



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, April 27, 2020

CITY OF ROLLING HILLS
7:00 PM

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

Public Participation: City Hall will be closed to the public until further notice. A live audio of the City Council meeting will be available on the City's website (<http://www.rolling-hills.org/>). The meeting agenda is on the City's website (https://www.rolling-hills.org/government/city_council/city_council_agendas.php).

Members of the public may submit comments in real time by emailing the City Clerk at ycoronel@cityofrh.net. Your comments will become part of the official meeting record. Please provide your full name, but please do not provide any other personal information (i.e., phone numbers, addresses, etc.) that you do not want to be published.

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

PLEDGE OF ALLEGIANCE

3. **COMMENTS WILL BE TAKEN BY EMAIL IN REAL TIME - PUBLIC COMMENT WELCOME**

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

4. **CONSENT CALENDAR**

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

4.A. APPROVAL OF MINUTES.

RECOMMENDATION:Approve as presented.
02-10-20CCDraftMinutes

4.B. PAYMENT OF BILLS.

RECOMMENDATION:Approve as presented.
Payment of Bills.pdf

4.C. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR MARCH 2020.

RECOMMENDATION:Approve as presented.
Rolling Hills Tonnage March 2020.pdf

4.D. FINANCIAL STATEMENTS FOR THE FIRST QUARTER OF 2020.

RECOMMENDATION:Approve as presented.
Budget Comparative 3-31-20 Update.pdf

4.E. UPDATED CITY COUNCIL BUDGET CALENDAR FOR FY 2020-2021.

RECOMMENDATION:Approve as presented.
BudgetCalendarFY20-21_v3.docx

4.F. NEW 2020 SPRING CLEANUP DATES.

RECOMMENDATION:Approve as presented.
Republic Services - Rolling Hills Postcard

5. COMMISSION ITEMS

None.

6. PUBLIC HEARINGS

None.

7. NEW BUSINESS

7.A. CONSIDER AND APPROVE A PROPOSAL FROM PALOS VERDES PENINSULA LAND CONSERVANCY FOR ADDITIONAL FIRE FUEL REMOVAL WORK IN THE PRESERVE IN THE AREAS ADJACENT TO THE CITY BORDER.

RECOMMENDATION:Staff recommends that the City Council consider and approve the proposed fire fuel removal work in the Preserve and reallocate \$50,000 from the budget set aside for the Tennis Courts Improvement Project to commence the work in May 2020.

PVPLC Reducing Fuel Load Project RH 2020.docx
RH Map 1.pdf
RH Map 2.pdf

- 7.B. [PRESENTATION ON A POTENTIAL PROJECT TO ELIMINATE STORMWATER DISCHARGE AT ONE DISCHARGE POINT FROM THE CITY TO THE RECEIVING WATERS.](#)

RECOMMENDATION:Staff recommends that the City Council receive a presentation from SEITec on the Bent Springs Canyon stormwater detention project.
[Presentation April 27, 2020.pdf](#)

- 7.C. [FY 2020/21 BUDGET PREPARATION DOCUMENTS FY 2019/2020 YEAR-END REVENUE AND EXPENDITURE PROJECTIONS FY 2020/2021 CONSUMER PRICE INDEX \(CPI\) ADJUSTMENT FOR BUDGET](#)

RECOMMENDATION:Staff recommends that the City Council receive and file the proposed FY 2019/20 Year-end Projections for the General Fund and FY 2020/21 CPI adjustment information for budget.

[FY 19-20 Final General Fund Projections .pdf](#)
[March 2020 CPI.pdf](#)

8. OLD BUSINESS

- 8.A. [UPDATE ON MEASURE W - SAFE CLEAN WATER PROGRAM TRANSFER AGREEMENT TO RECEIVE LOCAL RETURN ALLOCATIONS.](#)

RECOMMENDATION:Staff recommends that the City Council receive and file an update on Measure W Transfer Agreement.

[SCWP-Transfer-Agreement-Municipal-Template-20200306-1400-CLEAN--c1.pdf](#)

[City of Rolling Hills Comments on SCW Transfer Agreement.pdf](#)

- 8.B. [UPDATE ON THE LOS ANGELES COUNTY REVIEW OF THE CITY'S SEWER FEASIBILITY STUDY PHASE II PROJECT.](#)

RECOMMENDATION:Staff recommends that the City Council receive and file an update on the City's Sewer Feasibility Study Phase II project.

[Rolling Hills Sewer Cost Estimate 01.16.2020.pdf](#)

[Rolling Hills Sewer Cost Estimate 03.30.2020.pdf](#)

[Sewer Plans.pdf](#)

- 8.C. [STRATEGIC PLANNING WORKSHOP DISCUSSION #3.](#)

RECOMMENDATION:Staff recommends that the City Council receive and file proposed budget items for Fiscal Year 2020-2021 developed as a part of the strategic planning workshop from January 2020.

[StrategicPlanningWorkshopBudgetItems_2020-04-27.xlsx](#)

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

- 9.A. [CONSIDER REQUEST FROM MAYOR JEFF PIEPER TO DISCUSS](#)

TIMING FOR RE-OPENING ROLLING HILLS CITY HALL TO THE PUBLIC.

RECOMMENDATION:None.

10. MATTERS FROM STAFF

11. ADJOURNMENT

Next regular meeting: Monday, May 11, 2020 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

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

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

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



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.A

Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YOHANA CORONEL, CITY CLERK

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: APPROVAL OF MINUTES.

DATE: April 27, 2020

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[02-10-20CCDraftMinutes](#)

**MINUTES OF
A REGULAR MEETING
OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, FEBRUARY 10, 2020**

1. CALL TO ORDER

A regular meeting of the City Council of the City of Rolling Hills was called to order by Mayor Mirsch at 07:01p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

2. ROLL CALL

PLEDGE OF ALLEGIANCE

Councilmembers Present: Mayor Mirsch, Pieper, Dieringer, and Wilson.
Councilmembers Absent: Black.
Others Present: Elaine Jeng, P.E., City Manager.
Meredith Elguira, Planning and Community Services Director
Yohana Coronel, City Clerk
Michael Jenkins, City Attorney
Chris Sarabia, Land Conservancy Conservation Director
Alfred Visco, 15 Cinchring Road
Mrs. Toshiko Nakamura, 24 Cinchring Road

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

NONE.

4. CONSENT CALENDAR

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

- A. MINUTES – REGULAR MEETING OF AUGUST 27, 2018 AND REGULAR MEETING OF APRIL 09, 2018.
RECOMMENDATION: APPROVE AS PRESENTED
- B. CONSIDER AND APPROVE RESOLUTION 1248: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.
RECOMMENDATION: APPROVE AS PRESENTED

- C. CONSIDER AND APPROVE RESOLUTION 1249 THAT SUPPORTS THE RECOMMENDATION BY THE PERSONNEL COMMITTEE TO ADJUST THE MAXIMUM CITY CONTRIBUTION TO EMPLOYEE HEALTH INSURANCE PREMIUMS FOR CALENDAR YEAR 2020 THROUGH 2024.
RECOMMENDATION: APPROVE AS PRESENTED
- D. PAYMENT OF BILLS.
RECOMMENDATION: APPROVE AS PRESENTED

Councilmember Dieringer moved that the City Council approve the consent items as presented with amendments to the minutes. Mayor Pro Tem Pieper seconded the motion. The motion passed by voice vote as follows:

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

5. COMMISSION ITEMS

NONE.

Mayor Mirsch requested that Old Business Item 7B be heard first due to guest present in the audience.

(Out of Order)

7. OLD BUSINESS

- B. **RECEIVE AND FILE A PRESENTATION FROM THE PALOS VERDES PENINSULA LAND CONSERVANCY ON THE ACACIA AND MUSTARD PLANTS REMOVAL WORK IN THE PRESERVE.**

Land Conservancy staff Chris Sarabia introduced himself and gave an update on the removal of the Acacia and Mustard plants in the preserve via PowerPoint presentation. He reported to the Council that the project was to remove two acres of Acacia and mow over sixteen acres of Mustard plant. This was to be followed up with annual mowing for three years, beginning in 2020 and provide site maintenance to minimize Mustard Plant regrowth. He informed the Council that some areas were hard to reach and therefore the Conservancy had to deploy hand-crews to mow. He further stated that the Conservancy crew were trained to recognize native plants and worked carefully around them. The crew also noticed Milkweed growing back which is essential to the Monarch Butterfly's survival. Mr. Sarabia pointed out that careful measures were taken in order to prevent habitat impacts.

Mayor Mirsch asked if the Conservancy used any chemicals to prevent regrowth of certain plants and trees.

Mr. Sarabia replied that very minimal chemicals were used. Rather than treating certain areas with chemicals, the Conservancy closely monitors for regrowth. Using Chemicals is not the Conservancy's first choice.

Mayor Pro Tem Pieper requested that the Conservancy submit a timeline of when the residents should mow the Acacia. He suggested that staff provide the information in the City's Blue Newsletter.

Mayor Mirsch asked for public comment.

Alfred Visco, resident of 15 Cinchring Road stated that from the view of his home some Mustard plant had not been completely removed.

Mr. Sarabia replied areas noted by Mr. Visco should have been mowed. He asked Mr. Visco if it was possible that the Rim Trail was in front of the Mustard line.

Mr. Visco answered that the Rim Trail winds in and out of the Mustard plants and felt that the Conservancy should have cleared the Mustard plants. He noted that the Conservancy's crew did not follow the polygon lines.

Mayor Pro Tem Pieper asked if the Conservancy could come up with a "next-phase" plan for fire reduction for Rolling Hills.

Mayor Mirsch suggested that the Conservancy remove plants for fire mitigation rather than removing them based on type.

Councilmember Wilson inquired about the difficulties of entering the site to perform the work.

Mr. Sarabia replied that the crew had entered from properties on Cinchring Road.

Councilmember Dieringer asked for clarification on the polygons referenced in Mr. Sarabia's presentation.

Mr. Sarabia showed areas the Conservancy mowed, removed plants and hard to reach areas via shapes on presentation slides or polygons.

Mayor Mirsch noted that Lemonade Berry is not an endangered plant and inquired the Conservancy's treatment of the plant.

Mr. Sarabia stated the Lemonade Berry would only be removed if the County Ag Commissioner viewed it as a fire hazard. If so, it would be documented and a fee would be associated with the removal. Trimming of the Lemonade Berry is only conducted when absolutely necessary.

Mr. Visco inquired if the Conservancy was willing to map existing vegetation for the City or possibly map selected canyons. He requested the City Council consider the service.

Councilmember Black arrived at 7:34 p.m.

Mrs. Toshiko Nakamura, resident of 24 Cinchring, expressed disappointment with the community with respect to fire preparation. She requested the Council to consider a fence along the City border and grow ivy on the fence to stop the fire coming into the City. From experience she noted that residents on Cinchring are the biggest victims when it comes to wildfires.

Mayor Mirsch thanked Mrs. Nakamura for her comments.

Mr. Sarabia stated that his hope was that the efforts being made by the Land Conservancy would help with fire mitigation. He also add that RPV had double their enforcement by having Rangers and Volunteers actively patrol the area.

Councilmember Black added that he has never witnessed anyone patrolling the area.

Mayor Pro Tem Pieper informed Councilmember Black that the Conservancy was asked to work on a “second-phase” vegetation management plan.

Councilmember Wilson asked if the Preserve was patrolled by vehicle or foot.

Mr. Sarabia replied both, vehicle and on foot. Enforcement officers are in uniform and conducts random checks throughout the week. Mr. Sarabia recommended reporting issues in the Preserve to the Rangers and/or volunteers.

Mrs. Nakamura commented that she observed over 20 motorcycles in the area during the nighttime.

Mayor Mirsch thanked Mrs. Nakamura for her comments and asked that Mrs. Nakamura’s comments be logged and communicated to RPV.

City Manager Jeng requested the City Council to take Item 8A-New Business to be able to dismiss the Finance Director before the end of the Council meeting. The Mayor and City Council concurred.

(Out of Order)

8. NEW BUSINESS

A. REVIEW OF FISCAL YEAR 2018/2019 AUDITED FINANCIAL STATEMENTS.

Finance Director Terry Shea gave an overview of the Fiscal Year 2018-2019 Audited Financial Statements. Lance, Soll & Lunghard LLP (LSL) audited the City’s financial records including a review of internal controls and testing procedures. Audit results were presented to the Finance/Budget/Audit Committee in December 2019. There were no issues or findings reported by the auditors

Councilmember Dieringer noted that on page 129 of the staff report that the firm was not engaged to report on several items listed. She then questioned if the Council should seek the auditors to report on those items.

Finance Director Shea replied that it was his opinion that LSL was not correct with that statement because LSL clearly stated in the letter labeled Independent Auditor's Report, page 136, providing an opinion on the governmental activities (debt and capital assets), major funds (general fund, transit fund and the underground utility fund) and all the other funds. He clarified LSL does not provide an opinion on RSI and management discussions. He assured the Council that he would follow up with LSL to clarify the language.

Councilmember Dieringer recalled the Finance Director offering an option of internal control. She recalled the option was going to be explored but did not recall if it was ever brought back to the Council.

Finance Director Shea assured the Council that the City does have effective internal control for staff. For example, the Council signs all the checks; the City Manager and/or Department Heads approve all the invoices. The Finance Department does not approve any invoices. He offered to go back to last year's City Council meeting minutes and confirm the discussion on internal control options.

Councilmember Dieringer stated best practices called for a rotation of auditors in order to have a fresh set of eyes.

Finance Director Shea shared that three years ago the City only received cost proposals from 5 firms. Three out of the 5 firms were interviewed and Councilmember Black, who sat the Finance/Budget/Audit Committee, made the decision to hire LSL. He recalled the other committee member (Mirsch) was unavailable when the decision was made. He noted that there are three years left on LSL's current contract and that LSL switched partners about two years ago. Per State law auditors must rotate partners every 6 years.

Mayor Mirsch shared that she had finance background and still had trouble with government accounting. She stated that she felt it was important for the Council to understand the audit reports since they are responsible for signing off on the documents. She inquired about training to better prepare the Council for financial decisions.

Finance Director Shea offered to conduct a workshop for the Council.

Mayor Mirsch and Councilmember Dieringer stated they would both be interested in attending the workshop.

Finance Director Shea continued to review the audit reports and highlighted pages 148-149, the City's accruals. He reported that there were no issues reported by the Internal Control Letter. He moved on to the financial statements, page 150. The page listed the City's total assets of \$5,945,000 from the General Fund. Finance Director Shea reported the total liability to be \$150,000, for a total Fund Balance of approximately \$5.7 million. He reminded the Council that

the City has three major funds. Funds are determined by size and must be 10% of the assets, 10% of the liabilities, 10% of the revenues or 10% of the expenditures and 5% of the City's franchise fund. The City's trash fund meets these criteria.

Councilmember Wilson asked if the Transit fund could be further explained. He asked is this the money the City gives away, trades, and/or sell at a discount.

Finance Director Shea replied yes and explained that the Transit Fund has to do with Prop A and Prop C funds. The City gifts the Prop C money and sells the Prop A money.

Finance Director Shea turned the Council's attention to page 152, and explained that the General Fund took in \$2,352,000 and spent \$1,858,000 resulting in an excess of revenues of \$493,000. He continued to review the rest of the reconciliation statements of revenues, expenditures, and changes in fund balances of governmental funds for the year ending June 30, 2019. He reviewed the business type activity highlighted on page 154. He explained that the City receives money through the property tax rolls and twice a year. The City then pays Republic Services. He stated that as of June 30, 2019 the City owed Republic Services \$397,000. It was his understanding that amount was paid in early September 2019.

City Manager Jeng explained that RH residents are charged \$1,100 for trash services and that the City pays Republic Services approximately \$1,295 per property for the current year.

Councilmember Wilson asked what the difference was between the two fees. He further inquired if the City went by the number of parcels, because it is his understanding that there are about 685.

Finance Director Shea replied the difference between the two fees was about \$200.00.

City Manager Jeng replied that historically the City used 685 number parcels but currently there are more parcels than 685.

Councilmember Wilson stated that when he ran the math and multiplied \$200.00 by 685, he came to a total of \$13700.00. He was curious why that amount was not noted in the report and reported as a loss or reimbursement.

Finance Director Shea replied it was his understanding that there was a difference between the numbers of parcels the City has and the number of parcels charged.

City Manager Jeng clarified there was a difference between accounts placed on the tax roll and the Republic Service's invoice to the City.

Councilmember Wilson stated he understood but again stressed that he felt there should be representation of how much cost the City is absorbing regarding the resident's trash service subsidy fee.

Finance Director Shea replied he understood how the report could be slightly deceiving.

City Manager Jeng offered to work with Finance Director Shea to prepare a report that breaks down the information from year to year. She stated she would also share the break down report with the Solid Waste Committee.

Finance Director Shea continued to report on the pensions liabilities on page 187. He reported that the pension liability went down from \$627,859.00 to \$622,408.00. He pointed out how the liabilities numbers have changed throughout the years between 2015 through 2019. He stated that money was set-aside in the Pension Stabilization Trust for the increase in cost. He added the City currently had a total of approximately \$400,000 in the account. He will be recommending more deposits into the Pension Stabilization Fund. He continued to page 189 and reviewed the OPEB assets. He stated that the OPEB net liability is actually an asset of \$209,000.00. The last quarterly statement showed the City had over \$600,000.00 in the account.

Councilmember Dieringer asked the Finance Director if he had a recommendation for the Council as to the disparity between the Pension Stabilization Fund and the Liability Fund.

Finance Director Shea replied that it was his understanding that the consensus from the Budget/Finance/Audit Committee was to recommend to the Council that they should set aside \$150,000 for the upcoming budget. What was originally set aside was not enough and mentioned that the liabilities increased by 152%.

Mayor Pro Tem Pieper stated that it was his understanding that the City pays Republic Services in two parts. He asked if there was a way to pay Republic Services upfront and request a discount to future service rates.

Finance Director Shea stated that some of his other clients pay vendors once the money is collected. Rollin Hills however gets billed by Republic Services in July for the first six months and then again in January for the second six months. He suggested exploring the possibility of changing the timing of the payout.

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

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

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: None.

ABSTAIN: COUNCILMEMBERS: None.

6. PUBLIC HEARINGS

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

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

Planning and Community Services Director Meredith Elguira gave an overview of the Urgency and Non-Urgency Ordinance via PowerPoint presentation. She stated that the item had gone before the Planning Commission on January 21, 2020. In 2019, the California Legislature and the California Governor signed into law a number of bills (“New ADU Laws”) that amended Government Code section 65852.2 and 65852.22 to impose new limits on local authority to regulate ADUs and JADUs. She reported that the New ADU Laws took effect on January 1, 2020, and if the City’s ADU Ordinance does not comply with the New ADU Laws, the City’s Ordinance become null and void on that date as a matter of law. Failure to comply with Government Code sections 65852.2 and 65852.22 (as amended) as of January 1, 2020 renders the City’s Ordinance regulating ADUs and JADUs null and void, thereby limiting the City to the application of the few default standards provided in Government Code sections 65852.2 and 65852.22 for the approval of ADUs and JADUs.

She stated that new ADU laws were presented to the Planning Commission which comply with the States requirements and are also exempt from CEQA. She stated that the City had to make findings for the proposed revisions to assure that the new regulations would not cause significant impact to the community. For example, that there would be no damage to the scenic resources and that the site is not located in a vicinity to a hazardous waste site, which the City is not. Also, that there is no significant impact to historical resources (not currently present in the City). She reviewed the difference between ADU and JADU. A JADU is not larger than 500 square feet. It is contained entirely within an existing or proposed new single family residence. It includes a separate sanitation facility or it can be shared within the existing single family residence. It also includes an efficiency kitchen, which would consist of appliances, at least 15 square feet of counter space and 30 square feet of cabinet space. An ADU is either an attached or detached residential dwelling unit. It is completely independent and can either have an efficiency unit or a manufactured unit. She proceeded to highlight the changes to the code. She stated that there are two requirements, one is a building permit and the other would require an ADU permit. A building permit is needed when an existing detached or attached unit has been converted. Any discretionally approval can be waived if the unit is at least 4 feet away from the side yard or rear yard setback. The unit must be smaller than 800 square feet and lower than 16 feet in height. She informed the Council that an ADU could be located within any part of the parcel, including the front property line. This would be an over the counter approval which would require a building permit and that the City must act within 60 days of a complete application. She added that there were certain stipulations that must be meet, for example, the unit cannot be rented for less than 60 days. It cannot be sold separately from the single family residence. There are also occupancy requirements, which she pointed out per the list on the PowerPoint presentation.

Councilmember Black left the meeting at 8:37 p.m.

PCSD Elguira pointed out that there were also deed restrictions. She proceeded to go over the development standards and informed the Council that she had received advice from the City Attorney's Office. Together they tried to develop the most stringent requirements that could be submitted to HCD for approval. The most stringent requirements that were advised to her were to make a one bedroom and/or studio a maximum of 800 square feet. For two bedrooms or more the maximum is 1000 square feet. If either unit are outside the requirements set forth (maximum 800 square feet, no taller than 16 feet), they will have to comply with the front property line set-back of 30 feet, side and rear property line of 4 feet with maximum lot coverage of 50%. She proceeded to outline further details via the PowerPoint Presentation.

PCSD Elguira informed the Council that she confirmed with the Finance Director that the City does not have impact fees, which are usually used to defray some infrastructure cost for a new development. Finance Director Shea informed her that the City does not have enough development and usually in a built-out City you do not get impact fees from single family residential development, but rather from a large development like multi-family residential development. She explained that impact fees help pay for schools, sewer and/or roads. For any non-comforting ADU the City would require the owner go through a discretionary approval which would require a conditional use permit. She stated that she felt the most important thing to point out about the ADU/JADU Ordinance was the building permit requirements for applications regarding converted spaces. If it is an existing accessory structure, the applicant would need a building permit. This unit must meet the following requirements; independent exterior access and fire and safety access. A detached new unit must be 4 feet away from the side and rear set-back; must be 800 square feet or less and maximum 16 feet in height; and a building permit is required. There are separate requirements for multi-family lot zones, but since there are none in the City this was not reviewed however it was added to the ordinance because it was a State requirement. The goal was to put forth regulations in order to receive the States' approval and have the City's own regulations in place. She informed the Council that the Housing Ad Hoc Committee and the Planning Commission were informed that this item would be brought back once more information was available or if staff had additional recommendations.

PCSD Elguira added there were discussions on adding more regulations outside of the ADU umbrella possibly to the City's Building Code or Fire Code requirements.

Councilmember Dieringer asked about the definition of the JADU. A JADU was described as being contained entirely within an existing or proposed single family residence however in the proposed ordinance the word "residence" was listed as "structure". She stated that she felt the word "structure" could be interpreted as anything on a single family lot.

PCSD Meredith Elguira replied that she believed the definition was understood that it has to be a secondary structure to the residential unit since all of the City's zoning is a residential zone. She explained there must be a primary residence prior to having an accessory dwelling unit.

City Attorney Michael Jenkins commented that he believed single family structure and single family residence means the same thing.

Mayor Pro Tem Piper suggested approving the item as is.

City Attorney Jenkins stated that he did not see any ambiguity with the word or any issues changing the word structure to dwelling. He added that once the ordinance is adopted, staff may come back with some minor changes but that would be a separate process. He stated there should be no changes between the first reading and the second reading.

Councilmember Dieringer requested the change of the word be made. She also wanted to address the process and timing highlighted on page 4, regarding ADU permits. It was her understanding that the City must act on an application within 60 days of receipt and that there were only two exceptions to the rule. She inquired if the City was obligated to approve an application if the applicant fails to reply to the City's inquiry about a concern. She asked if there was a possibility of a hybrid situation where the City would not deny the application but request a modification before approval.

City Attorney Jenkins replied that the City was not obligated to approve an incomplete application or if insufficient information was provided. The applicant would have to come back and reapply. In a hybrid situation, the City could approve the application if the corrections are made and submitted. If changes needed to be made, the applicant would be asked to agree to a delay; if the applicant does not agree, the application would be denied.

Councilmember Dieringer wanted to confirm that the City would not permit anything over two bedrooms for any ADUs.

PCSD Elguira replied that State code allows up to 1200 square feet and can be more than 1 bedroom. The City's ordinance proposes a maximum of 1000 square feet to deter applicants from exceeding 1 bedroom. However, she reminded the Council that the Planning Department does not conduct post-construction inspections.

City Attorney Jenkins confirmed that the City would not allow more than two bedrooms.

Councilmember Dieringer asked for the definition of a right-of-way line and clerestory. She also asked if the City could collect impact fees since it was in the language of the proposed ordinance.

PCSD Elguira replied that the right-of-way line was referring to an easement. Clerestory refers to a bank of windows.

City Attorney Jenkins replied that there was a difference between filing fee and impact fee. He explained that an impact fee require a study. That study must demonstrate that the ADU is creating an impact on the community and that the community has to be compensated. The fee would then be used to mitigate that impact. The City currently does not have impact fees for Single family residents furthermore the City would have a hard time placing an impact fee on ADUs.

Mayor Pro Tem Piper predicted that the septic issue will slow the process down. He shared that his neighbors, the Shumaker's were quoted \$120,000 to install a new septic tank.

Councilmember Dieringer stated she did not understand the utilities fees and how that is detailed in the proposed ordinance.

PCSD Elguira explained that if a unit exists and it is being converted, it is assumed that there are utilities in place. For new detached ADU's the applicant would have to pay for a connection fee. The typical building permit would be require to connect, therefore triggering an upgrade to an electrical panel, then the City could require undergrounding per the City's code.

Councilmember Wilson asked if a resident has an attached garage and they wanted to converted to a JADU, was the resident obligated to have an efficiency kitchen in place. He then asked what would happen if the efficiency kitchen was removed in later years? How would that unit be viewed?

PCSD Elguira replied yes, the resident would be obligated to have an efficiency kitchen in place. She then added that policing ADUs and JADUs would be difficult. She explained that the unit would be considered illegal because the owner would have signed a deed declaring the unit as an accessory dwelling unit with efficiency kitchen and the unit is self-sufficient. Once those elements are removed the unit no longer is self-sufficient, the unit would no longer be considered a JADU.

Councilmember Wilson suggested that when advertising information about ADUs and JADUs in the Blue Newsletter to spell out the acronyms (ADUs and JADUs) for those residents that are not familiar with the language.

Mayor Pro Tem Pieper requested a list of requirements be given to all applicants of ADU and JADUs in order to try and curb the growth of potential units.

Mayor Mirsch requested to discuss solid fencing and vegetation as screens.

PCSD Elguira replied that she is working with the RHCA, and Assistant City Attorney Todd Leishman to address those issues in addition to opaque glass.

Councilmember Dieringer asked if the City's code allowed for multi-family dwellings. Her concern was that multiple ADUs could be erected on one parcel.

City Attorney Jenkins answered no.

Mayor Mirsch opened the item to public comment.

Alfred Visco, 15 Cinchring Road, asked eligible structures for ADUs to be attached to. He also asked if he converted his 1000 square foot garage to an ADU, would he be obligated to provide additional parking spaces.

PCSD Elguira replied that an attached ADU can be attached to an existing barn, single car garage or a single family house. He would not be required to provide additional garage or parking spaces.

Mayor Pro Tem Pieper moved that the City Council approve waiving a full reading and adopt the

Urgency Ordinance Number 364U. Councilmember Wilson seconded the motion and the motion passed by voice vote as follows:

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

Mayor Pro Tem Pieper moved that the City Council introduce and approve on first reading the Non-Urgency Ordinance Number 364. Councilmember Wilson seconded the motion and the motion passed by voice vote as follows:

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

7. OLD BUSINESS

A. ANNOUNCE COX “POP-UP” OPEN HOUSE AT HESSE PARK. TWO SESSIONS BETWEEN 3PM AND 8PM TO ACCOMMODATE RESIDENT’S SCHEDULES. DATE TO BE DETERMINED (ORAL).

PCSD Elguira stated that other Peninsula Cities have service issues with COX. The City of Rolling Hills Estates advised that COX will hold an open house tentatively scheduled for March 4th, 2020. Two sessions of the open house will held; one at 3pm and the other at 8pm. PCSD Elguira stated that she planned to come back to the Council with a confirmed date at the next City Council meeting.

City Manager Jeng offered to announce the event in the City’s Blue Newsletter.

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

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

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

Mayor Pro Tem Pieper moved that the City Council move Item 7C to the next City Council Meeting of February 27, 2020. Councilmember Wilson seconded the motion and the motion passed by voice vote as follows:

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

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

NONE.

10. MATTERS FROM STAFF

Councilmember Dieringer inquired about having someone review the internal control of the City.

Mayor Pro Tem Pieper recalled Finance Director Shea provide this service for other cities. He suggested asking Finance Director Shea for a quote to add the service to his scope of work.

Mayor Mirsch mentioned that the Council packets have been produced and posted on the City's website by Thursdays. She asked Councilmember Dieringer if she has found the postings of the agenda by Thursdays helpful.

Councilmember Dieringer stated that she appreciated being able to download the agenda but is frustrated that the attachments cannot be found on the same page as the agenda. She would prefer to download one document with everything included.

Mayor Mirsch remarked that all Councilmembers could benefit from one downloaded document.

11. ADJOURNMENT

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 9:06p.m. The next regular meeting of the City Council is scheduled to be held on Monday, February 24, 2020 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

Respectfully submitted,

Yohana Coronel, MBA
City Clerk

Approved,

Leah Mirsch
Mayor



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.B

Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: PAYMENT OF BILLS.

DATE: April 27, 2020

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[Payment of Bills.pdf](#)

CITY OF ROLLING HILLS

4/27/2020 Check Run B

Check No.	Check Date	PAYEE	DESCRIPTION	AMOUNT
26381	4/27/2020	Cell Business Equipment	Office Supplies - Red Ink Cartridge	183.95
26382	4/27/2020	Charles Abbott Associates, Inc.	March 2020 - Traffic Engineer Consulting Services	300.00
26383	4/27/2020	Dell Inc	New Dell Latitude 3500 Computer	786.04
26384	4/27/2020	Delta Dental	May 2020 Dental Insurance	840.18
26385	4/27/2020	The Gas Company	Gas Usage - 3/09/20 to 4/7/20	95.10
26386	4/27/2020	HF&H CONSULTANTS, LLC	March 2020 - Prepare New Franchise Agreement	9,954.50
26387	4/27/2020	Konica	March 2020 Copier Maintenance Agreement	249.01
26388	4/27/2020	County of Los Angeles	February 2020- Coyote Control Services	1,336.92
26389	4/27/2020	LA County Sheriff's Department	March 2020 - Law Enforcement Services	29,654.48
26390	4/27/2020	Los Angeles Chemical Co., Inc.	Sanitizing Supplies	219.00
26391	4/27/2020	Opus Bank	March 2020 Credit Card Office Expenses	1,373.60
26392	4/27/2020	PCI	Replacement Traffic Striping	36,431.55
26393	4/27/2020	Rogers, Anderson, Malody & Scott, LLP	February 2020- Monthly Accounting Services	7,275.00
26394	4/27/2020	Southern California Edison	Electricity Usage - 3/18/20 to 4/16/20	309.14
26395	4/27/2020	Standard Insurance Company	May 2020 Life Insurance	185.21
26396	4/27/2020	USCM	Deferred Compensation - 4/10/20 & 4/24/20	100.00
26397	4/27/2020	Vantagepoint Transfer Agents - 306580	Deferred Compensation - 4/10/20 & 4/24/20	1,652.26
26398	4/27/2020	Vision Service Plan - (CA)	May 2020 Vision Insurance	76.91
26399	4/27/2020	Western Audio Visual	Technical Support - Zoom Conferencing Setup	360.00
26400	4/27/2020	LA County Sheriff's Department	Traffic Enforcement - 3/2/0 to 3/9/20	1,419.02
26401	4/27/2020	Rogers, Anderson, Malody & Scott, LLP	March 2020- Monthly Accounting Services	7,275.00
* EFT	5/1/2020	CALPERS	May Health Insurance	6,770.37
* PR LINK	4/10/2020	PR LINK - PAYROLL PROCESSING	Processing Fee	65.65
* PR LINK	4/10/2020	PR LINK - PAYROLL 5 & PR TAXES	Pay Period - March 25, 2020 to April 7, 2020	19,349.70
* PR LINK	4/24/2020	PR LINK - PAYROLL PROCESSING	Processing Fee	63.70
* PR LINK	4/24/2020	PR LINK - PAYROLL 5 & PR TAXES	Pay Period - April 8, 2020 to April 21, 2020	19,283.60
				<u>145,609.89</u>
				106,847.24

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 \$145,609.89 or the payment of above items.



Elaine Jeng, P.E., City Manager

4/22/2020
Date



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.C

Mtg. Date: 04/27/2020

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 MARCH 2020.

DATE: April 27, 2020

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[Rolling Hills Tonnage March 2020.pdf](#)



CITY OF ROLLING HILLS RESIDENTIAL FRANCHISE 2020

Franchise? Y

Mth/Yr	Overall Commodity	Tons Collected	Tons Recovered	Tons Disposed	Diversion %
Jan-20	Trash	178.78	38.00	140.78	21.26%
	Greenwaste	102.61	102.61	-	100.00%
	Recycle	0.03	0.01	0.02	20.00%
Jan-20 Total		281.42	140.62	140.80	49.97%
Feb-20	Trash	159.76	32.85	126.91	20.56%
	Greenwaste	95.32	95.32	-	100.00%
	Recycle	2.18	0.44	1.74	20.00%
Feb-20 Total		257.26	128.61	128.65	49.99%
Mar-20	Trash	208.78	60.00	148.78	28.74%
	Greenwaste	92.55	92.55	-	100.00%
	Recycle	0.01	0.00	0.01	21.00%
Mar-20 Total		301.34	152.55	148.79	50.62%
Grand Total		840.02	421.78	418.24	50.21%

Contract Requires 50% Household - 421.78

CITY OF ROLLING HILLS NON-FRANCHISE 2020

Franchise? N

Mth/Yr	Overall Commodity	Tons Collected	Tons Recovered	Tons Disposed	Diversion %
Jan-20	Trash	144.92	-	144.92	0.00%
	Recycle	1.90	0.38	1.52	20.00%
	C&D	-	-	-	#DIV/0!
Jan-20 Total		146.82	0.38	146.44	0.26%
Feb-20	Trash	140.05	-	140.05	0.00%
	Greenwaste	10.33	10.33	-	100.00%
	Recycle	0.15	0.03	0.12	20.00%
	C&D	-	-	-	#DIV/0!
Feb-20 Total		150.53	10.36	140.17	6.88%
Mar-20	Trash	108.28	-	108.28	0.00%
	Recycle	0.28	0.06	0.22	21.00%
	C&D	-	-	-	#DIV/0!
Mar-20 Total		108.56	0.06	108.50	0.05%
Grand Total		405.91	10.80	395.11	2.66%

Non Residential Volume - Temporary Container, C&D Projects & Permanent Manure



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.D

Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: TERRY SHEA, FINANCE DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: FINANCIAL STATEMENTS FOR THE FIRST QUARTER OF 2020.

DATE: April 27, 2020

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[Budget Comparative 3-31-20 Update.pdf](#)

CITY OF ROLLING HILLS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL FUND
FOR THE NINE MONTHS ENDED MARCH 31 ,2020

	Cumulative Year-to-Date Actual	Approved Total Adjusted Budget	% Total of Budget Used
REVENUES			
Taxes	\$ 785,149.01	\$ 1,417,800	55.38%
License and Permits	116,864.37	624,300	18.72%
Fines	11,308.58	14,300	79.08%
Franchise Fees	10,699.70	19,000	56.31%
Investment Earnigs	76,470.24	100,000	76.47%
Other Income	64,704.64	102,900	62.88%
Total Revenues	<u>1,065,197</u>	<u>2,278,300</u>	<u>46.75%</u>
EXPENDITURES			
DEPARTMENTS			
Administration			
Salaries and Benefits	364,272.84	596,400	61.08%
Materials and Supplies	68,721.08	141,000	48.74%
Contractual Services	110,043.73	176,600	62.31%
Finance			
Contractual Services	81,820.00	119,450	68.50%
Planning & Development			
Salaries and Benefits	226,213.92	288,200	78.49%
Materials and Supplies	2,463.81	12,600	19.55%
Contractual Services	186,726.36	418,000	44.67%
Public Safety			
Contractual Services	126,207.85	297,200	42.47%
Non-Departmental			
Materials and Supplies	-	25,000	0.00%
Contractual Services	14,650.50	34,900	41.98%
Community Promotion	11,932.73	44,750	26.67%
City Properties			
Contractual Services	49,645.38	79,500	62.45%
Total Expenditures	<u>1,242,698.20</u>	<u>2,233,600</u>	<u>55.64%</u>
Revenues Over (Under) Expenditures	<u>(177,501.66)</u>	<u>44,700</u>	<u>-397.10%</u>
Transfers			
Transfers In	18,000.00	24,000	75.00%
Transfers Out	(29,497.50)	(398,000)	7.41%
Total Transfers	<u>(11,497.50)</u>	<u>(374,000)</u>	<u>3.07%</u>
Excess (Deficit)	(188,999.16)	(329,300)	<u>57.39%</u>
Fund Balance - Beginning of Year (Audited)	<u>5,795,780</u>	<u>5,795,780</u>	
Fund Balance - March 31, 2020 (Before Closing)	<u>\$ 5,606,780.84</u>	<u>\$ 5,466,480</u>	

CITY OF ROLLING HILLS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PROP A TRANSPORTATION FUND
FOR THE NINE MONTHS ENDED MARCH 31 ,2020

	<u>Cumulative Year-to-Date Actual</u>	<u>Approved Total Adjusted Budget</u>	<u>% Total of Budget Used</u>
REVENUES			
Prop A Revenues	\$ 30,380	\$ 39,300	77.30%
Investment Earnigs	-	150	0.00%
Total Revenues	<u>30,380</u>	<u>39,450</u>	<u>77.01%</u>
EXPENDITURES			
Materials and Supplies	-	-	#DIV/0!
Contractual Services	-	-	#DIV/0!
Total Expenditures	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Revenues Over (Under) Expenditures	30,380	39,450	<u>77.01%</u>
Fund Balance - Beginning of Year (Audited)	<u>17,366</u>	<u>17,366</u>	
Fund Balance - March 31, 2020 (Before Closing)	<u>\$ 47,746</u>	<u>\$ 56,816</u>	

CITY OF ROLLING HILLS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PROP C TRANSPORTATION FUND
FOR THE NINE MONTHS ENDED MARCH 31 ,2020

	<u>Cumulative Year-to-Date Actual</u>	<u>Approved Total Adjusted Budget</u>	<u>% Total of Budget Used</u>
REVENUES			
Prop C Revenues	\$ 25,200	\$ 32,600	77.30%
Investment Earnigs	-	150	0.00%
Total Revenues	<u>25,200</u>	<u>32,750</u>	<u>76.95%</u>
EXPENDITURES			
Materials and Supplies	-	-	#DIV/0!
Contractual Services	-	-	#DIV/0!
Total Expenditures	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Revenues Over (Under) Expenditures	25,200	32,750	<u>76.95%</u>
Fund Balance - Beginning of Year (Audited)	<u>9,045</u>	<u>9,045</u>	
Fund Balance - March 31, 2020 (Before Closing)	<u>\$ 34,245</u>	<u>\$ 41,795</u>	

CITY OF ROLLING HILLS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
TRANSIT MEASURE R
FOR THE NINE MONTHS ENDED MARCH 31 ,2020

	Cumulative Year-to-Date Actual	Approved Total Adjusted Budget	% Total of Budget Used
REVENUES			
Measure R Revenues	\$ 18,888	\$ 24,450	77.25%
Investment Earnigs	-	150	0.00%
Total Revenues	<u>18,888</u>	<u>24,600</u>	<u>76.78%</u>
EXPENDITURES			
Materials and Supplies	-	-	#DIV/0!
Contractual Services	-	-	#DIV/0!
Total Expenditures	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Revenues Over (Under) Expenditures	18,888	24,600	<u>76.78%</u>
Fund Balance - Beginning of Year (Audited)	<u>57,294</u>	<u>57,294</u>	
Fund Balance - March 31, 2020 (Before Closing)	<u>\$ 76,182</u>	<u>\$ 81,894</u>	

CITY OF ROLLING HILLS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
TRANSIT MEASURE M
FOR THE NINE MONTHS ENDED MARCH 31 ,2020

	Cumulative Year-to-Date Actual	Approved Total Adjusted Budget	% Total of Budget Used
REVENUES			
Measure M Revenues	\$ 21,227	\$ 27,700	76.63%
Investment Earnigs	-	150	0.00%
Total Revenues	<u>21,227</u>	<u>27,850</u>	<u>76.22%</u>
EXPENDITURES			
Materials and Supplies	-	-	#DIV/0!
Contractual Services	-	-	#DIV/0!
Total Expenditures	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Revenues Over (Under) Expenditures	21,227	27,850	<u>76.22%</u>
Fund Balance - Beginning of Year (Audited)	<u>48,387</u>	<u>48,387</u>	
Fund Balance - March 31, 2020 (Before Closing)	<u>\$ 69,614</u>	<u>\$ 76,237</u>	

CITY OF ROLLING HILLS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LA COUNTY MEASURE W
FOR THE NINE MONTHS ENDED MARCH 31 ,2020

	Cumulative Year-to-Date Actual	Approved Total Adjusted Budget	% Total of Budget Used
REVENUES			
Measure W Revenues	\$ -	\$ 120,000	0.00%
Investment Earnigs	-	900	0.00%
Total Revenues	-	120,900	0.00%
EXPENDITURES			
Storm Water Management	-	120,000	0.00%
Total Expenditures	-	120,000	0.00%
Revenues Over (Under) Expenditures	-	900	0.00%
Fund Balance - Beginning of Year (Audited)	-	-	
Fund Balance - March 31, 2020 (Before Closing)	\$ -	\$ 900	

CITY OF ROLLING HILLS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
REFUSE COLLECTION FUND
FOR THE NINE MONTHS ENDED MARCH 31 ,2020

	Cumulative Year-to-Date Actual	Approved Total Adjusted Budget	% Total of Budget Used
OPERATING REVENUES			
Service Charges	\$ 563,779	\$ 768,900	73.32%
Miscellaneous Revenue	-	65,000	0.00%
Construction & Demo Permits	20,625	7,000	294.64%
Total Revenues	584,404	840,900	69.50%
OPERATING EXPENSES			
Refuse Service Contract	618,813	825,089	75.00%
Miscellaneous Expense	15,343	65,000	23.60%
Total Expenditures	634,156	890,089	71.25%
Operating Loss Before Transfers	(49,752)	(49,189)	101.14%
Transfers Out	(18,000)	(24,000)	75.00%
Change in Net Position	(67,752)	(73,189)	92.57%
Net Position - Beginning of Year (Audited)	177,521	177,521	
Net Position - March 31, 2020 (Before Closing)	\$ 127,769	\$ 128,332	



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.E

Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YOHANA CORONEL, CITY CLERK

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: UPDATED CITY COUNCIL BUDGET CALENDAR FOR FY 2020-2021.

DATE: April 27, 2020

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[BudgetCalendarFY20-21_v3.docx](#)



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

REVISED BUDGET CALENDAR FISCAL YEAR 2020/2021

January 13, 2020	Finance/Budget/Audit Committee meeting with Auditor to review FY 2018/19 Comprehensive Annual Financial Report (CAFR).
January 13, 2020	City Council receive, review and approve FY 2020/2021 budget calendar.
January 25, 2020	City Council Strategic Planning Session #1 with staff for FY 2020/2021 and beyond.
January 27, 2020	City Council receive and review FY 2018/2019 Audited Financial Statements.
February 10, 2020	City Council Strategic Planning Session #2 with staff for FY 2020/2021 and beyond.
April 27, 2020	City Council Strategic Planning Session #3 with staff for FY 2020/2021 and beyond.
March 09, 2020	City Council receive and review FY 2019/2020 mid-year budget report and appropriations.
April 23, 2020	Staff review of FY 2019/2020 year-end expenditure projections with City Manager.
April 27, 2020	Finance/Budget/Audit Committee review Financial and Investment Policies; and review and discuss Schedule of Fees and Charges.
April 27, 2020	City Council review of FY 2019/2020 year-end revenue and expenditure projections, and annual CPI projections.
April 29, 2020	Staff proposed FY 2020/2021 Budget Requests and discussion with City Manager.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

May 06, 2020	Final Staff proposed FY 2020/2021 Budget Requests with City Manager.
May 11, 2020	Finance/Budget/Audit Committee review of FY 2020/2021 staff proposed budget.
May 26, 2020	City Council budget workshop.
June 08, 2020	City Council budget public hearing, adoption of FY 2020/2021 budget, and approval of Gann Limit.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.F

Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YOHANA CORONEL, CITY CLERK

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: NEW 2020 SPRING CLEANUP DATES.

DATE: April 27, 2020

BACKGROUND:

Anticipating potential impacts to personnel due to COVID-19 pandemic, Republic Services requested to change the previously scheduled 2020 Spring Cleanup dates to the following:

Event	Old Date	New Date
Greenwaste	April 8, 2020	May 13, 2020
Shred and E-Waste	April 25, 2020	May 16, 2020
Bulk Item Collection	May 13, 2020	May 20, 2020

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[Republic Services - Rolling Hills Postcard](#)



Republic Services
12949 Telegraph Rd
Santa Fe Springs, CA 90670



Important Notice

Regarding your
**Annual Cleanup
Service Day**

ADDRESS AREA
CITY, STATE, ZIP

REVISED 2020 SPRING CLEANUP SCHEDULE

Dear Rolling Hills Residents,
Please make note of revised Spring Cleanup dates:
Greenwaste: May 13, 2020
Shred and E-waste: May 16, 2020
Bulk Item Collection: May 20, 2020



Thank you for your attention.
For questions, please call: **800.299.4898**



We'll handle it from here.®



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.A
Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE A PROPOSAL FROM PALOS VERDES PENINSULA LAND CONSERVANCY FOR ADDITIONAL FIRE FUEL REMOVAL WORK IN THE PRESERVE IN THE AREAS ADJACENT TO THE CITY BORDER.

DATE: April 27, 2020

BACKGROUND:

In October 14, 2019, the City Council approved an agreement with the Palos Verdes Peninsula Land Conservancy (Land Conservancy) for fire fuel removal for \$34,200. Of the total amount, \$27,000 was for 2 acres of Acacia removal within the northeastern portion of the Portuguese Bend Reserve along the Rim Trail; and \$7,200 was for removing 16 acres of invasive mustard plant around the Grapevine Trail. This work has been completed by the Land Conservancy in early March 2020.

The agreement also included an additional \$12,000 per year for three years for springtime Mustard mowing and monitoring of Acacia to prevent regrowth. The Land Conservancy commenced this work on April 20, 2020.

At the February 10, 2020 City Council meeting, Land Conservancy staff provide a presentation of the fire fuel removal work conducted between November 2019 and February 2020. At that meeting, the City Council requested another proposal for additional fire fuel removal work in the Preserve in areas closer to the City border.

DISCUSSION:

The Land Conservancy provided a proposal on April 20, 2020 to include removal of Acacia plants, and other non-native shrubs and trees like Chinese Pistache and Myoporum as well as the limbing up of Pine trees (1 acre). The proposal also includes mowing of Mustard plant (14 acres) for a total estimated cost of \$50,000.

The Land Conservancy discussed with the City Council in October 2019 the strategy to prevent Mustard regrowth. The first step is to continuously remove the plant prior to seed drop. This removal should occur for a period of three to five years. Following seed management, replanting the areas with native species would further prevent re-growth. Although not a part of the \$50,000 estimate of removing

Acacia, non-native and the Mustard plants, the Land Conservancy also provided an estimate of \$30,000 for planting and maintaining one acre of cactus restoration project over a 5 year period for consideration.

The 15 acre fire fuel removal work can be completed in approximately 37 work days and the work can commence after May 15, 2020.

Attached to this report is the Land Conservancy proposal from April 20, 2020. Also attached are two maps depicting the locations of the completed vegetation management work and the locations of proposed work to characterize the extent of the overall fire fuel removal work in the Preserve funded and potential to be funded by the City of Rolling Hills.

FISCAL IMPACT:

The Acacia and Mustard plan removal proposed by the Land Conservancy for fire season will cost approximately \$50,000. In Fiscal Year 2019-2020, \$300,000 is budgeted for the Tennis Courts ADA improvements. Based on discussions with the Rolling Hills Community Association (RHCA), and the logistics of implementing the ADA improvements with the amenities proposed by the RHCA at the tennis courts, the project won't be ready for construction until next fiscal year. If the proposed fire fuel removal is approved by Council, the budget allocated for the Tennis Courts ADA Improvement project can be used to fund the work.

RECOMMENDATION:

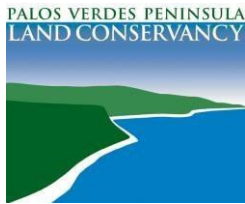
Staff recommends the City Council approve the Land Conservancy's proposal for fire fuel removal in the Preserve; direct staff to execute an agreement with the Land Conservancy; and fund the work using monies set aside for capital improvements for Fiscal Year 2019-2020.

ATTACHMENTS:

[PVPLC Reducing Fuel Load Project RH 2020.docx](#)

[RH Map 1.pdf](#)

[RH Map 2.pdf](#)



Proposal to the City of Rolling Hills

Fuel Load Reduction in 2020

Submitted by the Palos Verdes Peninsula Land Conservancy

The Palos Verdes Peninsula Land Conservancy (Conservancy) is intimately aware of the fire concerns on the Palos Verdes Peninsula, and has discussed measures to reduce fire risk with the four peninsula cities. Conservancy staff members continue to work with City of Rolling Hills staff to implement fuel modification work as required by County Department of Agriculture Weights and Measures as part of landowner responsibilities for fuel modification near adjacent homes. Additionally, the Conservancy clears over 90 acres of weeds in restoration sites within the Palos Verdes Nature Preserve and clears 30+ miles of trails annually. This weeding approach is very specialized and must be accomplished while complying with the NCCP/HCP implementation guidelines and respecting the natural resources on the preserve. We understand that the city desires to continue to prioritize efforts to reduce fuel load in Preserve areas, and the Conservancy understands that vegetation exists beyond current fuel mod zones that pose fire threats. Therefore, the Conservancy is offering technical expertise to aid the City and augment city staff in the effort to continue reduce fuel load vegetation by targeting the removal of invasive plants such as Acacia and Mustard and other non-native plants, which in turn improves habitat for local wildlife, including the federally threatened coastal California gnatcatcher, the cactus wren, a state species of concern and the federally endangered Palos Verdes Blue Butterfly.

This proposal outlines the potential areas for this extra 2020 work. The areas identified in Portuguese Bend Reserve include the areas abutting Rolling Hills between Portuguese Canyon and Klondike Canyon. In total, 15 acres are proposed for fuel load reduction in the Preserve. This work can be completed in 4-6 weeks by simultaneously contracting with multiple companies for Acacia removal and dry brush mowing in order to complete this work in a timely manner during fire season. For these additional efforts, the Conservancy requests a one-time grant from the city up to \$50,000 for the proposed work outlined herein. The Conservancy understands the city's timing considerations and would be prepared to begin the work as soon as funding is made available.

The Conservancy has identified the priority removal of tall Acacia shrubs due to their combustible nature (Acacia shrub contain an estimated 90% dry plant matter and volatile resins) and their prevalence throughout the Preserve and border areas. The locations for the proposed Acacia removal were chosen due to prior fires occurring in those areas, proximity to homes and risk to the community as well as the ecological benefits of invasive plant removal. Fire agencies agree that Acacia is a highly flammable plant and that it should be removed wherever possible. It was included as a high-hazard plant in the L.A. County Fire Department's recently published "Ready! Set! Go!" pamphlet. This proposal also includes the removal of other non-native shrubs and trees

like Chinese Pistache and Myoporum as well as the limbing up of Pine trees. Mustard when dry, continues to be a high fire risk species. The continued expansion of mowing areas is also included in this proposal.

The Conservancy, as Habitat Managers for the Preserve, has qualified experts on staff with the experience required to oversee the work to be performed and will assure the correct and safe removal of the invasive plants using the best techniques at the most efficient cost. The results of this work will be shared with the City provided at the conclusion of the work performed.

Where possible and with simpler tasks, volunteers will be deployed to augment the work volume and control costs. In ongoing maintenance activities, the Conservancy will create internship and volunteer opportunities for invasive plant management to keep the Acacia from re-invading the areas and to assist in monitoring activities. In this way, additional valuable learning opportunities will be made available to local youth.

As projects are completed and conditions are assessed, restoration in these locations may be appropriate and funding may be pursued, since this proposal does not include replanting in the Acacia removal sites.

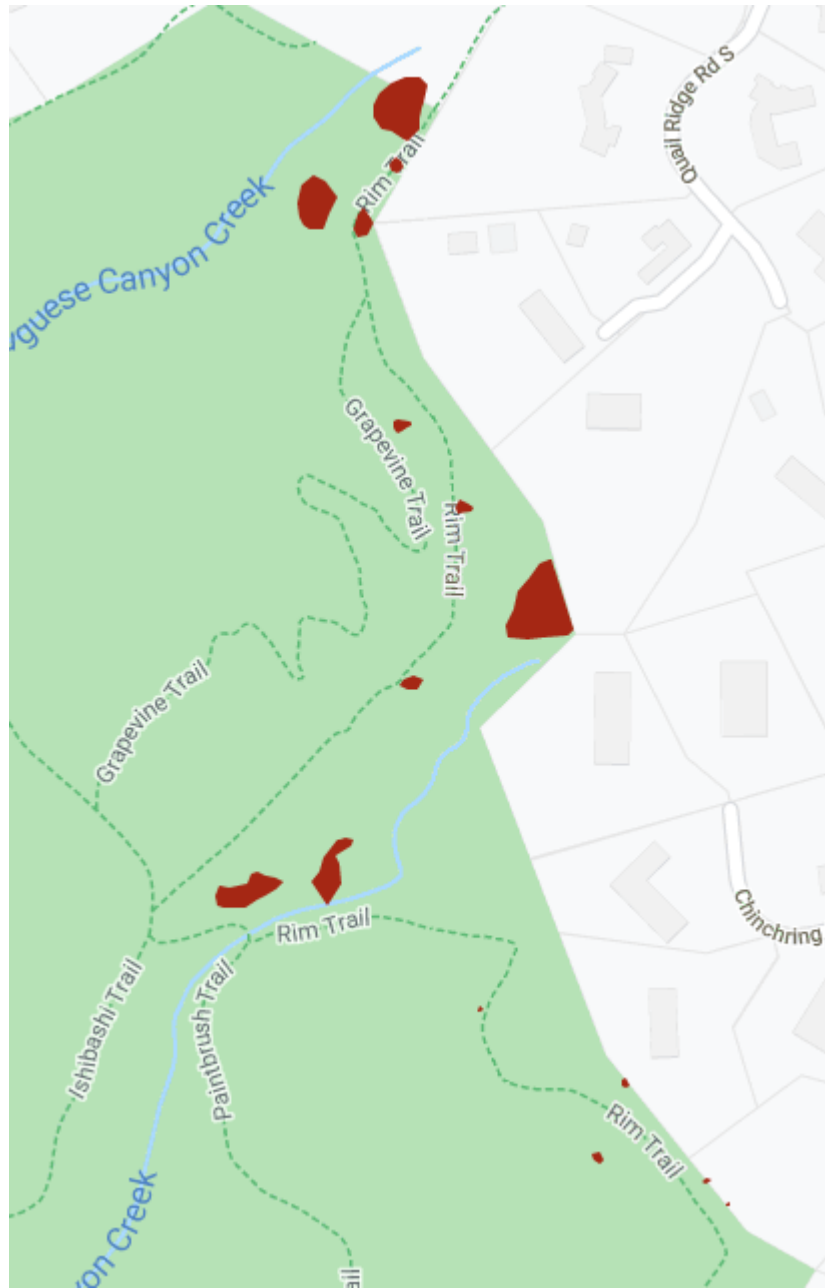
Acacia Removal

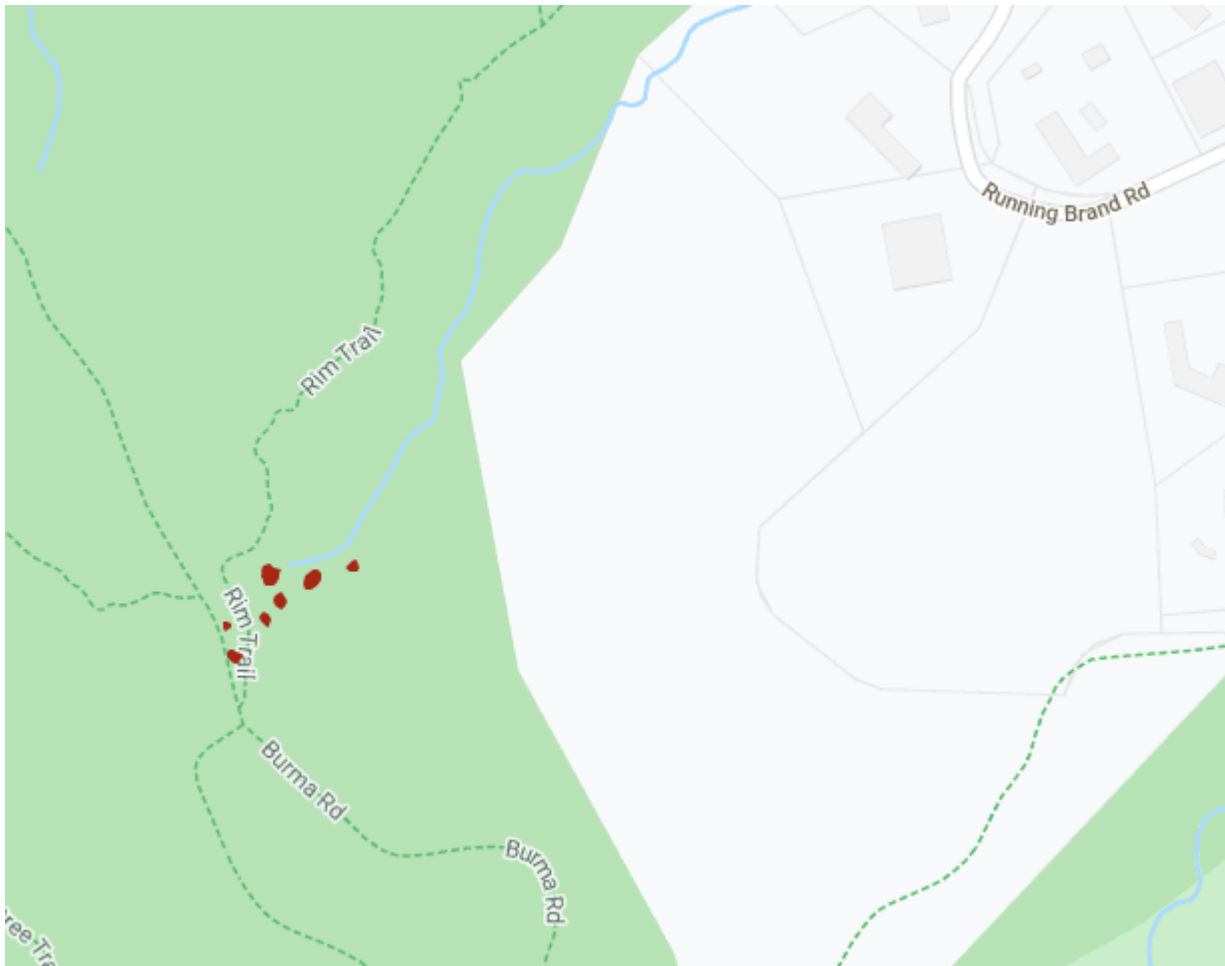
Approximately 1 acre

The Acacia removal sites are situated throughout the northern portion of Portuguese Bend Reserve along the border with the city of Rolling Hills. A fire occurred at this location in 2009 burning approximately 230 acres. Much of the vegetation was burned, including the non-native Acacia, which has since begun to grow back from stump sprouting and seed germination.

It is recommended that crews enter the area on foot as possible and remove shrubs with chainsaws and lighter equipment can be brought in via the Fire Station Trail or Ishibashi Trail as needed. Acacia should be chipped in designated areas and treated to prevent regrowth. Acacia stumps will need to be treated to prohibit any regrowth and the site will be monitored for seed germination and removal.

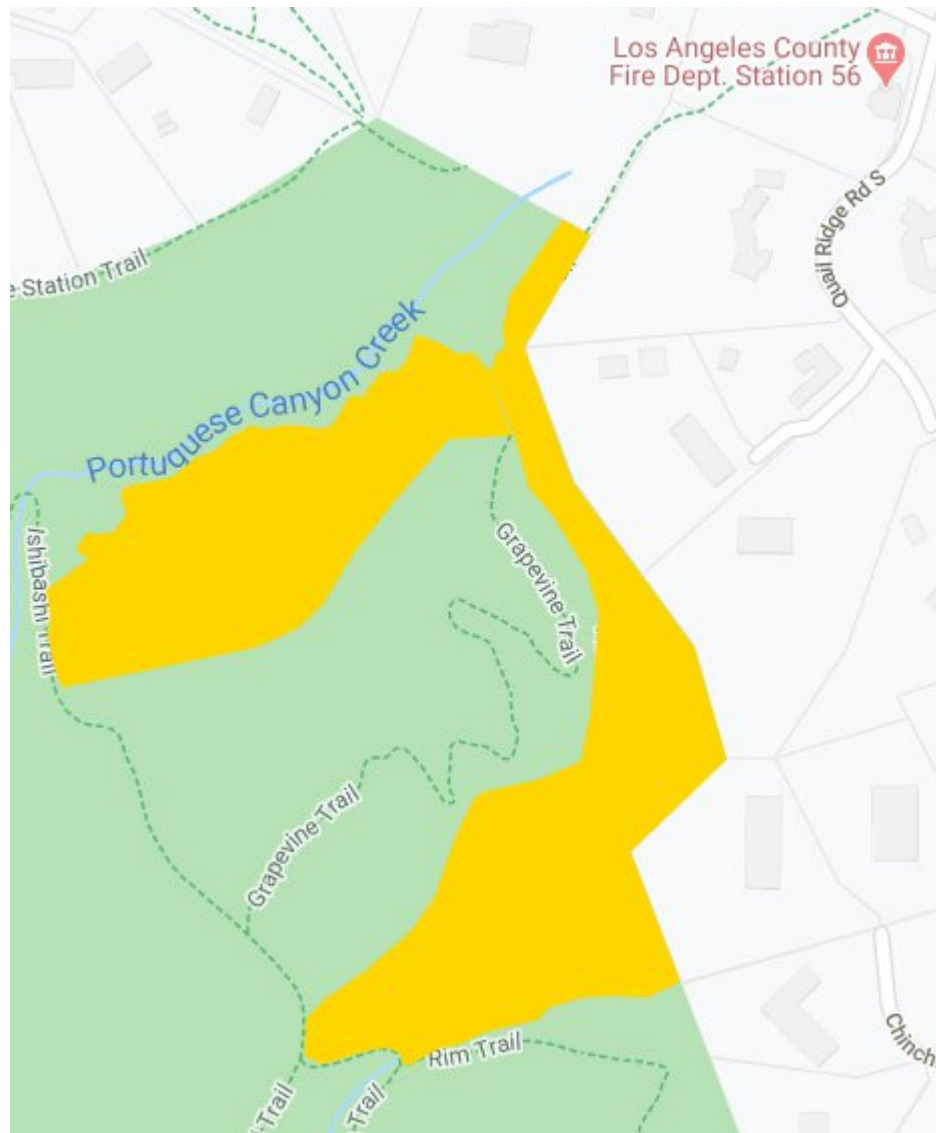
The Acacia throughout this area totals approximately 1 acre. This site is known habitat of the federally threatened coastal California gnatcatcher and the cactus wren, a state species of concern.

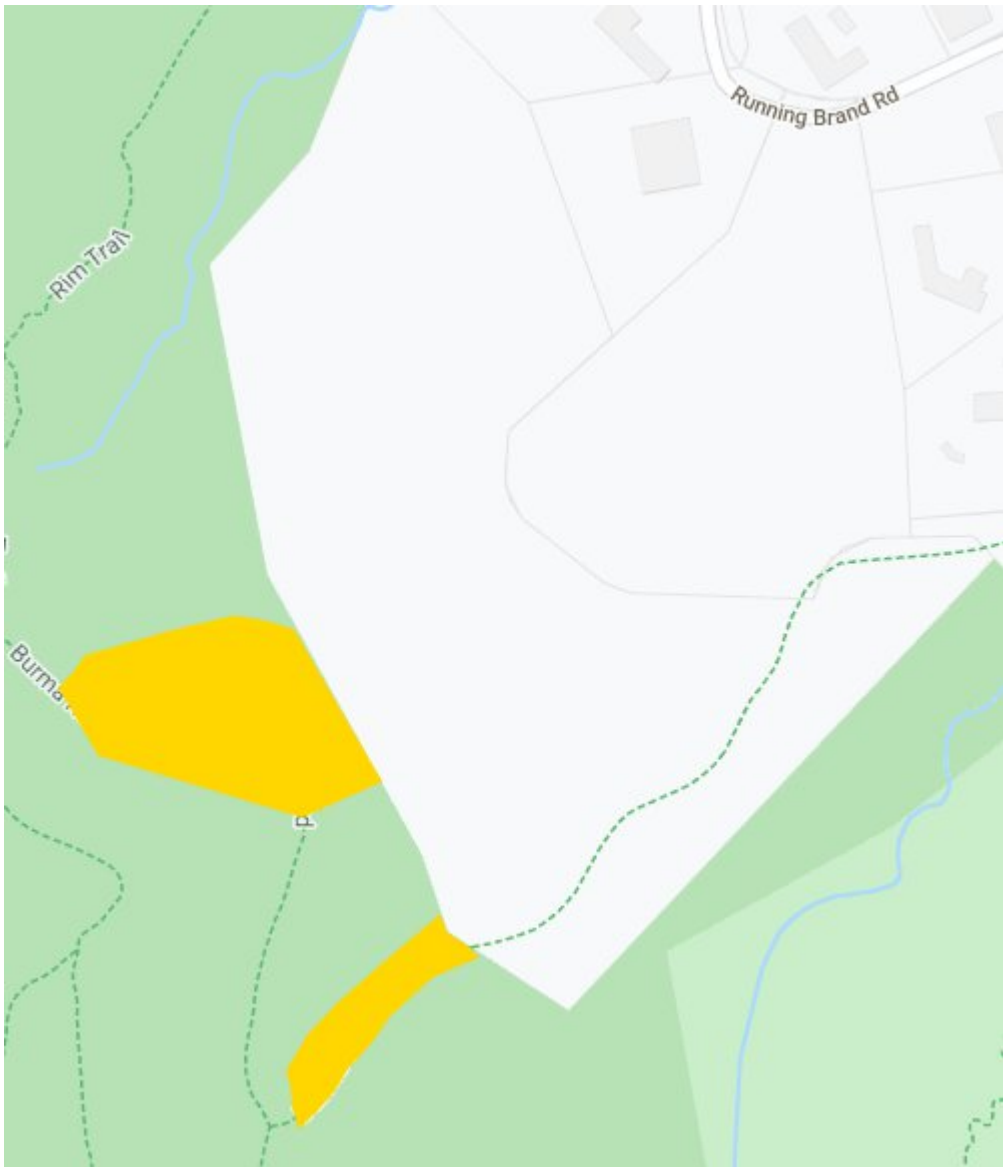




Mowing Areas

There are a few large stands of invasive mustard in Portuguese Bend that are now dry and can be mowed if access is possible. These sites were historically farmed and were disked in subsequent years, so the loose soils have provided a disturbance regime which is particularly favorable to mustard and non-native grasses and weeds. In response to community concern about the vast expanse of dry mustard growth at Portuguese Bend Reserve, the Conservancy will oversee mowing throughout 14 acres.





Budget

The budget reflects a typical detailed tree and shrub removal project within the preserve with minimal disturbance to native habitat and to the surrounding vegetation, following NCCP/HCP protocols. Careful non-native tree removals proposed in this project, increase the habitat value for the federally threatened coastal California gnatcatcher and cactus wren, a state species of concern, as well as other native species while providing public benefit. These costs reflect the estimated time it would take the contractors to complete the project using hand tools and machinery to either chip tree material or haul plant material offsite, stump treat the cut Acacia to prevent regrowth, and oversight and bird monitoring by Conservancy biologists to assure that best management practices are implemented (ie. minimization and avoidance measures such as nesting bird surveys are required by the NCCP/HCP).

These costs are based on best estimates provided by contractors for day rates to remove the 1 acre of Acacia targeted for removal since the exact number of labor hours required to achieve the project are speculated. If the projects are completed under budget, the Acacia removal areas will be expanded to appropriately areas which generate the most impact, with approval from the city of Rancho Palos Verdes and Rolling Hills. The cost for mowing mustard is also a day rate that includes Conservancy staff time and cost to provide mechanical equipment to execute the 14-acre mustard removal work. If any cost savings are possible, an expanded area will create a bigger impact to the fuel load on the peninsula and concurrently increase habitat on the preserve.

<u>Fuel Load Reduction Budget</u>			
Site	Acres	Work Days*	Budget
Acacia Removal	1	7	\$28,000
Mowing	14	30	\$22,000
One-time Project Total	15	37	\$50,000
<p>*Day rate for Acacia removal includes work crews and rental costs for equipment, as well as PVPLC staff time to monitor biological resources and birds and manage the contractors. These services total \$4000 per day.</p> <p>** Mowing dry mustard will be done by with a mower and with weedwacking crews for harder to reach locations. It will take a total of 30 days and cost \$1200 per day for weedwacking crews and \$800 per day for a tractor mower and includes work crews and rental cost for equipment as well as PVPLC staff time to monitor biological resources and manage the contractors.</p>			

Other Project Considerations

This project is a worthwhile investment into the long-term benefit of the communities adjacent to the open space and wildlife within. While more costly per acre to implement new, labor-intensive work than annual fuel modification weed whacking efforts, removing Acacia and other non-native trees is a positive, visible impact to the landscape and a one-time project cost to the City in these target areas. This is unlike areas of mustard which, while needed to reduce fire threat, require annual treatment and ongoing maintenance costs. To help ensure that this investment is successful, the Conservancy recommends annual monitoring of areas to prevent regrowth. This project strategy is supported by the Fire Department, which has identified Acacia removal as a priority effort to reduce fire fuel load in the Preserve. This project is also responding to the nearby community requests to respond to nuisance Acacia and mustard near homes on the Preserve border.

Community Partnerships

As part of the Conservancy's collaborative approach, we partner with various organizations to complete projects and provide various benefits to the community. If the timing and logistics are appropriate, we would work with some of our partner organizations to add to the costs savings. We work with the Los Angeles Zoo and Botanical Gardens which accept fresh Acacia greenery for the enhancement of their animal's physical and mental health. We will save many of the straight long branches from the Acacia tree for delineation of trails and to provide ground snags for lizards and insects. We also have a partnership with the local schools that offer woodworking classes for instructional teaching. Lastly, if the material does not contain seeds, we will use the chipped wood as a mulch in fuel modification zones to keep weeds down into the future.

The Conservancy will also engage the local colleges with applicable internships which allow students to gain a better understanding of the natural world, resource management and gain experience to prepare to enter the workforce. In 2019 to date, the Conservancy has received over 1000 hours of intern assistance with projects, and counting. By engaging these students who span from across the globe, we are creating a lasting experience and leaving a lasting impression of the great natural habitat that exists on the peninsula.

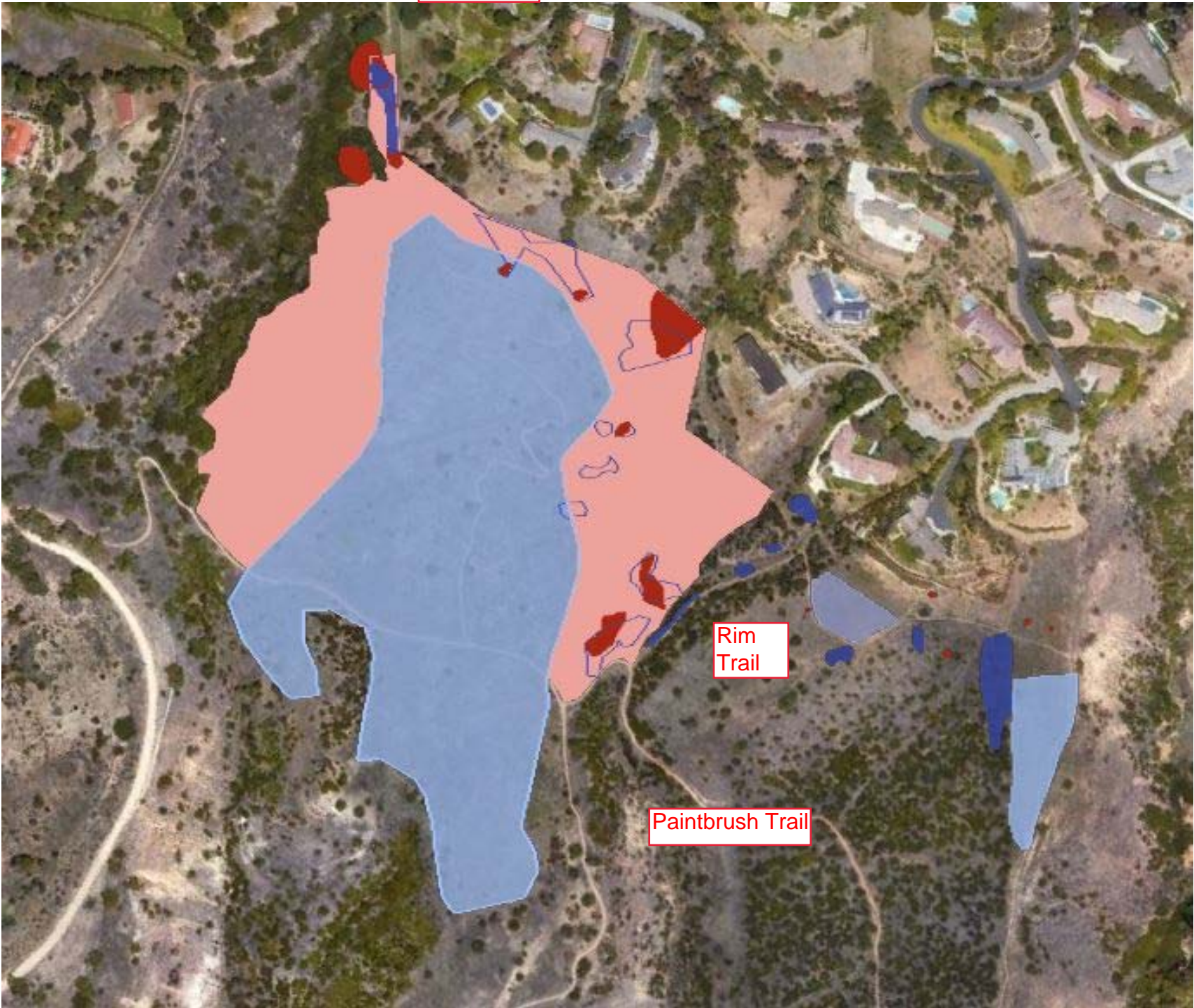
Potential for Restoration and Supplemental Work

As these projects are completed, the cleared land can provide opportunity for habitat restoration and enhancement. A species that is potentially applicable to many of the local habitat types of Palos Verdes, is our local cactus. While no plant is fireproof, there are certain characteristics which make some plants more resistive to fire, such as cactus. Where applicable,

cactus can be planted and maintained until establishment, if supplemental funding is available. Mature cactus holds a mutual relationship with the cactus wren, a state species of concern, since the cacti needles protect young nestlings from predators, providing the best habitat.

To make a larger impact, the Conservancy typically plants mature cactus that is appropriate for immediate nesting, giving us more value per dollar spent. The approximate cost for planting and maintaining a 1 acre cactus restoration project over a 5 year span is approximately \$30,000, and the Conservancy would be pleased to provide a restoration plan for lands along the Rolling Hills border of the Preserve for the benefit of community and wildlife.

FS56



Rim
Trail

Paintbrush Trail





City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.B
Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: PRESENTATION ON A POTENTIAL PROJECT TO ELIMINATE STORMWATER DISCHARGE AT ONE DISCHARGE POINT FROM THE CITY TO THE RECEIVING WATERS.

DATE: April 27, 2020

BACKGROUND:

On January 25, 2020, the City Council held a strategic plan workshop discussing priorities for the City for the next three years. One of the topic was to explore capital improvement projects to retain city stormwater discharges to eliminate the need for city outfall and receiving waters monitoring required by the Regional Water Quality Control Board.

On April 13, 2020, the City Council and Planning Commission held a Joint Study Session Meeting and discussed 11 topics received from both groups. One of the topics discussed involved exploring possible ways to retain stormwater runoff within City boundaries to seek relief from provisions of the MS4 permits. Staff was directed to seek expert opinions on possible paths forward.

DISCUSSION:

Dr. Shahriar Eftekharzadeh has conducted high level feasibility study and concept design for potential solutions to capturing water and eliminating discharge to the receiving waters. Dr. Eftekharzadeh will be presenting his findings for the City Council's consideration.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the City Council receive a presentation from SEITec on the Bent Springs Canyon stormwater detention project.

ATTACHMENTS:

[Presentation April 27, 2020.pdf](#)

City of Rolling Hills

MS4 Compliance



Agenda

1. City of Rolling Hills Stormwater Overview
2. MS4 Compliance Approach
3. Proposed Brent Springs Canyon Project
4. Measure W Funding Opportunity



City of Rolling Hills Stormwater Overview

City's Stormwater Overview

- Subject to LA County MS4 permit
- Opted out of EWMP
- Member of the Peninsula CIMP Group
- Wants to achieve 100% compliance with MS4 permit (stop reporting)

Coordinated Integrated Monitoring Program (CIMP)

For the Peninsula CIMP Group



Prepared for:

The Los Angeles Regional Water Quality Control Board

June 2014

City of Rolling Hills MS4 Discharges

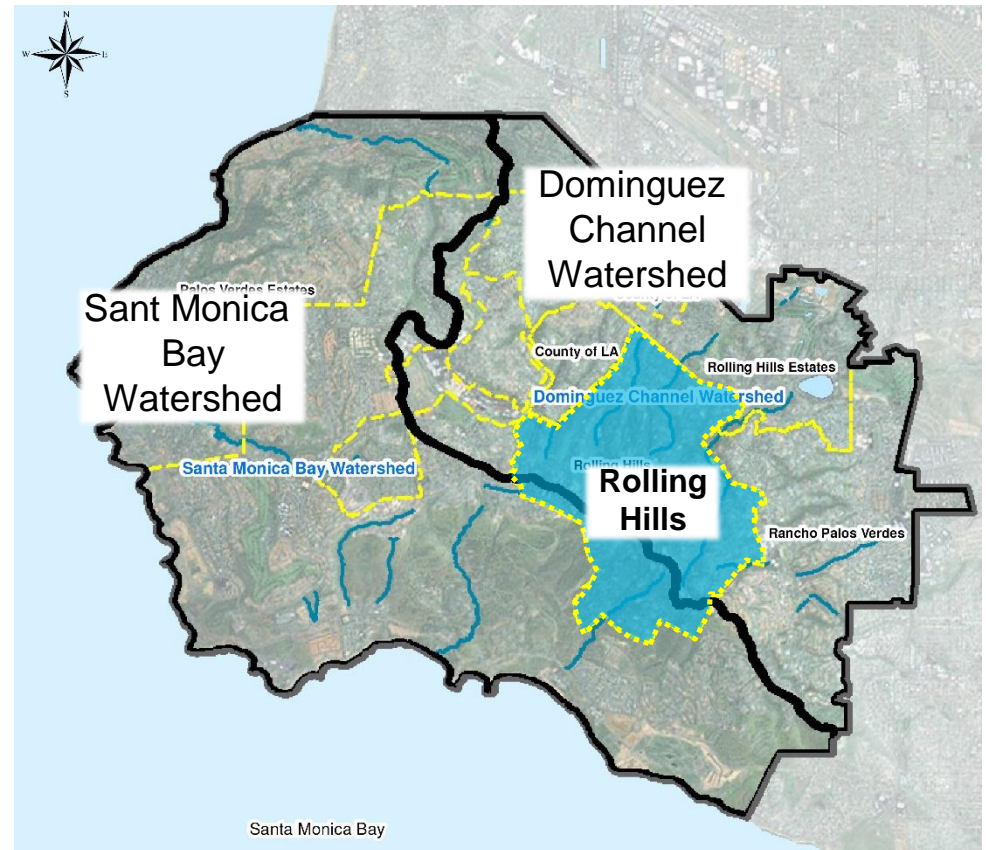
ORDER NO. R4-2012-0175, as amended by R4-2012-0175-A01
NPDES NO. CAS004001

All tributaries to Santa Monica Bay and Machado Lake

All creeks within the City, are part of MS4

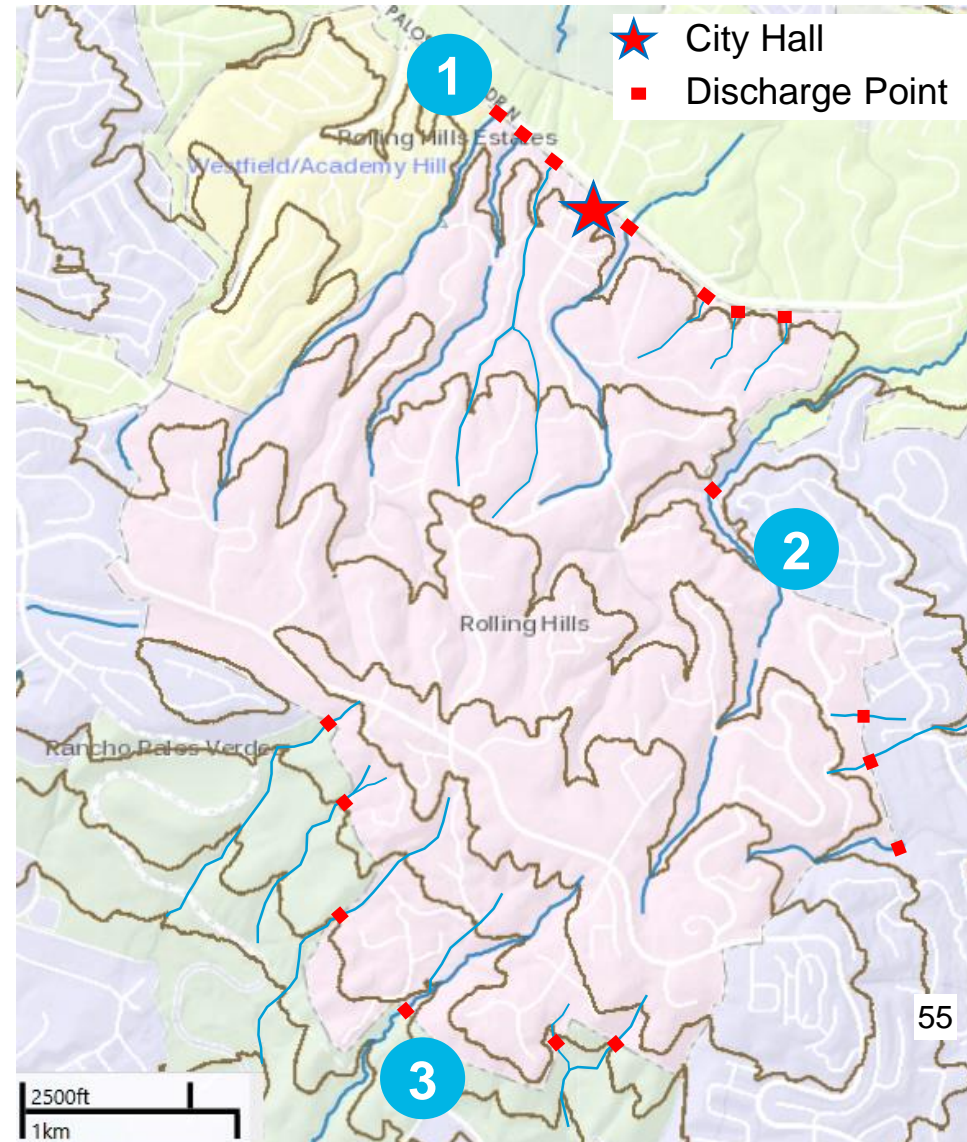
i.e.

All Creek Flows Out of City
Boundaries are MS4
Discharges



City of Rolling Hills MS4 Discharge Points

- 1 All canyons and creeks crossing at PV Drive N
- 2 All creeks on the East side
- 3 All creeks south of Crest Road

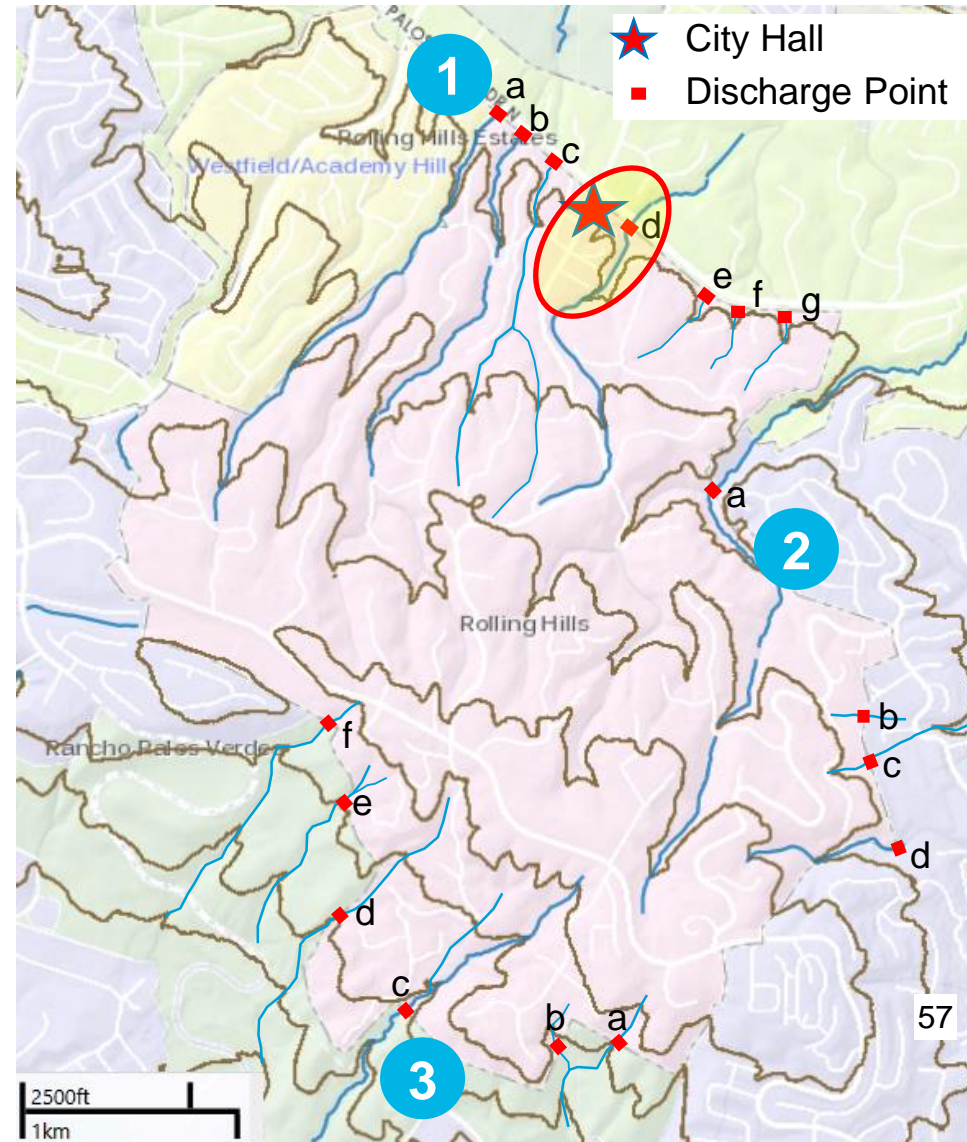


MS4 Compliance Approach

Compliance Approach

Capture the 85% P. storm runoff at ALL discharge locations

Start with Brent Canyon Springs at City Hall (1d)

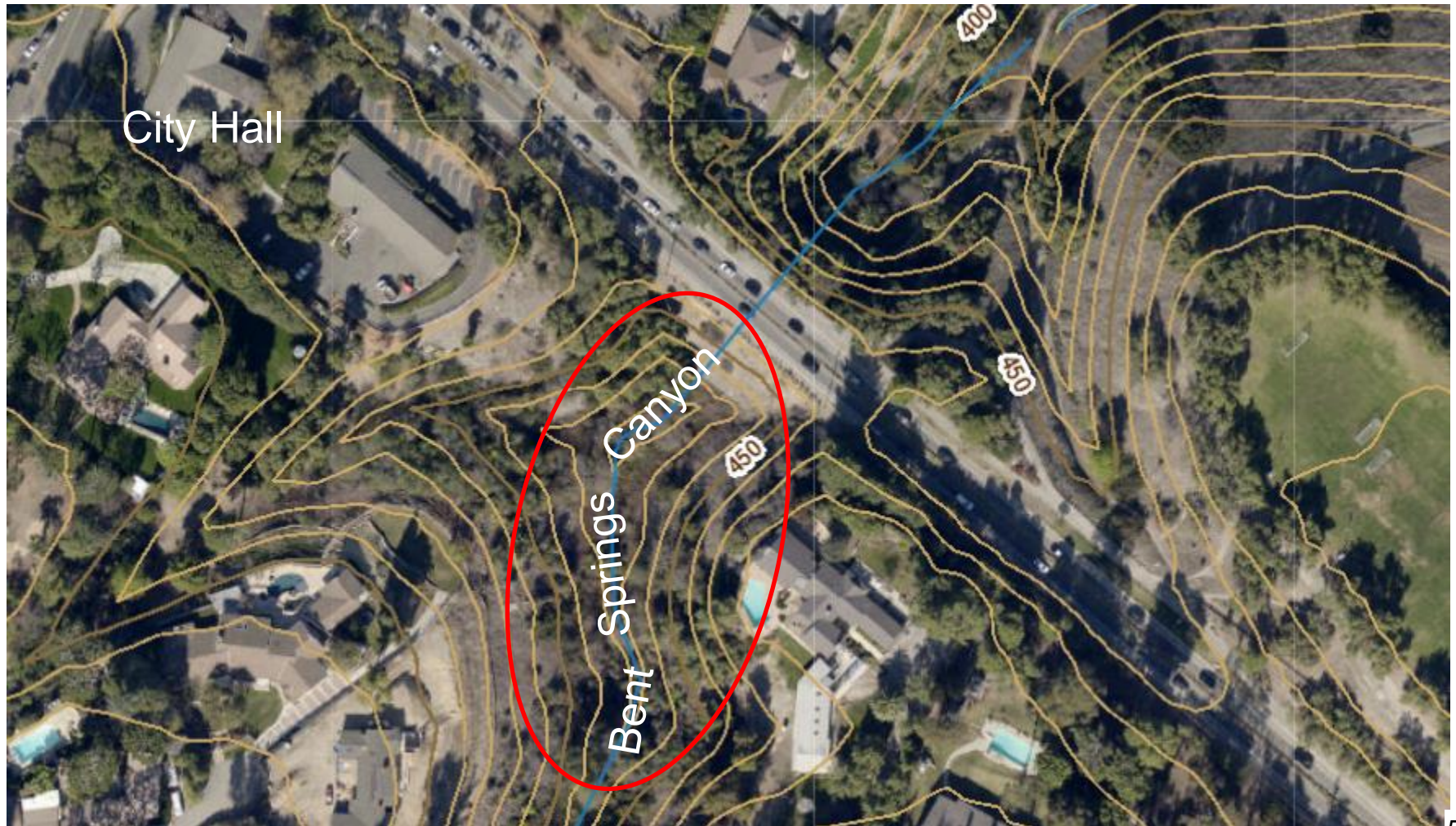


First Project: Bent Springs Canyon at City Hall (Discharge Point 1d)



58

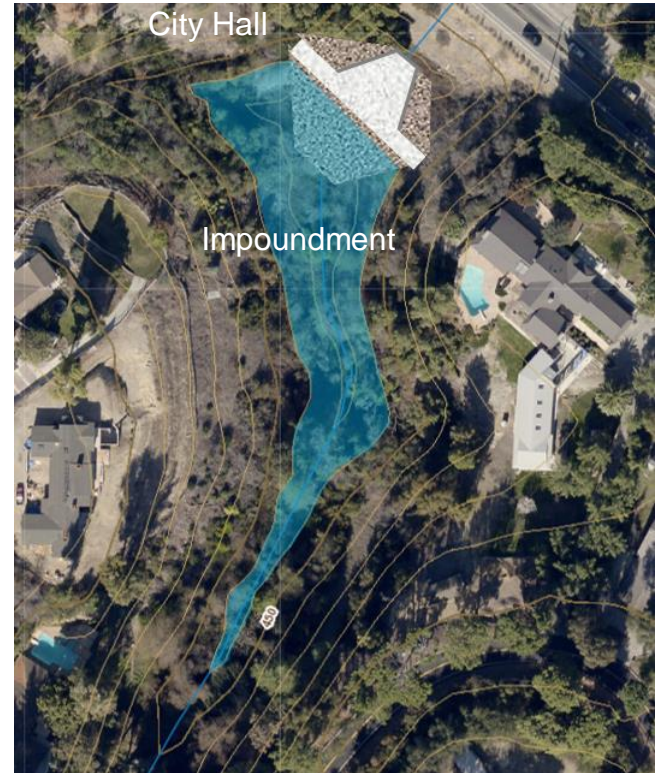
Bent Springs Canyon at City Hall



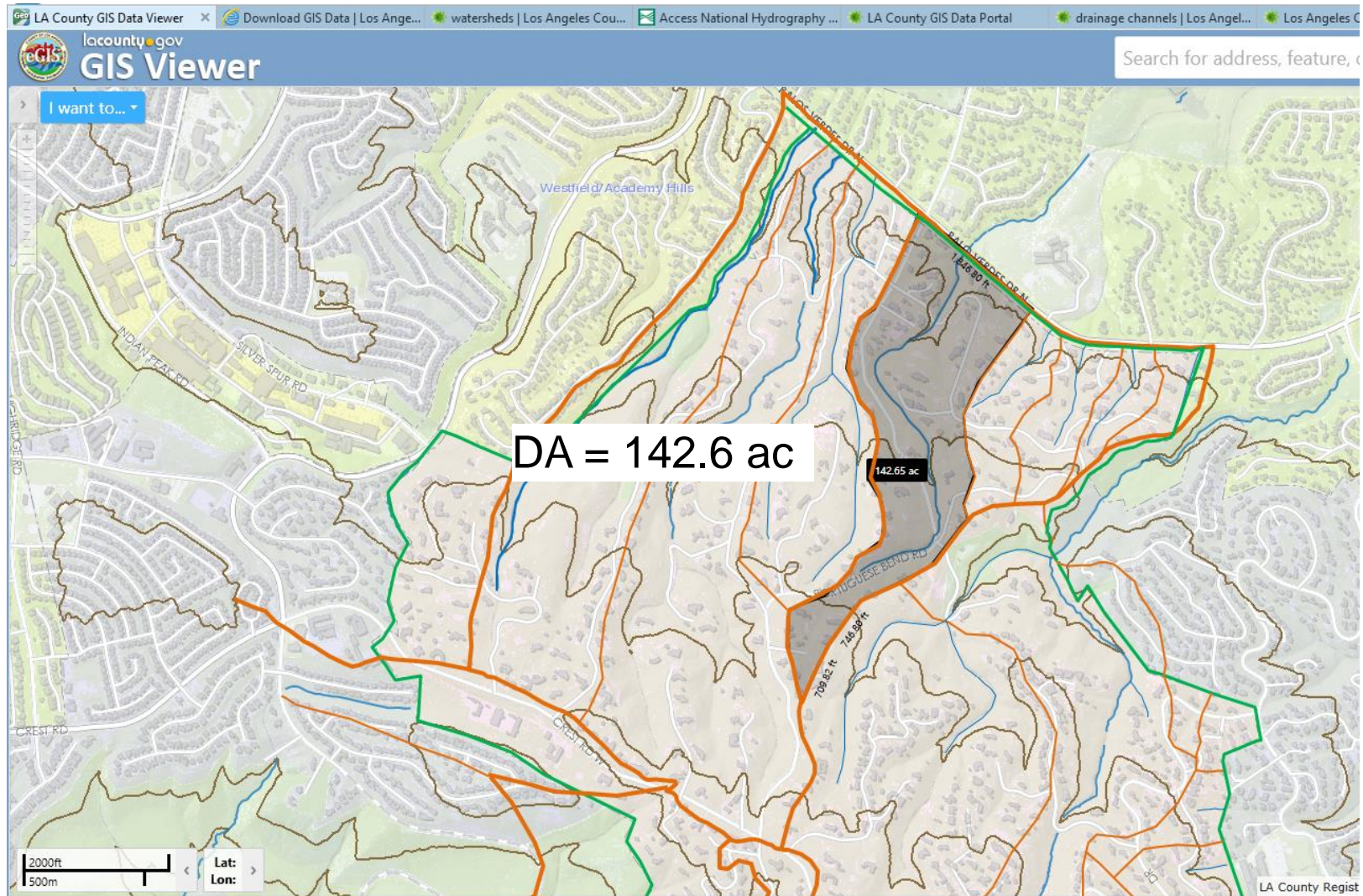
59

Bent Springs Canyon/City Hall Stormwater Project

- Create impoundment on Bent Springs Canyon at City Hall
- Impoundment can also receive City Hall Campus runoff
- Irrigate City Hall Campus and canyon with captured stormwater
- Drawdown impoundment to County Sanitary Sewer



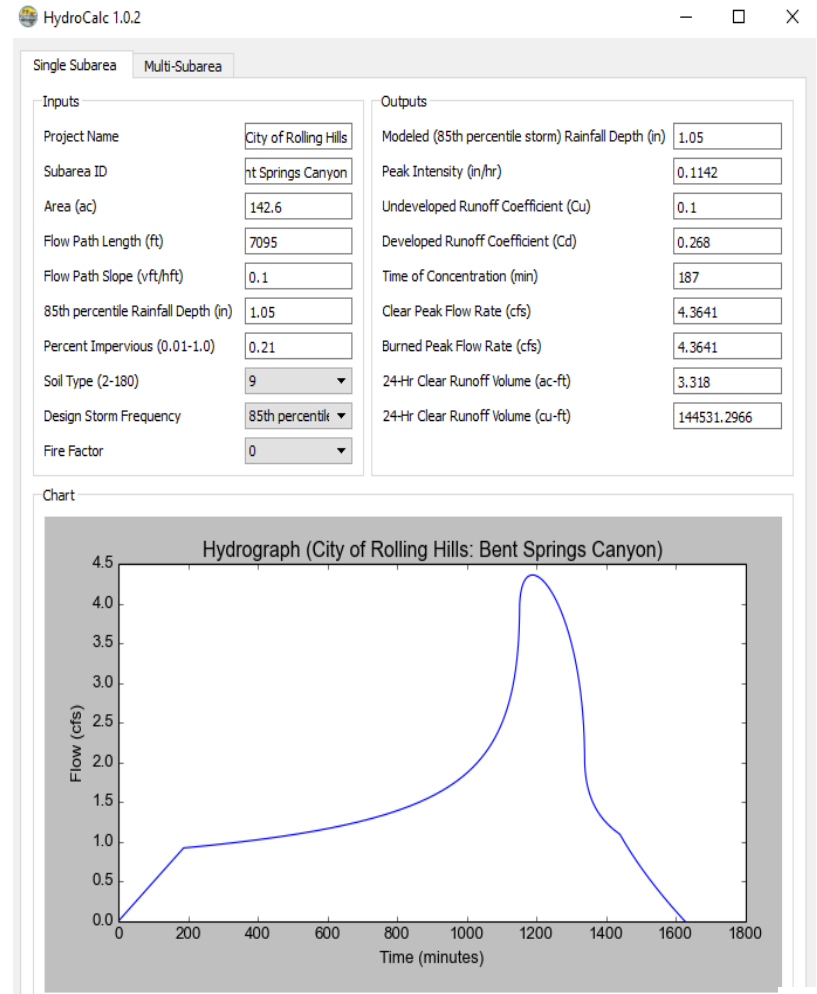
Bent Springs Canyon Drainage Area



Bent Springs Canyon 85th Percentile Runoff

24-hr Rain (in)	Peak Flow (cfs)	Mitigation Volume (ac-ft)	Mitigation Volume (MG)
1.05	4.4	3.32	1.1

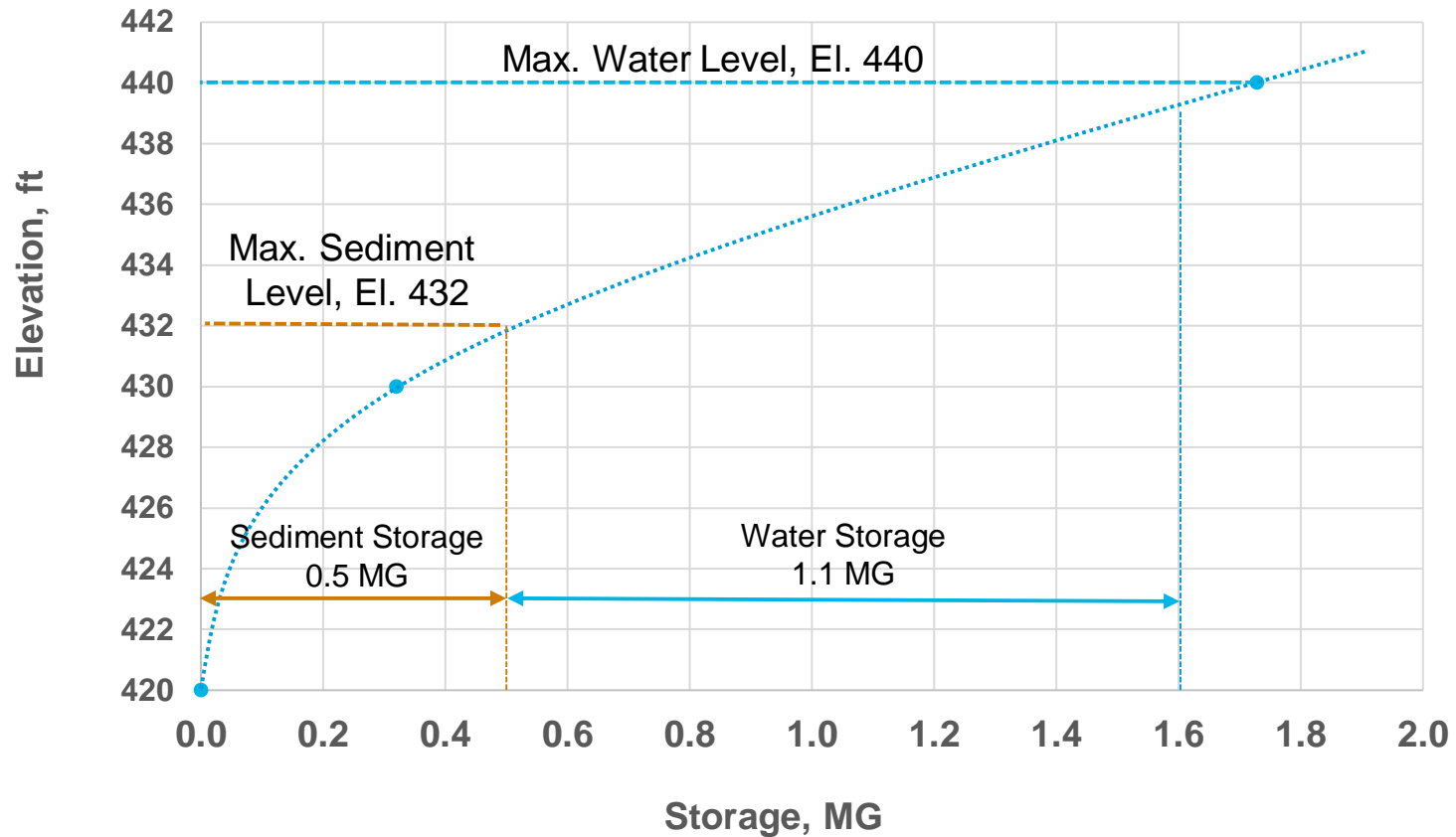
Need to create impoundment
with 1.1 MG water storage
capacity



Bent Springs Canyon Earth Dam & Access Road



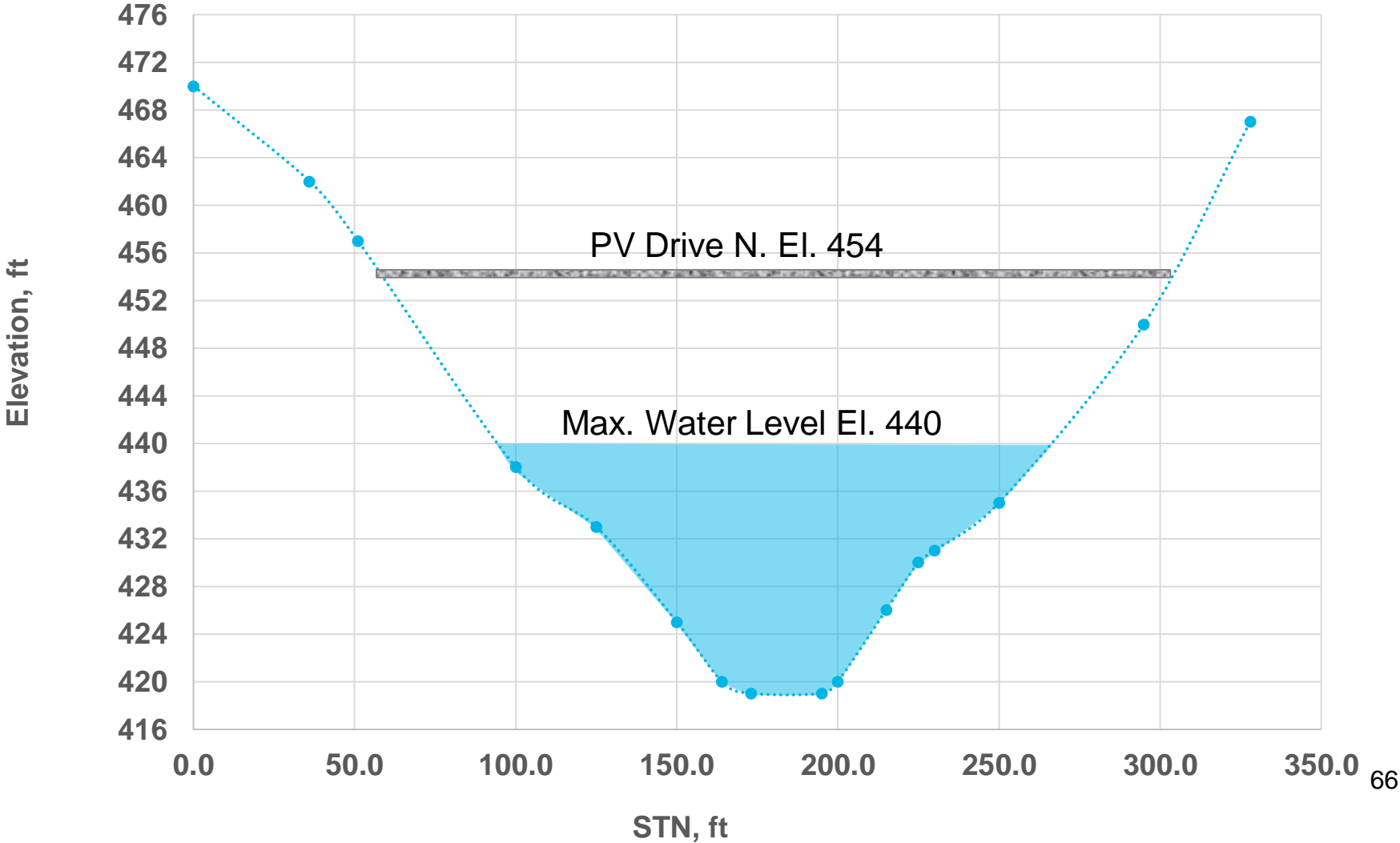
Bent Springs Canyon Dam Storage Curve & Allocations



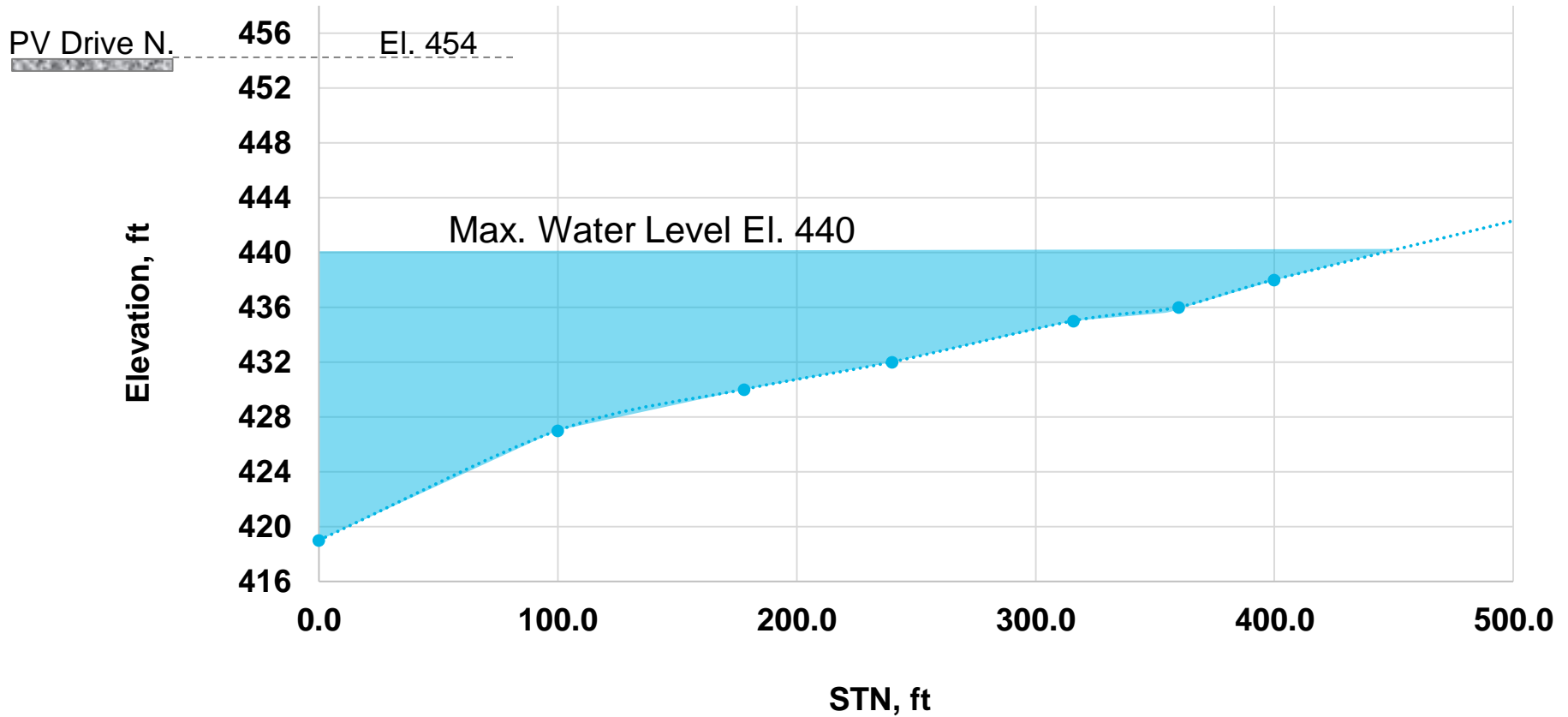
Bent Springs Canyon Impoundment



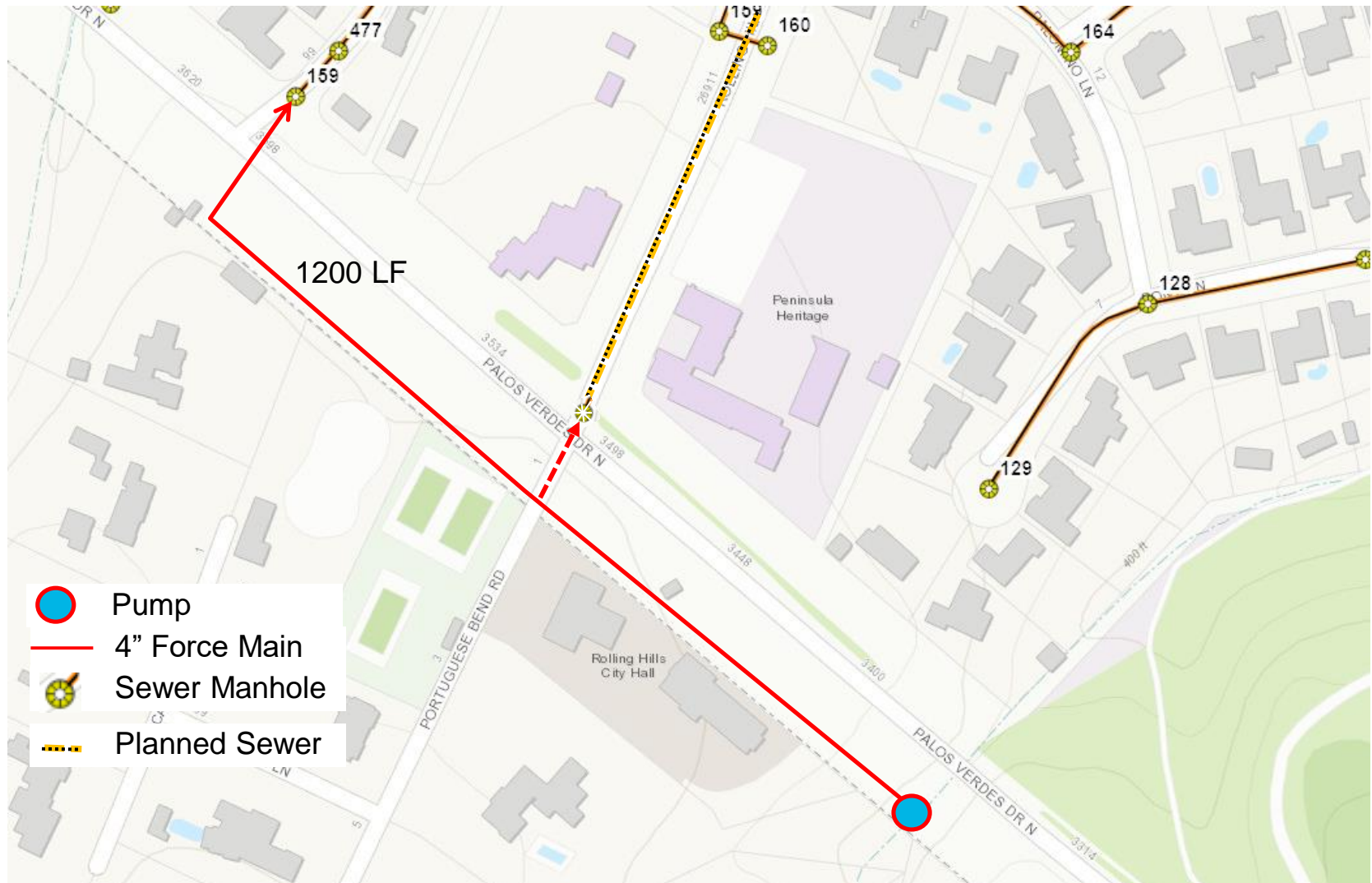
Bent Springs Canyon Dam Impoundment Section



Bent Springs Canyon Dam Impoundment Profile



Impoundment Drawdown



Preliminary Opinion of Construction Costs

Item	Cost (\$)
Site Preparation	150,000
Access Road	50,000
Dam and Spillway	1,250,000
Watershed Erosion Control	250,000
City Hall BMPs	250,000
Force Main to Sanitary Sewer	250,000
Sub Total	2,200,000
Allowances	1,000,000
Total	3,200,000

Funding Opportunities

1. County Safe, Clean Water Program

- The Regional Program Call for Projects for FY 2021-22 is open
- Proposals for FY 2021-22 must be submitted by **July 31, 2020**
- Requires Feasibility Study



SAFE CLEAN WATER L.A.

**Can be done if acted on
expeditiously**

Recommendation

1. Prepare Feasibility Study for Bent Springs Canyon Stormwater Project
2. Combine with City Hall BMPs
3. Submit to County SCW Program for funding in FY21-22



SAFE CLEAN WATER L.A.

Time is of the essence

Schedule with County SCW Program Funding

<u>Milestone</u>	<u>Complete by</u>
Grant Application	Jul. 2020
Received Funding	Jun. 2021
Design Complete	Apr. 2022
Bid	Jul. 2022
Award	Oct. 2022
Construction Complete	Dec. 2023

2. California Prop. 1 Stormwater Grant Program

- Round 2 solicitation notice just released
- Application deadline is **July 2, 2020**
- Has 50% cost sharing requirement (County SCW funding qualifies)
- Application requires extensive project documentation



**Can be done if acted on
expeditiously**

Recommendation

1. Leverage Measure W feasibility study for Prop. 1 application documents
2. Prepare and submit grant application by July 2, 2020



Time is of the essence

Thank you

Shahriar Eftekharzadeh, PhD, PE, PMP
Principal Engineer
Tel: (310) 375 0342, Cell: (310) 879 9376
Shahriar.Eftekharzadeh@seitecinc.com

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City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.C

Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: TERRY SHEA, FINANCE DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: FY 2020/21 BUDGET PREPARATION DOCUMENTS

- 1. FY 2019/2020 YEAR-END REVENUE AND EXPENDITURE PROJECTIONS**
- 2. FY 2020/2021 CONSUMER PRICE INDEX (CPI) ADJUSTMENT FOR BUDGET**

DATE: April 27, 2020

BACKGROUND:

Annually, the Finance Department provides a report of revenue and expenditure projections for the fiscal year to kick-off budget planning for the next fiscal year. Attached is the Finance Department's revenue and expenditure projections for the fiscal year ending June 30, 2020.

DISCUSSION:

Year-End Projections

This budget to actual report is through February 2020.

Staff is projecting total General Fund Revenues through June 30, 2020 of \$1,887,597 which is \$390,703 lower than the amended Budget amount of \$2,278,300. The decreased revenues are primarily Building & Other Permit Fees lower by \$346,288 and Variance, Planning & Zoning Fees which are projected to be lower by \$30,169 due to the effect of the COVID-19 virus.

For General Fund Expenditures through June 30, 2020 we are projecting \$1,868,938 which is \$364,662 lower than the amended budget amount of \$2,233,600. The decrease is due primarily to the following: City Administration Department projected Salary and Benefit savings associated with vacant Senior Management Analyst position; Planning & Development Department projected LA County Building Inspection savings associated with lower volume of building inspections; Law Enforcement projected savings associated with unspent Wild Life Management & Pest Control expense; and Non-Department

cost savings for peninsula wide preparedness staff member. We are projecting a deficit of \$26,041 before all operating transfers. Also, General Fund projected savings of \$339,738 in Fund Transfers Out to CIP due to project timing issues.

Total FY 2019/2020 projected budget surplus after transfers of \$313,697.

In addition, where appropriate for preparing the FY 2020/21 budget (e.g., where/if necessary for some contracts, materials and supplies and cost-of-living adjustments), staff is projecting a March-to-March CPI of 1.9%.

FISCAL IMPACT:

The cost to prepare the budget documents by the Finance Department is a part of the approved FY 2019/2020 operating budget.

RECOMMENDATION:

Staff recommends that the City Council receive and file the proposed FY 2019/20 Year-end Projections for the General Fund and FY 2020/21 CPI adjustment information for budget. This report is for informational purposes and, the FY 2020/21 budget will reflect the CPI in the projected expenditures where appropriate.

ATTACHMENTS:

[FY 19-20 Final General Fund Projections .pdf](#)
[March 2020 CPI.pdf](#)

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
FISCAL YEAR 2019-20 PROJECTIONS **FINAL**

	ADJUSTED ANNUAL BUDGET FY 19/20	% BUDGET USED THRU FEB	ACTUAL JULY TO FEB FY 19/20	PROJECTED MARCH TO JUNE FY 19/20	PROJECTED FY 19/20	VARIANCE FAVORABLE (UNFAVORABLE BUDGET VS PROJECTED FY 19/20)
GENERAL FUND REVENUES & EXPENDITURES SUMMARY						
GENERAL FUND REVENUES						
TAXES	\$ 1,194,300	57.63%	\$ 688,244	467,500	\$ 1,155,744	\$ (38,556)
OTHER AGENCIES	223,500	50.90%	113,766	112,300	226,066	2,566
LICENSES & PERMITS	643,300	19.82%	127,482	137,850	265,332	(377,968)
USE OF PROPERTY & MONEY	184,000	73.41%	135,074	82,992	218,066	34,066
EXCHANGE FUNDS	-	-	-	-	-	-
OTHER REVENUES	33,200	35.66%	11,839	10,550	22,389	(10,811)
TOTAL REVENUES	\$ 2,278,300	47.25%	\$ 1,076,405	\$ 811,192	\$ 1,887,597	\$ (390,703)
GENERAL FUND EXPENDITURES						
01 CITY ADMINISTRATION						
EMPLOYEE SALARIES	\$ 419,800	51.96%	\$ 218,116	\$ 118,750	\$ 336,866	\$ 82,934
EMPLOYEE BENEFITS	176,600	60.68%	107,162	39,641	146,803	29,797
TOTAL PERSONNEL	596,400	54.54%	325,278	158,391	483,669	112,731
MATERIALS & SUPPLIES	141,000	49.04%	69,142	42,725	111,867	29,133
CONTRACTUAL SERVICES	176,600	56.27%	99,377	67,160	166,537	10,063
CAPITAL OUTLAY	-	-	-	-	-	-
01 TOTAL CITY ADMINISTRATION	\$ 914,000	54.03%	\$ 493,797	\$ 268,276	\$ 762,073	\$ 151,927
05 FINANCE						
MATERIALS & SUPPLIES	650	47.69%	310	-	310	340
CONTRACTUAL SERVICES	118,800	61.78%	73,398	45,000	118,398	402
CAPITAL OUTLAY	-	-	-	-	-	-
05 TOTAL FINANCE	\$ 119,450	61.71%	\$ 73,708	\$ 45,000	\$ 118,708	\$ 742
15 PLANNING & DEVELOPMENT						
EMPLOYEE SALARIES	\$ 209,250	75.64%	\$ 158,287	\$ 69,500	\$ 227,787	\$ (18,537)
EMPLOYEE BENEFITS	78,950	62.62%	49,439	15,391	64,830	14,120
TOTAL PERSONNEL	288,200	72.08%	207,726	84,891	292,617	(4,417)
MATERIALS & SUPPLIES	12,600	19.38%	2,442	4,100	6,542	6,058
CONTRACTUAL SERVICES	418,000	41.63%	174,016	170,500	344,516	73,484
CAPITAL OUTLAY	-	-	-	-	-	-
15 TOTAL PLANNING & DEVELOPMENT	\$ 718,800	53.45%	\$ 384,184	\$ 259,491	\$ 643,675	\$ 75,125
25 LAW ENFORCEMENT	\$ 297,200	36.36%	\$ 108,059	\$ 113,500	\$ 221,559	\$ 75,641
65 NON-DEPARTMENT	\$ 104,650	23.92%	\$ 25,037	\$ 28,500	\$ 53,538	\$ 51,112
75 CITY PROPERTIES	\$ 79,500	56.77%	\$ 45,135	\$ 24,250	\$ 69,385	\$ 10,115
GENERAL FUND TOTAL EXPENDITURES	\$ 2,233,600	50.59%	\$ 1,129,920	\$ 739,017	\$ 1,868,938	\$ 364,662
NET REVENUES BEFORE TRANSFER	\$ 44,700		\$ (53,515)	\$ 72,175	\$ 18,659	\$ (26,041)
TRANSFERS	\$ (374,000)	-4.28%	\$ 16,000	\$ (49,738)	\$ (33,738)	\$ 339,738
NET REVENUE(DEFICIT) AFTER TRANSFER	\$ (329,300)		\$ (37,515)	\$ 22,437	\$ (15,079)	\$ 313,697

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
FISCAL YEAR 2019-20 PROJECTIONS **FINAL**

							VARIANCE FAVORABLE (UNFAVORABLE BUDGET VS PROJECTED FY 19/20
	ADJUSTED ANNUAL BUDGET FY 19/20	% BUDGET USED THRU FEB	ACTUAL JULY TO FEB FY 19/20	PROJECTED MARCH TO JUNE FY 19/20	PROJECTED FY 19/20		
GENERAL FUND REVENUES							
4001 TAXES:							
401 Property Taxes	\$ 1,144,500	57.89%	\$ 662,541	\$ 450,000	\$ 1,112,541	\$ (31,959)	
405 Sales Tax	8,000	15.83%	1,266	2,500	3,766	(4,234)	
410 Real Estate Transfer Tax	41,800	58.46%	24,437	15,000	39,437	(2,363)	
4001 Total	1,194,300	57.63%	688,244	467,500	1,155,744	(38,556)	
4030 OTHER AGENCIES							
420 Motor Vehicle in Lieu Tax-VLF	223,500	50.90%	113,766	112,300	226,066	2,566	
4050 LICENSES & PERMITS							
440 Building & Other Permit Fees	583,000	19.16%	111,712	125,000	236,712	(346,288)	
450 Variance, Planning & Zoning Fees	40,000	12.08%	4,831	5,000	9,831	(30,169)	
455 Animal Control Fees	1,300	18.38%	239	350	589	(711)	
460 Franchise Fees	19,000	56.32%	10,700	7,500	18,200	(800)	
4050 Total	643,300	19.82%	127,482	137,850	265,332	(377,968)	
4060 FINES & VIOLATIONS							
480 Fines & Traffic Violations	14,300	72.95%	10,432	6,000	16,432	2,132	
5000 USE OF PROPERTY & MONEY							
600 City Hall Leasehold RHCA	84,000	66.65%	55,984	27,992	83,976	(24)	
670 Interest Earned	100,000	79.09%	79,090	55,000	134,090	34,090	
5000 Total	184,000	73.41%	135,074	82,992	218,066	34,066	
6500 EXCHANGE FUNDS							
620 Proposition A	-	-	-	-	-	-	
6700 OTHER REVENUE							
650 PSAF & COPS	800	84.38%	675	300	975	175	
655 Burglar Alarm Responses	600	100.00%	600	250	850	250	
675 Miscellaneous	17,500	0.75%	132	4,000	4,132	(13,368)	
6700 Total	18,900	7.44%	1,407	4,550	5,957	(12,943)	
TOTAL GENERAL FUND REVENUES	\$ 2,278,300	47.25%	\$ 1,076,405	\$ 811,192	\$ 1,887,597	\$ (390,703)	

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
FISCAL YEAR 2019-20 PROJECTIONS **FINAL**

						VARIANCE FAVORABLE (UNFAVORABLE BUDGET VS PROJECTED FY 19/20
	ADJUSTED ANNUAL BUDGET FY 19/20	% BUDGET USED THRU FEB	ACTUAL JULY TO FEB FY 19/20	PROJECTED MARCH TO JUNE FY 19/20	PROJECTED FY 19/20	
GENERAL FUND EXPENDITURES						
01 CITY ADMINISTRATION						
7001 Employee Salaries						
702 Salaries Full Time	\$ 409,300	53.29%	\$ 218,116	\$ 118,750	\$ 336,866	\$ 72,434
703 Salaries Part Time	10,500		-	-	-	10,500
7001 Total	419,800	51.96%	218,116	118,750	336,866	82,934
7005 Employee Benefits						
710 Retirement CalPERS - Employer	63,100	65.55%	41,363	8,000	49,363	13,737
715 Workers Compensation Insurance	7,800	66.46%	5,184	2,616	7,800	-
716 Group Insurance	40,800	60.24%	24,576	10,875	35,451	5,349
717 Retiree Medical	28,900	67.50%	19,508	9,800	29,308	(408)
718 Employer Payroll Taxes	33,600	41.15%	13,828	7,050	20,878	12,722
719 Deferred Compensation	-		1,103	500	1,603	(1,603)
720 Auto Allowance	2,400	66.67%	1,600	800	2,400	-
7005 Total	176,600	60.68%	107,162	39,641	146,803	29,797
7500 Materials & Supplies						
740 Office Supplies & Expense	60,000	49.28%	29,569	20,000	49,569	10,431
745 Equipment Leasing Costs	4,100	89.78%	3,681	1,500	5,181	(1,081)
750 Dues & Subscriptions	11,300	32.17%	3,635	5,600	9,235	2,065
755 Conference Expense	10,000	37.72%	3,772	2,000	5,772	4,228
757 Meeting Expense	1,500	167.53%	2,513	500	3,013	(1,513)
759 Training & Education	2,000	155.00%	3,100	500	3,600	(1,600)
761 Auto Mileage	500	10.20%	51	125	176	324
765 Postage	13,000	45.92%	5,970	3,000	8,970	4,030
770 Telephone	6,100	61.95%	3,779	2,000	5,779	321
775 City Council Expense	10,000	35.57%	3,557	3,000	6,557	3,443
776 Miscellaneous Expenses	-		-	-	-	-
780 Minutes Clerk Meetings	6,000	73.72%	4,423	1,500	5,923	77
785 Codification	5,000	11.00%	550	1,000	1,550	3,450
790 Advertising	1,500	-	-	1,000	1,000	500
795 Other General Administrative Expense	10,000	45.42%	4,542	1,000	5,542	4,458
7500 Total	141,000	49.04%	69,142	42,725	111,867	29,133
8000 Contractual Services						
801 City Attorney	90,000	55.79%	50,211	33,000	83,211	6,789
802 Legal Expenses - Other	3,000	0.00%	-	1,000	1,000	2,000
820 Website	6,000	52.15%	3,129	8,000	11,129	(5,129)
850 Election Expense City Council	-	0.00%	140	160	300	(300)
890 Consulting Fees	77,600	59.15%	45,897	25,000	70,897	6,703
8000 Total	176,600	56.27%	99,377	67,160	166,537	10,063
9000 Capital Outlay						
950 Capital Outlay - Equipment	-	-	-	-	-	-
948 Capital Outlay - City Hall Improvements	-	-	-	-	-	-
955 Disaster Emergency - Equipment	-	-	-	-	-	-
9000 Total	-	-	-	-	-	-
01 TOTAL CITY ADMINISTRATION	\$ 914,000	54.03%	\$ 493,797	\$ 268,276	\$ 762,073	\$ 151,927

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
FISCAL YEAR 2019-20 PROJECTIONS **FINAL**

		ADJUSTED	%	ACTUAL	PROJECTED		VARIANCE
		ANNUAL	BUDGET	JULY TO	MARCH TO	PROJECTED	FAVORABLE
		BUDGET	USED	FEB	JUNE	FY 19/20	(UNFAVORABLE
		FY 19/20	THRU FEB	FY 19/20	FY 19/20	FY 19/20	BUDGET VS
							PROJECTED
							FY 19/20
05	FINANCE						
7500	Materials & Supplies						
750	Dues & Subscriptions	\$ 650	47.69%	\$ 310	\$ -	\$ 310	\$ 340
776	Miscellaneous Expenses	-		-	-	-	-
7500	Total	650	47.69%	310	-	310	340
8000	Contractual Services						
810	Annual Audit	17,100	98.13%	16,780	-	16,780	320
890	Consulting Fees	101,700	55.67%	56,618	45,000	101,618	82
8000	Total	118,800	61.78%	73,398	45,000	118,398	402
9000	Capital Outlay						
950	Capital Outlay - Equipment	-	-	-	-	-	-
9000	Total Capital Outlay	-	-	-	-	-	-
05	TOTAL FINANCE	\$ 119,450	61.71%	\$ 73,708	\$ 45,000	\$ 118,708	\$ 742
15	PLANNING & DEVELOPMENT						
7001	Employee Salaries						
702	Salaries Full Time	\$ 193,500	79.05%	\$ 152,954	\$ 66,500	\$ 219,454	\$ (25,954)
703	Salaries Part Time	15,750		5,333	3,000	8,333	7,417
7001	Total	209,250	75.64%	158,287	69,500	227,787	(18,537)
7005	Employee Benefits						
710	Retirement CalPERS - Employer	29,800	85.24%	25,402	4,100	29,502	298
715	Workers Compensation Insurance	3,850	66.47%	2,559	1,291	3,850	-
716	Group Insurance	19,000	44.39%	8,434	5,000	13,434	5,566
718	Employer Payroll Taxes	16,750	68.77%	11,519	4,200	15,719	1,031
719	Deferred Compensation	7,150	0.00%	-	-	-	7,150
720	Auto Allowance	2,400	63.54%	1,525	800	2,325	75
7005	Total	78,950	62.62%	49,439	15,391	64,830	14,120
7500	Materials & Supplies						
758	Planning Commission Meeting	3,000	36.20%	1,086	800	1,886	1,114
776	Miscellaneous Expenses	2,000	12.50%	250	100	350	1,650
750	Dues & Subscriptions	600	0.00%	-	600	600	-
755	Conference Expense	5,000	22.12%	1,106	1,600	2,706	2,294
759	Training & Education	2,000	0.00%	-	1,000	1,000	1,000
7500	Total	12,600	19.38%	2,442	4,100	6,542	6,058
8000	Contractual Services						
802	Legal Expense - Other	-		-	-	-	-
872	Property Development - Legal Expense	47,000	36.85%	17,318	15,000	32,318	14,682
878	Build Inspection LA County/Willdan	195,000	30.65%	59,758	38,000	97,758	97,242
881	Storm Water Management	65,000	112.95%	73,415	40,000	113,415	(48,415)
882	Variance & CUP Expense	6,000	100.08%	6,005	2,500	8,505	(2,505)
884	Special Project Study & Consultant	105,000	16.69%	17,520	75,000	92,520	12,480
8000	Total	418,000	41.63%	174,016	170,500	344,516	73,484
9000	Capital Outlay						
950	Capital Outlay - Equipment	-	-	-	-	-	-
9000	Total Capital Outlay	-	-	-	-	-	-
15	TOTAL PLANNING & DEVELOPMENT	\$ 718,800	53.45%	\$ 384,184	\$ 259,491	\$ 643,675	\$ 75,125

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
FISCAL YEAR 2019-20 PROJECTIONS **FINAL**

	ADJUSTED ANNUAL BUDGET FY 19/20	% BUDGET USED THRU FEB	ACTUAL JULY TO FEB FY 19/20	PROJECTED MARCH TO JUNE FY 19/20	PROJECTED FY 19/20	VARIANCE FAVORABLE (UNFAVORABLE BUDGET VS PROJECTED FY 19/20)
25 LAW ENFORCEMENT						
8200 Law Enforcement						
830 Law Enforcement	\$ 221,700	44.49%	\$ 98,637	\$ 100,000	\$ 198,637	\$ 23,063
832 Parking Citation	-	0.00%	-	-	-	-
833 Other Law Enforcement Expenses	3,000	11.10%	333	2,000	2,333	667
837 Wild Life Management & Pest Control	61,500	11.63%	7,152	8,000	15,152	46,348
838 Animal Control Expense	11,000	17.61%	1,937	3,500	5,437	5,563
8200 Total	297,200	36.36%	108,059	113,500	221,559	75,641
25 TOTAL LAW ENFORCEMENT	\$ 297,200	36.36%	\$ 108,059	\$ 113,500	\$ 221,559	\$ 75,641
65 NON-DEPARTMENT						
7500 Materials & Supplies						
776 Miscellaneous Expenses	\$ -	-	\$ -	\$ -	\$ -	\$ -
901 South Bay Community Organization	4,100	63.41%	2,600	500	3,100	1,000
985 Contingency	25,000	0.00%	-	5,000	5,000	20,000
7500 Total	29,100	8.93%	2,600	5,500	8,100	21,000
8000 Contractual Services						
895 Insurance & Bond Expense	34,900	37.55%	13,106	15,000	28,106	6,794
8000 Total	34,900	37.55%	13,106	15,000	28,106	6,794
8500 Community Promotion						
915 Community Recognition	11,000	63.05%	6,935	-	6,935	4,065
916 Civil Defense Expense	650	96.46%	627	-	627	23
917 Emergency Preparedness	29,000	6.10%	1,770	8,000	9,770	19,230
8500 Total	40,650	22.96%	9,332	8,000	17,332	23,318
65 TOTAL NON-DEPARTMENT	\$ 104,650	23.93%	\$ 25,038	\$ 28,500	\$ 53,538	\$ 51,112
75 CITY PROPERTIES						
8000 Contractual Services						
925 Utilities	\$ 34,000	60.28%	\$ 20,494	\$ 11,250	\$ 31,744	\$ 2,256
930 Repairs & Maintenance	32,000	58.63%	18,763	7,000	25,763	6,237
932 Area Landscaping	13,500	43.54%	5,878	6,000	11,878	1,622
8000 Total	79,500	56.77%	45,135	24,250	69,385	10,115
9000 Capital Outlay						
946 Building & Equipment	-	-	-	-	-	-
9000 Total	-	-	-	-	-	-
75 TOTAL CITY PROPERTIES	\$ 79,500	56.77%	\$ 45,135	\$ 24,250	\$ 69,385	\$ 10,115
131 GENERAL FUND TOTAL EXPENDITURES	\$ 2,233,600	50.59%	\$ 1,129,921	\$ 739,017	\$ 1,868,938	\$ 364,662
NET REVENUES BEFORE TRANSFERS	\$ 44,700		\$ (53,516)	\$ 72,175	\$ 18,659	\$ (26,041)
699 Fund Transfers (OUT) IN						
Traffic Safety Fund	\$ (54,500)	0.00%	\$ -	\$ (23,458)	\$ (23,458)	\$ (31,042)
Capital Improvement Fund	(340,000)	0.00%	-	(34,280)	(34,280)	374,280
Underground Utility Fund		0.00%	-	-	-	-
Community Facilities Fund	(3,500)	0.00%	-	-	-	(3,500)
Refuse Collection Fund	24,000	66.67%	16,000	8,000	24,000	-
699 Total	(374,000)	-4.28%	16,000	(49,738)	(33,738)	339,738
NET REVENUE(DEFICIT) AFTER TRANSFER	\$ (329,300)		\$ (37,516)	\$ 22,437	\$ (15,079)	\$ 313,697

U.S. BUREAU OF LABOR STATISTICS

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Change Output Options:

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Data extracted on: April 15, 2020 (3:49:38 PM)

CPI for All Urban Consumers (CPI-U)

12-Month Percent Change

Series Id: CUURS49ASA0

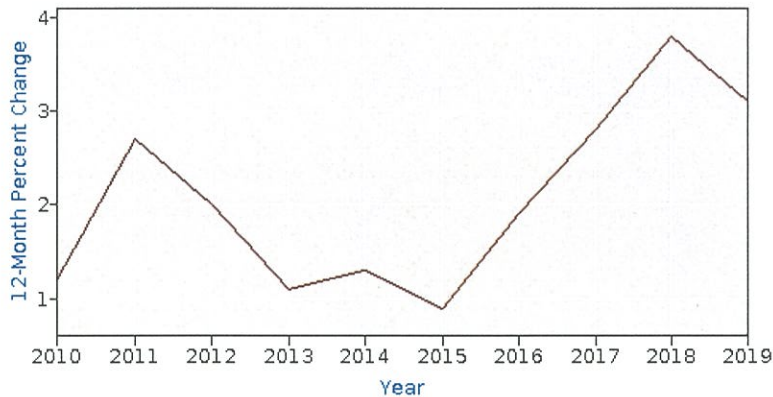
Not Seasonally Adjusted

Series Title: All items in Los Angeles-Long Beach-Anaheim, CA, all urban consumers, not seasonally adjusted

Area: Los Angeles-Long Beach-Anaheim, CA

Item: All items

Base Period: 1982-84=100



Download:  [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2010	1.8	1.4	1.9	1.9	1.8	0.9	0.9	0.8	0.4	0.7	0.7	1.3	1.2	1.6	0.8
2011	1.8	2.3	3.0	3.3	3.1	2.9	2.4	2.4	3.1	2.8	3.0	2.2	2.7	2.7	2.6
2012	2.1	2.1	2.0	1.5	1.6	1.6	1.9	2.3	2.2	3.0	2.1	1.9	2.0	1.8	2.3
2013	2.0	2.2	1.3	0.9	1.0	1.4	1.3	0.8	0.6	-0.1	0.4	1.1	1.1	1.5	0.7
2014	0.8	0.5	1.0	1.4	1.7	1.8	2.0	1.8	1.7	1.4	1.3	0.7	1.3	1.2	1.5
2015	-0.1	0.1	0.5	0.5	1.1	0.8	1.4	1.1	0.7	1.0	1.6	2.0	0.9	0.5	1.3
2016	3.1	2.4	1.7	2.0	1.4	1.8	1.1	1.4	1.9	2.2	1.8	2.0	1.9	2.1	1.7
2017	2.1	2.7	2.7	2.7	2.5	2.2	2.5	2.8	3.1	3.1	3.6	3.6	2.8	2.5	3.1
2018	3.5	3.6	3.8	4.0	4.1	4.0	3.9	3.9	3.9	4.1	3.6	3.2	3.8	3.8	3.8
2019	3.2	2.5	2.7	3.3	3.1	3.3	3.3	3.0	3.0	3.2	3.2	3.0	3.1	3.0	3.1
2020	3.1	3.4	1.9												



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.A

Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

**SUBJECT: UPDATE ON MEASURE W - SAFE CLEAN WATER PROGRAM
TRANSFER AGREEMENT TO RECEIVE LOCAL RETURN
ALLOCATIONS.**

DATE: April 27, 2020

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 enter into Fund Transfer Agreement with the District annually, see attached Draft Transfer Agreement. Cities are given the opportunity to review and comment on the draft Agreement before it is presented to the Board of Supervisors for approval. The City of Rolling Hills submitted its comments prior to the April 21, 2020 deadline. The Board is expected to review and approve the Transfer Agreement this summer and funds are expected to be allocated in August 2020.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the City Council receive and file an update on Measure W Transfer Agreement.

ATTACHMENTS:

[SCWP-Transfer-Agreement-Municipal-Template-20200306-1400-CLEAN--c1.pdf](#)
[City of Rolling Hills Comments on SCW Transfer Agreement.pdf](#)

-DRAFT TEMPLATE-
TRANSFER AGREEMENT BETWEEN
THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT
AND (MUNICIPALITY)
AGREEMENT NO. _____
SAFE, CLEAN WATER PROGRAM – MUNICIPAL PROGRAM

This Transfer Agreement, hereinafter referred to as "Agreement," is entered into as of _____ by and between the Los Angeles County Flood Control District, hereinafter referred to as "District," and (Municipality), hereinafter referred to as "Municipality."

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

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

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

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

NOW, THEREFORE, in consideration of the promises, mutual representations, covenants and agreements in this Agreement, the District and the Municipality, each binding itself, its successors and assigns, do mutually promise, covenant, and agree as follows:

I. DEFINITIONS

The definitions set forth in Sections 16.03 and 18.02 of the Los Angeles County Flood Control District Code shall apply to this Agreement. In addition, the following definitions shall also apply:

“Agreement” means this Transfer Agreement, including all exhibits and attachments hereto.

“Annual Plan” means the plan referred to in Section 18.09.B.5 of the Code that includes the contents specified in Exhibit A..

“Code” means the Los Angeles County Flood Control District Code.

“Days” means calendar days unless otherwise expressly indicated.

“Fiscal Year” means the period of twelve (12) months terminating on June 30 of any year.

“Safe Clean Water (SCW) Program Payment” means the Municipality's annual allocation of SCW Program funds as described in Section 16.04.A.2. of the Code disbursed by the District to the Municipality .

“Year” means calendar year unless otherwise expressly indicated.

II. PARTY CONTACTS

The District and the Municipality designate the following individuals as the primary points of contact and communication regarding the Funded Activity and the administration and implementation of this Agreement.

Los Angeles County Flood Control District		Municipality:	
Name:	(Program Manager)	Name:	(Municipal Contact)
Address:		Address:	
Phone:		Phone:	
Email:		Email:	

Either party to this Agreement may change the individual identified as Municipal Contact above by providing written notice of the change to the other party.

III. EXHIBITS INCORPORATED BY REFERENCE

The following exhibits to this Agreement, including any amendments and supplements hereto, are hereby incorporated herein and made a part of this Agreement:

EXHIBIT A – ANNUAL PLAN CONTENTS

EXHIBIT B – GENERAL TERMS AND CONDITIONS

EXHIBIT C- SPECIAL CONDITIONS

EXHIBIT D – NATURE-BASED SOLUTIONS (Best Management Practices)

EXHIBIT E – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT

IV. MUNICIPAL PROGRAM IMPLEMENTATION

- A. The Municipality shall annually prepare and submit to the District, an Annual Plan. The Annual Plan for the 2020-21 Fiscal Year shall be submitted to the District no later than 45-days after the execution of this Agreement by the last party to sign. An Annual Plan for each subsequent Fiscal Year shall be submitted not later than April 1st of that Fiscal Year.
- B. The Municipality shall utilize the SCW Program Payments in compliance with Chapters 16 and 18 of the Code.
- C. The Municipality shall comply with the terms and conditions in Exhibits B, C, and D, of this Agreement, and all applicable provisions of Chapters 16 and 18 of the Code, specifically including, without limitation, Section 18.06.

V. SCW PROGRAM PAYMENTS TO MUNICIPALITIES

- A. The District shall disburse the Municipality's SCW Program Payment for the 2020-21 Fiscal Year within 45-days of receipt of the signed executed Agreement. The initial disbursement of SCW Program Payments shall include the amount of revenue collected by the District at the time of Agreement execution; any remaining funds will be disbursed by August 2020. Subsequent disbursements shall occur annually in August.
- B. For subsequent Fiscal Years, the District shall disburse the Municipality's SCW Program Payment upon satisfaction of the following conditions: (1) the District has received the Annual Report required pursuant to Section 18.06.D of the Code; (2) the District has received Municipality's Annual Plan for that Fiscal Year, and (3) the Municipality has complied with the audit requirements of Section 16.07 of the Code.
- C. Notwithstanding any other provision of this Agreement, no disbursement shall be made at any time or in any manner that is in violation of or in conflict with federal, state, County laws, policies, or regulations.
- E. All disbursements shall be subject to and be made in accordance with the terms and conditions in this Agreement and Chapters 16 and 18 of the Code.

VI. Term of Agreement

This Agreement shall expire at the end of the _____ (3-5 years for first Agreement and 3-year terms for subsequent Agreements) Fiscal Year. The parties shall thereafter enter into a new agreement based on the most recent standard template agreement approved by the Board.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

*(Municipal Contact)*_____:

By: _____

Name:

Title:

Date: _____

LOS ANGELES COUNTY
FLOOD CONTROL DISTRICT:

By: _____

Name:

Title:

Date: _____

EXHIBIT A – ANNUAL PLAN CONTENTS

- A-1. Description of all projects anticipated to be funded using the SCW Program Payment. Include a discussion of how the projects will result in the achievement of SCW Program Goals.
- A-2. Description of all programs anticipated to be funded using the SCW Program Payment. Include a discussion of how the programs will result in the achievement of SCW Program Goals.
- A-3. Description of all operation and maintenance activities anticipated to be funded using the SCW Program Payment. Include a discussion of how those activities will result in the achievement of SCW Program Goals.
- A-4. Stakeholder and community outreach/engagement activities anticipated to be funded with the SCW Program Payment.
- A-5. Description of post-construction monitoring for projects completed using the SCW Program Payment.
- A-6. Provided the status of projects that have been awarded Institute for Sustainable Infrastructure (ISI) verification.
- A-7. A programmatic budget for the SCW Program Payment.

EXHIBIT B – GENERAL TERMS AND CONDITIONS

B-1. Accounting and Deposit of Funding Disbursement

1. SCW Program Payments distributed to the Municipality shall be held in a separate interest-bearing account and shall not be combined with other funds. Interest earned from each account shall be used by the account holder only for eligible expenditures consistent with the requirements of the SCW Program.
2. The Municipality shall not be entitled to interest earned on undisbursed SCW Program Payments.
3. The Municipality shall operate in accordance with Generally Accepted Accounting Principles (GAAP).
4. The Municipality shall be strictly accountable for all funds, receipts, and disbursements.

B-2. Acknowledgement of Credit and Signage

The Municipality shall include appropriate acknowledgement of credit to the Los Angeles County Flood District's Safe, Clean Water Program for its support when promoting activities funded with SCW Program funds or using any data and/or information developed SCW Program funds. When the SCW Program Payment is used, in whole or in part, for an infrastructure Project, signage shall be posted in a prominent location at Project site(s) or at the Municipality's headquarters and shall include the Safe, Clean Water Program color logo and the following disclosure statement: "Funding for this project has been provided in full or in part from the Los Angeles County Flood Control District's Safe, Clean Water Program." At a minimum the sign shall be 2' x 3' in size. The Municipality shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this paragraph.

When the SCW Program Payment is used, in whole or in part, for a scientific study, the Municipality shall include the following statement in the study report: "Funding for this study has been provided in full or in part from the Los Angeles County Flood Control District's Safe, Clean Water Program." The Municipality shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this paragraph.

B-3. Acquisition

Acquisition of real property shall include a Covenants, Conditions and Restrictions (CC&R) for any real property and the property shall be used for meeting the purposes of the Safe, Clean Water Program and comply with Chapter 16 and 18 of the Code.

B-4. Amendment

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral or written understanding or agreement not incorporated in this Agreement is binding on any of the parties.

B-5. Assignment

The Municipality shall not assign this Agreement.

B-6. Audit and Recordkeeping

1. The Municipality shall retain for a period of seven (7) years after Activity Completion, all records necessary in accordance with Generally Accepted Accounting Principles to determine the amounts expended, and eligibility of Projects implemented using SCW Program Payments. The Municipality, upon demand by authorized representatives of the District, shall make such records available for examination and review or audit by the District or its authorized representatives. Records shall include: accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files, including documentation covering negotiated settlements, invoices, and any other supporting evidence deemed necessary to substantiate charges related to SCW Program Payments and expenditures.
2. The Municipality is responsible for obtaining an independent audit to determine compliance with the terms and conditions of this Agreement and all requirements applicable to the Municipality contained in chapters 16 and 18 of the Code. Municipality shall obtain an independent audit every three (3) years. Audits shall be funded with Municipal Program funds.
3. Municipality shall file a copy of all audit reports by the sixth (6th) month from the end of each three (3) year period. Audit reports shall be posted on the District's publicly-accessible website.

Every Third Fiscal Year		
<u>SIP Fiscal Year</u>	<u>Audit Begins</u>	<u>Audit Report Due to District</u>
2020-21	7/1/2023	No later than 12/31/2023

4. At all reasonable times, the Municipality shall permit the Chief Engineer to examine the infrastructure Projects using SCW Program Payments. The Municipality shall permit the authorized District representative, including the Auditor-Controller, to examine, review, audit, and transcribe any and all audit reports, other reports, books, accounts, papers, maps, and other records that relate to the SCW Program Payments.
5. Unsupported or ineligible expenditures, as described but not limited to those in Section 16.05.A.3 of the Los Angeles County Flood Control District Code, shall be

disallowed upon audit. The Municipality will be required to repay the District for all disallowed costs.

B-7. Availability of Funds

District's obligation to disburse the SCW Program Payment is contingent upon the availability of sufficient funds to permit the disbursements provided for herein. If sufficient funds are not available for any reason including, but not limited to, failure to fund allocations necessary for disbursement of the SCW Program Payment, the District shall not be obligated to make any disbursements to the Municipality under this Agreement. This provision shall be construed as a condition precedent to the obligation of the District to make any disbursements under this Agreement. Nothing in this Agreement shall be construed to provide the Municipality with a right of priority for disbursement over any other Municipality. If any disbursements due the Municipality under this Agreement are deferred because sufficient funds are unavailable, it is the intention of the District that such disbursement will be made to the Municipality when sufficient funds do become available, but this intention is not binding. If this Agreement's funding for any Fiscal Year is reduced or deleted by order of the Board, the District shall have the option to either cancel this Agreement with no liability occurring to the District or offer an amendment to the Municipality to reflect the reduced amount.

B-8. Choice of Law

The laws of the State of California govern this Agreement.

B-9. Claims

B-10. Any claim of the Municipality is limited to the rights, remedies, and claims procedures provided to the Municipality under this Agreement.

B-11. Compliance with SCW Program

The Municipality shall comply with and require its contractors and subcontractors to comply with all provisions of Chapters 16 and 18 of the Code.

B-12. Compliance with Law, Regulations, etc.

The Municipality shall, at all times, comply with and require its contractors and subcontractors to comply with all applicable local, state and federal laws, rules, guidelines, regulations, and requirements.

B-13. Continuous Use of Municipal Projects; Lease or Disposal of Municipal Projects

The Municipality agrees that, except as provided in this Agreement, it will not abandon, substantially discontinue use of, lease, or dispose of all or a significant part or portion of any Project funded in whole or in part with SCW Program Payments during the useful life of the Project without prior written approval of the District. Such approval may be conditioned as determined to be appropriate by the District, including a condition requiring

repayment of all SCW Program Payments used to fund the Project together with accrued interest and any penalty assessments that may be due, .

B-14. Disputes

Should a dispute arise between the parties, the party asserting the dispute will notify all other parties in writing of the dispute. The parties will then meet and confer within 21 calendar days of the notice in a good faith attempt to resolve the dispute.

If the matter has not been resolved through the process set forth in the preceding paragraph, any party may initiate mediation of the dispute. Mediation will be before a retired judge or mediation service mutually agreeable to the parties. All costs of the mediation, including mediator fees, will be paid one-half by the District and one-half by the Municipality. SCW Program Payments shall not be used to pay for any costs of the mediation.

The parties will attempt to resolve any dispute through the process set forth above before filing any action relating to the dispute in any court of law.

B-15. Final Inspection and Certification of Registered Professional

Upon completion of the design phase and before construction of a project, the Recipient shall provide certification by a California Registered Professional (i.e., Professional Civil Engineer, Engineering Geologist) that the design has been completed.

Upon completion of the project, the Municipality shall provide for a final inspection and certification by a California Registered Professional (i.e., Professional Civil Engineer, Engineering Geologist), that the Project has been completed in accordance with submitted final plans and specifications and any modifications thereto and in accordance with this Agreement.

B-16. Municipal Project Access

The Municipality shall ensure that the District or any authorized representative, will have safe and suitable access to the site of any Project implemented by the Municipality in whole or in part with SCW Program Payments at all reasonable times.

B-17. Funding Considerations and Exclusions

1. All expenditures of SCW Program Payments by Municipality must comply with the provisions of Chapters 16 and 18 of the Los Angeles County Flood Control District Code, including but not limited to the provisions regarding eligible expenditures contained in Section 16.05.A.2 and the provision regarding ineligible expenditures contained in Section 16.05.A.3.
2. SCW Program Payments shall not be used in connection with any Project implemented as an Enhanced Compliance Action ("ECA") and/or Supplemental Environmental Project ("SEP") as defined by State Water Resources Control

Board Office of Enforcement written policies, or any other Project implemented pursuant to the settlement of an enforcement action or to offset monetary penalties imposed by the State Water Resources Control Board, a Regional Water Quality Control Board, or any other regulatory authority; provided, however, that SCW funds may be used for a Project implemented pursuant to a time schedule order ("TSO") issued by the Los Angeles Regional Water Quality Control Board if, at the time the TSO was issued, the Project was included in an approved watershed management program (including enhanced watershed management programs) developed pursuant to the MS4 Permit.

B-18. Indemnification

The Municipality will indemnify, defend and hold harmless the District the County of Los Angeles and their elected and appointed officials, agents, and employees from and against any and all liability and expense , including defense costs, legal fees, claims, actions, and causes of action for damages of any nature whatsoever, including but not limited to bodily injury, death, personal injury, or property damage, arising from or in conjunction with: (1) any Project or Program paid for, in whole or in part, with SCW Program Payments or (2) any breach of this Agreement by the Municipality.

B-19. Independent Actor

The Municipality, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the District.

The Municipality shall not contract work with a contractor who is in a period of debarment from any agency within the State. (LACC Chapter 2.202)

B-20. Integration

This is an integrated Agreement. This Agreement is intended to be a full and complete statement of the terms of the agreement between the District and Municipality, and expressly supersedes any and all prior oral or written agreements, covenants, representations and warranties, express or implied, concerning the subject matter of this Agreement.

B-21. Lapsed Funds

1. The Municipality shall be able to carry over uncommitted SCW Program Payments for up to five (5) years from the end of the fiscal year in which those funds are transferred from the District to the Municipality.
2. If the Municipality is unable to expend the SCW Program Payment in a timely manner, then lapsed funding procedures will apply. Lapsed funds are funds that were transferred to the Municipality but were not committed to eligible expenditures by the end of the fifth (5th) fiscal year after the fiscal year in which those funds were transferred from the District.

3. Lapsed funds shall be allocated by the Watershed Area Steering Committee of the respective Watershed Area to a new Project with benefit to that Municipality or Watershed Area.
4. In the event that funds are to lapse, due to circumstances beyond the Municipality's control, then the Municipality may request an extension of up to six (6) months in which to commit the funds to eligible expenditures. Extension Requests must contain sufficient justification and be submitted to the District in writing no later than six (6) months before the funds are to lapse.
5. The decision to grant an extension is at the sole discretion of the District.
6. Funds still uncommitted to eligible expenditures after an extension is granted will be subject to lapsed funding procedures without exception.

<u>Fiscal Year*</u> <u>Awarded</u>	<u>Funds Lapse</u> <u>After</u>	<u>Extension</u> <u>Request Due</u>	<u>Commit By</u>
2019-20	6/30/2025	No later than 12/31/2024	No later than 12/31/2025

B-22. Non-Discrimination

The Municipality agrees to abide by all federal, state, and County laws, regulations, and policies regarding non-discrimination in employment and equal employment opportunity.

B-23. No Third-Party Rights

The parties to this Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Agreement, or of any duty, covenant, obligation, or undertaking established herein

B-24. Notice

1. The Municipality shall notify the District in writing within five (5) working days of the occurrence of the following:
 - a. Bankruptcy, insolvency, receivership or similar event of the Municipality; or
 - b. Actions taken pursuant to State law in anticipation of filing for bankruptcy.
2. The Municipality shall notify the District within ten (10) working days of any litigation pending or threatened against the Municipality regarding its continued existence, consideration of dissolution, or disincorporation.
3. The Municipality shall notify the District promptly of the following:
 - a. Any proposed change in the scope of the Annual Plan.

- b. Discovery of any potential archaeological or historical resource. Should a potential archaeological or historical resource be discovered during construction, the Recipient agrees that all work in the area of the find will cease until a qualified archaeologist has evaluated the situation and made recommendations regarding preservation of the resource, and the District has determined what actions should be taken to protect and preserve the resource. The Recipient agrees to implement appropriate actions as directed by the District;
- c. Any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by District representatives with at least fourteen (14) days' notice to the District;

B-25. Municipality's Responsibility for Work

The Municipality shall be responsible for all work and for persons or entities engaged in work performed pursuant to this Agreement including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Municipality shall be responsible for responding to any and all disputes arising out of its contracts for work on the Project. The District will not mediate disputes between the Municipality and any other entity concerning responsibility for performance of work.

B-26. Reporting

The Municipality shall be subject to and comply with all applicable requirements of the District regarding reporting requirements.

- 1. Annual Progress/Expenditure Reports. The Municipality shall submit Annual Progress/Expenditure Reports, using a format provided by the Program Manager, within forty-five (45) days following the end of the Fiscal Year to the Program Manager. The Annual Progress/Expenditure Reports may be posted on the District's publicly accessible website. The Annual Progress/Expenditure Report shall include:
 - a. Amount of funds received;
 - b. Breakdown of how the SCW Program Payment has been expended;
 - c. Documentation that the SCW Program Payment was used for eligible expenditures in accordance with Chapters 16 and 18 of the Los Angeles County Flood Control District Code;
 - d. Description of activities that have occurred, milestones achieved, and progress made to date, during the applicable reporting period;
 - e. Work anticipated for the next reporting period;

- f. Description of the Water Quality Benefits, Water Supply Benefits, and Community Investment Benefits and a summary of how SCW Program Payments have been used to achieve SCW Program Goals for the prior year.
 - g. Additional financial or Project-related information in connection with activity funded in whole or in part using SCW Program Payments as required by the District.
 - h. Certification from a California Registered Professional (Civil Engineer or Geologist, as appropriate), that projects implemented with SCW Program Payments were conducted in accordance with Chapters 16 and 18 of the Code.
 - i. Report on annual and total (since inception of program) benefits provided by programs and projects funded by SCWP:
 - i. Annual volume of stormwater captured and treated
 - ii. Annual volume of stormwater captured and reused
 - iii. Annual volume of stormwater captured and recharged to a managed aquifer
 - iv. Annual acreage increases in nature based solutions (good, better, best)
2. Annually, the Municipality shall prepare and provide members of the public with up-to-date information on the actual and budgeted use of the SCW Program Payment.
 3. As Needed Information or Reports. The Municipality agrees to promptly provide such reports, data, and information as may be reasonably requested by the District including, but not limited to material necessary or appropriate for evaluation of the SCW Program or to fulfill any reporting requirements of the County, state or federal government.

B-27. Representations, Warranties, and Commitments

The Municipality represents, warrants, and commits as follows:

1. Authorization and Validity. The execution and delivery of this Agreement, including all incorporated documents, by the individual signing on behalf of Municipality, has been duly authorized by the governing body of Municipality, as applicable. This Agreement constitutes a valid and binding obligation of the Municipality, enforceable in accordance with its terms, except as such enforcement may be limited by law.
2. No Violations. The execution, delivery, and performance by the Municipality of this Agreement, including all incorporated documents, do not violate any provision of any law or regulation in effect as of the date set forth on the first page hereof, or

result in any breach or default under any contract, obligation, indenture, or other instrument to which the Municipality is a party or by which the Municipality is bound as of the date set forth on the first page hereof.

3. No Litigation. There are no pending or, to the Municipality's knowledge, threatened actions, claims, investigations, suits, or proceedings before any governmental authority, court, or administrative agency which affect the Municipality's ability to complete the Annual Plan.
4. Solvency. None of the transactions contemplated by this Agreement will be or have been made with an actual intent to hinder, delay, or defraud any present or future creditors of the Municipality. As of the date set forth on the first page hereof, the Municipality is solvent and will not be rendered insolvent by the transactions contemplated by this Agreement. The Municipality is able to pay its debts as they become due.
5. Legal Status and Eligibility. The Municipality is duly organized and existing and in good standing under the laws of the State of California. The Municipality shall at all times maintain its current legal existence and preserve and keep in full force and effect its legal rights and authority.
6. Good Standing. The Municipality must demonstrate it has not failed to comply with previous County and/or District audit disallowances within the preceding ten years.

B-28. Travel

Any reimbursement for necessary ground transportation and lodging shall be at rates not to exceed those set by the California Department of Human Resources; per diem costs will not be eligible expenses. These rates may be found at <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>. Reimbursement will be at the State travel amounts that are current as of the date costs are incurred by the Municipality. No travel outside the Los Angeles County Flood Control District region shall be reimbursed unless prior written authorization is obtained from the Program Manager.

B-29. Unenforceable Provision

In the event that any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

B-30. Withholding of Disbursements and Material Violations

Notwithstanding any other provision of this Agreement, the District may withhold all or any portion of the SCW Program Payment for any Fiscal Year in the event that:

1. The Municipality has violated any provision of this Agreement; or

2. The Municipality fails to maintain reasonable progress in achieving SCW Program Goals.

DRAFT

EXHIBIT C – SPECIAL CONDITIONS

- C-1. The Recipient acknowledges and agrees that the Recipient is the "lead agency" regarding compliance with the California Environmental Quality Act (CEQA) in connection with the Funded Activity and shall be responsible for the preparation of all documentation, analysis and other work and any mitigation necessary to comply with CEQA in connection with the Funded Activity prior to implementation. By entering into this Agreement, the District is not approving any activity that would be considered a project under CEQA.
- C-2. In addition to its other indemnification obligations pursuant to this Agreement, the Recipient hereby agrees to indemnify, defend, and hold harmless District, the County of Los Angeles and their officers, employees, and agents from and against any and all claims and/or actions related to the Funded Activity that may be asserted by any third party or public agency alleging violations of CEQA or the State CEQA Guidelines or the NEPA.
- C-3. Notwithstanding any other provision of this Agreement, if any documentation or other analysis pursuant to CEQA discloses that the Funded Activity, or portion thereof, will have one or more significant environmental impacts that cannot be feasibly mitigated, the Recipient shall promptly notify and consult with the District. With the District's approval, the Recipient may determine to terminate or modify the implementation of all or any portion of the Funded Activity in order to avoid such environmental impacts.
- C-4. In the event the parties, pursuant to the preceding paragraph, determine to terminate the implementation of the entirety of the Funded Activity, the Recipient shall promptly return all previously disbursed but unspent SCW Program Contributions and the Recipient shall thereafter have no further obligation under this Agreement to implement the Funded Activity. In the event the parties determine to terminate the implementation of a portion of the Funded Activity, the Recipient shall promptly return all previously disbursed but unspent SCW Program Contributions for the terminated portion of the Funded Activity and the Recipient shall thereafter have no further obligation under this Agreement to implement the terminated portion of the Funded Activity, but this Agreement shall remain in full force and effect as to the portion of the Funded Activity not terminated.

EXHIBIT D – NATURE BASED SOLUTIONS (NBS) BEST MANAGEMENT PRACTICES

Municipalities shall consider incorporation of Nature-based solutions (NBS) into their projects. NBS refers to the sustainable management and use of nature for undertaking socio-environmental challenges, including climate change, water security, water pollution, food security, human health, and disaster risk management. As this environmental management practice is increasingly incorporated into projects for the SCW Program, this guidance document may be expanded upon to further quantify NBS practices based on benefits derived from their incorporation on projects.

The SCW Program defines Nature-Based Solutions as a Project that utilizes natural processes that slow, detain, infiltrate or filter Stormwater or Urban Runoff. These methods may include relying predominantly on soils and vegetation; increasing the permeability of Impermeable Areas; protecting undeveloped mountains and floodplains; creating and restoring riparian habitat and wetlands; creating rain gardens, bioswales, and parkway basins; enhancing soil through composting, mulching; and, planting trees and vegetation, with preference for native species. Nature-Based Solutions may also be designed to provide additional benefits such as sequestering carbon, supporting biodiversity, providing shade, creating and enhancing parks and open space, and improving quality of life for surrounding communities. Nature-Based Solutions include Projects that mimic natural processes, such as green streets, spreading grounds and planted areas with water storage capacity. Nature-Based Solutions may capture stormwater to improve water quality, collect water for reuse or aquifer recharge, or to support vegetation growth utilizing natural processes.

Municipalities are to include in each quarterly and annual report whether and how their project achieves a good, better, or best for each of the 6 NBS methods in accordance with the guidance below. Additionally, reports should include discussion on any considerations taken to maximize the class within each method. If at least 3 methods score within a single class, the overall project can be characterized as that class.



METHODS	GOOD	BETTER	BEST
Vegetation/Green Space	Use of climate-appropriate, eco-friendly vegetation (groundcover, shrubs, and trees) / green space 5%-15% covered by new climate-appropriate vegetation	Use of native, climate-appropriate, eco-friendly vegetation (groundcover, shrubs, and trees) / green space 16%-35% covered by new native vegetation	Establishment of plant communities with a diversity of native vegetation (groundcover, shrubs, and trees) / green space that is both native and climate-appropriate More than 35% covered by new native vegetation
Increase of Permeability	Installation of vegetated landscape – 25%-49% paved area removed Redesign of existing impermeable surfaces and/or installation of permeable surfaces (e.g. permeable pavement and infiltration trenches)	Installation of vegetated landscape – 50%-74% paved area removed Improvements of soil health (e.g., compaction reduction)	Installation of vegetated landscape – 75%-100% paved area removed Creation of well-connected and self-sustained natural landscapes with healthy soils, permeable surfaces, and appropriate vegetation
Protection of Undeveloped Mountains & Floodplains	<ul style="list-style-type: none"> • Preservation of native vegetation • Minimal negative impact to existing drainage system 	<ul style="list-style-type: none"> • Preservation of native vegetation • Installation of new feature(s) to improve existing drainage system 	<ul style="list-style-type: none"> • Creation of open green space • Installation of features to improve natural hydrology
Creation & Restoration of Riparian Habitat & Wetlands	<ul style="list-style-type: none"> • Partial restoration of existing riparian habitat and wetlands • Planting of climate appropriate vegetation - between 11 and 20 different climate-appropriate or native plant species newly planted • No potable water used to sustain the wetland 	<ul style="list-style-type: none"> • Full restoration of existing riparian habitat and wetlands • Planting of native vegetation - between 21 and 40 different native plant species newly planted • No potable water used to sustain the wetland 	<ul style="list-style-type: none"> • Full restoration and expansion of existing riparian habitat and wetlands Planting of plant communities with a diversity of native vegetation – between 41 and 50 different native plant species newly planted • No potable water used to sustain the wetland

New Landscape Elements	Elements designed to capture runoff for other simple usage (e.g. rain gardens and cisterns), capturing the 85th percentile 24-hour storm event for at least 50% of the entire parcel	Elements that design to capture/redirect runoff and filter pollution (e.g. bioswales and parkway basins), capturing the 85th percentile 24-hour storm event from the entire parcel	Large sized elements that capture and treat runoff to supplement or replace existing water systems (e.g. wetlands, daylighting streams, groundwater infiltration, floodplain reclamation), capturing the 90 th percentile 24-hour storm event from the entire parcel and/or capturing off-site runoff
Enhancement of Soil	Use of soil amendments such as mulch and compost to retain moisture in the soil and prevent erosion Planting of new climate-appropriate vegetation to enhance soil organic matter	Use of soil amendments such as mulch and compost that are locally generated to retain moisture in the soil, prevent erosion, and support locally-based composting and other soil enhancement activities Planting of new native, climate-appropriate vegetation to enhance soil organic matter	Use of soil amendments such as mulch and compost that are locally generated, especially use of next-generation design with regenerative adsorbents (e.g. woodchips, biochar) to retain moisture in the soil, prevent erosion, and support on-site composting and other soil enhancement activities Planting of new native, climate appropriate vegetation to enhance soil organic matter

EXHIBIT E – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT

Municipalities shall operate and maintain infrastructure projects for the useful life of the project and are to consider using the following guidance for operations and maintenance for infrastructure projects. Operational maintenance is the care and upkeep of Projects that may require detailed technical knowledge of the Project's function and design. Operational maintenance may include but not be limited to those activities listed below. Operational maintenance is to be performed by the operator of the Project with a purpose to make the operator aware of the state of readiness of the Project to deliver stormwater and urban runoff benefits.

1. Litter Control

- Weekly removal of litter, nonhazardous waste materials, and accumulated debris near planted areas, rock areas, decomposed granite areas, rest areas, fence perimeters, adjoining access roads and driveways, drains, pedestrian trails, viewing stations, shelter houses, and bicycle pathways.
- Weekly inspection and maintenance of pet waste stations
- Maintaining trash receptacles
- Removal of trash, debris, and blockages from bioswales
- Inspection and cleaning of trash booms
- Inspection of weir gates and stop logs to clean debris, as required.

2. Vegetation Maintenance

- Weed control
 - Recognition and removal of weeds, such as perennial weeds, morning glory, vine-type weeds, ragweed, and other underground spreading weeds.
 - Avoiding activities that result in weed seed germination (e.g. frequent soil cultivation near trees or shrubs)
 - Weekly removal of weeds from landscape areas, including from berms, painted areas, rock areas, gravel areas, pavement cracks along access roads and driveways, drains, pedestrian trails, viewing stations, park shelters, and bicycle paths.
- Tree and shrubbery trimming and care
 - Removal of dead trees and elimination of diseased/damaged growth
 - Prevent encroachment of adjacent property and provide vertical clearance
 - Inspect for dead or diseased plants weekly
- Wetland vegetation and landscape maintenance
 - Installation and maintenance of hydrophytic and emergent plants in perennially wet and seasonal, intermittent habitats.
 - Draining and drawdown of wetland and excessive bulrush removal
 - Weed and nuisance plant control

- Removal of aquatic vegetation (e.g. algae and primrose) using appropriate water craft and harvesting equipment
- Wild flower and meadow maintenance
- Grass, sedge, and yarrow management
- Removal of unwanted hydroseed

3. Wildlife Management

- Exotic species control
- Provide habitat management; promote growth of plants at appropriate densities and promote habitat structure for animal species
- Protect sensitive animal species (e.g. protection during critical life stages including breeding and migration)
- Avoid disturbances to nesting birds
- Avoid spread of invasive aquatic species

4. Facility Inspection

- Inspect project sites for rodent and insect infestations on a weekly basis
- Inspect for and report graffiti in shelter houses, viewing stations, benches, paving surfaces, walls, fences, and educational and directional signs
- Inspect facilities for hazardous conditions on roads and trails (e.g. access roads and trails, decomposed granite pathways, and maintenance roads)
- Inspect shade structures for structural damage or defacement
- Inspect hardscapes
- Inspect and maintain interpretive and informational signs
- Inspect site furnishings (e.g. benches, hitching posts, bicycle racks)
- Maintain deck areas (e.g. benches, signs, decking surfaces)
- Visually inspect weirs and flap gates for damage; grease to prevent locking.
- Inspect all structures after major storm events, periodically inspect every 3 months, and operate gates through full cycles to prevent them from locking up.

5. Irrigation System Management

- Ensuring automatic irrigation controllers are functioning properly and providing various plant species with proper amount of water.
 - Cycle controller(s) through each station manually and automatically to determine if all facets are functioning properly.
 - Inspection should be performed at least monthly.
 - Recover, replace, or refasten displaced or damaged valve box covers.
 - Inspect and repair bubbler heads.
 - Repair and replace broken drip lines or emitters causing a loss of water (to prevent ponding and erosion).

- Maintain drip system filters to prevent emitters from clogging. Inspection and cleaning should occur at least monthly.
 - Inspect and clean mainline filters, wye strainers, basket filters, and filters at backflow devices twice a year.
 - Maintain and check function of the drip system.
 - Keeping irrigation control boxes clear of vegetation
 - Operating irrigation system to ensure it does not cause excessively wet, waterlogged areas, and slope failure
 - Utilizing infrequent deep watering techniques to encourage deep rooting, drought tolerant plant characteristics to promote a self-sustaining, irrigation free landscape
 - Determine watering schedules based on season, weather, variation in plant size, and plant varieties. At least four times a year (e.g. change of season), reschedule controller systems.
 - Turn off irrigation systems at the controller at the beginning of the rainy season, or when the soil has a high enough moisture content.
 - Use moisture sensing devices to determine water penetration in soil.
6. Erosion Management and Control
- Inspect slopes for erosion during each maintenance activity
 - Inspect basins for erosion
 - Take corrective measures as needed, including filling eroded surfaces, reinstalling or extending bank protection, and replanting exposed soil.
7. Ongoing Monitoring Activities
- Monitor controllable intake water flow and water elevation
 - Examine inflow and outflow structures to ensure devices are functioning properly and are free of obstructions.
 - Quarterly water quality sampling
 - Checking telemetry equipment
 - Tracking and reporting inspection and maintenance records
8. Vector and Nuisance Insect Control
- Monitoring for the presence of vector and nuisance insect species
 - Adequate pretreatment of influent wastewater to lessen production of larval mosquitos
 - Managing emergent vegetation
 - Using hydraulic control structures to rapidly dewater emergent marsh areas
 - Managing flow velocities to reduce propagation of vectors

City of Rolling Hills

Notes on Draft Template

Transfer Agreement Between The Los Angeles County Flood Control District and Municipality

Safe, Clean Water Program – Municipal Program

B-1

- “2. The Municipality shall not be entitled to interest earned on undisbursed SCW Program Payments.”

Note: It seems to conflict with #1 which states that interest earned from each account shall be used by the account holder only for eligible expenditures consistent with the requirement of the SCW Program. Suggest deleting #2.

B-7

- “If any disbursements due to the Municipality under this Agreement are deferred because sufficient funds are unavailable...”

B-10

- “Any claim of the Municipality against the District and any claim of the District against the Municipality is limited to the rights, remedies, and claims procedures provided to the Municipality under this Agreement.”

B-13:

- “The Municipality agrees that, except as provided in this Agreement, it will not abandon, substantially discontinue use of, lease, or dispose of all or a significant part or portion of any Project funded in whole or in part with SCW Program Payments during the useful life of the Project without prior written approval of the District, including a condition requiring repayment of all SCW Program Payments used to fund the Project ~~together with accrued interest and any penalty assessments that may be due.~~”

Note: if it has approval by the District, the Municipality should not be required to pay accrued interest or penalties.

B-17

Note: suggest including the definition of Enhances Compliance Action and Supplemental Environmental Project.

B-18

“The Municipality will indemnify, defend and hold harmless the District, the County of Los Angeles, and their elected and appointed officials, agents, and employees from and against any and all liability and expense, including defense costs, legal fees, claims, actions, and causes of action for damages of any nature whatsoever, including but not limited to bodily injury, death, personal injury, or property damage, arising from or in conjunction with: (1) any Project or Program paid for, in whole or in part, with SCW Program Payments to the extent caused by Municipality’s negligence or (2) any breach of this Agreement by the Municipality.

The District will indemnify, defend and hold harmless the Municipality, its officers, agents, and employees from and against any and all liability and expense, including defense costs, legal fees, claims, actions, and causes of action for damages of any nature whatsoever, including but not limited to bodily injury, death, personal injury, or property damage, arising from or in conjunction with: (1) any Project or Program paid for, in whole or in part, with SCW Program Payments to the extent caused by District’s negligence or (2) any breach of this Agreement by the District.”

B-19

“The Municipality, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the District. The Municipality shall not contract work with a contractor who is in a period of debarment from any agency within the State. (LACC Chapter 2.202).

The District, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the Municipality.”

B-21

“5. The decision to grant an extension is at the sole discretion of the District.”

Note: suggest providing criteria by which the District makes the decision to grant an extension so that it is uniformly analyzed across the board.

B-24

Note: suggest changing “working days” to “business days”

B-26

2. Annually, the Municipality shall prepare and provide members of the public with up-to-date information on the actual and budgeted use of the SCW Program Payment.

Note: This seems like it can be accomplished through Annual Report, which is accessible to the public. Suggest striking #2.

“3. As Needed Information or Reports. The Municipality agrees to promptly provide such reports, data, and information as may be reasonably requested by the District [] as necessary or appropriate for evaluation of the SCW Program or to fulfill any reporting requirements of the County, state or federal government.”

Note: Suggest striking language that would have been included in brackets.

04.06.20

**Comments on Draft Transfer Agreement Between LACFCD and Municipalities
SCW Program – Municipal Program**

1. **Part IV.A.** please clarify whether the Annual Plan that is to be submitted “not later than April 1st” is forward-looking or retrospective, i.e., if it is intended to be forward-looking, then second sentence of this paragraph should be modified to read: “An Annual Plan for each subsequent Fiscal Year shall be submitted not later than April 1st of ~~that~~ the preceding Fiscal Year.”
2. **Part VI. Term of Agreement:** Why is the term of the initial agreement term proposed to be two-years longer than subsequent agreements?
3. **Exhibit A, Annual Plan Contents, A-5:** Please clarify that this requirement is asking for a description of planned post-construction monitoring for projects to be funded using the SCW Program Payment. Presumably since reporting on monitoring activities for completed projects would be provided in the annual reports.
4. **Exhibit A, Annual Plan Contents, A-6:** Please clarify the intent of this requirement—is the purpose to identify the level of award received by a project from the Institute for Sustainable Infrastructure once it has been awarded, or to report on progress toward pursuing an award if that is planned. Also please clarify that this is an optional pursuit, that is projects are not required to pursue such an award.
5. **Exhibit B, General Terms and Conditions, B-6 Item 3:** Recommend deleting the term “SIP” in the first column of the table which refers to the Regional Program’s “Stormwater Investment Plan” and is not relevant to the Municipal Program transfer agreement.
6. **Exhibit B, General Terms and Conditions, B-24 Notice, item 3.a.** requires the Municipality to promptly notify the district of “any proposed change in the scope of the Annual Plan”. Please identify where in Chapter 16 or Chapter 18 of the LACFCD code this additional reporting/notification is required. This additional requirement creates an excessive administrative burden on municipalities since a plan is necessarily subject to change, and for a municipality to report every change in the plan throughout the course of the implementing year is unnecessarily burdensome. Already municipalities are required to prepare a plan each year and to prepare an annual report which also includes “work anticipated to be accomplished during the next reporting period”. We recommend that this requirement be eliminated so long as any changes in planned expenditures are consistent with the provisions of Chapter 16 and 18 of the LACFCD code and are eligible uses of municipal funds. If this requirement is not eliminated, then the degree of change that requires notification should be defined to limit such notification to major changes. Additionally, it should be clarified that schedule delays in implementation that may defer the expenditure into a subsequent fiscal year should not require reporting.

7. **Exhibit B, General Terms and Conditions, B-26 Reporting, item 1:** requires that Annual Progress/Expenditure Reports be submitted “within 45 days of the end of the Fiscal Year to the Program Manager”. This provision is in conflict with LACFCD Chapter 18.06.D.1. which provides “Each Municipality shall prepare and submit an annual report to the District, not later than six months after the end of that Municipality’s fiscal year”. Please revise this provision to be consistent with the Chapter 18.06.D.1 that the report be submitted not later than six months after the end of the fiscal year.
8. **Exhibit B, General Terms and Conditions B-26 Reporting, item 1h:** requires certification by a “California Registered Professional (Civil Engineer or Geologist, as appropriate) that projects implemented with SCW Program Payments were conducted in accordance with Chapters 16 and 18 of the Code”. Civil Engineers and/or Geologists may not be in a position to certify that projects were conducted in accordance with SCW requirements and this requirement should already be covered by the requirements in Section B-6 that a Municipality must obtain an independent audit every three (3) years to determine compliance with all requirements of Chapters 16 and 18 of the Code and the requirements in Section B-15 whereby the Recipient must provide certification by a California Registered Professional that design has been completed prior to construction of a project and that a Project has been completed in accordance with submitted final plan and specifications. Since this requirement was not specified in Chapters 16 or 18 of the Code, we recommend eliminating it from B-26 Annual Progress/Expenditure reporting requirements.
9. **Exhibit B, General Terms and Conditions, B-30 Withholding of Disbursements and Material Violations:** This provision should be revised to reference LACFCD Chapter 18.14 Enforcement and Remedies for Violations. Under those provisions the District may not withhold disbursements without first issuing a notice of violation to the municipality in writing and providing the municipality an opportunity to correct the violation and/or to dispute the notice of violation.
10. **Exhibit B, General Terms and Conditions, B-30 Withholding of Disbursements and Material Violations, item 2.** This provision that the District may withhold payment of disbursement if “The Municipality fails to maintain reasonable progress in achieving SCW Program Goals” must be better defined, and it should not be a unilateral decision on the part of the District, rather such a determination should result from a decision of the Los Angeles Board of Supervisors as a result of a recommendation from the Regional Oversight Committee as provided for in Chapter 18.06.D.4. Also note that the District’s Enforcement and Remedies for Violations in Chapter 18.14.D. provides for withholding of future disbursements only after the process described in Chapter 18.14.A-C is undertaken. Additionally, the Municipality has the right to dispute such an action by the District per 18.14.E.

11. **Exhibit C, Special Conditions, C-4:** requires the Recipient of SCW funding to return all previously disbursed funds in the event implementation of a Funded Activity is terminated. We suggest that Municipalities should have the option of re-programming the funds toward another eligible activity or project before being required to return them to the District so long as the funds have not lapsed per Section B-21.
12. **Exhibit D, Nature Based Solutions BMPs:** we recommend that the BMPs included in Exhibit D should not be a part of the Transfer Agreement but should exist as separate guidance and would also be applicable to the Regional Program—such guidance will need to be updated periodically and it is unwieldy to attach it to an agreement such as this. Furthermore, Chapter 16.05.C. states that “Projects implemented through the Municipal Program shall include a Water Quality Benefit. Multi-Benefit Projects and Nature-Based Solutions are strongly encouraged.” Additionally, Chapter 18.06.A.B.1. specifically requires that municipalities “prioritize the development of Projects that, to the extent feasible, assist in achieving compliance with the MS4 Permit.” It is important that municipalities must first meet the requirement that their programs and projects include a water quality benefit and assist in achieving compliance with the MS4 Permit, and while multi-benefit and nature-based solutions are strongly encouraged, they are not a requirement of the municipal program. For these reasons it is inappropriate to include exhibits focused solely on Nature Based Solutions within the Transfer Agreement beyond the provisions already stated in Chapters 16 and 18 as they pertain to the municipal programs. Since Provision IV.A.C. of the draft Transfer Agreement requires the Municipality to comply with “all applicable provisions of Chapters 16 and 18 of the Code, specifically including, without limitation Section 18.06”, we suggest simply adding the language “and Section 16.05.C.” to Provision IV.A.C of the Transfer Agreement and eliminate Exhibit D.
13. **Exhibit E, Operations and Maintenance Guidance Document:** we recommend that Exhibit E not be a part of the Transfer Agreement but established as separate guidance which would allow flexibility to update guidance periodically without amending the agreement. Such guidance would be applicable to projects under both the Regional Program and the Municipal Program and should not be overly prescriptive since ongoing operation, maintenance and monitoring is project-specific, dependent on the design and function of the infrastructure project, and should follow the O&M plan and/or monitoring plan established specifically for the project.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.B
Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: UPDATE ON THE LOS ANGELES COUNTY REVIEW OF THE CITY'S SEWER FEASIBILITY STUDY PHASE II PROJECT.

DATE: April 27, 2020

BACKGROUND:

The Sewer Feasibility Study comprises of two phases. The first phase of the study analyzed three possible pipe alignments. The second phase analyzed the preferred alignment to achieve Will Serve Letters from the LA County Sanitation District (LACSD). The preferred alignment is located north of Portuguese Bend Road to Rolling Hills Road and connects to the main sewer lines located in Rolling Hills Estates.

Phase II of the project analyzed the addition of discharge from the City Hall Campus and Tennis Courts, in addition to 235 single family homes located within City boundaries. The City coordinated with Rolling Hills Estates, City of Torrance and LACSD.

DISCUSSION:

The first Will Serve Letter covering the City Hall Campus and Tennis Courts was received by the City. The second Will Serve Letter covering the 235 single family dwelling units was also granted to the City.

Back in November 2019, staff informed the City Council that there is a segment of the pipe that needs to be upgraded from the proposed 8-inch pipe to a 10-inch pipe to accommodate the additional discharge from the City of Rolling Hills. The estimated project cost, with the pipe upgrade, came in at approximately \$1,087,000. The feasibility study continues to be under review by the Los Angeles County Department of Public Works (LACDPW). The review comment received in early 2020 called for the methodology of estimating sewer flow to be changed from occupancy to land use/zoning requiring the proposed 10-inch pipe to be upgraded to a 12-inch pipe in three segments of the existing sewer system. Increasing the sizes in the lower segments will place the sewer under Design Capacity. The new estimated project cost, with the proposed size increase, is approximately \$1,098,000.

On April 13, 2020, Willdan Engineering reported that LACDPW expects to complete the review of the City's sewer study on the week of April 27, 2020.

FISCAL IMPACT:

The cost to prepare the Sewer Feasibility Study Phase II and to achieve two Will Serve Letters from the Los Angeles County Sanitation District was \$49,955. \$17,535 of the Phase II fee was offset by remaining balance from the Sewer Feasibility Study Phase I. Willdan Engineering provided engineering services for both Phase I and Phase II. The cost of Phase II study is a part of the City's approved FY 2019/2020 budget.

RECOMMENDATION:

Staff recommends that the City Council receive and file an update on the City's Sewer Feasibility Study Phase II project.

ATTACHMENTS:

[Rolling Hills Sewer Cost Estimate 01.16.2020.pdf](#)

[Rolling Hills Sewer Cost Estimate 03.30.2020.pdf](#)

[Sewer Plans.pdf](#)

City of Rolling Hills
Engineer's Estimate of Probable Construction Cost
Sewer Study For Connection to City Hall

1/16/2020

	Description	Qty	Unit	Unit Cost	Total Cost
1	Furnish and Install 10-inch VCP, (includes trenching, shoring, and pavement repair)	581	LF	\$ 250	\$ 145,250
2	Furnish and Install 8-inch VCP, (includes trenching, shoring and pavement repair)	1,339	LF	\$ 200	\$ 267,800
3	Construct Precast Concrete Manhole	3	EA	\$ 12,000	\$ 36,000
4	Break into Existing Manhole	5	EA	\$ 4,500	\$ 22,500
5	Construct Laterals to City Hall and Tennis Court Site	575	LF	\$ 100	\$ 57,500
6	Reconnect Existing Sewer Laterals in New 10-Inch VCP Segment	8	EA	\$ 3,000	\$ 24,000
7	Perform CCTV Inspection (Post Construction)	1,920	LF	\$ 5	\$ 9,600
8	Sewer Bypass System @ 10% of 10-inch VCP Segment	1	LS	\$ 20,000	\$ 20,000
9	Traffic Control @ 5%	1	LS	\$ 29,200	\$ 29,200
10	Mobilization @ 10%	1	LS	\$ 58,300	\$ 58,300
Subtotal					\$ 670,150
Contingency @ 25%					\$ 167,600
Subtotal					\$ 837,750
Engineering @ 10%					\$ 83,800
10% Inspection					\$ 83,800
5% Construction Management					\$ 41,900
Permits and connection fees					\$ 40,000
Total					\$ 1,087,250

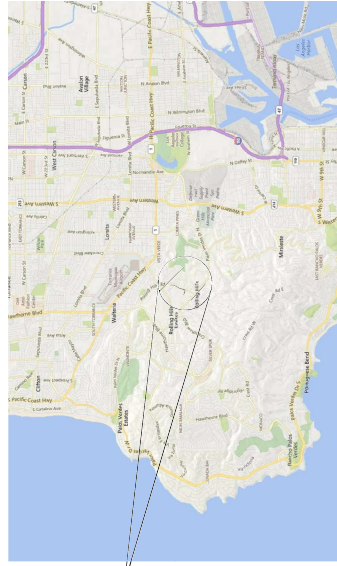
City of Rolling Hills
Engineer's Estimate of Probable Construction Cost
Sewer Study For Connection to City Hall

3/30/2020

	Description	Qty	Unit	Unit Cost	Total Cost
1	Furnish and Install 12-inch VCP, (includes trenching, shoring, and pavement repair)	235	LF	\$ 275	\$ 64,625
2	Furnish and Install 10-inch VCP, (includes trenching, shoring, and pavement repair)	346	LF	\$ 250	\$ 86,500
3	Furnish and Install 8-inch VCP, (includes trenching, shoring and pavement repair)	1,339	LF	\$ 200	\$ 267,800
4	Construct Precast Concrete Manhole	3	EA	\$ 12,000	\$ 36,000
5	Break into Existing Manhole	5	EA	\$ 4,500	\$ 22,500
6	Construct Laterals to City Hall and Tennis Court Site	575	LF	\$ 100	\$ 57,500
7	Reconnect Existing Sewer Laterals in New 10-Inch VCP Segment	8	EA	\$ 3,000	\$ 24,000
8	Perform CCTV Inspection (Post Construction)	1,920	LF	\$ 5	\$ 9,600
9	Sewer Bypass System @ 10% of Downstream 10" and 12" Segments	1	LS	\$ 20,000	\$ 20,000
10	Traffic Control @ 5%	1	LS	\$ 29,500	\$ 29,500
11	Mobilization @ 10%	1	LS	\$ 58,900	\$ 58,900
Subtotal					\$ 676,925
Contingency @ 25%					\$ 169,300
Subtotal					\$ 846,225
Engineering @ 10%					\$ 84,700
10% Inspection					\$ 84,700
5% Construction Management					\$ 42,400
Permits and connection fees					\$ 40,000
Total					\$ 1,098,025
Roundup					\$ 1,100,000

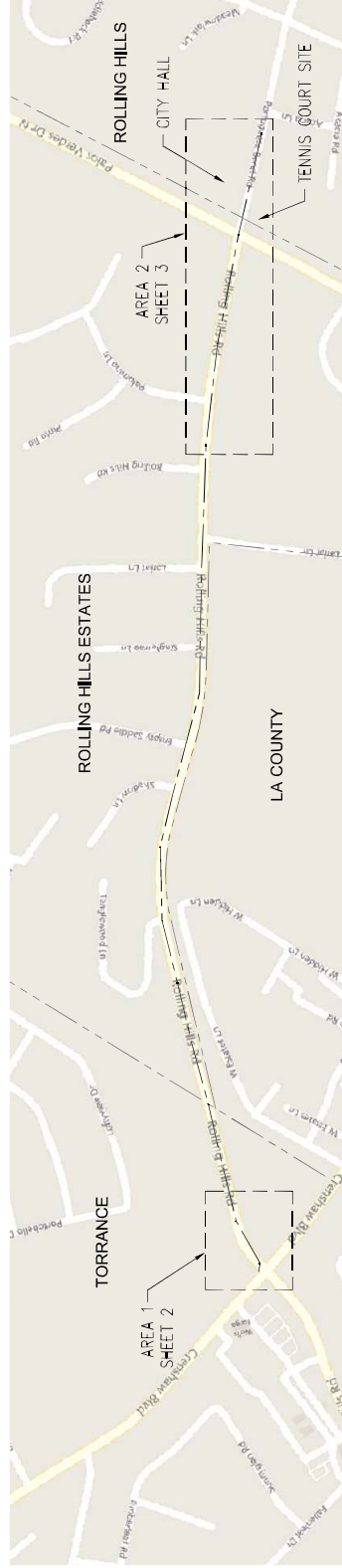
CITY OF ROLLING HILLS CALIFORNIA PRELIMINARY CONSTRUCTION CONCEPT PLANS

FOR SEWER STUDY FOR CONNECTION TO CITY HALL



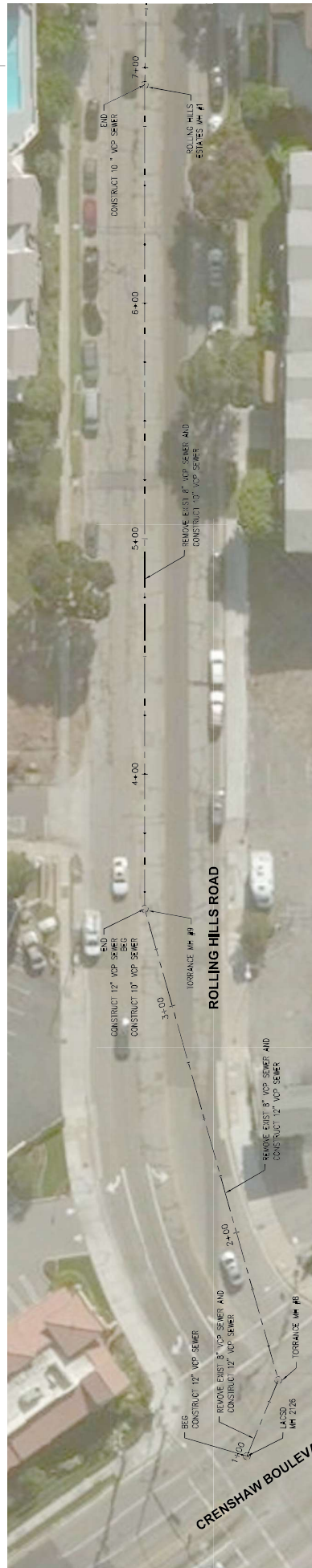
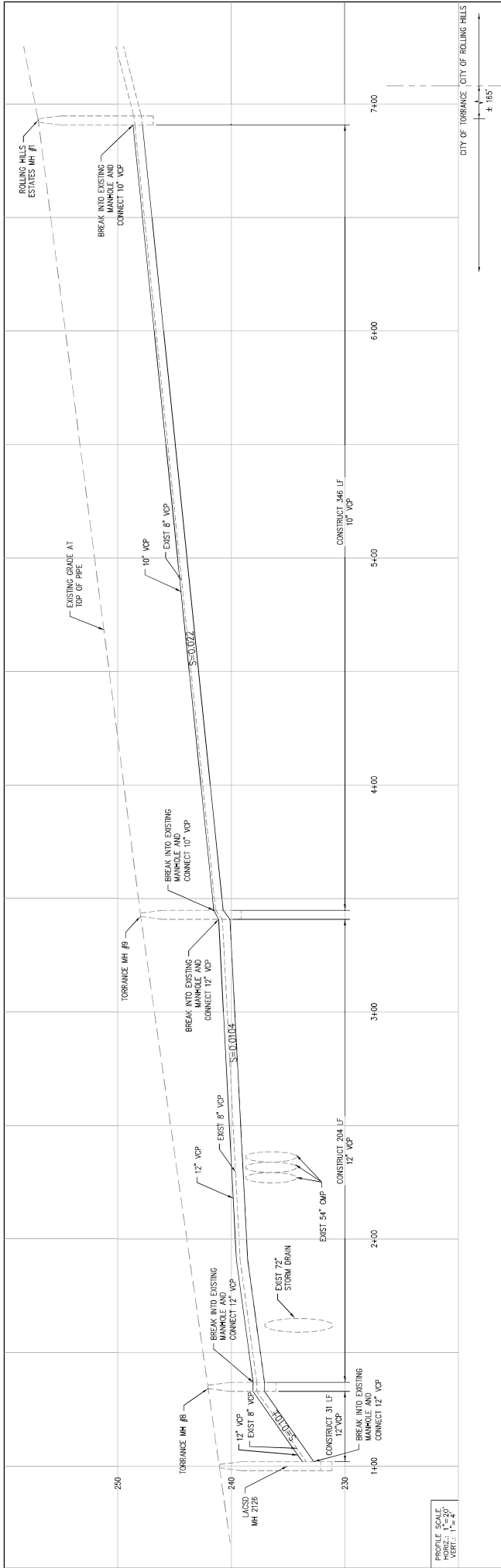
PROJECT LOCATION


VICINITY MAP
NO SCALE

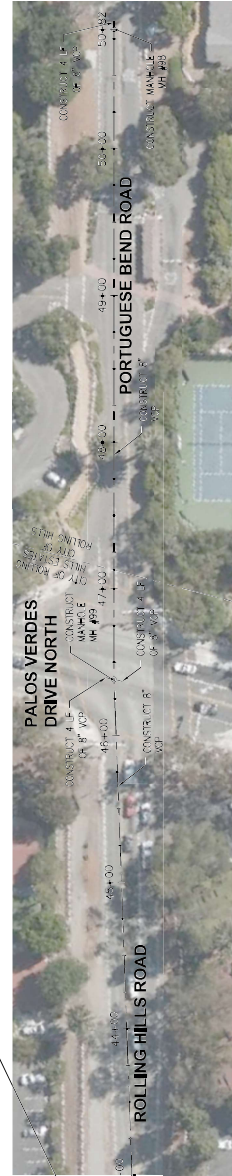
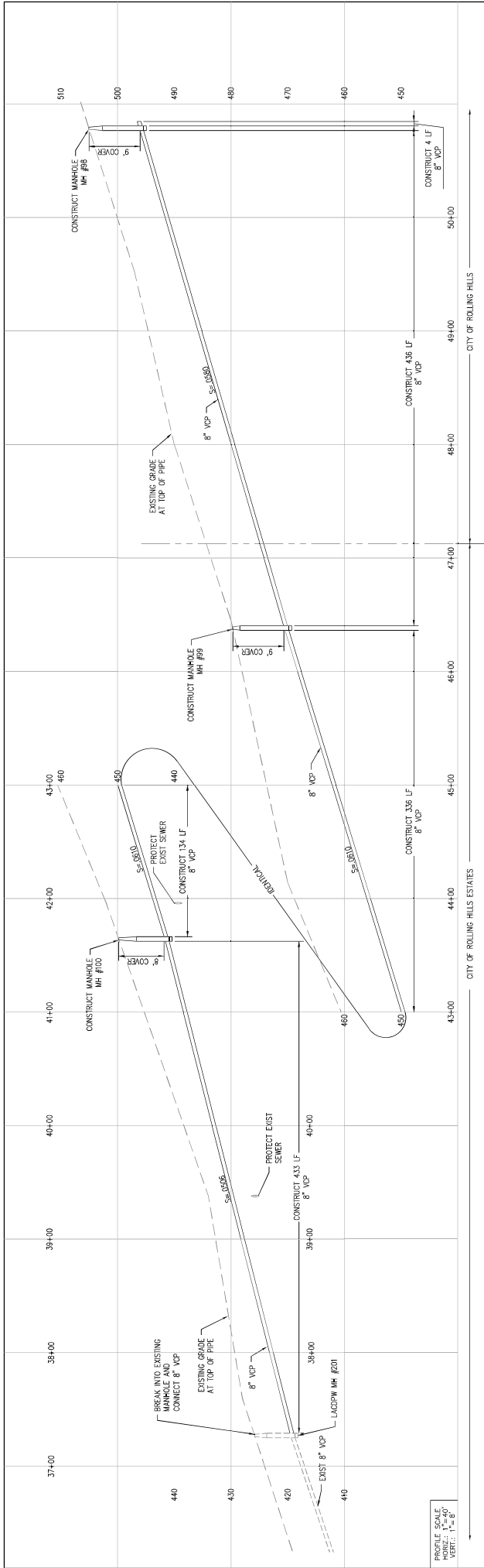


PROJECT LOCATION MAP
NO SCALE

		NO. INITIAL APPROVED BY DATE		REVISIONS DESCRIPTION DATE	PREPARED BY DATE CHECKED BY DATE DESIGNED BY DATE DRAWN BY DATE SCALE AS SHOWN 3/17/20 1" = 100' 3/17/20	CITY OF ROLLING HILLS SEWER STUDY FOR CONNECTION TO CITY HALL TITLE SHEET	SHEET 1 OF 3 DATE
		APPROVED BY DATE					



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Call before you dig.</div></div>				<table><thead><tr><th>NO.</th><th>INITIAL</th><th>DESCRIPTION</th><th>DATE</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> 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	APPROVED BY: _____ DATE: _____ PREPARED BY: _____ DATE: _____ CHECKED BY: _____ DATE: _____ DESIGNED BY: _____ DATE: _____			



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.C

Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: STRATEGIC PLANNING WORKSHOP DISCUSSION #3.

DATE: April 27, 2020

BACKGROUND:

In May 2019, the City Council approved staff's recommendation to hold a Strategic Planning Workshop discussing the work plan for the next three years. The Strategic Planning Workshop was held on Sunday, January 25, 2020. The City Council also used the regular City Council meetings on February 10 and February 24, 2020 to provide guidance for staff to develop budget items for next fiscal year.

At the Strategic Planning Workshop, the City Council developed four priorities for the City of Rolling Hills:

1. Wildfire Mitigation/Emergency Preparedness
2. Utility Undergrounding
3. Drainage
4. Sewer

Wildfire Mitigation/Emergency Preparedness

Under this priority, the City Council discussed allocating funds to create fire breaks on either side of the border between the City of Rolling Hills and the Preserve. The City Council also discussed continuing with the active enforcement of the Fire Fuel Abatement Ordinance including taking action on the Rolling Hills Community Association, if necessary.

Utility Undergrounding

Under this priority, the City Council discussed the goal of placing all utility lines within the City underground. This could be accomplished via a combination of grant funds and individual assessment district projects. The City currently has two grant applications with CalOES to underground a segment of Crest Road East near Eastfield Drive, as well as a segment along Eastfield Drive. Staff has heard positive news on the City's application for the segment on Crest Road East and anticipates the award of the grant.

Drainage

Under this priority, the City Council discussed two action items: the first action is to implement policy change on parcels to require stormwater detention/retention pits or basins to slow down discharge or infiltrate onsite beyond LID requirements to eliminate runoffs in the canyons within the City; and the second action is to identify capital improvement projects to address stormwater runoff from common areas within the City to achieve the same purposes as the first action.

Sewer

Under this priority, the City Council discussed installing sewer main lines to transition the community from using septic tanks. To achieve this priority, based on lessons learned from past efforts, discussed seeking implementation via small segments of projects similar to the extension of the Johns Canyon line and installing the proposed 8" main along Portuguese Bend Road/Rolling Hills Road.

DISCUSSION:

Staff developed the following budget items to support the City Council's priorities for next fiscal year.

Wildfire Mitigation/Emergency Preparedness

1. Block Captain Program
2. Fire Fuel Reduction in the Preserve
3. Fire Fuel Reduction in Rolling Hills
4. CWPP Development/Adoption
5. Arborist to support enforcement of Fire Fuel Abatement Ordinance

Utility Undergrounding

1. Crest Road Undergrounding Cal OES grant
2. Eastfield Drive Undergrounding Cal OES grant
3. Assessment District support continuous workshops for neighborhood groups
4. Pursue grants for projects

Drainage

1. Parcel based hydromodification policy development to minimize impacts to surrounding canyons and downstream parcels
2. Bend Springs capital improvement project feasibility study to include City Hall campus stormwater discharge
3. Masterplan to eliminate stormwater discharge from the City

Sewer

1. Investigate extension of existing sewer mains into the City of Rolling Hills
2. Design of 8" sewer main along Portuguese Bend Road/Rolling Hills Road to connect with County truck line on Crenshaw Boulevard
3. Pursue grants for capital improvement projects

Included with this report is a spreadsheet with high level cost estimates for the budget items listed above.

FISCAL IMPACT:

The preparation of this report is a part of the City's operating budget for Fiscal Year 2019-2020.

It is unknown at this time the impacts the COVID-19 pandemic will have on the City's finances in future fiscal years. Conservatively, staff anticipates that the revenue level for next fiscal year will be

lower than years past. However, if there is an economic downturn, the City stands to benefit from reduced prices from all sectors including professional services, construction and materials. In this regard, staff recommends the City Council consider programming projects for the next fiscal year.

RECOMMENDATION:

Staff recommends that the City Council receive and file proposed budget items for Fiscal Year 2020-2021 developed as a part of the strategic planning workshop from January 2020.

ATTACHMENTS:

[StrategicPlanningWorkshopBudgetItems_2020-04-27.xlsx](#)

CITY COUNCIL
STRATEGIC PRIORITIES
Proposed Budget Items for Fiscal Year 2020-2021

Wildfire Mitigation/Emergency Preparedness		Utility Undergrounding		Drainage		Sewer	
Budget Item	Cost	Budget Item	Cost	Budget Item	Cost	Budget Item	Cost
1 Block Captain Program	\$50,000	Crest Road Undergrounding - CalOES grant	City match provided by Rule 20A purchased credits	Parcel based hydromodification policy development*	\$8,000	Investigate extension of existing sewer mains into the City of Rolling Hills	\$30,000
2 Fire Fuel Reduction in the Preserve	\$100,000	Eastfield Undergrounding - CalOES grant	City match provided by Rule 20A purchased credits	Bend Springs capital improvement project feasibility study to include City Hall campus*	\$80,000	Design of 8" sewer main along Portuguese Bend Road/Rolling Hills Road to connect with County truck line on Cresshaw Blvd.	\$90,000
3 Fire Fuel Reduction in Rolling Hills in the areas adjacent to the Preserve	\$50,000	Assessment District Project Support - workshops for neighborhood groups and supply technical experts for Q/A	\$15,000	Masterplan: eliminate stormwater discharge from the City*	\$50,000	Pursue grants for capital improvement projects	\$20,000
4 CWPP - Development/Adoption	\$5,000	Pursue grants for projects	\$10,000				
5 Arborist to support enforcement of Fire Fuel Abatement	\$5,000						
	\$210,000		\$25,000	*Eligible to use Measure W local returns	\$138,000		\$140,000
						Grand Total	\$513,000



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.A

Mtg. Date: 04/27/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

**SUBJECT: CONSIDER REQUEST FROM MAYOR JEFF PIEPER TO DISCUSS
TIMING FOR RE-OPENING ROLLING HILLS CITY HALL TO THE
PUBLIC.**

DATE: April 27, 2020

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

None.

ATTACHMENTS: