE SAME LOCATION LOCATED AT 3 OPEN BRAND ROAD, ROLLING HILLS, CA (ROSA).

was approved and adopted at a regular meeting of the Planning Commission on February 16, 2021 by the following roll call vote:

AYES:

NOES:

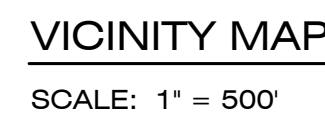
ABSENT:

ABSTAIN:

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

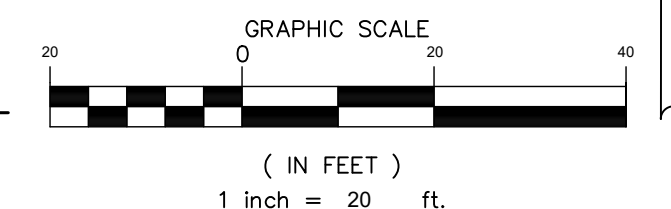
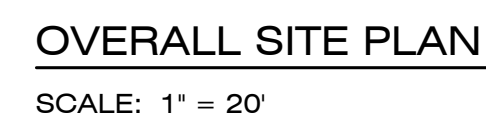
CITY CLERK

3 OPEN BRAND ROAD
ROLLING HILLS, CA 90274



VICINITY MAP ADDRESSES

①	3 OPEN BRAND ROAD	⑭	5 OPEN BRAND ROAD	⑳	5 WIDELOOP ROAD
②	1 OPEN BRAND ROAD	⑮	72 EASTFIELD DRIVE	㉑	7 WIDELOOP ROAD
③	0 OPEN BRAND ROAD	⑯	74 EASTFIELD DRIVE	㉒	9 WIDELOOP ROAD
④	68 EASTFIELD DRIVE	⑰	92 CREST ROAD EAST	㉓	81 EASTFIELD DRIVE
⑤	66 EASTFIELD DRIVE	⑱	76 EASTFIELD DRIVE	㉔	79 EASTFIELD DRIVE
⑥	62 EASTFIELD DRIVE	⑲	88 CREST ROAD EAST	㉕	77 EASTFIELD DRIVE
⑦	60 EASTFIELD DRIVE	㉀	19 WIDELOOP ROAD	㉖	75 EASTFIELD DRIVE
⑧	2 OPEN BRAND ROAD	㉁	18 WIDELOOP ROAD	㉗	73 EASTFIELD DRIVE
⑨	4 OPEN BRAND ROAD	㉂	16 WIDELOOP ROAD	㉘	71 EASTFIELD DRIVE
⑩	6 OPEN BRAND ROAD	㉃	1 WIDELOOP ROAD	㉙	69 EASTFIELD DRIVE
⑪	13 OPEN BRAND ROAD	㉄	3 WIDELOOP ROAD	㉚	67 EASTFIELD DRIVE
⑫	9 OPEN BRAND ROAD	㉅	87 EASTFIELD DRIVE	㉛	65 EASTFIELD DRIVE
⑬	7 OPEN BRAND ROAD	㉆	85 EASTFIELD DRIVE	㉜	63 EASTFIELD DRIVE



PROJECT INFORMATION

Owner: Michael and Ashley Rosa
3 Open Brand Road

Address:	Legal Description 3 Open Brand Road Rolling Hills, CA 90274
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APN: 7567-004-034

Tract: R.S. 58-006

Lot: LOT 116

Zone: **Zoning Summary**
RAS-1

Setbacks:

Front:	50'
Rear:	50'
Side:	25'
Equestrian:	N/A

Required Reviews: **Site Plan Review:** New Addition and Alterations

Variance: Yes

Conditional Use Permit: N/A

Work Description:	<p>Project Summary</p> <p>Demolition of existing walls and roof of residence for new addition.</p> <p>New construction of 2-car garage, addition, retaining wall, pool, spa and patio area.</p>
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No Landscaping

Low Impact Development
Designated Project: No

Selected BMPs: N/A

Civil Engineer Dan Bolton RCE63290
Bolton Engineering Corporation
25834 Narbonne Ave. Suite 210
Lomita, CA 90717

Architect Timothy S. Racisz
Timothy S. Racisz
22393 Hawthorne Blvd., Suite 208
Torrance, CA 90505

Soils & Geology	N/A
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LEGEND

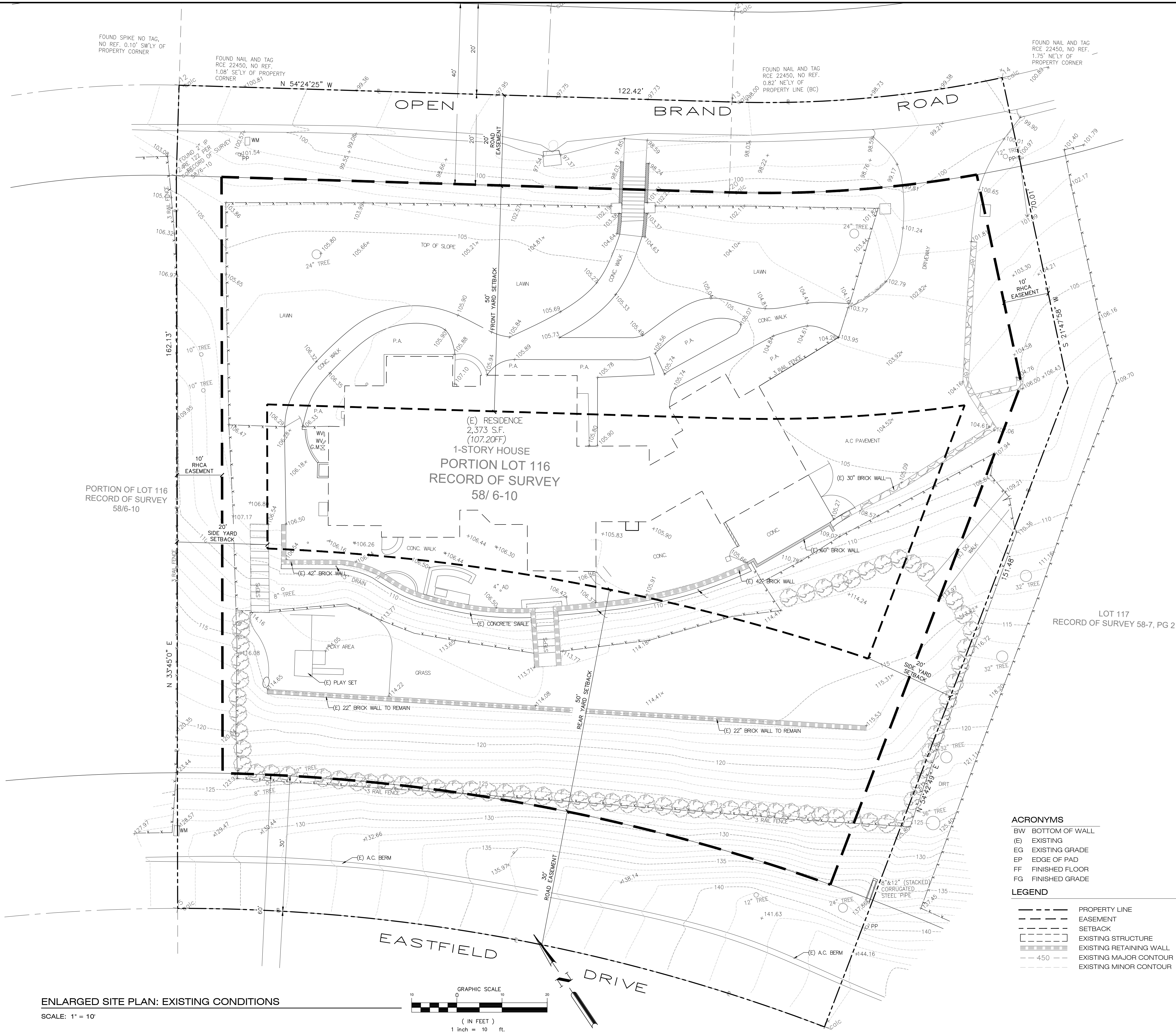
PROPERTY LINE
EASEMENT
SETBACK
LIMIT OF GRADING
EXISTING STRUCTURE
PROPOSED ADDITION
PROPOSED POOL
EXISTING CONCRETE
PROPOSED CONCRETE
PROPOSED RETAINING WALL
450
EXISTING MAJOR CONTOUR
EXISTING MINOR CONTOUR
450
FUTURE MAJOR CONTOUR
FUTURE MINOR CONTOUR

ACRONYMS

BW	BOTTOM OF WALL
(E)	EXISTING
EG	EXISTING GRADE
EP	EDGE OF PAD
FF	FINISHED FLOOR
FG	FINISHED GRADE

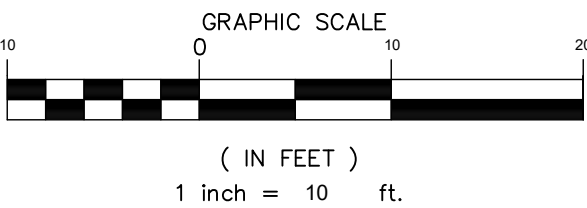
INDEX OF SHEETS:

C0.0	OVERALL SITE PLAN
C0.1	EXISTING SITE CONDITIONS
C1.0	PROPOSED ADDITION SITE PLAN
C1.1	SITE SECTIONS
C2.0	COLOR SITE MAP



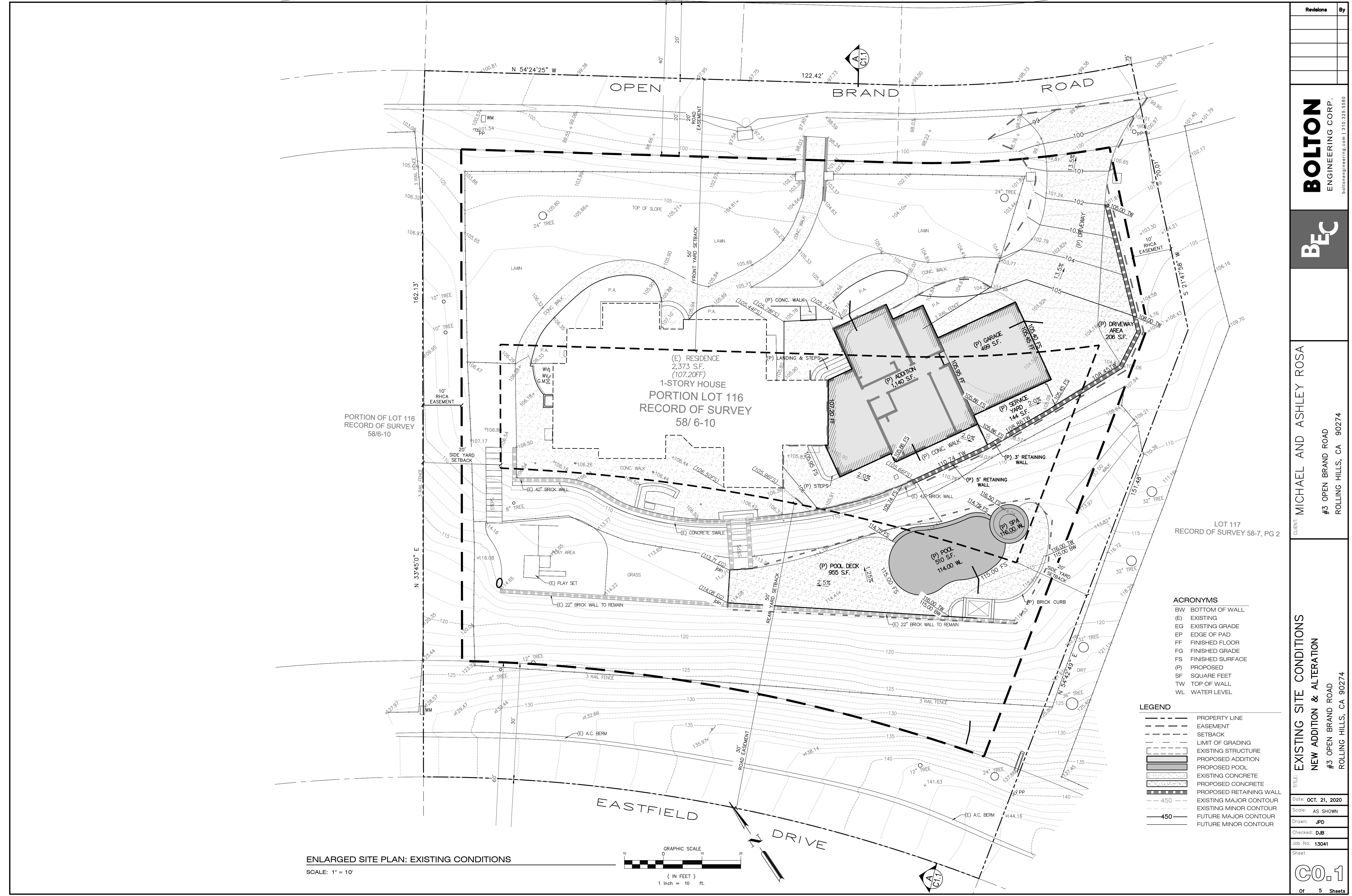
ENLARGED SITE PLAN: EXISTING CONDITIONS

SCALE: 1" = 10'



- ACRONYMS**
- BW BOTTOM OF WALL
 - (E) EXISTING
 - EG EXISTING GRADE
 - EP EDGE OF PAD
 - FF FINISHED FLOOR
 - FG FINISHED GRADE
- LEGEND**
- PROPERTY LINE
 - EASEMENT
 - SETBACK
 - EXISTING STRUCTURE
 - EXISTING RETAINING WALL
 - 450
 - EXISTING MAJOR CONTOUR
 - EXISTING MINOR CONTOUR

Revisions	By
BOLTON ENGINEERING CORP. boltonengineering.com 310.325.5580	
BEC	
CLIENT: MICHAEL AND ASHLEY ROSA #3 OPEN BRAND ROAD ROLLING HILLS, CA 90274	
TITLE: EXISTING SITE CONDITIONS NEW ADDITION & ALTERATION #3 OPEN BRAND ROAD ROLLING HILLS, CA 90274	
Date: OCT. 21, 2020	
Scale: AS SHOWN	
Drawn: JPD	
Checked: DJB	
Job No. 13041	
Sheet	
GO.1	
Of 5 Sheets	



Revisions	By

BOLTON
ENGINEERING CORP.
boltonengineering.com | 310.325.5580

BEC

CLIENT: MICHAEL AND ASHLEY ROSA

#3 OPEN BRAND ROAD
ROLLING HILLS, CA 90274

TITLE: PROPOSED ADDITION SITE CONDITIONS
NEW ADDITION & ALTERATION
#3 OPEN BRAND ROAD
ROLLING HILLS, CA 90274

Date:	OCT. 21, 2020
Scale:	AS SHOWN
Drawn:	JPD
Checked:	DJB
Job No.	13041
Sheet	

G1.1

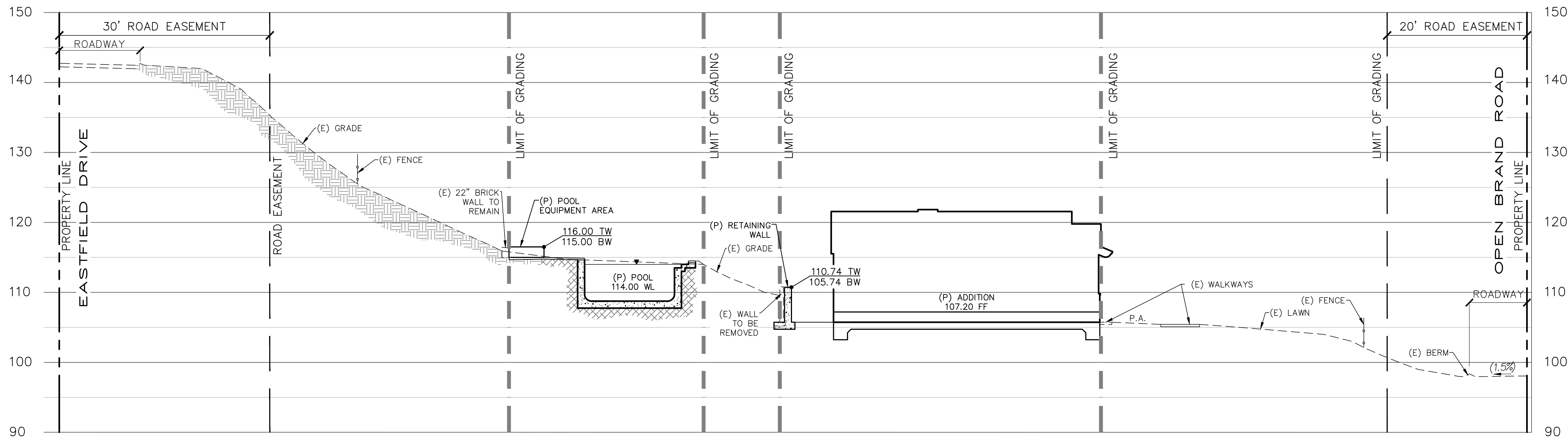
Of 5 Sheets

ACRONYMS

BW	BOTTOM OF WALL
(E)	EXISTING
EG	EXISTING GRADE
EP	EDGE OF PAD
FF	FINISHED FLOOR
FG	FINISHED GRADE
FS	FINISHED SURFACE
(P)	PROPOSED
SF	SQUARE FEET
TW	TOP OF WALL
WL	WATER LEVEL

LEGEND

---	PROPERTY LINE
- - -	EASEMENT
- - -	SETBACK
- - -	LIMIT OF GRADING
- - -	EXISTING STRUCTURE
- - -	PROPOSED ADDITION
- - -	PROPOSED POOL
- - -	EXISTING CONCRETE
- - -	PROPOSED CONCRETE
- - -	PROPOSED RETAINING WALL
- - -	EXISTING MAJOR CONTOUR
- - -	EXISTING MINOR CONTOUR
- - -	FUTURE MAJOR CONTOUR
- - -	FUTURE MINOR CONTOUR



SECTION A-A: POOL AREA

SCALE: 1" = 5'

A
C1.1

**ROSA RESIDENCE
ADDITION &
ALTERATION**

3 OPEN BRAND ROAD
ROLLING HILLS, CA.

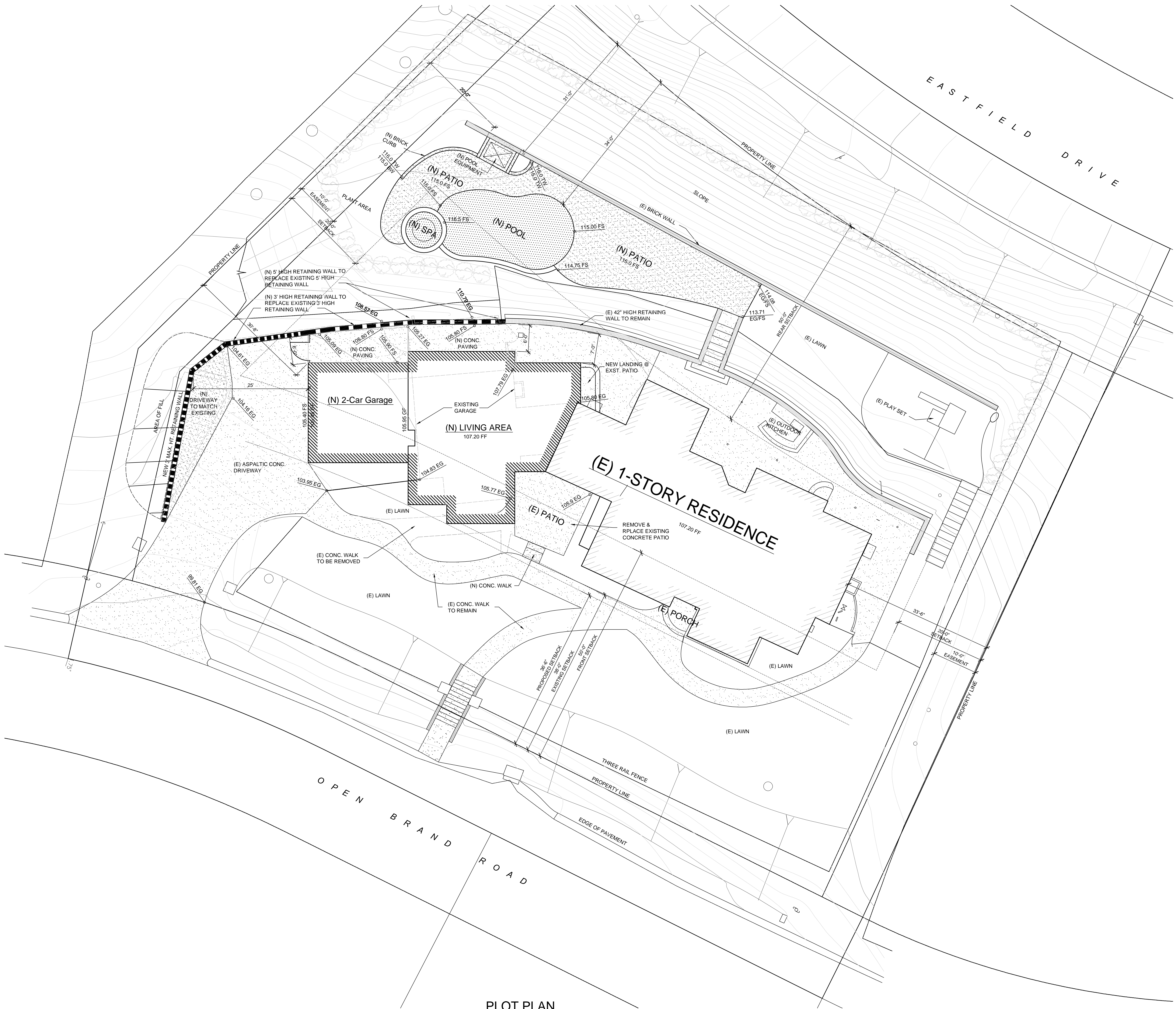
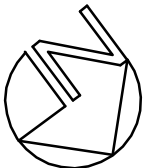
SITE PLAN

October 22, 2020

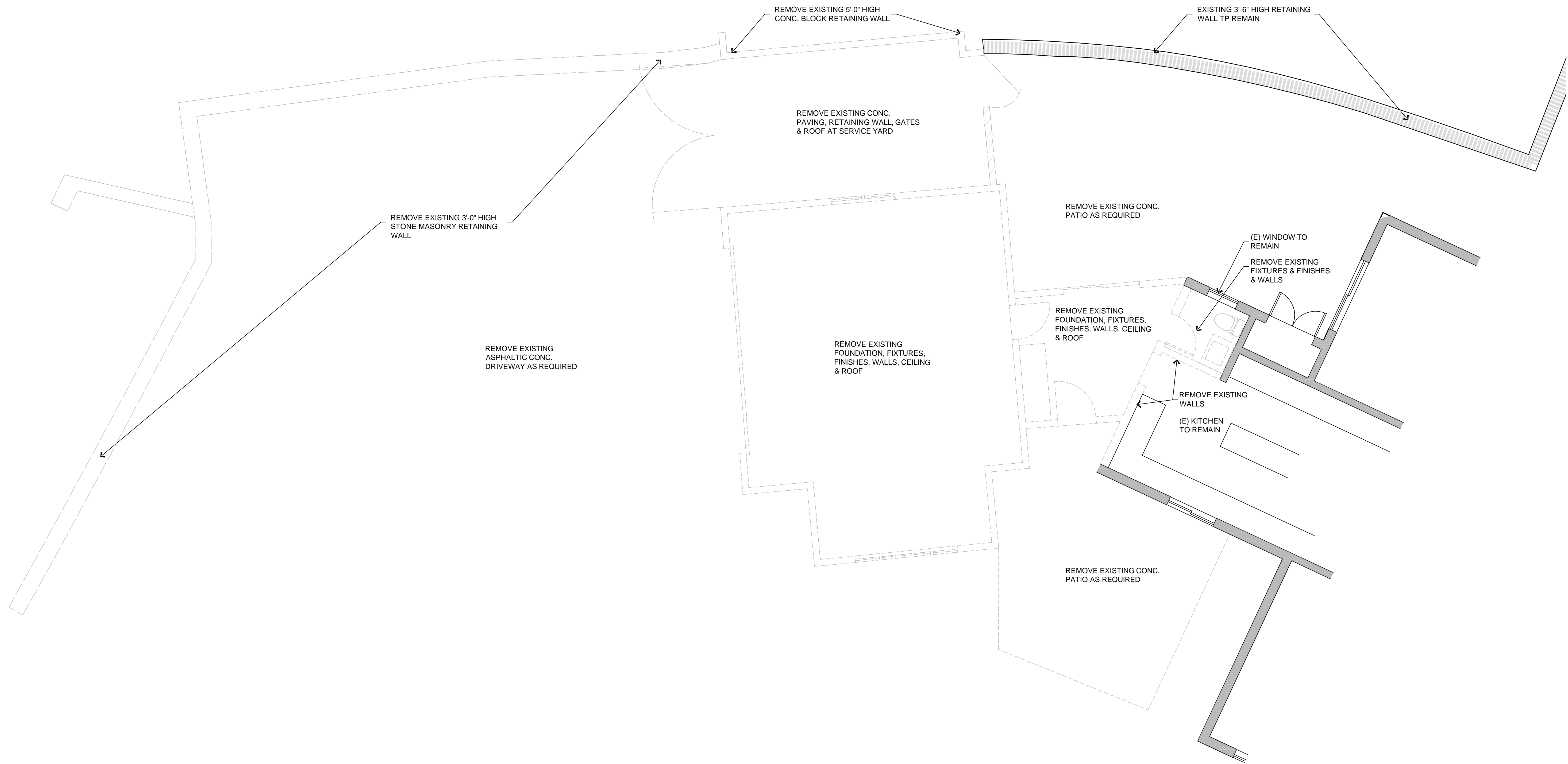
JOB NO.:20-151

SHEET NUMBER

A1.2
SHEET OF



PLOT PLAN
SCALE: 1/8"=1'-0"



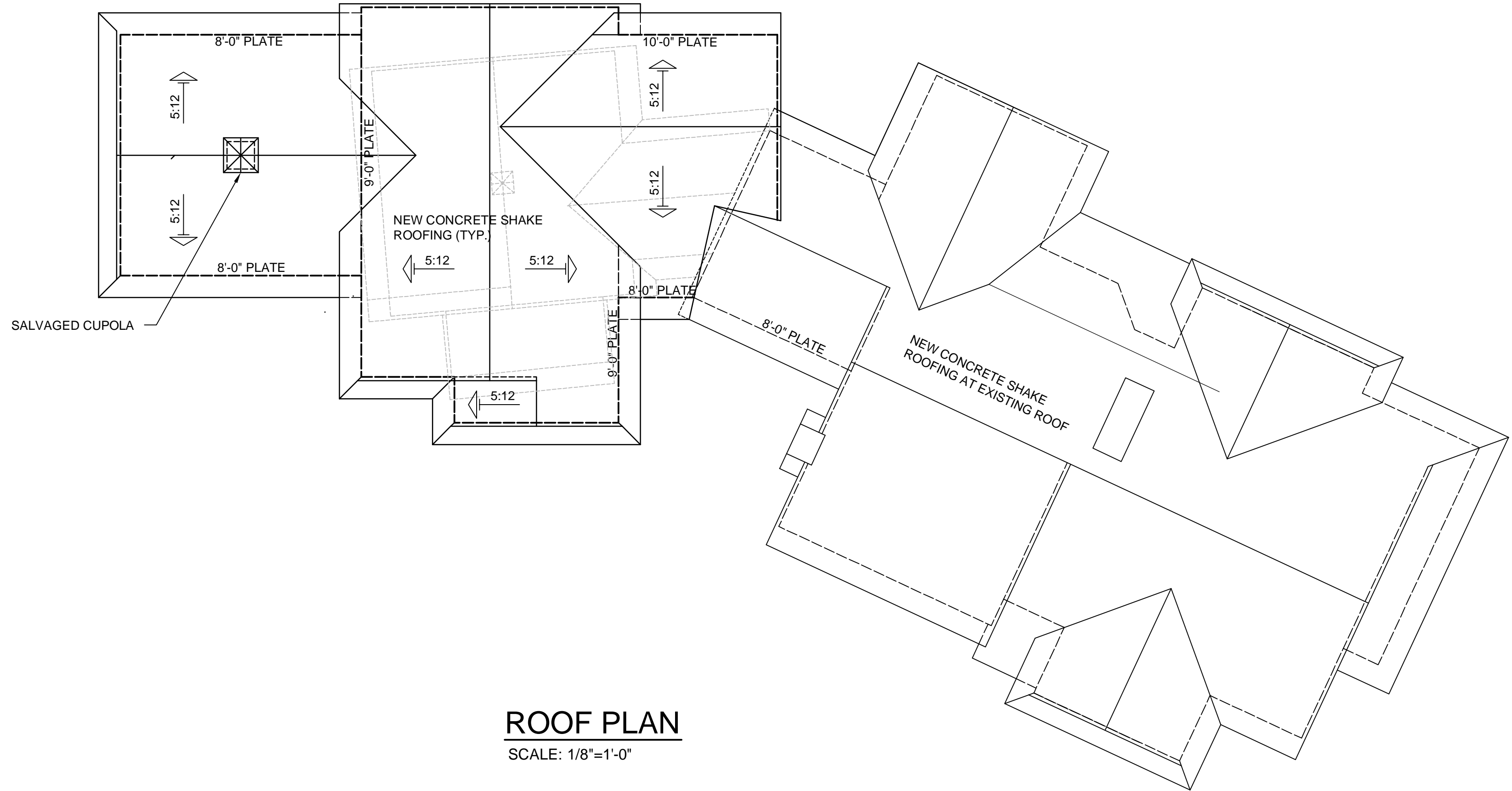
DEMOLITION FLOOR PLAN
SCALE: 1/4"=1'-0"

ROSA RESIDENCE
ADDITION &
ALTERATION

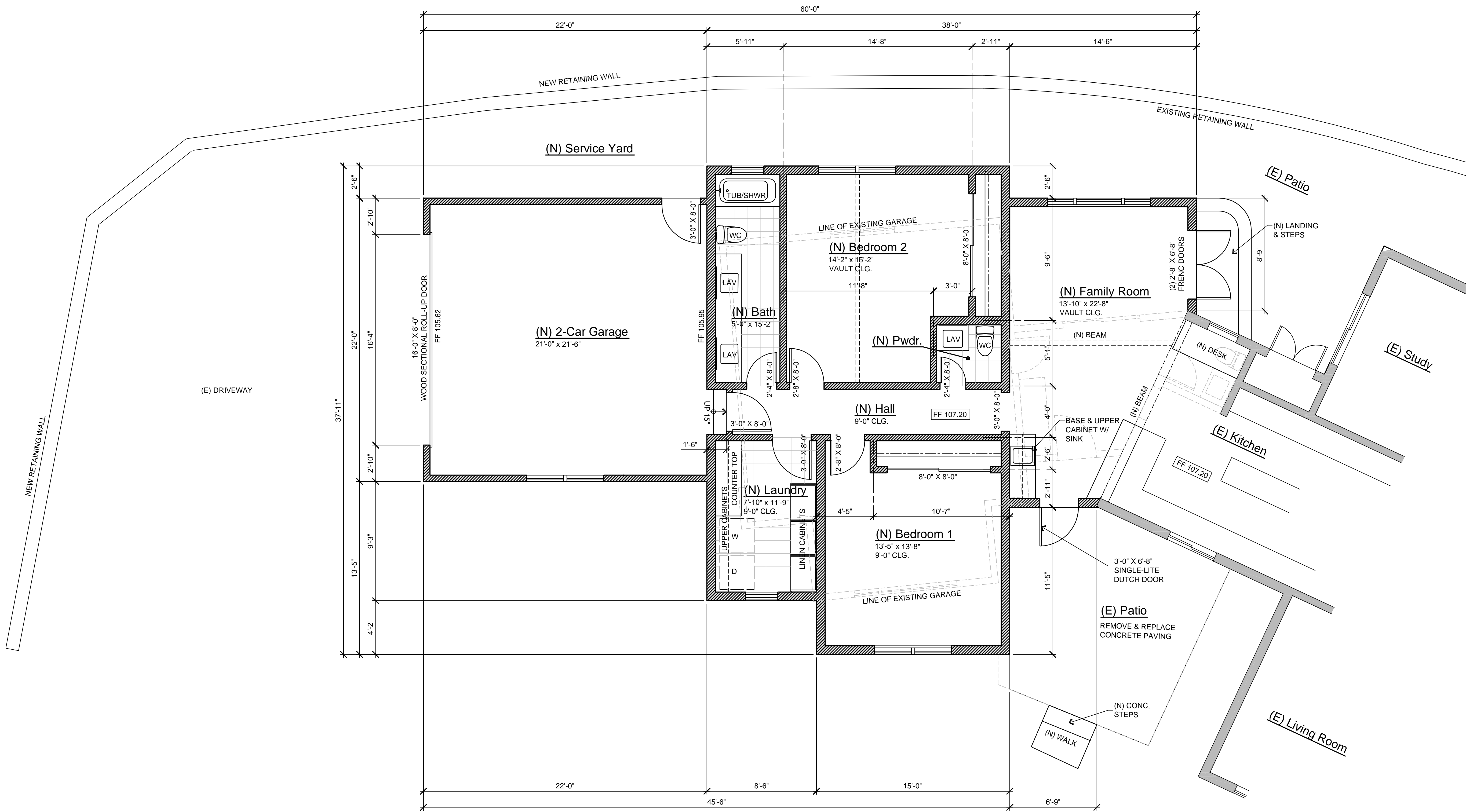
3 OPEN BRAND ROAD
ROLLING HILLS, CA.

ROSA RESIDENCE
**ADDITION &
ALTERATION**

3 OPEN BRAND ROAD
ROLLING HILLS, CA.



ROOF PLAN
SCALE: 1/8"=1'-0"



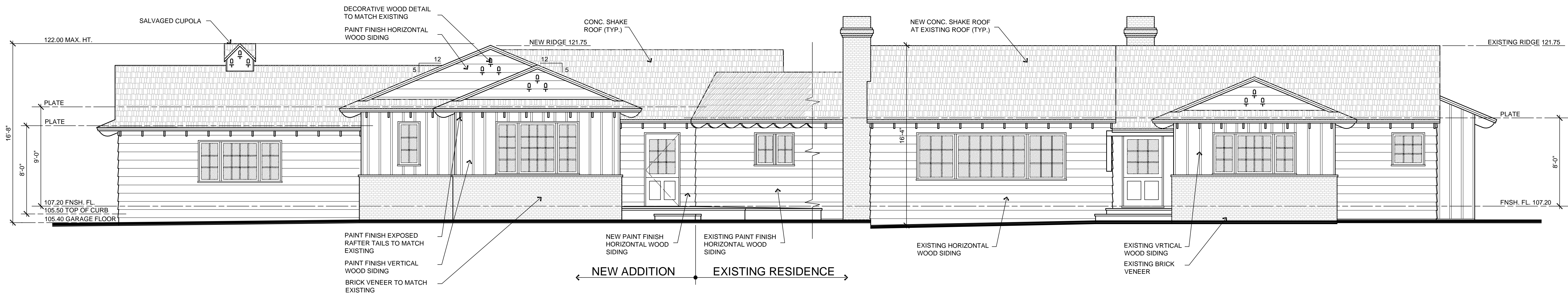
FLOOR PLAN
SCALE: 1/4"=1'-0"

FLOOR PLAN
ROOF PLAN

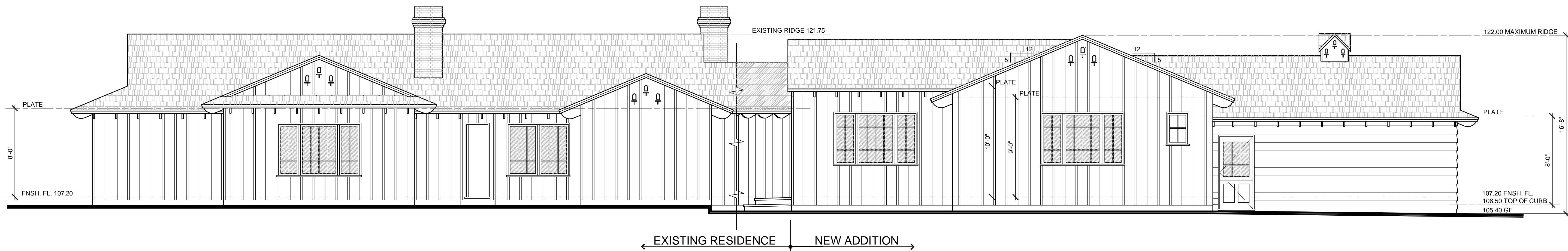
October 22, 2020

JOB NO.:20-151

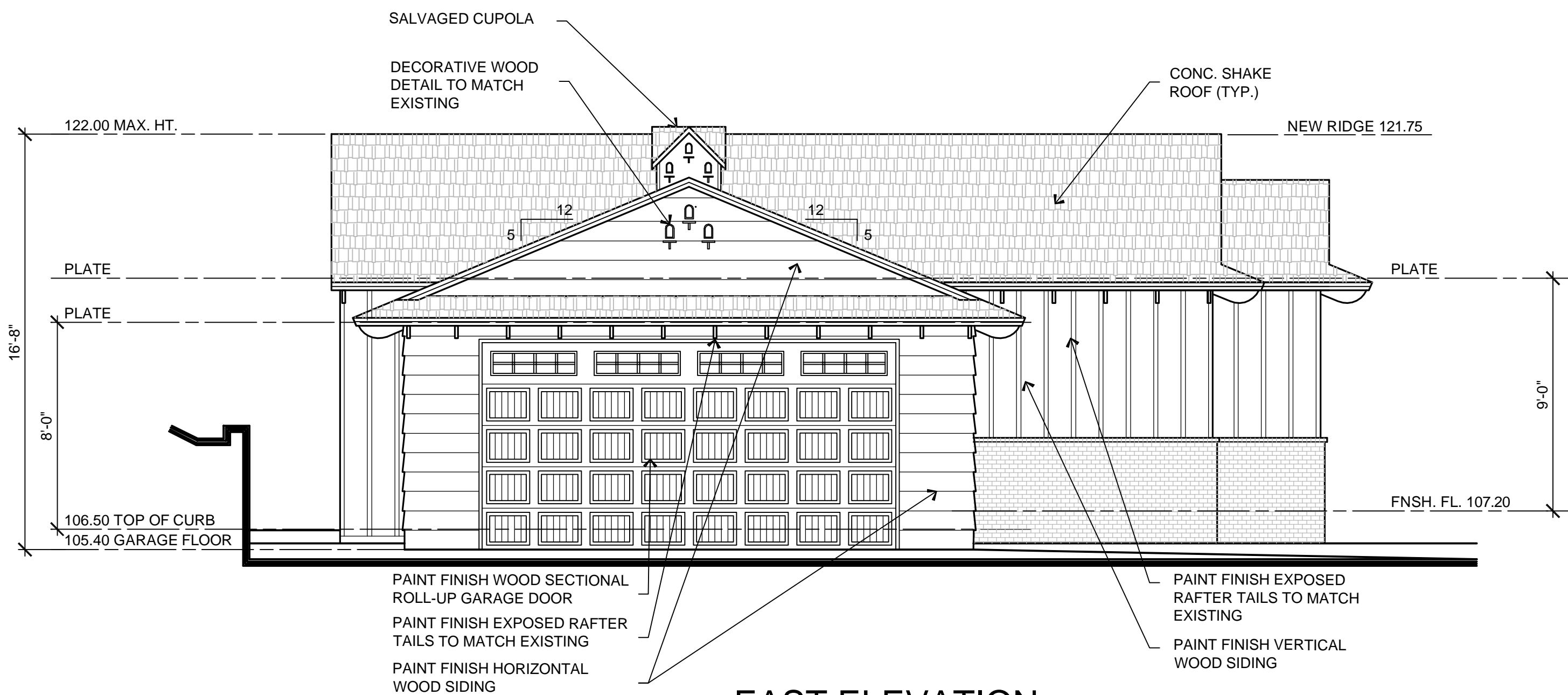
SHEET NUMBER
A3
SHEET OF



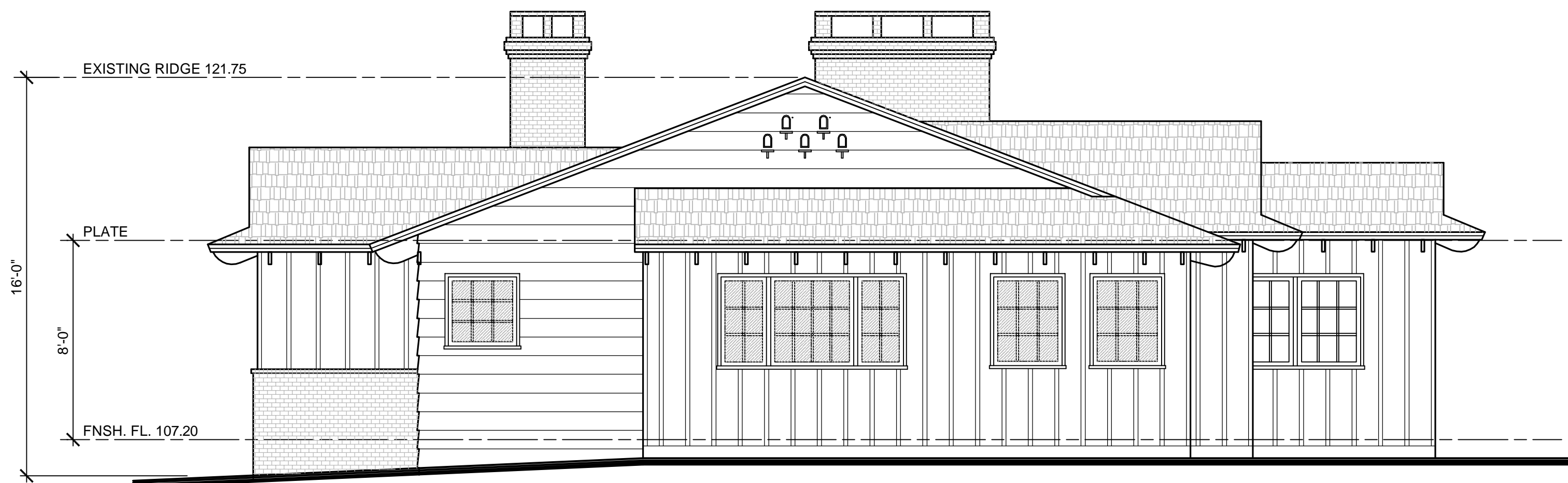
NORTH (FRONT) ELEVATION
SCALE: 1/4"=1'-0"



SOUTH (REAR) ELEVATION
SCALE: 1/4"=1'-0"

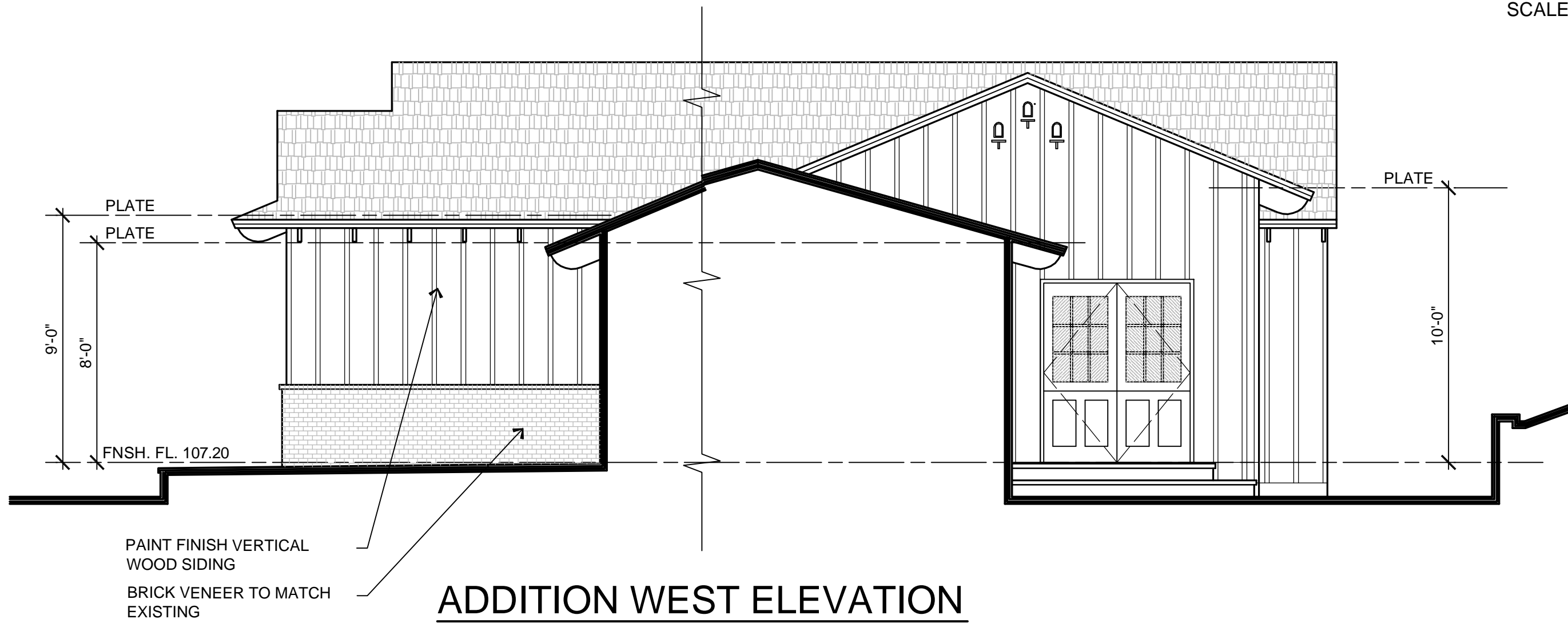


EAST ELEVATION
SCALE: 1/4"=1'-0"



EXISTING RESIDENCE (NO CHANGE)

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



ADDITION WEST ELEVATION
SCALE: 1/4"=1'-0"

**ROSA RESIDENCE
ADDITION &
ALTERATION**

3 OPEN BRAND ROAD
ROLLING HILLS, CA.

ELEVATIONS

October 22, 2020

JOB NO.:20-151

SHEET NUMBER
A4
SHEET OF



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.A

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: PROPOSED ASSESSMENT DISTRICT NO. 2021-1 (EASTFIELD DRIVE UTILITY IMPROVEMENTS) PUBLIC HEARING AND BALLOT TABULATION.

DATE: March 22, 2021

BACKGROUND:

Property owners along Eastfield Drive within the City submitted petitions requesting the formation of an underground utility assessment district. NV5, the City's Assessment Engineer, certified the petitions for the proposed City of Rolling Hills Assessment District No. 2021-1 (Eastfield Drive Utility Improvements) ("AD 2021-1") and on January 25, 2021, the City Council adopted Resolution No. 1270, declaring its intention to take proceedings to form AD 2021-1, and Resolution No. 1269, setting a public hearing for March 22, 2021.

Each of the property owners within the proposed AD 2021-1 was mailed a ballot and notice of the public hearing. The City Council is now requested to hold the public hearing, count the ballots and determine if the property owners support or oppose forming AD 2021-1.

DISCUSSION:

Owners of property located in the proposed assessment district submitted petitions to the City requesting the formation of a special assessment district to underground overhead utilities. On March 3, 2020 the Assessment Engineer certified that owners representing more than 50 percent of the assessable property area within the proposed assessment district had signed a petition for undergrounding overhead utilities. The proposed AD 2021-1 consists of 19 properties located along Eastfield Drive.

On January 27, 2021 each of the property owners within the proposed AD 2021-1 was mailed a Notice of Public Hearing and a ballot. The ballots are required to be returned to the City

either by mail or in person prior to the end of the public hearing.

The ballots are weighted by the dollar amount of each parcel’s assessment. If greater than or equal to 50% of the weighted “Yes” votes versus “No” votes are submitted, a majority protest does not exist and AD 2021-1 may be formed. If a majority protest does not exist, and the City Council desires to form AD 2021-1, the City Council may adopt Resolution No. 1273, making determinations, confirming assessments and proceedings and designating the Superintendent of Streets to collect and receive assessments and to establish a special fund for AD 2021-1. If a majority protest does exist, or the City Council does not desire to form AD 2021-1, the City Council may adopt Resolution No. 1274, declaring abandonment of proceedings for AD 2021-1.

Proposed Assessment District No. 2021-1

AD 2021-1 is being proposed for the conversion of existing overhead utilities to underground locations. The property owners within the proposed AD 2021-1 will bear the costs of the improvements and associated proceedings, with the exception that the City has agreed to contribute one-third of the assessment engineering and design engineering costs.

The Municipal Improvement Act of 1913 governs the procedures used to create the proposed AD 2021-1. Bonds issued under the Improvement Bond Act of 1915 carry up to a 30-year term and are issued to finance assessments not paid in cash within 30 days after confirmation of the assessment.

If following the public hearing and balloting, AD 2021-1 is formed; an assessment lien would be recorded on the title of properties included in the assessment district. Thereafter, a cash collection period would take place to provide property owners with an opportunity to remove the assessment lien prior to the issuance of bonds and the incurrence of financing costs.

The total assessment for the proposed AD 2021-1 is estimated as follows:

ITEM	COST
Cost of Design and Construction	\$ 3,051,225.80
Incidental Costs and Expenses	\$ 190,057.00
Financing (Bond) Costs	<u>\$ 279,107.29</u>
Estimated Total Cost:	\$ 3,520,390.09

Costs associated with Southern California Edison's and Frontier's improvements have increased dramatically. The proposed assessments on the properties within the proposed AD 2021-1 range from \$148,356.21 to \$210,590.56

In addition to the payment of a portion of the assessment, each property owner will be responsible for the costs of connecting the main service conduit in the public right-of-way to the property owner's home. The cost to the property owner for this conversion varies depending on the condition and location of the current electrical service. Each property owner is encouraged to contact a licensed electrical contractor to assess the particular property needs.

The assessment engineer used a lot size methodology to apportion assessments within each district considering that all properties are receiving the same safety, connection and aesthetic benefit. The special benefits from undergrounding the overhead utilities were defined as follows:

- ***Improved Aesthetics Benefit.*** This benefit relates to the improved aesthetics of the streetscape due to the removal of overhead wires and utility poles. For the purposes of Engineer's Report, a street is defined as either a street or alley. The removal of guy wires and other support structures related to the overhead facilities are included in the definition of improved aesthetics. Properties that are directly adjacent to overhead facilities receive an aesthetic benefit. This benefit is based on the area of the parcel.
- ***Safety Benefit.*** This benefit relates to the additional safety of having the overhead distribution wires placed underground and having the power poles removed, which eliminates the threat of downed utility lines and poles due to wind, rain and other unforeseeable events. Falling facilities can lead to personal injuries and damage to structures, including fire. Properties immediately adjacent to the facilities usually have a greater risk. Furthermore, in areas like Eastfield Drive, the negative effects of falling lines and poles are widespread including blocked driveways and property damage due to impact. Properties that are adjacent to, or in proximity of, overhead facilities receive a safety benefit. This benefit is based on the average area of the parcels in the proposed AD 2021-1.
- ***Reliability Benefit.*** This benefit relates to the enhanced reliability of service from the utilities being underground, due' to having all new wires and equipment and having that equipment underground, which reduces the threat of service interruption from downed lines. When compared to overhead systems, fewer outages occur due to various acts of nature, traffic collisions and obstructions (such as trees). Properties that are connected to, or have the ability to connect to, the facilities proposed to be undergrounded receive a reliability benefit. This benefit is based on the average area of the parcels in the proposed AD 2021-1.

FISCAL IMPACT:

To proceed to the property owner vote for the proposed AD 2021-1, there is no new fiscal impact. However, the City has previously approved professional services contracts with Stradling Yocca

Carlson & Rauth, as bond counsel to the City with respect to formation of the proposed AD 2021-1, NV5 as the Assessment Engineer and Urban Futures, Inc., as the City's Municipal Advisor. If the formation of the proposed AD 2021-1 is not successful, then fees for such services will be paid from property owners deposits and from the General Fund.

The City has previously agreed to contribute one-third of the costs to the assessment engineering and design engineering associated with the proposed AD 2021-1. The City does not expect to be reimbursed for such costs. All other funds will be provided by property owner contributions and/or bonds proceeds if the proposed AD 2021-1 is approved.

RECOMMENDATION:

Staff recommends that the City Council adopt the resolution confirming the assessments if there is not a majority protest or, in the alternative, adopt the resolution abandoning the proceedings if a majority protest does exist.

ATTACHMENTS:

[Ballot Certificate_RH Eastfield_01.27.21.pdf](#)

[Certificate of City Clerk as to Ballot Results, 4852-4815-2030_2.docx](#)

[Resolution 1273 Confirming Assessments.docx](#)

[Resolution 1274 Declaring Abandonment.docx](#)

[SUPPLEMENTALFinal Engineer's Report Eastfield Undergrouding_Rolling Hills_03.22.21.pdf](#)



**CERTIFICATE OF THE ASSESSMENT ENGINEER
REGARDING MAILING OF ASSESSMENT BALLOTS AND NOTICE OF PUBLIC HEARING
FOR
CITY OF ROLLING HILLS
ASSESSMENT DISTRICT NO. 2021-1 (EASTFIELD DRIVE UTILITY IMPROVEMENTS)**

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF ROLLING HILLS

The undersigned, under penalty of perjury, CERTIFIES AS FOLLOWS:

MAILING

The NOTICE OF PUBLIC HEARING and the ASSESSMENT BALLOT PACKAGE were mailed to the record owners of all real property proposed to be assessed according to the names and addresses of such owners as the same appear on the last County Assessment Roll, said mailing being accomplished on the 27th day of January, 2021, being at least forty-five (45) days prior to the date set for the public hearing. A copy of the Notice of Public Hearing and a list of each property owner receiving the Notice and Ballot are attached as Exhibit A.

EXECUTED this 27th day of January, 2021, at Irvine, California.

A handwritten signature in blue ink, appearing to read 'Jeffrey M. Cooper', written over a horizontal line.

Jeffrey M. Cooper, PE

Title: VICE PRESIDENT
NV5, INC.

EXHIBIT A

ASMT NO.	PARCEL NO.	OWNER NAME
1	7567-002-008	CARLSON DOUGLAS CARLSON D
2	7567-002-007	COBB JEFFREY
3	7567-002-006	BAUMANN MICHAEL & THERESA TRS FAMILY TRUST
4	7567-002-005	VAISH PRADEEP & RASHMI
5	7567-002-004	AQUINO LULU TRUST
6	7567-003-021	GALVIN BERN J
7	7567-003-027	HAENEL JUDITH S. BARILE JAYNEE
8	7567-003-026	AXTELL JONATHAN & SYLVIA
9	7567-003-025	HY JINLU JINLI HU TRUST
10	7567-003-022	HAMLIN BRAD
11	7567-003-020	SCHNEIDER LARRY & ANN
12	7567-003-047	BENNETT CELIA CO TR LENA MEYER DECD TRUST
13	7567-003-046	KIMBER NANCY TRUST
14	7567-003-045	MURDOCK HAROLD G JR & JOANNE
15	7567-003-044	HOLLINGSHEAD JUDITH FAMILY TRUST
16	7567-003-043	CLINTON ROBERT K & JENNIFER G
17	7567-003-042	SCHOETTLE MICHAEL B & MARCIA D
18	7567-003-041	YOSHIMURA T & K TRS TRUST
19	7567-003-040	KOEBERLE DONALD W JR CO TR & FAMILY TRUST

EXHIBIT A

**NOTICE OF
PROPOSED NEW ASSESSMENTS
and
ASSESSMENT BALLOT
for the
City of Rolling Hills
Assessment District No. 2021-1 (Eastfield Drive Utility Improvements)**

The CITY OF ROLLING HILLS GIVES NOTICE that

1. Purpose of Assessments. The City of Rolling Hills is proposing to levy new assessments in the proposed City of Rolling Hills Assessment District No. 2021-1 (Eastfield Drive Utility Improvements) that includes your property. The purpose of the assessment is to fund the estimated costs of underground utilities improvements within Assessment District No. 2021-1 and all related administrative, financing and incidental costs, including the costs of forming Assessment District No. 2021-1.

2. The Assessments. The total of the proposed assessments for the whole Assessment District No. 2021-1 is \$3,520,390.09. The proposed total assessment on your property is identified on the ballot included herein. Information on the way the assessments are calculated is included as an attachment to this Notice. Please read it carefully.

If the assessments are confirmed, the unpaid assessments, unless paid in cash, will continue to be collected against the properties in Assessment District No. 2021-1 on the property tax bill as long as needed to pay installments of principal and interest on the proposed bonds, but not for more than 20 years from the second day of the September next succeeding 12 months following the date of issuance of the bonds.

If the assessments are confirmed, you will receive new notices telling you of your option to pay all or part of the final assessment in cash, or allow it to go to bond over a period of not more than 20 years from the second day of the September next succeeding 12 months following the date of issuance of the bonds.

The proposed total assessment assumes an interest rate on the bonds of approximately 4%. Annual City administrative fees shall not exceed two hundred dollars (\$200) per parcel per year, subject to an annual increase based on the Consumer Price Index during the preceding year ending in January for all Urban Consumers in the Los Angeles, Riverside and Orange County areas. The proposed total assessment on your property as identified on the ballot included herein cannot be increased without another assessment hearing and ballot.

Each owner of property located within the assessment district would be responsible for arranging for, and paying for, the work on his or her property necessary to connect facilities constructed by the public utilities on public rights-of-way to the points of connection on their private property. The cost of the conversion of the individual service connections to the systems on private property is not included in the work to be financed through the assessment district. Failure to convert individual service connections on private property may result in a fine, an assessment for the conversion cost, or loss of service.

3. Public Hearing. On March 22, 2021, at 7:00 o'clock p.m., the City Council of the City of Rolling Hills will hold a public hearing at its regular meeting place City Hall Council Chambers, 2 Portuguese Bend Road, Rolling Hills, California 90274, to take public testimony, hear protests, tabulate the Assessment Ballots and take final action on the levy the assessments.

4. Assessment Ballot. Any time before the end of the public hearing, any property owner in the Assessment District may submit the Assessment Ballot, which is part of this Notice, to the City Clerk. To do so, the owner must cut off the Ballot portion; mark the Ballot either "I am in Favor" or "I am Opposed"; sign the Ballot and put it in the return envelope provided with this Notice. Seal the envelope and return it and the Ballot by mail or by hand delivery to the City Clerk. **ANY BALLOT RETURNED UNMARKED, UNSIGNED OR NOT ENCLOSED IN THE RETURN ENVELOPE WILL BE REJECTED AND NOT COUNTED.**

The Ballot may be submitted, changed or withdrawn at any time before the end of the public hearing. If you need a replacement Ballot, contact the person shown below. The Assessment District may not be formed and the Assessment may not be imposed if the Ballots submitted in opposition to the assessment outweigh the Ballots submitted in favor of the assessments, with each Ballot weighted according to the amount of the proposed assessment on the property to which that Ballot relates. (This means 1 vote for each \$1 of assessment.)

5. More Information. For additional information about the assessments, the Ballot or the Assessment District, contact Elaine Jeng, City Manager of the City of Rolling Hills at 2 Portuguese Bend Road, Rolling Hills, California 90274, or by telephone at (310) 377-1521. The Engineer's Report and other written material about the Assessment District may be reviewed at the City Clerk's offices at the above address during regular business hours. The report is also available online at <https://www.rolling-hills.org/> as an attachment to Agenda Item 7.A on the January 25, 2021 Agenda.

Dated as of January 27, 2021

Elaine Jeng
Acting City Clerk,
City of Rolling Hills

**CERTIFICATE OF CITY CLERK OF THE CITY OF ROLLING HILLS
AS TO THE RESULTS OF THE ASSESSMENT BALLOTS FOR
CITY OF ROLLING HILLS ASSESSMENT DISTRICT NO. 2021-1
(EASTFIELD DRIVE UTILITY IMPROVEMENTS)**

I, Elaine Jeng, Acting City Clerk of the City of Rolling Hills, do hereby certify that I have examined the returns of the assessment ballots for the above-reference assessment district. The ballots were counted following the close of the public hearing held at approximately 7:00 p.m. on March 22, 2021 at 2 Portuguese Bend Road, Rolling Hills, California 90274.

Assessment Ballots representing \$_____ were returned **In Favor Of** the proposed Assessment and Assessment Ballots representing \$_____ were returned **Against** the proposed Assessment.

Dated this 22nd day of March, 2021.

Elaine Jeng, P.E.
Acting City Clerk of the City of Rolling Hills

RESOLUTION NO. 1273

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ROLLING HILLS, CALIFORNIA MAKING
DETERMINATIONS, CONFIRMING ASSESSMENTS AND
PROCEEDINGS AND DESIGNATING THE
SUPERINTENDENT OF STREETS TO COLLECT AND
RECEIVE ASSESSMENTS AND TO ESTABLISH A SPECIAL
FUND FOR CITY OF ROLLING HILLS ASSESSMENT
DISTRICT NO. 2021-1 (EASTFIELD DRIVE UTILITY
IMPROVEMENTS)**

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

SECTION 1.

A. This City Council has heretofore adopted Resolution No. 1268 (the “Resolution of Intention”) declaring its intention to order the construction of the improvements described in the Resolution of Intention (the “Improvements”) and to form the City of Rolling Hills Assessment District No. 2021-1 (Eastfield Drive Utility Improvements) (the “Assessment District”) under the provisions of the Municipal Improvement Act of 1913 (Division 12 of the California Streets and Highways Code, “the Act”).

B. This City Council has heretofore preliminarily approved a report prepared under and pursuant to the Act and, in particular, Section 10204 of the California Streets and Highways Code (the “Engineer’s Report”).

C. This City Council fixed March 22, 2021, at the hour of 7:00 p.m. at the regular meeting place of the City Council at City Hall Council Chambers, 2 Portuguese Bend Road, Rolling Hills, California 90274, as the time and place of hearing protests and objections to the improvements proposed in the Engineer’s Report to be made, the extent of the Assessment District proposed to be created, and/or to the proposed assessment.

D. The City Clerk has caused notice to be given of the passage of the Resolution of Intention, the filing of the Engineer’s Report and the time and place and purpose of said hearing, all as required by the Act and by Section 53753(c) of the California Government Code and Article XIID, Section 4 of the California Constitution (“Article XIID”).

E. A final Engineer’s Report (the “Final Report”) has been prepared setting forth the Improvements to be acquired and constructed, and the Final Report has been filed with the City Council and has been available for review by the property owners within the proposed Assessment District.

F. At the time and place stated in the aforesaid notice, a hearing was duly held by this City Council and, during the course of said hearing, the Final Report was duly presented and considered, all written protests and objections received, if any, were duly presented, read, heard and considered and all persons appearing at said hearing and desiring to be heard in the matter of said Final Report were heard, and a full, fair and complete hearing has been conducted.

G. This City Council has received all ballots filed with the City Clerk prior to the conclusion of the hearing, and the Assessment Engineer, on behalf of the City Clerk, has counted all ballots for and against the formation of the Assessment District as provided in Article XIID.

H. This City Council has considered the assessment proposed in the Final Report and the evidence presented at said hearing.

I. Under the provisions of Section 10424 of the California Streets and Highways Code, funds collected by the City Manager acting as the Superintendent of Streets (the "Superintendent of Streets") pursuant to an assessment under the Municipal Improvement Act of 1913 are required to be placed in a special improvement fund designated by the name of the assessment proceeding.

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

SECTION 3. The public hearing referred to in the recitals hereof has been duly held, and each and every step in the proceedings prior to and including the hearing has been duly and regularly taken. This City Council is satisfied with the correctness of the Final Report, including the assessment and diagram and the maximum annual assessment for administrative expenses, the proceedings and all matters relating thereto.

SECTION 4. The property within the Assessment District to be assessed as shown in the Final Report will be benefited by the Improvements.

SECTION 5. The City Council overrules and denies any and all protests, objections and appeals made in regard to these proceedings; and it finds and determines that a majority of the ballots received are in favor of the assessment. In tabulating the ballots, the ballots were weighted according to the proportional financial obligation of the affected property.

SECTION 6. The amount of the assessments shown in the Final Report and the proposed maximum annual assessment per parcel for administrative expenses shown are confirmed and are fixed in said amounts.

SECTION 7. The amounts to be assessed against the individual parcels shown on the assessment diagram contained in the Final Report are hereby approved and confirmed; and the City Council is authorized and directed to endorse the fact and date of such approval on the Final Report.

SECTION 8. The assessment diagram and assessment is to be placed on file in the office of the Superintendent of Streets, and the City Clerk is authorized and directed to record, or cause to be recorded, the assessment diagram and assessment in the office of the County Recorder of the County of Los Angeles as required by Sections 3114, 10401 and 10402 of the California Streets and Highways Code; and the City Clerk shall record, or cause to be recorded, a Notice of Assessment as required by Section 3114 of said Code.

Section 9. The Superintendent of Streets is authorized and directed to give notice of the recordation of the assessment, as provided in Section 10404 of said Code.

SECTION 10. The Superintendent of Streets is designated to receive the assessments paid during the 30-day cash payment period which shall commence on the date of filing the assessment diagram with the Superintendent of Streets.

SECTION 11. This Resolution shall take effect immediately upon its adoption.

SECTION 12. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, and ADOPTED on March 22, 2021.

JEFF PIEPER
MAYOR

ATTEST:

ELAINE JENG, P.E.
ACTING CITY CLERK

RESOLUTION NO. 1274

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ROLLING HILLS, CALIFORNIA DECLARING
ABANDONMENT OF PROCEEDINGS FOR CITY OF
ROLLING HILLS ASSESSMENT DISTRICT NO. 2021-1
(EASTFIELD DRIVE UTILITY IMPROVEMENTS)**

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

SECTION 1.

A. This City Council has previously adopted Resolution No. 1268 (the “Resolution of Intention”) and initiated proceedings for the acquisition of certain public works of improvement, namely, the undergrounding of existing electric, telephone and cable facilities, including the removal of poles, overhead wires, guys and anchors and the installation of new underground service connections and new streetlights and appurtenant work therewith, in a special assessment district designated as “City of Rolling Hills Assessment District No. 2021-1 (Eastfield Drive Utility Improvements)” (hereinafter referred to as the “Assessment District”) pursuant to the terms and provisions of the “Municipal Improvement Act of 1913”, being Division 12 of the Streets and Highways Code of the State of California (the “Act”), Article XIID of the Constitution of the State of California (“Article XIID”), and the Proposition 218 Omnibus Implementation Act (commencing with Section 53750 of the Government Code) (the “Implementation Act”) (the Act, Article XIID, and the Implementation Act are referred to herein collectively as the “Assessment Law”).

B. After notice of a public hearing, accompanied by ballot materials, was mailed, a full public hearing on the improvements and assessments was held on March 22, 2021, all in accordance with Assessment Law.

C. This City Council has received all ballots filed with the City Clerk prior to the conclusion of the hearing, and the Assessment Engineer on behalf of the City Clerk has counted all ballots for and against the formation of the Assessment District as provided in Article XIID.

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

SECTION 3. The public hearing referred to in the recitals hereof has been duly held, and each and every step in the proceedings prior to and including the hearing has been duly and regularly taken.

SECTION 4. This City Council finds and determines based upon the Certificate of Assessment Engineer who conducted the ballot tabulation that a majority of the ballots received are in opposition to the assessment. In tabulating the ballots, the ballots were weighted according to the proportional financial obligation of the affected property.

SECTION 5. The proceedings had and taken under and pursuant to the Assessment Law for the work and improvements proposed by said Resolution of Intention in the Assessment District are hereby ordered abandoned.

SECTION 6. The City Clerk shall immediately cause the recordation of a certified copy of this Resolution of Abandonment with the County Recorder. The certificate attached to the Resolution shall include a reference to the date of the adoption of this Resolution, the date of the original Resolution of Intention, and the date the map of the Assessment District was previously filed with the County Recorder.

SECTION 7. This Resolution shall take effect immediately upon its passage.

SECTION 8. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, and ADOPTED on March 22, 2021.

JEFF PIEPER
MAYOR

ATTEST:

ELAINE JENG, P.E.
ACTING CITY CLERK

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF ROLLING HILLS

The undersigned CERTIFIES as follows:

1. During all of the times herein mentioned, the undersigned was, and now is, the duly qualified and acting City Clerk of the City of Rolling Hills, California.
2. The attached Resolution abandoning proceedings for the construction of certain improvements in City of Rolling Hills Assessment District No. 2021-1 (Eastfield Drive Utility Improvements) was duly adopted on March 22, 2021.
3. Reference is hereby made to a Resolution of Intention, Resolution No. 1268, adopted on the January 25, 2021 for a further and complete description of the works of improvement and assessments proposed for the Assessment District.
4. A map of the proposed boundaries of the Assessment District was filed in the Office of the County Recorder of the County of Los Angeles on _____, 2021 in Assessment District Maps Book _____, Page _____.

EXECUTED this 22nd day of March, 2021.

ELAINE JENG, P.E.
ACTING CITY CLERK



FINAL ENGINEER'S REPORT FOR UNDERGROUNDING UTILITY ASSESSMENT DISTRICT NO. 2021-1 (EASTFIELD DRIVE UTILITY IMPROVEMENTS)

PREPARED UNDER THE PROVISIONS OF THE MUNICIPAL IMPROVEMENT ACT OF 1913

CITY OF ROLLING HILLS



TABLE OF CONTENTS

	Page
Introduction and Certifications.....	1
PART I Plans and Specifications.....	5
PART II Cost Estimate	6
PART III Assessment Roll and Method of Assessment Spread.....	7
Table 1 - Assessment Roll.....	9
Debt Limit Valuation.....	10
Exhibit 1-Method and Formula of Assessment Spread	11
PART IV Annual Administrative Assessment	17
PART V Diagram of Assessment District.....	18
PART VI Description of Facilities.....	20
Right-of-Way Certificate.....	22
Certification of Completion of Environmental Proceedings	23
APPENDIX	
A. Assessment Calculations	



AGENCY: CITY OF ROLLING HILLS

PROJECT: UNDERGROUNDING UTILITY ASSESSMENT DISTRICT NO. 2021-1 (Eastfield Drive Utility Improvements)

TO: CITY COUNCIL

ENGINEER'S "REPORT" PURSUANT TO THE
PROVISIONS OF SECTIONS 2961 AND 10204
OF THE STREETS AND HIGHWAYS CODE

The purpose of this Assessment District is to provide financing to underground power, telephone and cable facilities in the area known as Eastfield Drive Utility Improvements. The proposed underground utility improvements will provide conversion to an upgraded utility system and will enhance neighborhood aesthetics, safety and reliability.

The construction of these improvements will conform to existing City of Rolling Hills, Southern California Edison, Crown Castle, Cox and Frontier standards. By virtue of such improvements, the proposed improvements are of special and direct benefit to these properties.

Pursuant to the provisions of Article XIID of the State Constitution, Part 7.5 of the "Special Assessment Investigation, Limitation and Majority Protest Act of 1931", being Division 4 of the Streets and Highways Code of the State of California, and the "Municipal Improvement Act of 1913", being Division 12 of said Code, and the Resolution of Intention, adopted by the City Council of the CITY OF ROLLING HILLS, State of California, in connection with the proceedings for Undergrounding Utility Assessment District No. 2021-1 (Eastfield Drive Utility Improvements) (hereinafter referred to as the "Assessment District"), I, Jeffrey M. Cooper, P.E., a Registered Professional Engineer and authorized representative of NV5, Inc., the duly appointed Engineer of Work, herewith submits the "Report" for the Assessment District, consisting of six (6) parts as stated below.

PART I

This part contains the plans and specifications which describe the general nature, location and extent for the proposed improvements to be constructed, and are filed herewith and made a part hereof. Said plans and specifications are on file in the Office of the Superintendent of Streets.

PART II

This part contains an estimate of the cost of the proposed improvements, including capitalized interest, if any, incidental costs and expenses in connection therewith as set forth herein and attached hereto.

PART III

This part consists of the following information:

- A. A proposed assessment of the total amount of the costs and expenses of the proposed improvements upon the several subdivisions of land within the Assessment District, in proportion to the special benefits to be received by such subdivisions from said improvements, which is set forth upon the assessment roll filed herewith and made a part hereof.
- B. The total amount, as near as may be determined, of the total principal sum of all unpaid special assessments and special assessments required or proposed to be levied under any completed or pending assessment proceedings, other than that contemplated for the Assessment District, which would require an investigation and report under the "Special Assessment Investigation, Limitation and Majority Protest Act of 1931" against the total area proposed to be assessed.
- C. The total true value, determined from the latest Assessor's roll, of the parcels of land and improvements which are proposed to be assessed.

PART IV

This part contains the proposed maximum annual administrative assessment to be levied upon each subdivision or parcel of land within the Assessment District to pay the costs incurred by the CITY OF ROLLING HILLS, and not otherwise reimbursed, resulting from the administration and collection of assessments, from the administration and registration of any associated bonds and reserve or other related funds, or both.

PART V

This part contains a map showing the boundaries of the Assessment District, and a diagram showing the Assessment District, the boundaries and the dimensions of the subdivisions of land within said Assessment District, as the same existed at the time of the passage of the Resolution of Intention. The Boundary Map and Assessment Diagram are filed herewith and made a part hereof, and part of the assessment.

PART VI

This part shall consist of the following information:

- A. Description of facilities
- B. Right-of-Way Certificate
- C. Environmental Certificate

This report is submitted on March 22, 2021



NV5, INC.

A handwritten signature in blue ink, appearing to read "Jeffrey M. Cooper", written over a horizontal line.

JEFFREY M. COOPER, P.E.
 R.C.E. No. 31572
 ENGINEER OF WORK
 CITY OF ROLLING HILLS
 STATE OF CALIFORNIA

PART I Plans and Specifications

The plans and specifications to construct the utility undergrounding improvements, and any ancillary improvements thereof, for the area generally described as Undergrounding Utility Assessment District No. 2021-1 (Eastfield Drive Utility Improvements) describe the general nature, location and extent of the improvements for Assessment District are referenced herein and incorporated as if attached and a part of this Report.

Final plans and specifications have been prepared for the City by the utility companies and are on file in the office of the Superintendent of Streets.

Part II Cost Estimate

Undergrounding Utility Assessment District No. 2020-1 (Eastfield Drive Utility Improvements)				Estimated Costs	
				Preliminary	Final
<u>Utility Engineering & Construction</u>					
Southern California Edison (includes \$50,000 credit for design)				\$1,281,935.00	\$1,281,935.00
Frontier				\$883,382.00	\$883,382.00
Crown Castle				\$287,061.00	\$287,061.00
Cox				\$321,463.64	\$321,463.64
				\$2,773,841.64	\$2,773,841.64
Contingency 10%				\$277,384.16	\$277,384.16
TOTAL CONSTRUCTION				\$3,051,225.80	\$3,051,225.80
<u>INCIDENTAL EXPENSES</u>					
Assessment Engineering (City of Rolling Hills contributed 1/3 of cost)				\$19,090.00	\$19,090.00
Design Engineering (RHCA and City of Rolling Hills contributed 1/3 of cost each)				\$25,067.00	\$25,067.00
City/Consultant Inspection				\$33,800.00	\$33,800.00
City Administration				\$0.00	\$0.00
Financial Advisor/Bank Counsel				\$21,000.00	\$21,000.00
Bond Counsel				\$37,500.00	\$37,500.00
Printing, Advertisting, Notices				\$1,000.00	\$1,000.00
Miscellaneous				\$1,000.00	\$1,000.00
Underwriter				\$51,600.00	\$51,600.00
Subtotal Incidental Expenses				\$190,057.00	\$190,057.00
Construction				\$3,051,225.80	\$3,051,225.80
Subtotal Incidental & Construction				\$3,241,282.80	\$3,241,282.80
<u>FINANCIAL COSTS</u>					
Bond Reserve				\$279,107.29	\$279,107.29
Subtotal & Financial Costs				\$279,107.29	\$279,107.29
TOTAL ESTIMATE				\$3,520,390.09	\$3,520,390.09

Part III Assessment Roll and Method of Assessment Spread

WHEREAS, on January 25, 2021 the City Council of the CITY OF ROLLING HILLS, State of California, did, pursuant to the provisions of the 1913 Act "Municipal Improvement Act of 1913 ", being Division 12 of the Streets and Highways Code, of the State of California, adopt its Resolution of Intention No. 2021-1268, for the installation and construction of certain public improvements, together with appurtenances and appurtenant work in connection therewith (the "improvements"), in a special assessment district known and designated as "Undergrounding Utility Assessment District No. 2021-1 (Eastfield Drive Utility Improvements)" (hereinafter referred to as the "Assessment District"); and

WHEREAS, said Resolution of Intention, as required by Law, did direct the Engineer of Work to make and file a "Report", consisting of the following as required by Section 10204 of the Act:

- a. Plans and Specifications
- b. A general description of works or appliances already installed and any other property necessary or convenient for the operation of the improvement, if the works, appliances, or property are to be acquired as part of the improvement.
- c. Cost Estimates
- d. Assessment Diagram showing the Assessment District and the subdivisions of land therein;
- e. A proposed assessment of the costs and expenses of the works of improvement levied upon the parcels within the boundaries of the Assessment District;
- f. The proposed maximum annual assessment to be levied upon each subdivision or parcel of land within the Assessment District to pay the costs incurred by the City and not otherwise reimbursed resulting from the administration and collection of assessments or from the administration and registration of any associated bonds and reserve or other related funds.

For particulars, reference is made to the Resolution of Intention as previously adopted.

NOW, THEREFORE, I, JEFFREY M. COOPER, P.E., the authorized representative of NV5, pursuant to Article XIID of the California Constitution and the "Municipal Improvement Act of 1913", do hereby submit the following:

1. Pursuant to the provisions of Law and the Resolution of Intention, I have assessed the costs and expenses of the works of improvement to be performed in the Assessment District upon the parcels of land in the Assessment District specially benefited thereby in direct proportion and relation to the special benefits to be received by each of said parcels. For particulars as to the identification of said parcels, reference is made to the Assessment Diagram, a copy of which is attached hereto and incorporated herein.
2. As required by law, a Diagram is hereto attached, showing the Assessment District, as well as the boundaries and dimensions of the respective parcels and subdivisions of land within said

District as the same existed at the time of the passage of said Resolution of Intention, each of which subdivisions of land or parcels or lots respectively have been given a separate number upon said Diagram and in said Assessment Roll.

3. The subdivisions and parcels of land the numbers therein as shown on the respective Assessment Diagram as attached hereto correspond with the numbers as appearing on the Assessment Roll as contained herein.
4. NOTICE IS HEREBY GIVEN that bonds will be issued in accordance with Division 10 of the Streets and Highways Code of the State of California (the "Improvement Bond Act of 1915"), to represent all unpaid assessments, which bonds shall be issued in one or more series, each with a term not to exceed the legal maximum term as authorized by law, THIRTY-NINE (39) YEARS from the 2nd day of September next succeeding twelve (12) months from their date. Said bonds shall bear interest at a rate not to exceed the current legal maximum rate of 12% per annum.
5. By virtue of the authority contained in said "Municipal Improvement Act of 1913", and by further direction and order of the legislative body, I hereby recommend the following Assessment to cover the costs and expenses of the works of improvement for the Assessment District based on the costs and expenses as set forth below:

	As Preliminary Approved	As Confirmed
Estimated Cost of Construction:	\$3,051,225.80	\$3,051,225.80
Estimated Incidental Expenses:	\$190,057.00	\$190,057.00
Estimated Financial Costs:	\$279,107.29	\$279,107.29
Estimated Contribution:	\$0	\$0
Estimated Total to Assessment:	\$3,520,390.09	\$3,520,390.09

For particulars as to the individual assessments and their descriptions, reference is made to Table 1 (Assessment Roll) attached hereto.

6. The Method of Spread of Assessment is as set forth in the exhibit identified as Part III (Exhibit I), which is attached hereto, referenced and so incorporated.

Table 1
Assessment

Asmt No.	Assessor's Parcel Number	Total True Value**	Existing Liens*	Assessments as Preliminarily Approved ^[1]	Assessments as Confirmed and Recorded ^[1]	Value To Lien Ratio
1	7567-002-008	\$1,437,281.00	-	\$ 188,807.00	\$ 188,807.00	7.6
2	7567-002-007	\$2,625,385.00	-	\$ 190,854.19	\$ 190,854.19	13.8
3	7567-002-006	\$2,589,625.00	-	\$ 210,590.56	\$ 210,590.56	12.3
4	7567-002-005	\$2,161,284.00	-	\$ 191,536.21	\$ 191,536.21	11.3
5	7567-002-004	\$1,334,968.00	-	\$ 148,356.86	\$ 148,356.86	9.0
6	7567-003-021	\$1,463,287.00	-	\$ 181,492.97	\$ 181,492.97	8.1
7	7567-003-027	\$2,362,470.00	-	\$ 185,766.42	\$ 185,766.42	12.7
8	7567-003-026	\$1,378,199.00	-	\$ 188,732.86	\$ 188,732.86	7.3
9	7567-003-025	\$2,250,020.00	-	\$ 190,723.04	\$ 190,723.04	11.8
10	7567-003-022	\$2,283,678.00	-	\$ 192,803.31	\$ 192,803.31	11.8
11	7567-003-020	\$1,475,000.00	-	\$ 196,119.89	\$ 196,119.89	7.5
12	7567-003-047	\$2,024,700.00	-	\$ 172,505.82	\$ 172,505.82	11.7
13	7567-003-046	\$2,065,561.00	-	\$ 177,435.06	\$ 177,435.06	11.6
14	7567-003-045	\$1,773,865.00	-	\$ 172,967.72	\$ 172,967.72	10.3
15	7567-003-044	\$398,468.00	-	\$ 174,729.80	\$ 174,729.80	2.3
16	7567-003-043	\$1,497,997.00	-	\$ 172,735.06	\$ 172,735.06	8.7
17	7567-003-042	\$1,688,184.00	-	\$ 197,202.22	\$ 197,202.22	8.6
18	7567-003-041	\$2,568,944.00	-	\$ 188,296.05	\$ 188,296.05	13.6
19	7567-003-040	\$5,534,231.00	-	\$ 198,735.05	\$ 198,735.05	27.8

^[1] Amounts shown may be one (1) penny off due to rounding

Table 2
Debt Limit Valuation

A. ESTIMATED BALANCE TO ASSESSMENT (Not including city owned parcels)	\$3,520,390.09
B. UNPAID SPECIAL ASSESSMENTS	\$0
TOTAL A&B	\$3,520,390.09
C. TRUE VALUE OF PARCELS (Not including city owned parcels)	\$38,913,147.00
AVERAGE VALUE TO LIEN RATIO	11:1

* Unpaid Special Assessments shall consist of the total principal sum of all unpaid special assessments previously levied or proposed to be levied other than in the instant proceedings.

** True Value of Parcels means the total value of the land and improvements as estimated and shown on the last equalized roll of the County or as otherwise reasonably calculated.

This report does not represent a recommendation of parcel value, economic viability or financial feasibility, as that is not the responsibility of the Assessment Engineer.

CERTIFICATION

I, the undersigned Assessment Engineer, do hereby certify that (i) the total amount of the principal sum of the special assessments proposed to be levied, together with the principal amount of previously levied special assessments, as set forth above, do not exceed one-half (1/2) the total true value of the parcels proposed to be assessed, and (ii) the amount proposed to be assessed upon any parcel does not exceed one-half of the true value of the parcel.

EXECUTED ON March 22, 2021



NV5, INC.

A handwritten signature in blue ink, appearing to read "Jeffrey M. Cooper".

JEFFREY M. COOPER, P.E.
R.C.E. No. 31572
ENGINEER OF WORK
CITY OF ROLLING HILLS
STATE OF CALIFORNIA

Exhibit 1

Method and Formula of Assessment Spread

Since the improvements are to be funded by the levying of assessments, the "Municipal Improvement Act of 1913" and Article XIID of the State Constitution require that assessments must be based on the special benefit that the properties receive from the works of improvement. In addition, Section 4 of Article XIID of the State Constitution requires that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. Section 4 provides that only special benefits are assessable and the local agency levying the assessment must separate the general benefits from the special benefits. It also provides that parcels within a district that are owned or used by any public agency, the State of California, or the United States shall not be exempt from assessment unless the agency can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit. Neither the Act nor the State Constitution specifies the method or formula that should be used to apportion the costs to properties in any special assessment district proceedings.

The responsibility for recommending an apportionment of the costs to properties which specially benefit from the improvements rests with the Assessment Engineer, who is appointed for the purpose of making an analysis of the facts and determining the correct apportionment of the assessment obligation. In order to apportion the assessments to each parcel in direct proportion with the special benefit which it will receive from the improvements, an analysis has been completed and is used as the basis for apportioning costs to each property within the Assessment District.

Based upon an analysis of the special benefit to be received by each parcel from the construction of the works of improvement, the Assessment Engineer recommends the apportionment of costs as outlined below. The final authority and action rests with the City Council after hearing all testimony and evidence presented at a public hearing, and tabulating the assessment ballots previously mailed to all record owners of property within the Assessment District. Upon the conclusion of the public hearing, the City Council must make the final determination whether or not the assessment spread has been made in direct proportion to the special benefits received by each parcel within the Assessment District. Ballot tabulation will be done at that time and, if a majority of the returned ballots weighted by assessment amount are not in opposition to the Assessment District, the City Council may form the Assessment District.

The following sections set forth the methodology used to apportion the costs of the improvements to each parcel.

SPECIAL BENEFITS

In further making the analysis, it is necessary that the properties receive a special benefit distinguished from general benefits conferred on real property located in the District or to the public at large.

The purpose of this Assessment District is to provide the financing to underground existing overhead electrical, telephone and cable facilities as well as rehabilitate the affected portions of streets and alleys within the District. These facilities are the direct source of service to the properties within the Assessment District.

The proposed replacement of existing overhead utility facilities (power, telephone and cable facilities) with underground facilities and removal of the existing utility poles and the overhead wires will provide a special benefit to the parcels connected to and adjacent to, or in near proximity of, the facilities as follows:

- Improved Aesthetics Benefit. This benefit relates to the improved aesthetics of the streetscape due to the removal of overhead wires and utility poles. For the purposes of this report, a street is defined as either a street or alley. The removal of guy wires and other support structures related to the overhead facilities are included in the definition of improved aesthetics. Properties that are directly adjacent to overhead facilities receive an aesthetic benefit. This benefit is based on the area of the parcel.
- Safety Benefit. This benefit relates to the additional safety of having the overhead distribution wires placed underground and having the power poles removed, which eliminates the threat of downed utility lines and poles due to wind, rain and other unforeseeable events. Falling facilities can lead to personal injuries and damage to structures, including fire. Properties immediately adjacent to the facilities usually have a greater risk. Furthermore, in areas like Eastfield Drive, the negative effects of falling lines and poles are widespread including blocked driveways and property damage due to impact. Properties that are adjacent to, or in proximity of, overhead facilities receive a safety benefit. This benefit is based on the average area of the parcels in the District.
- Reliability Benefit. This benefit relates to the enhanced reliability of service from the utilities being underground, due to having all new wires and equipment and having that equipment underground, which reduces the threat of service interruption from downed lines. When compared to overhead systems, fewer outages occur due to various acts of nature, traffic collisions and obstructions (such as trees). Properties that are connected to, or have the ability to connect to, the facilities proposed to be undergrounded receive a reliability benefit. This benefit is based on the average area of the parcels in the District.

By virtue of such special benefits, the proposed improvements will provide a higher level of service, increase the desirability of the properties and will specifically enhance the values of the properties within the Assessment District. Therefore, the proposed improvements are of direct and special benefit to these properties.

GENERAL BENEFITS

Section 4 of Article XIID requires that the general benefits imparted by the utility undergrounding project be separated from the special benefits and that only the special benefit portion of the costs of the project be assessed against those parcels which are identified as receiving special benefits. Separating the general from the special benefits requires an examination of the facts and circumstances of the project and the property being assessed.

In this particular assessment district, the streets along which the existing overhead utility facilities are being undergrounded function as local and collector streets. No other roadways are designated as an arterial, a major arterial or a scenic corridor in the Transportation Element of the City's General Plan. Furthermore, the City has an established network of arterial streets which appear to function as intended to provide for the movement of traffic around and through the community at large without the need to utilize local collector streets for such purposes. Under these circumstances, any use of the streets within the assessment district as "through" streets is incidental.

The properties situated within the assessment district are used almost exclusively as residential. Under this circumstance, the impacts, both visual and safety, are largely isolated to those properties (and the persons who inhabit them) which front on the local streets, with only incidental impacts on those who visit homes within the assessment district or who pass through the assessment district on trips originating outside the boundary and having a destination outside the boundary.

Based on these facts and circumstances, any general benefits to the property within the Assessment District in general, to the surrounding community and to the public at large from the project of undergrounding these local overhead utility facilities on the local streets and alleys, such as to the general public visiting in cars, on bikes or on foot, are incidental and do not exceed five percent (5%) of the estimated project costs. This general benefit portion of the cost is more than offset by the approximate 20% percent utility company contribution (included in the cost estimate on page 7 as net costs). Therefore, the remainder of the project design and construction costs represents the local and special benefits to the parcels within the Assessment District. Because only the net amount of \$3,520,390.09 is apportioned to the parcels within the District, no parcel is assessed more than its proportional share of the special benefits from the improvements.

METHODOLOGY

Based upon the findings described above, the special benefit received by the properties within the boundaries of the Assessment District is the conversion from an overhead to an underground utility system resulting in additional safety, enhanced reliability, and improved aesthetics to the adjacent properties.

Based on these conditions, it is our conclusion that the improvements specially benefit all assessed properties in the Assessment District.

To establish the benefit to the individual parcels within the Assessment District, the highest and best use of each property is considered. For example, a vacant property is considered developed to its highest potential and connected to the system.

The more a property is developed, the more it benefits from the proposed improvements. All of the properties within this Assessment District are zoned residential. There is a direct correlation between the size of a property and the extent to which a property may develop. Because parcel size is one of the main limiting factors for what can be built on a property, or the extent the property is developed, the size of each parcel is used as the base unit for measuring benefit.

The special benefits from the undergrounding of overhead utilities are categorized into the three (3) distinct benefits identified above. All parcels within the District receive 3 of the 3 benefits. For the Improved Aesthetics Benefit, the parcel area is multiplied by 1 to calculate the "Aesthetics Benefit Area." For the Reliability Benefit and Safety Benefit, the average parcel area within the district is determined and applied to the parcel, the "Reliability Benefit Area" and "Safety Benefit Area" are the average size of parcels in the District. The Assessed Benefit Area per parcel is equal to the Aesthetics Benefit Area plus the Safety Benefit Area plus the Reliability Benefit Area, divided by 3.

ASSESSMENT APPORTIONMENT

Each parcel will be apportioned its fair share of the construction costs based on the Assessed Benefit Area calculated for each property.

Incidental Expenses and Financial Costs have been assessed to the entire Assessment District on a prorata basis relative to the total construction cost allocations.

The individual assessment calculations are provided in Appendix A. For particulars to the Assessment Roll, reference is made to Table 1 in Part III of this report.

In conclusion, it is my opinion that the assessments for the referenced Assessment District have been spread in direct accordance with the special benefits that each parcel receives from the works of improvement.

Dated: March 22, 2021



NV5, INC.

JEFFREY M. COOPER, P.E.
R.C.E. No. 31572
ENGINEER OF WORK
CITY OF ROLLING HILLS
STATE OF CALIFORNIA

I, _____ as CITY CLERK of the CITY OF ROLLING HILLS, CALIFORNIA do hereby certify that the foregoing Assessment, together with the Diagram attached thereto, was filed in my office on the ____ day of _____, 2021.

CITY CLERK
CITY OF ROLLING HILLS
STATE OF CALIFORNIA

I, _____ as CITY CLERK of the CITY OF ROLLING HILLS, CALIFORNIA do hereby certify that the foregoing Assessment, together with the Diagram attached thereto, was preliminarily approved by the City Council of the CITY OF ROLLING HILLS, CALIFORNIA, on the ____ day of _____, 2021.

CITY CLERK
CITY OF ROLLING HILLS
STATE OF CALIFORNIA

I, _____ as CITY CLERK of the CITY OF ROLLING HILLS, CALIFORNIA do hereby certify that the foregoing Assessment, together with the Diagram attached thereto, was approved and confirmed by the City Council of the CITY OF ROLLING HILLS, CALIFORNIA, on the ____ day of _____, 2021.

CITY CLERK
CITY OF ROLLING HILLS
STATE OF CALIFORNIA

I, _____ as SUPERINTENDENT OF STREETS of the CITY OF ROLLING HILLS, CALIFORNIA do hereby certify that the foregoing Assessment, together with the Diagram attached thereto, was recorded in my office on the ____ day of _____, 2021.

SUPERINTENDENT OF STREETS
CITY OF ROLLING HILLS
STATE OF CALIFORNIA

PART IV Annual Administrative Assessment

A proposed maximum annual administrative assessment shall be levied on each parcel of land and subdivision of land within the Assessment District to pay for necessary costs and expenses incurred by the CITY OF ROLLING HILLS, and not otherwise reimbursed, resulting from the administration and collection of assessments, from the administration or registration of any bonds and reserve or other related funds, or both. The maximum assessment is authorized pursuant to the provisions of Section 10204(f) of the Streets and Highways Code and shall not exceed two hundred dollars (\$200) per parcel per year, subject to an annual increase based on the Consumer Price Index (CPI), during the preceding year ending in January, for all Urban Consumers in the Los Angeles, Riverside, and Orange County areas. The exact amount of the administration charge will be established each year by the Superintendent of Streets.

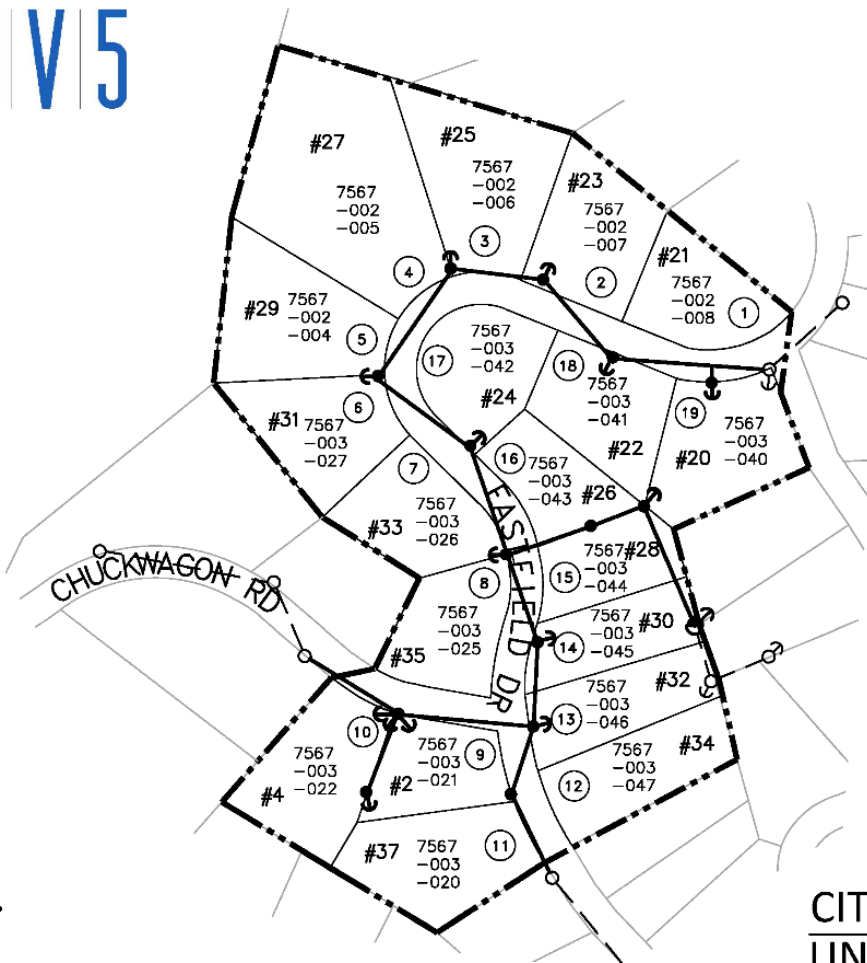
This administration assessment is separate from, and in addition to, (a) the per-parcel collection fee that may be added to each annual assessment under California Streets and Highways Code Sections 8682 (to cover expenses of collection) and 8682.1 (to cover bond administration costs), and (b) any fees payable to the City in connection with Assessment prepayments after the issuance of Bonds, apportionment of Assessments to reflect parcels splits or parcel mergers, and late charges and penalties for delinquent Assessment installments.

The annual administrative assessment will be collected in the same manner and in the same installments as the assessment levied to pay for the cost of the works of improvement.

PART V Diagram of Assessment

A reduced copy of the Assessment Diagram is attached hereto. Full-sized copies of the Boundary Map and Assessment Diagram are on file in the Office of the City Clerk, of the City of Rolling Hills.

As required by the Act, the Assessment Diagram shows the exterior boundaries of the Assessment District and the assessment number assigned to each parcel of land corresponding to its number as it appears in the Assessment Roll contained in Part III Table I. The Assessor's Parcel Number is also shown for each parcel as they existed at the time of the passage of the Resolution of Intention and reference is hereby made to the Assessor's Parcel Maps of the County of Los Angeles for the boundaries and dimensions of each parcel of land.



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

N.T.S.
2/5/2021

CITY OF ROLLING HILLS
UNDERGROUNDING UTILITY ASSESSMENT
DISTRICT NO. 2021-1
(EASTFIELD DRIVE UTILITY IMPROVEMENTS)

Part VI Description of Facilities

Section 10100 of the Act provides for the legislative body of any municipality to finance certain capital facilities and services within or along its streets or any public way or easement. The following is a list of proposed improvements as allowed under the Act to be installed, or improved under the provisions of the Act, including the acquisition of required right-of-way and/or property. For the general location of the improvements to be constructed referenced is hereby made to the Plans and Specifications described in Part I of this report.

The following improvements are proposed to be constructed and installed in the general location referred to as Undergrounding Utility Assessment District No. 2021-1 (Eastfield Drive Utility Improvements).

1. Acquisition of any required easements or rights-of-way.
2. Removal of existing utility poles.
3. Removal of overhead resident service drops.
4. Construction of mainline underground power, telephone and cable conduit, with appurtenant manholes and pullboxes, and installation of cabling, wiring and other facilities.
5. Construction of service conduit and appurtenances.

The improvements will be designed by the Southern California Edison Company, Charter and Frontier. The utility companies will be responsible for inspecting the work for their facilities and the City of Rolling Hills will inspect the work to ensure conformance to City standards and specifications where applicable.

The City will also construct additional pavement rehabilitation as needed for the project.

Once completed, the underground facilities will become the property and responsibility of Southern California Edison Company, Charter, and Frontier.

Each owner of property located within the Assessment District will be responsible for arranging for and paying for work on his or her property necessary to connect facilities constructed by the public utilities in the public streets and alleys to the points of connection on the private property. Conversion of individual service connections on private property is not included in the work done by the Assessment District.

The estimated time for completion of the undergrounding of the utilities is 36 months after the sale of bonds. Property owners will be required to provide necessary underground connections within 120 days of the completion of the underground facilities.

Failure to convert individual service connections on private property may result in a recommendation to the City Council that the public utilities be directed to discontinue service to that property pursuant to Section 15.32.100 of the Municipal Code. Overhead facilities cannot be removed until all overhead service has been discontinued.

Right-of -Way Certificate

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF ROLLING HILLS

The undersigned hereby CERTIFIES UNDER PENALTY OF PERJURY that the following is all true and correct.

That at all time herein mentioned, the undersigned was, and now is, the authorized representative of the duly appointed SUPERINTENDENT OF STREETS of the CITY OF ROLLING HILLS, CALIFORNIA.

That there have now been instituted proceedings under the provisions of Article XIII D of the California Constitution, and the "Municipal Improvements Act of 1913," being Division 12 of the Streets and Highways Code of the State of California, for the construction of certain public improvements in a special assessment district known and designated as UNDERGROUNDING UTILITY ASSESSMENT DISTRICT NO. 2021-1 (Eastfield Drive Utility Improvements) (hereinafter referred to as the "Assessment District").

THE UNDERSIGNED STATES AND CERTIFIES AS FOLLOWS:

All easements or right-of-way necessary for the construction and installation of the public improvements of the Assessment District either have been obtained or are in process of being obtained and will be obtained and in the possession of the affected utility company, the City, the County of Los Angeles or the State of California prior to commencement of the construction and installation of such public improvements.

EXECUTED this _____ day of _____, 2021 at CITY OF ROLLING HILLS, California.

SUPERINTENDENT OF STREETS
CITY OF ROLLING HILLS
State of California

By: _____



Certificate of Completion of Environmental Proceedings

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF ROLLING HILLS

The undersigned, under penalty of perjury, CERTIFIES as follows:

1. That I am the person who authorized to prepare and process all environmental documentation as needed as it relates to the formation of the special Assessment District being formed pursuant to the provisions of the "Municipal Improvement Act of 1913" being Division 12 of the Streets and Highways Code of the State of California, said special Assessment District known and designated as UNDERGROUNDING UTILITY ASSESSMENT DISTRICT NO. 2021-1 (Eastfield Drive Utility Improvements) (hereinafter referred to as the "Assessment District").
2. The specific environmental proceedings relating to this Assessment District that have been completed are as follows:

CEQA compliance review:

The proposed project is Categorically Exempt (Class 2) from the provisions of CEQA (replacement or reconstructions).

3. I do hereby certify that all environmental evaluation proceedings necessary for the formation of the Assessment District have been completed to my satisfaction, and that no further environmental proceedings are necessary.

EXECUTED this _____ day of _____, 2021 at CITY OF ROLLING HILLS, California.

By: _____

CITY OF ROLLING HILLS
STATE OF CALIFORNIA

APPENDIX

A. Assessment Calculations

Property Address	Asmt No.	Assessor's Parcel Number	Parcel Area (sf)	Assigned Connections	Aesthetics Benefit (YES/NO)	Aesthetics Benefit Area	Safety Benefit (YES/NO)	Safety Benefit Area	Reliability Benefit Area	Assessed Benefit Area	Construction & Contingency Costs	Incidental Expenses	Bond Costs	Total Assessment ^[2]	Cash Payments ^[2]
21 EASTFIELD DR.	1	7567-002-008	57,242	1	YES	57,242	YES	54,152.74	54,152.74	55,182.49	\$ 163,644.59	\$ 10,193.21	\$ 14,969.20	\$ 188,807.00	\$ 173,837.80
23 EASTFIELD DR.	2	7567-002-007	59,037	1	YES	59,037	YES	54,152.74	54,152.74	55,780.82	\$ 165,418.95	\$ 10,303.74	\$ 15,131.50	\$ 190,854.19	\$ 175,722.69
25 EASTFIELD DR.	3	7567-002-006	76,342	1	YES	76,342	YES	54,152.74	54,152.74	61,549.16	\$ 182,525.04	\$ 11,369.25	\$ 16,696.26	\$ 210,590.56	\$ 193,894.29
27 EASTFIELD DR.	4	7567-002-005	59,635 ^[1]	1	YES	59,635	YES	54,152.74	54,152.74	55,980.16	\$ 166,010.08	\$ 10,340.56	\$ 15,185.58	\$ 191,536.21	\$ 176,350.64
29 EASTFIELD DR.	5	7567-002-004	21,775 ^[1]	1	YES	21,775	YES	54,152.74	54,152.74	43,360.16	\$ 128,585.26	\$ 8,009.41	\$ 11,762.19	\$ 148,356.86	\$ 136,594.67
2 CHUCKWAGON DR.	6	7567-003-021	50,829	1	YES	50,829	YES	54,152.74	54,152.74	53,044.82	\$ 157,305.30	\$ 9,798.35	\$ 14,389.32	\$ 181,492.97	\$ 167,103.65
31 EASTFIELD DR.	7	7567-003-027	54,576	1	YES	54,576	YES	54,152.74	54,152.74	54,293.82	\$ 161,009.23	\$ 10,029.06	\$ 14,728.13	\$ 185,766.42	\$ 171,038.29
33 EASTFIELD DR.	8	7567-003-026	57,177	1	YES	57,177	YES	54,152.74	54,152.74	55,160.82	\$ 163,580.33	\$ 10,189.21	\$ 14,963.32	\$ 188,732.86	\$ 173,769.54
35 EASTFIELD DR.	9	7567-003-025	58,922	1	YES	58,922	YES	54,152.74	54,152.74	55,742.49	\$ 165,305.27	\$ 10,296.66	\$ 15,121.11	\$ 190,723.04	\$ 175,601.93
4 CHUCKWAGON DR.	10	7567-003-022	60,746	1	YES	60,746	YES	54,152.74	54,152.74	56,350.49	\$ 167,108.31	\$ 10,408.97	\$ 15,286.04	\$ 192,803.31	\$ 177,517.27
37 EASTFIELD DR.	11	7567-003-020	63,654	1	YES	63,654	YES	54,152.74	54,152.74	57,319.82	\$ 169,982.88	\$ 10,588.02	\$ 15,548.98	\$ 196,119.89	\$ 180,570.90
34 EASTFIELD DR.	12	7567-003-047	42,949	1	YES	42,949	YES	54,152.74	54,152.74	50,418.16	\$ 149,515.88	\$ 9,313.16	\$ 13,676.79	\$ 172,505.82	\$ 158,829.03
32 EASTFIELD DR.	13	7567-003-046	47,271	1	YES	47,271	YES	54,152.74	54,152.74	51,858.82	\$ 153,788.20	\$ 9,579.27	\$ 14,067.59	\$ 177,435.06	\$ 163,367.47
30 EASTFIELD DR.	14	7567-003-045	43,354	1	YES	43,354	YES	54,152.74	54,152.74	50,553.16	\$ 149,916.22	\$ 9,338.09	\$ 13,713.41	\$ 172,967.72	\$ 159,254.31
28 EASTFIELD DR.	15	7567-003-044	44,899	1	YES	44,899	YES	54,152.74	54,152.74	51,068.16	\$ 151,443.46	\$ 9,433.22	\$ 13,853.11	\$ 174,729.80	\$ 160,876.68
26 EASTFIELD DR.	16	7567-003-043	43,150	1	YES	43,150	YES	54,152.74	54,152.74	50,485.16	\$ 149,714.57	\$ 9,325.53	\$ 13,694.96	\$ 172,735.06	\$ 159,040.10
24 EASTFIELD DR.	17	7567-003-042	64,603	1	YES	64,603	YES	54,152.74	54,152.74	57,636.16	\$ 170,920.97	\$ 10,646.45	\$ 15,634.79	\$ 197,202.22	\$ 181,567.43
22 EASTFIELD DR.	18	7567-003-041	56,794	1	YES	56,794	YES	54,152.74	54,152.74	55,033.16	\$ 163,201.73	\$ 10,165.63	\$ 14,928.69	\$ 188,296.05	\$ 173,367.36
20 EASTFIELD DR.	19	7567-003-040	65,947	1	YES	65,947	YES	54,152.74	54,152.74	58,084.16	\$ 172,249.53	\$ 10,729.21	\$ 15,756.32	\$ 198,735.05	\$ 182,978.73
Totals										1,028,902.00	\$ 3,051,225.80	\$ 190,057.00	\$ 279,107.29	\$ 3,520,390.09	\$ 3,241,282.80

^[1] Parcel area adjusted to account for undeveloped land on slope

^[2] Amounts shown may be one (1) penny off due to rounding



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NV5
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Email: Jeff.Cooper@nv5.com



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.A

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND DISCUSS A CAMPAIGN FOR FIRE FUEL MANAGEMENT IN THE CANYONS.

DATE: March 22, 2021

BACKGROUND:

In response to the community's feedback that the amount of fire fuel in the canyons is a major safety concern, the City Council considered an incentive program to encourage fuel management. The discussions at the March 8, 2021 City Council meeting raised questions about the reasons for the abundance of fuel in the canyons.

- Is the community aware of available services that can assist with fuel management? Republic Services provides one free 40 cubic yard green waste bin per property per year. Through Republic Services, the City provides two greenwaste events per calendar year.
- Is the cost an obstacle to fuel management? The term "denude" has been widely used in the community when discussing fire fuel management in the canyons. According to the Los Angeles County Fire Department, fire fuel management does not include complete clearing of vegetation but does include reduction of fuel by manicuring the vegetation into a mosaic layout. The gaps between vegetation will eliminate fuel ladder.

DISCUSSION:

The discussions from March 8, 2021 led to the following:

- Educate the community on available services to support fire fuel management.
- Educate the community on the appropriate methods to manage fuel in the canyons.
- Hold a focus group to collect data on the reasons for the abundance of vegetation and fire fuel in the canyons, and solicit possible solutions.
- Assign the City Council Fire Fuel Committee or a City Council Ad Hoc subcommittee to draft a policy for fire fuel management in the canyons.

The City Council directed staff to bring back the item for further discussion at the next City Council meeting.

FISCAL IMPACT:

Efforts related to emergency preparedness, including fire fuel management, are included in the adopted budget for Fiscal Year 2020-2021.

RECOMMENDATION:

Consider a campaign to eliminate fire fuel in the canyons, discuss action items and provide direction to staff.

ATTACHMENTS:



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.A

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: TERRY SHEA, FINANCE DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: MID-YEAR BUDGET (FY20-21) REPORT AND APPROPRIATION.

DATE: March 22, 2021

BACKGROUND:

On June 8, 2020, the City Council adopted Resolutions 1253 and 1254 for adoption of the 2020-21 (FY 20/21) budget and appropriations limit. The Adopted General Fund FY 20/21 budget included \$2,060,400 in revenues, \$2,383,718 in expenditures, \$24,000 in transfers in and \$177,527 in transfers out for a budgeted deficit of \$478,845. At the December 14, 2020 City Council meeting the Council authorized a budget adjustment of \$80,875 as a transfer to the Capital Improvement Fund for the City's 25% match for the Hazard Mitigation Grant received from FEMA for the Vegetative Management Mitigation Project.

Part of the budget deficit is tied to transfers out and other expenditures for the following items: Traffic Safety Fund for roadway striping of \$20,000, Capital Improvement Fund for the Tennis Court project of \$50,000, \$7,000 for ADA design work at City Hall and \$32,000 for acacia removal. In addition, there is a \$57,527 transfer to the Refuse Fund to subsidize the refuse fee increase.

DISCUSSION:

Mid-Year Budget Status General Fund

At the mid-year point of the FY 20/21, total General Fund year-to-date revenues are \$1,146,422 which is \$40,878 more than expected through February 2021. Expenditures are \$1,258,293 which is \$173,980 less than budgeted through February 2021. The FY 20/21 revenues compared to expenditures after transfers presents a decrease of \$158,858 compared to an anticipated, budgeted shortfall of \$437,946 through February 2021. As such, the City is \$279,088 better than anticipated at mid-year (Attachment 1). Total revenues are up more than anticipated in property transfer tax, sales tax, and Care Act

revenues. Building & Other Permit Fees revenue is down below the midyear projections and through February 2021 we have only received remittances through September 2020. Total expenditures in Administration are less than the mid-year projected numbers with the main differences being in salary and benefits and election expense. The costs for the City Attorney in the Administration Department are slightly less than the mid-year projected amount. Total Finance expenditures are as budgeted at mid-year. Total expenditures in Planning are slightly less than anticipated, most line items are in line with where they should be at midyear. However, legal fees are above the midyear due to litigation and increased code enforcement cases. Costs for the Storm Water Management through February are at \$89,412 which is less than the budgeted amount of \$124,000. The Law Enforcement Department is below budget at mid-year, the main reason is the Wildlife Management and Pest Control is well below the annual budget amount of \$50,000. The Non-Department budget at mid-year is well below the projected mid-year amount with the biggest difference being in the Contingency account. The City Properties budget is above the mid-year projected amount due to increased costs in landscaping.

Traffic Safety Fund

-

The original Traffic Safety Fund Budget included \$20,000 for Road Striping-Dileneators-Paving. Through February expenditures for striping and construction management are \$5,460.

Capital Project Fund

The original Capital Project Fund Budget included \$50,000 for the Tennis Court improvements, and \$7,000 for the City Hall ADA Design work and \$32,000 for acacia and mustard removal. Through February the City has only expended \$4,830 for project management and design on the City Hall ADA Design.

During FY 20/21 the City was awarded a FEMA Hazard Mitigation Grant Program Award for the Vegetative Management Mitigation Project in the amount of \$242,625 with a required match from the City of 25% for \$80,875. The Council authorized a General Fund Budget adjustment of \$80,875 for the match.

Utility Fund

The original Utility Fund Budget included \$150,000 for undergrounding projects and \$85,000 for a Sewer Feasibility Study. For the undergrounding projects through February there is only \$2,560 in expenditures for that account. For the Sewer Feasibility Study, the City has expended \$37,825 through February. During the FY 20/21 the City received a FEMA Hazard Mitigation Grant for power line

undergrounding along Crest Road East, the Utility Fund Budget adjustments were approved by Council and included grant funds of \$1,145,487 Rule 20A revenues of \$381,819 for a total of \$1,527,306 and increased appropriations for expenditures for the project of \$1,527,306.

Mid-year Budget Adjustments

-

Staff is proposing one budget adjustment to the General Fund Revenues at this time, \$50,000 for CARE Act grant revenues which the City received that were not in the original budget. We will monitor the Building & Other Permit Fees revenues for the remainder of the year and propose an adjustment if necessary.

The General Fund proposed expenditure adjustments are an increase of \$20,000 for 01-15-872 Property Development - Legal.

FISCAL IMPACT:

There is an increase of proposed revenues of \$50,000 and expenditures of \$20,000 which reduces the proposed Budget deficit to \$529,720.

RECOMMENDATION:

The FY 20/21 mid-year budget review shows the City has a positive budget variance of \$274,548 before transfers and \$279,088 after transfers in and out. The revenues are up \$40,878, expenditures are down \$173,980 and net transfers in (out) are (\$46,987). With the proposed budget adjustment to revenues of \$50,000 and to expenditures of \$20,000 the projected budget deficit is now \$529,720. The projected General Fund Fund Balance on June 30, 2021 with the proposed changes would be \$5,059,413.

It is recommended the City Council approve the proposed FY 20/21 mid-year budget adjustments for the General Fund as listed on the Mid-Year Budget Adjustments attachment.

ATTACHMENTS:

[FY 20-21MidYear Review RH.pdf](#)
[Budget Adjustment 2020-21xlsx.pdf](#)

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
MID-YEAR REVIEW FY 2020-21

	ACTUAL JULY FEB. FY 20/21	ADJUSTED EIGHT MONTH BUDGET FY 20/21	% EIGHT MONTH BUDGET USED	ADJUSTED ANNUAL BUDGET FY 19/20	% ANNUAL BUDGET USED
GENERAL LEDGER ACCOUNTS	A	B	C (A/B)	D	E (A/D)

GENERAL FUND REVENUES & EXPENDITURES SUMMARY

BEGINNING FUND BALANCE		\$ 5,617,133		\$ 5,617,133	
GENERAL FUND REVENUES					
TAXES	\$ 779,681	\$ 713,492	109.28%	\$ 1,228,600	63.46%
OTHER AGENCIES	177,366	116,250	152.57%	232,500	76.29%
LICENSES & PERMITS	71,430	93,796	76.15%	321,550	22.21%
USE OF PROPERTY & MONEY	111,748	95,333	117.22%	168,000	66.52%
OTHER REVENUES	6,197	26,983	22.97%	53,500	11.58%
TOTAL REVENUES	\$ 1,146,422	\$ 1,045,854	109.62%	\$ 2,060,400	55.64%
TOTAL GENERAL FUND REVENUES					
01 CITY ADMINISTRATION					
EMPLOYEE SALARIES	\$ 194,834	\$ 277,623	70.18%	\$ 435,100	44.78%
EMPLOYEE BENEFITS	94,960	125,459	75.69%	190,000	49.98%
TOTAL PERSONNEL	289,794	403,082	71.89%	625,100	46.36%
MATERIALS & SUPPLIES	58,871	83,456	70.54%	143,500	41.03%
CONTRACTUAL SERVICES	135,088	111,367	121.30%	213,200	63.36%
CAPITAL OUTLAY	2,757	-	0.00%	-	#DIV/0!
01 TOTAL CITY ADMINISTRATION	\$ 486,510	\$ 597,905	81.37%	\$ 981,800	49.55%
05 FINANCE					
MATERIALS & SUPPLIES	-	1,225	0.00%	2,100	0.00%
CONTRACTUAL SERVICES	65,698	68,942	95.29%	120,783	54.39%
CAPITAL OUTLAY	-	-	0.00%	-	0.00%
05 TOTAL FINANCE	\$ 65,698	\$ 70,167	93.63%	\$ 122,883	53.46%
15 PLANNING & DEVELOPMENT					
EMPLOYEE SALARIES	\$ 144,710	\$ 144,362	100.24%	\$ 212,450	68.11%
EMPLOYEE BENEFITS	44,090	48,018	91.82%	72,950	60.44%
TOTAL PERSONNEL	188,800	192,380	98.14%	285,400	66.15%
MATERIALS & SUPPLIES	1,097	6,767	16.21%	12,600	8.71%
CONTRACTUAL SERVICES	298,990	299,400	99.86%	524,400	57.02%
15 TOTAL PLANNING & DEVELOPMENT	\$ 488,887	\$ 498,547	98.06%	\$ 822,400	59.45%
25 LAW ENFORCEMENT	\$ 135,304	\$ 169,959	79.61%	\$ 291,785	46.37%
65 NON-DEPARTMENT	\$ 36,273	\$ 56,320	64.41%	\$ 97,350	37.26%
75 CITY PROPERTIES	\$ 45,621	\$ 39,375	115.86%	\$ 67,500	67.59%
GENERAL FUND TOTAL EXPENDITURES	\$ 1,258,293	\$ 1,432,273	87.85%	\$ 2,383,718	52.79%
NET BEFORE TRANSFERS	\$ (111,871)	\$ (386,419)		\$ (323,318)	
TRANSFERS	\$ (46,987)	\$ (51,527)	91.19%	\$ (234,402)	20.05%
NET REVENUE(DEFICIT) AFTER TRANSFERS	\$ (158,858)	\$ (437,946)		\$ (557,720)	
ENDING FUND BALANCE		\$ 5,179,187		\$ 5,059,413	

	ACTUAL JULY FEB. FY 20/21	ADJUSTED EIGHT MONTH BUDGET FY 20/21	% EIGHT MONTH BUDGET USED	ADJUSTED ANNUAL BUDGET FY 19/20	% ANNUAL BUDGET USED
GENERAL LEDGER ACCOUNTS	A	B	C (A/B)	D	E (A/D)

GENERAL FUND REVENUES & EXPENDITURES DETAIL

GENERAL FUND REVENUES

4001 TAXES

401	Property Taxes	\$ 709,706	\$ 694,342	102.21%	\$ 1,190,300	59.62%
405	Sales Tax	22,362	2,400	931.75%	4,800	465.88%
410	Real Estate Transfer Tax	47,613	16,750	284.26%	33,500	142.13%
4001	Total	779,681	713,492	109.28%	1,228,600	63.46%

4030 OTHER AGENCIES

505	Disaster Grants	9,690	-	#DIV/0!	-	#DIV/0!
585	COVID 19 Revenues	50,000	-	#DIV/0!	-	#DIV/0!
420	Motor Vehicle in Lieu Tax-VLF	117,676	116,250	101.23%	232,500	50.61%
	Total	177,366	116,250	152.57%	232,500	

4050 LICENSES & PERMITS

440	Building & Other Permit Fees	45,979	70,313	65.39%	281,250	16.35%
450	Variance, Planning & Zoning Fees	17,933	13,333	134.50%	20,000	89.67%
455	Animal Control Fees	238	650	36.62%	1,300	18.31%
460	Franchise Fees	7,280	9,500	76.63%	19,000	38.32%
4050	Total	71,430	93,796	76.15%	321,550	22.21%

4060 FINES & VIOLATIONS

480	Fines & Traffic Violations	1,958	7,150	27.38%	14,300	13.69%
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5000 USE OF PROPERTY & MONEY

600	City Hall Leasehold RHCA	45,992	45,333	101.45%	68,000	67.64%
670	Interest Earned	65,756	50,000	131.51%	100,000	65.76%
5000	Total	111,748	95,333	117.22%	168,000	66.52%

6500 EXCHANGE FUNDS

620	Proposition A	-	-	-	56,250	0.00%
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6700 OTHER REVENUE

650	PSAF & COPS	648	533	121.58%	800	81.00%
655	Burglar Alarm Responses	350	400	87.50%	600	58.33%
675	Miscellaneous	3,241	18,900	17.15%	37,800	8.57%
6700	Total	4,239	19,833	21.37%	39,200	10.81%

TOTAL GENERAL FUND REVENUES

\$ 1,146,422	\$ 1,045,854	109.62%	\$ 2,060,400	55.64%
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		ACTUAL JULY FEB. FY 20/21	ADJUSTED EIGHT MONTH BUDGET FY 20/21	% EIGHT MONTH BUDGET USED	ADJUSTED ANNUAL BUDGET FY 19/20	% ANNUAL BUDGET USED
GENERAL LEDGER ACCOUNTS		A	B	C (A/B)	D	E (A/D)
GENERAL FUND EXPENDITURES						
01 CITY ADMINISTRATION						
7001 Employee Salaries						
702	Salaries Full Time	\$ 194,834	\$ 277,623	70.18%	\$ 424,600	45.89%
703	Salaries Part Time	-	-		10,500	0.00%
7001	Total	194,834	277,623	70.18%	435,100	44.78%
7005 Employee Benefits						
710	Retirement CalPERS - Employer	36,261	48,267	75.13%	72,400	50.08%
715	Workers Compensation Insurance	5,552	5,133	108.16%	7,700	72.10%
716	Group Insurance	18,274	31,735	57.58%	47,600	38.39%
717	Retiree Medical	22,172	20,201	109.76%	30,300	73.17%
718	Employer Payroll Taxes	10,566	17,523	60.30%	26,800	39.43%
719	Deferred Compensation	535	1,000	53.50%	2,000	26.75%
720	Auto Allowance	1,600	1,600	100.00%	3,200	50.00%
7005	Total	94,960	125,459	75.69%	190,000	49.98%
7500 Materials & Supplies						
740	Office Supplies & Expense	19,912	30,000	66.37%	60,000	33.19%
745	Equipment Leasing Costs	3,179	2,733	116.32%	4,100	77.54%
750	Dues & Subscriptions	10,582	9,417	112.37%	11,300	93.65%
755	Conference Expense	325	5,833	5.57%	10,000	3.25%
757	Meeting Expense	357	1,500	23.80%	2,000	17.85%
759	Training & Education	-	1,167	0.00%	2,000	0.00%
761	Auto Mileage	77	290	26.55%	500	15.40%
765	Postage	11,544	10,000	115.44%	15,000	76.96%
770	Telephone	4,361	3,558	122.57%	6,100	71.49%
775	City Council Expense	75	5,833	1.29%	10,000	0.75%
776	Miscellaneous Expenses	3,034	-	-	-	-
780	Minutes Clerk Meetings	2,913	3,500	83.23%	6,000	48.55%
785	Codification	550	2,917	18.85%	5,000	11.00%
790	Advertising	325	875	37.14%	1,500	0.00%
795	Other General Administrative Expense	1,637	5,833	28.06%	10,000	16.37%
7500	Total	58,871	83,456	70.54%	143,500	41.03%
8000 Contractual Services						
801	City Attorney	49,040	52,500	93.41%	90,000	54.49%
802	Legal Expenses - Other	1,577	1,750	0.00%	3,000	52.57%
820	Website	27,408	3,000	913.60%	6,000	456.80%
850	Election Expense City Council	3,078	5,000	61.56%	30,000	0.00%
890	Consulting Fees	53,985	49,117	109.91%	84,200	64.12%
8000	Total	135,088	111,367	121.30%	213,200	63.36%
9000 Capital Outlay						
950	Capital Outlay - Equipment	2,757	-	0.00%	-	#DIV/0!
955	Capital Outlay - City Hall Improvements	-	-	0.00%	-	#DIV/0!
9000	Total	2,757	-	0.00%	-	#DIV/0!
01 TOTAL CITY ADMINISTRATION		\$ 486,510	\$ 597,905	81.37%	\$ 981,800	49.55%

GENERAL LEDGER ACCOUNTS	ACTUAL JULY FEB. FY 20/21	ADJUSTED EIGHT MONTH BUDGET FY 20/21	% EIGHT MONTH BUDGET USED	ADJUSTED ANNUAL BUDGET FY 19/20	% ANNUAL BUDGET USED
	A	B	C (A/B)	D	E (A/D)
05 FINANCE					
7500 Materials & Supplies					
750 Dues & Subscriptions	-	1,225	0.00%	2,100	0.00%
776 Miscellaneous Expense	-	-	0.00%	-	0.00%
7500 Total	-	1,225	0.00%	2,100	0.00%
8000 Contractual Services					
810 Annual Audit	17,110	17,100	100.06%	17,100	100.06%
890 Consulting Fees	48,588	51,842	93.72%	103,683	46.86%
8000 Total	65,698	68,942	95.29%	120,783	54.39%
05 TOTAL FINANCE	\$ 65,698	\$ 70,167	93.63%	\$ 122,883	53.46%
15 PLANNING & DEVELOPMENT					
7001 Employee Salaries					
702 Salaries Full Time	\$ 119,223	\$ 128,612	92.70%	\$ 196,700	60.61%
703 Salaries Part Time	25,487	15,750	161.82%	15,750	161.82%
7001 Total	144,710	144,362	100.24%	212,450	68.11%
7005 Employee Benefits					
710 Retirement CalPERS - Employer	22,557	22,533	100.11%	33,800	66.74%
715 Workers Compensation Insurance	2,087	2,533	82.39%	3,800	54.92%
716 Group Insurance	9,692	10,800	89.74%	16,200	59.83%
718 Employer Payroll Taxes	9,379	10,952	85.64%	16,750	55.99%
720 Auto Allowance	375	1,200	31.25%	2,400	15.63%
7005 Total	44,090	48,018	91.82%	72,950	60.44%
7500 Materials & Supplies					
758 Planning Commission Meeting	855	1,750	48.86%	3,000	28.50%
776 Miscellaneous Expenses	242	1,167	20.74%	2,000	12.10%
750 Dues and subs	-	350	-	600	0.00%
755 Conferences Expense	-	2,500	-	5,000	0.00%
759 Training & Education	-	1,000	-	2,000	0.00%
7500 Total	1,097	6,767	16.21%	12,600	8.71%
8000 Contractual Services					
872 Property Development - Legal Expense	28,717	27,417	104.74%	47,000	61.10%
802 Legal Expense - Other	27,473	-	0.00%	-	-
878 Build Inspection LA County/Willdan	46,129	50,000	92.26%	150,000	30.75%
881 Storm Water Management	89,412	103,333	86.53%	124,000	72.11%
882 Variance & CUP Expense	8,809	4,083	215.75%	7,000	125.84%
884 Special Project Study & Consultant	98,450	114,567	85.93%	196,400	50.13%
8000 Total	298,990	299,400	99.86%	524,400	57.02%
9000 Capital Outlay					
950 Capital Outlay - Equipment	-	-	0.00%	2,000	0.00%
9000 Total Capital Outlay	-	-	0.00%	2,000	0.00%
15 TOTAL PLANNING & DEVELOPMENT	\$ 488,887	\$ 498,547	98.06%	\$ 824,400	59.30%

GENERAL LEDGER ACCOUNTS	ACTUAL JULY FEB. FY 20/21	ADJUSTED EIGHT MONTH BUDGET FY 20/21	% EIGHT MONTH BUDGET USED	ADJUSTED ANNUAL BUDGET FY 19/20	% ANNUAL BUDGET USED
	A	B	C (A/B)	D	E (A/D)
25 LAW ENFORCEMENT					
8200 Law Enforcement					
830 Law Enforcement	\$ 129,439	\$ 135,791	95.32%	\$ 232,785	55.60%
833 Other Law Enforcement Expenses	1,072	1,500	71.47%	3,000	35.73%
837 Wild Life Management & Pest Control	2,562	29,168	8.78%	50,000	5.12%
838 Animal Control Expense	2,231	3,500	63.74%	6,000	37.18%
8200 Total	135,304	169,959	79.61%	291,785	46.37%
25 TOTAL LAW ENFORCEMENT	\$ 135,304	\$ 169,959	79.61%	\$ 291,785	46.37%
65 NON-DEPARTMENT					
7500 Materials & Supplies					
901 South Bay Community Organization	\$ 2,000	\$ 2,000	100.00%	\$ 4,100	48.78%
985 Contingency	-	14,600	0.00%	25,000	0.00%
7500 Total	2,000	16,600	12.05%	29,100	6.87%
8000 Contractual Services					
895 Insurance & Bond Expense	20,077	18,400	109.11%	27,600	72.74%
8000 Total	20,077	18,400	109.11%	27,600	72.74%
8500 Community Promotion					
915 Community Recognition	381	6,420	5.93%	11,000	3.46%
916 Civil Defense Expense	-	400	0.00%	650	0.00%
917 Emergency Preparedness	13,815	14,500	0.00%	29,000	47.64%
8500 Total	14,196	21,320	66.59%	40,650	34.92%
65 TOTAL NON-DEPARTMENT	\$ 36,273	\$ 56,320	64.41%	\$ 97,350	37.26%
75 CITY PROPERTIES					
8000 Contractual Services					
925 Utilities	\$ 20,494	\$ 19,833	103.33%	\$ 34,000	60.28%
930 Repairs & Maintenance	12,752	11,667	109.30%	20,000	63.76%
932 Area Landscaping	12,375	7,875	157.14%	13,500	91.67%
8000 Total	45,621	39,375	115.86%	67,500	67.59%
75 TOTAL CITY PROPERTIES	\$ 45,621	\$ 39,375	115.86%	\$ 67,500	67.59%
131 GENERAL FUND TOTAL EXPENDITURES	\$ 1,258,293	\$ 1,432,273	87.85%	\$ 2,385,718	52.74%
NET REVENUES BEFORE TRANSFERS	\$ (111,871)	\$ (386,419)	21.76%	\$ (325,318)	2.90%
699 Fund Transfers (OUT) IN					
Traffic Safety Fund	\$ (5,460)	\$ (10,000)	54.60%	\$ (20,000)	27.30%
Capital Improvement Fund	-	-	0.00%	(169,875)	0.00%
Community Facilities Fund	-	-	0.00%	(11,000)	0.00%
Refuse Collection Fund	(57,527)	(57,527)	100.00%	(57,527)	100.00%
Refuse Collection Fund	16,000	16,000	100.00%	24,000	66.67%
699 Total	(46,987)	(51,527)	91.19%	(234,402)	20.05%
NET REVENUE (DEFICIT) AFTER TRANSFERS	\$ (158,858)	\$ (437,946)	112.95%	\$ (559,720)	22.94%
FUND BALANCE					
Total to begin	\$ 5,617,133	\$ 5,617,133		\$ 5,617,133	
Total to begin - Adjustment					
Total to end	\$ 5,458,275	\$ 5,179,187		\$ 5,057,413	

**CITY OF ROLLING HILLS
FISCAL YEAR 2020-21 BUDGET ADJUSTMENT
MID-YEAR BUDGET ADJUSTMENTS**

<u>Account#</u>	<u>Account Name</u>	<u>Reason for Adjustment</u>	<u>Budget FY 20/21</u>	<u>Mid-Year Adjustment</u>	<u>Adjusted Budget FY 20/21</u>
GENERAL FUND REVENUES					
01-00-585	Care Act Revenues	Received but not included in original budget	\$ -	\$ 50,000	\$ 50,000
	Total Increase in Revenues	Proposed Increase		50,000	
		Original General Fund Budget - Revenues		2,060,400	
		Adjusted General Fund Budget - Revenues		\$ 2,110,400	
GENERAL FUND EXPENDITURES					
01-15-872	Property Development - Legal	Costs are higher at mid-year	\$ 47,000	\$ 20,000	\$ 67,000
	Total Increase in Expenditures			20,000	
		Original General Fund Budget - Expenditures		2,385,718	
		Adjusted General Fund Budget - Expenditures		2,405,718	
		Adjusted General Fund Budget - Net Transfers		(234,402)	
		Adjusted Fiscal Year 2020-21 Budget Deficit		\$ (529,720)	



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.B

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

**SUBJECT: SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
SPECIAL ASSESSMENT FOR REGIONAL PLANNER.**

DATE: March 22, 2021

BACKGROUND:

South Bay Cities Council of Government is proposing to hire a regional planner to assist its city members with land use issues and monitor and interpret housing legislation as well as enhance the SBCCOG's climate action work. The regional planner will be a resource to address issues common to all of the cities.

DISCUSSION:

The idea of hiring a regional planner arose from upcoming land use issues that need to be addressed by COG and its member cities. Many of these land use issues deal with the numerous housing bills being introduced at the state level. Another issue is the need for the COGs to administer the Regional Early Action Program which provides one time funding to accelerate housing production and facilitate compliance in implementing the 6th Cycle Housing Element.

SBCCOG intends to use REAP funding to augment a portion of the planner position. Any funding not used from the assessment will roll over to the following year.

Mayor Pro Tem Dieringer is the City's representative to the COG. To date, City of Palos Verdes Estates and City of Lawndale have opposed the assessment for the regional planner.

FISCAL IMPACT:

Based on the City's population, its contribution will either be \$4,000 or \$7,060 per year.

RECOMMENDATION:

Consider SBCCOG's request and provide direction to Mayor Pro Tem Dieringer on City's position.

ATTACHMENTS:

[South Bay Cities Council of Governments.docx](#)

[12.20 draft Scope of Work SBCCOG Director of Regional Development.docx](#)

[1.21_special_assessment_for_regional_planner_v2.xlsx](#)

South Bay Cities Council of Governments

January 28, 2021

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

RE: Special Assessment for SBCCOG Regional Planner

Adherence to the Strategic Plan

Goal A: Environment, Transportation and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay.

Goal B: Regional Advocacy. Advocate for the interests of the South Bay.

Goal C: Member Networking and Communications. Sustain and strengthen Board and member commitment to SBCCOG and its initiatives.

Background

Over the last few months, SBCCOG staff has been discussing with the Community Development Directors and City Managers the idea of the SBCCOG hiring a planner who would work with cities on land use issues and monitor and interpret housing legislation as well as enhancing the SBCCOG's climate action work. See attached draft scope of work.

This discussion has been precipitated by the many issues that are coming to COG's dealing with land use. Not only the proliferation of state housing legislative proposals, but also SCAG relying on the COGs to administer and develop the Regional Early Action Program (REAP) for which we will working on 4 projects with Community Development Directors for several years. In the last two years, Gateway COG has hired a planner for their region and they have found it very helpful.

This person would be a resource to address issues shared by all of the cities. In most cases, the existing city staff are working to their limit, busy with their existing workload.

The Community Development Directors, City Managers and Steering Committee have been supportive of the proposal knowing that it would need to be financed through a special assessment. A matrix of two possible special assessment scenarios is attached. The first column is a breakdown of cities by size which is the same as the way we financed the development of the cities' climate action plans. The second column has one cost for all cities.

It is the staff's intention to use funding from the REAP program as permissible to pay for part of this position and if the entire assessment is not needed, the excess would roll over into the following year reducing the assessment for that year. Gateway COG finances their planner through SB2 funds which cities receive every year which also could be a potential source of funds for cities to pay assessment.

RECOMMENDATION

Approve the hiring of a planner for the subregion who would work under the direction of the SBCCOG on priorities established by the City Community Development Directors and the SBCCOG. The position will be funded by an assessment based on the population categories (1s column) in the attached matrix.

Draft Scope of Work – South Bay COG Director of Regional Development*

*Regional Planning might be more descriptive but some funds won't pay for planning

The Director of Regional Development is responsible for conducting the agency's housing and development program as follows:

Always in consultation with the city Community Development Directors:

- Assist the COG and member jurisdictions in developing a coherent housing policy to ensure that state policy goals to accelerate housing production are met, while also meeting the local needs of communities in the SBCCOG region;
- Track state housing policy and legislation, recommend advocacy positions to be taken by the SBCCOG Board and support or participate in legislative advocacy on behalf of the SBCCOG as directed;
- Track and participate in the development of regional plans, particularly the Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) periodically developed by SCAG; track and participate in related regional committee meetings (Technical Working Group, Regional Council, Policy Committees, etc.); and keep COG members informed of their implications;
- Track and participate in SCAG's RHNA process, including RHNA Subcommittee meetings for the distribution methodology, and keep COG members informed of the process and its implications;
- Oversee the implementation of the SCAG REAP programs that the SBCCOG has submitted on behalf of SBCCOG cities;
- Work with other COG and city program staff, including transportation planning, economic development, and homelessness to ensure that policy, planning, and project development efforts are coordinated;
- Develop a comprehensive understanding of what cities are doing throughout the state on complying with requirements, i.e. best practices, re: ADU's, public participation, etc.;
- Track member jurisdictions' compliance with state housing law and assure they receive technical assistance as needed;
- Be a resource to cities on request – conducting research, assisting with RFP's
- Further develop the agency's climate planning initiatives by ensuring member jurisdictions continue to use the Climate Action Planning Framework; update the CAP Framework and develop additional tools as needed;
- Recommend and develop additional innovative planning programs as needed, and monitor and share funding opportunities to help the South Bay Cities prosper economically, environmentally, and socially.

Special Assessment Proposed for Regional Planner

OVER 75,000 population		
Carson	9,000	7060
Hawthorne	9,000	7060
Inglewood	9,000	7060
Los Angeles County	9,000	7060
Los Angeles City	9,000	7060
Torrance	9,000	7060
30,000 TO 75,000 population		
Gardena	6,500	7060
Lawndale	6,500	7060
Manhattan Beach	6,500	7060
Rancho Palos Verdes	6,500	7060
Redondo Beach	6,500	7060
UNDER 30,000 population		
El Segundo	4,000	7060
Hermosa Beach	4,000	7060
Lomita	4,000	7060
Palos Verdes Estates	4,000	7060
Rolling Hills	4,000	7060
Rolling Hills Estates	4,000	7060
TOTAL	110,500	120020

Gateway COG has a budget of \$130,000 for this position. With their REAP funding, it is now closer to \$150,000.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.C

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: MNS ENGINEERS CONTRACT AMENDMENT.

DATE: March 22, 2021

BACKGROUND:

MNS Engineers (MNS) provided professional services to prepare FEMA/CalOES grant applications and responded to additional information requests, beyond the contract scope, months after the grant applications were submitted. MNS provided assistance when staff needed to respond to the grantor's quick turn-around deadlines and helped re-establish records that the City were missing. The contract was never properly amended to cover the additional scope of work when MNS exceeded their approved budget.

DISCUSSION:

Through numerous discussions with MNS and thorough review of invoices and service hours provided beyond the approved contract agreement, staff was able to reconcile, confirm and justify the additional requests for payment on services rendered. It was concluded that time not billed for additional scope of work amounts to approximately \$18,782.

FISCAL IMPACT:

MNS is requesting approval of budget increase in the amount of \$18,782.23.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[Project Detail- CIROH.190066.00.pdf](#)

PROJECT DETAIL - Grant Applications for FEMA Hazard Mitigation Grant - Vegetative Management/Fuel Break/Erosion Control Project, Community Wildfire Prevention Plan, Eastfield Drive Electrical Utility Underaroundina Proiect

Tuesday, February 16, 2021

MNS Engineers, Inc.

Transactions for 3/1/2019 through 10/31/2019

<i>Estimate Overhead</i>	Regular Hours	Total Ovt Hrs	Total Hours	Regular Amount	Total Amount	Billing						
Project Number: CIROH.190066.00 CAL-OES Grant Request												
Level2 Number: TASK01 Project Management												
Labor												
GEN100 F 1321 Jaquez, Gregory 3/19/2019	2.00		2.00	121.40	121.40	450.00	450.00					
Kickoff meeting with City staff.												
GEN100 F 1321 Jaquez, Gregory 4/1/2019	.50		.50	30.35	30.35	100.00		100.00				
Guidance for conceptual PE for fire breaks.												
GEN100 F 1321 Jaquez, Gregory 4/8/2019	1.50		1.50	91.05	91.05	300.00		300.00				
Review and propose new fire break locations with Y. Schwartz.												
GEN100 F 1321 Jaquez, Gregory 4/15/2019	1.50		1.50	91.05	91.05	300.00				300.00		
Eastfield staging are exhibit. Coordination on cost narratives.												
GEN100 F 1321 Jaquez, Gregory 4/16/2019	.50		.50	30.35	30.35	100.00		100.00				
Project coordination and logistics review with grant writer.												
Total for 1321	6.00		6.00	364.20	364.20	1,250.00						
ADM165 X 1344 Palmquist, Linda 4/8/2019	6.00		6.00	360.00	360.00	810.00			810.00			
BCA tool training												
ADM105 X 1373 Lombardi, Emma 4/15/2019	.50		.50	12.08	12.08	55.00			55.00			
Supply Order for Proposal												
ADM105 X 1373 Lombardi, Emma 4/16/2019	1.00		1.00	24.15	24.15	110.00			110.00			
Labels for Proposal												
ADM105 X 1373 Lombardi, Emma 5/2/2019	.50		.50	12.08	12.08	55.00			55.00			
Fedex for MKillen												
Total for 1373	2.00		2.00	48.31	48.31	1,030.00						
Total for Labor	14.00		14.00	772.51	772.51	2,280.00						
Total for Overhead (Estimated)					1,479.07							
Total for Labor and Overhead	14.00		14.00	772.51	2,251.58	2,280.00						
Expenses												
Reimbursable Expenses												
5101.00 Reimb. General & Project Expenses												
X EX 8991 4/15/2019 / Lombardi, Emma / AMAZON.COM LLC					97.94	112.63			112.63			
X EX 8991 4/15/2019 / Lombardi, Emma / AMAZON.COM LLC					21.08	24.24			24.24			
X AP 35174 4/25/2019 / FedEx / City of Rolling Hills-Planning Dir/Schwartz - Palos Verdes Penin CA					8.56	9.84			9.84			
X AP 35505 5/31/2019 / FedEx / CA Governors Office of Emergen/ShafeelK - Mather CA					14.44	16.61			16.61			
X AP 35505 5/31/2019 / FedEx / City of Rolling Hills/YolandaS - Rolling Hills CA					7.80	8.97			8.97			
X AP 35505 5/31/2019 / FedEx / Merchandise/Killen - West Covina CA					6.55	7.53			7.53			
Total for 5101.00					156.37	179.82						
Total for Reimbursable Expenses					156.37	179.82						
Total for Expenses					156.37	179.82						
Total for TASK01	14.00		14.00	772.51	2,407.95	2,459.82						
Level2 Number: TASK02 Data Collection												
Labor												
MUN135 F 1321 Jaquez, Gregory 3/19/2019	.50		.50	30.35	30.35	112.50	112.50					
Follow up with information request for plans, maps. Arrangements for subconsultant.												
MUN135 F 1321 Jaquez, Gregory 3/26/2019	1.00		1.00	60.70	60.70	225.00	225.00					
Location ID and maps.												
Total for 1321	1.50		1.50	91.05	91.05	337.50						
MUN135 F 1344 Palmquist, Linda 4/9/2019	1.25		1.25	75.00	75.00	168.75		168.75				
Prepare rolling hills bca												
MUN135 F 1344 Palmquist, Linda 4/10/2019	2.00		2.00	120.00	120.00	270.00		270.00				
Prepare rolling hills bca												
MUN135 F 1344 Palmquist, Linda 4/11/2019	2.75		2.75	165.00	165.00	371.25		371.25				
Prepare rolling hills bca												
MUN135 F 1344 Palmquist, Linda 4/12/2019	2.25		2.25	135.00	135.00	303.75		303.75				
Prepare rolling hills bca												
MUN135 F 1344 Palmquist, Linda 4/15/2019	2.00		2.00	120.00	120.00	270.00		270.00				
Prepare rolling hills bca												
Total for 1344	10.25		10.25	615.00	615.00	1,383.75						
GEN110 F 1465 Killen, Monica 3/19/2019	3.00		3.00	138.00	138.00	480.00	480.00					
Project Kick-Off with Rolling Hills												
Total for Labor	14.75		14.75	844.05	844.05	2,201.25						
Total for Overhead (Estimated)					1,616.04							
Total for Labor and Overhead	14.75		14.75	844.05	2,460.09	2,201.25						
Total for TASK02	14.75		14.75	844.05	2,460.09	2,201.25						
Level2 Number: TASK03 Draft Grant Applications												
Labor												
GEN120 F 1078 Yankee, Kent 4/2/2019	2.00		2.00	108.66	108.66	350.00		350.00				
Meeting with GJ regardina fire break exhibits and scope of work desired. Go over maps and profiles. Review information prior to meeting to ask												
GEN120 F 1078 Yankee, Kent 4/3/2019	1.00		1.00	54.33	54.33	175.00		175.00				
Create images of locations discussed with GJ. Create folder structure and current aerials for performance of work.												
GEN120 F 1078 Yankee, Kent 4/5/2019	3.00		3.00	162.99	162.99	525.00		525.00				
Research for fire break standards. Get scope of what need to do organized to assign MGH.												
GEN120 F 1078 Yankee, Kent 4/8/2019	1.50		1.50	81.50	81.50	262.50		262.50				
Meeting with GJ and Yolanta Schwartz regarding desires of fire breaks and their locations. Determine some locations and go over intent and												
GEN120 F 1078 Yankee, Kent 4/9/2019	1.00		1.00	54.33	54.33	175.00				175.00		
Give further direction and then provide substantial redline comments to exhibit.												
GEN120 F 1078 Yankee, Kent 4/10/2019	1.00		1.00	54.33	54.33	175.00				175.00		
Review exhibits and provide redline edits to MGH and submit to GJ after corrections.												
GEN120 F 1078 Yankee, Kent 4/11/2019	1.00		1.00	54.33	54.33	175.00				175.00		
Review estimate with MGH and give direction and then submit to GJ for his use.												
GEN120 F 1078 Yankee, Kent 4/16/2019	1.00		1.00	54.33	54.33	175.00				175.00		
Review request from GJ to provide cost estimate in format needed for submission which is new information than originally requested. Determine												
Total for 1078	11.50		11.50	624.80	624.80	2,012.50						
GEN120 F 1314 Haefele, Matthew 4/5/2019	3.00		3.00	93.00	93.00	375.00		375.00				
Worked on creation of an exhibit showing the fire breaks and surrounding location.												
GEN120 F 1314 Haefele, Matthew 4/8/2019	4.00		4.00	124.00	124.00	500.00		500.00				
Finished with the fire break exhibit drawings.												
GEN120 F 1314 Haefele, Matthew 4/9/2019	4.00		4.00	124.00	124.00	500.00				500.00		
Worked on creation of updated exhibits for the Fire Breaks.												
GEN120 F 1314 Haefele, Matthew 4/10/2019	4.00		4.00	124.00	124.00	500.00				500.00		
Finished updates to the exhibits and added additional details. Created PDFs for submission to the City.												
GEN120 F 1314 Haefele, Matthew 4/11/2019	3.00		3.00	93.00	93.00	375.00				375.00		
Created a cost estimate and updated some small corrections on the exhibits.												
GEN120 F 1314 Haefele, Matthew 4/16/2019	6.50		6.50	201.50	201.50	812.50				812.50		
Made an updated cost estimate on the proper cost estimate form.												
GEN120 X 1314 Haefele, Matthew 5/28/2019	.50		.50	15.50	15.50	62.50					62.50	
Investigated a request made by Greg regarding relabeling all the "fire breaks" as "fuel breaks".												
Total for 1314	25.00		25.00	775.00	775.00	3,125.00						

Estimate Overhead		Regular Hours	Total Ovt Hrs	Total Hours	Regular Amount	Total Amount	Billing					
MUN135 F 1321 Jaquez, Gregory 4/17/2019		3.00		3.00	182.10	182.10	600.00		600.00			
Cost estimates, schedules, and cost narrative.												
MUN135 F 1321 Jaquez, Gregory 4/18/2019		3.00		3.00	182.10	182.10	600.00		600.00			
Schedule and cost narrative. NEPA checklist.												
Total for 1321		6.00		6.00	364.20	364.20	1,200.00					
MUN135 F 1344 Palmquist, Linda 4/16/2019		5.50		5.50	330.00	330.00	742.50		742.50			
Prepare rolling hills bca												
MUN135 F 1344 Palmquist, Linda 4/17/2019		4.00		4.00	240.00	240.00	540.00		540.00			
Prepare rolling hills bca												
Total for 1344		9.50		9.50	570.00	570.00	1,282.50					
MUN135 * F 1465 Killen, Monica 3/20/2019		.50		.50	23.00	23.00	80.00	80.00				
Follow up with City of Rolling Hills with document collection.												
MUN135 * F 1465 Killen, Monica 3/25/2019		1.50		1.50	69.00	69.00	240.00	240.00				
Communication with Rolling Hills for additional info and upload Rolling Hills photo for grant applications.												
MUN135 * F 1465 Killen, Monica 3/26/2019		3.50		3.50	161.00	161.00	560.00	560.00				
Review Rolling Hills Documents and Upload to Dropbox.												
MUN135 * F 1465 Killen, Monica 3/27/2019		4.00		4.00	184.00	184.00	640.00	640.00				
Preparation of draft grant applications, assign task to Candice.												
MUN135 * F 1465 Killen, Monica 3/28/2019		4.00		4.00	184.00	184.00	640.00	640.00				
Call with Rolling Hills and review of Rolling Hills documents, assignment of grant application to Candice and start on draft grant application.												
MUN135 * F 1465 Killen, Monica 3/29/2019		3.50		3.50	161.00	161.00	560.00	560.00				
Work on draft Rolling Hills Application and reach out to Rolling Hills for additional information.												
MUN135 F 1465 Killen, Monica 4/16/2019		7.50		7.50	345.00	345.00	1,200.00		1200.00			
Work on CalOES applications												
GEN105 F 1465 Killen, Monica 4/18/2019		3.00		3.00	138.00	138.00	480.00		480.00			
Travel to and from Rolling Hills to pick up signed documents for grant applications.												
GEN120 X 1465 Killen, Monica 4/4/2019		5.00		5.00	230.00	230.00	800.00			800.00		
Work on Rolling Hills Draft Grant Applications and review narrative.												
GEN120 X 1465 Killen, Monica 4/5/2019		6.00		6.00	276.00	276.00	960.00			960.00		
Work on grant												
GEN120 X 1465 Killen, Monica 4/8/2019		3.50		3.50	161.00	161.00	560.00			560.00		
Work on Rolling Hills Draft Applications.												
GEN120 X 1465 Killen, Monica 4/9/2019		3.50		3.50	161.00	161.00	560.00			560.00		
Work on draft applications for Rolling Hills.												
GEN120 X 1465 Killen, Monica 4/11/2019		4.00		4.00	184.00	184.00	640.00			640.00		
Work on Draft applications, call with Linda, gather information for BCA reports.												
GEN120 X 1465 Killen, Monica 4/12/2019		7.50		7.50	345.00	345.00	1,200.00			1200.00		
Work on draft Rolling Hills applications, communi												
GEN120 X 1465 Killen, Monica 4/15/2019		5.50		5.50	253.00	253.00	880.00			880.00		
Work Rolling Hills Applications and communicate with Rolling Hill City Staff.												
MUN135 X 1465 Killen, Monica 4/17/2019		8.00		8.00	368.00	368.00	1,280.00			1280.00		
Work on CalOES applications												
MUN135 X 1465 Killen, Monica 4/18/2019		5.00		5.00	230.00	230.00	800.00			800.00		
Work on CalOES applications												
MUN135 X 1465 Killen, Monica 4/19/2019		8.00		8.00	368.00	368.00	1,280.00			1280.00		
Work on CalOES applications												
Total for 1465		83.50		83.50	3,841.00	3,841.00	13,360.00					
MUN135 F RANK Rankin, Candice 3/31/2019		11.50		11.50			1,840.00		1840.00			
MUN135 F RANK Rankin, Candice 4/30/2019		4.75		4.75			760.00		760.00			
Total for RANK		16.25		16.25			2,600.00					
Total for Labor		151.75		151.75	6,175.00	6,175.00	23,580.00					
Total for Overhead (Estimated)						11,822.82						
Total for Labor and Overhead		151.75		151.75	6,175.00	17,997.82	23,580.00					
Expenses												
Direct Expenses												
6005.00 Direct Consultants												
F AP 35280 5/13/2019 / Candice Rankin / Services from 3/1/19 - 3/31/19					118.75	118.75			118.75			
F AP 35281 5/13/2019 / Candice Rankin / Services from 4/1/19 - 4/30/19					287.50	287.50			287.50			
Total for 6005.00					406.25	406.25						
Total for Direct Expenses					406.25	406.25						
Total for Expenses					406.25	406.25						
Total for TASK03		151.75		151.75	6,175.00	18,404.07	23,986.25					
Level2 Number: TASK04 Revisions, QA/QC, Submittal												
Labor												
MUN135 F 1321 Jaquez, Gregory 4/16/2019		2.00		2.00	121.40	121.40	400.00		400.00			
QA/QC subapplication materials.												
MUN135 F 1321 Jaquez, Gregory 4/19/2019		8.00		8.00	485.60	485.60	1,600.00		1600.00			
Final QA/QC, assembly and submittal.												
Total for 1321		10.00		10.00	607.00	607.00	2,000.00					
MUN135 F 1344 Palmquist, Linda 4/17/2019		4.00		4.00	240.00	240.00	540.00		540.00			
Prepare rolling hills bca												
Total for Labor		14.00		14.00	847.00	847.00	2,540.00					
Total for Overhead (Estimated)						1,621.69						
Total for Labor and Overhead		14.00		14.00	847.00	2,468.69	2,540.00					
Expenses												
Direct Expenses												
6115.00 Direct Other Expenses												
F EX 8754 4/18/2019 / Killen, Monica / Mileage					61.48	61.48			61.48			
Reimbursable Expenses												
5101.00 Reimb. General & Project Expenses												
X EX 8845 4/19/2019 / Jaquez, Gregory / FEDEXOFFICE 00000828 800-4633339 TX					34.96	40.20			40.20			
X EX 8845 4/19/2019 / Jaquez, Gregory / FEDEXOFFICE 00000828 800-4633339 TX					67.48	77.60			77.60			
X EX 8845 4/19/2019 / Jaquez, Gregory / FEDEXOFFICE 00000828 800-4633339 TX					55.17	63.45			63.45			
X EX 8845 4/19/2019 / Jaquez, Gregory / FEDEXOFFICE 00000828 800-4633339 TX					64.27	73.91			73.91			
X EX 9132 4/22/2019 / Jaquez, Gregory / FEDEX OFFIC31900031955 WEST COVINA					39.72	45.68			45.68			
X EX 9132 4/22/2019 / Jaquez, Gregory / FEDEX OFFIC31900031955 WEST COVINA					2.28	2.62			2.62			
X EX 9132 4/22/2019 / Jaquez, Gregory / FEDEX OFFIC31900031955 WEST COVINA					5.13	5.90			5.90			
X EX 9132 4/22/2019 / Jaquez, Gregory / FEDEX OFFIC31900031955 WEST COVINA					9.11	10.48			10.48			
Total for 5101.00					278.12	319.84						
Total for Reimbursable Expenses					278.12	319.84						
Total for Expenses					339.60	381.32						
Total for TASK04		14.00		14.00	847.00	2,808.29	2,921.32					
Level2 Number: TASK05 Post Deadline Edits												
Labor												
GEN100 X 1321 Jaquez, Gregory 5/20/2019		.25		.25	15.18	15.18	50.00		50.00			
Coordinate with staff on Veg Mgmt/Fuel Break subapplication edits requested by OES.												
MUN135 X 1321 Jaquez, Gregory 5/21/2019		2.00		2.00	121.40	121.40	400.00		400.00			
Prepare edits to Veg. Fuel Breaks Subapp.												
MUN135 X 1321 Jaquez, Gregory 6/4/2019		1.00		1.00	60.70	60.70	200.00		200.00			
Research Vulnerable Infrastruture cost estimation.												
GEN100 X 1321 Jaquez, Gregory 6/4/2019		1.00		1.00	60.70	60.70	200.00		200.00			
Team discussion on response for Vulnerable Infrastructure estimates and revised BCA.												
MUN135 X 1321 Jaquez, Gregory 6/6/2019		3.25		3.25	197.28	197.28	650.00		650.00			
Revised writeup for Vulnerable Infrastructure.												
MUN135 X 1321 Jaquez, Gregory 6/7/2019		3.00		3.00	182.10	182.10	600.00		600.00			
Prepare revised Vulnerable Infrastructure document.												
GEN100 X 1321 Jaquez, Gregory 8/1/2019		.50		.50	31.82	31.82	100.00		100.00			

Estimate Overhead		Regular Hours	Total Ovt Hrs	Total Hours	Regular Amount	Total Amount	Billing					
Respond to requests from OES.												
MUN135 X 1321 Jaquez, Gregory 10/3/2019		.50		.50	31.82	31.82	100.00			100.00		
Eastfield undergrounding BCA explanation to OES.												
Total for 1321		11.50		11.50	701.00	701.00	2,300.00					
MUN135 X 1344 Palmquist, Linda 5/20/2019		.50		.50	30.00	30.00	67.50			67.50		
Review of state comments for BCA												
MUN135 X 1344 Palmquist, Linda 6/3/2019		1.00		1.00	60.00	60.00	135.00			135.00		
Prepare required changes												
MUN135 X 1344 Palmquist, Linda 6/5/2019		4.25		4.25	255.00	255.00	573.75			573.75		
Prepare required changes												
MUN135 X 1344 Palmquist, Linda 6/6/2019		1.75		1.75	105.00	105.00	236.25			236.25		
Prepare required changes												
MUN135 X 1344 Palmquist, Linda 6/7/2019		3.00		3.00	180.00	180.00	405.00			405.00		
Prepare required changes												
MUN135 X 1344 Palmquist, Linda 7/29/2019		.50		.50	30.50	30.50	67.50			67.50		
Talk with OES and send attachments												
MUN135 X 1344 Palmquist, Linda 8/1/2019		.50		.50	30.50	30.50	67.50			67.50		
Conference call and sending files												
GEN100 X 1344 Palmquist, Linda 10/3/2019		1.00		1.00	61.00	61.00	135.00			135.00		
Follow up on FEMA questions												
Total for 1344		12.50		12.50	752.00	752.00	1,687.50					
ADM105 X 1465 Killen, Monica 4/22/2019		2.00		2.00	92.00	92.00	320.00			320.00		
Phone and Email Follow up with City of Rolling Hills regarding docs for CalOES application												
ADM105 X 1465 Killen, Monica 4/23/2019		2.00		2.00	92.00	92.00	320.00			320.00		
Phone and Email Follow up with City of Rolling Hills regarding post-submission docs for CalOES application												
ADM105 X 1465 Killen, Monica 4/24/2019		3.00		3.00	138.00	138.00	480.00			480.00		
Phone and Email Follow up with City of Rolling Hills regarding docs for CalOES application. Assemble and ship Rolling Hills information materials via												
ADM105 X 1465 Killen, Monica 4/30/2019		.50		.50	23.00	23.00	80.00			80.00		
Follow up with CalOES regarding post-submission requests.												
ADM125 X 1465 Killen, Monica 5/2/2019		3.50		3.50	161.00	161.00	560.00			560.00		
Purchase USB drives to respond to CAL-OES request, copy files, communicate with City of Rolling Hills regarding shipment and deliver to FedEx												
GEN120 X 1465 Killen, Monica 5/16/2019		.25		.25	11.50	11.50	40.00			40.00		
Received notification from Yolanta in Rolling Hills about additional information needed for Fuel Break Application. Provided response and forwarded												
ADM120 X 1465 Killen, Monica 5/20/2019		1.50		1.50	69.00	69.00	240.00			240.00		
Call with Greg to discuss revisions to CalOES grant and make changes to specified items as requested by CalOES.												
GEN120 X 1465 Killen, Monica 5/21/2019		.50		.50	23.00	23.00	80.00			80.00		
Call with Shafeel at CalOES to get clarification regarding email.												
GEN120 X 1465 Killen, Monica 5/24/2019		1.00		1.00	46.00	46.00	160.00			160.00		
Submit Post Deadline Edits to CalOES. Follow up with City of Rolling Hills.												
GEN120 X 1465 Killen, Monica 5/29/2019		.25		.25	11.50	11.50	40.00			40.00		
Respond to CalOES regarding their request for additional updates to BCA report.												
ADM125 X 1465 Killen, Monica 6/4/2019		1.25		1.25	57.50	57.50	200.00			200.00		
Emails to CalOES and call with Greg and Linda to discuss BCA report revisions.												
ADM125 X 1465 Killen, Monica 6/5/2019		3.50		3.50	161.00	161.00	560.00			560.00		
Call with Greg, email review and follow up.												
ADM125 X 1465 Killen, Monica 6/6/2019		1.00		1.00	46.00	46.00	160.00			160.00		
Update Maintenance letter and SQW. Send Maintenance Letter to City of Rolling Hills for format and final signature.												
ADM125 X 1465 Killen, Monica 6/7/2019		1.50		1.50	69.00	69.00	240.00			240.00		
Finalize documents to be emailed over and submit to Cal-OES. Call with Greg to identify options to send large document files to Cal-OES.												
ADM125 X 1465 Killen, Monica 6/10/2019		.25		.25	11.50	11.50	40.00			40.00		
Email Yolanta documents sent to Cal-OES.												
GEN120 X 1465 Killen, Monica 7/26/2019		.50		.50	23.00	23.00	80.00			80.00		
Follow up on CalOES email and provide update document to City of Rolling Hills												
GEN120 X 1465 Killen, Monica 7/30/2019		.25		.25	11.50	11.50	40.00			40.00		
Email follow up with Rolling Hils regarding CalOES request.												
GEN120 X 1465 Killen, Monica 7/31/2019		.25		.25	11.50	11.50	40.00			40.00		
Review email communication from Rolling Hills and CalOES.												
MUN135 X 1465 Killen, Monica 10/3/2019		.50		.50	23.00	23.00	80.00			80.00		
Phone call with Yolanta regarding CalOES document request. Reach out to Greg regarding Yolanta's request. Forward Yolanta's email to Greg and												
Total for 1465		23.50		23.50	1,081.00	1,081.00	3,760.00					
Total for Labor		47.50		47.50	2,534.00	2,534.00	7,747.50					
Total for Overhead (Estimated)						4,983.77						
Total for Labor and Overhead		47.50		47.50	2,534.00	7,517.77	7,747.50					
Expenses												
Reimbursable Expenses												
5101.00 Reimb. General & Project Expenses												
X EX 8749 5/2/2019 / Killen, Monica / USB Drive Purchase						12.90	14.84			14.84		
Total for TASK05		47.50		47.50	2,534.00	7,530.67	7,762.34					
Total for CIROH.190066.00		242.00		242.00	11,172.56	33,611.07	39,330.98	3987.50	13373.75	18719.73	3187.50	62.50

LEGEND

Time billed on MNS March 2019 invoice

Time billed on MNS April 2019 invoice

Time not billed; exceeded budget for original scope of work

Time billed on MNS April 2019 invoice for additional scope of work

Time not billed for additional scope of work

MNS Request for City Council Approval of Budget Increase

=

\$18,719.73

+

\$62.50

=

\$18,782.23



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.D

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: SAFE CLEAN WATER MUNICIPAL PROGRAM ANNUAL PLAN EXPENDITURES FOR FISCAL YEAR 2021-2022.

DATE: March 22, 2021

BACKGROUND:

The Safe Clean Water Program was created in November 2018 when Measure W was passed by Los Angeles County voters. The Program provides funding for stormwater and urban runoff to increase local water supply, improve water quality and protect public health. The Program is expected to generate up to \$300 million per year.

DISCUSSION:

The LA County Flood Control District administers the program, distributes funds, provides staff support and oversees capacity building programs. Cities receive funding through the Municipal Program proportional to the revenues generated within its boundaries. The funds provide local agencies the opportunity to identify programs that will best address its stormwater and urban runoff. The funding can be used for eligible activities such as project development, design, construction, effectiveness monitoring, operations and maintenance (including operation and maintenance of projects built to comply with 2012 MS4 permits), as well as for other programs and studies related to protecting and improving water quality in lakes, rivers and ocean. To receive funds, cities must submit their Safe Clean Water Work Plan annually for review and approval.

It is projected that the City will receive approximately \$100,000 during FY2122 in Municipal Program Funds. The City must spend at least 70% of its Municipal Program Funds on eligible expenses related to new projects or programs implemented on or after November 6, 2018. Up to 30% of a City's Municipal Program Funds may be used to pay for eligible costs and expenses related to the continuation of programs initiated prior to November 6, 2018. Twenty percent (20%) of the City's projected Municipal Program Funds will be set aside in case actual tax collections are less than projected, per District recommendation.

FISCAL IMPACT:

The City will receive approximately \$100,000 during Fiscal Year 21-22 in Municipal Program Funds. Previous revenue projections was \$110,000.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[RH_SCW_Annual Plan_FY2122\(Draft3\).pdf](#)

City of Rolling Hills

Safe Clean Water Municipal Program

Annual Plan - Expenditures in Fiscal Year 2021-2022

Introduction

The Safe Clean Water (SCW) Program provides dedicated funding to increase local water supply, improve water quality and protect public health with a key goal of supporting municipalities in meeting water quality objectives for local surface waters. The SCW Program was approved by Los Angeles County voters as Measure W in November 2018 and is funded by a special parcel tax of 2.5 cents per square foot of impermeable surfaces on private properties within the County, e.g., roofs, parking lots, driveways, etc. Half of the funds will be expended on regional-scale projects and programs that will yield multiple public benefits, such as increasing water supply, improving water quality and other community and environmental benefits through a deliberative planning process managed by regional steering committees. The Municipal Program (40% of the funds) is designed to maximize the ability of local governments to address stormwater and urban runoff water quality challenges and opportunities. The remaining 10% of the funds are to be expended by the Los Angeles County Flood Control District (District) for administering the SCW Program and providing technical resources as well as capacity building for the program. Public transparency and fiscal accountability are integral and essential aspects of the program. This Expenditure Plan describes how the **City of Rolling Hills** (City) intends to use its Municipal Program Funds during FY2122 to improve the quality of local water resources for the public benefit.

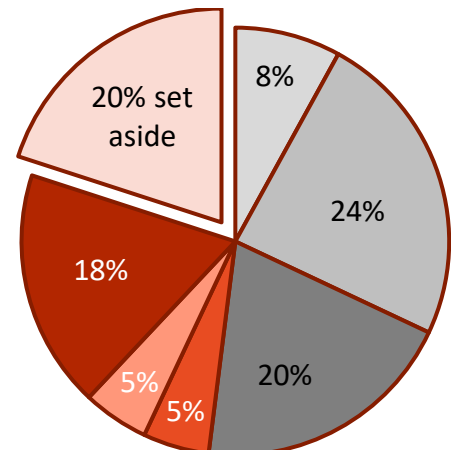
The Municipal Program is designed to maximize the ability of local governments to address stormwater and urban water quality challenges and opportunities.

FY2122 Municipal Program Revenue and Budget

It is projected that the City will receive approximately \$100,000 during FY2122 in Municipal Program Funds. The City must spend at least 70% of its Municipal Program Funds on eligible expenses related to new projects or programs implemented on or after November 6, 2018. Up to 30% of a City's Municipal Program Funds may be used to pay for eligible costs and expenses related to the continuation of programs initiated prior to November 6, 2018. Twenty percent (20%) of the City's projected Municipal Program Funds will be set aside in case actual tax collections are less than projected, per District recommendation.

The charts and narrative sections below summarize how the City intends to spend its FY2021 Municipal Program Funds.

Municipal SCW Program Planning, Reporting and Outreach	\$ 8,000
Water Quality Monitoring	\$ 24,000
Watershed Management Program Planning	\$ 20,000
Sepulveda Canyon Monitoring Study	\$ 18,000
Hydromodification Control	\$ 5,000
Enhanced Sediment Source Control	\$ 5,000
20% Set Aside	\$20,000
Total FY2122 Planned Expenditures	\$100,000



Municipal SCW Program Planning, Reporting and Outreach

Description

The SCW Program Implementation Ordinance, Section 18.09.B.5., requires municipalities to develop and submit to the District an Annual Plan detailing how Municipal Program funds will be used during the ensuing year. Municipalities must undertake a significant planning effort to prioritize projects and programs to assist in achieving compliance with the [The Los Angeles Municipal Stormwater Permit](#) (MS4 Permit)¹, consider municipal-level requests for infrastructure projects from eligible project applicants, and annually prepare a plan describing their budgeted use of revenues from the SCW Municipal Program. In addition to the annual planning effort, the SCW Implementation Ordinance, Section 18.06.D., requires municipalities to prepare and submit an Annual Progress/Expenditure Report to the District summarizing expenditures during the previous fiscal year, describing the work accomplished and milestones or deliverables, discussing stakeholder engagement activities, and forecasting work anticipated during the next reporting period. Based on its experience with the required planning effort incurred during the first two years of the program, the City has allocated \$8,000 or 8% of its SCW Municipal Program funds for program planning, reporting and outreach to be undertaken during FY2122.

The City plans to spend 8%, or \$8,000 of its Municipal Program funds on SCW Program Planning, Reporting and Outreach to ensure public transparency and stakeholder engagement.

Stakeholder and Community Outreach and Engagement

The City actively engages its City Council and residents on matters of significance through duly noticed agendas and public meetings. The SCW Municipal Program Transfer Agreement was noticed, discussed and approved for execution by the City Council at its meeting on July 13, 2020 along with a plan for expenditures during FY2021. The Annual Plans and Annual Progress/Expenditure Reports will be placed on future City Council agendas for consideration, discussion and approval prior to submission to the District and are anticipated to be publicly posted on the Safe, Clean Water Program website.

Safe Clean Water Goals

The City's SCW Municipal Program Planning and Outreach supports Safe Clean Water Program Goals defined by [Los Angeles County Flood Control District Code](#) Section 18.04. The planning effort to identify and prioritize projects and programs that will help meet MS4 Permit objectives will **contribute to the attainment of water quality requirements**. This planning effort, along with the Annual Progress/Expenditure Report, comprise an **iterative planning and evaluation process** as they provide opportunities for the City to assess its SCW Municipal Program expenditures and to modify its priority projects and programs to better meet water quality requirements using SCW funds, if needed.

Safe Clean Water Program Goals	
Contribute to Attainment of Water Quality Requirements	X
Implement an Iterative Planning and Evaluation Process	X

Post-Construction Monitoring, Operation and Maintenance Activities & Institute for Sustainable Infrastructure (ISI) Verification

Since this expenditure is not a physical infrastructure project, post construction monitoring, operation and maintenance activities, and ISI Envision Verification do not apply.

¹ Order No. R4-2012-0175 as amended by State Water Board Order WQ 2015-0075 and Regional Board Order R4-2012-0175-A01 (Order No. R4-2012-0175 as amended), also known as NPDES No. CAS004001.

Water Quality Monitoring

Description

The MS4 Permit issued under the authority of the Federal Clean Water Act and California's Porter Cologne Act regulates municipal stormwater and dry weather runoff discharges into the municipal storm drain system to protect the water quality of our local coastal streams, beaches, tidepools, harbors and fresh water bodies such as Machado Lake. The MS4 Permit requires a Monitoring and Reporting Program to assess the chemical, physical, and biological impacts of municipal stormwater discharges on local surface water quality, assess compliance with water quality objectives, characterize pollutant loads in municipal discharges, identify the source of pollutants in discharges, and measure the effectiveness of control measures in reducing pollutant loading. Following adoption of the MS4 Permit in December 2012, the City, along with the cities of Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills Estates, the County of Los Angeles and the Los Angeles County Flood Control District (Palos Verdes Peninsula CIMP group), agreed to collaborate on the development of the [Coordinated Integrated Monitoring Program](#) (CIMP) to meet MS4 Permit requirements. The City is party to the Memorandum of Understanding regarding Administration and Cost Sharing for Implementing the Coordinated Integrated Monitoring Program for the Peninsula Agencies and contributes proportionate funds based on its 12% area share of the CIMP area on an annual basis to cooperatively fund and coordinate the payment and performance of monitoring and reporting services.

The City plans to spend 24%, or \$24,000, of its Municipal Program funds on the ongoing Coordinated Integrated Monitoring Program that is used to assess discharge and receiving water quality.

The City plans to spend \$24,000 or 24% of its Municipal Program funds to address a portion of the City's share of CIMP implementation costs during FY2122 for continuation of this monitoring program initiated prior to November 6, 2018. This scope of work includes but is not limited to:

- Receiving Water Monitoring: sampling and analysis of a required suite of analytical parameters at two (2) new near-shore monitoring locations in the Santa Monica Bay (approximately 1000 feet offshore) during three (3) wet weather events and two (2) dry weather events per year and weekly indicator bacteria monitoring at five (5) Santa Monica Bay shoreline locations, conducted in accordance with the Santa Monica Bay Beaches Bacteria TMDL.
- Outfall Monitoring: stormwater outfall water quality and flow monitoring at three (3) locations during three (3) wet weather events per year. Two (2) of these outfall monitoring locations are used to evaluate stormwater discharges from the Palos Verdes Peninsula to the Santa Monica Bay and one (1) outfall monitoring location is used to evaluate stormwater discharges from the Palos Verdes Peninsula to the Dominguez Channel Watershed, which includes the Wilmington Drain, Machado Lake and the Greater Los Angeles Harbor surface waterbodies. The CIMP also includes monthly monitoring of nitrogen and phosphorus in discharges from four storm drain locations to quantify discharges of these pollutant from the Peninsula to Machado Lake.

Stakeholder and Community Outreach and Engagement

During development of the CIMP, a public workshop was held at the South Bay Botanic Garden to present it to the community and key stakeholders, including multiple non-governmental and community-based organizations. Attendees were encouraged to provide feedback via email or a comment card. The Regional Board provided public notice and a 45-day period to allow for public review and comment on the PV Peninsula Group's draft CIMP. A separate notice of availability regarding all of the Los Angeles region's draft CIMPs, including the Peninsula group's CIMP, was directed to State Senators and Assembly Members within the Coastal Watersheds of Los Angeles County. The Peninsula CIMP group

revised the draft CIMP to incorporate comments from the public and the Regional Board and resubmitted the CIMP on May 21, 2015, which was subsequently approved by the Regional Board.

Data collected under the CIMP are also made available to the public in a number of ways:

- The Los Angeles County Department of Public Health posts results of the [weekly shoreline bacteria data](#);
- Weekly shoreline bacteria monitoring results are also reviewed and interpreted by the environmental organization Heal the Bay, which posts its interpretation in the form of [beach water quality grades](#) and an annual compilation in its [Annual Heal the Bay Beach Report Card](#);
- All data collected under the CIMP are also sent to the Regional Board and posted [here](#);
- A comprehensive analysis and assessment of water quality based on the CIMP data is prepared by and reported in the Peninsula CIMP group's Annual Watershed Reports which are posted on the Regional Board's website [here](#).

Safe Clean Water Goals

Implementation of the CIMP supports multiple Safe Clean Water Program Goals as defined by [Los Angeles County Flood Control District Code](#) Section 18.04. The CIMP provides valuable data on the quality of municipal discharges and their impacts on receiving water quality. These data are evaluated on an annual basis thus supporting **improved water quality** and **protection of public health**.

Safe Clean Water Program Goals	
Improve Water Quality	X
Protect Public Health	X
Leverage Multiple Funding Sources	X

The CIMP further provides the opportunity to coordinate monitoring efforts on a watershed scale which allows for the **leveraging of multiple funding sources**, including the City's general fund which contributes the balance of the City's share of this program cost, thus increasing the cost-efficiency and effectiveness of water quality monitoring programs.

Post-Construction Monitoring and Operation and Maintenance Activities

Since the CIMP is not a physical infrastructure project, post-construction monitoring and typical operation and maintenance activities do not apply. The CIMP does include requirements for routine maintenance and calibration of monitoring equipment.

Institute for Sustainable Infrastructure (ISI) Verification

The CIMP is not eligible for ISI Envision verification since only physical infrastructure projects are eligible.

Watershed Management Program Planning

Description

The MS4 Permit encourages watershed-level planning through the implementation of a Watershed Management Program designed to achieve water quality objectives through multi-benefit projects and programs, customized for local geography, hydrology and community development characteristics. Although the City participates in the Coordinated Integrated Monitoring Program as discussed in the previous section, it has not heretofore participated in the [Palos Verdes Peninsula Enhanced Watershed Management Program \(EWMP\)](#) due to the absence of City-owned improved stormwater infrastructure or rights-of-way that would provide the opportunity to construct regional stormwater capture projects. However, the City's Sepulveda Canyon monitoring study that was initiated during fiscal year 2020-2021 and is described in the next section has indicated that the City's natural canyon drainage system effectively retains at least the 85th %, 24-hour runoff 'design storm' volume, therefore incorporation of these nature-based stormwater retention systems will further enhance the EWMP's effectiveness in meeting water quality objectives. Upon adoption of the new Regional MS4 Permit the City has the opportunity to notify the Regional Board that it intends to participate in the EWMP at which point it will need to retain professional consulting services to update the EWMP by incorporating its watershed areas and nature-based stormwater retention systems into the program. The City has allocated \$20,000 or 20% of its Municipal Program funds for this effort.

The City has allocated 20%, or \$20,000, of its Municipal Program funds for watershed planning to incorporate the City into the Palos Verdes Peninsula Enhanced Watershed Management Program.

Stakeholder and Community Outreach and Engagement

The EWMP revision will include significant community and stakeholder engagement beginning with the notice of intent to participate in the EWMP that will be submitted to the Regional Board. The other agencies participating in the EWMP will be provided the opportunity to review and comment on the draft EWMP revision, followed by a presentation of the revised EWMP to the Rolling Hills City Council for consideration and approval at a duly noticed public meeting. Finally, the revised EWMP will be submitted to the Regional Board for review and approval.

Safe Clean Water Goals

The EWMP provides a roadmap for **improving water quality** and **prioritizing nature-based solutions**. The City's wise application of its land use authority to protect and maintain the retentiveness of its natural canyon systems is an **innovative watershed management practice** that also realizes **multiple benefits** including protecting and enhancing ecosystem function.

Safe Clean Water Program Goals Achieved	
Improve Water Quality	X
Prioritize Nature-Based Solutions	X
Multiple Benefits	X
Encourage innovation and Adoption of New Technologies and Practices	X

Operation and Maintenance Activities

Management of the natural canyon habitat is primarily the responsibility of the private land owners, however the City will continue to apply its land use authority to ensure low-impact development continues and that proper wildfire prevention management strategies are in place for these systems since wildfire represents the greatest threat both for water quality and for the integrity of these nature-based systems.

Institute for Sustainable Infrastructure (ISI) Verification - The EWMP is a planning tool and as such is not eligible for Envision verification on its own since only physical infrastructure projects are eligible.

Sepulveda Canyon Monitoring Study

Description

The City plans to continue a monitoring study initiated in FY2021 within the largest canyon catchment in the City tributary to Machado Lake to develop baseline water quality and flow data to support documentation of the stormwater retention function of its natural canyon systems. The study was originally initiated to support the future feasibility study of a potential stormwater capture project, however, results from the first year of monitoring suggest that this canyon is fully retaining at least the storm volume from the 85th 24-hour design storm. Sepulveda Canyon is an unimproved natural drainage course with a tributary area of 280 acres comprised of single-family residential properties and open space. The monitoring site for this study is located in the lower section of the canyon at a road crossing and prior to the point where the flow exits the City boundary and enters the improved storm drain system.

The City plans to spend 18%, or \$18,000, of its SCW Municipal Program funds to continue a monitoring study of the Sepulveda Canyon catchment to establish baseline flow and water quality data to evaluate the City as an 85%, 24-hour retentive area of the Peninsula EWMP.

The operating procedures for this monitoring study are consistent with the current MS4 outfall monitoring program being conducted under the Palos Verdes Peninsula CIMP discussed previously and includes collection of continuous flow monitoring data along with field measurements and observations. The data collected will be used to assess the effectiveness of the City's natural canyon drainage systems in retaining stormwater runoff. The City has allocated \$18,000 or 18% of its SCW Municipal Program revenue to complete this monitoring study of the Sepulveda Canyon catchment during the 2021-2022 wet weather season.

Stakeholder and Community Outreach and Engagement

The City actively engages its City Council and residents on matters of significance through duly noticed agendas and public meetings. The concept for this study arose from City Council discussions and it is being undertaken with the authorization of City Council. Results of the monitoring study are being shared with the community and City Council.

Safe Clean Water Goals

This study incorporates an **iterative planning process** given that the initial intent of the study was to support development of a potential stormwater capture project, but has now evolved into documenting the effectiveness of nature-based canyon systems in **improving water quality** and protecting the beneficial uses of local waterbodies thereby **protecting public health**. This intent of the study is to prioritize and support **nature-based solutions** and **innovative practices** to improve water quality.

Safe Clean Water Program Goals Achieved

Implement iterative Planning and Evaluation Process	X
Improve Water Quality	X
Protect Public Health	X
Prioritize Nature-Based Solutions	X
Encourage innovation and Adoption of New Technologies and Practices	X

Operation and Maintenance Activities

Since monitoring is not a physical infrastructure project, typical operation and maintenance activities do not apply, however routine maintenance and calibration of monitoring equipment will be conducted as part of this study.

Institute for Sustainable Infrastructure (ISI) Envision Verification

Monitoring is a planning tool and as such is not eligible for ISI Envision verification since only physical infrastructure projects are eligible.

Hydromodification Control

Description

It has been brought to City staff and Council attention that adverse hydromodification impacts have accrued at certain locations within natural drainage courses in the City. Given that natural drainage courses are the predominant means for conveying stormwater and are being demonstrated by the Sepulveda Canyon Monitoring Study to be vital nature-based stormwater retention systems, the City has allocated \$5,000 of its Municipal Program funds to strengthen hydromodification control provisions in its municipal code. Many residential properties within the City are located on hillside properties so prevention of adverse hydromodification impacts will protect habitat, increase flood protection and reduce the likelihood of erosion damage to properties during severe storms. Initial planning for this effort was initiated in FY1920, and the City plans to continue to develop options for strengthening hydromodification controls and to create additional incentives for reducing existing imperviousness and disconnecting impervious areas from canyon drainage systems to prevent future hydromodification impacts.

The City has allocated 5%, or \$5,000 of its SCW Municipal Program funds to strengthen hydromodification controls to protect habitat and increase flood and erosion protection within natural drainage courses.

Stakeholder and Community Outreach and Engagement

The City actively engages its City Council and its residents on matters of significance through duly noticed agendas and public meetings. This process for considering additional hydromodification controls is being undertaken at the request of City Council. During FY1920 initial work included development and presentation to City Council of various options for increasing the stringency of hydromodification provisions. The next steps to be undertaken are envisioned to include a public workshop to build City Council and community consensus for a preferred hydromodification approach to be considered in updating its municipal code as necessary following the adoption of the Regional MS4 Permit. Based on the outcome of the public workshop and direction from City Council the consensus approach will be translated into a set of redline changes to the relevant section of municipal code for consideration by the City Council.

Safe Clean Water Goals

This program incorporates an **iterative adaptive management** approach consistent with SCW Program Goals. This work will provide updated development/redevelopment guidelines for protecting and **improving water quality** by reducing erosion in natural canyons to reduce sediment loading in stormwater discharges from the City and protect natural habitat from erosion thereby **prioritizing nature-based solutions**. Certain of these natural drainage courses are designated as Significant Ecological Areas so prevention of adverse hydromodification impacts will help to protect this sensitive habitat. Increasing hydromodification control provisions will also increase the community's resilience to more severe storms that may result from **climate change**.

Safe Clean Water Program Goals Achieved	
Implement iterative Adaptive Management	X
Improve Water Quality	X
Adapt to Climate Change	X
Prioritize Nature-Based Solutions	X

Post-Construction Monitoring and Operation and Maintenance Activities

Consistent with MS4 Permit requirements, owners of new and redevelopment projects that become subject to the strengthened hydromodification requirements will be required to operate and maintain any structural hydromodification control systems on their property in perpetuity. These requirements will include periodic inspection by the owner or designee to ensure they continue to function properly and to identify need for maintenance.

Enhanced Sediment Source Control

Description

The need for increased control of suspended sediment in stormwater discharges has been identified through analysis of data collected under the outfall water quality monitoring program described previously. Consequently and as required by the MS4 Permit, the City conducted an assessment of potential sources of sediment in stormwater discharges and prepared a plan for enhanced sediment control. Sources of sediment in stormwater from the City are erosion in natural canyons and poorly managed construction sites. The City's natural canyons are subject to erosion during intense storms and the foregoing hydromodification control provisions are anticipated to help mitigate this in the long term. To address construction sites, the City's sediment control plan identified enhancements to the MS4 Permit-required minimum control measures for sediment and erosion control on construction sites. For small construction sites disturbing less than one acre, these enhancements include additional education and outreach to project owners and contractors, including distribution of a brochure in English and Spanish illustrating and describing the required best management practices to control sediment and erosion. For large construction sites subject to the Statewide Construction General Permit, the City's sediment control plan increases the frequency of inspections of sites with Risk Levels 2 or 3 to once every two weeks, and before and after rain events with forecast of rainfall greater than 0.5 inches. In 2019, the City created a full-time code enforcement position that is dedicated approximately 10% of the time to conducting outreach and providing additional oversight of construction sites beyond that being provided by contract building & safety inspectors. The City has allocated 5%, or \$5,000 of its FY2122 SCW Municipal Program funds for the code enforcement officer's time spent on this effort.

The City plans to spend 5%, or \$5,000 of its SCW Municipal Program funds to increase enforcement of source control measures to protect stormwater quality.

Stakeholder and Community Outreach and Engagement

Stakeholder outreach and engagement is integral to an effective source control program and is incorporated into the sediment control plan through direct outreach to construction site owners and contractors using educational materials.

Safe Clean Water Goals

This program is being implemented as a result of an **iterative adaptive management** process consistent with SCW Program Goals. This program helps to protect and **improve water quality** by controlling erosion on construction sites which will reduce sediment and associated pollutant loading in stormwater discharges. The majority of the code enforcement officer's position is funded by through the City's general fund which provides significant **leverage of the SCW Municipal funds**.

Safe Clean Water Program Goals Achieved	
Iterative Adaptive Management	X
Improve Water Quality	X
Leverage Multiple Funding Sources	X

Post-Construction Monitoring and Operation and Maintenance Activities

Since this expenditure is not a physical infrastructure project, post construction monitoring and operation and maintenance activities do not apply.

Institute for Sustainable Infrastructure (ISI) Verification

This expenditure is not eligible for ISI Envision verification since only physical infrastructure projects are eligible.

City of Rolling Hills
Planned FY2122 Stormwater Expenditures for SCW Municipal Program Funds

Item	Description	Expenditure for New Projects or Programs	Expenditure for Ongoing Programs	Subtotal Each Expenditure Item
Municipal SCW Program Planning, Reporting and Outreach	Municipal Safe Clean Water Program annual planning, reporting and public engagement/outreach.	\$ 8,000		\$ 8,000
Water Quality Monitoring	Palos Verdes Peninsula Coordinated Integrated Monitoring Program – portion of City's share allowable as ongoing program expenditure.		\$24,000	\$24,000
Watershed Management Program Planning	Revision of PVP EWMP planning documents to incorporate the City and its nature-based stormwater retention systems.	\$ 20,000		\$ 20,000
Sepulveda Canyon Monitoring Study	Completion of Sepulveda Canyon Monitoring Study to assess the the effectiveness of the natural canyon drainage systems in retaining stormwater runoff.	\$ 18,000		\$ 18,000
Hydro-modification Control	Develop strengthened hydromodification control provisions to protect habitat and increase flood and erosion protection within natural drainage courses.	\$ 5,000		\$ 5,000
Enhanced Sediment Source Control	Increased code enforcement of erosion and sediment controls at construction sites to reduce stormwater discharges of sediment.	\$ 5,000		\$ 5,000
20% Set Aside	20% of the City's total estimated municipal return for FY2122 is being set aside to account for potential SCW parcel tax appeals, exemptions and credits.	\$ 14,000	\$ 6,000	\$ 20,000
Total Estimated Municipal Return				\$100,000



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.E

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: AB 1053 CITY SELECTION COMMITTEES: QUORUM: TELECONFERENCING.

DATE: March 22, 2021

BACKGROUND:

Existing law creates a city selection committee in each county that consist of two or more incorporated cities for the purpose of appointing city representatives to boards, commissions, and agencies. Under existing law, a quorum for a city selection committee requires a majority of the number of the incorporated cities within the county entitled to representation on the city selection committee. Existing law requires a city selection committee to be postponed or adjourned to a subsequent time and place whenever a quorum is not present at the meeting.

Existing law requires a city selection committee to conduct regular meetings at the times specified by the committee in its rules and regulations, and to meet upon the call of its chairperson. Existing law authorizes the chairperson of the committee to call a special meeting of the committee at any time and requires the chairperson to call a special meeting upon the written request of 50% of the members of the city selection committee.

DISCUSSION:

This bill would reduce the quorum requirement to 1/3 of all member cities within the county for a meeting that was postponed to a subsequent time and place because a quorum was not present, as long as the agenda is limited to items that appeared on the immediately preceding agenda where a quorum was not established.

This bill would authorize a city selection committee meeting to be conducted by teleconferencing and electronic means.

Councilmember Pat Wilson represents the City on the city selection committee and has experienced first hand the difficulty in achieving a quorum. Some members travel half a day to the meeting only to find the meeting cancelled for a lack of a quorum.

FISCAL IMPACT:

There is no fiscal impact in researching the provisions of AB 1053.

RECOMMENDATION:

Support AB 1053 City Selection Committees: quorum: teleconferencing and direct staff to send support letter to Senate and Assembly Representatives.

ATTACHMENTS:

[20210AB1053_98.pdf](#)

AMENDED IN ASSEMBLY MARCH 18, 2021

CALIFORNIA LEGISLATURE—2021–22 REGULAR SESSION

ASSEMBLY BILL

No. 1053

Introduced by Assembly Member Gabriel

February 18, 2021

An act to amend ~~Section 10000 of the Streets and Highways Code, relating to municipal streets. Sections 50272 and 50277 of the Government Code, relating to local government.~~

LEGISLATIVE COUNSEL’S DIGEST

AB 1053, as amended, Gabriel. ~~Municipal Improvement Act of 1913. City selection committees: quorum: teleconferencing.~~

Existing law creates a city selection committee in each county that consists of 2 or more incorporated cities for the purpose of appointing city representatives to boards, commissions, and agencies. Under existing law, a quorum for a city selection committee requires a majority of the number of the incorporated cities within the county entitled to representation on the city selection committee. Existing law requires a city selection committee meeting to be postponed or adjourned to a subsequent time and place whenever a quorum is not present at the meeting.

This bill would reduce the quorum requirement to $\frac{1}{3}$ of all member cities within the county for a meeting that was postponed to a subsequent time and place because a quorum was not present, as long as the agenda is limited to items that appeared on the immediately preceding agenda where a quorum was not established.

Existing law requires a city selection committee to conduct regular meetings at the times specified by the committee in its rules and regulations, and to meet upon the call of its chairperson. Existing law

authorizes the chairperson of the committee to call a special meeting of the committee at any time and requires the chairperson to call a special meeting upon the written request of 50% of the members of the city selection committee.

This bill would authorize a city selection committee meeting to be conducted by teleconferencing and electronic means.

~~The Municipal Improvement Act of 1913 authorizes a legislative body of any municipality, whenever the public interest or convenience requires, to install, among other things, in or along its streets, any works, utility, or appliances necessary or convenient for providing any other public service.~~

~~This bill would make nonsubstantive changes to the provision naming the act.~~

Vote: majority. Appropriation: no. Fiscal committee: no.
State-mandated local program: no.

The people of the State of California do enact as follows:

1 *SECTION 1. Section 50272 of the Government Code is*
2 *amended to read:*

3 *50272. (a) (1) Representatives of a majority of the number*
4 *of cities within a county entitled to representation on the city*
5 *selection committee shall constitute a quorum of the committee;*
6 ~~*provided, however, that a majority the committee.*~~

7 *(2) A majority vote of the representatives of the number of cities*
8 *within a county entitled to representation on the committee is shall*
9 *be necessary to appoint representatives to boards, commissions,*
10 *or agencies. Whenever*

11 *(b) Whenever a quorum is not present at a meeting of any city*
12 *selection committee, the meeting shall be postponed or adjourned*
13 *to a subsequent time and place, as determined by the chairman.*
14 *chairperson.*

15 *(c) The quorum for a meeting postponed to a subsequent time*
16 *and place pursuant to subdivision (b) shall be reduced to one-third*
17 *of all member cities within the county, if the agenda is limited to*
18 *items that appeared on the immediately preceding agenda where*
19 *a quorum was not established.*

20 *SEC. 2. Section 50277 of the Government Code is amended to*
21 *read:*

1 50277. (a) A city selection committee shall conduct regular
2 meetings at the times specified by it in its rules and regulations,
3 and shall also meet upon the call of its ~~chairman~~. ~~The chairman~~
4 *chairperson*.

5 (b) (1) *The chairperson* of a selection committee may call a
6 special meeting of the committee at any time, and the ~~chairman~~
7 *chairperson* shall call a special meeting of the selection committee
8 upon the written request of 50 percent of the members of the city
9 selection committee. ~~When~~

10 (2) ~~When a chairman~~ *chairperson* is required to call a special
11 meeting of a city selection committee pursuant to this section, ~~such~~
12 ~~a the~~ meeting shall be called and held within 60 days after receipt
13 of ~~such the~~ written request. ~~Within request required under~~
14 *paragraph (1)*.

15 (3) *Within* three weeks prior to the date fixed for a special
16 meeting of the committee, the ~~chairman~~ *chairperson* of the
17 committee shall notify the committee secretary of the date, time,
18 and place of the special meeting.

19 (c) *City selection committee meetings may be conducted by*
20 *teleconferencing and electronic means, provided that the meeting*
21 *complies with all other requirements of this section.*

22 SECTION 1. ~~Section 10000 of the Streets and Highways Code~~
23 ~~is amended to read:~~

24 ~~10000. This division shall be known, and may be cited, as the~~
25 ~~Municipal Improvement Act of 1913.~~



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.F

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: SB 765 ACCESSORY DWELLING UNIT (ADU) SETBACK.

DATE: March 22, 2021

BACKGROUND:

To address housing shortage in recent years, the State streamlined the creation of accessory dwelling units (ADUs) to increase housing inventory. ADUs are allowed to be four feet away from the side and rear property lines.

The minimum lot size in Rolling Hills is one acre. Allowing ADUs to be placed close to the property lines is inconsistent with the current zoning regulations in Rolling Hills.

DISCUSSION:

SB 765 gives the local government the option to revert to any setback regulations in effect prior to the ADU laws mandating the four feet setback. For local jurisdictions that did not have a setback regulation, those agencies will be bounded by the four feet setback.

FISCAL IMPACT:

There is no fiscal impact in researching the provisions of SB 765 ADU Setback.

RECOMMENDATION:

Support SB 765 ADU Setback and direct staff to send letter of support to Senate and Assembly representatives.

ATTACHMENTS:

[SB 765 \(Stern\) Fact Sheet.pdf](#)

[Sample SB 765 Support Letter.docx](#)

SB 765 (STERN) ADU SETBACK

UPDATED: 3/3/21

BACKGROUND

As California works to address the housing crisis, accessory dwelling units (ADUs) have been identified as one way to increase the production of affordable housing. In recent years, the state has incentivized and clarified law to increase the production of ADUs.

An ADU, often referred to as a granny flat or guest home, is a housing unit that may be built on a single-family or multifamily-zoned lot.

Part of the new law includes new rear and side setbacks that apply to every lot in the state, no matter the size. A setback is a development standard intended to serve as the minimum distance the unit must be setback from the end and/or side of the lot. In this case, a side and rear set-back refer to the side and rear of a property line.

THE PROBLEM

Under existing law, ADUs only have to be 4ft feet away from the side and rear property lines. (Gov. Code, § 65852.2) no matter what size the parcel, meaning the setback are currently the same whether a small 3,000 square foot urban lot or a 20 acre lot in rural lots.

As a result, many ADUs can be placed significantly closer to a neighbor's home on an adjacent property than it is to the home on the property where it's located, butting up against a fence line and/or not optimally located in consideration of scale and proper planning.

Prior to this law being enacted in 2021, local governments established their own setbacks, depending on location, environs, often varying from community to community or street to street depending on what was appropriate.

For suburban and rural plots and other jurisdictions with larger lots of land and open space, setbacks were often 25 feet.

THE SOLUTION

SB 765 gives local governments the option to return to any setback regulations they had established prior to the state law mandating the 4-foot setback that took effect in 2021. For local jurisdictions that did not have a setback regulation in place, they will be bound by the 4-foot setback rule in current state law.

By making this change, local jurisdictions will restore their authority to do proper planning to achieve an optimal, safe, and aesthetically balanced ADU location. Under SB 765, if a local jurisdiction's setback requirements make the building of an ADU infeasible, the applicant can submit a request for an alternate setback requirement.

SUPPORT

ALL LETTERS MUST BE UPLOADED INTO THE ELECTRONIC PORTAL. The portal automatically sends letters to the author's office and the committee(s) of jurisdiction. Please visit <https://calegislation.lc.ca.gov/advocates/> to create an account and upload the letter.

In addition to submitting the letter through the portal, please send a physical copy to your Legislator(s).

CITY LETTERHEAD

DATE

The Honorable Scott Wiener
Chair, Senate Housing Committee
State Capitol Building, Room XXXXX
Sacramento, CA 95814

RE: SB 765 (Stern) Accessory Dwelling Unit Setback-Support

Dear Senator Wiener,

The City of _____ writes to express its **strong support for SB 765**, which continues to provide for and protect the production of accessory dwelling units (ADUs), but simply allows cities to maintain a setback for ADUs that is appropriate to their lot size and terrain.

First and foremost, SB 765 will neither undermine existing law nor hinder the construction of ADUs, which we support as one of many very important solutions to our current housing crisis. Rather, SB 765 provides that rear and side yard setbacks for ADUs previously established by local agencies be maintained in appropriate circumstances so that each community can take into account their own built environment, their city's unique topography and landscape and the differences of lot size among urban, suburban and rural zones and terrain.

In fact, to ensure that the bill does not diminish opportunities for ADU construction, SB 765 has built in safeguards to ensure that the goals of housing production are maintained. Nothing else will change regarding the ministerial approval of ADUs.

SB 765 is necessary because, without this fix, ADUs that may otherwise be considered, may not be built. The standardized setback of 4 feet, however well intended, has unintended consequences in that an ADU would have to be placed in a location that is not optimal in terms of scale and proper planning. The state-wide standardization does not take into consideration the wide variation in parcel sizes, for example, anywhere from a small 5,000 square foot parcel to a 20 acre parcel or more in a rural zone. In each case, an ADU would be required to be situated against a fence line and significantly closer to a

neighbor's home on an adjacent property than it is to the home on the property where it is located.

SB 765 honors one of the great strengths of California, which is the diversity of communities and respects a community's varying parcels and terrain. When one considers the variation of parcels in the state, it is unreasonable that every lot in California must have the same setback in order to facilitate the production of ADUs. We respectfully ask you to support SB 765, and consider the value in proper planning, site specifics and the importance of balance in housing legislation.

For these reasons, the City of _____ supports SB 765.

Sincerely,

NAME

TITLE

CITY/TOWN of _____

cc.

Your Senator & Assembly Member

Your Senator & Assembly Member

Senator Henry Stern

Senator Patricia C. Bates (Vice Chair) (OC)

Senator Anna M. Caballero (Monterey, Salinas)

Senator Dave Cortese (Silicon Valley)

Senator Mike McGuire (North Coast from Marin)

Senator Rosilicie Ochoa Bogh (San Bernardino)

Senator Nancy Skinner (Oakland/Alameda)

Senator Thomas J. Umberg (Irvine and OC)

Senator Bob Wieckowski (South Bay)



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.G

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: AB 1372 RIGHT TO TEMPORARY SHELTER

DATE: March 22, 2021

BACKGROUND:

On February 19, 2021, Assembly Bill 1372 was introduced at the California Legislature 2021-2022 regular session by Assemblymember Al Muratsuchi. The bill would require the following:

- Every city to provide every person who is homeless with temporary shelter, mental health treatment, resources for job placement, and job training until the person obtains permanent housing if the person has actively sought temporary shelter in the jurisdiction for at least three consecutive days and has been unable to gain entry into all temporary shelters they sought for specified reasons.
- Every city to provide a rent subsidy if it is unable to provide temporary shelter.
- Authorize a person who is homeless to enforce the bill's provisions by bringing a civil action.
- Require a court to award specified remedies and penalties upon finding a violation of the bill's provisions.
- Require every city to adopt a plan, subject to approval by the Department of Housing and Community Development, to provide for temporary shelter for persons who are homeless in its jurisdiction.

On March 4, 2021, the bill was referred to the Housing and Community Development Committee and maybe heard by committee on March 22, 2021.

DISCUSSION:

Existing law authorizes a governing body of a political subdivision to declare a shelter crisis if the government body makes a specified finding. Upon declaration of a shelter crisis, existing law suspends certain state and local laws, regulations, and ordinances, including those prescribing standards of housing, health or safety, to the extent that strict compliance would prevent, hinder, or delay the mitigation of the effects of shelter crisis and allows a city, in lieu of compliance, to adopt by ordinance reasonable local standards and procedures for the design, site development, and operation of homeless shelters and the structures and facilities therein.

AB1372 goes above and beyond existing law requiring cities to provide a full service program for homelessness without providing a funding source. At the recent legislative briefing, the League of California Cities did not have an official position but reported based on the provisions but would likely oppose AB 1372 as written.

Mayor Pro Tem Bea Dieringer requested that the City Council discuss the provisions of AB 1372 and oppose the bill.

FISCAL IMPACT:

There is no fiscal impact in researching the provisions of AB 1372 Right to temporary shelter.

RECOMMENDATION:

Oppose AB1372 and direct staff to send an opposition letter to the Senate and State Assembly representatives.

ATTACHMENTS:

[20210AB1372_99.pdf](#)

[CalCities2021LegislativeBriefing.pdf](#)

ASSEMBLY BILL

No. 1372

Introduced by Assembly Member Muratsuchi

February 19, 2021

An act to add Chapter 7.9 (commencing with Section 8699) to Division 1 of Title 2 of the Government Code, relating to homelessness.

LEGISLATIVE COUNSEL'S DIGEST

AB 1372, as introduced, Muratsuchi. Right to temporary shelter.

Existing law authorizes a governing body of a political subdivision, as those terms are defined, to declare a shelter crisis if the governing body makes a specified finding. Upon declaration of a shelter crisis, existing law, among other things, suspends certain state and local laws, regulations, and ordinances, including those prescribing standards of housing, health, or safety, to the extent that strict compliance would prevent, hinder, or delay the mitigation of the effects of the shelter crisis and allows a city, county, or city and county, in lieu of compliance, to adopt by ordinance reasonable local standards and procedures for the design, site development, and operation of homeless shelters and the structures and facilities therein.

This bill would require every city, or every county in the case of unincorporated areas, to provide every person who is homeless, as defined, with temporary shelter, mental health treatment, resources for job placement, and job training until the person obtains permanent housing if the person has actively sought temporary shelter in the jurisdiction for at least 3 consecutive days and has been unable to gain entry into all temporary shelters they sought for specified reasons. The bill would require the city or county, as applicable, to provide a rent subsidy, as specified, if it is unable to provide temporary shelter. The

bill would authorize a person who is homeless to enforce the bill's provisions by bringing a civil action. The bill would require a court to award specified remedies and penalties upon finding a violation of the bill's provisions, including by requiring the city or county, as applicable, to provide the person who is homeless with temporary shelter, mental health treatment, resources for job placement, and job training until the person obtains permanent housing.

This bill would require every city, county, and city and county to adopt a plan, subject to approval by the Department of Housing and Community Development, to provide for temporary shelter for persons who are homeless in its jurisdiction, as specified. By imposing additional duties on cities and counties, the bill would impose a state-mandated local program.

The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: yes.

The people of the State of California do enact as follows:

- 1 SECTION 1. The Legislature finds and declares all of the
- 2 following:
- 3 (a) It should be the legal responsibility of the city or county to
- 4 provide temporary shelter to an individual seeking such shelter.
- 5 (b) It should be the city's or county's legal obligation to create
- 6 a temporary shelter plan in its jurisdiction and to allocate the
- 7 necessary funds for shelter, resources, and services.
- 8 (c) The city or county should review and approve draft
- 9 ordinances to ensure that shelters meet minimum habitability,
- 10 health, and safety standards.
- 11 SEC. 2. Chapter 7.9 (commencing with Section 8699) is added
- 12 to Division 1 of Title 2 of the Government Code, to read:

CHAPTER 7.9. RIGHT TO TEMPORARY SHELTER

8699. For purposes of this chapter, “person who is homeless” has the same meaning as “homeless person,” as defined in Section 11302(a) of Title 42 of the United States Code, as that section read on January 1, 2021.

8699.1. (a) (1) Every person who is homeless shall have a right to temporary shelter if the person has actively sought temporary shelter in the jurisdiction for at least three consecutive days and has been unable to gain entry into all temporary shelters they sought for either of the following reasons:

(A) The temporary shelter declined the person for any reason.

(B) The temporary shelter does not meet minimum state or federal housing, health, habitability, planning and zoning, or safety standards, procedures, or laws for the structure.

(2) (A) Every city, or every county in the case of unincorporated areas, shall provide temporary shelter, mental health treatment, resources for job placement, and job training to a person who has a right to temporary shelter pursuant to paragraph (1) until the person obtains permanent housing. If the city or county, as applicable, is unable to provide temporary shelter, it shall provide a rent subsidy in an amount sufficient to cover costs for shelter for each day until the city or county is able to provide temporary shelter to the person.

(B) Every city, or every county in the case of unincorporated areas, shall establish written procedures that a person may use to claim the remedy in subparagraph (A).

(b) A person who is homeless may bring a civil action to enforce paragraph (2) of subdivision (a).

(c) A court shall order the following penalties and remedies upon finding a violation of paragraph (2) of subdivision (a):

(1) The city or county, as applicable, shall provide temporary shelter, mental health treatment, resources for job placement, and job training to the person who is homeless until the person obtains permanent housing.

(2) If the city or county, as applicable, is unable to provide temporary shelter, as described in paragraph (1), the city or county shall provide a rent subsidy in an amount sufficient to cover costs for shelter for each day until the city or county is able to provide the remedy in paragraph (1).

(3) The city or county, as applicable, shall pay, for each plaintiff in the civil action, a civil penalty of _____ dollars (\$_____) into a discrete fund of the city or county for purposes of creating temporary shelters in the jurisdiction.

(4) The city or county shall pay the plaintiff's attorney's fees and costs.

8699.2. (a) Every city, county, and city and county shall adopt a plan, subject to approval by the Department of Housing and Community Development, to provide for temporary shelter for persons who are homeless in its jurisdiction.

(b) Every city, county, and city and county shall include, in the plan described in subdivision (a), all of the following:

(1) Identification of temporary shelter options within its jurisdiction.

(2) Identification of sites, plans, timelines, and costs for increasing temporary shelter options within its jurisdiction.

(3) Plans for the funding and the provision of mental health and substance abuse services, as well as housing and job counseling, at the temporary shelter sites.

SEC. 3. The Legislature finds and declares that finding solutions to the statewide housing crisis is a matter of statewide concern and is not a municipal affair as that term is used in Section 5 of Article XI of the California Constitution. Therefore, Section 1 of this act adding Chapter 7.9 (commencing with section 8699) to Division 1 of Title 1 of the Government Code applies to all cities, including charter cities.

SEC. 4. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

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Legislative Briefing: 2021 Bill Introduction

Thursday, March 18, 2021
1:00 – 3:00 p.m.

Homelessness

AB 1372 (Muratsuchi) Right to Temporary Shelter.

This measure would require every city, or every county in the case of unincorporated areas, to provide every person who is homeless with temporary shelter, mental health treatment, resources for job placement, and job training until the person obtains permanent housing if the person has actively sought temporary shelter in the jurisdiction for at least 3 consecutive days and has been unable to gain entry into all temporary shelters they sought for specified reasons. This measure would require the city or county to provide a rent subsidy, if it is unable to provide temporary shelter. This measure would also authorize a person who is homeless to enforce the bill's provisions by bringing a civil action.

Cal Cities Position: Pending



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 10.A

Mtg. Date: 03/22/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: VACCINATION PASSPORT/BADGE TO BE ISSUED BY THE CITY OF ROLLING HILLS FOR RESIDENTS THAT HAVE RECEIVED THE COVID-19 VACCINATION (COUNCILMEMBER BLACK).

DATE: March 22, 2021

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

None.

ATTACHMENTS: