



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, May 24, 2021

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

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

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

Or dial (669) 900-9128

meeting ID: 872 2717 5757 passcode: 780609

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

While on this page, locate the meeting date of interest then click on AUDIO. Another window will appear. In the new window, you can select the agenda item of interest and listen to the audio by hitting the play button. Written Action Minutes to the City Council meetings can be found in the AGENDA, typically under Item 4A Minutes.

Please contact the City Clerk at 310 377-1521 or email at cityclerk@cityofrh.net for assistance.

Next Resolution No. 1276

Next Ordinance No. 371

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **OPEN AGENDA - PUBLIC COMMENT WELCOME**

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

take place on any items not on the agenda.

4. MEETING MINUTES

- 4.A. [REGULAR MEETING OF MAY 10, 2021.](#)
RECOMMENDATION: Present and Approve
[2021-05-10_CCMinutes.P.docx](#)

5. CONSENT CALENDAR

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

- 5.A. [PAYMENTS OF BILLS.](#)
RECOMMENDATION: Approve as presented.
[Payment of Bills.pdf](#)
- 5.B. [REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR APRIL 2021.](#)
RECOMMENDATION: Approve as presented.
[0421 - Rolling Hills YTD Tonnage Report.pdf](#)
- 5.C. [NV5 FIRST CONTRACT AMENDMENT - SEPULVEDA MONITORING.](#)
RECOMMENDATION: Receive and file.
[Professional_Services_Agreement___1st Amendment to PSA w NV5_v1 05.20.2021.DOCX](#)
[First Amendment MS4 Sepulveda Outfall Monitoring 5.5.2021.pdf](#)
[NV5_Monitoring_Signed Agreement 2020.pdf](#)

6. PRESENTATION

COMMEND CREST ROAD WEST GATE ATTENDANT DAVID SAEI FOR HIS ACTIONS ON APRIL 28, 2021 AND FOR HIS SERVICES TO THE COMMUNITY.

7. COMMISSION ITEMS

- 7.A. [ZONING CASE NO. 20-08: RESOLUTION NO. 2021-01 FOR DISCRETIONARY APPROVAL TO MODIFY PREVIOUSLY APPROVED ENTITLEMENTS REQUIRING SITE PLAN REVIEW FOR 1\) INCREASE TO SIZE OF RESIDENCE BY 1,100 SQUARE FEET; 2\) INCREASE THE AMOUNT OF GRADING BY 7,520 CUBIC YARDS; AND 3\) CONDITIONAL USE PERMIT FOR A NEW CABANA EXCEEDING 200 SQUARE FEET LOCATED AT 20 UPPER BLACKWATER CANYON ROAD \(LOT 101-RH\), ROLLING HILLS, CA 90274 \(IANNITTI\).](#)
RECOMMENDATION: Approve as presented.
[\(Revised\) Development Table - ZC 2020-08_May 24, 2021.docx](#)
[Modification Table - ZC 20-08_May 24, 2021.docx](#)
[20 Upper Blackwater Plans.pdf](#)
[PC_Resolution_2021-01.pdf](#)
[Rendering 1_Cabana from across UBW.png](#)
[Rendering 3_Driveway curb.png](#)
[Rendering 2_Coral wall behind fence.png](#)
[Rendering 4_Upper wall planted.png](#)

[Rendering 5_Upper wall sheilded by plants.png](#)

[Rendering 6_View from Pine Tree.png](#)

8. PUBLIC HEARINGS

9. OLD BUSINESS

- 9.A. [RECEIVE AND FILE AN UPDATE TO THE DESIGN OF THE 8" SEWER MAIN ALONG PORTUGUESE BEND ROAD/ROLLING HILLS ROAD; AND CONSIDER AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN TO STUDY POTENTIAL CONNECTIONS TO THE 8" SEWER MAIN FROM POTENTIAL SEWERS LINES ALONG MIDDLE RIDGE LANE AND WILLIAMSBURG LANE.](#)

RECOMMENDATION: Approve as presented.

[NV5_90%CostEstimate.pdf](#)

[P21-024R1_21501 RH_Sewer Feasibility Study Ph III-1-27-2021.pdf](#)

- 9.B. [REVIEW ASSESSMENT REPORT FROM PACIFIC ARCHITECTURE AND ENGINEERING, INC. AND CONSIDER OPTIONS TO REPLACE A NON-WORKING EMERGENCY STANDBY GENERATOR.](#)

RECOMMENDATION: Staff recommends that the City Council revisit the Assessment Report from Pacific Architecture and Engineering, Inc. on the existing standby generator, including answers to questions City Council had upon the initial review of this report and consider the options for replacement and permitting, and provide direction to staff.

[2021-04-19 Rolling Hills Generator Report_REV_.pdf](#)

[2021.05.10 City Council FeedbackanswersJF.docx](#)

- 9.C. [REPORT ON MAY 19, 2021 FIRE FUEL COMMITTEE MEETING.](#)

RECOMMENDATION: Receive and file.

[FIRE FUEL MANAGEMENT COMMITTEE MEETING MAY 19.docx](#)

10. NEW BUSINESS

- 10.A. [RECEIVE AND FILE ROLLING HILLS HARDENING THE HOME VIDEOS PRODUCED BY THE WORLD WISE PRODUCTION.](#)

RECOMMENDATION: Receive and file.

- 10.B. [REPORT BY BUDGET/AUDIT/FINANCE COMMITTEE ON MEETING HELD ON MAY 19, 2021.](#)

RECOMMENDATION: Receive and File

[AssetCapitalization_Policy_Resolution No. 953.pdf](#)

[Financial_Policies.pdf](#)

[Investment_Policy.pdf](#)

[Rolling Hills 1 year extension FY 2021.pdf](#)

[CIP_3Years_2021-May-16.pdf](#)

[2019-2020_Consolidated_Tax_and_Fee_Schedule.pdf](#)

[FY_21-22_Proposed_Budget-WKST.pdf](#)

- 10.C. [CITY COUNCIL FY 21-22 BUDGET WORKSHOP.](#)

RECOMMENDATION: Review the proposed Fiscal Year 2021/22 budget and provide

staff with comments.

[Proposed FY 21-22 Budget.pdf](#)

[CIP_3Years_2021-May-16.pdf](#)

11. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

- 11.A. [CONSIDER A PENINSULA CITIES JOINT LETTER EXPRESSING CONCERNS REGARDING SPECIAL DIRECTIVE POLICIES IMPACTING PUBLIC SAFETY. \(MAYOR DIERINGER\)](#)

RECOMMENDATION: Receive a report from Mayor Bea Dieringer on the join letter and provide direction to staff.

[PV Peninsula Cities_Gascon Policy Concerns.docx](#)

12. MATTERS FROM STAFF

13. CLOSED SESSION

14. ADJOURNMENT

Next regular meeting: Monday, June 14, 2021 at 7:00 p.m. via Teleconference.

Zoom access:

Join Zoom Meeting

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

Meeting ID: 872 2717 5757

Passcode: 780609

Notice:

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

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

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



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.A

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JANELY SANDOVAL, CITY CLERK

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: REGULAR MEETING OF MAY 10, 2021.

DATE: May 24, 2021

BACKGROUND:

NONE.

DISCUSSION:

NONE.

FISCAL IMPACT:

NONE.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[2021-05-10_CCMinutes.P.docx](#)

**MINUTES OF A
REGULAR MEETING OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, MAY 10, 2021**

1. CALL TO ORDER

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

Mayor Bea Dieringer presiding.

2. ROLL CALL

Present: Mayor Dieringer, Mayor Pro Tem Black, Pieper, Mirsch and Wilson
Absent: None.
Staff Present: Meredith T. Elguira, Planning & Community Services Director
Michael Jenkins, City Attorney
Alan Palermo, Project Manager
Kristen Raig, Rolling Hills Association Manager

PLEDGE OF ALLEGIANCE BY COUNCILMEMBER PAT WILSON

3. OPEN AGENDA PUBLIC COMMENT WELCOME

Resident Steve Wheeler requested removal of fire hazard poles on his property using general fund or the City's FEMA Grant.

4. CITY COUNCIL MINUTES

4A REGULAR MEETING OF APRIL 26, 2021.

MOTION: Mayor Dieringer motioned to approve the minutes as amended and Councilmember Mirsch seconded the motion.

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

5. CONSENT CALENDAR

5A PAYMENT OF BILLS.

5B REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR MARCH 2021.

MOTION: Mayor Pro Tem Black motioned to move Items 5A to 5B, and Councilmember Pieper seconded the motion.

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

6. COMMISSION ITEMS

NONE.

7. PUBLIC HEARINGS

NONE.

8. OLD BUSINESS

8A RECEIVE THE ASSESSMENT REPORT FROM PACIFIC ARCHITECTURE AND ENGINEERING, INC. AND CONSIDER OPTIONS TO REPLACE A NON-WORKING EMERGENCY STANDBY GENERATOR.

Project Manager Alan Palermo, presented the findings of assessment report and provided Councilmembers options to replace the standby generator.

Discussion ensued among Councilmembers regarding presented options. Project Manager was asked to provide responses to questions with additional research.

Rolling Hills Community Association Manager Kristen Raig commented on the reliance on the emergency generator. The generator allows RHCA to gain access to necessities during power outages, which occur at least once a year.

Resident Alfred Visco stated that the solar option would provide rebates, reductions to electrical cost, and additional benefits for the community.

MOTION: Councilmember Pieper motioned to continue the discussion on this item in two weeks with additional information, and Councilmember Wilson seconded the motion.

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

9. NEW BUSINESS

9A APPROVE A RESOLUTION OF INTENT TO FORM CITY OF ROLLING HILLS UNDERGROUND UTILITY DISTRICTY NO. 1 (CREST ROAD) AND FIXING THE TIME AND PLACE OF A PUBLIC HEARING

Councilmember Wilson asked about the cost obligations of property owner for this project.

Project Manager Palermo responded that SCE will fund 100 feet on either side of the mainline.

Discussions ensued among the Councilmembers and staff regarding cost to residents due to acreage of land owned.

MOTION: Mayor Pro Tem Black motioned to approve the Resolution of Intent to form the City of Rolling Hills Underground Utility District No. 1 (Crest Road), and Councilmember Pieper seconded the motion.

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

9B APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BOLTON ENGINEERS TO FILE CONSTRUCTION PERMITS WITH THE LOS ANGELES COUNTY BUILDING DEPARTMENT FOR THE ADA IMPROVEMENTS AT THE TENNIS COURTS.

Planning and Community Service Director Elguira provided the background and the need for a service agreement with Bolton Engineers.

Mayor Dieringer asked if RHCA's most recent tennis court plans showed changes and when did RHCA provide the updated plans to the city.

Planning and Community Service Director Elguira responded that the most recent RHCA project plans were delivered on the day of the Council meeting and staff did not have the opportunity to review prior to the meeting.

MOTION: Mayor Pro Tem Black motioned to approve a professional service agreement with Bolton Engineering to file construction permits with the Los Angeles County Building Department for the ADA improvements at the tennis courts, and Councilmember Pieper seconded the motion.

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

ABSTAIN: COUNCILMEMBERS: None

10. MATTERS FROM THE CITY COUCIL AND MEETING ATTENDANCE REPORTS

10A COMMENDATION FOR CREST ROAD WEST GATE ATTENDANT (MAYOR DIERINGER)

Mayor Dieringer reported that two men attempted to enter the City on April 28, 2021, without clear information on the reason for the visit. Gate Attendant David Saei informed the men that they could not enter. The two men left and the Gate Attendant David Saei contacted the Sheriff's Department. Responding to the call, the Sheriff's Department located the men and they were arrested on miscellaneous charges. Mayor Dieringer wanted to encourage the gate attendants to report suspicious activities to the Sheriff's Department to discourage potential offenders from entering the city.

MOTION: Mayor Pro Tem Black motioned to commend Gate Attendant David Saei for his actions. Councilmember Mirsch proposed an amended motion to include a certificate for the gate attendant, a letter to the RHCA Board, and recognize the gate attendant at a City Council meeting. Mayor Pro Tem Black accepted the amendments to the motion and Councilmember Pieper seconded the motion.

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

10B REPORT ON FIRE FUEL COMMITTEE MEETING HELD ON MAY 5, 2021.

Councilmember Mirsch provided a report on the committee meeting.

Mayor Pro Tem Black commented more on aggressive application of the dead vegetation ordinance to address problematic homes within the community. He expressed that mapping is needed in order to address concerns.

Mayor Dieringer mentioned a new law (SB 85), effective on April 13, 2021, provided funds for fire prevention projects and that the City should pursue that fund.

Planning and Community Services Director Elguira expressed that applying for a grant requires a grant writer. Planning and Community Services Director Elguira also explained that grant funds should be administered and spent accordingly to meet criteria for future applications.

Resident Alfred Visco asked how residents are being informed of the Fire and Fuel Committee meetings, and stated that there are trainings for grant writing and applications.

MOTION: Mayor Dieringer motioned to receive and file report and Mayor Pro Tem Black seconded the motion.

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

Mayor Pro Tem Black left the meeting at 8:33 PM.

11. MATTERS FROM STAFF

11A RECEIVE AND FILE A REPORT ON INTERESTS IN THE COMMUNITY FOR SEWER INFRASTRUCTURE (VERBAL REPORT)

Planning and Community Services Director Elguira stated that City Manager Jeng requested to delay this item to the next City Council meeting on May 24, 2021.

MOTION: Councilmember Black motioned to postpone the item to the May 24, 2021 City Council meeting, and Councilmember Mirsch seconded the motion.

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

11B FIRE FUEL ABATEMENT CASES 2021 FIRST QUARTER REPORT.

Councilmember Wilson asked if the depth for 77 Portuguese Bend Road mitigated.

Planning and Community Services Director Elguira reported that 77 Portuguese Bend Road mitigated the identified dead vegetation.

Councilmember Mirsch noted that ATVs are licensed vehicles and cannot be on the trails. Councilmember Mirsch also said there is correlation between the Fire and Fuel Committee and the Fire Fuel Abatement Cases.

Resident Jim Aichele commented that in California, ATVs are not licensed. Mr. Aichele asked the City Attorney Mike Jenkins to confirm.

City Attorney Jenkins said that he was not informed of this question before the meeting and would have to do research. City Attorney Jenkins also said that the item is not on the agenda and cannot be discussed.

MOTION: Councilmember Wilson motioned to receive and file the 2021 first quarter report, and Councilmember Mirsch seconded the motion.

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

12. CLOSED SESSION

NONE.

13. ADJOURNMENT

Hearing no further business before the City Council, the meeting was adjourned at 8:42 PM, in memory of longtime resident Katherine Partridge.

Next regular meeting: Monday, June 14, 2021 at 7:00 p.m. via City's website's link at:
<https://www.rolling-hills.org/government/agenda/index.php>

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

Respectfully submitted,

Janely Sandoval
City Clerk

Approved,

Bea Dieringer
Mayor



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.A

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: PAYMENTS OF BILLS.

DATE: May 24, 2021

BACKGROUND:

None

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[Payment of Bills.pdf](#)

CITY OF ROLLING HILLS

5/21/21 & 5/24/21 Check Run B & C

Check No.	Check Date	Payee	Description	Amount
026988	05/12/21	Alpine Development	Refundable Recycling Deposit - 17 Middle Ridge	\$ 750.00
026989	05/12/21	Best Best & Krieger LLP	April 2021 Legal Services	7,504.00
026990	05/12/21	CA Assoc of Code Enforcement Officers	Professional Membership Dues	95.00
026991	05/12/21	Daily Breeze	April 2021 Classified Advertising	657.44
026992	05/12/21	Ewards Termite & Pest Mgmt, INC	April 2021 Monthly Insect and Rodent Control	320.00
026993	05/12/21	First Call Staffing Inc.	Temp Services W/E 5/2/21 - H Overturf	712.80
026994	05/12/21	Forum Info-Tech. Inc./Levelcloud	March and May 2021 Hosting Services	6,927.22
026995	05/12/21	Honeycutt Companies	Refundable Deposit - 4 Storm Hill Lane	750.00
026996	05/12/21	LA County Sheriff's Department	April 2021 LMT Traffic Enforcemnt Special Event	3,321.08
026997	05/12/21	ELAN Cardmember Services	Credit Card Expenses 4/3/21 to 5/4/21	2,450.32
026998	05/12/21	Pacific Architecture and Engineering, Inc.	April 2021 Architectural Services	4,096.43
026999	05/12/21	Worldwise Productions	Rolling Hills Home Hardening Videos	4,775.00
027000	5/19/2021	First Call Staffing Inc.	Temp Services W/E 5/9/21 - H Overturf	1,221.41
027001	5/19/2021	The Gas Company	Gas Usage 4/8/21 to 5/7/21	30.04
027002	5/19/2021	Konica Minolta Business Solutions USA Inc.	Monthly Maintenance Service Fee	347.27
027003	5/19/2021	LA County Sheriff's Department	April 2021 Law Enforcement Services	15,695.87
027003	5/19/2021	LA County Sheriff's Department	April 2021 Law Enforcement Services	13,333.33
027004	5/19/2021	Peninsula Seniors	Grant for 2021 Community Services	2,000.00
027005	5/19/2021	Providence Health & Services	Drug Test New EE	95.00
027006	5/19/2021	Palos Verdes Security Sys, Inc.	June 2021 Security Services	168.00
027007	5/19/2021	Palos Verdes Peninsula Unified School District	Printing Services - Newsletter Master Paper, 20K copies	1,664.40
027008	5/19/2021	Rogers, Anderson, Malody & Scott, LLP	March 2021 Accounting Services	7,558.00
027009	5/19/2021	RINCON CONSULTANTS, INC	20-09675 Rolling Hills Safety Element Update Services	5,169.50
027010	5/19/2021	Vantagepoint Transfer Agents - 306580	Deferred Compensation - 5/21/21	691.29
ACH	05/12/21	Calpers	APRIL 2021 Retirement	5,236.66
* PR Link	05/21/21	PR LINK - Payroll & PR Taxes	Payroll Processing Fee	63.70
* PR Link	05/21/21	PR LINK - Payroll & PR Taxes	Pay Period - May 5, 2021 - May 18, 2021	17,598.44
				<u>103,232.20</u>
				85,570.06

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 \$103,232.20 for the payment of above items.

Elaine Jeng, P.E., City Manager

5/20/2021



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.B

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR APRIL 2021.

DATE: May 24, 2021

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[0421 - Rolling Hills YTD Tonnage Report.pdf](#)



CITY OF ROLLING HILLS RESIDENTIAL FRANCHISE 2021

Franchise?	Y
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Mth/Yr	Overall Commodity	Tons Collected	Tons Recovered	Tons Disposed	Diversion %
Jan-21	Trash	235.42	36.03	199.39	15.30%
	Greenwaste	49.43	49.43	-	100.00%
Jan-21 Total		284.85	85.46	199.39	30.00%
Feb-21	Trash	206.11	18.38	187.73	8.92%
	Greenwaste	62.07	62.07	-	100.00%
Feb-21 Total		268.18	80.45	187.73	30.00%
Mar-21	Trash	231.10	7.19	223.91	3.11%
	Recycle	3.64	0.91	2.73	24.95%
	Greenwaste	89.04	89.04	-	100.00%
Mar-21 Total		323.78	97.14	226.64	30.00%
Apr-21	Trash	239.29	34.90	204.39	14.58%
	Greenwaste	52.70	52.70	-	100.00%
Apr-21 Total		291.99	87.60	204.39	30.00%
Grand Total		1,168.80	350.65	818.15	30.00%

Contract Requires 30% Household - 350.65



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.C

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: NV5 FIRST CONTRACT AMENDMENT - SEPULVEDA MONITORING.

DATE: May 24, 2021

BACKGROUND:

Given, there has not been sufficient flow to sample a wet weather this past year, the City requested that NV5 continue monitoring into FY21-22 so that if there are any larger storms that come next year that produce sampleable flow, the City could potentially obtain water quality data for those events.

DISCUSSION:

The City is interested in continuing with the remote flow monitoring for another rain year to build a data set to document that the City's canyons are effectively retaining the 85%, 24-hr runoff event. The first amendment to the Agreement would allow NV5 to extend their remote flow monitoring and provide a summary of hydrologic analysis in a technical memo at the end of the two-year wet weather period, i.e., at the close of April 2022. The technical memo would analyze the hydrologic retentive capacity of Sepulveda Canyon relative to the 85%, 24-hour runoff event and any other appropriate greater or lesser relevant storm capture volumes based on the two years of flow and precipitation event data and also extend/extrapolate this analysis to the other canyons in the City.

FISCAL IMPACT:

No fiscal impact. The proposed changes to the scope of work and time extension will be covered by the unused funds from FY '20/'21 approved budget for the Sepulveda Monitoring Project.

RECOMMENDATION:

Receive and file.

ATTACHMENTS:

[Professional_Services_Agreement___1st Amendment to PSA w NV5_v1 05.20.2021.DOCX](#)

[First Amendment MS4 Sepulveda Outfall Monitoring 5.5.2021.pdf](#)

[NV5_Monitoring_Signed Agreement 2020.pdf](#)

First Amendment to Professional Services Agreement Planning Services

This First Amendment, effective ___, 2021, modifies the Professional Services Agreement that was executed by the City of Rolling Hills (“City”) and Alta Environmental, L.P. dba NV5 (“Consultant”) on September 14, 2020 (“Agreement”). A copy of the Agreement is attached as **Exhibit A**.

BACKGROUND

- A. The scope of Consultant’s services under the Agreement was to conduct Canyon Monitoring for the 2020-2021 monitoring year to identify whether the City's stormwater discharge is in compliance with stormwater water-quality-based effluent limitations derived from the Total Maximum Daily Load waste load allocations (“Original Scope of Services”).
- B. The term of the Agreement is until October 15, 2021 (the “Term”).
- C. The Original Scope of Services included dry weather and wet weather flows monitoring (together, “Wet and Dry Weather Flow Monitoring”); however during the 2020-2021 monitoring year, no such weather flows were observed, so no samples could be taken.
- D. The City desires for the Consultant to perform the Original Scope of Services for the 2021-2022 fiscal year, and to use any unexpended amounts for 2020-2021 Wet and Dry Weather Flow Monitoring (approximately \$29,000) (the “Unexpended Funds”) on Wet and Dry Weather Flow Monitoring for the 2021-2022 monitoring year, as more fully described in Consultant’s letter dated May 5, 2021, attached hereto as **Exhibit B**.
- E. In the event Wet and Dry Weather Flow Monitoring for the 2021-2022 monitoring year suffers from the same lack of observable flows as this past year, the City desires for Consultant to use the Unexpended Funds to conduct a hydrologic analysis of the retentive capacity of Sepulveda Canyon relative to the 85%, 24-hour runoff event, and extrapolate the analysis to other canyons within the City as-needed and as the remaining budget allows (the “Sepulveda Canyon Hydrologic Analysis and Extrapolation”).
- F. Paragraph 11 of the Agreement requires the parties to make any changes to the Agreement in writing and signed by both parties.

TERMS AND CONDITIONS

- 1. **Extended Term.** Paragraph 8 of the Agreement is hereby deleted and replaced by the following: “This Agreement shall be valid until June 30, 2022.”
- 2. **Carry-Over of Scope of Services.** The Unexpended Funds for 2020-2021 Wet and Dry Weather Flow Monitoring shall be applied to 2021-2022 Wet and Dry Weather Flow

Monitoring or to the Sepulveda Canyon Hydrologic Analysis and Extrapolation, as described more fully in Exhibit B.

3. **No Other Change.** All other terms of the Agreement remain unchanged by this First Amendment.

(Signatures on following page)

CITY

City of Rolling Hills

By: _____
Elaine Jeng, City Manager

Attest:

By: _____
Janely Sandoval, City Clerk

Approved as to Form:

By: _____
Michael Jenkins, City Attorney

CONSULTANT

Alta Environmental, L.P. dba NV5

By: _____
[Name], [Title: Board Chair, President, or Vice
President]

AND

By: _____
[Name], [Title: Secretary, Asst. Secretary, CFO,
or Asst. Treasurer]

Exhibit A
Copy of Agreement

(follows this page)

Exhibit B Scope of Services

(follows this page)



June 23, 2020, [Revised May 5, 2021](#)

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

Attn: Elaine Jeng, City Manager
Meredith Elguira, Director, Planning and Community Services

RE: Scope of Work and Budget for Canyon Monitoring 2020-2021 [and 2021-2022](#)

Dear Ms. Jeng and Ms. Elguira,

Alta Environmental, an NV5 Company (Alta|NV5) is pleased to present the City of Rolling Hills (City) with this scope of work and cost estimate to conduct Canyon Monitoring for the 2020-2021 [and 2021-2022](#) monitoring year. Alta|NV5, as a key subcontractor to Anchor QEA, has been implementing Municipal Separate Storm Sewer System (MS4) Outfall Monitoring the Palos Verdes Peninsula Coordinated Integrated Monitoring Program (CIMP) since 2016.

Alta|NV5 is 100% committed to providing the City with exceptional, high quality monitoring and data processing support. We are eager to support the City with sound technical experience, dedicated customer service, and strategic recommendations that protect your operational interests, your stakeholder's concerns, and the environment. Please do not hesitate to call me with any questions.

For and on behalf of Alta|NV5,

A handwritten signature in blue ink, appearing to read 'Garth Engelhorn'.

Garth Engelhorn, CPSWQ, QISP/ToR
Water Resources Senior Project Manager
1155 Sportfisher Dr., Suite 202
Oceanside, CA 92054
Phone Number: 760-237-2703
Email: Garth.Engelhorn@nv5.com

Alta Environmental, an NV5 Company
3777 Long Beach Boulevard Annex Building Long Beach CA 90807 United States of America
T (562) 495 5777 F (562) 495 5877 Toll-free (800) 777-0605 | NV5.com

1 EXHIBIT A: SCOPE OF WORK

Alta|NV5 will conduct the following tasks to implement the Canyon Monitoring during the 2020-2021 [and 2021-2022](#) monitoring year. The objective of this Canyon Monitoring is to implement a program consistent with the current MS4 outfall monitoring being conducted as part of the Palos Verdes Peninsula CIMP. The objective of the Palos Verdes Peninsula CIMP outfall monitoring program is to determine the quality of a permittee's discharge relative to municipal action levels, to determine whether a permittee's discharge is in compliance with stormwater water-quality-based effluent limitations (WQBELs) derived from the Total Maximum Daily Load (TMDL) waste load allocations and to determine whether a permittee's discharge causes or contributes to an exceedance of receiving water limitations. The 2016 Palos Verdes Peninsula CIMP Outfall Sampling and Analysis Plan (SAP), documents the procedures and methods currently used for outfall monitoring in accordance with the CIMP. All of the field sampling methods, laboratory analytical methods, Quality Assurance and Quality Control (QA/QC), data management, and reporting described below will be conducted according to the 2016 Palos Verdes Peninsula CIMP Outfall SAP.

Task 1: Project Management and Coordination

Alta|NV5 will routinely coordinate with the City to provide updates and discuss any potential modifications necessary for the water quality monitoring and reporting activities. This task includes planning and implementation of the project, coordination with the subcontracting laboratories, relevant meeting attendance, coordination with the City, budget management, and monthly invoicing/reporting.

Task 2: Dry Weather Monthly TMDL Monitoring

Alta|NV5 will conduct monthly dry weather Machado Lake Nutrients TMDL monitoring at the proposed monitoring site located at the crossing of Sepulveda Canyon at the south side (upstream) of Middleridge Road, in coordination with the existing Palos Verdes Peninsula CIMP outfall monitoring program. Based on an initial field reconnaissance conducted during May 2020, the proposed monitoring location was observed to be dry and without dry weather flows. This task includes twelve monthly site visits to confirm presence or absence of flow (July 2020 through June 2021) and document site conditions. If flow is observed during a monthly site visit, samples will be collected. For budgeting purposes, it was assumed that up to four monthly sample events will be conducted between July 2020 and June 2021. The sampling events will likely occur during the winter months when dry weather base flows are elevated. Dry weather sampling may be conducted any time but only after an antecedent dry period of at least three days has passed since the last rainfall event (less than 0.1 inch of rainfall each day). [Throughout the 2020-2021 monitoring year, no dry weather flows were observed during monthly site visits to confirm presence or absence of flow, and now dry weather sampling events were conducted. During the 2021-2022 monitoring year, Alta|NV5 will use the remaining unused funds from the 2020-2021 monitoring year to conduct dry weather site visits as-needed and as the budget allows, if wet weather flows are observed in the preceding month.](#)

The dry weather samples will be collected and submitted to an Environmental Laboratory Accreditation Program (ELAP) certified laboratory for the following constituents:

- Total kjeldahl nitrogen by United States Environmental Protection Agency (USEPA) method 351.2
- Total phosphorous by USEPA method 365.1
- Nitrate/nitrite by Standard Method (SM) 4500 NO3 E

Flow rates will be measured or estimated in accordance with the USEPA NPDES Storm Water Sampling Guidance Document (USEPA 833-B-92-001). Field measurements taken with an YSI water quality data sonde or similar device will be calibrated against standards and will follow guidelines from the State of California's Surface Water Ambient Monitoring Program (SWAMP) (MPSL-DFG 2014). The water quality field measurements will be documented on the field observation form and include the following parameters:

- pH

- Temperature
- Specific conductance
- Dissolved Oxygen

Task 3: Wet Weather Monitoring

Alta|NV5 will conduct three wet weather sampling events at the proposed monitoring site located at the crossing of Sepulveda Canyon at the south side (upstream) of Middleridge Road. Wet weather sampling will occur three times a year within the wet season (October 1, 2020 through April 30, 2021). The first significant rain event after October 1, 2020 of will be targeted for wet weather sampling, along with two subsequent events, in coordination with the existing Palos Verdes Peninsula CIMP outfall monitoring program. Wet weather events are defined as having a predicted rainfall of at least 0.25 inch with a 70% probability of rainfall at least 24 hours prior to the event start time. Wet weather sampling events will be separated by an antecedent dry period (less than 0.1 inch of rain per day) of at least three days. [Throughout the 2020-2021 monitoring year, no wet weather flows were observed by field staff during wet weather events. The continuous flow data recorded by the on-site flowmeter also confirmed the absence of flow throughout the 2020-2021 monitoring year. During the 2021-2022 monitoring year, Alta|NV5 will use the remaining unused funds from the 2020-2021 monitoring year to collect continuous remote flow measurements and conduct wet weather monitoring events as-needed and as the remaining budget allows.](#)

For each of the three wet weather monitoring events per monitoring year, Alta|NV5 will deploy one team of two scientists at each of the to ensure the health and safety of field personnel and implementation of clean sampling techniques. Teams will collect manual grab samples with a swing sampler pole once every 20 minutes over a 3-hour period (or at a frequency equivalent to 10 aliquots over the expected duration of stormwater discharge) to create composites sample representative of the hydrograph (e.g., rising, peak, or rise and fall depending on duration of storm). One composite sample comprised of ten individual 1-liter aliquots will be collected for the water matrix constituents (10-liters total) and one composite sample comprised of ten individual 10-liter aliquots will be collected for the sediment matrix constituents (100-liters total). Collection of in situ water quality measurements and fecal indicator bacteria grab samples will be take near the peak of the hydrograph.

The sediment matrix constituents will be analysed by the laboratory once per monitoring year. It is estimated that approximately 300-liters of stormwater will need to be filtered to obtain a minimum of 80 grams which is required for the sediment analysis. Following each wet weather monitoring event, Alta|NV5 will submit five 20-liter carboys (100-liters per event) to the laboratory, which will be individually filtered, preserved, and composited to create a single sediment sample for analysis after the completion of the third and final monitoring event.

The wet weather samples will be collected and submitted to an ELAP certified laboratory for the following constituents:

Water Matrix (composite samples) will be analyzed each storm

- Total Kjeldahl nitrogen by USEPA method 351.2
- Total phosphorous by USEPA method 365.1
- Total hardness by SM 2340C
- Total suspended solids by SM 2540D
- Nitrate/nitrite by SM 4500 NO3 E
- Total and dissolved metals by USEPA method 1640 and 7470A (copper, lead, mercury, zinc)
- Organochlorine pesticides by USEPA method 8270C with selective ion monitoring
- Polycyclic aromatic hydrocarbons by USEPA method 625 SIM

Water Matrix (grab samples) will be analysed each storm

- Total coliforms, fecal coliforms, Enterococci, and E. Coli by SM 9221B

Sediment Matrix (filtered from water composite samples) will be analysed once per year as a composite of three wet weather samples.

- Total solids by SM 2540B
- Organochlorine pesticides and polychlorinated biphenyl congeners by USEPA method 8270C selected ion monitoring

Continuous flow measurements will be collected with portable flow meters and flow rates will be measured or estimated in accordance with the USEPA NPDES Storm Water Sampling Guidance Document (USEPA 833-B-92-001). Field measurements taken with an YSI water quality data sonde or similar device will be calibrated against standards and will follow guidelines from the State of California's SWAMP (MPSL-DFG 2014). The water quality field measurements will be documented on the field observation form and include the following parameters:

- pH
- Temperature
- Specific conductance
- Dissolved Oxygen

Task 4. Data QA/QC, Formatting, and Technical Memorandum

Within 15 days of each dry or wet weather sampling event, Alta|NV5 will create an event summary report including the following information:

- Completed field data sheet
- Copy of the chain of custody;
- Photos of site and conditions;
- A short summary description of field activities.

Following completion of the sampling activities for the 2020-2021 monitoring year, Alta|NV5 will compile all field observations and analytical chemistry into a format consistent with the California Environmental Data Exchange Network (CEDEN) management system. Alta|NV5 will use the CEDEN templates provided in Microsoft Excel (versions 97-2003) format, each template contains multiple worksheets, sample data submissions, and an associated guidance document. The formatting process includes applying CEDEN valid values and qualifiers; working with the State Board to make CEDEN updates to valid values; and, resolving errors identified by data checkers. After the CEDEN compatible data files have successfully passed the data checkers, Alta|NV5 will provide the City with a summary of exceedance of applicable water quality-based effluent limits, RWLs, and/or action levels will be identified per sampling date.

Alta|NV5 will prepare a technical memorandum identifying recommendations (e.g., sampling location or method revisions, analytical method revisions, and additional constituents for analysis based on water quality priorities) for adaptive management. The technical memorandum will be submitted by September 1, 2021. [Due to the absence of both dry weather and wet weather flows during the 2020-2021 monitoring year, no water quality events were completed. Task 4 will be completed by September 1, 2022 if water quality events are conducted during the 2021-2022 monitoring year.](#)

Quality Assurance and Quality Control– QA/QC for sampling processes will include proper collection of the samples to minimize the possibility of contamination. Samples will be collected in laboratory-supplied, laboratory-certified, contaminant-free sample bottles. Sample processing and handling for water chemistry will be conducted in accordance with guidance developed in the Quality Assurance Program Plan for the State of California's Surface Water Ambient Monitoring Program (SWAMP) (State Water Resources Control Board (SWRCB) 2008). Field staff will ensure sample holding temperatures are maintained from sample collection through delivery to the laboratory.



All instruments will be calibrated in accordance with manufacturer's specifications. Calibration of the flow monitoring and sampling equipment will be conducted immediately prior to deployment or use and will be field verified during each sample event.

Field QA/QC samples include field duplicates and field blanks following SWAMP guidance. Field QA/QC are useful in identifying possible problems resulting from sample collection or sample processing in the field. A field blank will be collected during sample collection and a field duplicate will be collected immediately following the collection of the original sample and analyzed in the same manner as the original sample.

Assumptions

- Alta|NV5 assumed that monthly sampling for Task 2 will only be conducted concurrently with the existing Palos Verdes Peninsula CIMP outfall monitoring program. If for any reason NV5 is no longer conducting existing Palos Verdes Peninsula CIMP outfall monitoring program, the costs for NV5 to conduct the monthly monitoring would need to be revised.
- One field duplicate and one field blank will be analysed for dry weather and wet weather sampling tasks, for a total of four (4) QA/QC samples during the 2020-2021 monitoring year. A field duplicate and field blank will not be collected and analyzed for the sediment matrix constituents. QA/QC results from the existing Palos Verdes Peninsula CIMP outfall monitoring program will be utilized to the extent possible.
- Access agreements may be necessary, but no encroachment permits will be required.
- Traffic control plans will not be necessary. Standard traffic caution procedures will be used as-needed.
- Alta|NV5 assumed the Canyon site may require confined space entry for installation and removal. When confined space entry is required, field teams properly trained and certified in confined space entry will use confined space equipment including use of a tripod, winch, and harness system for fall protection and emergency egress, four gas monitoring, two-way communication, and air ventilation as-needed.
- Alta|NV5 will rely on the best available weather forecasts and coordinate with the City to target storm events meeting the mobilization criteria. Should forecasts change as a storm event is in progress or if a qualifying storm event does not produce sufficient runoff to conduct sampling, Alta|NV5 will cease sampling and try to mitigate any unnecessary efforts. The budget for Task 3 includes two false starts and will be billed on a time and materials basis not to exceed \$1,250 per false start and not to exceed a total of \$2,500.

References

MPSL-DFW, 2014. SOP for Conducting Field Measurements and Field Collections of Water and Bed Sediment Samples with Associated Field Measurements and Physical Habitat in California. Version 1.1. March 2014.

SWRCB (State Water Resources Control Board), 2008. SWRCB, Surface Water Ambient Monitoring Program Quality Assurance Program Plan (SWAMP). Final Technical Report Version 1. September 2008.

USEPA (U.S Environmental Protection Agency), 1992. NPDES Storm Water Sampling Guidance Document. EPA 833-B-92-001. Office of Water, USEPA, Washington, DC. July 1992.

2 EXHIBIT B - COST ESTIMATE

Alta|NV5 has estimated the total cost to complete all tasks described in the scope of work below. The cost estimate summary for each task and total project cost is provided in Table 1. The budget for Task 3 includes two false starts and will be billed on a time and materials basis not to exceed \$1,250 per false start and not to exceed a total of \$2,500. The detailed cost estimate worksheets including itemized labor costs and equipment costs for each task are provided in Table 2.

Due to the absence of both dry weather and wet weather flows during the 2020-2021 monitoring year, no water quality events were completed and approximately 35 percent of the 2020-2021 budget (Table 1 and Table 2) was expended. During the 2021-2022 monitoring year, Alta|NV5 will use the remaining unused funds from the 2020-2021 monitoring year (approximately \$29,000) to conduct Tasks 1 through 4 of this scope of work as-needed and as the remaining budget allows. In the event that no water quality events are conducted during the 2021-2022 monitoring year due to the absence of dry weather and/or wet weather flows, Alta|NV5 will use the remaining available funds to conduct a hydrologic analysis of the retentive capacity of Sepulveda Canyon relative to the 85%, 24-hour runoff event, and extrapolate the analysis to other canyons within the City as-needed and as the remaining budget allows.

Table 1. Cost Estimate Summary

Deleted: ¶

City of Rolling Hills Canyon Monitoring 2020-2021	Total Staff Hours	Total Labor Costs	Total Reimbursables (Other Direct Costs)	Total Costs
Task 1. Project Management and Coordination	26	\$ 4,160.00	\$ 96.60	\$ 4,256.60
Task 2. Dry Weather Monthly TMDL Monitoring (1 site/12 events per year and 4 sample events)	40	\$ 4,800.00	\$ 1,770.30	\$ 6,570.30
Task 3. Wet Weather Monitoring (1 site/ 3 events per year)	100	\$ 11,960.00	\$ 13,009.50	\$ 24,969.50
Task 3. False Starts				\$ 2,500.00
Task 4. Data QA/QC, Formatting, and Technical Memorandum	42	\$ 6,260.00	\$ -	\$ 6,260.00
Total Project Cost		\$ 27,180.00	\$ 14,876.40	\$ 44,556.40

Table 2. Detailed Cost Estimate

City of Rolling Hills Canyon Monitoring 2020-2021				Task 1.Project Management and Coordination		Task 2.Dry Weather Monthly TMDL Monitoring (1 site/12 visits per year and 4 sample events)		Task 3.Wet Weather Monitoring (1 site/ 3 events per year)		Task 4. Data QA/QC, Formatting, and Technical Memorandum		Totals	
Alta Title	Alta Staff	Hourly Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost			
Principal	Dave Renfrew	\$ 200.00	4	\$ 800.00		\$ -		\$ -	4	\$ 800.00	\$ 1,600.00		
Senior Project Manager II	Garth Engelhorn	\$ 180.00	12	\$ 2,160.00	6	\$ 1,080.00	12	\$ 2,160.00	12	\$ 2,160.00	\$ 7,560.00		
Senior Project Manager I	Jacqueline McMillen	\$ 170.00		\$ -		\$ -		\$ -		\$ -	\$ -		
Staff I	Matthew Renaud	\$ 160.00		\$ -		\$ -	12	\$ 1,920.00		\$ -	\$ 1,920.00		
Staff I	Michelle Hallack	\$ 145.00		\$ -		\$ -		\$ -	12	\$ 1,740.00	\$ 1,740.00		
Associate II	Adrian Lopez	\$ 120.00	10	\$ 1,200.00	22	\$ 2,640.00	36	\$ 4,320.00	10	\$ 1,200.00	\$ 9,360.00		
Specialist III	Austin Kay	\$ 100.00		\$ -		\$ -		\$ -		\$ -	\$ -		
Specialist II	Mehak Gupta	\$ 90.00		\$ -	12	\$ 1,080.00	32	\$ 2,880.00	4	\$ 360.00	\$ 4,320.00		
Specialist I	Bridgette Reddington	\$ 85.00		\$ -		\$ -	8	\$ 680.00		\$ -	\$ 680.00		
Financial Analyst II	Victoria Hall	\$ 65.00		\$ -		\$ -		\$ -		\$ -	\$ -		
		Labor Fee Costs		26	\$ 4,160.00	40	\$ 4,800.00	100	\$ 11,960.00	42	\$ 6,260.00	\$ 27,180.00	
Other Direct Costs		Notes	Unit Cost	units	Cost	units	Cost	units	Cost	units	Cost	Totals	
Mileage		\$0.575/mile	\$ 0.58	160	\$ 92.00	480	\$ 276.00	800	\$ 460.00		\$ -	\$ 828.00	
YSI 6600 Multiparameter Data Sonde		\$175/event	\$ 175.00		\$ -	4	\$ 700.00	3	\$ 525.00		\$ -	\$ 1,225.00	
Portable Flowmeter		\$325/event	\$ 325.00		\$ -		\$ -	3	\$ 975.00		\$ -	\$ 975.00	
10-L Glass Sample Bottles		\$10/event	\$ 10.00		\$ -		\$ -	9	\$ 90.00		\$ -	\$ 90.00	
Swing Sampler Pole/ Depth Integrated		\$35/event	\$ 35.00		\$ -		\$ -	3	\$ 105.00		\$ -	\$ 105.00	
Wet Weather Water Chemistry		\$880/sample	\$ 880.00		\$ -		\$ -	5	\$ 4,400.00		\$ -	\$ 4,400.00	
Wet Weather Sediment Chemistry		\$465/sample	\$ 465.00		\$ -		\$ -	1	\$ 465.00		\$ -	\$ 465.00	
Sediment Filtering		\$155/20 Liters	\$ 155.00		\$ -		\$ -	15	\$ 2,325.00		\$ -	\$ 2,325.00	
Wet Weather Microbiology		\$384/sample	\$ 384.00		\$ -		\$ -	5	\$ 1,920.00		\$ -	\$ 1,920.00	
After hours Microbiology		\$350/event	\$ 350.00		\$ -		\$ -	3	\$ 1,050.00		\$ -	\$ 1,050.00	
Dry Weather Analytical		\$115/sample	\$ 115.00		\$ -	6	\$ 690.00		\$ -		\$ -	\$ 690.00	
Ice		\$5/bag	\$ 5.00		\$ -	4	\$ 20.00	15	\$ 75.00		\$ -	\$ 95.00	
Fee on Subs/ODCs			5%		\$ 4.60		\$ 84.30		\$ 619.50		\$ -	\$ 708.40	
		ODCs Cost			\$ 96.60		\$ 1,770.30		\$ 13,009.50		\$ -	\$ 14,876.40	
				Task 1.Project Management and Coordination		Task 2.Dry Weather Monthly TMDL Monitoring (1 site/12 visits per year and 4 sample events)		Task 3.Wet Weather Monitoring (1 site/ 3 events per year)		Task 4. Data QA/QC, Formatting, and Technical Memorandum		Total Project Cost	Total Project Cost with False Starts
Total Cost Estimate (Labor and ODCs)				\$ 4,256.60		\$ 6,570.30		\$ 24,969.50		\$ 6,260.00		\$ 42,056.40	\$ 44,556.40

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 14th day of September, 2020 in City of Rolling Hills, County of Los Angeles, State of California, by and between the CITY OF ROLLING HILLS, a California municipal corporation (hereinafter the "CITY"), and ALTA ENVIRONMENTAL, L.P. DBA NV5 a limited partnership (hereinafter the "CONSULTANT").

RECITALS:

A. The CITY desires to retain CONSULTANT to conduct Canyon Monitoring for the 2020-2021 monitoring year to identify whether the City's stormwater discharge is in compliance with stormwater water-quality based effluent limitations derived from the Total Maximum Daily Load waste load allocations (the "Project").

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

C. The CONSULTANT is willing to render such professional services.

Now, therefore, for and in consideration of the mutual covenants and conditions herein contained, CITY hereby engages CONSULTANT and CONSULTANT agrees to perform the services set forth in this Agreement.

1. SCOPE OF WORK

CONSULTANT shall perform all work necessary to complete in a manner satisfactory to CITY the services set forth in the scope of work attached hereto as Exhibit A and incorporated herein by reference. CONSULTANT shall provide deliverables pursuant to the schedule outlined in Exhibit A.

2. COST

The CITY agrees to pay CONSULTANT for the services required by this Agreement on a Time and Materials basis as set forth in Exhibit B, subject to a do not exceed amount in the amount of \$44,556.40. This fee includes all expenses, consisting of travel, attendance at meetings, and miscellaneous costs. It also includes any escalation or inflation factors anticipated. Any increase in Agreement amount or scope shall be by express written amendment approved by the CITY and CONSULTANT.

3. METHOD OF PAYMENT

CONSULTANT shall submit an invoice in duplicate and addressed to the CITY OF ROLLING HILLS, CITY MANAGER, 2 Portuguese Bend Road, Rolling

Hills, CA 90274 before the end of each month on a monthly basis. CITY shall remit payment for all work performed to CITY's reasonable satisfaction within thirty (30) days of receiving this invoice.

4. SUBCONTRACTING

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

5. COMMENCEMENT OF WORK

CONSULTANT shall commence work under this Agreement within twenty-four (24) hours upon receipt of a notice to proceed from the CITY.

6. ACCOUNTING RECORDS

CONSULTANT must maintain accounting records and other evidence pertaining to costs incurred. Records and documents shall be kept available at the CONSULTANT's California office, located at 3777 Long Beach Boulevard Annex Building Long Beach CA 90807, during the Agreement period and thereafter for five years from the date of final payment.

7. OWNERSHIP OF DATA

All data, maps, photographs, and other material collected or prepared under the Agreement shall become the property of the CITY. CITY's reuse of such materials for a purpose other than the project which is the subject of this Agreement shall be at CITY's sole risk.

8. TERM OF CONTRACT

This Agreement shall be valid until October 15, 2021.

9. TERMINATION

This Agreement may be terminated by either party at any time for material breach. The CITY may also terminate unilaterally this Agreement without cause upon seven (7) days written notice to the CONSULTANT. All work satisfactorily performed to the reasonable satisfaction of CITY pursuant to the Agreement and prior to the date of termination may be claimed for reimbursement.

10. ASSIGNABILITY

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

11. AMENDMENT

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

12. NON-SOLICITATION CLAUSE

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

13. INDEMNITY

Consultant shall indemnify, defend with counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of City's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Should City in its sole discretion find Consultant's legal counsel unacceptable, then Consultant shall reimburse the City its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. The Consultant shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

14. INSURANCE

A. Without limiting CONSULTANT'S obligations arising under paragraph 13 - Indemnity, CONSULTANT shall not begin work under this Agreement until it obtains policies of insurance required under this section. The insurance shall cover CONSULTANT, its agents, representatives, and employees in connection with the performance of work under this Agreement,

and shall be maintained throughout the term of this Agreement. Insurance coverage shall be as follows:

i. Automobile Liability Insurance with minimum coverage of \$300,000 for property damage, \$300,000 for injury to one person/single occurrence, and \$300,000 for injury to more than one person/single occurrence. If CONSULTANT or CONSULTANT's employees will use personal automobiles in any way on this project, CONSULTANT shall obtain evidence of personal automobile liability coverage for each such person.

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

iii. Worker's Compensation Insurance for all CONSULTANT'S employees to the extent required by the State of California. In addition, if CONSULTANT obtains CITY's written consent to employ a subcontractor, CONSULTANT shall also require any and every subcontractor to similarly maintain Worker's Compensation Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONSULTANT for CITY.

This provision shall not apply if the CONSULTANT has no employees performing work under this Agreement. If the CONSULTANT has no employees for the purposes of this Agreement, the CONSULTANT shall sign the "Certificate of Exemption from Workers' Compensation Insurance" which is attached hereto and incorporated herein by reference as "Exhibit C."

B. Deductibility Limits for policies referred to in subparagraphs A (i) (ii) and (iii) shall not exceed \$25,000 per occurrence.

C. Endorsements. Each general liability and automobile liability insurance policy shall be issued by insurers possessing a Best's rating of no less than A-: VII. Each general liability and automobile liability insurance policy shall be endorsed with the language of Sections (i) – (vi) below. CONSULTANT also agrees to require all contractors and subcontractors to do likewise.

(i) Additional Insured Clause. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or

on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations.”

(ii) **Primary Insurance Clause.** This policy shall be considered primary insurance as respect to the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.

(iii) **Separation of Insured Clause.** This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

(iv) **Failure to Report to Insurer.** Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its elected or appointed officers, officials, employees, agents, or volunteers.

(v) **Waiver of Right to Subrogation Clause.** CONSULTANT, and its insurer through endorsement, waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents regardless of the applicability of any insurance proceeds, and agrees to have all subcontractors, and subcontractors' insurers through endorsement, to do likewise.

(vi) **Notice of Change in Insurance.** The insurance provided by this policy shall not be suspended, voided or reduced in coverage or in limits except after thirty (30) days' written notice has been submitted to the CITY and approved of in writing, except in the case of cancellation, for which ten (10) days' written notice shall be provided.

D. **Notice to CITY.** CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this Agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY. CONSULTANT also agrees to provide immediate written notice to CITY if any insurance policy listed above is suspended, voided, or reduced in coverage or limits. CONSULTANT agrees to have all subcontractors to do likewise.

E. **Claims-made policies.** Should any of the required insurance be provided under a claims-made form, CONSULTANT shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that should occurrences during the Agreement term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

F. Defense costs. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general aggregate limit shall double the occurrence or claims limits specified above.

G. Acknowledgment of the Minimum Amount of Coverage. Notwithstanding the provisions included in any of the ISO Additional Insured Endorsement forms, CONSULTANT acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amounts of coverage required. Any insurance proceeds available to the CITY in excess of the limits and coverage required in this Agreement and which is applicable to a given loss will be available to the CITY.

H. Self Insured Retention/Deductibles. All policies required by this Agreement shall allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Owner (as the named insured) should Owner fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Owner understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Owner as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on Owner's behalf upon the Owner's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against Owner for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.

I. Certificates of Insurance. The CONSULTANT shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement. The CONSULTANT shall provide written evidence of current automobile coverage to comply with the automobile insurance requirement.

J. Failure to Procure Insurance. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of this Agreement under which the CITY may terminate this Agreement.

15. NOTICE All Notices permitted or required under this Agreement shall be in writing, and shall be deemed made when delivered to the applicable party's representative as provided in this Agreement. Additionally, such notices may be

given to the respective parties at the following addresses, or at such other addresses as the parties may provide in writing for this purpose.

Such notices shall be deemed made when personally delivered or when mailed forty-eight (48) hours after deposit in the U.S. mail, first-class postage prepaid, and addressed to the party at its applicable address.

CITY:

City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, California 90274.
Attention: City Manager, Elaine Jeng, PE

CONSULTANT:

ALTA ENVIRONMENTAL, L.P. DBA NV5
3777 Long Beach Boulevard, Annex Building
Long Beach, CA 90807
Attention: Garth Engelhorn

16. ENFORCEMENT OF AGREEMENT

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

17. CONFLICTS OF INTEREST

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

18. INDEPENDENT CONTRACTOR

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

19. ENTIRE AGREEMENT OF THE PARTIES

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of

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

20. GOVERNING LAW

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

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

CITY OF ROLLING HILLS

ALTA ENVIRONMENTAL, LP DBA NV5

CITY MANAGER:

SENIOR PROJECT MANAGER


ELAINE JENG


GARTH ENGELHORN

DATE: 10/12/2020

DATE: 9/22/2020

ATTEST:


CITY CLERK

APPROVED AS TO FORM:


MICHAEL JENKINS
CITY ATTORNEY

EXHIBIT A
SCOPE OF WORK

1 EXHIBIT A: SCOPE OF WORK

AltaNV5 will conduct the following tasks to implement the Canyon Monitoring during the 2020-2021 monitoring year. The objective of this Canyon Monitoring is to implement a program consistent with the current MS4 outfall monitoring being conducted as part of the Palos Verdes Peninsula CIMP. The objective of the Palos Verdes Peninsula CIMP outfall monitoring program is to determine the quality of a permittee's discharge relative to municipal action levels, to determine whether a permittee's discharge is in compliance with stormwater water-quality-based effluent limitations (WQBELs) derived from the Total Maximum Daily Load (TMDL) waste load allocations and to determine whether a permittee's discharge causes or contributes to an exceedance of receiving water limitations. The 2016 Palos Verdes Peninsula CIMP Outfall Sampling and Analysis Plan (SAP), documents the procedures and methods currently used for outfall monitoring in accordance with the CIMP. All of the field sampling methods, laboratory analytical methods, Quality Assurance and Quality Control (QA/QC), data management, and reporting described below will be conducted according the 2016 Palos Verdes Peninsula CIMP Outfall SAP.

Task 1: Project Management and Coordination

AltaNV5 will routinely coordinate with the City to provide updates and discuss any potential modifications necessary for the water quality monitoring and reporting activities. This task includes planning and implementation of the project, coordination with the subcontracting laboratories, relevant meeting attendance, coordination with the City, budget management, and monthly invoicing/reporting.

Task 2: Dry Weather Monthly TMDL Monitoring

AltaNV5 will conduct monthly dry weather Machado Lake Nutrients TMDL monitoring at the proposed monitoring site located at the crossing of Sepulveda Canyon at the south side (upstream) of Middleridge Road, in coordination with the existing Palos Verdes Peninsula CIMP outfall monitoring program. Based on an initial field reconnaissance conducted during May 2020, the proposed monitoring location was observed to be dry and without dry weather flows. This task includes twelve monthly site visits to confirm presence or absence of flow (July 2020 through June 2021) and document site conditions. If flow is observed during a monthly site visit, samples will be collected. For budgeting purposes, it was assumed that up to four monthly sample events will be conducted between July 2020 and June 2021. The sampling events will likely occur during the winter months when dry weather base flows are elevated. Dry weather sampling may be conducted any time but only after an antecedent dry period of at least three days has passed since the last rainfall event (less than 0.1 inch of rainfall each day).

The dry weather samples will be collected and submitted to an Environmental Laboratory Accreditation Program (ELAP) certified laboratory for the following constituents:

- Total kjeldahl nitrogen by United States Environmental Protection Agency (USEPA) method 351.2
- Total phosphorous by USEPA method 365.1
- Nitrate/nitrite by Standard Method (SM) 4500 NO3 E

Flow rates will be measured or estimated in accordance with the USEPA NPDES Storm Water Sampling Guidance Document (USEPA 833-B-92-001). Field measurements taken with an YSI water quality data sonde or similar device will be calibrated against standards and will follow guidelines from the State of California's Surface Water Ambient Monitoring Program (SWAMP) (MPSL-DFG 2014). The water quality field measurements will be documented on the field observation form and include the following parameters:

- pH
- Temperature
- Specific conductance
- Dissolved Oxygen

Task 3: Wet Weather Monitoring

Alta|NV5 will conduct three wet weather sampling events at the proposed monitoring site located at the crossing of Sepulveda Canyon at the south side (upstream) of Middleridge Road. Wet weather sampling will occur three times a year within the wet season (October 1, 2020 through April 30, 2021). The first significant rain event after October 1, 2020 will be targeted for wet weather sampling, along with two subsequent events, in coordination with the existing Palos Verdes Peninsula CIMP outfall monitoring program. Wet weather events are defined as having a predicted rainfall of at least 0.25 inch with a 70% probability of rainfall at least 24 hours prior to the event start time. Wet weather sampling events will be separated by an antecedent dry period (less than 0.1 inch of rain per day) of at least three days.

For each of the three wet weather monitoring events per monitoring year, Alta|NV5 will deploy one team of two scientists at each of the to ensure the health and safety of field personnel and implementation of clean sampling techniques. Teams will collect manual grab samples with a swing sampler pole once every 20 minutes over a 3-hour period (or at a frequency equivalent to 10 aliquots over the expected duration of stormwater discharge) to create composites sample representative of the hydrograph (e.g., rising, peak, or rise and fall depending on duration of storm). One composite sample comprised of ten individual 1-liter aliquots will be collected for the water matrix constituents (10-liters total) and one composite sample comprised of ten individual 10-liter aliquots will be collected for the sediment matrix constituents (100-liters total). Collection of in situ water quality measurements and fecal indicator bacteria grab samples will be taken near the peak of the hydrograph.

The sediment matrix constituents will be analysed by the laboratory once per monitoring year. It is estimated that approximately 300-liters of stormwater will need to be filtered to obtain a minimum of 80 grams which is required for the sediment analysis. Following each wet weather monitoring event, Alta|NV5 will submit five 20-liter carboys (100-liters per event) to the laboratory, which will be individually filtered, preserved, and composited to create a single sediment sample for analysis after the completion of the third and final monitoring event.

The wet weather samples will be collected and submitted to an ELAP certified laboratory for the following constituents:

Water Matrix (composite samples) will be analyzed each storm

- Total Kjeldahl nitrogen by USEPA method 351.2
- Total phosphorous by USEPA method 365.1
- Total hardness by SM 2340C
- Total suspended solids by SM 2540D
- Nitrate/nitrite by SM 4500 NO₃ E
- Total and dissolved metals by USEPA method 1640 and 7470A (copper, lead, mercury, zinc)
- Organochlorine pesticides by USEPA method 8270C with selective ion monitoring
- Polycyclic aromatic hydrocarbons by USEPA method 625 SIM

Water Matrix (grab samples) will be analysed each storm

- Total coliforms, fecal coliforms, Enterococci, and E. Coli by SM 9221B

Sediment Matrix (filtered from water composite samples) will be analysed once per year as a composite of three wet weather samples.

- Total solids by SM 2540B
- Organochlorine pesticides and polychlorinated biphenyl congeners by USEPA method 8270C selected ion monitoring

Continuous flow measurements will be collected with portable flow meters and flow rates will be measured or estimated in accordance with the USEPA NPDES Storm Water Sampling Guidance Document (USEPA 833-B-92-001). Field measurements taken with an YSI water quality data sonde or similar device will be calibrated against standards and will follow guidelines from the State of California's SWAMP (MPSL-DFG 2014). The water quality field measurements will be documented on the field observation form and include the following parameters:

- pH
- Temperature
- Specific conductance
- Dissolved Oxygen

Task 4. Data QA/QC, Formatting, and Technical Memorandum

Within 15 days of each dry or wet weather sampling event, Alta|NV5 will create an event summary report including the following information:

- Completed field data sheet
- Copy of the chain of custody;
- Photos of site and conditions;
- A short summary description of field activities.

Following completion of the sampling activities for the 2020-2021 monitoring year, Alta|NV5 will compile all field observations and analytical chemistry into a format consistent with the California Environmental Data Exchange Network (CEDEN) management system. Alta|NV5 will use the CEDEN templates provided in Microsoft Excel (versions 97-2003) format, each template contains multiple worksheets, sample data submissions, and an associated guidance document. The formatting process includes applying CEDEN valid values and qualifiers; working with the State Board to make CEDEN updates to valid values; and, resolving errors identified by data checkers. After the CEDEN compatible data files have successfully passed the data checkers, Alta|NV5 will provide the City with a summary of exceedance of applicable water quality-based effluent limits, RWLs, and/or action levels will be identified per sampling date.

Alta|NV5 will prepare a technical memorandum identifying recommendations (e.g., sampling location or method revisions, analytical method revisions, and additional constituents for analysis based on water quality priorities) for adaptive management. The technical memorandum will be submitted by September 1, 2021

Quality Assurance and Quality Control– QA/QC for sampling processes will include proper collection of the samples to minimize the possibility of contamination. Samples will be collected in laboratory-supplied, laboratory-certified, contaminant-free sample bottles. Sample processing and handling for water chemistry will be conducted in accordance with guidance developed in the Quality Assurance Program Plan for the State of California's Surface Water Ambient Monitoring Program (SWAMP) (State Water Resources Control Board (SWRCB) 2008). Field staff will ensure sample holding temperatures are maintained from sample collection through delivery to the laboratory.

All instruments will be calibrated in accordance with manufacturer's specifications. Calibration of the flow monitoring and sampling equipment will be conducted immediately prior to deployment or use and will be field verified during each sample event.

Field QA/QC samples include field duplicates and field blanks following SWAMP guidance. Field QA/QC are useful in identifying possible problems resulting from sample collection or sample processing in the field. A field blank will be collected during sample collection and a field duplicate will be collected immediately following the collection of the original sample and analyzed in the same manner as the original sample.

Assumptions

- Alta|NV5 assumed that monthly sampling for Task 2 will only be conducted concurrently with the existing Palos Verdes Peninsula CIMP outfall monitoring program. If for any reason NV5 is no longer conducting existing Palos Verdes Peninsula CIMP outfall monitoring program, the costs for NV5 to conduct the monthly monitoring would need to be revised.
- One field duplicate and one field blank will be analysed for dry weather and wet weather sampling tasks, for a total of four (4) QA/QC samples during the 2020-2021 monitoring year. A field duplicate and field blank will not be collected and analyzed for the sediment matrix constituents. QA/QC results from the existing Palos Verdes Peninsula CIMP outfall monitoring program will be utilized to the extent possible.
- Access agreements may be necessary, but no encroachment permits will be required.
- Traffic control plans will not be necessary. Standard traffic caution procedures will be used as-needed.
- Alta|NV5 assumed the Canyon site may require confined space entry for installation and removal. When confined space entry is required, field teams properly trained and certified in confined space entry will use confined space equipment including use of a tripod, winch, and harness system for fall protection and emergency egress, four gas monitoring, two-way communication, and air ventilation as-needed.
- Alta|NV5 will rely on the best available weather forecasts and coordinate with the City to target storm events meeting the mobilization criteria. Should forecasts change as a storm event is in progress or if a qualifying storm event does not produce sufficient runoff to conduct sampling, Alta|NV5 will cease sampling and try to mitigate any unnecessary efforts. The budget for Task 3 includes two false starts and will be billed on a time and materials basis not to exceed \$1,250 per false start and not to exceed a total of \$2,500.

References

MPSL-DFW, 2014. SOP for Conducting Field Measurements and Field Collections of Water and Bed Sediment Samples with Associated Field Measurements and Physical Habitat in California. Version 1.1. March 2014.

SWRCB (State Water Resources Control Board), 2008. SWRCB, Surface Water Ambient Monitoring Program Quality Assurance Program Plan (SWAMP). Final Technical Report Version 1. September 2008.

USEPA (U.S Environmental Protection Agency), 1992. NPDES Storm Water Sampling Guidance Document. EPA 833-B-92-001. Office of Water, USEPA, Washington, DC. July 1992.

Task 1 shall be completed by: August 30, 2021
Task 2 shall be completed by: June 30, 2021
Task 3 shall be completed by: April 30, 2021
Task 4 shall be completed by: July 30, 2021

**EXHIBIT B
FEE SCHEDULE**

2 EXHIBIT B - COST ESTIMATE

Alta|NV5 has estimated the total cost to complete all tasks described in the scope of work below. The cost estimate summary for each task and total project cost is provided in Table 1. The budget for Task 3 includes two false starts and will be billed on a time and materials basis not to exceed \$1,250 per false start and not to exceed a total of \$2,500. The detailed cost estimate worksheets including itemized labor costs and equipment costs for each task are provided in Table 2.

Table 1. Cost Estimate Summary

City of Rolling Hills Canyon Monitoring 2020-2021	Total Staff Hours	Total Labor Costs	Total Reimbursables (Other Direct Costs)	Total Costs
Task 1. Project Management and Coordination	26	\$ 4,160.00	\$ 96.60	\$ 4,256.60
Task 2. Dry Weather Monthly TMDL Monitoring (1 site/12 events per year and 4 sample events)	40	\$ 4,800.00	\$ 1,770.30	\$ 6,570.30
Task 3. Wet Weather Monitoring (1 site/ 3 events per year)	100	\$ 11,960.00	\$ 13,009.50	\$ 24,969.50
Task 3. False Starts				\$ 2,500.00
Task 4. Data QA/QC, Formatting, and Technical Memorandum	42	\$ 6,260.00	\$ -	\$ 6,260.00
Total Project Cost		\$ 27,180.00	\$ 14,876.40	\$ 44,556.40

Table 2. Detailed Cost Estimate

City of Rolling Hills Canyon Monitoring 2020-2021			Task 1. Project Management and Coordination		Task 2. Dry Weather Monthly TMDL Monitoring (1 site/12 visits per year and 4 sample events)		Task 3. Wet Weather Monitoring (1 site/3 events per year)		Task 4. Data QA/QC, Formatting, and Technical Memorandum		Totals
Alta Title	Alta Staff	Hourly Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
Principal	Dave Rendew	\$ 200.00	4	\$ 800.00		\$ -		\$ -	4	\$ 800.00	\$ 1,600.00
Senior Project Manager II	Garth P. Johnson	\$ 180.00	12	\$ 2,160.00	6	\$ 1,080.00	12	\$ 2,160.00	12	\$ 2,160.00	\$ 7,560.00
Senior Project Manager I	Jacqueline McMillen	\$ 170.00		\$ -		\$ -		\$ -		\$ -	\$ -
Staff I	Matthew Renaud	\$ 160.00		\$ -		\$ -	12	\$ 1,920.00		\$ -	\$ 1,920.00
Staff I	Michelle Lillback	\$ 145.00		\$ -		\$ -		\$ -	12	\$ 1,740.00	\$ 1,740.00
Associate II	Ashun Lopez	\$ 120.00	10	\$ 1,200.00	22	\$ 2,640.00	36	\$ 4,320.00	10	\$ 1,200.00	\$ 9,360.00
Specialist III	Austin Kay	\$ 100.00		\$ -		\$ -		\$ -		\$ -	\$ -
Specialist II	Mehak Gupta	\$ 90.00		\$ -	12	\$ 1,080.00	32	\$ 2,880.00	4	\$ 360.00	\$ 4,320.00
Specialist I	Bridgette Reddington	\$ 85.00		\$ -		\$ -	8	\$ 680.00		\$ -	\$ 680.00
Financial Analyst II	Victoria Hall	\$ 65.00		\$ -		\$ -		\$ -		\$ -	\$ -
Labor Fee Costs			26	\$ 4,160.00	40	\$ 4,800.00	100	\$ 11,960.00	42	\$ 6,260.00	\$ 27,180.00
Other Direct Costs											
Mileage	\$0.57/mile	\$ 0.58	160	\$ 91.20	480	\$ 276.00	800	\$ 460.00		\$ -	\$ 828.00
YSI 6600 Multi-parameter Data Sonde	\$175/event	\$ 175.00		\$ -	4	\$ 700.00	3	\$ 525.00		\$ -	\$ 1,225.00
Portable Flowmeter	\$325/event	\$ 325.00		\$ -		\$ -	3	\$ 975.00		\$ -	\$ 975.00
10-L Glass Sample Bottles	\$10/event	\$ 10.00		\$ -		\$ -	9	\$ 90.00		\$ -	\$ 90.00
Swing Sampler Pole/ Depth Integrated	\$35/event	\$ 35.00		\$ -		\$ -	3	\$ 105.00		\$ -	\$ 105.00
Wet Weather Water Chemistry	\$880/sample	\$ 880.00		\$ -		\$ -	5	\$ 4,400.00		\$ -	\$ 4,400.00
Wet Weather Sediment Chemistry	\$465/sample	\$ 465.00		\$ -		\$ -	1	\$ 465.00		\$ -	\$ 465.00
Sediment Filtering	\$155/20 Liters	\$ 155.00		\$ -		\$ -	15	\$ 2,325.00		\$ -	\$ 2,325.00
Wet Weather Microbiology	\$384/sample	\$ 384.00		\$ -		\$ -	5	\$ 1,920.00		\$ -	\$ 1,920.00
After hours Microbiology	\$350/event	\$ 350.00		\$ -		\$ -	3	\$ 1,050.00		\$ -	\$ 1,050.00
Dry Weather Analytical	\$115/sample	\$ 115.00		\$ -	6	\$ 690.00		\$ -		\$ -	\$ 690.00
Jet	\$5/bag	\$ 5.00		\$ -	4	\$ 20.00	15	\$ 75.00		\$ -	\$ 95.00
Fee on Subs/ODCs		5%		\$ 4.60		\$ 84.30		\$ 619.50		\$ -	\$ 708.40
ODCs Cost				\$ 46.60		\$ 1,770.30		\$ 13,609.50		\$ -	\$ 14,876.40
Total Cost Estimate (Labor and ODCs)				\$ 4,256.60		\$ 6,570.30		\$ 24,969.50		\$ 6,260.00	\$ 42,056.40
											Total Project Cost with False Starts
											\$ 44,556.40

EXHIBIT C

Certificate of Exemption from Workers' Compensation Insurance

TO: City of Rolling Hills

SUBJECT: Sole Proprietor/Partnership/Closely Held Corporation
with No Employees

Please let this memorandum notify the City of Rolling Hills that I am a

- ☐ sole proprietor
- ☐ partnership
- ☐ nonprofit organization
- ☐ closely held corporation

and do not have any employees whose employment requires me to carry workers' compensation insurance. Therefore, I do not carry worker's compensation insurance coverage.

CONSULTANT Signature

Printed Name of CONSULTANT

Date



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.A

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: STEPHANIE GRANT , ADMINISTRATIVE CLERK

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: ZONING CASE NO. 20-08: RESOLUTION NO. 2021-01 FOR DISCRETIONARY APPROVAL TO MODIFY PREVIOUSLY APPROVED ENTITLEMENTS REQUIRING SITE PLAN REVIEW FOR 1) INCREASE TO SIZE OF RESIDENCE BY 1,100 SQUARE FEET; 2) INCREASE THE AMOUNT OF GRADING BY 7,520 CUBIC YARDS; AND 3) CONDITIONAL USE PERMIT FOR A NEW CABANA EXCEEDING 200 SQUARE FEET LOCATED AT 20 UPPER BLACKWATER CANYON ROAD (LOT 101-RH), ROLLING HILLS, CA 90274 (IANNITTI).

DATE: May 24, 2021

BACKGROUND:

On March 16, 2021, the Planning Commission unanimously recommended approval of Zoning Case No. 20-08 for for the Modification to Zoning Case No. 918, for the Site Plan Review for 1) increase in size of the residence by 1,100 square feet, 2) increase to the amount of grading by 7,520 cubic yards and 3) Conditional Use Permit for a new cabana exceeding 200 square feet for a revised project located at 20 Upper Blackwater Canyon Road. On April 20, 2021, the Planning Commission unanimously approved Resolution No. 2021-01. The proposed project is exempt from CEQA. No appeal was filed against the project.

Previous Approvals

On January 21, 2020, the Planning Commission approved a two-year time extension to comply with the requirements of Resolution No. 2018-01 and Zoning Case No. 918 to commence construction of the approved project.

On February 12, 2018, the City Council approved Zoning Case No. 918 and Resolution No. 2018-01.

On January 16, 2018, the Planning Commission approved Zoning Case No. 918 and Resolution No. 2018-01 for Site Plan Review, Conditional Use Permits and Variances for the following requests: construct a new 9,975 square foot residence with a 7,750 square foot basement, new 1,675 square-foot attached, four-car garage, a 2,775 square-foot, single-story stable, a 10,800 square-foot corral, a 7,500 square-foot riding ring, existing driveway apron widening, altered access pathway to the corral via a 15 foot wide driveway, various outdoor amenities including a new 1,055 square-foot infinity pool, and

33,730 cubic yards of grading.

DISCUSSION:

The property is zoned RAS-2 with a gross lot area of 191,371 square feet (4.39 acres). For development purposes, the net lot area of the lot is 135,735 square feet (3.11 AC). The lot is currently developed with 4,385 square-foot house, 552 square-foot attached garage, two swimming pools, which collectively equal 1,328 square feet of water surface, two sheds that total 385 square feet, and 2,012 square feet of legal non-conforming guest house. The proposed demolition has not changed from the previous approval under Zoning Case No. 918. The existing 4,385 square foot residence, 552 square foot garage, 505 square foot stable, 194 and 191 square-foot shed structures, and pools will be demolished to accommodate the proposed project. The existing 2,012 square-foot guest house will remain on the project site.

The approved overall project is for the construction of a new 11,075 square-foot main residence, 11,075 square-foot basement, 864 square-foot swimming pool, 1,475 square-foot attached garage, 7,500 square-foot riding ring, 9,850 square-foot corral, 2,775 square-foot stable, 450 square-foot cabana, 41,250 cubic yards of grading with export of 320 cubic yards, 3-foot high maximum retaining walls, outdoor amenities, driveways, patios, pool deck, walkways, landscaping, and decomposed granite pathway to the stable.

MUNICIPAL CODE COMPLIANCE

Site Plan Review

The applicant requested a modified Site Plan Review to increase size of the proposed residence by 1,100 square feet and increase the amount of grading by 7,520 cubic yards. The modified residential project will consist of a 22,150 square-foot new residence with basement. The proposed retaining walls along the driveway, riding ring, and stable have been redesigned with a maximum height of 3 feet.

Conditional Use Permit

The applicant requested a modified Conditional Use Permit for the construction of a new 450 square-foot cabana; the proposed size exceeded the maximum 200 SF allowable by right. The proposed cabana will be screened with landscaping to minimize view impacts to surrounding homes.

The Planning Commission held a public meeting on site on the morning of February 16, 2021 for Zoning Case No. 20-08. The Planning Commissioners viewed the silhouettes of the proposed residence, cabana, grading, garages and overall site. The proposed project was presented later that night at the Planning Commission Meeting at 6:30 p.m. via Zoom Teleconference. The Planning Commissioners voted to continue the project to provide the applicant additional time to revise the design of the proposed retaining wall along the rear driveway. The Planning Commissioners directed staff to work with the applicant to submit revised plans to mitigate the proposed wall height.

The Planning Commission held a secondary field trip meeting at the site on the morning of March 16, 2021 at 7:30 a.m. The Planning Commission reviewed the walls and the overall project. The proposed project was presented at the Public Hearing later that night on March 16, 2021 at 6:30 p.m. via Zoom Teleconference. The Planning Commission voted to approve the project and directed staff to prepare a resolution for the next meeting on April 20, 2021. Staff prepared Resolution No. 2021-01 and it was unanimously approved by the Planning Commission at the Public Hearing on April 20, 2021 at 6:30 p.m. via Zoom Teleconference. Zoning Case No. 20-08 and Resolution No. 2021-01 will be presented

to the City Council for approval on May 24, 2021 at 6:30 p.m. via Zoom Teleconference.

FISCAL IMPACT:

None.

RECOMMENDATION:

Receive and file.

ATTACHMENTS:

[\(Revised\) Development Table - ZC 2020-08_May 24, 2021.docx](#)

[Modification Table - ZC 20-08_May 24, 2021.docx](#)

[20 Upper Blackwater Plans.pdf](#)

[PC_Resolution_2021-01.pdf](#)

[Rendering 1_Cabana from across UBW.png](#)

[Rendering 3_Driveway curb.png](#)

[Rendering 2_Coral wall behind fence.png](#)

[Rendering 4_Upper wall planted.png](#)

[Rendering 5_Upper wall sheilded by plants.png](#)

[Rendering 6_View from Pine Tree.png](#)

Development Table Zoning Case No. 2020-08 (20 Upper Blackwater Canyon Road)

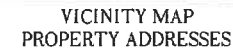
Modification to Site Plan Review, Conditional Use Permit	EXISTING	PROPOSED	TOTAL
RA-S- 2 Zone Setbacks Front: 50 ft. from front easement line Side: 35 ft. from side property line Rear: 50 ft. from rear easement line	SINGLE FAMILY RESIDENCE WITH GARAGE, GUEST HOUSE, 2 POOLS, STABLE, 2 SHEDS	SITE PLAN REVIEW FOR 1) INCREASE TO SIZE OF THE RESIDENCE BY 1,100 SQUARE FEET, 2) INCREASE TO THE AMOUNT OF GRADING BY 7,520 CUBIC YARDS, 3) ADDITION OF NEW 5 FOOT MAXIMUM WALLS; AND REQUIRING CONDITIONAL USE PERMIT FOR A NEW CABANA EXCEEDING 200 SQUARE	
Net Lot Area	135,735 SF	0 SF	135,735 SF
Residence	4,385 SF	6,690 SF	11,075 SF
Garage	552 SF	923 SF	1,475 SF
Swimming Pool/Spa	1,328 SF	-464 SF	864 SF
Pool Equipment	121 SF	--25 SF	96 SF
Guest House	2,012 SF	0 SF	2,012 SF
Cabana	0 SF	450 SF	450 SF
Stable	505 SF	2,270 SF	2775 SF
Recreation Court	0 SF	0 SF	0 SF
Attached Covered Porches, Entryway, Porte Cochere, Breezeways	1,235 SF	-760 SF	475 SF
Attached Trellis	0 SF	0 SF	0 SF
2 Sheds	385 SF	-385 SF	0 SF
Lightwell	0 SF	80 SF	80 SF
Service Yard	96 SF	0 SF	96 SF
Basement Area	0 SF	11,075 SF	11,075 SF
Total Structure Area	10,619 SF	9,429 SF	20,048 SF
Depth of Basement		13 FT	13 FT
Structural Coverage	7.82%	6.95%	14.77%
Total Structures Excluding: up to 5 legal and up to 800 SF detached structures that are not higher than 12 ft (no more than 120 SF per structure per deduction, except for trellis)	10,619 SF	9,429 SF	20,048 SF
Structural Coverage (20% maximum)	7.82%	6.95%	14.77%
Grading (balanced on site)	Unknown	41,250 CY	41,250 CY

Total Lot Coverage (35% maximum)	26.03%	1.90%	27.93%
Building Pad Coverage 1 (30%maximum)	21.36 %	19.81%	37.46%
Building Pad Coverage 2 (30%maximum)	38.00%	0%	80.20%
Building Pad Coverage 3 (30%maximum)	14.80%	10.32%	15.19%
Disturbed Area (40% maximum)	(58.94%) 80,000 CY	(20.26%) 27,500 CY	(79.20%) 107,500 CY
Stable min. 450 S.F.	505 SF	2,270 SF	2,775 SF
Corral min. 550 S.F.	N/A	9,850 SF	9,850 SF
Riding Ring	N/A	7,500 SF	7,500 SF
Retaining/Garden Wall	Maximum 3 ft high	Max high 3 ft high	Max 3 ft high
Roadway Access	Existing driveway approach	No change	No change

Modification ZC 20-08 (20 Upper Blackwater Canyon Road)			
Modification to Site Plan Review & Conditional Use Permit	PREVIOUSLY APPROVED BY PLANNING COMMISSION JANUARY 16, 2018 ZONING CASE NO. 918	MODIFICATION APPROVED BY PLANNING COMMISSION MARCH 1, 2021 MODIFIED ZONING CASE NO. 20-08	TOTAL
Residence	9,975 SF	11,075 SF	1,100 FF
Basement	7,750 SF	11,075 SF	3,325 SF
Grading	33,730 CY	41,250 CY	7,520 CY
Cabana (maximum 200 SF)	0	450 SF	450 SF
Structural Coverage (20% maximum)	14.77%%	6.95%	14.77%
Total Lot Coverage (35% maximum)	28.88%	28.14%	-.74%
Building Pad Coverage 1 (30%maximum)	38.12%	37.02%	-1.1%

This table presents the approved changes that required Discretionary Approval for a Modification to a Site Plan Review and Conditional Use Permit.

20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA 90274



- 1 11 UPPER BLACKWATER CANYON ROAD
- 2 1 SAGDORUSH LAKE
- 3 13 UPPER BLACKWATER CANYON ROAD
- 4 15 UPPER BLACKWATER CANYON ROAD
- 5 2 APPALOOSA LAKE
- 6 4 APPALOOSA LAKE
- 7 3 PORTUGUESE BEND ROAD
- 8 3 PORTUGUESE BEND ROAD
- 9 7 GJAIL RIDGE ROAD NORTH
- 10 10 POSSUM RIDGE ROAD
- 11 1 WAGON LAKE
- 12 5 WAGON LAKE
- 13 3 PORTUGUESE BEND ROAD
- 14 30 PORTUGUESE BEND ROAD
- 15 20 UPPER BLACKWATER CANYON ROAD
- 16 0 PINE TREE LAKE
- 17 17 UPPER BLACKWATER CANYON ROAD
- 18 12 UPPER BLACKWATER CANYON ROAD
- 19 4 PINE TREE LAKE
- 20 2 PINE TREE LAKE
- 21 1 PINE TREE LAKE
- 22 5 PINE TREE LAKE
- 23 3 PINE TREE LAKE
- 24 29 PORTUGUESE BEND ROAD
- 25 28 PORTUGUESE BEND ROAD
- 26 9 WAGON LAKE



Owner:	Dominic Iarelli 1417 Palo La Cresta, Palos Verdes Estates
Legal Description	
Address:	20 Upper Blackwater Canyon Road Rolling Hills, CA 90274
APN:	7569-012-028
Tract:	Parcel Map 27078
Lot:	#1
Zoning Summary	
Zone:	RAS-2
Setbacks:	Front: 50' Rear: 50' Side: 35' Easements: 25' from Side Roadway Easement or Rear Property Line
Required Reviews:	Site Plan Review: New Structures, Pool > 800 s.f. Grading Walls: 3' Max, 2.5' Average Variance: Distance > 40% 17.15.070.B Conditional Use Permit: Equestrian Stable 17.15.060 Corral > 500 S.F. 17.15.060 Riding Ring 17.15.210.A.2 Cabana 17.15.210.A.2

Work Description:

- Construction of new stable, corral, and riding ring
- Demolition of existing house, garage and pool
- Construction of new residence w/ basement, attached garage, covered entry, attached trellis, cabana, pool and spa.
- Construction of retaining walls 3.0' maximum height and not to exceed 2.5' average.
- Grading to create pads for above items.

Designated Project: Yes: Over 10,000 s.f. of impervious surfaces

Selected BMPs: Filterra Planter Boxes

Civil Engineer Tavisha Ales RCE83446
Bolton Engineering Corporation
25834 Narbonne Ave. Suite 210
Lomita, CA 90717

Architect Anthony Inferrera AIA 8543
1967 Upland Street
Rancho Palos Verdes, CA 90275

Soils & Geology Coast Geotechnical Inc.
1200 West Commonwealth
Fulterton, CA 92833

[illegible]

Overall Site Quantities				Grading Quantities			
Site Structural Coverage:				Main Residence Pad			
Existing Net Lot Area	135.735			Cut (C.Y.)	5,245		
Proposed Net Lot Area	0			Fill (C.Y.)	2,805		
Total Net Lot Area	135.735			Over-Ex (C.Y.)	4,700		
				Re-Compaction (C.Y.)	6,000		
				Total Grading (C.Y.)	18,010		
Existing Site Structures	10,619	7.82%		Stable / Arena Pad			
Proposed Site Structures	9,429			Cut (C.Y.)	3,140		
Total Structural Coverage	20,048	14.77%		Fill (C.Y.)	2,700		
w/ Deductions	20,048	14.77%		Over-Ex (C.Y.)	7,700		
				Re-Compaction (C.Y.)	8,700		
				Total Grading (C.Y.)	23,240		
Site Hardscape				OVERALL SITE GRADING			
Existing Site Hardscape	24,710	18.20%		Cut (C.Y.)	8,385		
Proposed Site Hardscape	-8,845			Fill (C.Y.)	4,785		
Total Site Hardscape	17,865	13.16%		Over-Ex (C.Y.)	12,400		
				Re-Compaction (C.Y.)	15,700		
Total Site Structural & Hardscape Coverage	37,913	27.93%		Total Grading (C.Y.)	41,280		
Total Site Structural & Hardscape Coverage w/ Deductions	37,913	27.93%		Total EXPORT (C.Y.)	320		
				Total Allowable EXPORT (C.Y.)	5,180		
Disturbed Area				STABLE USE/CL SUMMARY			
Existing Disturbed Area	86,000	58.94%		STALLS	1,825		
Proposed Disturbed Area	27,500			CENTER AISLE	876		
Total Disturbed Area	107,500	79.20%		TACK	137		
				FEED ROOM	137		
				TOTAL AREA	2,775		
				USES PERCENTAGE BREAKDOWN			
				AGRICULTURAL USES	85.96%		
				TACK USES	4.54%		

PRELIMINARY: FOR PLANNING PURPOSES

COVER SHEET
NEW STABLE & RIDING RING
20 UPPER BLACKWATER CANYON
ROLLING HILLS, CA 90274

Date: March 21, 2021
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DOMINIC IANNITTI
1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 900

Bolton Engineering Corp.
CMI Engineering and Surveying
25934 Narbonne Avenue Suite 210
Lomita, Ca. 90717
Ph: 310-325-5580 Fax: 310-325-5581

MAY 20 2021

City of Rolling Hills

By

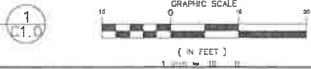
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LEGEND	
PROPERTY LINE	---
EASEMENT	---
SETBACK	---
(P) LIMIT OF GRADING	---
(P) RETAINING WALL	---
(E) CONTOUR	---
(P) CONTOUR	---
(P) STRUCTURE	---
(P) HARDSCAPE	---
(P) BASEMENT	---
(P) DG CORRAL	---
(P) CURB	---
(P) ATTACHED TRELLIS	---
(P) CORRAL	---
(P) PERVIOUS ACCESSWAY	---

Pad 1 Residence Pad Quantities	
Pad Coverage	
Existing Pad Area	31,890
Proposed Pad Area	6,890
Total Pad Area	38,540
Pad Structures	
Existing Pad Structures	7,242
Proposed Pad Structures	7,544
Total Pad Structures	14,786
W/D Deductions	14,436
	37.46%

ENLARGED SITE PLAN: HOUSE
SCALE: 1" = 10'



PRELIMINARY: FOR PLANNING PURPOSES

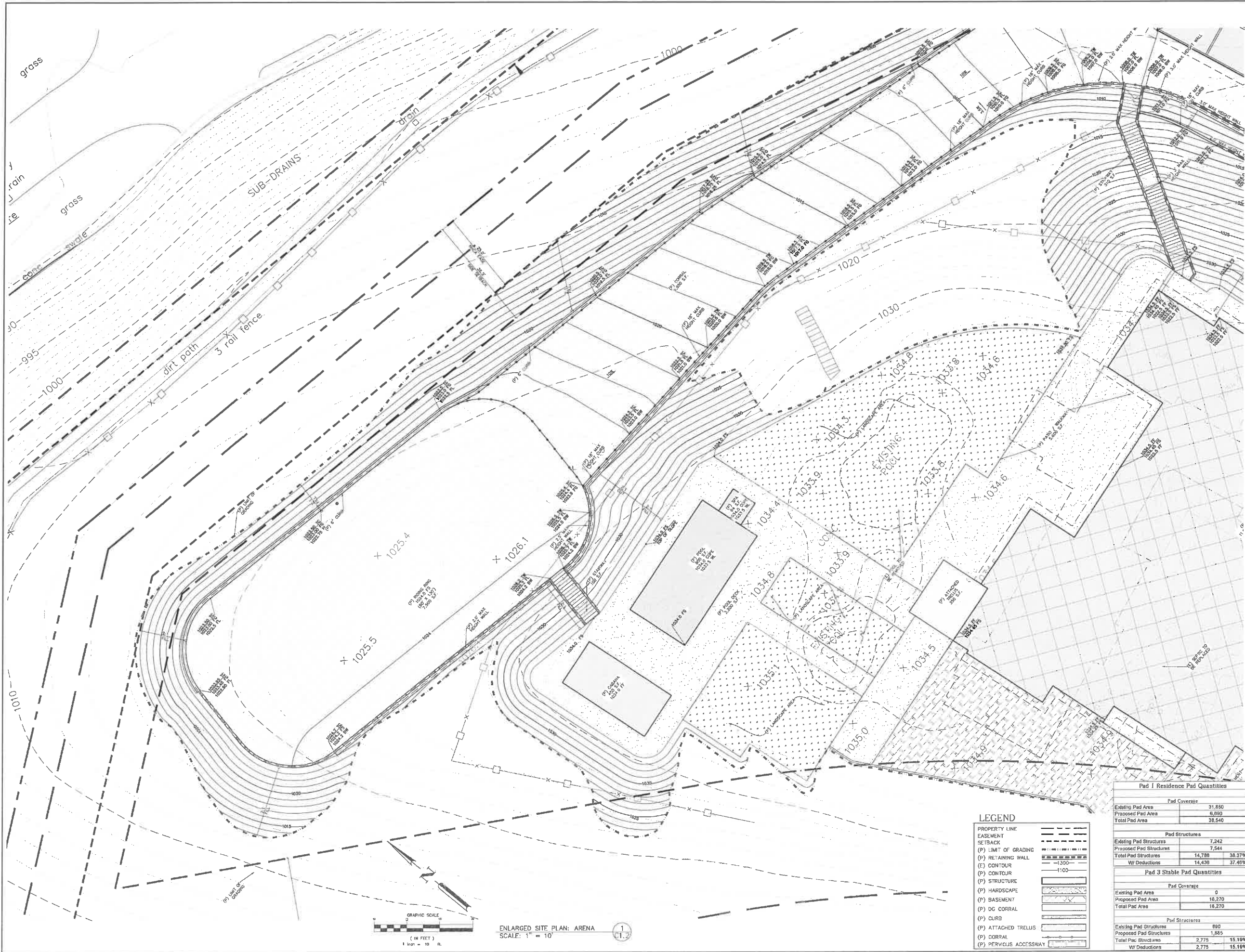
ENLARGED SITE PLAN: HOUSE
NEW RESIDENTIAL DEVELOPMENT
20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA 90274

CLIENT: DOMINIC IANNITTI
1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 90274

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PRELIMINARY: FOR PLANNING PURPOSES

ENLARGED SITE PLAN: RESIDENCE
NEW STABLE & RIDING RING
20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA 90274

client: DOMINIC IANNITTI
1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 90274

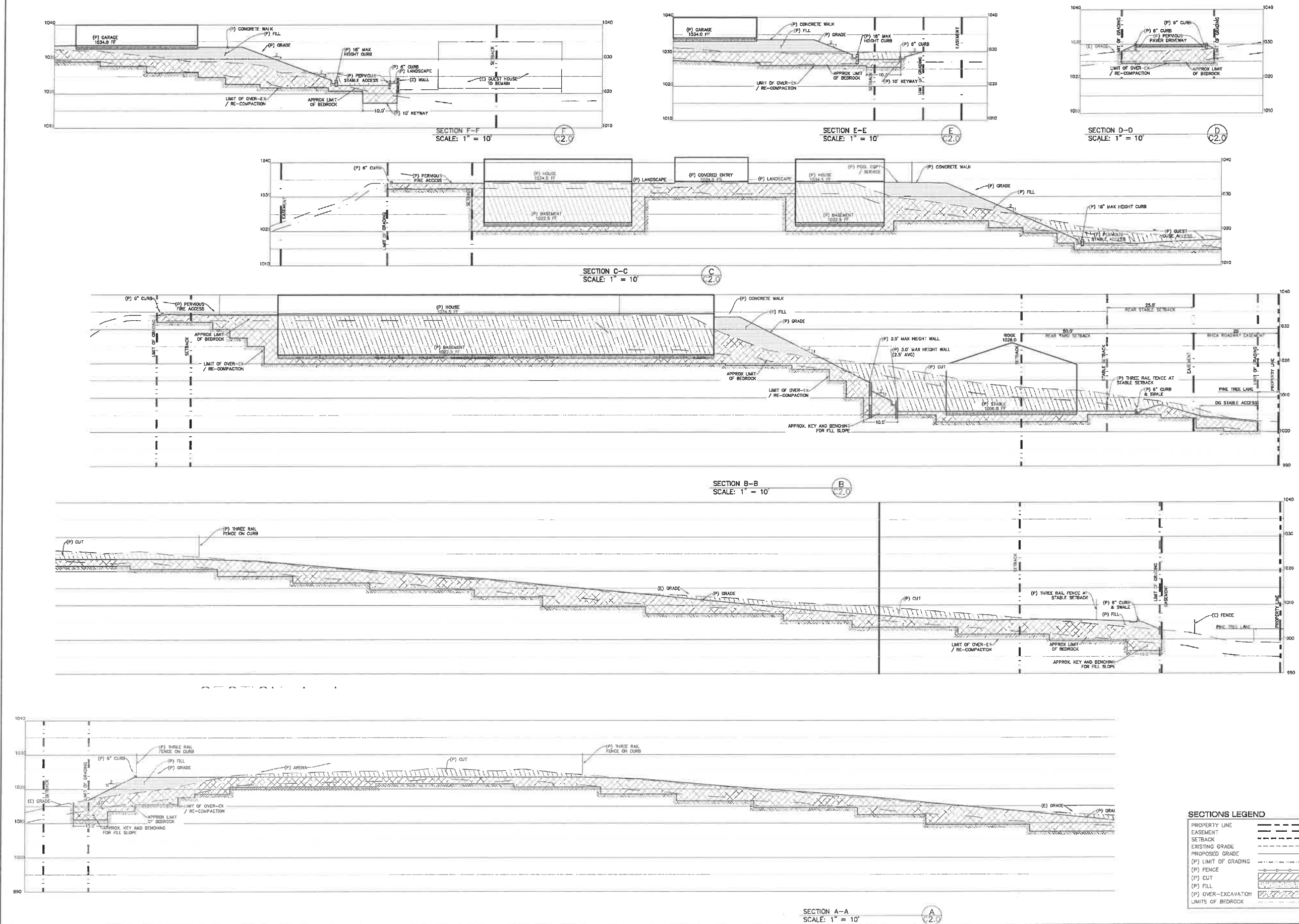
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Civil Engineering and Surveying
28534 Natick Avenue Suite 210
Lomita, CA 90717
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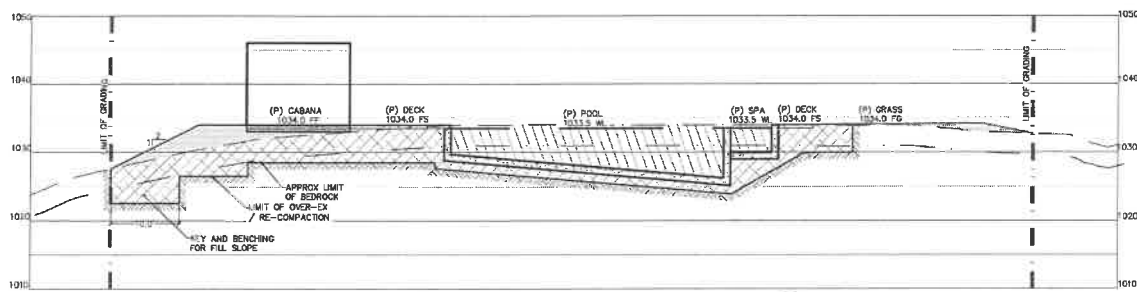
BEC

REGISTERED PROFESSIONAL ENGINEER
No. 83446
Exp. 12-31-23
CIVIL
STATE OF CALIFORNIA

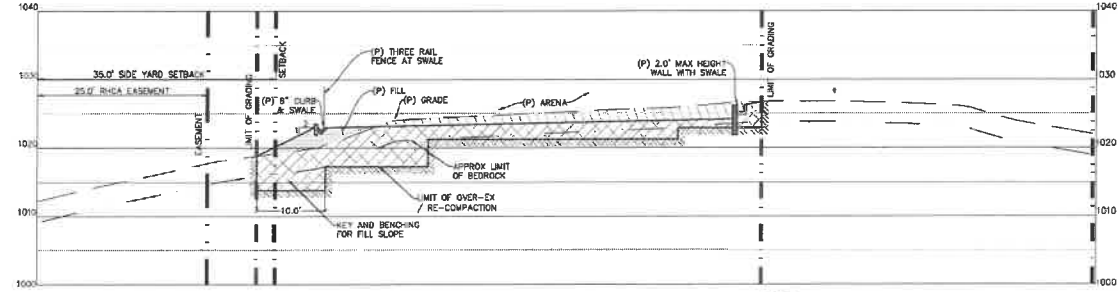
Pad 1 Residence Pad Quantities			
Pad Coverage			
Existing Pad Area	31,850		
Proposed Pad Area	6,890		
Total Pad Area	38,540		
Pad Structures			
Existing Pad Structures	7,242		
Proposed Pad Structures	7,544		
Total Pad Structures	14,786	38.37%	
W/ Deductions	14,438	37.46%	
Pad 3 Stable Pad Quantities			
Pad Coverage			
Existing Pad Area	0		
Proposed Pad Area	18,270		
Total Pad Area	18,270		
Pad Structures			
Existing Pad Structures	890		
Proposed Pad Structures	1,855		
Total Pad Structures	2,775	15.16%	
W/ Deductions	2,775	15.16%	

C1.3

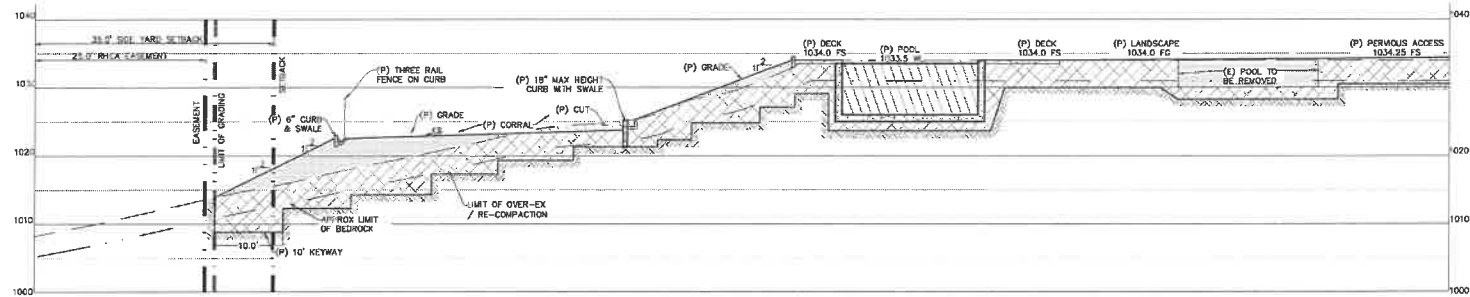




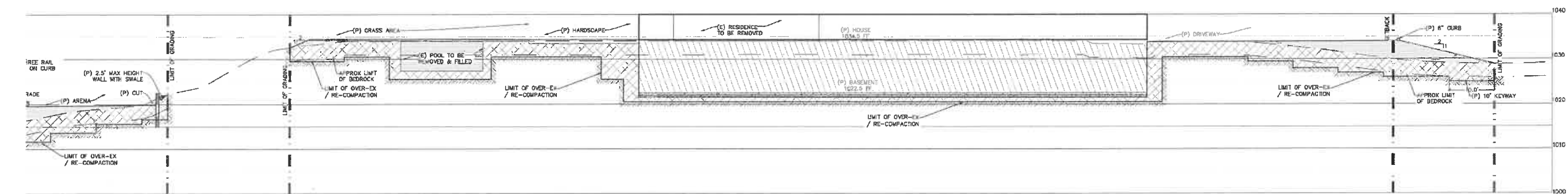
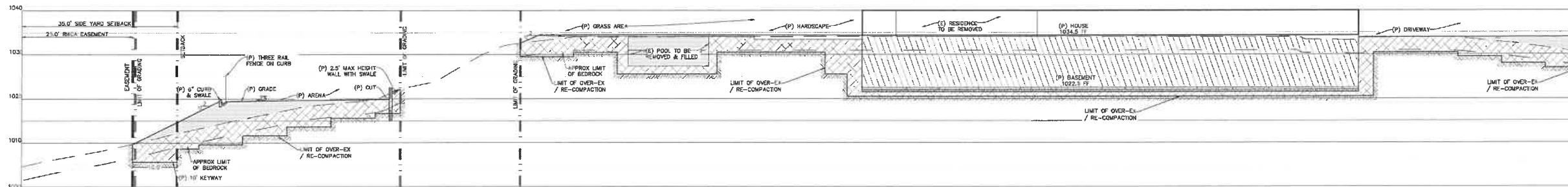
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SCALE: 1" = 10'



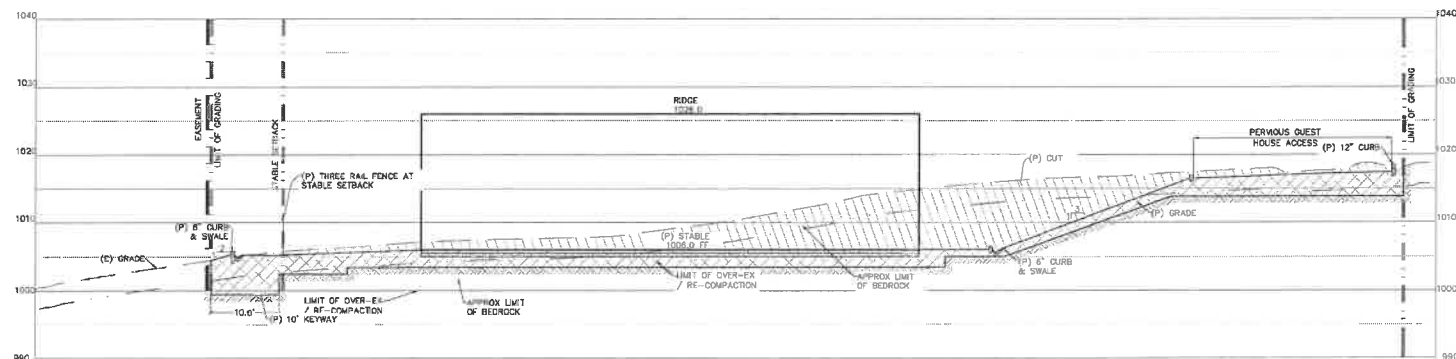
SECTION J-J
SCALE: 1" = 10'



SECTION I-I
SCALE: 1" = 10'



SECTION H-H
SCALE: 1" = 10'



SECTION G-G
SCALE: 1" = 10'

SECTIONS LEGEND

PROPERTY LINE	---
EASEMENT	---
SEIBACK	---
EXISTING GRADE	---
PROPOSED GRADE	---
(P) LIMIT OF GRADING	---
(P) FENCE	---
(P) CUT	---
(P) FILL	---
(P) OVER-EXCAVATION	---
LIMITS OF BEDROCK	---

PRELIMINARY: FOR PLANNING PURPOSES

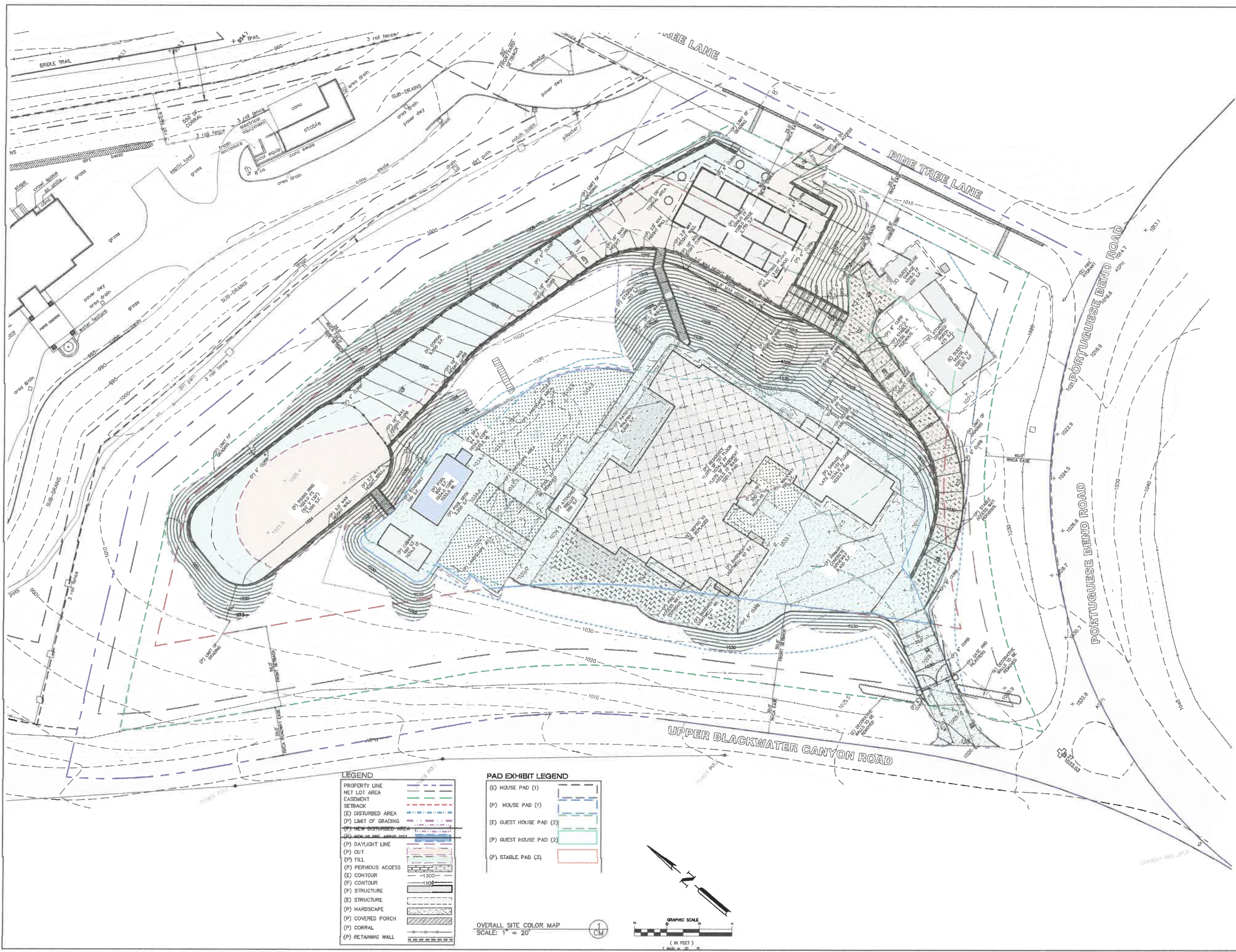
CLIENT: DOMINIC IANNITTI
1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 90274

PROJECT: SITE SECTIONS
NEW STABLE & RIDING RING
20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA 90274

Date: March 21, 2021
Scale: AS SHOWN
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Civil Engineering and Surveying
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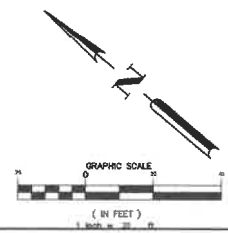




LEGEND	
PROPERTY LINE	---
NET LOT AREA	---
EASEMENT	---
SETBACK	---
(E) DISTURBED AREA	---
(P) LIMIT OF GRADING	---
(P) NEW DISTURBED AREA	---
(P) NEW USE AREAS DET.	---
(P) DAYLIGHT LINE	---
(P) OUT	---
(P) FILL	---
(P) PIERVIOUS ACCESS	---
(P) CONTOUR	---
(P) CONTOUR	---
(P) STRUCTURE	---
(E) STRUCTURE	---
(P) HARDSCAPE	---
(P) COVERED PORCH	---
(P) CORRAL	---
(P) RETAINING WALL	---

PAD EXHIBIT LEGEND	
(E) HOUSE PAD (1)	---
(P) HOUSE PAD (1)	---
(E) GUEST HOUSE PAD (2)	---
(P) GUEST HOUSE PAD (2)	---
(P) STABLE PAD (3)	---

OVERALL SITE COLOR MAP
SCALE: 1" = 20'



PRELIMINARY FOR PLANNING PURPOSES

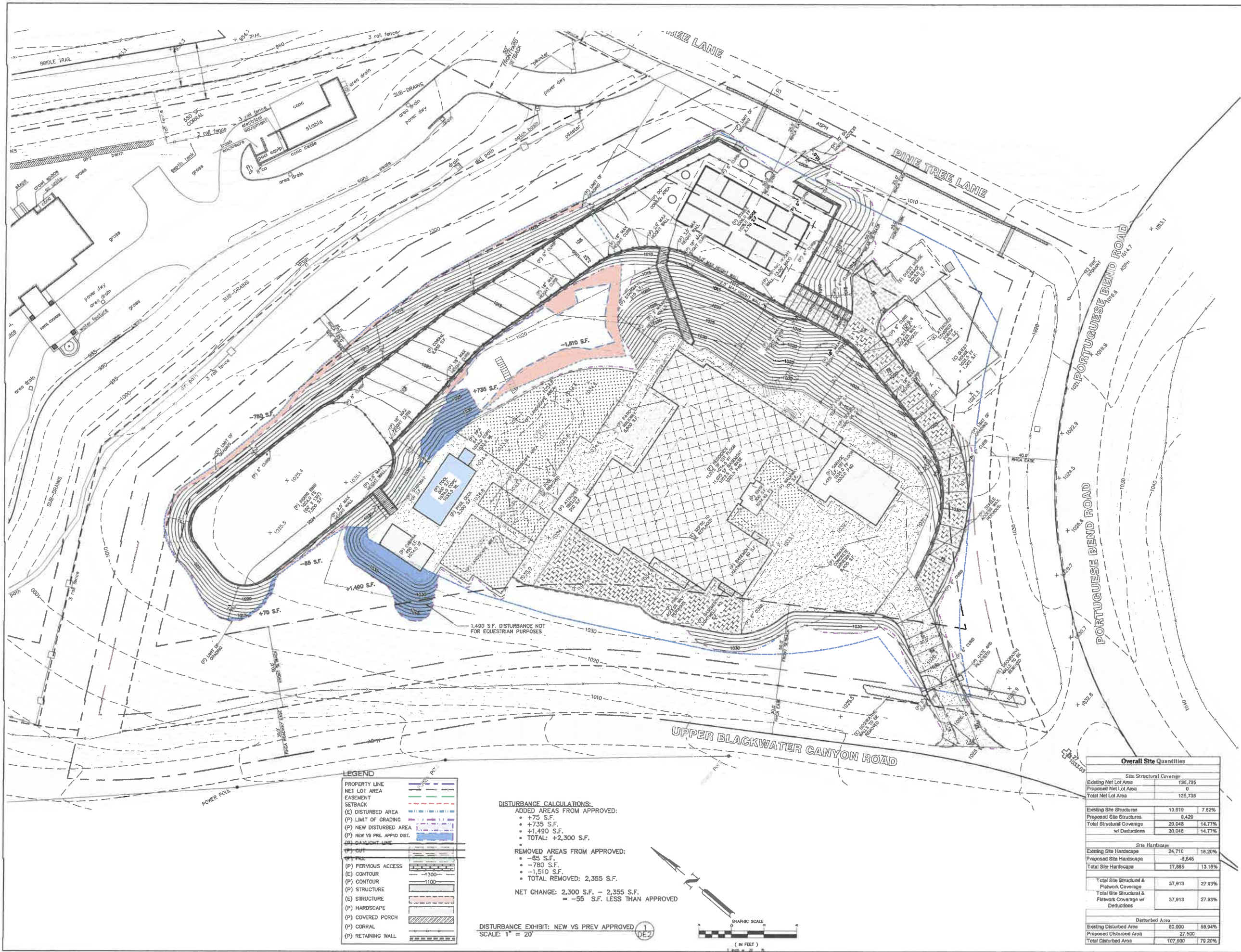
CLIENT: DOMINIC IANNITI
1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 90274

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1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 90274



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PALOS VERDES ESTATES, CA 90274

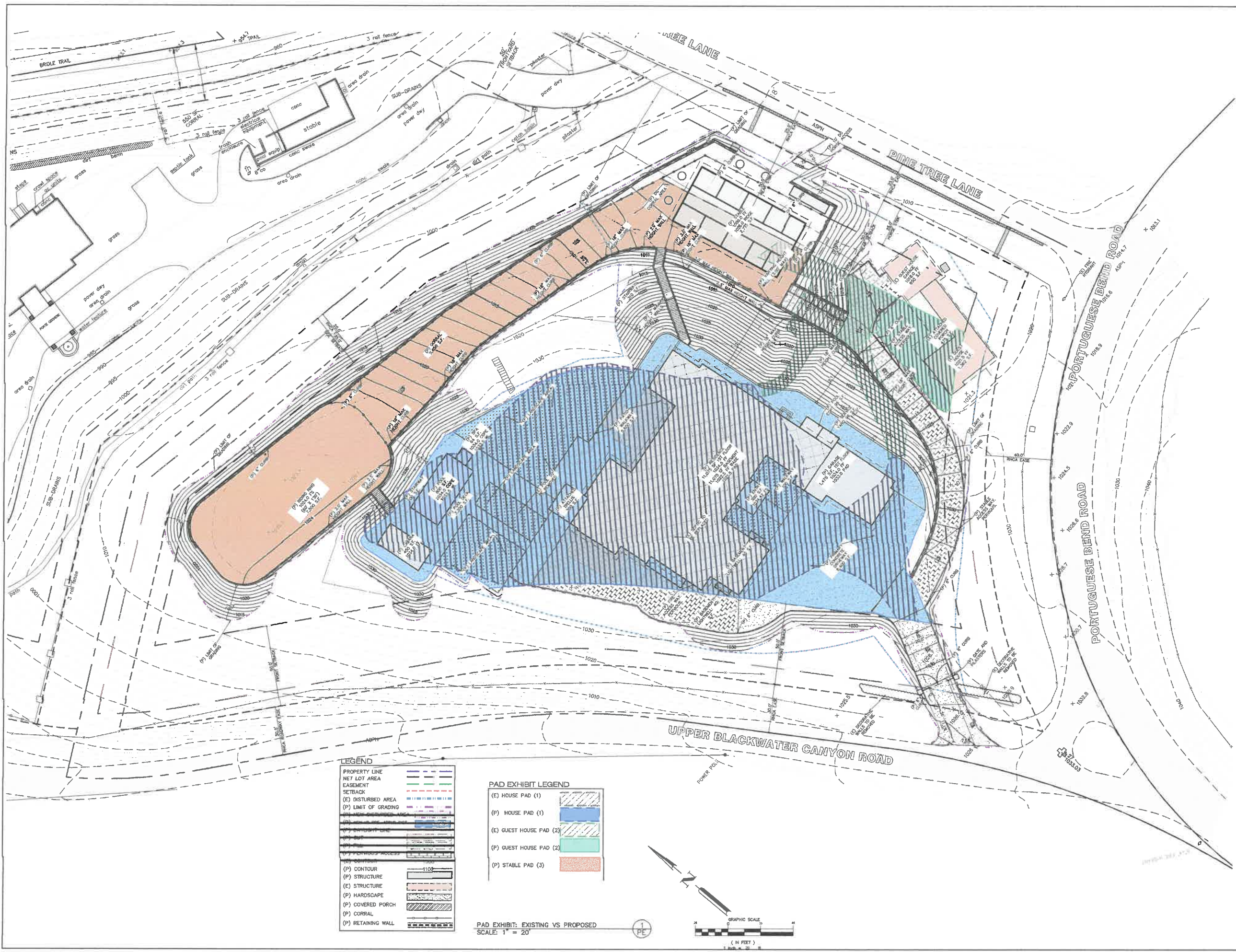
Bolton Engineering Corp.
Civil Engineering and Surveying
25834 Narbonne Avenue Suite 210
Lomita, Ca. 90717
Ph: 310-325-5580 Fax: 310-325-5581
Professional Engineer
No. 83446
Exp. 3-31-23
STATE OF CALIFORNIA

Overall Site Quantities			
Site Structural Coverage			
Existing Net Lot Area	135,735		
Proposed Net Lot Area	0		
Total Net Lot Area	135,735		
Site Hardscapes			
Existing Site Hardscapes	24,710	18.20%	
Proposed Site Hardscapes	-8,645		
Total Site Hardscapes	17,865	13.16%	
Total Site Structural & Flatwork Coverage w/ Deductions			
Existing Site Structural & Flatwork Coverage w/ Deductions	37,813	27.93%	
Proposed Site Structural & Flatwork Coverage w/ Deductions	37,813	27.93%	
Disturbed Area			
Existing Disturbed Area	80,000	59.44%	
Proposed Disturbed Area	27,500		
Total Disturbed Area	107,500	79.20%	

DISTURBANCE CALCULATIONS:
ADDED AREAS FROM APPROVED:
• +75 S.F.
• +735 S.F.
• +1,490 S.F.
• TOTAL: +2,300 S.F.
REMOVED AREAS FROM APPROVED:
• -65 S.F.
• -780 S.F.
• -1,510 S.F.
• TOTAL REMOVED: 2,355 S.F.
NET CHANGE: 2,300 S.F. - 2,355 S.F. = -55 S.F. LESS THAN APPROVED

DISTURBANCE EXHIBIT: NEW VS PREV APPROVED
SCALE: 1" = 20'

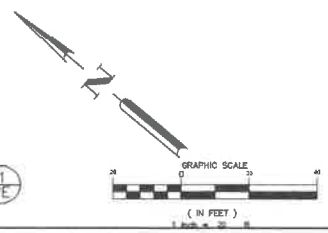




LEGEND	
PROPERTY LINE	---
NET LOT AREA	---
EASEMENT	---
SETBACK	---
(E) DISTURBED AREA	---
(P) LIMIT OF GRADING	---
(P) NEW DISTURBED AREA	---
(P) NEW GRASS AREA	---
(P) DISTURBED LINE	---
(P) SUB	---
(P) FILL	---
(P) FORTIFIED ACCESS	---
(E) CORRAL	---
(P) CONTOUR	---
(P) STRUCTURE	---
(E) STRUCTURE	---
(P) HARDSCAPE	---
(P) COVERED PORCH	---
(P) CORRAL	---
(P) RETAINING WALL	---

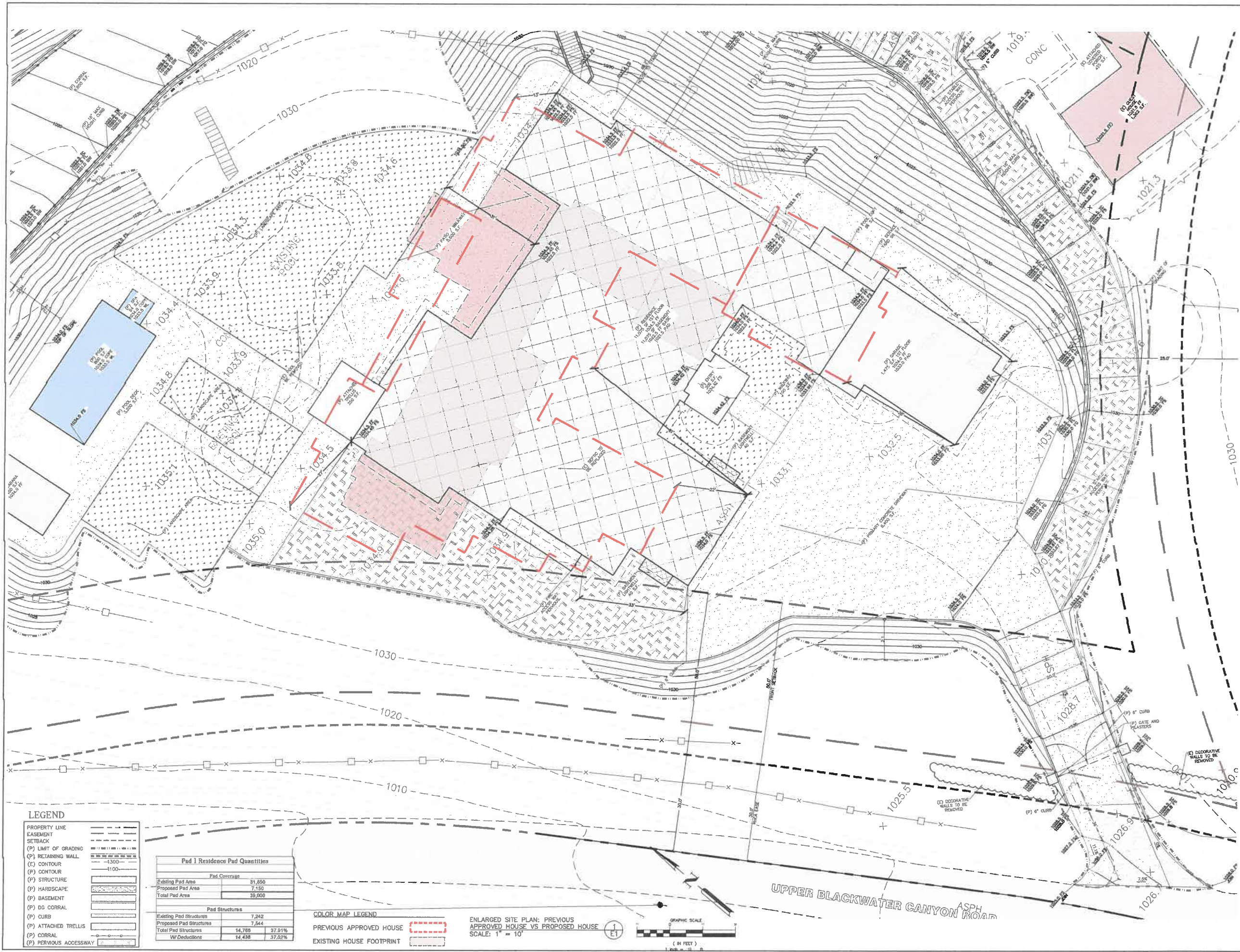
PAD EXHIBIT LEGEND	
(E) HOUSE PAD (1)	---
(P) HOUSE PAD (1)	---
(E) GUEST HOUSE PAD (2)	---
(P) GUEST HOUSE PAD (2)	---
(P) STABLE PAD (3)	---

PAD EXHIBIT: EXISTING VS PROPOSED
SCALE: 1" = 20'



PRELIMINARY: FOR PLANNING PURPOSES

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Bolton Engineering Corp.		
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BEC		
REGISTERED PROFESSIONAL ENGINEER		
No. 83446		
Exp. 1-31-25		
CIVIL		
CL		
CLIENT: DOMINIC IANNITTI		
1417 LOWER PASEO LA CRESTA		
PALOS VERDES ESTATES, CA 90274		
TITLE: PAD EXHIBIT		
NEW RESIDENTIAL DEVELOPMENT		
20 UPPER BLACKWATER CANYON ROAD		
ROLLING HILLS, CA 90274		
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LEGEND

PROPERTY LINE	---
EASEMENT	---
SETBACK	---
(P) LIMIT OF GRADING	---
(P) RETAINING WALL	---
(E) CONTOUR	---
(P) CONTOUR	---
(P) STRUCTURE	---
(P) HARDSCAPE	---
(P) BASEMENT	---
(P) DO CORRAL	---
(P) CURB	---
(P) ATTACHED TRELLIS	---
(P) CORRAL	---
(P) PERVIOUS ACCESSWAY	---

Pad 1 Residence Pad Quantities

Pad Coverage	
Existing Pad Area	31,850
Proposed Pad Area	7,150
Total Pad Area	39,000
Pad Structures	
Existing Pad Structures	7,242
Proposed Pad Structures	7,544
Total Pad Structures	14,786
W Deductions	14,438
	37.02%

COLOR MAP LEGEND

PREVIOUS APPROVED HOUSE	---
EXISTING HOUSE FOOTPRINT	---

ENLARGED SITE PLAN: PREVIOUS APPROVED HOUSE VS PROPOSED HOUSE
SCALE: 1" = 10'



PRELIMINARY FOR PLANNING PURPOSES

EXHIBIT: PREVIOUS HOUSE VS NEW RESIDENTIAL DEVELOPMENT
20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA 90274

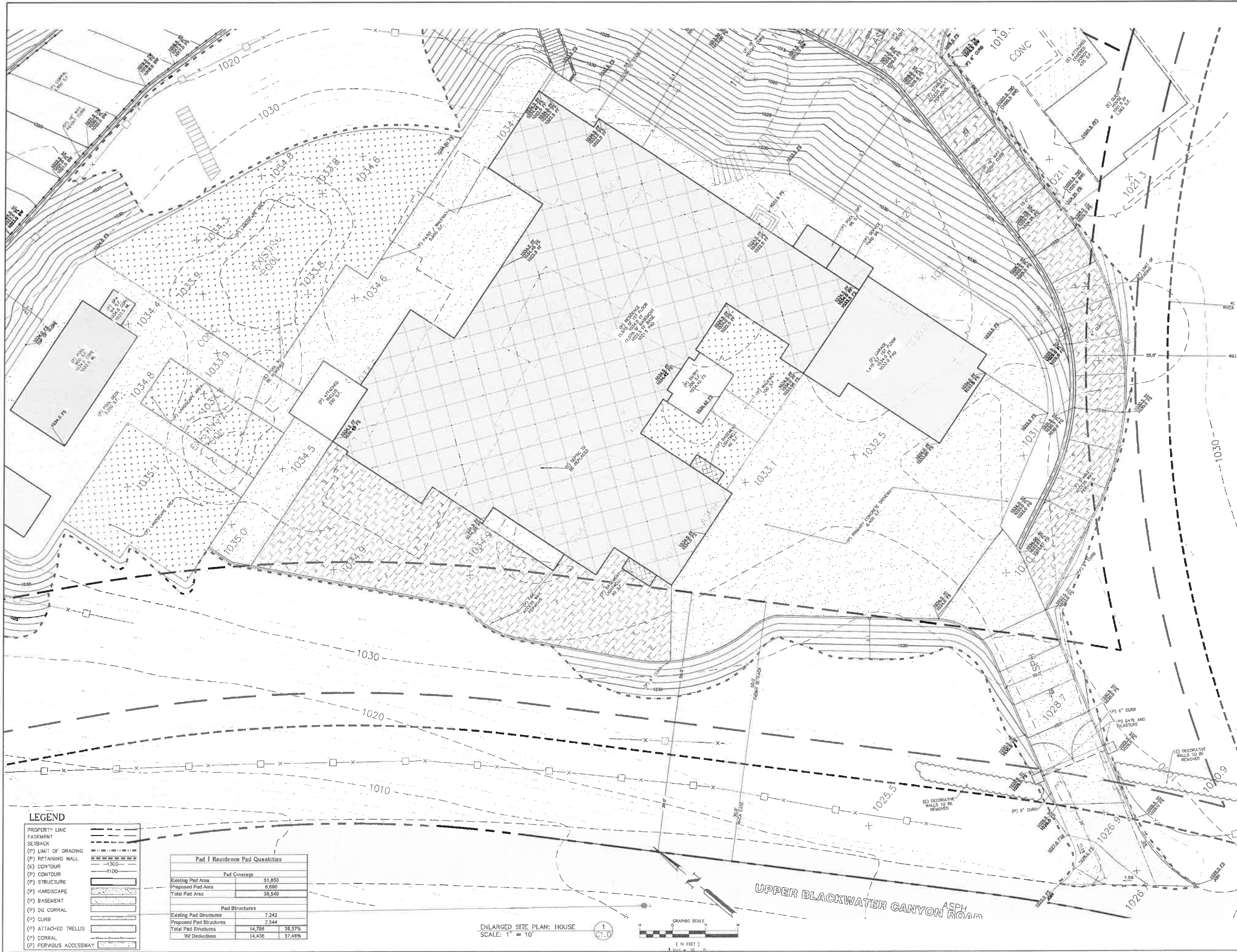
CLIENT: DOMINIC IANNITTI
1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 90274

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LEGEND

PROPERTY LINE	---
EASEMENT	---
SETBACK	---
(P) LIMIT OF GRADING	---
(P) RETAINING WALL	---
(E) CONTOUR	---
(P) CONTOUR	---
(P) STRUCTURE	---
(P) HARDSCAPE	---
(P) BASEMENT	---
(P) DG CORRAL	---
(P) CURB	---
(P) ATTACHED TRELLIS	---
(P) CORRAL	---
(P) PERVIOUS ACCESSWAY	---

Pad 1 Residence Pad Quantities	
Pad Coverage	
Existing Pad Area	31,850
Proposed Pad Area	8,690
Total Pad Area	39,540
Pad Structures	
Existing Pad Structures	7,242
Proposed Pad Structures	7,544
Total Pad Structures	14,786
Wt Deductions	14,436
	37.46%

ENLARGED SITE PLAN: HOUSE
SCALE: 1" = 10'

1
1.0



PRELIMINARY: FOR PLANNING PURPOSES

ENLARGED SITE PLAN: HOUSE
NEW RESIDENTIAL DEVELOPMENT
20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA 90274

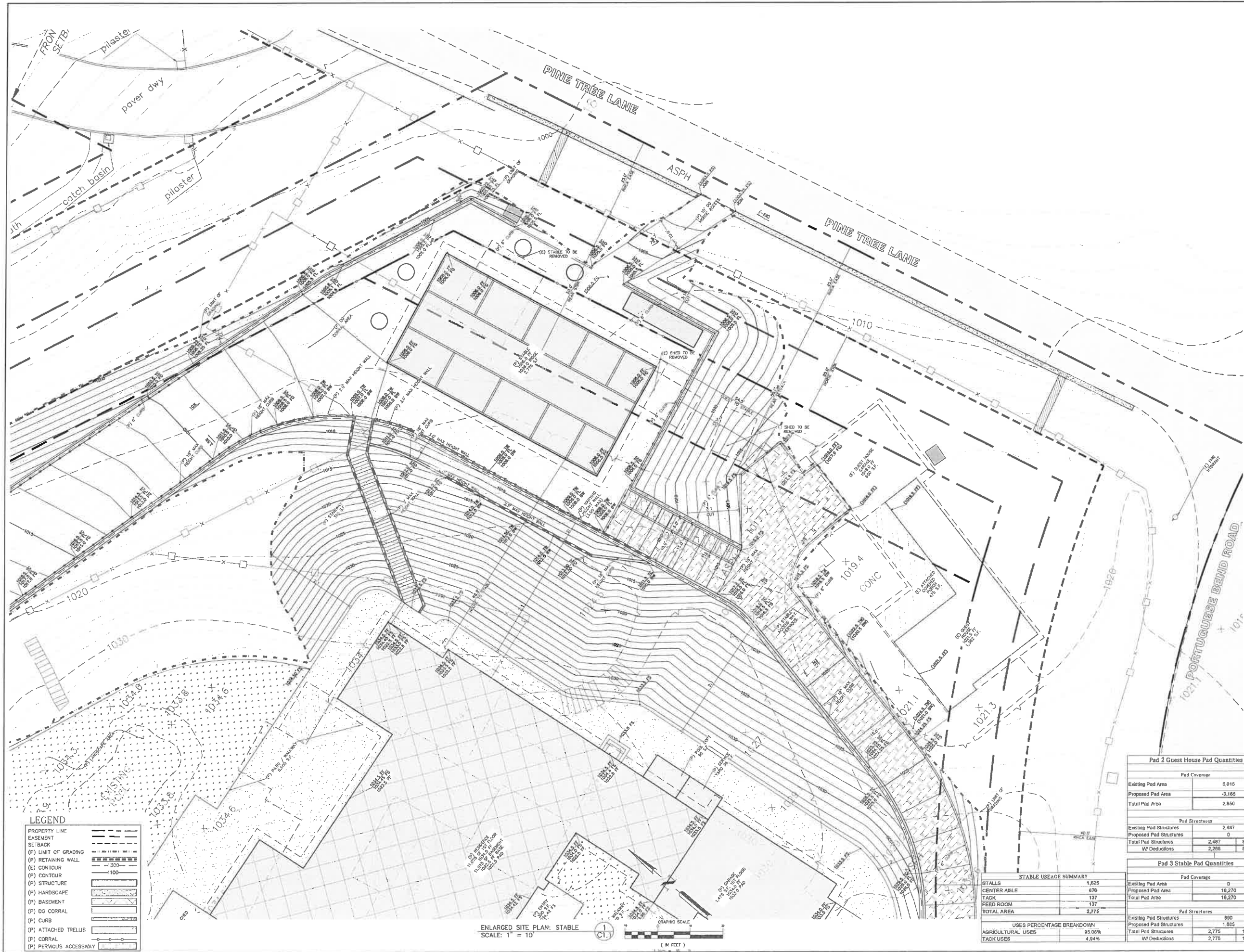
CLIENT: DOMINIC IANNITTI
1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 90274



Bolton Engineering Corp.
Civil Engineering and Surveying
25834 Nantona Avenue Suite 210
Lomita, Ca. 90717
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Revisions	By

Date: March 21, 2021
Scale: AS SHOWN
Drawn: TMA
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Job No: 6210-A
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Of 9 Sheets



FOR PLANNING PURPOSES

ENLARGED SITE PLAN: STABLE
NEW RESIDENTIAL DEVELOPMENT
20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA 90274

CLIENT: DOMINIC IANNITTI
1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 90274



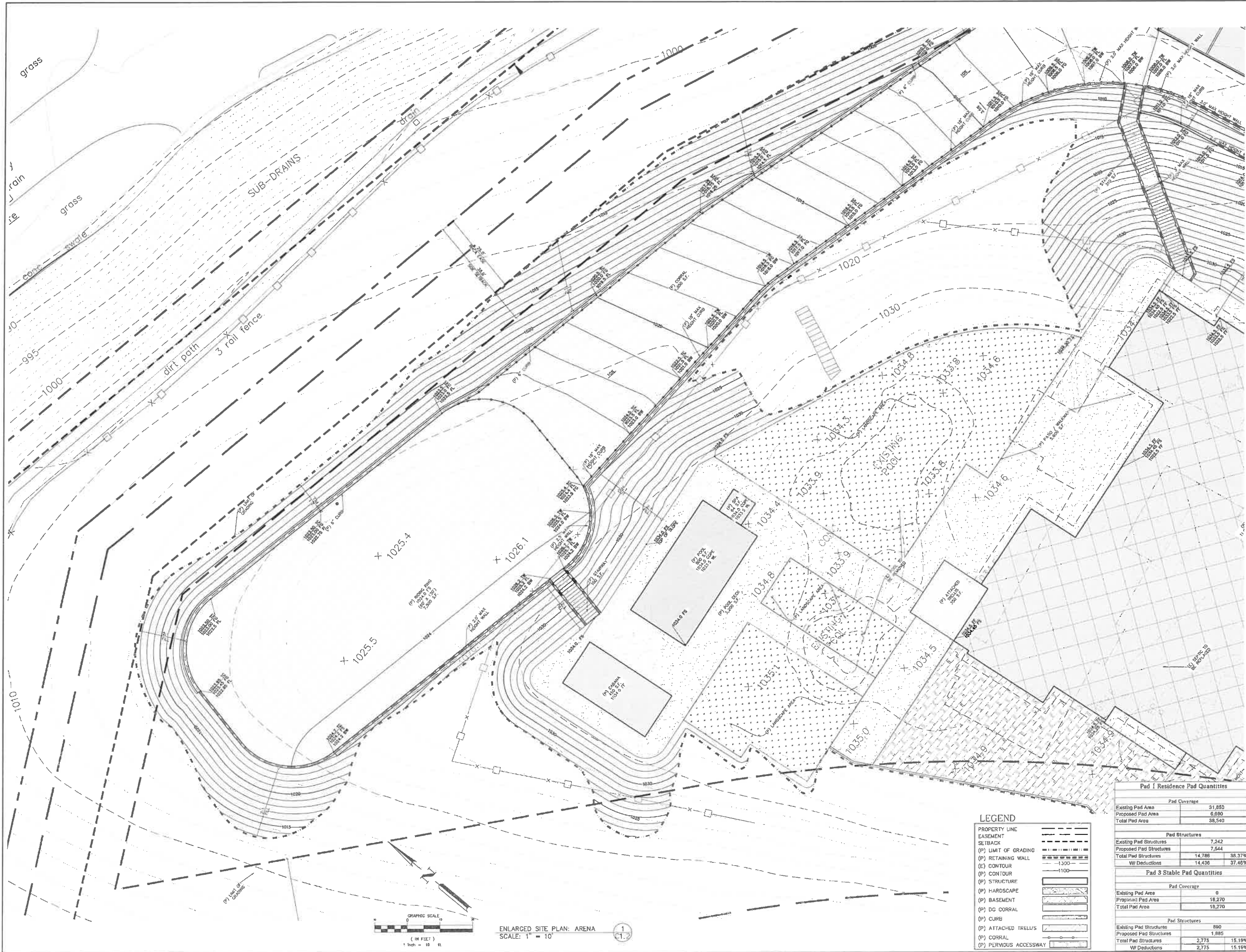
Bolton Engineering Corp.
Civil Engineering and Surveying
25834 Norborne Avenue Suite 210
Loma, Ca. 90717
Ph: 310-325-5580 Fax: 310-325-5581

Pad 2 Guest House Pad Quantities	
Pad Coverage	
Existing Pad Area	6,015
Proposed Pad Area	-3,165
Total Pad Area	2,850
Pad Structures	
Existing Pad Structures	2,487
Proposed Pad Structures	0
Total Pad Structures	2,487 87.28%
W Deductions	2,288 80.25%

Pad 3 Stable Pad Quantities	
Pad Coverage	
Existing Pad Area	0
Proposed Pad Area	18,270
Total Pad Area	18,270
Pad Structures	
Existing Pad Structures	680
Proposed Pad Structures	1,865
Total Pad Structures	2,775 15.18%
W Deductions	2,775 15.18%

STABLE USAGE SUMMARY	
STALLS	1,625
CENTER AISLE	676
TACK	137
FEED ROOM	137
TOTAL AREA	2,775
USES PERCENTAGE BREAKDOWN	
AGRICULTURAL USES	95.03%
TACK USES	4.94%

Date: March 21, 2021
Scale: AS SHOWN
Drawn: TMA
Checked: TMA
Job No: 8219-A
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Of 9 Sheets



ENLARGED SITE PLAN: ARENA
SCALE: 1" = 10'

LEGEND

PROPERTY LINE	---
EASEMENT	- - - -
SETBACK	----
(P) LIMIT OF GRADING	----
(P) RETAINING WALL	=====
(E) CONTOUR	- - - -
(P) CONTOUR	----
(P) STRUCTURE	=====
(P) HARDSCAPE	=====
(P) BASEMENT	=====
(P) DG CORRAL	=====
(P) CURB	=====
(P) ATTACHED TRELLIS	=====
(P) CORRAL	=====
(P) PERVIOUS ACCESSWAY	=====

Pad 1 Residence Pad Quantities			
Pad Coverage			
Existing Pad Area	31,850		
Proposed Pad Area	6,890		
Total Pad Area	38,540		
Pad Structures			
Existing Pad Structures	7,242		
Proposed Pad Structures	7,644		
Total Pad Structures	14,786	38.37%	
W Deductions	14,436	37.46%	
Pad 3 Stable Pad Quantities			
Pad Coverage			
Existing Pad Area	0		
Proposed Pad Area	18,270		
Total Pad Area	18,270		
Pad Structures			
Existing Pad Structures	890		
Proposed Pad Structures	1,885		
Total Pad Structures	2,775	15.19%	
W Deductions	2,775	15.19%	

PRELIMINARY: FOR PLANNING PURPOSES

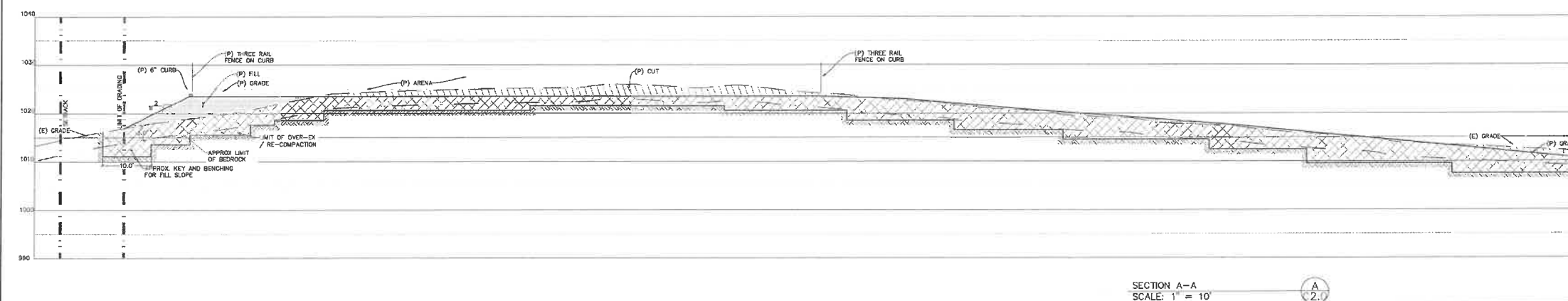
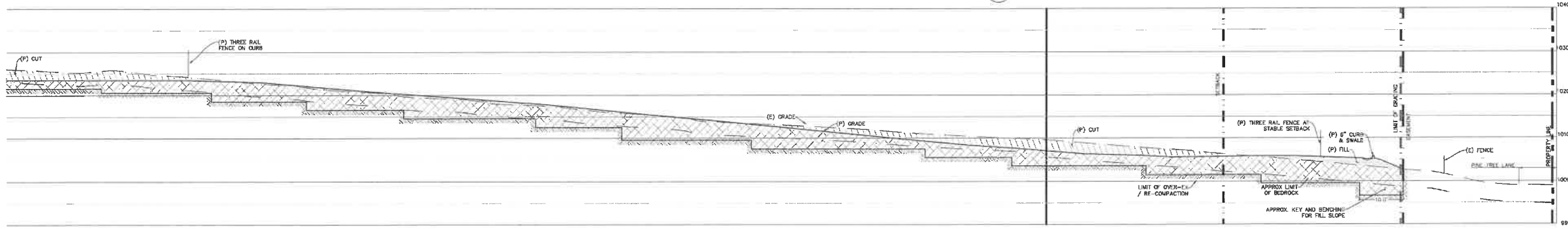
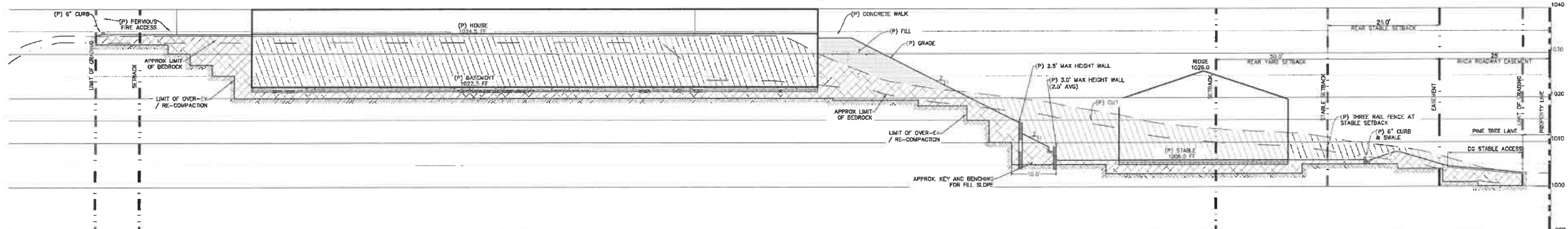
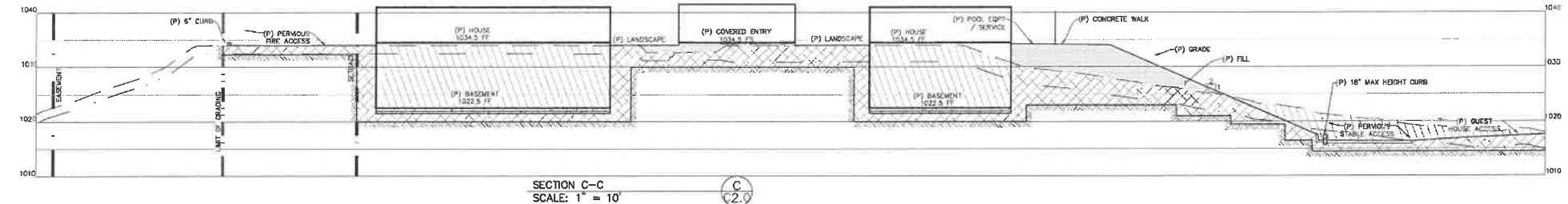
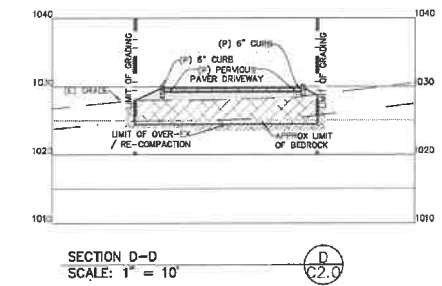
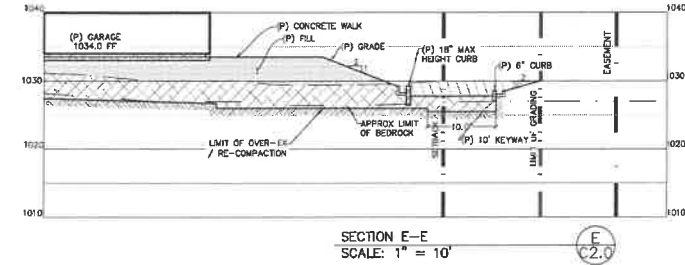
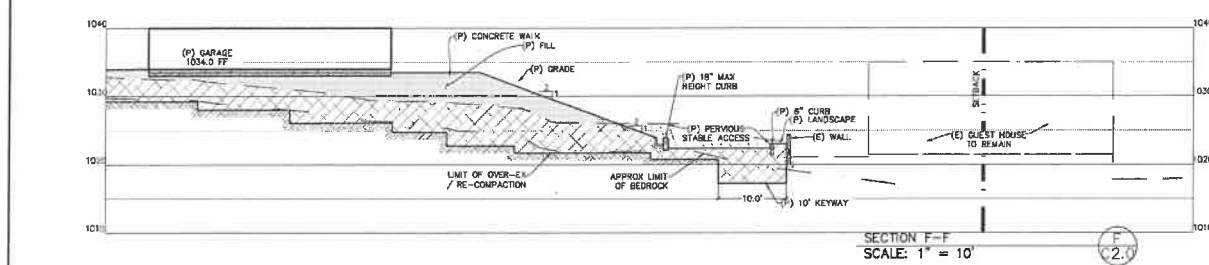
ENLARGED SITE PLAN: RESIDENCE
NEW STABLE & RIDING RING
20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA 90274

CLIENT: DOMINIC IANNITTI
1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 90274



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Revisions	By



SECTIONS LEGEND

PROPERTY LINE	---
EASEMENT	- - - -
SETBACK	---
EXISTING GRADE	---
PROPOSED GRADE	---
(P) LIMIT OF GRADING	---
(P) FENCE	---
(P) CUT	---
(P) FILL	---
(P) OVER-EXCAVATION	---
LIMITS OF BEDROCK	---

PRELIMINARY: FOR PLANNING PURPOSES

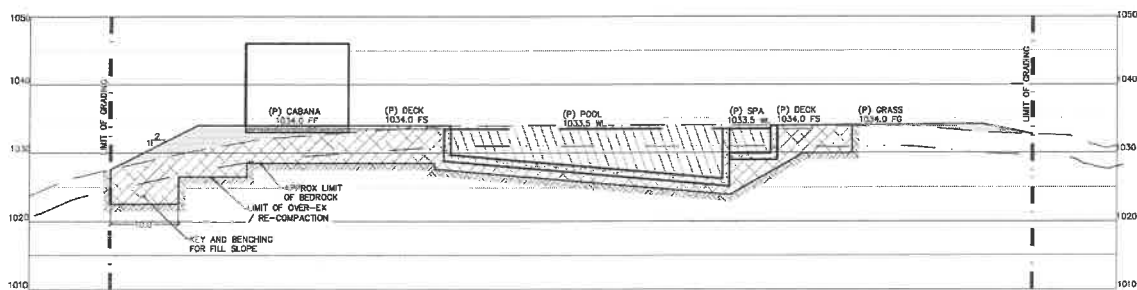
SITE SECTIONS
 NEW STABLE & RIDING RING
 20 UPPER BLACKWATER CANYON ROAD
 ROLLING HILLS, CA 90274

CLIENT: DOMINIC IANNITTI
 1417 LOWER PASEO LA CRESTA
 PALOS VERDES ESTATES, CA 90274

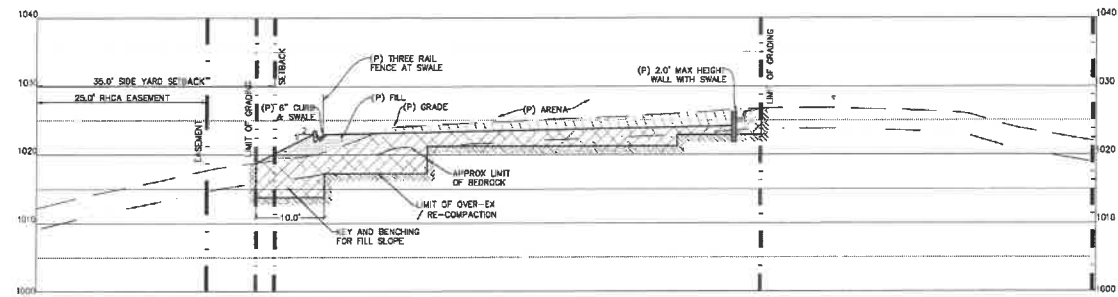
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 Job No. 6215_A
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Bolton Engineering Corp.
 Civil Engineering and Surveying
 20834 Narbonne Avenue Suite 210
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 Ph: 310-325-5580 Fax: 310-325-5581

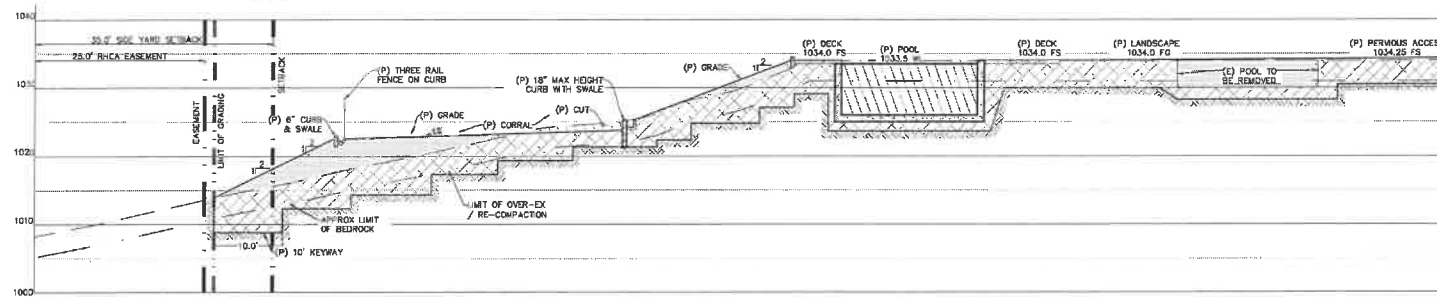
REGISTERED PROFESSIONAL ENGINEER
 No. 83446
 Exp. 3-31-23
 CIVIL
 STATE OF CALIFORNIA



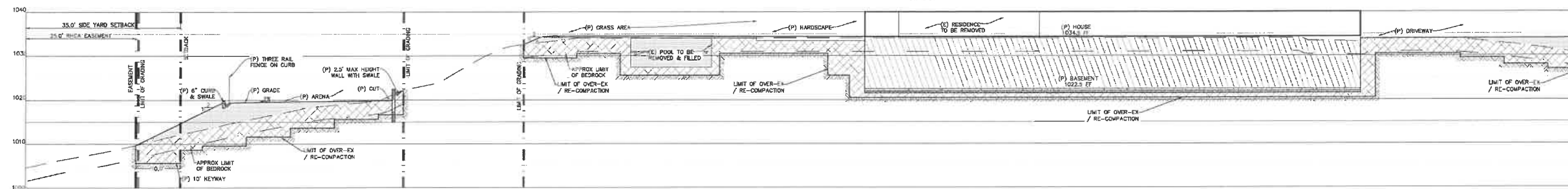
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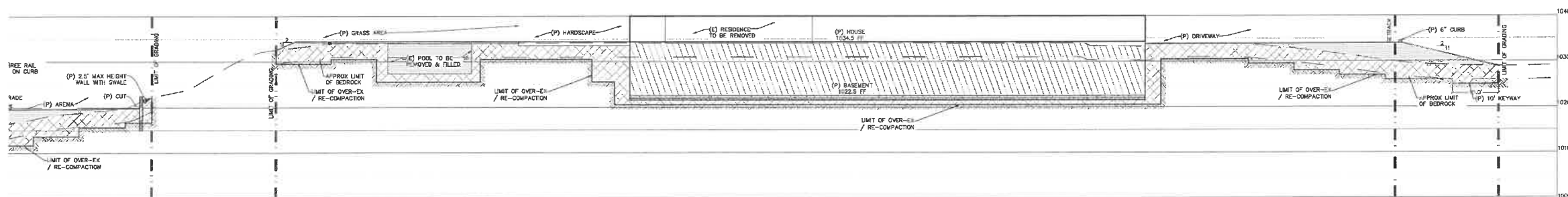
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SECTION I-I
SCALE: 1" = 10'



SECTION H-H
SCALE: 1" = 10'



SECTION G-G
SCALE: 1" = 10'

SECTIONS LEGEND

PROPERTY LINE	---
EASEMENT	- - - -
SETBACK	----
EXISTING GRADE
PROPOSED GRADE	-----
(P) LIMIT OF GRADING	-----
(P) FENCE	-----
(P) CUT	-----
(P) FILL	-----
(P) OVER-EXCAVATION	-----
LIMITS OF BEDROCK	-----

PRELIMINARY: FOR PLANNING PURPOSES

SITE SECTIONS
NEW STABLE & RIDING RING
20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA 90274

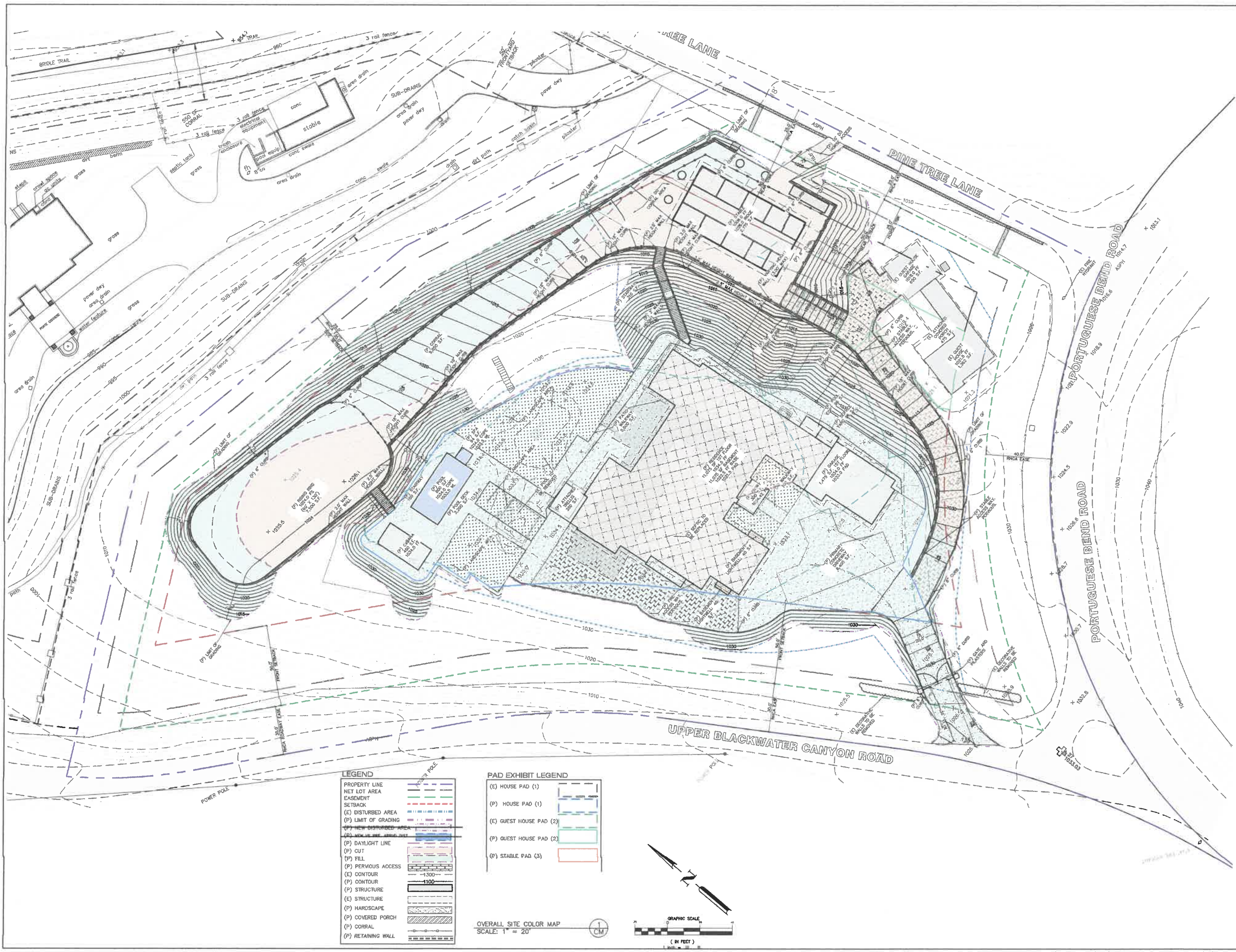
CLIENT: DOMINIC IANNITTI
1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 90274

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Lombard, CA 94077
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PRELIMINARY: FOR PLANNING PURPOSES

TITLE
COLOR MAP
NEW RESIDENTIAL DEVELOPMENT
20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA 90274

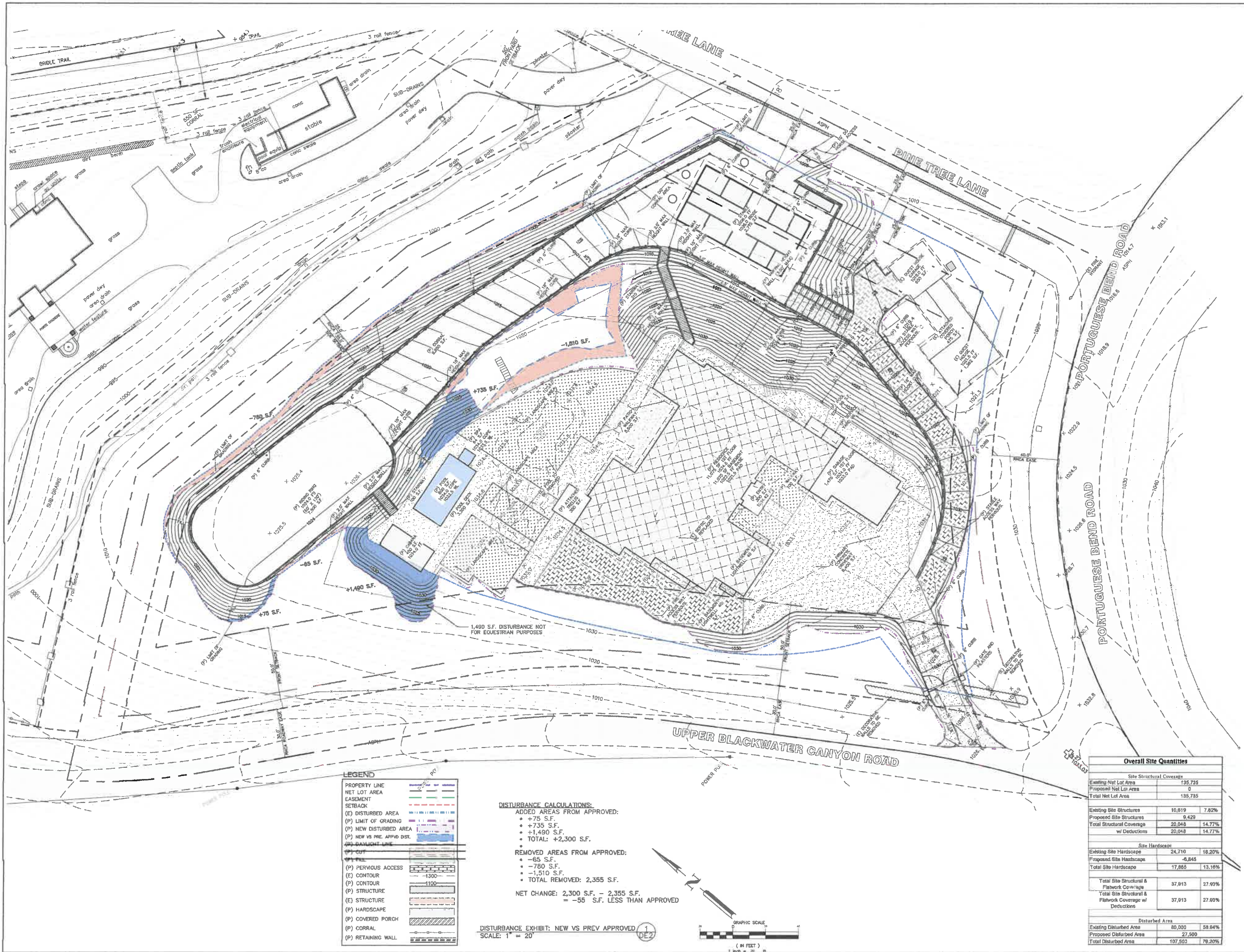
CLIENT
DOMINIC IANNITTI
1417 LOWER PASEO LA CRESTA
PALOS VERDES ESTATES, CA 90274



Bolton Engineering Corp.
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Date: March 21, 2021
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PRELIMINARY: FOR PLANNING PURPOSES

CLIENT: DOMINIC IANNITTI

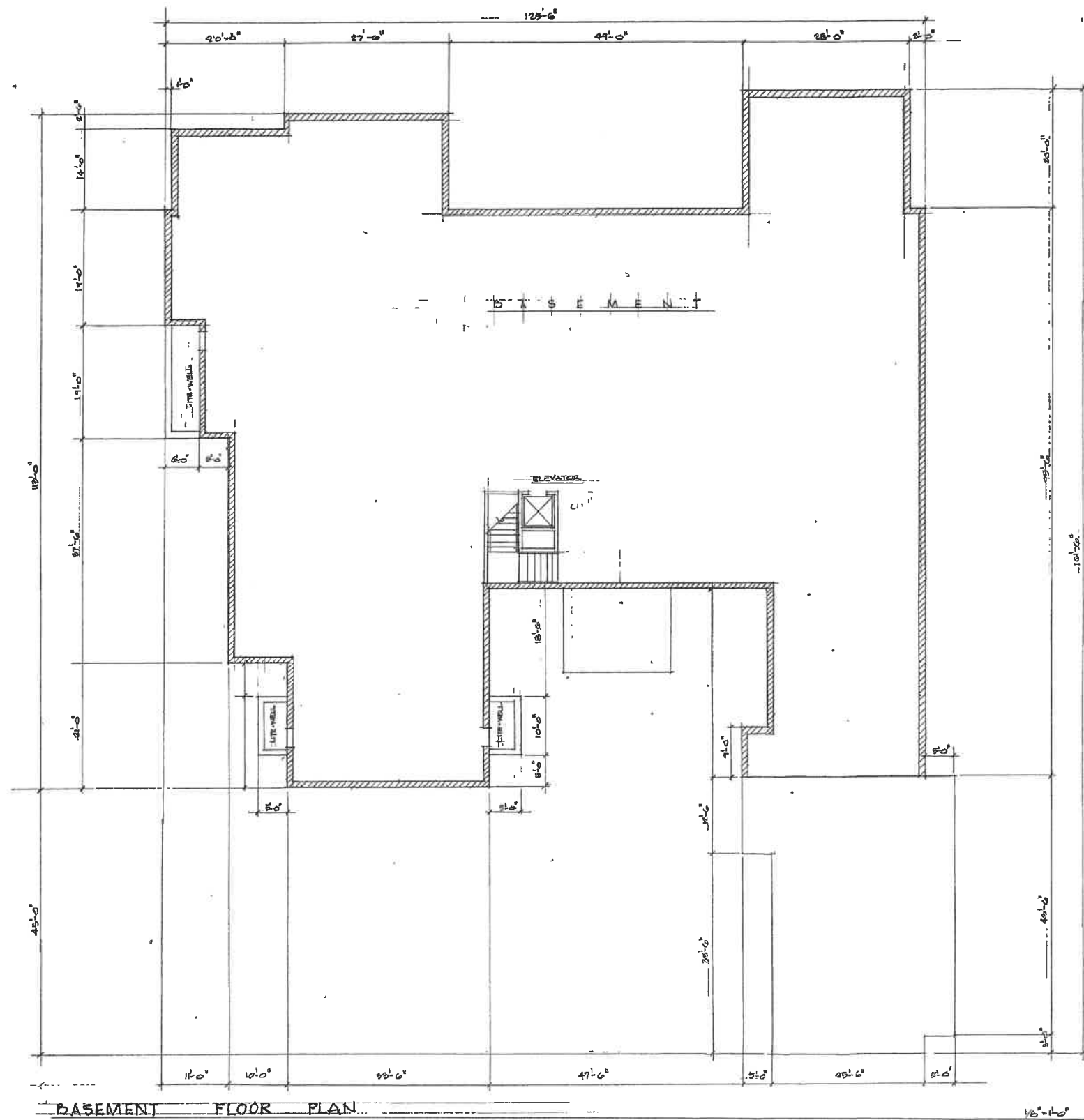
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PALOS VERDES ESTATES, CA 90274

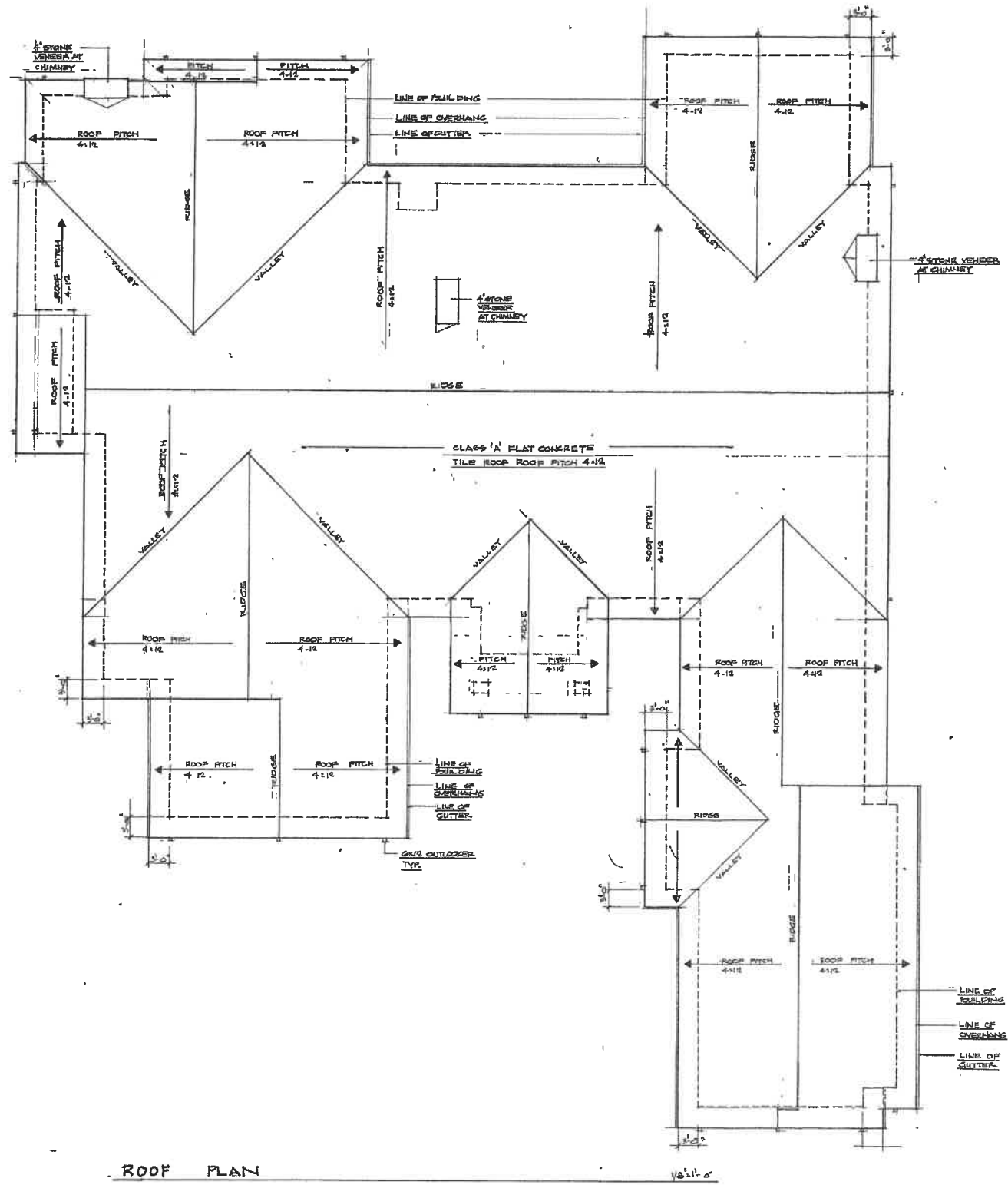
PROJECT: DISTURBANCE EXHIBIT
NEW RESIDENTIAL DEVELOPMENT

20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA 90274

Date: March 21, 2021
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Checked: TMA
Job No: 6215_A
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Bolton Engineering Corp.
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BEC
REGISTERED PROFESSIONAL ENGINEER
No. 83446
Exp. 3-31-25
CIVIL
STATE OF CALIFORNIA

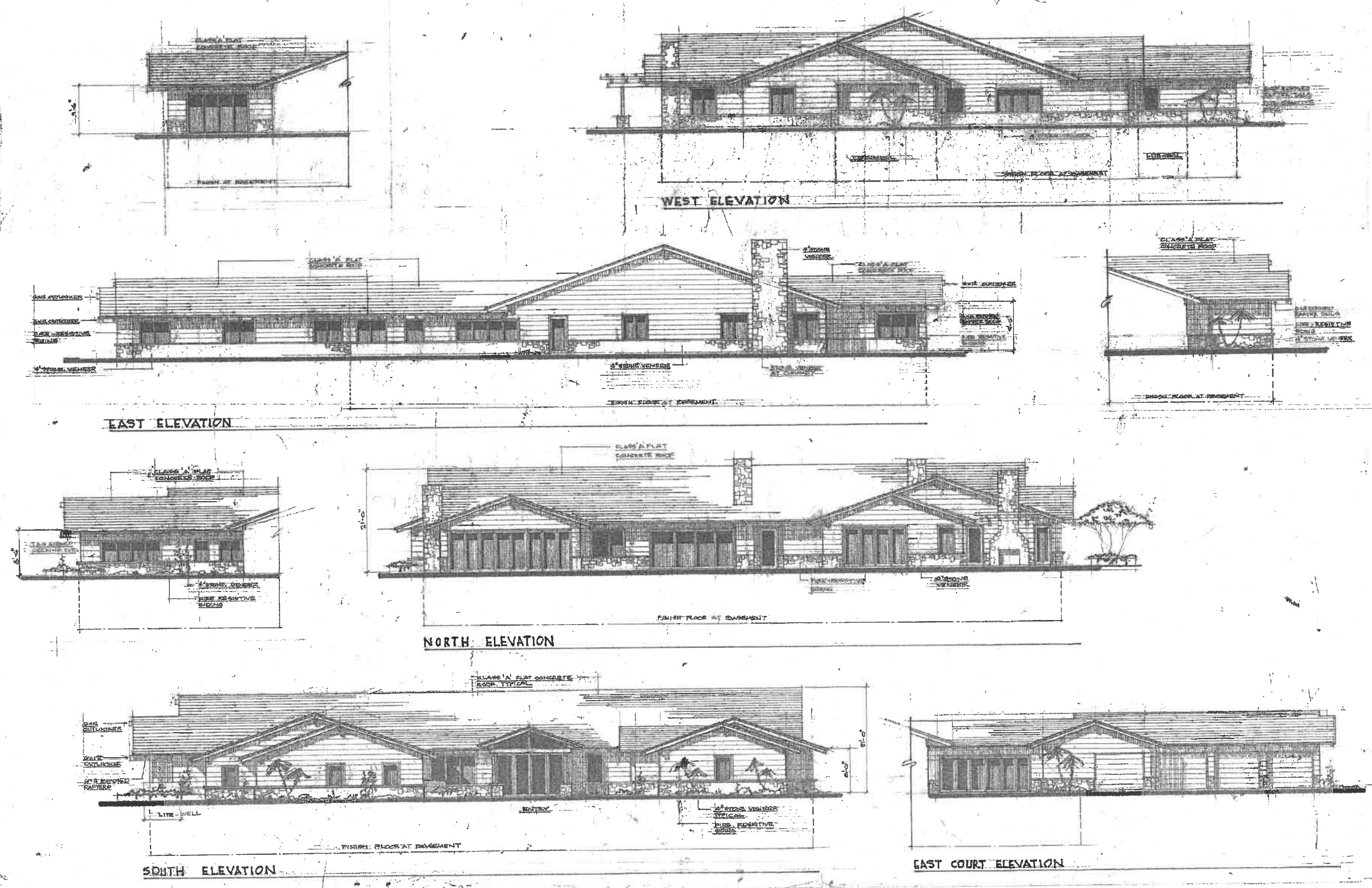
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ROOF PLAN

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Client	IANNITTI RESIDENCE #20 UPPER BLACKWATER CANYON ROAD ROLLING HILLS, CA. 90274	AFI ANTHONY FRANK INFERRERA ARCHITECT AIA. 10000 WILSON BLVD. SUITE 100 LOS ANGELES, CA 90024	Revisions
DATE:	Feb. 02, 2021		
SHEET NO.	A1.2		



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Client: **JANNITI RESIDENCE**
 #20 UPPER BLACKWATER CANYON ROAD
 ROLLING HILLS, CA. 90274

DATE: Feb. 02, 2021
 SHEET NO. **A1.3**

AFI
 ANTHONY FRANK INFERRERA ARCHITECT AIA.
 10000 WILSON AVENUE, SUITE 100
 ROLLING HILLS, CA 90274
 (310) 455-1111

Revisions	Date

#20 UPPER BLACKWATER CANYON • ROLLING HILLS, CALIFORNIA, 90274

ANTHONY FRANK INFERRERA A.I.A. ARCHITECT
1967 UPLAND STREET • RANCHO PALOS VERDES, CA 90275


$$\gamma_B^B = 1 - \phi^B$$

DATE: Feb. 02, 2021

420

A3.0

IANNITTI RESIDENCE
#20 UPPER BLACKWATER CANYON ROAD
ROLLING HILLS, CA. 90274

RESIDENCE
OVERLAY PLAN

FA

**ANTHONY FRANK
INFERRERA**
ARCHITECT A.I.A.
1967 Upland Street
Rancho Palos Verdes, Ca.
90276
310.417.2145

REVISIONS	DATE
—	—

ENCLOSURE

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RESOLUTION NO. 2021-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING A CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF A CABANA OVER 200 SQUARE FEET AND A MAJOR MODIFICATION TO SITE PLAN REVIEW TO INCREASE SIZE OF RESIDENCE BY 1,100 SQUARE FEET AND INCREASE THE AMOUNT OF GRADING BY 7,520 CUBIC YARDS RELATING TO A PREVIOUSLY GRANTED SITE PLAN REVIEW, CONDITIONAL USE PERMIT, AND VARIANCE ENTITLEMENTS AT 20 UPPER BLACKWATER CANYON ROAD (LOT 101-RH), ROLLING HILLS, CA 90274 (IANNITTI).

THE PLANNING COMMISSION DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. Recitals

A. A request was duly filed by Mr. Dominic Iannitti, on September 2, 2020, for a Conditional Use Permit for a cabana exceeding 200 square feet and a Major Modification to Site Plan Review to 1) increase to size of the residence by 1,100 square feet and 2) increase to the amount of grading by 7,520 cubic yards relating to a previously granted Site Plan Review, Conditional Use Permit, and Variance entitlements for a project located at 20 Upper Blackwater Canyon Road ("Major Modification").

B The property is zoned RAS-2 and the lot area excluding the roadway easement is 3.12 acres. For development purposes the net lot area of the lot is 135,735 square feet. There is an existing 4,385 square foot house with 552 square foot garage, two swimming pools collectively with 1,328 square feet of water surface, two accessory structure sheds totaling 385 square feet, and 505 square foot stable on the property site. The guesthouse was originally used as the principal residence. The lot is located on a corner of Portuguese Bend Road and Blackwater Canyon Road. The legal non-conforming 2,012 square foot guest house is proposed to remain. The lot currently contains three building pads; main residence pad, guest house pad, and stable pad.

C. On February 1, 2017, an application was duly filed by Mr. Dominic Iannitti, to request a Site Plan Review, Conditional Use Permits and Variances to construct a new 9,975 square foot residence with a 7,750 square foot basement, new 1,675 square foot, attached, four-car garage, a 2,775 square foot single story, stable, a 10,800 square foot corral, a 7,500 square foot riding ring, widen the existing driveway apron, altered access pathway to the corral via a 15 foot wide driveway, and various outdoor amenities including a new 1,055 square foot infinity pool. A new decomposed granite pathway to the stable, primarily for horses, was also proposed from Pine Tree Lane. Grading for the

project was proposed to be total combined 33,730 cubic yards of cut and fill, over-excavation and recompaction. Construction activities would include grading of 8,150 cubic yards of cut, 3,430 cubic yards of fill, 9,500 cubic yards of over-excavation, and 12,650 cubic yards of recompaction. 1,570 cubic yards of dirt was proposed to be exported from the property. With the proposed grading, the disturbed area of the lot was proposed to be 79.2%.

D. The Planning Commission conducted duly noticed public hearings to consider the application beginning at their regular meeting on August 15, 2017. The hearing was continued and a field trip was conducted for the project on September 19, 2017 with additional review and discussion at the evening Planning Commission meeting held on that same date. The applicant has made extensive modifications to the proposal based on feedback from the owner and the Planning Commission. Thus, a second field visit that illustrated the modifications was duly noticed and held on November 21, 2017. The public hearing for the project was continued and heard on December 19, 2017. After review and discussion of revisions to the project, the Planning Commission, at the December meeting, directed staff to prepare a Resolution of approval. Three Planning Commissioners were absent over the course of the two field visits but made special trips to the property with City staff and applicant representatives to review the project.

E. The Planning Commission approved Zoning Case No. 918 and Resolution No. 2018-01 granting a Site Plan Review, Conditional Use Permits, and Variances for grading and construction of a new residence, new four car garage, stable, corral, riding ring, altered flatwork and access pathway to the corral, and various outdoor amenities including a new pool.

F. An application was duly filed by Mr. Dave Palacios with respect to real property located at 20 Upper Blackwater Canyon Road requesting a two-year time extension to comply with the requirements of Resolution No. 2018-01 to commence construction of the approved project.

G. The Commission considered this item at a meeting on January 21, 2020 at which time information was presented by the applicants indicating that additional time is needed to commence the project. The Commission granted the extension pursuant to Resolution No. 2020-02.

H. On September 2, 2020, Mr. Iannitt requested a discretionary major modification to previously approved Zoning Case No. 918 requiring a Site Plan Review for 1) increase to size of the residence by 1,100 square feet, 2) increase to the amount of grading by 7,520 cubic yards, 3) construct new retaining walls maximum 5 feet in height along corral, riding ring, and driveway; and a Conditional Use Permit for a new cabana exceeding 200 square feet for a revised project located at 20 Upper Blackwater Canyon Road.

I. The Planning Commission conducted duly noticed public hearings to consider the application at an onsite meeting on February 16, 2021 at 7:30 a.m. and at their regular meeting on February 16 at 6:30 PM. Neighbors within 1,000-foot radius were notified of the public hearings in writing by first class mail and a notice was published in the Daily Breeze on February 5, 2021. The applicants and their agents were notified of the public hearings in writing by first class mail.

J. On the morning of February 16, 2021, the Planning Commission held public field trip meeting on site. The Planning Commissioners viewed the silhouettes of the proposed residence, cabana, grading, garages, walls, and overall site. The proposed project was presented later that night at the Planning Commission Meeting at 6:30 p.m. via Zoom Teleconference. The Planning Commissioners voted to continue the project to provide the applicant additional time to revise the design of the proposed retaining wall along the rear driveway. The Planning Commissioners directed staff to work with the applicant to submit revised plans to mitigate the proposed wall height. The project was continued to the next Planning Commission Meeting on March 16, 2021.

K. On the morning of March 16, 2021, the Planning Commission held public field trip meeting on site. The meeting was a continuation from the February 16, 2021 public hearing. The Planning Commissioners viewed the overall site and proposed walls. The applicant revised the plans and provided renderings of the proposed project, the wall heights were decreased to a 3 feet in height maximum. Therefore, no Site Plan Review was required for the walls. On the evening of March 16, 2021, at the regular meeting, the planning Commission approved Zoning Case. No. 2021-08 for for the Major Modification requirring a Site Plan Review for 1) increase size of residence by 1,100 sqaure feet, 2) increase the amount of grading by 7,520 cubic yards, and a Conditional Use Permit for a new 450 square foot cabana. The Planning Commission of Rolling Hills directed staff to prepare a resolution of approval for the April 20, 2021 Public Hearing.

L. On April 20, 2021, the Planning Commission held a regular Public Hearing and Staff presented Resolution No. 2021-01 for adoption.

Section 2. The findings for Site Plan Review (Zoning Case No. 918) entitlements from Resolution No. 2018-01 are restated below:

Section 17.46.030 requires a development plan to be submitted for Site Plan Review and approval before any grading requiring a grading permit or any new building or structure may be constructed.

With respect to the Site Plan grading and the proposed structures, the Planning Commission makes the following findings of fact:

A. The proposed development is compatible with the General Plan, the Zoning Ordinance and surrounding uses because the proposed structures comply with the General Plan requirement of low profile, low-density residential development with sufficient open space between surrounding structures and maintaining sufficient setbacks to provide buffers between residential uses. Although the disturbed area exceeds the maximum permitted amount of 40%, the existing disturbance already exceeds the allowable limit and all additional disturbance is for equestrian purposes only. The equestrian uses promotes the rural, equestrian aesthetic of Rolling Hills. The existing paved driveway leading to the stable will be reduced and have the portion leading to the existing guesthouse replaced with decomposed granite, which also promotes a feeling of open space. Retaining walls are proposed to be located primarily between the proposed residence and stable and are the result of modifications to the stable plan recommended by the Planning Commission.

The project conforms with Zoning Code lot coverage requirements, except for disturbance. The net lot area of the lot is 135,735 square feet. The structural net lot coverage is proposed at 19,252 or 14.18% (with deductions), (20% max. permitted); and the total lot coverage proposed, is proposed to be 39,202 square feet or 28.88% (with deductions), (35% max. permitted). The disturbed area of the lot is proposed to increase from 58.94% to 79.2% due entirely to equestrian uses for the proposed project.

B. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. The topography and the configuration of the lot, have been considered, and it was determined that the proposed development will not adversely affect or be materially detrimental to adjacent uses, buildings, or structures, because the proposed residence will be constructed on an existing building pad of the currently developed lot, will be the least intrusive to surrounding properties, will be screened and landscaped with trees and shrubs, is of sufficient distance from nearby residences so that it will not impact the view or privacy of surrounding neighbors, and will permit the owners to enjoy their property without deleterious infringement on the rights of surrounding property owners. The lot is 3.11 net lot acres in size and will feature a stable, corral, and riding ring. The corral and riding ring will be developed on the currently vacant portion of the lot and will remain open space.

C. The proposed development, as conditioned, is harmonious in scale and mass with the site, and is consistent with the scale of the neighborhood when compared to new residences in the City. Portions of the lot will be left undeveloped. The residence and stable will be screened from the road and neighbors.

D. The development will introduce additional landscaping for vegetated slopes, which is compatible with and enhances the rural character of the community, and will provide a transition area between private and public areas. Further, the stable pad has been reduced from the original proposal received by City staff to lower the height of

the stable by 14 feet (11 feet lower plus 3 feet taken from the ridgeline of the stable structure). This helps allow the design to follow more of the natural contours of the site.

E. The proposed development is sensitive and not detrimental to the convenience and safety of circulation for pedestrians and vehicles because the applicants will continue to utilize the existing driveway to the residence and the stable, and the stable and corral will be accessed from the main driveway for heavier vehicles ingress/egress.

Section 3. The findings for the Conditional Use Permit entitlements from Resolution No. 2018-01 and restated below.

Section 17.18.040E of the Rolling Hills Municipal Code permits approval of a stable over 200 square feet, corral and riding arena with a Conditional Use Permit provided the uses are not located in the front yard or in any setbacks. No portion of the stable, corral or riding ring are proposed to be in any setback. With respect to this request for a Conditional Use Permit, the Planning Commission finds as follows:

A. Conditionally permitted uses are not outright permitted by the Rolling Hills Municipal Code. The Commission must consider applications for conditional use permits and may, with such conditions as are deemed necessary, approve a conditional use which will not jeopardize, adversely affect, endanger or to otherwise constitute a menace to the public health, safety or general welfare or be materially detrimental to the property of other persons located in the vicinity of such use.

B. The granting of a Conditional Use Permit for the new stable, corral, and riding ring would be consistent with the purposes and objectives of the Zoning Ordinance and General Plan because the uses are consistent with similar uses in the community, and meet all the applicable code development standards for a stable, corral, and riding ring, and they are located in an area on the property that is adequately sized to accommodate such uses. The proposed uses are appropriately located in that they will be sufficiently separated from nearby structures used for habitation or containing sleeping quarters. The development would be constructed in furtherance of the General Plan goal of promoting and encouraging equestrian uses.

C. The nature, condition, and development of adjacent structures have been considered, and the project will not adversely affect or be materially detrimental to these adjacent uses, buildings, or structures because the proposed stable orientation is not towards neighbors and its general location is of sufficient distance from nearby residences so as to not impact the view or privacy of surrounding neighbors. The proposed stable, corral, and riding ring are to be located separate from all living areas on the property.

D. The project is harmonious in scale and mass with the site, the natural terrain, and surrounding residences because the stable, corral, and riding ring comply with the low profile residential development pattern of the community and will not give the property an over-built look. The lot is 3.11 net lot acres in size and is sufficiently large to accommodate the proposed uses.

E. The proposed equestrian conditional uses comply with all applicable development standards of the zone district and require a Conditional Use Permit pursuant to Sections 17.18.090 and 17.18.100 of the Zoning Ordinance.

F. The proposed conditional uses are consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting criteria for hazardous waste facilities because the project site is not listed on the current State of California Hazardous Waste and Substances Sites List.

Section 4. The findings for the Variance entitlements from Resolution No. 2018-01 and restated below:

A. There are exceptional and extraordinary circumstances and conditions applicable to the property or to the intended use that do not apply generally to the other property or class of use in the same zone because at 58.94%, the disturbance already exceeds the 40% maximum and is proposed to increase to 79.2% to accommodate the proposed equestrian uses for the project.

B. The Variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone, but which is denied to the property in question because the property was previously subdivided which substantially increases the existing disturbance for the lot. The residential building pad are existing and developed already, and the proposed garage is not easily seen from the road.

The exceedance of the disturbance is due entirely to the new stable, corral, and riding ring, all equestrian uses. The other structures (pool and outdoor kitchen) on the residence building pad are located fairly close to one another and make best use of the existing residential pad.

C. The granting of the Variance would not be materially detrimental to the public welfare or injurious to the property or improvements in such vicinity and zone in which the property is located because the proposed stable and open equestrian space is not in any setbacks. The stable will be compatible with desired rural aesthetic of Rolling Hills and therefore would not affect property values. The corral and riding ring will remain as open space.

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

E. The variance request is consistent with the General Plan. The proposed project, together with the variance, will be compatible with the objectives, policies, general land uses and programs specified in the General Plan and will uphold the City's goals to protect and promote construction that is rural in nature.

Section 5 The findings for the entitlement extension from Resolution No. 2020-02 and restated below:

Section 1. An application was duly filed by Mr. Dave Palacios with respect to real property located at 20 Upper Blackwater Canyon Road requesting a two-year time extension to comply with the requirements of Resolution No. 2018-01 to commence construction of the approved project.

Section 2. The Commission considered this item at a meeting on January 21, 2020 at which time information was presented by the applicants indicating that additional time is needed to commence the project.

Section 3. The Planning Commission finds that pursuant to RHMC Section 17.46.080 the expiration would constitute an undue hardship upon the property owner; and the continuation of the approval would not be materially detrimental to the health, safety and general welfare of the public.

Section 4. Based upon information and evidence submitted, the Planning Commission grants two-year time extension.

Section 5. Except as herein amended, the provisions and conditions of Resolution No. 2018-01 shall continue to be in full force and effect.

Section 6. The Rolling Hills Municipal Code Section 17.46.020 requires Site Plan Review for the following projects: a project that increases the size of the building or structure by more than nine hundred ninety-nine square feet and a project that requires grading. The Planning Commission finds that the Major Modification to the Site Plan Review, to increase the size of the main residence by 1,100 square feet (total 22,150 square feet residence and basement) and increase grading to 7,250 cubic yards of dirt (total 41,250 cubic yards) does not affect the findings for Site Plan Review (above).

A. The project still complies with and is consistent with the goals and policies of the general plan and all requirements of the zoning ordinance. The proposed 1,100 square feet addition to the main residence and 3,325 square feet to the basement (total of

22,150 square feet total for residence and basement). The project was approved January 1, 2018 for a 9,975 square foot residence and 7,750 square foot basement (total square footage 17,725). The applicant increased the square footage of the proposed project to 22,150 square feet. By allowing the Applicant to increase the square footage of the residence by 1,100 square feet, the development will be still compatible with low-density residential development with sufficient open space between surrounding structures and maintaining sufficient setbacks. Although the disturbed area exceeds the maximum permitted amount of 40%, the existing 79.2% disturbance already exists and there are no proposed changes in disturbance. The proposed project use is consistent with similar uses in the RAS-2 Zone, and is located on the property that is adequately sized to accommodate such use. The project will be located on a previously graded and already disturbed area of the property. The overall project promotes equestrian uses, therefore furthering the City's goal to remain an equestrian community. The project complies with all of development standards in the Rolling Hills Municipal Code with the exception of the existing 79.2% lot disturbance which was previously approved that exceeds the 40% allowable lot disturbance. The project still substantially preserves the natural and undeveloped state of the lot because the previously approved amount of grading and excavation for the house and basement has increased by 7,520 cubic yards.

B. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot; The new residence will be constructed on an area where the existing house and garage will be demolished. The construction of the project integrates into areas of the property that have already been developed. The increase in square footage will not cause the property to exceed the permitted lot coverages of the buildable area. The project will be screened from the road and all neighbors. The proposed residence and basement is a total of 22,150 feet which is in line with the net lot size of 135,735 square feet. The proposed walls will not exceed 3 feet in height of exposed area above grade located along driveway, stable, home, corral, and riding ring and will integrate into the natural terrain and follow the natural contours of the site.

C. The proposed development is harmonious in scale and mass with the site, and is consistent with the scale of the neighborhood when compared to new and existing residences in the RAS-2 Zone. The proposed project is consistent with the scale of the neighborhood since it is on a large lot. The project is still harmonious in scale and mass with the site despite the change in the increased grading. The project was previously approved in resolution No. 2018-01 for 33,730 cubic yards of grading. The grading of the project has increased to 41,250 cubic yards of grading (increase of 7,520 cubic yards). The overall site grading proposes 8,385 cubic yards of cut, 4,765 cubic yards of fill, 12,400 cubic yards of over-excavation, 15,700 cubic yards of recompaction, and total export of 320 cubic yards (allowable export is 5,180 cubic yards). The project still preserves and integrates into the site design existing topographic features of the site by utilizing dirt

from grading and excavation of the main residence and basement on the site. The slopes are being preserved or rebuilt in a design that will preserve the existing natural slopes and natural vegetation on the property.

D. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls). There will be no significant changes to the site design, as the residential use will remain the same as previously approved with the exception of an increase in size for the residence. The project will minimize grading in vegetated areas and at the perimeter of the property. The existing topography or topographic features will not be affected and there will be no change to the drainage course. Trees and shrubs will be planted for screening to the adjacent neighbors without any view obstruction. If landscaping is introduced, it must be compatible with and enhance the rural character of the community, and the landscaping should provide a buffer or transition area between private and public areas.

E. The graded sites will be rounded to blend in with the existing terrain. The proposed development plan follows the natural contours by concentrating in areas that are leveled or previously developed. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to build the proposed development.

F. The project will not affect any drainage course as the drainage will mimic the existing drainage course and no drainage channels will be affected by the proposed grading. The proposed grading for the Major Modification is located within an already disturbed area for the construction of the proposed residence and basement.

G. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas. The project will retain the existing vegetation, and any new vegetation compatible with the rural character of the City. The landscaping will provide a buffer or transition area between the property and surrounding properties. The retaining walls along the driveway, stable, corral, and residence will not disturb surrounding native vegetation or mature trees.

H. The development is sensitive and not detrimental to the convenience and safety of circulation for pedestrians and vehicles because it does not affect or change the existing access to the property. The circulation of the project has been previously approved in Resolution No. 2018-01. The driveway complies with the Fire Department code, and there is ample parking in the garage and parking for guests on site.

I. The project conforms to the requirements of the California Environmental Quality Act. The project has been determined not to have a significant effect on the environment and is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section Class 3 consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure; (A). One single-family residence or a second dwelling unit in a zone which permits residential uses.

Section 7. Section 17.42.050 of the Rolling Hills Municipal Code allows construction of a cabana that exceeds 200 square feet with a Conditional Use Permit. With respect to this request for a Conditional Use Permit, the Planning Commission finds as follows:

A. That the proposed conditional use is consistent with the General Plan; The granting of the Conditional Use Permit for the 450 square foot cabana will be consistent with the purposes and objectives of the Zoning Ordinance and General Plan because the use is consistent with similar uses in the community. The cabana meets all the applicable code development standards and is located in an area on the property that is adequately sized to accommodate the use.

B. The nature, condition, and development of adjacent structures have been considered, and the project will not adversely affect or be materially detrimental to these adjacent uses, buildings, or structures. the proposed cabana orientation is not towards neighbors and its general location is of sufficient distance from nearby residences so as to not impact the view or privacy of surrounding neighbors. The proposed cabana will be screened with landscaping to minimize view impacts to surrounding homes.

C. That the site for the proposed conditional use is of adequate size and shape to accommodate the use and buildings proposed; The cabana complies with the low profile residential development pattern of the community and will not give the property an over-built look. The lot is 3.11 net lot acres in size and is sufficiently large to accommodate the proposed use.

D. The proposed conditional use complies with all applicable development standards of the zone district.

E. The proposed conditional use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting criteria for hazardous waste facilities because the project site is not listed on the current State of California Hazardous Waste and Substances Sites List.

F. That the proposed conditional use observes the spirit and intent of this title.

Section 8. Based upon the foregoing findings and the evidence in the record, the Planning Commission hereby grants approval of the Major Modification to previously approved Site Plan Review entitlement to increase the size of the main residence by 1,100 square feet (total 22,150 square feet residence and basement) and increase grading to 7,250 cubic yards of dirt (total 41,250 cubic yards) and Conditional Use Permit entitlement for a 450 square foot cabana to the following conditions restated and revised below in accordance with this Resolution and subject to minor cleanup revisions reflecting current City policy:

A. The Conditional Use Permit and Site Plan approvals shall expire within two years from the effective date of approval as defined in Sections 17.46.080, 17.42.070 and 17.38.070, unless otherwise extended pursuant to the requirements of this section.

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

C. All requirements of the Building and Construction Ordinance, the Zoning ordinance, and of the zone in which the subject property is located must be complied with unless otherwise set forth in this permit, or shown otherwise on an approved plan.

D. The lot shall be developed and maintained in substantial conformance with the site plan on file dated March 2, 2021 except as otherwise provided in these conditions. The working drawings submitted to the Department of Building and Safety for plan check review shall conform to the approved development plan. All conditions of the Site Plan Review, Variance, and Conditional Use Permit approvals shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a grading or building permit from the building department.

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

Any modifications and/or changes to the approved project, including resulting from field conditions, shall be discussed and approved by staff prior to implementing the changes. A modification may require a public hearing before the Planning Commission if the modification represents a major modification to the project.

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

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

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

G. Structural lot coverage of the lot shall not exceed 19,252 square feet or 14.18% of the net lot area with deductions, in conformance with lot coverage limitations (20% maximum).

The total lot coverage proposed, including structures and flatwork, shall not exceed 39,202 square feet or 28.88%, of the net lot area, with deductions, in conformance with lot coverage limitations (35% maximum). The residence shall not exceed 11,075 square feet. All walls shall not exceed 3 feet in maximum height.

H. The disturbed area of the lot, including the approved stable and corral, shall not exceed 79.2%; over a 107,500 square foot surface area. Grading for this project shall

not exceed a total of 41,250 cubic yards of which up to 5,180 c.y. is allowed to be exported, with 320 c.y. proposed for export; all dirt will be balanced on site.

I. The residential building pad is proposed at 13,468 square feet and coverage shall not exceed 38.12% with allowed deductions. The stable pad is proposed at 2,775 square feet and coverage shall not exceed 14.80% with allowed deductions.

K The proposed basement shall not exceed 11,075 square feet and shall meet all requirements of the Los Angeles County Building Code for basements, including exit doors and provision for light and ventilation. The entire project and the basement access shall be approved by the Rolling Hills Community Association and shall not appear as a second story from any roadway easement vantage point.

L. Direct access to the stable and to the corral shall be decomposed granite or like, 100% pervious roughened material.

The alteration of the apron at the main driveway shall comply with the Traffic Commissions recommendations; the access to the stable from Pine Tree lane shall be subject to Traffic Commision's approval. This includes any recommendations related to landscaping adjacent to the apron and/or pathway so long as it is approved by the Rolling Hills Community Association.

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

N. At any time there are horses on the property, Best Management Practices (BMPs) shall be applied for manure control, including but not be limited to removal of the manure on a daily basis or provision of a receptacle with a tight closing lid that is constructed of brick, stone, concrete, metal or wood lined with metal or other sound material and that is safeguarded against access by flies. The contents of said receptacles shall be removed once a week. It is prohibited to dispose of manure or any animal waste into the Municipal Separate Storm Sewer System (MS4), into natural drainage course or spread on the property

O. The pool equipment shall be screened; if by a solid wall, the wall shall not exceed 5 feet in height at any point from finished grade. Sound attenuating equipment shall be installed to dampen the sound. The swimming pool and the spillway shall utilize the most quiet and technologically advanced equipment to dampen the sound. Landscaping shall be utilized to screen the wall, so that it is not visible from the neighbor's property. Per LA County Building Code, a pool barrier/fencing shall be required.

P The on-site dissipaters shall be screened with landscaping, in a manner as to not impede the flow of the run-off.

Q. The applicant shall comply with all requirements of the Lighting Ordinance of the City of Rolling Hills (RHMC 17.16.190 E), pertaining to lighting on said property; roofing and material requirements of properties in the Very High Fire Hazard Severity Zone, and all other ordinances and laws of the City of Rolling Hills and the LA County Building Code.

R. All utility lines to the residence and stable shall be placed underground, subject to all applicable standards and requirements.

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

T. The project shall be landscaped, and continually maintained in substantial conformance with the landscaping plan on file date stamped on November 14, 2017. Prior to issuance of a final construction or grading approval of the project, all graded slopes shall be landscaped.

Prior to issuance of building permit, a detailed landscaping plan shall be submitted to the City in conformance with Fire Department Fuel Modification requirements and requirements for graded slopes.

The detailed landscaping plan shall provide that any trees and shrubs used in the landscaping scheme for this project shall be planted in a way that screens the project development from adjacent streets and neighbors, such that shrubs and trees as they grow do not grow into a hedge or impede any neighbors significant views and the plan shall provide that all landscaping be maintained at a height no higher than the roof line of the highest structure on the property. The landscaping plan shall utilize to the maximum extent feasible, plants that are native to the area, are water-wise and are consistent with the rural character of the community.

The landscaping shall be subject to the requirements of the City's Water Efficient Landscape Ordinance, (Chapter 13.18 of the RHMC).

U. The applicant shall submit a landscaping performance bond or other financial obligation, to be kept on deposit by the City, in the amount of the planting plus irrigation plus 15%. The bond shall be released no sooner than two years after completion of all plantings, subject to a City staff determination that the plantings required for the project are in substantial conformance with approved plans and are in good condition.

V. During construction, if required by the building official, protection of slopes shall be provided in a form of a jute mesh or suitable geofabrics or other erosion control methods implemented.

W. The setback lines and roadway easement lines in the vicinity of the construction for this project shall remain staked throughout the construction.

The silhouette (story poles) shall be taken down and removed from the property immediately upon completion of the review process of the project.

The City or the Building Department staff may require that a construction fence be erected for the duration of the construction of this project. Such fence shall not be located in any easement or cross over trails or natural drainage course and shall be removed immediately upon substantial completion of the project, or as required by staff.

Y. Perimeter easements, including roadway easements and trails, if any, shall remain free and clear of any improvements including, but not be limited to fences-including construction fences, any hardscape, driveways, landscaping, irrigation and drainage devices, except as otherwise approved by the Rolling Hills Community Association.

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

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

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

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

AC. *During construction*, all parking shall take place on the project site, and, if necessary, any overflow parking may take place within the unimproved roadway

easements and shall not obstruct neighboring driveways or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City. A minimum of 4' wide path, from the edge of the roadway pavement, for pedestrian and equestrian passage shall be available and clear at all times wherever possible.

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

AE. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. Weather conditions can be found at:

http://www.wrh.noaa.gov/lox/main.pho?suite=safety&page=hazard_definitions#FIRE

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

AF. The property owners shall be required to conform with the Regional Water Quality Control Board and County Public Works Department Best Management Practices (BMP's) requirements related to solid waste, drainage, cistern construction and maintenance (if applicable), septic tank construction and maintenance in conformance with the County Health Department, storm water drainage facilities management, and to the City's Low Impact development Ordinance (LID).

AG. Prior to finaling of the project an "as graded" and "as constructed" plans and certifications, including certifications of ridgelines of the structures, shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the approved plans. In addition, any modification made to the project during construction, shall be depicted/listed on the "as built/as graded" plan.

AH. The applicant shall execute an Affidavit of Acceptance of all conditions of this permit pursuant to Zoning Ordinance, or the approval shall not be effective. The affidavit shall be recorded together with the resolution.

AI. Prior to demolition of the existing structures, an investigation shall be conducted for the presence of hazardous chemicals, lead-based paints or products,

mercury and asbestos-containing materials (ACMs). If hazardous chemicals, lead-based paints or products, mercury or ACMs are identified, remediation shall be undertaken in compliance with California environmental regulations and policies.

AJ. The applicant shall submit revised plans to include the existing walls, hardscape, as-builts, location of the proposed gate, and the easements clearly identified.

AK. The applicant shall provide sufficient landscaping to screen the proposed cabana. The applicant shall provide screening along the rear of the proposed stable.

Section 9. The Planning Commission hereby rescinds Planning Commission Resolution No. 2018-01 and 2020-01 as all findings are restated herein and conditions are restated and revised herein.

PASSED, APPROVED AND ADOPTED THIS 20TH DAY OF APRIL 2021.

BRAD CHELF, CHAIRMAN

ATTEST:

ELAINE JENG, P.E., ACTING CITY CLERK

ANY ACTION CHALLENGING THE FINAL DECISION OF THE CITY MADE AS A RESULT OF THE PUBLIC HEARING ON THIS APPLICATION MUST BE FILED WITHIN THE TIME LIMITS SET FORTH IN SECTION 17.54.070 OF THE ROLLING HILLS MUNICIPAL CODE AND CODE OF CIVIL PROCEDURE SECTION 1094.6.

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

I certify that the foregoing Resolution No. 2021-01 entitled:

ZONING CASE NO. 20-08: CONSIDER APPROVAL OF MODIFICATION TO PREVIOUSLY APPROVED ZONING CASE NO. 918 REQUIRING SITE PLAN REVIEW FOR 1) INCREASE TO SIZE OF THE RESIDENCE BY 1,100 SQUARE FEET, 2) INCREASE TO THE AMOUNT OF GRADING BY 7,520 CUBIC YARDS, AND REQUIRING CONDITIONAL USE PERMIT FOR A NEW CABANA EXCEEDING 200 SQUARE FEET FOR REVISED PROJECT LOCATED AT **20 UPPER BLACKWATER CANYON ROAD** (LOT 101-RH), ROLLING HILLS, CA 90274 (IANNITTI).

was approved and adopted at regular meeting of the Planning Commission on April 20, 2021 by the following roll call vote:

AYES:

NOES:

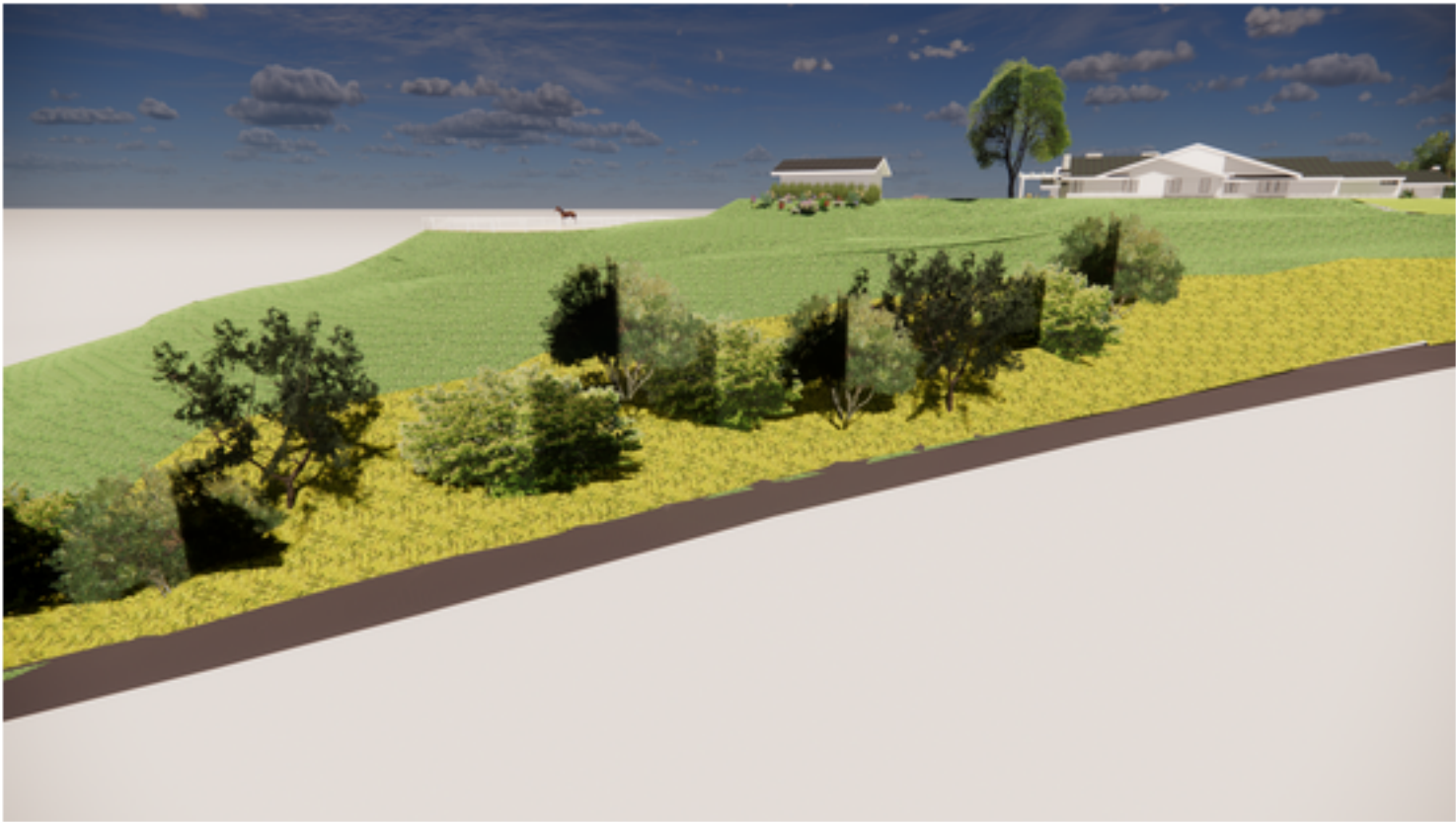
ABSENT:

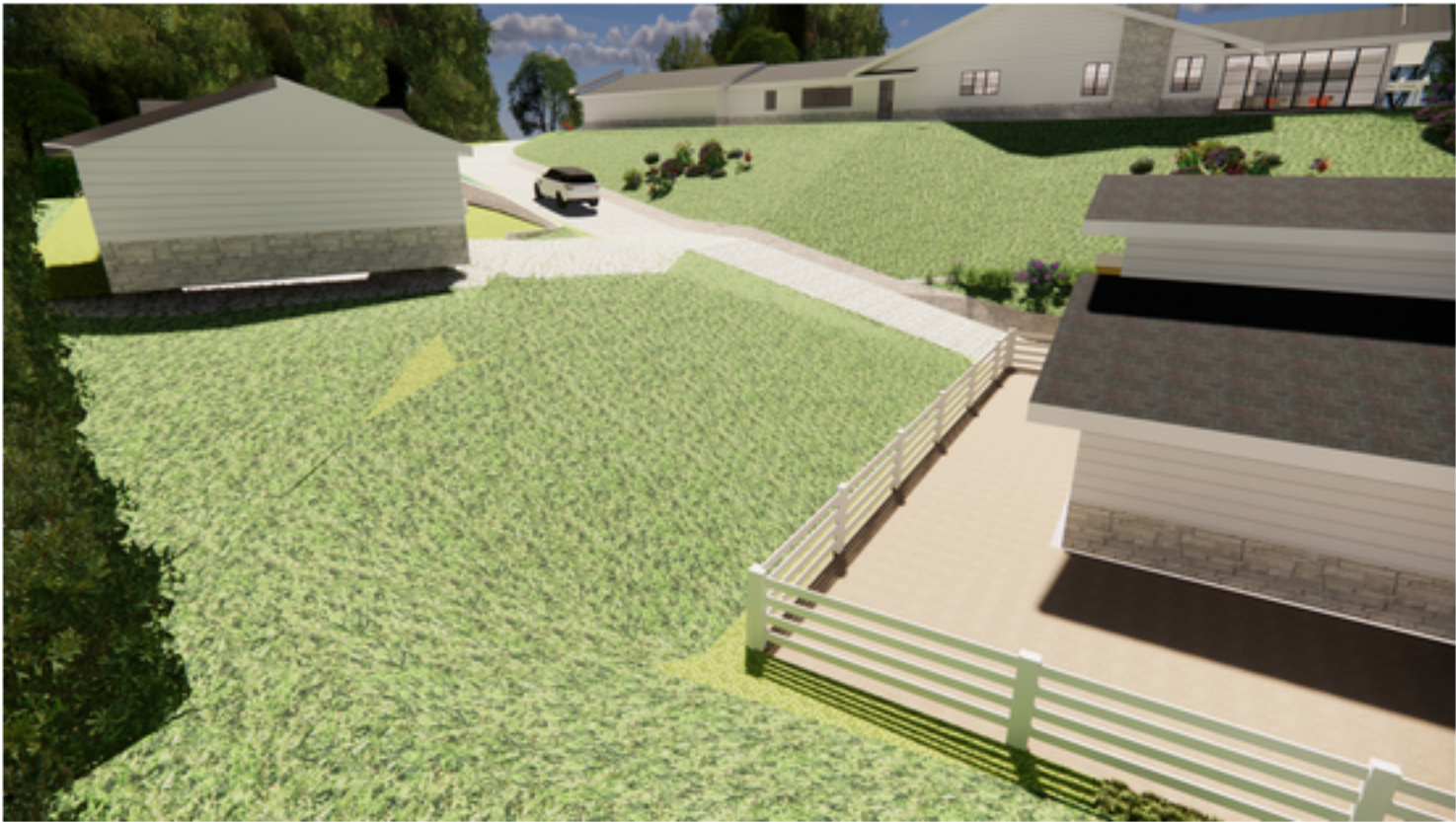
ABSTAIN:

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

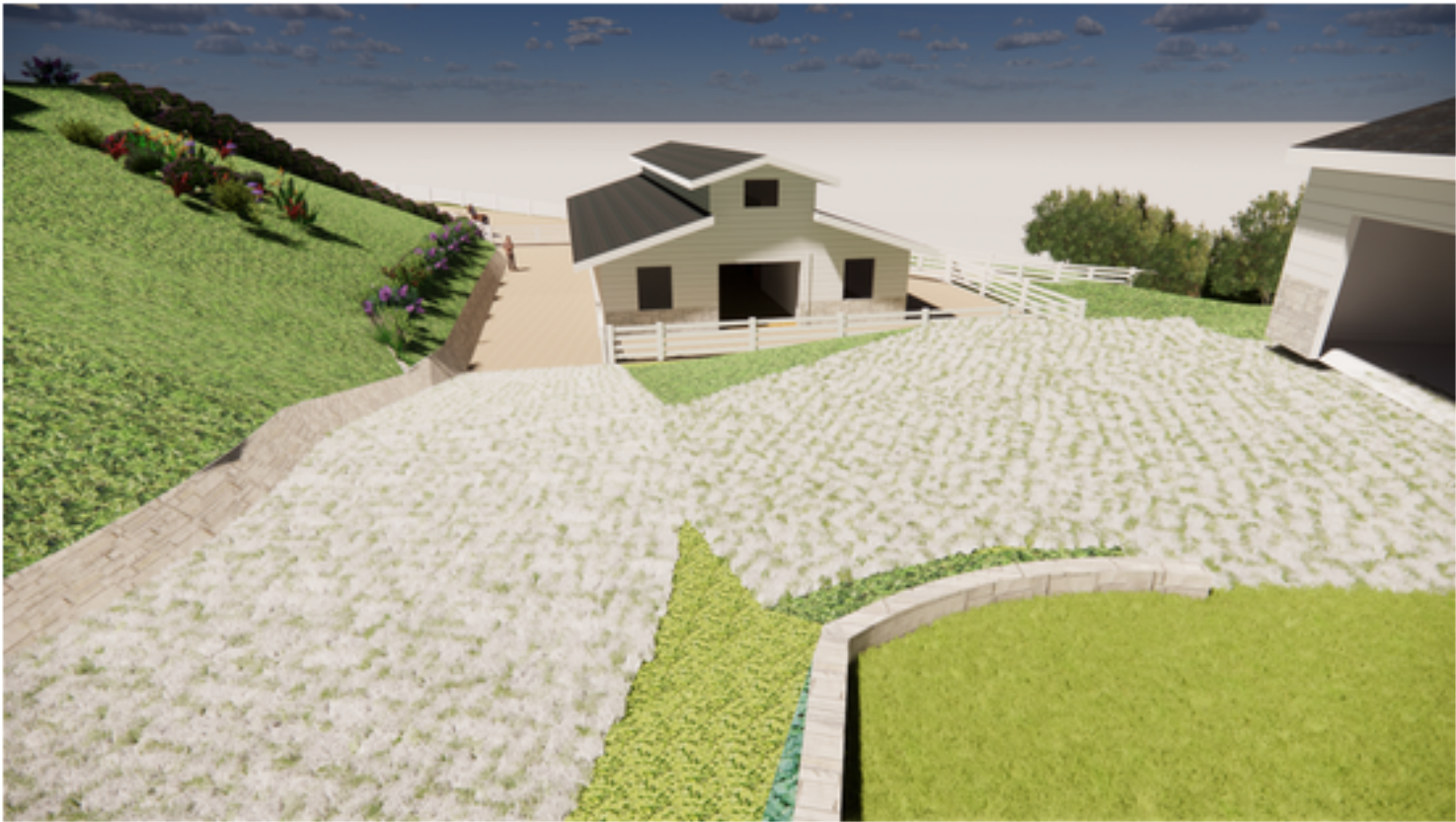
Administrative Offices

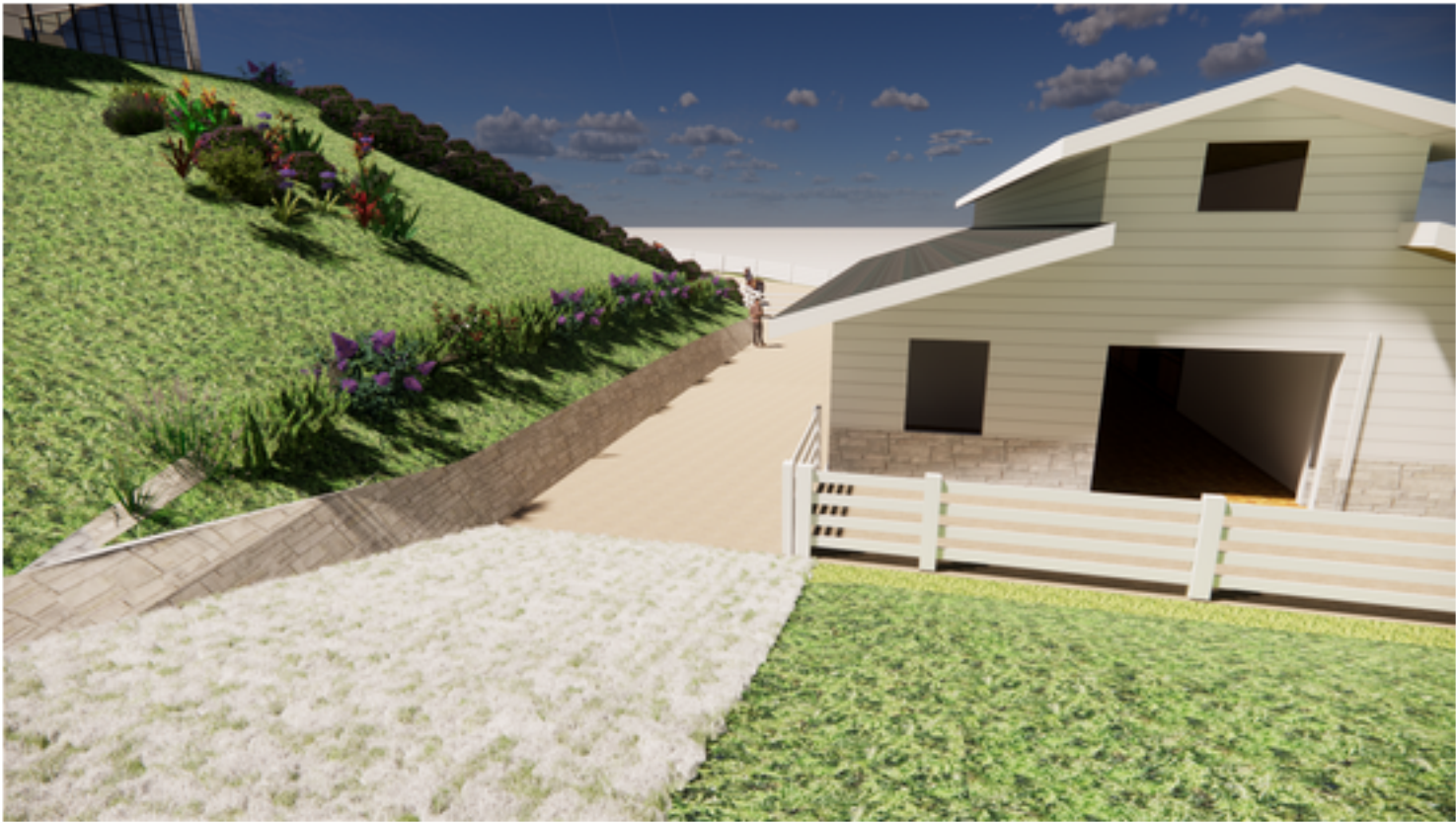
ELAINE JENG, P.E., ACTING CITY CLERK















City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.A

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ALAN PALERMO, PROJECT MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE AN UPDATE TO THE DESIGN OF THE 8" SEWER MAIN ALONG PORTUGUESE BEND ROAD/ROLLING HILLS ROAD; AND CONSIDER AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN TO STUDY POTENTIAL CONNECTIONS TO THE 8" SEWER MAIN FROM POTENTIAL SEWERS LINES ALONG MIDDLE RIDGE LANE AND WILLIAMSBURG LANE.

DATE: May 24, 2021

BACKGROUND:

The City Council engaged the services of NV5 to provide engineering design for the 8" sewer main along Portuguese Bend Road/Rolling Hills Road. Since the commencement of the design work, NV5 has met the 65% design, and the 90% design milestones. The 100% design milestone is anticipated in mid-June 2021. At each design milestone, the engineering cost estimate is refined with additional details. The current estimate for construction cost is \$1,641,960. The estimate includes the upsizing of the existing 8" sewer main along Rolling Hills Road required by the Los Angeles County Sanitation and the City of Torrance, at three different locations. The estimate also includes the construction of the 1,585 linear feet of a new 8" sewer main along Rolling Hills Road into the City of Rolling Hills. The cost of installing the 1,585 linear feet of new pipe is \$665,700 of the total \$1,641,960.

In mid-March 2021, two residents expressed interest in construction sewer main lines along Middleridge and Williamsburg Lane. The residents intend to privately fund the lines and asked for the City's assistance in conveying discharges to outside of city limits. In response to this inquiry, staff contacted Willdan Engineering (Willdan) to discuss the request. Willdan has prepared several sewer feasibility studies for Rolling Hills and has extensive knowledge and data available. Preliminary review of the residents' request, city staff thought the proposed sewer along Middleridge Lane and Williamsburg Lane should be sized for future upstream connections and all options for downstream sewer conveyance need to be evaluated. Preliminary discussions with Willdan included the possibility of sending the discharges from the potential sewer lines along Middleridge Lane and Williamsburg Lane to the City's 8" sewer main along Rolling Hills Road.

DISCUSSION:

Willdan submitted a proposal for approximately \$14,500 for a Rolling Hills Sewer Service Feasibility Study – Phase III - Middleridge Lane and Williamsburg Lane. This proposal includes evaluation of upstream areas that could connect to the proposed sewers in Middleridge Lane and Williamsburg Lane in the future and evaluate conveyance of sewer flows from Middleridge Lane and Williamsburg Lane to downstream facilities.

FISCAL IMPACT:

Should the City Council want to move forward with studying the connection between the potential sewer lines along Middleridge Lane and Williamsburg Lane and the 8" sewer main along Portuguese Bend Road/Rolling Hills Road, the \$14,500 of consulting fee can be funded using the Utility Fund.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[NV5_90%CostEstimate.pdf](#)

[P21-024R1_21501 RH_Sewer Feasibility Study Ph III-1-27-2021.pdf](#)



Engineer's Opinion of Probable Construction Cost CITY OF ROLLING HILLS					
90% Submittal		30-Apr-21			
Item No.	Description	Unit Cost	Quantity		Amount
	8-inch Sewer Main Portuguese Bend				
1	Mobilization and Demobilization (@ 5%)	80,000	1	LS	\$80,000
2	Temporary Traffic Control Implementation	50,000	1	LS	\$50,000
3	Traffic Striping, Legends, Markers & Pavement Restoration	100,000	1	LS	\$100,000
4	Best Management Practices BMP	25,000	1	LS	\$25,000
5	Furnish, Install and Remove of Temporary Bypass Pumping system with pipes and all Appurtenances	30,000	1	LS	\$30,000
6	Remove Existing 8" VCP sewer and Replace with 10" VCP sewer	520	255	LF	\$132,600
7	Remove Existing 8" VCP sewer and Replace With 12" VCP sewer	550	236	LF	\$129,800
8	Connect 12" VCP sewer main to existing manhole and modify the base	10,000	2	EA	\$20,000
9	Connect 10" and 12" VCP sewer main to existing manhole and modify the base	10,000	2	EA	\$20,000
10	Connect 8" VCP sewer main to existing manhole and modify the base	10,000	1	EA	\$10,000
11	Construct 8" VCP sewer main	420	1,585	LF	\$665,700
12	Construct new 48" precast concrete sewer manhole	15,000	4	EA	\$60,000
13	Re-connect existing sewer laterals to new main	4,000	4	EA	\$16,000
14	Construct a new 4" sewer lateral to City Hall and end cap for future connection	350	12	LF	\$4,200
15	CCTV new sewer main	25,000	1	LS	\$25,000
	Subtotal				\$1,368,300
	Contingency	20%			\$273,660
	ESTIMATED CONSTRUCTION COST TOTAL				\$ 1,641,960

January 27, 2021

Mr. Alan Palermo, PE
City of Rolling Hills
No. 2 Portuguese Bend Road
Rolling Hills, CA 90274

Subject: Rolling Hills Sewer Service Feasibility Study – Phase III - Middleridge Lane and Williamsburg Lane

Dear Mr. Palermo:

Most of the properties within the City of Rolling Hills are not currently connected to a public sanitary sewer. The City has selected Willdan Engineering to conduct the following studies on the feasibility of providing sanitary sewer services to properties in the City south of Palos Verdes Drive North:

City of Rolling Hills Sewer Feasibility Study, September 2008:

This study analyzed gravity sewer systems, low pressure sewer (LPS) systems and combination gravity/LPS to serve the City.

Sewer Feasibility Study Including City Hall and Tennis Court Site” (Phase I), 2018:

This study conducted concept level research and engineering feasibility evaluation regarding the potential of connecting the Project Area (City Hall, POA building, and the tennis court site, and upstream properties) to existing downstream sanitary sewer systems.

Sewer Feasibility Study Including City Hall and Tennis Court Site” (Phase II), 2020:

This study involved the preparation of a Sewer Area Study and preliminary engineering plans for the extension of the sewer in Rolling Hills Road to serve the City Hall and Tennis Court Site. The documents prepared were submitted to and approved by:

City of Rolling Hills Estates
City of Torrance
Los Angeles County Department of Public Works (LACDPW)
County Sanitation Districts of Los Angeles County (CSD)

The three studies included conceptual level research into the sewer drainage of parcels south of Palos Verdes Drive North, upstream of City Hall. It was noted in all three studies that providing sewer service to these properties may require pumps and easements due to topographic constraints. The 2008 report also studied a LPS to provide sewer service in this area.

Subsequent to the Phase II study, the City contracted with another consultant to produce construction documents for the extension of the sewer in Rolling Hills Road to serve the City Hall and Tennis Court site. The City now seeks to study providing sanitary sewer to two streets located west of City Hall; Middleridge Lane and Williamsburg Lane, and connecting them to the City Hall sewer, with the understanding that the conveyance may require pumps and easements. The study will not include an analysis of LPS systems.

Willdan has prepared this proposal (Phase III) to provide the necessary professional engineering services to accomplish the following major tasks:

- ✓ Review the previous studies to identify relevant information/analyses.
- ✓ Perform topographic analysis of the area upstream of the City Hall to determine areas that can feasibly drain to Middleridge Lane and Williamsburg Lane.
- ✓ Identify locations in the upstream area where pumps and easements may be required to provide sewer service.
- ✓ Prepare a report containing text and GIS exhibits.

To accomplish these services, Willdan proposes the following Scope of Work.

SCOPE OF WORK

1. Review Prior Studies

Willdan will review the prior studies to obtain relevant information.

- ➡ Products Developed: Working Documents
- ➡ Deliverable to Client: None

2. Develop Working Base Map of the Area

Willdan will utilize available GIS elevation, parcel, and right of way information and prepare a working map of the project area.

- ➡ Products Developed: Working Base Map
- ➡ Deliverable to Client: None

3. Research and Evaluate Available As-Built Information

Willdan will conduct research online to obtain and evaluate available sanitary sewer as-built information in the project area, specifically, within Palos Verdes Drive North (PVDN) between Rolling Hills Road and Crenshaw Boulevard.

- ➡ Products Developed: Library of As-Built Information Obtained
- ➡ Deliverable to Client: None

4. Perform Sewer Service Feasibility Analysis

Utilizing the information obtained and developed in Tasks 1-3, Willdan will analyze the options of providing sewer service to Middleridge Lane and Williamsburg Lane. Ideally, the sewer alignment will be within public right of way. The evaluation will require analysis of the area upstream of Middleridge Lane and Williamsburg Lane, as well as in the vicinity of the subject streets. Specific tasks will include:

Evaluation of Upstream Areas

- a. Determine areas tributary to Middleridge Lane, Williamsburg Lane, and Portuguese Bend Road.
- b. Analyze the topography upstream of Middleridge Lane and Williamsburg Lane to determine locations where gravity sewer flow within public right of way is not feasible. At these locations, the sewer will either require pumping to stay within the public right of way or the alignment will need to proceed along downslope topography in easements on private properties.
- c. Analyze the topography upstream of Middleridge Lane and Williamsburg Lane to investigate options to convey flow to the Portuguese Bend drainage area. Conveying additional flow to Portuguese Bend will maximize the utilization of the gravity sewer line being extended to City Hall.

Evaluation of Middleridge Lane and Williamsburg Lane

- d. Analyze the topography of the area to determine flow paths and options for conveyance of sewer flows in this area. The previous studies determined that conveyance of sewer flows to existing sewers north of PVDN would require expensive upgrades to an existing pump station north of PVDN and the City does not want to further study this conveyance option. Utilizing the information obtained, Willdan will review the concepts of draining west in existing sewers in PVDN to the existing trunk sewer on Crenshaw Boulevard, and east to the City Hall sewer.

- ➡ Products Developed: GIS Exhibits of the area containing:
 - Right of Way and Parcel Lines
 - Topographic Contours
 - Gravity Sewer Alignments
 - Pump Locations
 - Easement Alignments
- ➡ Deliverables to Client: GIS Exhibits (3 copies 24" x 36" hard copy, 11" x 17" digital)

5. Discussion of Findings with the City

Willdan will meet with the City, via teleconference, to discuss the findings of Tasks 1 - 4.

- ➡ Products Developed: Meeting Notes
- ➡ Deliverable to Client: None

6. Revise Analyses and Prepare Report

Following the discussion with the City, Willdan will utilize the outcomes of the discussion to provide additional analyses and prepare a final report.

- ➡ Products Developed: Final Report
- ➡ Deliverables to Client: Bound Final Report (3 copies), sealed and signed by a California registered civil engineer.

FEE

We propose to provide the above engineering services for a fixed fee of **\$14,588**. For the Phase I and II studies, the City authorized a total of **\$61,257.50** and Willdan invoiced a total of **\$43,740.06**, leaving a balance of **\$17,517.44**. The fee for the subject Phase III study is less than the balance of the previously authorized funding.

SCHEDULE

We estimate the Sewer Service – Preliminary Engineering Study will be completed within three (3) weeks from receipt of the signed proposal and written Notice-to-Proceed. The proposed schedule is as follows:

Task	Weeks	Weeks from NTP
1. Review Prior Studies	1	1
2. Develop Working Base Map	1	1
3. Research/Evaluate Available As-Builts	1	1
4. Perform Sewer Feasibility Analysis	1	2
5. Discussion of Findings with City	N/A	2
6. Revise Analyses/Prepare Report	1	3

Please indicate the City's approval and authorization to proceed by either printing out and signing two originals and returning one hard copy original to our office, or by scanning one signed original and returning it by e-mail.

Thank you for the opportunity to be of service to the City of Rolling Hills. We recognize the importance of this preliminary engineering assessment to the City and are committed to successfully completing it in a timely manner. Should you have any questions regarding this proposal, please contact Mr. Chris Stone, PE at (702) 289-4247, (702) 280-2381, or Ms. Vanessa Muñoz PE, TE, PTOE at (562) 368-4848.

Respectfully submitted,

Approval and Authorization to Proceed By:

WILLDAN ENGINEERING

CITY OF ROLLING HILLS



Vanessa Muñoz, PE, TE, PTOE
Director of Engineering

Signature

Date

910005/WW.00.60/P21-024R1_21501



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.B

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ALAN PALERMO, PROJECT MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

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

DATE: May 24, 2021

BACKGROUND:

The current emergency standby generator is outdated and no longer functioning properly. Over the past few years City staff has enlisted several maintenance firms to service the existing generator. The existing emergency standby generator is at the end of its life cycle and the City is looking to replace the existing equipment with a new emergency standby generator. Repair activities for the current generator was presented to the City Council on October 26, 2020. Based on the information provided, the City Council directed staff to seek professional expertise to assist staff with unit replacement. At the January 11, 2021 City Council meeting, City Council approved an amended agreement with Pacific Architecture and Engineering Inc. to assess the existing standby generator for the City Hall campus, provide a report on their findings, and discuss options to replace the existing non-working standby generator.

The draft of the Standby Generator Assessment Report was delivered to the City on April 21, 2021. Pacific Architecture and Engineering, Inc. met with City staff on April 30, 2021 to review and discuss the report and findings. The Final Report was updated and submitted to the City on May 5, 2021 and City Staff presented to City Council on May 10, 2021.

In summary, The report identified the parameters and constraints for the replacement standby generator/system Based on review of the prior 12 months electric bills, determined the existing 75 kw could be replaced with an equivalent sized system that would sufficient for the current building loads (City Hall and Rolling Hills Community Association (RHCA) Building).

The existing structure housing the generator does not comply with current code requirements for clearances and has water intrusion with water collecting in the fuel moat with the potential infiltrate into the electrical system and cause damage. This building would need to be removed, replaced, or repaired for repurposing.

The report provided 3 Options for consideration and an interim solution:

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

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

Option 2: Proposes a Solar PV System with backup battery/storage for use in an emergency at an estimated total cost of \$225,000 (final cost dependent on the size of the PV system and backup storage/battery). No AQMD permits are required and the Solar PV system would reduce the amount of the electric bill for City Hall and the RHCA building.

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

Proposed Immediate Actions:

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

DISCUSSION:

City Council raised numerous questions about the report during the May 10, 2021 meeting and moved to continue this item to a future meeting pending responses to questions raised. Pacific Architecture and Engineering Inc. provided responses to the list of questions generated. The questions and responses are included with this staff report.

FISCAL IMPACT:

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

RECOMMENDATION:

Staff recommends that the City Council revisit the Assessment Report, review the responses from Pacific Architecture and Engineering Inc. to questions City Council had and provide instructions to staff on options to replace the existing standby generator.

ATTACHMENTS:

[2021-04-19 Rolling Hills Generator Report_REV_.pdf](#)

[2021.05.10 City Council FeedbackanswersJF.docx](#)



The City of Rolling Hills City Hall Generator Assessment Report

2 Portuguese Bend Dr.
Rolling Hills, CA

April 19, 2021

Prepared by:

Pacific Architecture and Engineering Inc.

BACKGROUND:

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

SUMMARY:

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

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

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

Three Options were considered:

Option 1: REPLACE GENERATOR (SAME SIZE)

Option 2: INSTALL SOLAR SYSTEM WITH SOLAR BACK UP BATTERY

ALTERNATE 1: FOR IMMEDIATE USE IN INTERIM: LEASE PORTABLE GENERATOR

ALTERNATE 2: FOR IMMEDIATE USE IN INTERIM: PURCHASE SMALLER GENERATOR

EXISTING ELECTRICAL SYSTEM:

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

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

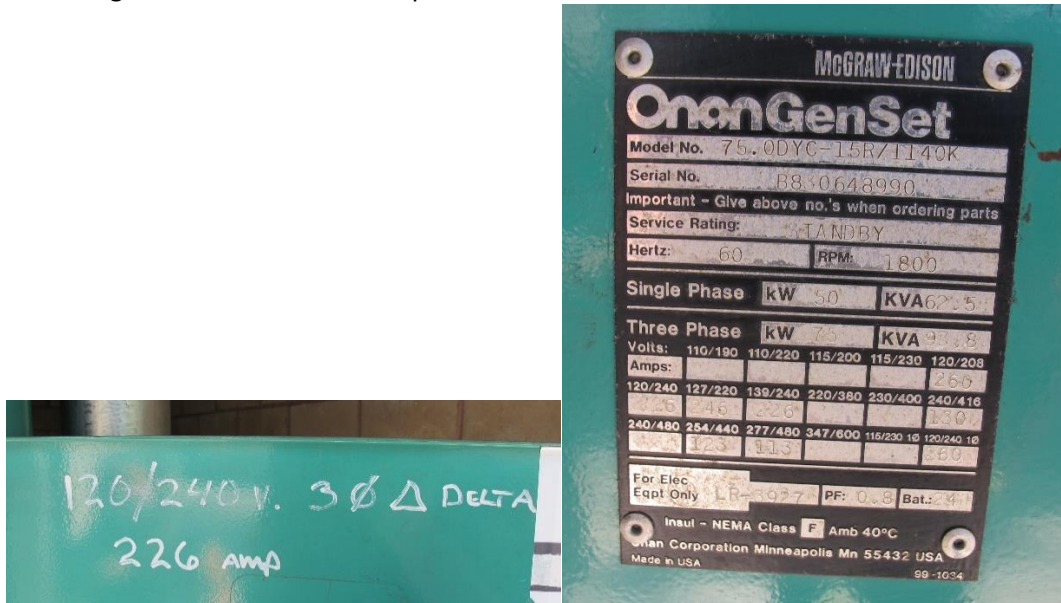


Structure that houses existing generator, utility switchboard/meter, and ATS with utility pole behind



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

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



Existing generator markings and nameplate

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

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

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

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

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



Existing main switchboard enclosure with bent door located behind generator



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



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

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



Existing ATS on back interior wall of structure

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

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

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



Existing City Hall branch panel exterior, interior, and nameplate



“City Hall” breaker in main switchboard



“AC City Hall” breaker in main switchboard

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

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



Switchboard behind Association building, interior breakers, abandoned meter socket

OPTIONS:

Option 1a: REPLACE 75kW GENERATOR, REPLACE GENERATOR BUILDING

COST OF GENERATOR \$70,000

INSTALLATION \$20,000

BUILDING AND ELECTRICAL IMPROVEMENTS: \$150,000

TOTAL COST \$240,000

Option 1b: REPLACE 75kW GENERATOR AT EXTERIOR WITHOUT BUILDING

COST OF GENERATOR \$70,000

INSTALLATION: \$20,000

REMOVAL OF GENERATOR AND BUILDING UPGRADES AT SWITCHBOARD: \$50,000

LANDSCAPE SCREENING: \$10,000

TOTAL COST: \$150,000

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

Option 2: INSTALL SOLAR SYSTEM WITH SOLAR BACK UP BATTERY

COST: \$225,000

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

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

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

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

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

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

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

FINAL SUMMARY AND RECOMMENDATION:

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

1. Clarify the 30 kw demand stated in summary

- a. Clarified at meeting demand is 30 + 28.8 kw (RHCA Building) for a total demand of 58-59 kw

2. Confirm what size Battery was included in Solar Option Cost Estimate (5 kw?)

Yes –14 or 16kwh battery – it would power phone network lifesafety

- a. What is the cost if battery capacity be sized to supply 24 hours of power?

During the day the solar produces power so the battery would supply at night so this battery should be 24 hours. The battery can be cycled. Battery can be used at peaktime. The battery likes to be used everyday it extends the life of the battery. Sell battery power or use it to power building. So the generator sits there costing money while the solar produces power

- b. What is the life expectancy for storage batteries (One council member stated is was 5-10 years, which means 6 years)

10 year warranty

3. What size Solar panel system is included in cost estimate and what reduction in electrical bill could be expected/estimated?

The solar panel rebate will be \$4k

Electric use(and bill) will be reduced by 95%, the solar panels can power both buildings. See Table below.

Solar panel cost - \$120k

Battery Cost \$40k

Other costs - reroofing, engineering

				Monthly Average	Energy
Rolling Hills	Monthly Average Usage			Solar Production	Savings
Account 3714	3/1/2020	2960	3/1/2020	3817	128.95%
Meter #	4/1/2020	2376	4/1/2020	4285	180.35%
259000-037969	5/1/2020	3781	5/1/2020	4921	130.15%
	6/1/2020	5169	6/1/2020	4772	92.32%
	7/1/2020	5833.00	7/1/2020	4966	85.14%
	8/1/2020	6992	8/1/2020	4822	68.96%
	9/1/2020	6946	9/1/2020	3960	57.01%
	10/1/2020	6144	10/1/2020	3241	52.75%
	11/1/2020	3671	11/1/2020	2659	72.43%
	12/1/2020	3443	12/1/2020	2291	66.54%
	1/1/2021	3390	1/1/2021	2508	73.98%
	2/1/2021	3587	2/1/2021	2733	76.19%
		54292		44975	Ave Savings 90.40%
					Daily Usage 148.75
					Solar System 29.75
				Solar System Size that fits	28.472
				Solar System Reduction	95.71%

				Monthly Average	Energy
Rolling Hills	Monthly Average Usage			Solar Production	Savings
Account 9925	3/1/2020	1181	3/1/2020	986	83.49%
Meter#	4/1/2020	952	4/1/2020	1107	116.28%
259000-040125	5/1/2020	984	5/1/2020	1271	129.17%
	6/1/2020	879	6/1/2020	1233	140.27%
	7/1/2020	1146	7/1/2020	1283	111.95%
	8/1/2020	1061	8/1/2020	1246	117.44%
	9/1/2020	1199	9/1/2020	1023	85.32%
	10/1/2020	1175	10/1/2020	837	71.23%
	11/1/2020	1183	11/1/2020	687	58.07%
	12/1/2020	1364	12/1/2020	592	43.40%
	1/1/2021	1298	1/1/2021	648	49.92%
	2/1/2021	1244	2/1/2021	706	56.75%
		13666		11619	Ave Savings 88.61%
					Daily Usage 37.44
					Solar System 7.36
				Solar System Size that fits	7.36
				Solar System Reduction	100.04%

- a. What is the life expectancy for Solar Panels?
25 year warranty
4. Will the existing trees around the buildings impact the Solar option or will they need to be removed
No, we took a preliminary look and stayed away from trees but some might need to be cut back a little but they don't need to be removed. We examined this.
5. What is the expected life span of solar panels?
25 year warranty
6. What impact would a fire (smoke) have on the solar option efficiency?

Less production because of smoke but they still are functional

7. What is included in the \$10k cost estimate for landscaping around the generator? (One council member stated, landscaping would \$300, and made them question the rest of the cost estimates).

This is not only landscaping, but the concrete pad, fencing, landscaping, installation of conduit and AQMD permitting.

8. Any recommendations on Grant Programs for Solar Panels.

See response to Question No. 3 on estimated solar panel rebate

9. Confirm the cost of a 75 kw Diesel generator. A 60 kw gas generator runs about \$20k, is \$70k an accurate estimate for the 75 kw diesel generator? If yes, why does the slightly larger diesel generator cost so much more?

The cost is about the same for both size generators, \$20k is installation only. The cost of both generators is approximately \$70k. This price is from the manufacturer directly. The lease is \$1,890 per month on a \$70k generator.

10. Are Diesel Generators required to be Tier 4? Can a Diesel Generator operate at less than a Tier 4?

Yes this is possible, AQMD specialist would confirm this during design.

11. If the generator is outdoors, are there any long term impacts to the generator
 - a. Clarified at meeting these generators are designed to operate in an outdoor environment. Housing is for esthetic purposes

12. Are there any legal requirements/restraints (such as the school across the street) that would require special conditions/AQMD permitting?

Yes notifications are required per AQMD, and the AQMD permitting specialist would guide this process.

13. The report references several unknowns. Do the cost estimates for each of the options take into consideration the unknowns or would these unknowns be additional costs? If not, can range of costs be estimated? City wants to understand the total repair costs.

Any unknowns that are revealed with further investigations would be added to the cost during the design process.

14. Confirming the new ATS cost is included in all the options?

No it is not as it is not confirmed a new ATS is needed.

15. What improvements/work would be required regardless of the option selected?

Recommend removal of generator, fill in moat and fix water intrusion.

16. What are rules for Cities regarding emergency standby generators? Do they have to abide by all the permitting requirements (assume yes)?

Yes absolutely.

17. What are the interim costs to remove the existing generator and fill in the fuel most?

We estimate \$10k

18. If the interim option is moved forward, does the \$20k cost for connection reduce the total cost for the other options or is this cost just for the interim solution?

It is an interim solution and does not reduce the costs of any of the options.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.C

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JANELY SANDOVAL, CITY CLERK

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: REPORT ON MAY 19, 2021 FIRE FUEL COMMITTEE MEETING.

DATE: May 24, 2021

BACKGROUND:

The City Council Fire Fuel Committee met on Wednesday, May 19, 2021 at 7:00 PM. Multiple members of the public and four Firefighters from the Los Angeles County Fire Department (LACFD) attended the meeting. The LACFD was invited to answer questions regarding best practices to manage fire fuel in the canyons. The public provided their comments and suggestions. The Committee met for nearly two hours and discussed potential city actions to encourage the community to manage vegetation/ fire fuel in the canyons.

DISCUSSION:

At the May 19, 2021 Committee meeting, the Committee developed the following actions:

1. Staff to generate a map showing locations of canyons and blue line streams.
2. Requested the Fire Department to provide best fire fuel abatement scope of work at Storm Hill Park.
3. Educate residents about the 40 yard green waste container.
4. Conduct more field trips.
5. Compile the community's suggestions provided at the May 19, 2021 Committee meeting and present them to the City Council.

The Committee requested the following agenda items to be discussed at the next Committee meeting scheduled for Wednesday, June 2, 2021 at 6:30pm:

- Consider additional regulations on fire fuel management or continue with volunteered actions.

- Consider city financial incentive program to encourage fire fuel management in the canyons.
- Continue discussions on potential programs and projects to encourage fire fuel abatement in the canyons.

Following the Committee meeting, two members of the community submitted suggestions and those suggestions were incorporated in the list of suggestions compiled from the May 19, 2021 Committee meeting.

FISCAL IMPACT:

None.

RECOMMENDATION:

Receive and file.

ATTACHMENTS:

[FIRE FUEL MANAGEMENT COMMITTEE MEETING MAY 19.docx](#)

FIRE FUEL MANAGEMENT COMMITTEE MEETING MAY 19, 2021	
Speakers	Comments
Arlene Honbo	<ul style="list-style-type: none"> • The community must converge and work together to deal with the canyons, clearing evacuation routes, clearing 410Bs', and hardening the home, and working the canyons • We must at least harden our homes if there is a large amount of vegetation in the canyons otherwise properties will be "toast" • More education for residents regarding vegetation in the canyons because they only think about 410B • Residents need more awareness, and sense of urgency dealing with canyons, • Start small with low hanging fruit and go from there
Gene Honbo	<ul style="list-style-type: none"> • The fire department has looked at canyons and performed an aerial assessment of the canyons. • We have to start as soon as possible because we are within 3 square miles • Believes the fire department has done a good job and endorses fire departments approach
Fire Fighter Zimmerman	<ul style="list-style-type: none"> • Question from Jim Black How would you guide the city in mitigating fuel at storm hill? What's the best way to use the grant money? How much of a break is worthwhile? • Reply: We Based the 3 area plans on typical weather patterns of Rolling Hills which are south to southwest winds pushing up the canyons and canyons are in alignment with the wind pattern (biggest area of concern), Regardless of mitigation/break done a fire could still start, You cannot anticipate where the fire will come from, You must look at surrounding area of the city and he believes it could jump the clearance/break done in that area, The plan is based upon the wind-pattern in the canyons also the history of fire in Rolling Hills

Annie	<ul style="list-style-type: none"> • She Encourages everyone to harden their homes, her concerns are the embers, • She believes fire always come from the: 1, 2, 3 area. • She believes we should listen to the experts (fire department), • She believes we need foliage around your home as well because that's apart of hardening your home
Sue Breholz	<ul style="list-style-type: none"> • She believes individuals can do things to reduce vegetation around their home but not from way down in the canyons attempting to haul it back up• she believes little steps are important.
Leah Mirsch	<ul style="list-style-type: none"> • The grant is an opportunity to get a group of neighbors together and to do mitigation together • It would be helpful if we can get different types of information on how and where to start mitigation all in one place • Believes the association has done a good job grooming the trails reducing vegetation • Believes association also have done well on publicly owned properties, and top of storm hill park and trail up to storm hill park • We must be realistic to start chipping away at it piece by piece and it is unrealistic that it has to be done to perfection and by "x" day
Bea Dieringer	None
Abas Goodrzi	<ul style="list-style-type: none"> • He believes first priority is for each residents to be educated, • He also believes that residents have to clear surroundings of your residence and communicate that with their neighbors, • Clear 15-20 feet around property, • Clear the bottom of trees that escalate fire, • He believes residents should take responsibility and take liability for their residence if they don't clear it, • City should not mandate things it will cause conflicts, • Highly recommend to start with simple tasks that are most affective to save resident's life and property then prevent or contain the out of control fires
Alfred Visco	<ul style="list-style-type: none"> • Alfred agrees that it is not impossible to do it on their own and it should be left to the professionals (fire department, Finley, travers, etc.) to decide how to meet goals, • Disturbed by the lack of sense of urgency does not believe we have time to do a "pilot" project to get others together, • He believes the City has to determine whether it will be voluntary or by regulation because if voluntary we have to decide how much participation is acceptable, • He endorses the legal approach as well to declaring "dangerous", • If properties' vegetation is really bad use Phos-chek in those bad areas and you can spray it on the vegetation not everywhere but the bad areas only, • Believes the canyons will not be ready for peak fire season and the city should get vendors in with companies that do the phos-chek to help and partner with fire department to figure out selective prophylactic treatment

	<p>on areas in the city,</p> <ul style="list-style-type: none"> • He believes the wind will cause the embers to jump the break causing worse issues for the city
Dr. Schaye	<ul style="list-style-type: none"> • Suggests taking care of the chaparral problem by using goats states they are used in many other communities and wants to have a look into that, • Believes individuals should not go off on their own regarding this and it should be owned by fire department and even led by them because their experience of fighting fire has more precedence
Jim Aichele	<ul style="list-style-type: none"> • The conservancy finally came up and began weed whacking the trail area and the hillside where the old fire station by the school is.
Arun Bhumitra	<ul style="list-style-type: none"> • Start with the basics: Trees in the city should only be a certain height because of the breeze in the city the embers would fly all over. By limiting the trees to the roof ridge line, it can also assist with tree wreckage during high winds • Review the vegetation/ view code of our neighboring cities, which appear to be sufficient for their residents, and then adopt similar codes ourselves.
Richard Colyear	<ul style="list-style-type: none"> • Verify Bolton Engineering's revised zoning sections provided to the city and RHCA two years ago, make corrections, and approve for an updated zoning map. Once finalized, have Bolton create a topo map to show the canyons and blue line streams. • Use grants that can be augmented with donations from the members of the community to fund the Storm Hill projected suggested by Mayor Pro Tem Black, and to have City Attorney Mike Jenkins set it up. • For City Manager Elaine to urge the RHCA to distinguish between easements and common areas. By doing so, it will be clear which easements are private and must be maintained by owner, and which are common areas for the City and RHCA to have adequate information regarding what and how cost wise they will be maintained.
Donald Crocker	<ul style="list-style-type: none"> • He spoke with Mike Jenkins about the city's right to declare problems in canyons as dangerous conditions making the home-owner liable to cure the dangerous condition legally • Paradise has been out of business for years and if we had a bad fire it will affect property values, the ability to get insurance, etc. • He believes amount of money it would cost us to greatly reduce the fuel load is small in comparison to the damage a fire would do to the city • He encourages the city to explore legal approach to this problem • He wants to inform the city of where their property lines are and do it as a group • Take one canyon as a "pilot" project to outline where the property lines are • Hire a contractor to find out what impacts would be made on properties in the event of a fire • Says we need fire department to tell us what needs to be removed around the property so it is more as it goes through the canyon closer to properties (houses) • Wants to understand what individuals can do for their property to minimize highest risk

Liz Calpas	<ul style="list-style-type: none"> • Question: She believes most people don't know its 200 ft now, does that include all structures such as barns? • Fire department (Trevor) did not know the answer said they would get further clarification
Roger Hopkins	<ul style="list-style-type: none"> • He Questions the value of up to a \$1,000 fine or imprisonment of residents for not removing their vegetation and believes that instead money should be used on fire fuel prevention services with most egregious properties getting the most attention , • We should consider Dollar-for-dollar cost sharing approach between city, residents and association to hire someone to reduce vegetation, • The County has a frugal program that provides selected inmates from local custodial businesses to earn a productive trait performing weed abatement supervised work in canyons and we should look into that, • Wants to know if mandate of fees and imprisonment came by way of receiving the grant, • He believes taking grant money from government entities is a bad idea and allows them to authorize control over the city



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 10.A

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE ROLLING HILLS HARDENING THE HOME VIDEOS PRODUCED BY THE WORLD WISE PRODUCTION.

DATE: May 24, 2021

BACKGROUND:

On April 12, 2021, the City Council engaged the services of Worldwide Productions LLC. (Worldwise) to produce hardening the home education videos. Worldwise shot on location on May 3, 2021 and on May 13, 2021, the City received the first look at the final product.

DISCUSSION:

The project, led by Lead Block Captain Gene Honbo and Block Captain Educational Chair Debra Shrader, wrote the script with Los Angeles County Fire Department Forestry Division Pre-Fire Engineer Trevor Moore was able to finish the shoot on one day. This allowed the project to be on schedule and within budget. The project leads are working with Worldwise on the finishing touches. Once finalized, the videos will be placed on the City's website for viewing. The videos will also be shared with the Block Captains to encourage dissemination. The videos will also be shared with the Rolling Hills Community Association Board and community clubs.

FISCAL IMPACT:

The cost to produce the videos was \$9,550 and funded using the emergency preparedness account.

RECOMMENDATION:

Receive and file.

ATTACHMENTS:



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 10.B

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: TERRY SHEA, FINANCE DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: REPORT BY BUDGET/AUDIT/FINANCE COMMITTEE ON MEETING HELD ON MAY 19, 2021.

DATE: May 24, 2021

BACKGROUND:

The Finance/Budget/Audit Committee meets annually to go over the following items:

- Consideration of Updates to the Schedule of Fees and Charges
- Investment Policy
- Financial, Budget and Debt Policy
- Asset Capitalization Policy
- Proposed Fiscal Year 2021-22 Budget

DISCUSSION:

Consideration of Update to Schedule of Fees and Charges

The City Manager went over the Schedule of Fees and Charges and indicated that Staff is recommending two changes to the current schedule:

1. Increase Construction and Demolition permit fee from \$100 (single project permit) to \$150 and collect a deposit of \$1,000 from the applicant at the time of permit issuance, up from the current deposit amount of \$750. The deposit will be returned to the applicant upon the submittal of a waste diversion report from the applicant.
2. Wire application Fee of \$1,000. There is no current fee associated with the Wireless Application,

however between staff time, advertising and mailings there is approximately \$1,000 of City costs.

The Committee Member's discussed the increase in Demolition Permit Fee and deposit and were concerned if we raised the fee to high the homeowners may find a way to go around the permitting. The City Manager indicated the fee increase is warranted as the City needs to obtain the diversion information from the homeowner and the increase in the deposit should help to ensure that the homeowners comply. The Committee Members were okay with the proposed Staff recommended increases.

The Committee Members asked about the Wireless Application Fee and who was assessed the Fee. The City Manager explained how it works and that it was a Fee assessed to the utility company that wanted to put up a new pole or facility. Both Committee Members were okay with the Staff proposed Wireless Application Fee of \$1,000.

Dr. Black indicated he would like the Review by Committee on Trees and Views Processing Fee be lowered from \$2,000 to \$1,000. After some discussion both Committee Members are recommending the Fee be lowered to \$1,000.

Committee Member Pieper asked if the False Alarm fees that were assessed are being collected. The City Manager indicated the City is billing the residents after the first one but the some of the residents are not paying. The City Manager indicated the City does not currently have a policy concerning the nonpayment of Fines. The City Manager indicated if the Sheriff's Office responds to a false alarm it uses some of our allotted hours. Committee Member Pieper indicated he would like to also waive the 2nd false alarm and not bill till the 3rd false alarm. He wants to include a penalty if the residents do not pay within a specified time. Both Committee Members were okay with the changes but wanted to get a consensus from the entire City Council.

There were no other changes discussed.

Review Investment Policy; Financial, Budget and Debt Policy; and Asset Capitalization Policy.

Staff indicated they have reviewed the aforementioned policies as well as the City's external auditors and are not recommending any changes to the Investment Policy, the Asset Capitalization Policy and the Financial, Budget & Debt Policies at this time.

In 2019 the Financial, Budget & Debt Policy was amended for the selection of independent external auditors requiring the City to go out for competitive bidding every six years beginning with the Fiscal Year 2021-22. However, our current contract with Lance, Soll & Lunghard, LLC expired with the Fiscal Year 2019-20 audit. Staff would like to extend the Contract for one year for the Fiscal Year 2020-21 audit and then go out for competitive bid in December of 2021. We received a one-year quote from LSL for \$17,623 up from the prior year amount of \$17,120.

The Committee Members were in agreement with the Staff's recommendation.

Review of Fiscal Year 2021-22 Proposed Budget

The Finance Director went over the proposed General Fund Revenues which increased from \$2,060,400 to \$2,088,400. Property Taxes and Motor Vehicle In-lieu were projected 4% higher than the previous year. All other revenues are in line with the prior year. For FY 21-22 there is no Proposition A Exchange of \$56,250 and Interest Income has been lowered by \$20,000 due to the dropping interest rates.

The proposed General Fund Expenditures are \$2,979,081 up from the prior year amount of \$2,385,718.

City Administration increased from \$981,800 to \$1,048,556. Salaries and Benefits increased \$35,826. Dr. Black asked about the increase, and it was explained there was increase in wages and benefits with the City Manager's new contract and we are budgeting the PERS Unfunded Liability differently this year. The entire amount of \$59,025 was budgeted in the Administration Department. Equipment Leasing costs were increased, which includes \$7,100 for Granicus. IT support was up \$7,200. Costs included record management of \$45,000. Committee Member Pieper asked if these were one-time costs.

Finance Department decreased from \$122,883 to \$117,130. The main difference is the City is not budgeting for a budget consultant to assist with the Budget development.

Planning & Development Department increased from \$824,400 to \$1,032,532. Salaries and Benefits increased \$23,240. Costs for Legal Services were increased by \$45,000. The biggest increase in the Storm Water Management costs, which increased by \$128,000. The Committee Members discussed the increase and the total amount that is being spent on the program and the City not actually receiving any

benefits from it. Dr. Black wanted to know where the endpoint is and if there is something we can do about it. Committee Member Pieper indicated we have no choice, and that the entire Council should look at this.

Law Enforcement Department had a decrease from \$291,785 to \$279,830 for the General Fund. For Fiscal Year 2021-22 the COPS Fund would be offsetting the costs for the Sheriff's Contract and for the additional Traffic costs for \$160,000.

Nondepartmental Department costs increased from \$97,350 to \$152,010. It included an increase of \$16,000 in costs for the City's support of the Caballeros, Women's Club and the Tennis Court Maintenance. These items were budgeted out of the Community Facilities Fund in the prior year with a transfer from the General Fund. For FY 2021-22 they are being budgeted out of the General Fund directly. The Insurance costs through the CJPIA increased \$2,700. The Budget includes an increase of \$20,000 for the Block Captain Training and events. Also included was \$10,000 for an Appreciation Luncheon. Committee Member Pieper inquired as to what that was. The City Manager explained what it was and Dr. Black explained what it was and where it was held in detail. The Committee Members did not want to recommend including it in the FY 2021-22 Budget.

City Properties Department costs increased from \$67,500 to \$349,273. Increased Janitorial costs were \$7,400. Alarm costs were increased by \$3,600. Committee Member Pieper asked why the costs were so high and what was included in the costs. The City Manager explained what was all included with the alarm system. Landscape costs were increased \$15,000 and there was some discussion on the quality of service being provided by the current vendor. The largest increase is the purchase of a new generator of \$250,000 which is a one-time cost.

The Finance Director went over the proposed Transfers In and Out from the General Fund.

Transfer In of \$24,000 from the Refuse Fund for the Staff's time involved.

Transfer Out of \$159,200 to the Refuse Fund for the Rate Subsidy.

Transfer Out of \$88,000 to the Capital Projects Fund for the Tennis Court Improvements.

Transfer Out of \$850,000 to the Capital Projects Fund for the City Hall ADA Improvements.

There was some discussion on the Tennis Court Project and Committee Member Pieper asked exactly what the City's responsibility was for the Project. The City Manager explained what portion of the Project the City was responsible for. The City had transferred funds last year for the Project and \$212,000 was available and with \$88,000 this year the projected costs are \$300,000. Both Committee Members were okay with recommending the \$88,000 Transfer and the \$300,000 for the Project.

Dr. Black indicated the Council did not approve the \$850,000 for the City Hall ADA Improvements and thought they recommended the lower alternative of about \$300,000, with the need for some additional wiring maybe, and \$400,000 should be the amount budgeted. Both Committee Members indicated this should be determined by the entire City Council.

The City Manager then went over the Proposed 3-Year Capital Improvement Plan in detail. The Committee Members did not want to recommend the \$1,700,000 for the 8" Sewer Main Project and thought it should go to the entire Council.

The Committee Members asked about Vegetation/Fire Fuel Management Grant Project and the City Manager explained only the first phase for the grant has been approved. The Committee members felt that the costs for the first phase only should be included then.

There was some discussion on the Crest Road East Utility Undergrounding Grant Project and the City Manager added that it was grant funded project with the City's match coming from the City's Rule 20A funds.

The Committee Members indicated the CIP Plan should be reviewed and discussed by the City Council at the City's Budget Workshop on May 24, 2021.

FISCAL IMPACT:

No Fiscal Impact

RECOMMENDATION:

Receive and File

ATTACHMENTS:

[AssetCapitalization_Policy_Resolution No. 953.pdf](#)

[Financial_Policies.pdf](#)

[Investment_Policy.pdf](#)

[Rolling Hills 1 year extension FY 2021.pdf](#)

[CIP_3Years_2021-May-16.pdf](#)

[2019-2020_Consolidated_Tax_and_Fee_Schedule.pdf](#)

[FY_21-22_Proposed_Budget-WKST.pdf](#)

RESOLUTION NO. 953

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF ROLLING HILLS ESTABLISHING AN ASSET
CAPITALIZATION POLICY**

WHEREAS, Government Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments, requires State and Local Government to include the original cost of fixed assets in the statement of net assets as part of the government-wide financial statements; and

WHEREAS, an asset capitalization policy is necessary to establish a reasonable capitalization threshold for all types of assets and this policy should facilitate depreciating those assets over their estimated useful lives; and

WHEREAS, a capitalization threshold is the monetary part of the criteria by which an organization determines whether an asset should be reported on the balance sheet; and

WHEREAS, the Office of Management and Budget (OMB) Circular A-87, Cost Principles for State and Local and Indian Tribal Governments, Attachment B, section 19(a)(2) and 19(d) allows property costing up to \$5,000 to be charged to federal grants as supplies, rather than capital outlay without specific awarding agency approval; and

WHEREAS, depreciation represents the recognition of the cost of an asset over time, by calculating its estimated loss in value during each accounting period; and

WHEREAS, GASB Statement No. 34 allows local government to use any established depreciation method;

NOW, THEREFORE, BE IT RESOLVED that in accordance with GASB Statement No. 34, the City of Rolling Hills Finance Department will:

- Capitalize all assets purchased which have a normal life of at least one year with a per-unit cost of \$5,000 or more; and
- Capitalize all site and building improvements with a cost of \$5,000 or more; and
- Utilize the straight-line method of depreciation over the estimated useful life for all classes of assets.

PASSED, APPROVED AND ADOPTED THIS 28th DAY OF JUNE, 2004.


THOMAS HEINZELMEIER
MAYOR

ATTEST:


MARILYN KERN, DEPUTY CITY CLERK

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

I certify that the foregoing Resolution No. 953 entitled:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF ROLLING HILLS ESTABLISHING AN ASSET
CAPITALIZATION POLICY**

was approved and adopted at a regular meeting of the City Council on June 28, 2004,
by the following roll call vote:

AYES: Councilmembers Black, Hill, Lay, Mayor Pro
 Tem Pernell and Mayor Heinsheimer.

NOES: None.

ABSENT: None.

ABSTAIN: None.

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

Administrative Offices

DEPUTY CITY CLERK

CITY OF ROLLING HILLS	ADMINISTRATIVE POLICY/PROCEDURES
FINANCIAL, BUDGET AND DEBT POLICIES	
<i>Original Version Effective: 09/24/2007</i>	<i>See end of document for complete policy history.</i>
<i>Current Version Effective: 05/11/2020</i>	

Policy Framework:

The purpose of the Financial, Budget and Debt Policies is to guide the City Council and other City officials in developing sustainable, balanced budgets and managing the City's finances in a prudent manner consistent with best practices. The City's commitment to adopting and operating within a balanced budget is a core financial value and policy of the City.

The City of Rolling Hills Financial Policies represents the City's framework for planning and management of the City's fiscal resources. Adherence to the Financial Policies promote sound financial management which can lead to unqualified annual audits, provide assurance to the taxpayers that tax dollars are being collected and spent per City Council direction and provide a minimum of unexpected impacts upon taxpayers and users of public services.

The City Council Finance / Budget Committee shall serve as the City's audit committee for the purpose of recommending the selection of an auditor to the City Council, meeting with the City Auditor, reviewing the annual audit and necessary financial statements, responding to conflicts between management and the auditor and responding to fraudulent activities. The City Council will conduct a competitive process for the selection of the independent external auditor every 6 years to be in conformance with California Government Code Section 12410.6. (b). commencing for Fiscal Year 2021-22. Any non- audit work performed by the independent external auditor, if allowed, will be done under a separate contract approved by the City Council.

The City Manager shall be responsible for developing and, as appropriate, implementing and managing these policies as well as subsidiary policies that execute the City's Financial Policies.

The City's Financial Policies shall be in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).

1. Financial Reporting Entity:

The City of Rolling Hills was incorporated in 1957 under the general laws of the State of California. The City operates under the Council-Manager form of government. The City Council consists of five members elected at large for overlapping four-year terms. The Mayor and Mayor Pro-Tem are selected from the City Council members and serve a one-year term. The City Council appoints a City Manager, City Attorney and City Treasurer. In addition, the City Council appoints the members of advisory Commissions and Committees.

The City, directly or by contract, provides municipal services as authorized by statute. Services provided include:

- Public safety through the Los Angeles County Sheriff and Fire Department
- Refuse collection by contract with a private hauler
- Water through California Water Service Company

- Sewer through Los Angeles County Sanitation Districts
- Recreation
- Public improvements
- Planning and zoning
- General administrative and support services

2. Financial Reporting Policies:

The City's accounting and financial reporting systems will be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA). Further, the City will make every attempt to implement all changes to governmental accounting practices at the earliest practical time.

- The financial report should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, disclose thoroughly with detail sufficient to minimize ambiguity and potential for misleading interferences.
- An annual audit will be performed by an independent public accounting firm with an audit opinion to be included with the City's published Comprehensive Annual Financial Report.
- The City's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units and as a communications device for all significant budgetary issues, trends, and resource choices.
- The City shall evaluate the fiscal impact of proposed changes in employee benefits to be provided. Prior to assuming liability for expanded benefits, a viable funding plan with estimates of long term impacts shall be incorporated into the analysis.
- The City shall endeavor to avoid committing to new spending for operating or capital improvement purposes until an analysis of all current and future cost implications is completed.
- The City shall endeavor to maintain cash reserves sufficient to fully fund the next present value of accruing liabilities, obligations to employees for vested payroll and benefits and similar obligations as they are incurred.
- The City shall prepare and present to the City Council monthly interim revenue and expenditure reports and a Mid-Year Review to allow evaluation of potential discrepancies from budget assumptions.

3. Internal Control Accounting Policies:

To provide a reasonable basis for making management's required representations concerning the finances of the City.

- Accounting Records – Maintain accounting records in accordance with Generally Accepted Accounting Principles (GAAP).
- Monthly Posting – Post a monthly record, which maintains each month's activities separate and distinct from another month's work. This provides visibility in locating errors and fixing corrections. Accounting ledgers will be reviewed and reconciled on a monthly

basis to supporting documentation – Cash Receipts, Accounts Payable, Payroll and Monthly Journal Entries.

- Sequential Number – Sequentially numbered instruments will be used for checks and cash receipts. Pre-numbered receipts are controlled and accounted for by an individual with no accounting handling responsibilities. The City's pre-numbered checks and pre-numbered cash receipts should be safeguarded in the Vault. All copies of voided receipt forms are retained, accounted for, and documented.
- Audit Trail – The City's accounting records and systems shall provide an audit trail (e.g. paper document) that allows for the tracing of each transaction from its original document to completion.

4. Operating Management Policies:

The budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Requests for new, on-going programs made outside the budget process will be discouraged.

- Budget development will consider multi-year implications of current decisions and allocations and use conservative revenue forecasts.
- Revenues will not be dedicated for specific purposes, unless required by law or Generally Accepted Accounting Practices (GAAP). All non-restricted revenues will be deposited in the General Fund (or other designated fund as approved by the City Manager) and appropriated by the City Council.
- Current revenues will fund current expenditures. City revenues will be managed to protect programs from short-term fluctuations that impact expenditures.
- The City will endeavor to identify entrepreneurial solutions to cover or recover costs of operating program.
- The City shall strive to avoid returning to the City Council for new or expanded appropriations during the fiscal year. Exceptions may include emergencies, unforeseen impacts, mid-year adjustments or new opportunities.
- Additional personnel will be requested after service needs have been thoroughly examined and is substantiated for new program initiatives or policy directives.
- All non-Enterprise user fees and charges will be evaluated at least every three years to determine the direct and indirect cost recovery rate. The analysis will be presented to the City Council.
- The City shall endeavor to maintain adequate cash reserves to fund 100% replacement of capital equipment. Replacement costs will be based upon equipment lifecycle financial analysis developed by the Finance Director and approved by the City Manager.
- Balanced revenue and expenditure forecasts will be prepared to examine the City's ability to absorb operating costs due to changes in the economy, service demands, and capital improvements. The forecast will be updated annually and include a four-year outlook.

- Cash and investment programs will be maintained in accordance with the Government Code and the adopted investment policy will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order. Pursuant to State law, the City, at least annually, revises and the City Council affirms a detailed investment policy.

5. Capital Management Policies:

- Capital improvement projects are defined as infrastructure or equipment purchases or construction which results in a capitalized asset and having a useful (depreciable) life of at least one year with a cost of \$5,000 or more per the City's resolution Number 953.
- The Finance Department shall utilize the straight-line method of calculating depreciation over the estimated useful life for all classes of assets.
- The capital improvement plan will attempt to include, in addition to current operating maintenance expenditures, adequate funding to support, repair and replace deteriorating infrastructure and avoid a significant unfunded liability.
- Capital improvement lifecycle costs will be coordinated with the development of the City's operating budget. Future operating, maintenance, and replacement costs associated with new capital improvements will be forecast, matched to available revenue sources and be included in the operating budget. Capital project contract awards or purchases will include a fiscal impact statement disclosing the expected operating impact of the project or acquisition and when such cost is expected to occur.

6. Reserve Policies:

It is the goal of the City to obtain and maintain a General Fund operating reserve (Rainy day fund) in the form of cash, of at least 40% of prior year audited annual General Fund revenues to cover normal seasonal cash flow variations, as well as unforeseen emergency or catastrophic impacts upon the City.

- One-time revenue windfalls should be designated as a reserve or used for one-time expenditures. The funds should not be used for on-going operations. For purposes of this policy, one-time revenue windfalls shall include:

CalPERS rebates

Tax revenue growth in excess of 10% in a single year

Unexpected revenues (e.g., litigation settlement)

Any other revenues the City Council may elect to designate as extraordinary

- All unexpended General Funds from the prior fiscal year will be deposited in the General Fund Reserve Fund (Rainy Day Fund.)
- The City will strive to maintain the Municipal Self-Insurance Fund with a July 1 balance of \$500,000.
- The City will strive to transfer \$250,000 annually into the Utilities Fund for the purpose of building up the necessary balance for underground projects.

- Enterprise Fund (e.g., for refuse collection) user fees and charges will be examined annually to ensure that they recover all direct and indirect costs of the service, provide for capital improvements and maintenance and maintain adequate reserves. Moreover, maintenance of cash reserves will provide a de facto rate stabilization plan. Rate increases shall be approved by the City Council following formal noticing and public hearing. Rate adjustments for enterprise operations will be based on five-year financial plans unless a conscious decision is made to the contrary. The current cash reserves shall be adjusted annually and will be equal to the proposed annual General Fund subsidy to the Refuse Fund and will be budgeted as a Transfer into the Refuse Fund.
- The City has established a PARS Pension Rate Stabilization Program Section 115 Trust. The Trust was created to fund the City's unfunded PERS Pension Liability and as funds are available they would be deposited into the Trust in order to maintain adequate reserves.

7. Budget Policies:

The function of the City of Rolling Hills is primarily administrative.

A. Categories of Funds

- The City's annual budget contains fifteen different funds managed in conformance with the City's Fund Balance Policy:

General Fund
 Community Facility Fund
 Self-Insurance Fund
 Refuse Fund
 Traffic Fund
 Transit Fund - Proposition A
 Transit Fund - Proposition C
 Transit Fund – Measure R
 Transit Fund – Measure M
 LA County Measure W
 Capital Projects Fund
 Citizens Options for Public Safety Fund (COPS) Fund
 California Law Enforcement Equipment Program (CLEEP) Fund.
 Utility Fund
 OPEB (Post-Employment Benefits Other Than Pensions) Fund

- Each fund is considered to be a separate accounting entity for budgeting and financial reporting purposes.
- The operations of each fund are accounted for by providing a separate set of self-balancing accounts which are comprised of each fund's assets, liabilities, equity, revenues and expenditures, as appropriate.
- The City resources are allocated to and for individual funds based upon the purpose of the spending activities.
- All funds and reserves will be evaluated annually for long-term adequacy and use requirements in conjunction with development of the City's long-term budget assumptions.

- For approved capital projects unexpended budget appropriations would be reviewed annually by the Finance/Budget/Audit Committee for recommendation for carryover to the following fiscal year.

B. Operating Budget Guidelines

- The Budget is detailed - Expenditures are authorized line by line, item by item. Line items are used to limit precisely the amount and narrowly define what can be spent.
- The Budget is annual - The annual budget period is from July 1 to June 30. The time span of the authority to spend is restricted to one year. Each year the regular cycle of budgeting is repeated.
- The budget is comprehensive – The budget is prepared for all funds expended by the City.
- The City adopts a budget by June 30 of each year.
- Comparative Data - Comparative data from the prior year is presented in the annual budget in order to provide an understanding of changes in the City's financial position and operation.
- Public Hearing - The City Council reviews a tentative budget and adopts the final budget. A public hearing is conducted to receive comments prior to adoption.

C. Financial Review

Throughout the fiscal year, monthly financial reports comparing actual amounts with budgeted amounts are prepared by the Finance Director and submitted to the City Manager and members of the City Council. As these reports are reviewed, attention is drawn to variances between budgeted amounts and actual amounts.

D. Budgeted Revenues & Expenditures

The City reviews fees and charges to keep pace with the cost of providing the service.

8. **Debt Management Policies:**

The City will seek to avoid incurring debt. While the City is disposed to funding capital improvements and expenditures on a cash basis, the City will consider, and when necessary, enter into debt financing for citywide public improvement projects such as sewers and utility undergrounding.

- Lease Equipment - Office Equipment has been leased on a monthly basis with the expense incurred at the time of payment.

Policy Administrative History:

Adopted September 24, 2007

Revised and Adopted March 24, 2008

Revised and Adopted February 23, 2009

Revised and Adopted March 8, 2010

Reviewed and Adopted February 28, 2011
Revised and Adopted May 23, 2011
Reviewed and Adopted May 14, 2012
Reviewed and Adopted April 22, 2013
Revised and Adopted September 9, 2013
Reviewed and Adopted March 24, 2014
Reviewed and Adopted April 27, 2015
Reviewed and Revised April 25, 2016
Reviewed and Adopted April 24, 2017
Reviewed and Adopted April 22, 2019
Reviewed and Adopted May 11, 2020

CITY OF ROLLING HILLS	ADMINISTRATIVE POLICY/PROCEDURES
INVESTMENT POLICY	
<i>Original Version Effective: 09/24/2007</i>	<i>See end of document for complete policy history.</i>
<i>Current Version Effective: 04/09/2018</i>	

1.0 Policy

It is the policy of the City of Rolling Hills to protect, preserve and maintain the assets of the City. It shall invest public funds in a manner that will provide the highest investment return commensurate with maximum security while meeting the cash flow demands of the City and conforming to all State and Local statutes governing the investment of public funds.

2.0 Scope

The City follows the practice of pooling cash and investments of all funds, except for funds in the City's employee deferred compensation plan. Funds contained in the City's pool are designated the "General Portfolio." These funds are accounted for in the Financial Statements of the City and include:

The General Fund
All Special Revenue Funds
All Capital Projects Funds
All Enterprise Funds
All Internal Service Funds
All Trust and Agency Funds

The City offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The City's deferred compensation plans assets are with Nationwide Retirement Solutions and ICMA Retirement Corporation. The Nationwide Retirement Solutions and ICMA Retirement Corporation invests employee account assets in various investment options as directed by the individual employee. Accordingly, these assets are neither controlled by the City nor subject to this investment policy.

3.0 Prudence

The City holds to the "prudent investor standard" in that all investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived and acting as a fiduciary of the public trust. The prudent investor standard set forth in Section 53600.3 of the Government Code states: "When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skills, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with the like aims to safeguard the principle and maintain the liquidity needs of the agency."

4.0 Objectives

The primary objectives, in priority order, of the City of Rolling Hills' investment activities shall be:

4.1. Safety: Safety of principal is the foremost objective of the investment program. "Safety" means that the overall value of City funds shall not be diminished in the process of securing and investing those funds or over the duration of the investments.

4.2. Liquidity: The City of Rolling Hills' investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

The liquidity of each type of investment is included in its description in the "Authorized Investments" section of this policy.

4.3. Return on Investment (Yield): The City of Rolling Hills investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio.

In general, the California Government Code limits authorized investments to those classes of securities which have lower risk (and therefore lower yields) than other higher risk investment choices. In each investment transaction, the anticipated return on investment is subordinate to the preceding requirement of credit and investment risk.

5.0 Delegation of Authority

The City Council has the authority to select financial institutions for the City' investment and bank accounts. The City Council has designated the City Council Finance / Budget Committee, the City Manager, and the City Finance Director with the responsibility for decisions and operations for the following investment and operating bank accounts:

Operating Bank Accounts

- Local Agency Fund administered by the Treasurer of the State of California
- Money market savings accounts
- Checking accounts

Certificates of Deposits/Negotiable Certificates of Deposits or Time Deposits

Certificates of Deposits, Negotiable Certificates of Deposit or Time Deposits with commercial banks and /or savings and loan associations issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union with maturities ranging from 30 days to three years.

6.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process are required by the City of Rolling Hills' and State Government Code Section 81000 to disclose annually to the City Council any material financial interests in financial institutions that conduct business with the City and further to disclose any large personal financial / investment positions that could be related to the performance of the City, particularly with regard to the time of purchase and sales, as part of the City's conflict of interest reporting requirements. Said employees are also prohibited from accepting gifts proffered as a direct result of being employees of the City.

7.0 Authorized Financial Dealers, Institutions and Portfolio Managers:

The Finance Director will maintain a list of financial institutions authorized to provide investment services, including portfolio management. No public deposit shall be made except in a qualified public depository as established by State law. Financial institutions authorized to provide investment services to the City, including portfolio management, shall utilize security broker / dealers who are duly licensed and authorized to provide investment services in the State of California.

Anyone providing financial services to the City, including portfolio management must adhere to the City's investment policies as adopted by the City Council.

8.0 Authorized and Suitable Investments:

The surplus funds of the City may be invested in any of the following list of eligible securities.

Surplus funds are defined as those funds not immediately needed for City operations excepting those minimum balances required by the City's banks as compensation for services rendered to the City, or such other funds as otherwise determined by the Finance Director or City Manager.

The list of eligible securities is drawn from the approved investments contained in the California Government Code Sections 53600 et seq., limited further by the provisions of this policy.

For eligibility as a City investment, the following restrictions should be added to those contained in the California Government Code Sections 53601 et seq. They are:

8.1 U.S. Treasury Bonds, Notes & Bills – “Strips” and “Cubes”

The principal and interest portions of U.S. Treasury securities are issued by the Federal Government. Frequently, broker / dealers make a market in these securities by separating the principal and interest components and marketing them separately. The principal portions of their “stripped” securities are marketed at deep discounts. “Strips” and “Cubes” do not provide income streams during the term of the investment, but rather pay a “par” amount at maturity. This makes these investments somewhat more volatile than standard U.S. Treasury securities.

The City will not invest in “strips” or “cubes.”

8.2 U.S. Government Agencies

There are numerous government agencies listed which issue debt instruments but many lack the liquidity necessary to fit the City's portfolio requirements possibly including, for example, the issues of Federal Farm Credit Bank, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Federal Home Loan Bank, and the Student Loan Mortgage Corporation.

The City will not purchase these government agency securities.

8.3 Repurchase Agreements

A repurchase agreement is a contractual agreement between a financial institution or dealer and the City in which the City lends its funds to the financial institution or dealer for a certain number of days at a stated rate of interest. In return, the City takes title to securities as collateral until the funds and interest are repaid.

The City will not enter into repurchase agreements.

8.4 Medium Term Corporate Notes

The City will not purchase medium term corporate notes.

8.5 Commercial Paper and Corporate Bonds

The City will not purchase commercial paper or corporate bonds.

8.6 Prohibited Investments

The list of eligible securities contained in the California Government Code is extensive and includes a number of categories which are not suitable investments for City funds because of limitations in the liquidity of the instruments or the interest rates obtainable thereon. The categories in the list which have such limitations are:

The notes or bonds or any obligations of the State of California or of any local agency or district of the State of California.

Notes, bonds or other obligations issued by any other state or the Commonwealth of Puerto Rico.

The city shall not invest any funds pursuant to Section 53600, et. Seq., in any security that could result in zero interest accrual if held to maturity.

9.0 Collateralization:

All City of Rolling Hills' investments shall be collateralized as required by the State Government Code.

10.0 Maximum Maturities:

To the extent possible, the City of Rolling Hills will match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than one (3) years from the date of purchase.

11.0 Internal Control:

The City's external auditor with the support from the Finance Director shall annually conduct an independent review of the internal controls. Additionally, the City's external auditor with support from the Finance Director will annually perform a financial audit. Both may be conducted at the same time, when the City's annual financial audit performed. The external auditor will be an independent certified public accountant who performs his work under generally accepted auditing standards as adopted by the Auditing Standards Board (ASB) of the American Institute of Certified Public Accountants.

12.0 Performance Standards:

The investment portfolio shall be designated with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs of the City.

13.0 Investment Policy Adoption:

The City Council shall consider and adopt a written Investment Policy annually and accept quarterly Investment Reports as provided in Government Code Section 53646 et al.

Policy Administrative History:

*Adopted September 24, 2007
Revised and Adopted February 23, 2009
Revised and Adopted March 8, 2010
Reviewed and Adopted February 28, 2011
Reviewed and Adopted May 14, 2012
Reviewed and Adopted April 22, 2013
Reviewed and Adopted March 24, 2014
Reviewed and Adopted April 27, 2015
Reviewed and Revised April 25, 2016
Reviewed and Adopted April 24, 2017
Reviewed and Adopted April 09, 2018*



CPAs AND ADVISORS

May 12, 2021

City of Rolling Hills
Terry Shea
2 Portuguese Bend Road
Rolling Hills, CA 90274

Lance, Soll & Lunghard, LLP is pleased to respond to your request for an one year extension. As a leader in the field of governmental accounting and auditing, we appreciate this opportunity given to us to present to continue our services. For the one-year extension, we will continue to provide our services with the standard 3% increase to the existing contract. The services and fees of **\$17,623** for fiscal year ending June 30, 2021 would be as follows:

- Perform a financial audit of the City of Rolling Hills in accordance with Generally Accepted Government Auditing Standards. A CAFR will be prepared and word processed by LSL. The CAFR will be in full compliance with all current GASB pronouncements. LSL will render its auditors' report on the basic financial statements, which will include both Government-Wide Financial Statements and Fund Financial Statements. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis and required supplementary information. LSL understands that we will prepare the financial section of the City's CAFR. **Price: \$15,965** (PY price was \$15,500)
- Perform agreed-upon audit procedures pertaining to the City's Appropriations Limit Worksheet and render a letter, annually, to the City regarding compliance. **Price: \$556** (PY price was \$540)
- Prepare the City's State Controller's Report annually. **Price: \$1,102** (PY price was \$1,070)
- Issue a separate "management letter" that includes a report on the City's internal control over financial reporting in addition to recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. **Price: included with financial audit**
- LSL will be available for occasional consultation throughout the year as a financial resource for the City of Rolling Hills and will be available for additional work as required.

This proposal describes the benefits your organization would receive from Lance, Soll & Lunghard, LLP. **We are committed to provide the services presented in our proposal in accordance with the timetable specified in your request for proposal.** This proposal is a firm and irrevocable offer for a period no less than 90 calendar days from the date of submittal. For purposes of this proposal, Deborah A. Harper, Partner is authorized to make representations for our firm. I can be reached at the address below, by phone at (714) 672-0022 or by email at Deborah.Harper@lsllcpas.com.



Deborah. A. Harper, Partner
LANCE, SOLL & LUNGHARD, LLP
203 N. Brea Blvd., Suite 203
Brea, CA 92821

**PROPOSED 3-YEAR CAPITAL IMPROVEMENT PLAN
CITY OF ROLLING HILLS
FY2020-2021 TO FY 2022-2023**

		Year 0		Current Year		Year 2		Year 3			
Project Description		FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022		FY 2022-2023	
		Phase	Cost	Phase	Cost	Phase	Cost	Phase	Cost	Phase	Cost
1	8" Sewer Main along Rolling Hills Road [1]	Feasibility Study Phase I	\$11,391	Feasibility Study Phase II	\$30,000	Design	\$81,196	Construction	\$1,700,000		
2	Tennis Courts ADA Improvements	Design	\$8,000					Construction	\$300,000		
3	City Hall ADA Improvements [2]					Design	\$37,000	Construction	\$850,000		
4	Crest Road East Utility Undergrounding Grant Project [3]					Design		Design/Construction	\$763,638	Construction	\$763,638
5	Vegetation/Fire Fuel Management Grant Project [4]					Design [6]	\$0	Environmental/ Construction	\$975,144		
6	City Hall campus parking lot improvements [5]									Design	\$50,000
Total		\$19,391		\$30,000		\$118,196		\$4,588,782		\$813,638	

[1] Off-set of general fund (\$350,000) using American Rescue Fund

[2] Low interest rate financing secured (\$300,000) through CJPIA for ADA projects with 5 year repay plan.

[3] Grant requires 25% local match. City will use Rule 20A credit for local match.

[4] Only phase 1 has been awarded. Phase 2 approval will depend on the completion of phase 1.

[5] Eligible to be funded using a combination of accumulated local returns from Measures R and M transportation funds, Measure A County Park fund, and Measure W Clean Water fund.

[6] No cost to the City; contribution by the Los Angeles County Fire Department

SCHEDULE

Project Description	FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022		FY 2022-2023	
	Phase	Timeframe	Phase	Timeframe	Phase	Timeframe	Phase	Timeframe	Phase	Timeframe
1 8" Sewer Main along Rolling Hills Road [1]	Feasibility Study Phase I	Feb 18 - Oct 18	Feasibility Study Phase II	May 19 - May 20	Design	Sept '20 - Jun '21	Construction	Jul '21 - Nov '21		
2 Tennis Courts ADA Improvements	Design						Construction	Nov '21 - Apr '22		
3 City Hall ADA Improvements [2]					Design	Mar '20 - May '21	Construction	Oct '21 - Feb '22		
4 Crest Road East Utility Undergrounding Grant Project [3]					Design	Jan '21 - Jun '22	Design/Construction	Jul '21 - Jun '22	Construction	Jul'22 - Sept '22
5 Vegetation/Fire Fuel Management Grant Project [4]					Design	Dec '20 - Mar '21	Environmental/ Construction	May '21 - Nov '21; Jan '22 - Apr '22		
6 City Hall campus parking lot improvements [5]									Design	Jun '22 - Dec '22

**CITY OF ROLLING HILLS
CONSOLIDATED TAX, FEE AND FINE SCHEDULE
for FISCAL YEAR 2019/20**

ITEM	FEES	CODE/RESO NO.	DATE ADOPTED
TAXES			
Real Property Transfer Tax	Property value exceeds \$100,000 - a tax at the rate of 27.5 cents for each five hundred dollars or fractional part thereof.	Ordinance No. 72	December 11, 1967
Cable Television Franchise	2.50% of gross annual receipts	Resolution No. 823	July 28, 1997
BUILDING AND SAFETY PERMITS			
BUILDING, PLUMBING, MECHANICAL, AND ELECTRICAL PERMITS (LA COUNTY)			
Building Permit	Two and one quarter the amount set forth in the LA County Building Code for each fee.	Resolution No. 496 Resolution No. 1226	August 23, 1982 July 9, 2018
Plumbing Permit	Two and one quarter times the amount set forth in the LA County Plumbing Code for each fee.		
Mechanical Permit	Two and one quarter times the amount set forth in the LA County Mechanical Code for each fee.		
Electrical Permit	Two and one quarter times the amount set forth in the LA County Electrical Code for each fee.		
Park & Recreation Fund Fee	New residential dwelling - 2% of the first \$100,00 of construction valuation, plus 0.25% of such valuation over \$100,000	Resolution No. 1206	May 22, 2017
Solar and Photovoltaic Systems and Appurtenant Equipment	The amount set forth in the Los Angeles Cour Bulding and Electrical Codes for each fee, table and schedule therein, plus \$60.11 City administrative fee.	Resolution No. 1064	July 13, 2009
GEOTECHNICAL FEES	0.42% of the valuation of the proposed struct Minimum charge - \$535 Maximum charge - \$3,588	Resolution No. 931	April 14, 2003
PERMITTING PROCESS THROUGH A CITY APPROVED CONSULTANT			
Building, Plumbing, Mechanical, and Electrical	25% surcharge on Los Angeles County Department of Building and Safety fees	Resolution No. 1034	February 11, 2008
Solar and Photovoltaic Systems and Appurtenant Equipment	25% surcharge on Los Angeles County Department of Building and Safety fees, plus \$60.11 City administrative fee	Resolution No. 1064	July 13, 2009
PLANNING, ZONING AND SUBDIVISIONS		Resolution No. 691	September 28, 1992
Conditional Use Permits	\$1,500		
Site Plan Review	\$1,500		
Variance	\$1,250		
Variance, Minor	\$750		
Discretionary Approval Modification	2/3 of original application fee		
Zone Change	\$2,000		
Zoning Amendment	\$2,000		
General Plan Amendment	\$2,000		
Lot Line Adjustment	\$1,500, plus county fee		
Tentative Parcel Map	\$1,500 and county fees plus 20%		
Tentative Tract Map	\$1,500 and county fees plus 20%		

**CITY OF ROLLING HILLS
CONSOLIDATED TAX, FEE AND FINE SCHEDULE
for FISCAL YEAR 2019/20**

ITEM	FEES	CODE/RESO NO.	DATE ADOPTED
Appeal Fee	2/3 of original application fee		
Appeal of Zone Clearance	\$375	Resolution No. 1149	July 22, 2013
Environmental Impact Report	City consultant fee plus 10%	Resolution No. 1206	May 22, 2017
Extension of Time	\$200	Resolution No. 1149	July 22, 2013
Final Parcel or Tract Map	County fees	Resolution No. 1206	May 22, 2017
County Clerk Processing Fee	County fee	Resolution No. 1149	July 22, 2013
Multiple Discretionary Reviews	Most expensive fee for the first review and 1/2 of the fee for the second review. No fee for third or more reviews	Resolution No. 1060	May 11, 2009
Accessory Dwelling Unit Appl. Processing Fee	\$375	Resolution No. 2120	February 12, 2018
Stable Use Permit	\$375	Resolution No. 1149	July 22, 2013
Major Remodel Review	\$375	Resolution No. 1149	July 22, 2013
Lighting Ordinance Modification	\$375	Resolution No. 1206	May 22, 2017
Outdoor Lighting Audit	\$150	Resolution No. 1149	July 22, 2013
City Council and Planning Commission Interpretation and Misc. Reviews	\$375 - fee to be credited if results in filing of formal application to the City Council or Planning Commission	Resolution No. 1149	July 22, 2013
Environmental Review fees for Discretionary Permits			
Preparation and Staff Review of Initial Study	\$200	Resolution No. 1119	April 23, 2012
Preparation of Negative Declaration or Mitigated Negative Declaration	\$50 plus fee charged by the CA Dept. of Fish and Game, if applicable, as adjusted annually	Resolution No. 1206	May 22, 2017
Service Request	County fees plus 20% \$100 single project permit/ \$750 deposit, refundable upon submittal of Certificate of Compliance	Resolution No. 1119	April 23, 2012
Construction and Demolition Waste Permit		Resolution No. 1060	June 24, 2019
ADDITIONAL PROCESSING FEE		Resolution No. 854	January 25, 1999
Planning & Zoning Applications involving illegal or "as built" structures or grading that require Planning Commission review.	Administrative Fee \$1,500 Stop Work Order \$200	Resolution No. 1206 Resolution No. 1060	May 22, 2017 May 11, 2009
TRAFFIC COMMISSION REVIEW		Resolution No. 691	September 28, 1992
New driveways or other traffic related items	\$300		
VIEW IMPAIRMENT		Resolution No. 1119	April 23, 2012
Review by Committee on Trees and Views Processing fee	\$2,000		
Environmental Review Fees			
Preparation and Staff Review of Initial Study	\$200		
Preparation of Negative Declaration or Mitigated Negative Declaration	\$50 plus fee charged by the CA Dept. of Fish and Game, if applicable, as adjusted annually		
GENERAL ADMINISTRATION - PROCESSING FEES		Resolution No. 691	September 28, 1992
General Plan	\$30		
Zoning Code	\$25		
Budget	\$30		
Zoning Map	\$3		
Xeroxed Copies, each page	\$0.25		

**CITY OF ROLLING HILLS
CONSOLIDATED TAX, FEE AND FINE SCHEDULE
for FISCAL YEAR 2019/20**

ITEM	FEES	CODE/RESO NO.	DATE ADOPTED
Subdivision Code	\$25		
FALSE ALARM		Resolution No. 1119	April 23, 2012
Fee for 1st incident involving a false alarm is waived			
2nd	\$50		
3rd	\$100		
4th	\$150		
5th	\$200		
6th	\$250		
BAIL/FINE SCHEDULE FOR VEHICLE AND TRAFFIC VIOLATIONS		Resolution No. 791	August 12, 1996
As set forth in Bail/Fine Schedule for		Resolution No. 799	October 28, 1996
Title 10 Violations,.		Resolution No. 824	July 28, 1997
		Resolution No. 1072	September 14, 2009
		Resolution No. 1101	January 10, 2011
PARKING VIOLATION/CITATION PENALTY SCHEDULE		Resolution No. 717	November 22, 1993
Pursuant to California Vehicle Code Section		Resolution No. 740	May 9, 1994
40203.5 and 40225		Resolution No. 824	July 28, 1997
FINE SCHEDULE FOR ADMINISTRATIVE CITATIONS			
Social Host Liability (RHMC Chapter 9.58)		Resolution No. 1206	May 22, 2017
1st Violation	\$2,500		
2nd Violation within one year of first	\$5,000		
Each add'l violation within one year of first	\$7,500		
DOG/CAT LICENSE FEES		Resolution No. 527	April 23, 1984
Dog, unaltered	\$18		
Dog, spayed/neutered	\$9		
with Certificate of Sterility			
Metallic dog tag	\$5		
Penalty for not renewing license	\$25		
Duplicate dog tag	\$5		
Transfer fee	\$3		
Appeal fee	\$40		
Cat, unaltered, lifetime (optional)	\$10		
Cat, spayed/neutered, lifetime (optional)	\$5		
with Certificate of Sterility			
QUIMBY ACT FEES FOR SUBDIVISIONS	Park in-lieu fees and/or dedication of land when subdividing property.	Municipal Code Section 16.28.150	March 2005
SOLID WASTE COLLECTION FEES	FY 2017/18 Annual Fee - \$1,100 *	Resolution No. 1051	January 12, 2009
PERMITS RELATIVE TO EXTRA LARGE VEHICLES ACCESSING THE CITY	\$75 per vehicle (The City does not collect this fee.)	Resolution No. 637	March 25, 1991

* Solid Waste Collection Fee last updated 7/1/14 for FY 14/15 (City absorbed CPI increase for FY15/16, FY16/17, FY17/18, FY 18/19 and FY 19/20)

**CITY OF ROLLING HILLS
EXPENDITURE ACCOUNT DETAIL - GENERAL FUND
BUDGET WORKSHEET FY 2021/2022**

Items	Budget Backup Information	MIP Account Number	DEPT	FUNDBALANCE Account Description
01	CITY ADMINISTRATION			
EMPLOYEE SALARIES				
7001 Salaries Full Time - CITY ADMINISTRATION				
Annual Salary				
Jeng	\$ 214,600			
Sandoval	72,200			
Ball	73,500			
Viramontes	58,300			
Exceptional Pay	-			
Salaries Full Time	418,600	01-01-702.0	CA	Salaries Full Time
Salaries Part-Time	10,500	01-01-703.0	PD	Salaries Part-Time
Total Salaries	429,100			
7005	EMPLOYEE BENEFITS			
Retirement CalPERS - Employer	29,000	01-01-710.0	CA	Retirement CalPERS - Employer
Retirement CalPERS - Employer Unfunded Liability PERS POOL	59,026	01-01-710.0	CA	Retirement CalPERS - Employer Unfunded Liability FY 17/18
Retirement CalPERS - Employer Unfunded Liability PERS POOL	-	01-01-710.0	CA	Retirement CalPERS - Employer Unfunded Liability PERS POOL
Total Retirement CalPERS - Employer	88,026			
Worker's Compensation Insurance	7,700	01-01-715.0	CA	Worker's Compensation Insurance
Group Insurance	55,000	01-01-716.0	CA	Group Insurance
Retiree Medical	30,300	01-01-717.0	CA	Retiree Medical
Employer Payroll Taxes	28,400	01-01-718.0	CA	Employer Payroll Taxes
Deferred Compensation	4,300	01-01-719.0	CA	Deferred Compensation
Phone Allowance	1,300	XXXXXXX	CA	Phone Allowance
Auto Allowance	4,800	01-01-720.0	CA	Auto Allowance
Employee Benefits	219,826			
7500	MATERIALS & SUPPLIES			
Office Supplies & Expenses				
Computer/Hardware support Fund	5,000			
Race Communication- Broadband Southbay Fiber Network	12,240			
Konica Maintenance Fee \$400 per month	4,800			
Pitney Bowes Postage \$1,500 per month	20,000			
Petty Cash	4,000			
First Bankcard Center - Credit Card - Office Supplies	6,000			
Misc. Items	5,000			
Misc. Subscriptions - LA Times, Daily Breeze & Misc.	1,000			
Office Supplies & Expenses	58,040	01-01-740.0	CA	Office Supplies & Expense
Equipment Leasing Costs				
Konica Minolta Copier Lease	4,250			
Pitney Bowes \$600 per month	2,400			
Granicus	7,100			
Neopost	1,100			

**CITY OF ROLLING HILLS
EXPENDITURE ACCOUNT DETAIL - GENERAL FUND
BUDGET WORKSHEET FY 2021/2022**

Items	Budget Backup Information	MIP Account Number	DEPT	FUNDBALANCE Account Description
Equipment Leasing Costs	14,850	01-01-745.0	CA	Equipment Leasing Costs
Dues & Subscriptions				
CCMF - City Manager	400			
ICMA- City Manager	1,400			
Municipal Management Association of Southern California	100			
City Clerk's Association of California - City Clerk	90			
International Institute of Municipal City Clerks	150			
PV Coordinating Council - City	100			
League of California Cities - City	1,000			
Southern Cal Association of Govern - City	500			
League of California Cities - City	1,500			
California Contract Cities Association - City	1,500			
Southern Calif Assoc - City	500			
South Bay Cities Council of Government - City	7,000			
Misc. Items	1,000			
Dues	15,240	01-01-750.0	CA	Dues & Subscriptions
Conferences				
City Manager	5,000	01-01-755.0	CA	Conference Expense
City Clerk	2,500	01-01-755.0	CA	Conference Expense
Senior Management Analyst	2,500	01-01-755.0	CA	Conference Expense
Conferences	10,000			
Meeting Expense				
City Manager	2,000	01-01-757.0	CA	Meetings Expense
Training & Education				
City Manager	1,000	01-01-759.0	CA	Training & Education
City Clerk	2,000	01-01-759.0	CA	Training & Education
Senior Management Analyst	2,000	01-01-759.0	CA	Training & Education
Training & Education	5,000			
Auto Mileage Employee (56. cents per mile)	500	01-01-761.0	CA	Auto Mileage
Telephone				
Nextiva \$350 per month	4,200			
Remote Satellite	1,500			
Other	-			
Telephone	5,700	01-01-770.0	CA	Telephone
City Council Expense				
City Council Expense	\$ 10,000			
City Council Expense	10,000	01-01-775.0	CA	City Council Expense

CITY OF ROLLING HILLS
EXPENDITURE ACCOUNT DETAIL - GENERAL FUND
BUDGET WORKSHEET FY 2021/2022

Items	Budget Backup Information	MIP Account Number	DEPT	FUNDBALANCE Account Description
Minutes Clerk Meetings	6,000	01-01-780.0	CA	Minutes Clerk Meetings
Hourly Rate: \$43.33 per hour (31 hours - .75 hrs x 22 meetings \$				
Codification				
Municode	4,450			
On-Line Hosting	550			
Codification	5,000	01-01-785.0	CA	Codification
Advertising - Personnel & Misc.	1,000	01-01-790.0	CA	Advertising
Other Gen Admin Expense				
Digitizing Records - File Keeper	1,700			
Complete Fire Service	150			
ADP Processing	2,000			
Administration Unfunded Pension Liability Trust	-			
Other	1,050			
Other Gen Admin Expense - NON-DEPARTMENT	4,900	01-01-795.0	CA	Other Gen Admin Expense
Total Materials & Supplies	138,230			
8000 CONTRACTUAL SERVICES				
City Attorney, Legal (\$190 per hour)	91,000	01-01-801.0	CA	General Legal - City Attorney
Litigation from \$244 to \$250 per hour				
20 hours per month				
Legal Expenses - Other	3,000	01-01-802.0	CA	Legal Expenses Other
Revize LLC Annual Fee Web Design	6,000			
	-			
Website	6,000	01-01-820.0	CA	Website
Election, City Council	-	01-01-850.0	CA	Election Expense City Council
Consulting Fees				
Forum Info-Tech \$3,700 per month	44,400			
Alert Southbay: Social Media	10,000			
Records Management	45,000			
DAC TRAK Annual Maintenance	2,000			
Project Management (CIP Coordination)	45,000			
Special Project - Caspio, website database support	15,000			
Consulting Fees	161,400	01-01-890.0	CA	Consulting Fees
Total Contractual Services	261,400			
8000 CAPITAL OUTLAY				
Capital Outlay - Equipment - Disaster Emergency	-	01-01-950.0	CA	Capital Outlay - Equipment
Capital Outlay - City Hall Improvements	-	01-01-950.0	CA	Capital Outlay - City Hall Improvements
Total City Administration Capital Improvements	-			
TOTAL CITY ADMINISTRATION	\$ 1,048,556			

CITY OF ROLLING HILLS
EXPENDITURE ACCOUNT DETAIL - GENERAL FUND
BUDGET WORKSHEET FY 2021/2022

Items	Budget Backup Information	MIP Account Number	DEPT	FUNDBALANCE Account Description
05	FINANCE			
7500	MATERIALS & SUPPLIES			
Dues & Subscriptions - GFOA	\$ 200	01-05-750.0	FD	Dues & Subscriptions
8000	CONTRACTUAL SERVICES			
Annual Audit	17,630			
Consulting Fees				
RAMS (7,708.33 x 12= 92,500)	92,500			
GovInvest - pension projections	1,750			
Total Compensation - OPEB Actuary	2,850			
Abila MIP GL Software \$200 per month	2,400			
	99,500			
Total Contractual Services	117,130	01-05-890.0	FD	Contractual Services
8000	CAPITAL OUTLAY			
Capital Outlay - Equipment	-	01-05-950.0	FD	Capital Outlay - Equipment
TOTAL FINANCE	\$ 117,330			

**CITY OF ROLLING HILLS
EXPENDITURE ACCOUNT DETAIL - GENERAL FUND
BUDGET WORKSHEET FY 2021/2022**

Items	Budget Backup Information	MIP Account Number	DEPT	FUNDBALANCE Account Description
15	PLANNING & DEVELOPMENT			
7001	EMPLOYEE SALARIES			
Salaries Full Time				
Annual Salary				
Alguira	\$ 142,200			
Stephanie Grant	56,000			
Salaries Full Time	198,200	01-15-702.0	PD	Salaries Full Time
Salaries Part-Time	35,000	01-15-703.0	PD	Salaries Part-Time
Total Salaries	233,200			
7005	EMPLOYEE BENEFITS			
Retirement CalPERS - Employer	17,750	01-15-710.0	PD	Retirement CalPERS - Employer
Retirement CalPERS - Employer Unfunded Liability FY 19/20	-	01-15-711.0	PD	Retirement CalPERS - Employer Unfunded Liability FY 17/18
Total Retirement CalPERS - Employer	17,750			
Worker's Compensation Insurance	3,800	01-15-715.0	PD	Worker's Compensation Insurance
Group Insurance	30,900	01-15-716.0	PD	Group Insurance
Employer Payroll Taxes	18,790	01-15-718.0	PD	Employer Payroll Taxes
Deferred Compensation	1,200	01-15-719.0	PD	Deferred Compensation
Phone Allowance	600			
Auto Allowance	2,400	01-15-720.0	PD	Auto Allowance
Employee Benefits	75,440			
7500	MATERIALS & SUPPLIES			
Dues & Subscriptions				
American Planning Association (APA) Membership	850	01-15-750.0	PD	Dues & Subscriptions
Conferences				
Meredith Elguira - APA & UCLA Extension	5,000			
	5,000	01-15-755.0	PD	Conference Expense
Training & Education				
Planning & Code Enforcement (Code Enf - Measure W Funds)	1,000			
	1,000	01-15-759.0	PD	Training & Education
Planning Commission Meetings	-	01-15-758.0	PD	Planning Commission Meeting
Planning - Misc Expenses				
Mapping/APN Infor/Radius/Labels	1,000			
Reference Materials (CEQA/CELSOC/Municipal Code Book)	-			
Lomita Blueprint Service	500			
LA County Clerk	500			
	2,000	01-15-776.0	PD	Planning - Misc Expenses
Total Materials & Supplies	8,850			
8000	CONTRACTUAL SERVICES			

**CITY OF ROLLING HILLS
EXPENDITURE ACCOUNT DETAIL - GENERAL FUND
BUDGET WORKSHEET FY 2021/2022**

Items	Budget Backup Information	MIP Account Number	DEPT PD	FUNDBALANCE Account Description
Legal Expenses Other	-	01-15-802.0		Legal Expenses Other
Property Develop - Legal Exp				
Legal Expense Land Use	75,000			
Code Violation/View Dispute	25,000			
	100,000	01-15-872.0	PD	Property Develop - Legal Exp
Building Inspection LA County/Willdan	150,000	01-15-878.0	PD	Building Inspection LA County/Willdan
Storm Water Management				
CIMP Monitoring (MOU with RPV as lead)	66,146			
Monitoring of SepulvedaCanyon	20,000			
Trash Monitoring	7,000			
Greater Harbor Toxics Coordinated Monitoring (MOU)	7,696			
NPDES Permit Fee	5,800			
MS 4 Permit, Time Schedule Order and OWTS Support	75,000			
Machado Lake and Harbor Toxics TMDL's Special Study (option 1)	70,000			
PW Project - Storm water	251,642	01-15-881.0	PD	Storm Water Management
Variance & CUP Expense	7,000	01-15-882.0	PD	Variance & CUP Expense
Special Project Study & Consultant		01-15-884.0		
Update Safety Element - Rincon Consultant (Cal OES Grant)	20,000			
Consultant to Apply for Grants - (Update General Plan Elements)	5,000			
Planning Consultant (Plan Rev/Inspect/CEQA Housing Element/Code Update)	75,000			
Landscape Review WELO Compliance	3,000			
Professional Engineering Services Monitor/Follow up Various PW Projects	2,000			
Update 6th Cylce Housing Element - Barry Miller Consultant	50,000			
Arborist	10,000			
Contingency	15,000			
	180,000	01-15-884.0	PD	Special Project Study & Consultant
Total Contractual Services	688,642			
8000 CAPITAL OUTLAY				
Capital Outlay - Equipment				
Off-Road Vehicle	20,000			
iWorq Annual Maintenance Fee	4,000			
GIS Subscription	2,400			
Total Equipment	26,400	01-15-950.0	FD	Capital Outlay - Equipment
TOTAL PLANNING & DEVELOPMENT	\$ 1,032,532			

CITY OF ROLLING HILLS
EXPENDITURE ACCOUNT DETAIL - GENERAL FUND
BUDGET WORKSHEET FY 2021/2022

Items	Budget Backup Information	MIP Account Number	DEPT	FUNDBALANCE Account Description
25	LAW ENFORCEMENT			
8200	LAW ENFORCEMENT			
Law Enforcement - LA County Sheriff (\$18475 x 12)	\$ 220,380	01-25-830.0	PS	Law Enforcement
Traffic Enforcement	-	01-25-831.0	PS	Traffic Enforcement (Fund 10)
Parking Citation	-	01-25-832.0	PS	Parking Citation
City of Rancho Palos Verdes	-	01-25-833.0	PS	Other
Other Law Enforcement Expenses	3,000	01-25-834	PS	Grant Deputies
Grant Deputies	-	01-25-837.0	PS	Wild Life Mgmt & Pest Control
Wild Life Mgmt & Pest Control - LA County	42,000	01-25-838.0	PS	Supplemental Coyote Control Management
Pea Fowl Control	8,000			
Supplemental Coyote Control Management	-			
Total Wild Life, Pest & Coyote Management	50,000			
Animal Control Expense - LA County	6,000			
TOTAL LAW ENFORCEMENT	\$ 279,380			

CITY OF ROLLING HILLS
EXPENDITURE ACCOUNT DETAIL - GENERAL FUND
BUDGET WORKSHEET FY 2021/2022

Items	Budget Backup Information	MIP Account Number	DEPT	FUNDBALANCE Account Description
NON-DEPARTMENT				
65				
7500				
MATERIALS & SUPPLIES				
South Bay Community Organizations				
Chamber Orchestra of the South Bay	\$ 500			
Peninsula Seniors	2,000			
Peninsula Symphony	2,000			
South Bay Chamber Music Society	600			
Caballeros	5,000			
Tennis Club	5,000			
Women's Club	5,000			
	<u>20,100</u>	01-65-901.0	ND	South Bay Community Organizations
Contingency	<u>25,000</u>	01-65-985.0	ND	Contingency
Total Materials & Supplies	<u><u>45,100</u></u>			
8000				
CONTRACTUAL SERVICES				
Insurance & Bond Expense				
CJPIA - General Liability Ins.	21,350			
CJPIA - Earth Quake Insurance Ins.	4,840			
CJPIA - Property Insurance - less Earthquake	1,810			
Alliant Crime Insurance	830			
Alliant Special Events	100			
CJPIA - Pollution	330			
Hartford Insurance-Elaine Jeng	400			
Other	600			
Insurance & Bond Expense	<u>30,260</u>	01-65-895.0	ND	Insurance & Bond Expense
8500				
COMMUNITY PROMOTIONS				
Community Recognition				
Open House & Miscellaneous	15,000			
Appreciation Lunch & BC Items & Events	10,000			
H & H Industries	500			
Miscellaneous Items	500			
Community Recognition	<u>26,000</u>	01-65-915.0	ND	Community Recognition
Civil Defense Expense	<u>650</u>	01-65-916.0	ND	Civil Defense Expense
Area G Disaster Services \$1,500				
Emergency Preparedness				
Events & Block Captain Training	35,000			
Peninsula Wide Preparedness Staff Member	15,000			
	<u>50,000</u>	01-65-917.0	ND	Emergency Preparedness
Total Community Promotions	<u>76,650</u>			
TOTAL NON-DEPARTMENT	<u><u>\$ 152,010</u></u>			

**CITY OF ROLLING HILLS
EXPENDITURE ACCOUNT DETAIL - GENERAL FUND
BUDGET WORKSHEET FY 2021/2022**

	Items	Budget Backup Information	MIP Account Number	DEPT	FUNDBALANCE Account Description
75					
					CITY PROPERTIES
8000	CONTRACTUAL SERVICES				
	Utilities				
	So. Calif. Edison:				
	Office	\$ 20,000			
	Calif. Water Svc.				
	City Hall	12,110			
	Area Maintenance				
	The Gas Co.	1,700			
	City Hall				
	Utilities in CITY PROPERTIES	33,810	01-75-925.0	CP	Utilities
	Repair & Maintenance in CITY PROPERTIES				
	Executive Suite Services - Monthly Cleaning Charges \$1,360 per month	16,320			
	GCS - Extra Cleaning Charges	700			
	Palos Verdes Security	4,320			
	Septic Tank Yearly Maintenance	600			
	Edwards Termit/Pest Management (\$225x12=\$2,700 & \$95x12=\$1,140)	3,840			
	File Keepers/Laser fiche Maintenance Contract	1,683			
	Generator	2,400			
	Electrical Repairs & Chandlers	3,000			
	Plumbing Repairs	3,000			
	Repair Front Door Hinge/Paint	1,100			
	Repair & Maintenance in CITY PROPERTIES	36,963	01-75-930.0	CP	Repairs & Maintenance
	Area Landscaping				
	Bennett Landscaping - Monthly \$1,000	12,000			
	Bennett Landscaping - Additional Work	3,500			
	Tree Trimming	3,000			
	Tree Trimming & Special Projects	10,000			
	Area Landscaping	28,500	01-75-932.0	ND	Area Landscaping
	Total Contractual Services	99,273			
8000	CAPITAL OUTLAY				
	Building & Equipment - Generator	250,000	01-75-946.0	FD	Building & Equipment
	TOTAL CITY PROPERTIES	349,273			
	Total Revenues	2,088,400			
	Total Expenditures	2,979,081			
	Net Revenues Before Transfers	(890,681)	325,318		

CITY OF ROLLING HILLS
EXPENDITURE ACCOUNT DETAIL - GENERAL FUND
BUDGET WORKSHEET FY 2021/2022

Items	Budget Backup Information	MIP Account Number	DEPT	FUNDBALANCE Account Description
FUND TRANSFER IN/OUT:				
Traffic Safety Fund		01-00-999.0		Operating Transfer Out
Community Facilities Fund		01-00-999.0		Operating Transfer Out
Underground Utility Fund		01-00-999.0		Operating Transfer Out
Refuse Collection Fund	24,000	01-00-699.0		Operating Transfer In
Refuse Collection Fund - Subsidy	(159,200)	01-00-999.0		Operating Transfer Out
Capital Projects Fund - Tennis Courts	(88,000)	01-00-999.0		Operating Transfer Out
Capital Projects Fund - City Hall ADA Improvements	(850,000)	01-00-699.0		Operating Transfer In
Total Transfers	<u>(1,073,200)</u>			
Net Revenue (Deficit) After Transfers	<u><u>(1,963,881)</u></u>			

FY 21/22
LA Sheriff's Contract

General Fund	01 Law Enforcement	\$	220,380
	COPS		10
	Law Enforcement		<u>146,800</u>
	Rolling Hills Portion	\$	367,180
	Traffic Enforcement		<u>13,200</u>
	Total Rolling Hills Portion		<u><u>380,380</u></u>
	Total COPS	\$	<u><u>160,000</u></u>



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 10.C

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: TERRY SHEA, FINANCE DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CITY COUNCIL FY 21-22 BUDGET WORKSHOP.

DATE: May 24, 2021

BACKGROUND:

The City Manager in putting this budget together had the objective of maintaining Rolling Hills' history of financial stability with the need for changing the way services are delivered while upgrading systems and resources necessary to maintain service delivery excellence.

In projecting revenues for fiscal year FY 2021/22 using conservative revenue forecasting, staff anticipates the continued resurgence of property values and is proposing a 5% increase in Property Taxes and Motor Vehicle in Lieu Taxes. Staff are projecting an increase in building permit and other fees of \$18,750 over the Fiscal Year 2020-21 Budget. Total projected revenues are down \$10,100 from the Adjusted Fiscal Year 2020-21 Budget. The increase in Property Tax and Motor Vehicle In-Lieu Revenues is being offset by the decrease of \$56,250 of Proposition A Exchange, Interest Income decrease of \$20,000 and CARES Act Revenue of \$50,000.

Concurrently, FY 2021/22 proposed expenditures are projected to be \$587,363 higher than the Fiscal Year 2020/21 Adjusted Budget, because of increased costs, one-time expenses for a new generator of \$250,000, an off-road vehicle of \$20,000 and proposed increases of \$128,000 in Storm Water Management costs.

DISCUSSION:

GENERAL FUND

The FY 2021/22 proposed budget projects \$2,100,300 in revenues in relation to \$2,973,081 in expenditures resulting in a deficit of (\$872,781) before transfers and a deficit of (\$1,105,981) after transfers in and out. FY 2021/22 revenues are based on the following assumptions.

FY 2021/22 property taxes are projected to be \$59,500 or 5.0% higher and building activity will be \$300,000 which is approximately \$20,000 more than FY 2020/21. The City will also be providing its residents a reprieve from the annual increase it imposes each July 1st for its Refuse Collection. This will equate to a \$232.41 savings for each resident in its annual rate and cost the City \$159,200 from its Refuse Collection Fund. The City will include a transfer to the Refuse Fund for the General Fund to offset this absorbed increase.

FY 2021/22 proposed expenditures before transfers are \$587,363 or 24.50% higher than the FY 2020/21 adjusted budget. The highlights of each Department are listed below:

- The differences in the City Administration Department are an increase in Salaries, as well as Benefits due to a change in where the annual PERS unfunded Liability is charged. Also, included are one-time costs of \$45,000 for records management.
- For the Finance Department there is a projected decrease of \$5,753.
- For Planning and Development, the main differences are an increase of \$128,000 for Storm Water Management and \$53,000 in legal costs.
- For Law Enforcement there is a projected increase of 3%, but an overall decrease of \$12,405 to the General Fund as the additional costs will be offset by the COPS Fund.
- For the Non-Departmental Department there is an increase in proposed expenditures of \$44,660. Part of the increase is \$16,000 for a change in where the Community Organization support are being recorded, in prior years they were in the Community Development Fund. Also, an increase of \$20,000 for the Block Captain events and training.
- For the City Properties Department there is an increase in proposed expenditures of \$281,773. This is made up of \$250,000 for a new generator (one-time cost), \$16,963 in increased Repairs and Maintenance costs and \$15,000 in increased Area Landscaping.

OTHER FUNDS

The other City Funds are similar to prior years. Of note:

1. Community Facilities Fund - annually, the City asks Caballeros, the Tennis Club and the Women's Club if it has programs for which it would like to request City funding. Each club gave a formal request and for FY 21-22 staff budgeted these requests in the General Fund for the following: \$5,000 (Caballeros), and \$5,000 (Women's Club) for programs and \$5,000 for annual Tennis Maintenance Expense.
2. The Refuse Fund includes a transfer to the General Fund of (\$24,000). This transfer includes (\$12,000) for the administration of refuse services and (\$12,000) to cover staff time and costs associated with administering the storm water management program. Also, the City will be providing its residents a reprieve from the annual COLA it imposes each July 1st for its Refuse Collection and the annual General Fund subsidy is \$159,200.
3. The Traffic Safety Fund includes \$10,000 for other work outside of the annual striping. The General Fund will be budgeting a transfer of \$10,000 to the Traffic Safety Fund in FY 2021-22.
4. The COPS Fund revenues are projected to be \$160,000. Program Expenditures will be \$160,000 to cover a portion of the 2021/22 LA County Sheriff's Department law enforcement services and will cover the supplemental hours for Traffic Enforcement estimated to be \$13,200 in FY 2021-22.
5. The Utility Fund includes \$763,638 in design and construction costs for the Crest Road East Utility Undergrounding Grant Project. The project will be covered by Grant Funds and Rule 20A Funds from Edison.
6. The Capital Projects Fund will budget \$300,000 for Tennis Court Improvements. The General Fund will be transferring \$88,000 to the Capital Projects Fund in FY 2020/21 for this Project.
7. The Transit Funds for Proposition A and for Proposition C are projected to receive \$69,500, for FY 21-22 there is no gifting or exchanging of funds. For Measure R and Measure M there are no proposed expenditures or gifting as the City is accumulating these funds for the future parking lot project, estimated revenues are \$24,000 and \$26,500, respectively.
8. For the Measure W Fund the City is projecting income of \$110,000 and we are proposing an expenditure for Storm Water Management of \$38,750.
9. For the Measure A Fund the City is projecting income of \$26,100 with no proposed expenditures for Fiscal Year 2021/22.

In FY2019-2020, the City Council approved a three year Capital Improvement Plan showing the estimated cost of projects by phase and by fiscal year. The plan also took into consideration critical paths of all the projects so that they were coordinated. As a part of the workshop for the FY2021-2020 budget, the updated three year Capital Improvement Plan (CIP) is included as a part of this report. The updated CIP incorporated two additional projects that will be funded with the Cal OES/FEMA grants.

FISCAL IMPACT:

The fiscal impact will be determined when the Fiscal Year 2021/22 Budget has been adopted.

RECOMMENDATION:

The overall financial position of the City's General Fund remains strong with a projected year-end Fund Balance of \$5,509,300 on June 30, 2021. With the preliminary Proposed Budget, the estimated General Fund Fund Balance on June 30, 2022 is projected to be \$4,403,300. The City staff works diligently on providing outstanding government services that will keep the quality of life good for the residents of Rolling Hills. With the Council's direction, staff will bring the FY 2021/22 Budget and the three-year CIP to the City Council Meeting for adoption on June 14, 2021.

ATTACHMENTS:

[Proposed FY 21-22 Budget.pdf](#)

[CIP_3Years_2021-May-16.pdf](#)

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
HISTORICAL ACTUAL - FY 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

PROPOSED 05/24/21

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) BUDGET FY 20/21	PROPOSED BUDGET FY 21/22
GENERAL FUND REVENUES SUMMARY					
BEGINNING FUND BALANCE	\$ 5,795,780	\$ 5,620,298	\$ 5,620,298	\$ -	\$ 5,509,308
GENERAL FUND REVENUES					
TAXES	\$ 1,253,224	\$ 1,228,600	\$ 1,316,304	\$ 87,704	\$ 1,294,800
OTHER AGENCIES	226,033	282,500	320,127	37,627	266,100
LICENSES & PERMITS	391,035	321,550	308,535	(13,015)	337,900
USE OF PROPERTY & MONEY	284,472	168,000	119,590	(48,410)	148,000
EXCHANGE FUNDS	-	56,250	56,250	-	-
OTHER REVENUES	17,456	53,500	42,018	(11,482)	53,500
TOTAL REVENUES	\$ 2,172,220	\$ 2,110,400	\$ 2,162,825	\$ 52,425	\$ 2,100,300
TOTAL GENERAL FUND REVENUES					
GENERAL FUND EXPENDITURES SUMMARY BY DEPARTMENT					
01 CITY ADMINISTRATION					
EMPLOYEE SALARIES	\$ 333,768	\$ 435,100	\$ 301,068	\$ 134,032	\$ 429,100
EMPLOYEE BENEFITS	154,091	190,000	156,694	33,306	219,826
TOTAL PERSONNEL	487,859	625,100	457,762	167,338	648,926
MATERIALS & SUPPLIES	102,922	143,500	95,260	48,240	138,230
CONTRACTUAL SERVICES	169,922	213,200	258,215	(45,015)	261,400
CAPITAL OUTLAY	-	-	3,117	(3,117)	-
01 TOTAL CITY ADMINISTRATION	\$ 760,703	\$ 981,800	\$ 814,356	\$ 167,444	\$ 1,048,556
05 FINANCE					
MATERIALS & SUPPLIES	333	2,100	-	2,100	200
CONTRACTUAL SERVICES	116,965	120,783	119,024	1,759	117,130
CAPITAL OUTLAY	-	-	-	-	-
05 TOTAL FINANCE	\$ 117,298	\$ 122,883	\$ 119,024	\$ 3,859	\$ 117,330

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
HISTORICAL ACTUAL - FY 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

PROPOSED 05/24/21

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) BUDGET FY 20/21	PROPOSED BUDGET FY 21/22
15 PLANNING & DEVELOPMENT					
EMPLOYEE SALARIES	\$ 223,819	\$ 212,450	\$ 207,638	\$ 4,812	\$ 237,200
EMPLOYEE BENEFITS	66,012	72,950	66,680	6,270	75,440
TOTAL PERSONNEL	289,831	285,400	274,318	11,082	312,640
MATERIALS & SUPPLIES	2,563	12,600	2,174	10,426	8,850
CONTRACTUAL SERVICES	517,011	544,400	502,275	42,125	688,642
CAPITAL OUTLAY	-	2,000	-	2,000	26,400
15 TOTAL PLANNING & DEVELOPMENT	\$ 809,405	\$ 844,400	\$ 778,767	\$ 65,633	\$ 1,036,532
25 LAW ENFORCEMENT	\$ 219,615	\$ 291,785	\$ 245,167	\$ 46,618	\$ 279,380
65 NON-DEPARTMENT	\$ 33,658	\$ 97,350	\$ 54,077	\$ 43,273	\$ 142,010
75 CITY PROPERTIES	\$ 68,110	\$ 67,500	\$ 73,437	\$ (5,937)	\$ 349,273
TOTAL GENERAL FUND EXPENDITURES	\$ 2,008,789	\$ 2,405,718	\$ 2,084,828	\$ 320,890	\$ 2,973,081
NET REVENUES BEFORE TRANSFERS	\$ 163,431	\$ (295,318)	\$ 77,997	\$ 373,315	\$ (872,781)
TRANSFERS	\$ (338,913)	\$ (234,402)	\$ (188,987)	\$ 45,415	\$ (233,200)
NET REVENUE(DEFICIT) AFTER TRANSFERS	\$ (175,482)	\$ (529,720)	\$ (110,990)	\$ 418,730	\$ (1,105,981)
ENDING FUND BALANCE	\$ 5,620,298	\$ 5,090,578	\$ 5,509,308		\$ 4,403,327

GENERAL FUND EXPENDITURES SUMMARY BY ACCOUNT CATEGORY

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) BUDGET FY 20/21	PROPOSED BUDGET FY 21/22
EMPLOYEE SALARIES	\$ 557,587	\$ 647,550	\$ 508,706	\$ 138,844	\$ 666,300
EMPLOYEE BENEFITS	220,103	262,950	223,374	39,576	295,266
TOTAL PERSONNEL	777,690	910,500	732,080	178,420	961,566
MATERIALS & SUPPLIES	108,418	187,300	104,934	82,366	192,380
CONTRACTUAL SERVICES	891,292	973,483	979,812	(6,329)	1,196,705
LAW ENFORCEMENT	219,615	291,785	245,168	46,617	279,380
COMMUNITY PROMOTIONS	11,774	40,650	19,716	20,934	66,650
CAPITAL OUTLAY	-	2,000	3,117	(1,117)	276,400
TOTAL GENERAL FUND EXPENDITURES	\$ 2,008,788	\$ 2,405,718	\$ 2,084,828	\$ 320,891	\$ 2,973,081

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
HISTORICAL ACTUAL - FY 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

PROPOSED 05/24/21

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) BUDGET FY 20/21	PROPOSED BUDGET FY 21/22
GENERAL FUND REVENUES DETAIL					
GENERAL FUND REVENUES					
4001 TAXES:					
401 Property Taxes	\$ 1,201,368	\$ 1,190,300	\$ 1,201,183	\$ 10,883	\$ 1,249,800
405 Sales Tax	3,310	4,800	25,226	20,426	4,800
410 Real Estate Transfer Tax	48,546	33,500	89,896	56,396	40,200
4001 Total	1,253,224	1,228,600	1,316,304	87,704	1,294,800
OTHER AGENCIES					
4030 OES Grants	-	-	33,401	33,401	20,000
585 CARES ACT	-	50,000	50,000	-	-
420 Motor Vehicle in Lieu Tax-VLF	226,033	232,500	236,726	4,226	246,100
	226,033	282,500	320,127	37,627	266,100
LICENSES & PERMITS					
440 Building & Other Permit Fees	369,250	281,250	265,764	(15,486)	300,000
450 Variance, Planning & Zoning Fees	6,700	20,000	27,433	7,433	22,000
455 Animal Control Fees	587	1,300	658	(642)	1,000
460 Franchise Fees	14,498	19,000	14,680	(4,320)	14,900
4050 Total	391,035	321,550	308,535	(13,015)	337,900
FINES & VIOLATIONS					
480 Fines & Traffic Violations	14,722	14,300	6,411	(7,889)	14,300
USE OF PROPERTY & MONEY					
600 City Hall Leasehold RHCA	83,976	68,000	68,991	991	68,000
670 Interest Earned	200,496	100,000	50,599	(49,401)	80,000
5000 Total	284,472	168,000	119,590	(48,410)	148,000
EXCHANGE FUNDS					
620 Proposition A	-	56,250	56,250	-	-
OTHER REVENUE					
650 Public Safety Augmentation Fund	1,000	800	1,007	207	800
655 Burglar Alarm Responses	1,400	600	600	-	600
675 Miscellaneous	334	37,800	34,000	(3,800)	37,800
6700 Total	2,734	39,200	35,607	(3,593)	39,200
TOTAL GENERAL FUND REVENUES	\$ 2,172,220	\$ 2,110,400	\$ 2,162,825	\$ 52,425	\$ 2,100,300

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
HISTORICAL ACTUAL - FY 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

PROPOSED 05/24/21

		HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) BUDGET FY 20/21	PROPOSED BUDGET FY 21/22
GENERAL FUND EXPENDITURES DETAIL BY DEPARTMENT						
GENERAL FUND EXPENDITURES						
01	CITY ADMINISTRATION					
7001	Employee Salaries					
702	Salaries Full Time	\$ 333,333	\$ 424,600	\$ 301,068	\$ 123,532	\$ 418,600
703	Salaries Part Time	435	10,500	-	-	10,500
7001	Total	333,768	435,100	301,068	134,032	429,100
7005	Employee Benefits					
710	Retirement CalPERS - Employer	51,501	72,400	65,246	7,154	29,000
710	Retirement CalPERS - Employer Unfunded Liab.	-	-	-	-	59,026
715	Workers Compensation Insurance	7,776	7,700	7,889	(189)	7,700
716	Group Insurance	39,670	47,600	27,132	20,468	55,000
717	Retiree Medical	30,049	30,300	33,283	(2,983)	30,300
718	Employer Payroll Taxes	22,695	26,800	17,104	9,696	28,400
719	Deferred Compensation	-	2,000	1,641	359	4,300
XXX	Phone Allowance	-	-	1,200	(1,200)	1,300
720	Auto Allowance	2,400	3,200	3,200	-	4,800
7005	Total	154,091	190,000	156,694	33,306	219,826
7500	Materials & Supplies					
740	Office Supplies & Expense	25,785	60,000	44,667	15,333	38,040
745	Equipment Leasing Costs	7,075	4,100	5,169	(1,069)	14,850
750	Dues & Subscriptions	11,369	11,300	11,105	195	15,240
755	Conference Expense	5,041	10,000	325	9,675	10,000
757	Meeting Expense	2,630	2,000	998	1,002	2,000
759	Training & Education	3,100	2,000	-	2,000	5,000
761	Auto Mileage	416	500	151	349	500
765	Postage	15,258	15,000	16,613	(1,613)	20,000
770	Telephone	6,510	6,100	6,111	(11)	5,700
775	City Council Expense	5,181	10,000	875	9,125	10,000
780	Minutes Clerk Meetings	4,960	6,000	4,562	1,438	6,000
785	Codification	10,117	5,000	1,100	3,900	5,000
790	Advertising	-	1,500	825	675	1,000
795	Other General Administrative Expense	5,480	10,000	2,760	7,240	4,900
7500	Total	102,922	143,500	95,260	48,240	138,230
8000	Contractual Services					
801	City Attorney	81,950	90,000	88,006	1,994	91,000
802	Legal Expenses - Other	-	3,000	1,000	2,000	3,000
820	Website	13,019	6,000	31,408	(25,408)	6,000
850	Election Expense City Council	314	30,000	28,633	1,367	-
890	Consulting Fees	74,639	84,200	109,168	(24,968)	161,400
8000	Total	169,922	213,200	258,215	(45,015)	261,400
9000	Capital Outlay					
950	Capital Outlay - Equipment	-	-	3,117	(3,117)	-
9000	Total	-	-	3,117	(3,117)	-
01	TOTAL CITY ADMINISTRATION	\$ 760,703	\$ 981,800	\$ 814,356	\$ 167,444	\$ 1,048,556

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
HISTORICAL ACTUAL - FY 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

PROPOSED 05/24/21

		HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) BUDGET FY 20/21	PROPOSED BUDGET FY 21/22
05	FINANCE					
7500	Materials & Supplies					
750	Dues & Subscriptions	\$ 333	\$ 2,100	\$ -	\$ 2,100	\$ 200
7500	Total	333	2,100	-	2,100	200
8000	Contractual Services					
810	Annual Audit	16,780	17,100	17,110	(10)	17,630
890	Consulting Fees	100,185	103,683	101,914	1,769	99,500
8000	Total	116,965	120,783	119,024	1,759	117,130
9000	Capital Outlay					
950	Capital Outlay - Equipment	-	-	-	-	-
9000	Total	-	-	-	-	-
05	TOTAL FINANCE	\$ 117,298	\$ 122,883	\$ 119,024	\$ 3,859	\$ 117,330
15	PLANNING & DEVELOPMENT					
7001	Employee Salaries					
702	Salaries Full Time	\$ 215,590	\$ 196,700	\$ 175,281	\$ 21,419	\$ 202,200
703	Salaries Part Time	8,229	15,750	32,357	(16,607)	35,000
7001	Total	223,819	212,450	207,638	4,812	237,200
7005	Employee Benefits					
710	Retirement CalPERS - Employer	28,668	33,800	33,512	288	17,750
715	Workers Compensation Insurance	3,839	3,800	3,285	515	3,800
716	Group Insurance	14,202	16,200	14,415	1,785	30,900
718	Employer Payroll Taxes	16,350	16,750	14,068	2,682	18,790
719	Deferred Compensation	1,103	-	-	-	1,200
	Phone Allowance	-	-	600	(600)	600
720	Auto Allowance	1,850	2,400	800	1,600	2,400
7005	Total	66,012	72,950	66,680	6,270	75,440
7500	Materials & Supplies					
758	Planning Commission Meeting	1,036	3,000	1,655	1,345	-
776	Miscellaneous Expenses	250	2,000	519	1,481	2,000
750	Dues & Subscriptions	-	600	-	-	850
755	Conference Expense	1,277	5,000	-	-	5,000
759	Training & Education	-	2,000	-	-	1,000
7500	Total	2,563	12,600	2,174	10,426	8,850
8000	Contractual Services					
872	Property Development - Legal Expense	29,017	67,000	67,857	(857)	100,000
878	Build Inspection LA County/Willdan	197,815	150,000	146,506	3,494	150,000
881	Storm Water Management	113,945	124,000	117,753	6,247	251,642
882	Variance & CUP Expense	6,859	7,000	11,387	(4,387)	7,000
884	Special Project Study & Consultant	169,375	196,400	158,772	37,628	180,000
8000	Total	517,011	544,400	502,275	42,125	688,642
9000	Capital Outlay					
950	Capital Outlay - Equipment	-	2,000	-	2,000	26,400
9000	Total	-	2,000	-	2,000	26,400
15	TOTAL PLANNING & DEVELOPMENT	\$ 809,405	\$ 844,400	\$ 778,767	\$ 65,633	\$ 1,036,532

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
HISTORICAL ACTUAL - FY 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

PROPOSED 05/24/21

		HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) BUDGET FY 20/21	PROPOSED BUDGET FY 21/22
25	LAW ENFORCEMENT					
8200	Law Enforcement					
830	Law Enforcement	\$ 197,275	\$ 232,785	\$ 224,439	\$ 8,346	\$ 220,380
833	Other Law Enforcement Expenses	1,221	3,000	2,272	728	3,000
837	Wild Life Management & Pest Control	16,445	50,000	12,562	37,438	50,000
838	Animal Control Expense	4,674	6,000	5,895	105	6,000
8200	Total	219,615	291,785	245,168	46,617	279,380
25	TOTAL LAW ENFORCEMENT	\$ 219,615	\$ 291,785	\$ 245,167	\$ 46,618	\$ 279,380
65	NON-DEPARTMENT					
7500	Materials & Supplies					
901	South Bay Community Organization	\$ 2,600	\$ 4,100	\$ 2,500	\$ 1,600	\$ 20,100
985	Contingency	-	25,000	5,000	20,000	25,000
7500	Total	2,600	29,100	7,500	21,600	45,100
8000	Contractual Services					
895	Insurance & Bond Expense	19,284	27,600	26,861	739	30,260
8500	Community Promotion					
915	Community Recognition	7,154	11,000	581	10,419	16,000
916	Civil Defense Expense	627	650	-	650	650
917	Emergency Preparedness	3,993	29,000	19,135	9,865	50,000
8500	Total	11,774	40,650	19,716	20,934	66,650
65	TOTAL NON-DEPARTMENT	\$ 33,658	\$ 97,350	\$ 54,077	\$ 43,273	\$ 142,010
75	CITY PROPERTIES					
8000	Contractual Services					
925	Utilities	\$ 29,254	\$ 34,000	\$ 33,290	\$ 710	\$ 33,810
930	Repairs & Maintenance	23,637	20,000	20,067	(67)	36,963
932	Area Landscaping	15,219	13,500	20,080	(6,580)	28,500
8000	Total	68,110	67,500	73,437	(5,937)	99,273
9000	Capital Outlay					
946	Building & Equipment	-	-	-	-	250,000
9000	Total	-	-	-	-	250,000
75	TOTAL CITY PROPERTIES	\$ 68,110	\$ 67,500	\$ 73,437	\$ (5,937)	\$ 349,273
	TOTAL GENERAL FUND EXPENDITURES	\$ 2,008,789	\$ 2,405,718	\$ 2,084,828	\$ 320,890	\$ 2,973,081
	NET REVENUES BEFORE TRANSFERS	\$ 163,431	\$ (295,318)	\$ 77,997	\$ 373,315	\$ (872,781)
699	Fund Transfers (OUT) IN					
	Traffic Safety Fund	\$ (99,285)	\$ (20,000)	(5,460)	\$ (14,540)	\$ (10,000)
	Capital Improvement Fund	(263,628)	(169,875)	(150,000)	319,875	(88,000)
	Community Facilities Fund	-	(11,000)	-	11,000	-
	Refuse Collection Fund - Transfer Out	-	(57,527)	(57,527)	115,054	(159,200)
	Refuse Collection Fund - Transfer In	24,000	24,000	24,000	-	24,000
699	Total	\$ (338,913)	\$ (234,402)	\$ (188,987)	\$ 431,389	\$ (233,200)
	NET REVENUE (DEFICIT) AFTER TRANSFERS	\$ (175,482)	\$ (529,720)	\$ (110,990)	\$ 804,704	\$ (1,105,981)

CITY OF ROLLING HILLS
GENERAL FUND REVENUES & EXPENDITURES
HISTORICAL ACTUAL - FY 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

****PROPOSED 05/24/21****

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) BUDGET FY 20/21	PROPOSED BUDGET FY 21/22
FUND BALANCE					
Total to begin	\$ 5,795,780	\$ 5,620,298	\$ 5,620,298		\$ 5,509,308
Total to begin - Adjustment	-	-	-		-
Total to end	<u>\$ 5,620,298</u>	<u>\$ 5,090,578</u>	<u>\$ 5,509,308</u>		<u>\$ 4,403,327</u>

**CITY OF ROLLING HILLS
COMMUNITY FACILITIES FUND
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22**

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
12 COMMUNITY FACILITIES FUND					
4000 REVENUES					
670 Interest Earned	\$ 277	\$ 100	\$ 100	\$ -	\$ -
Total Revenues	\$ 277	\$ 100	\$ 100	\$ -	\$ -
7000 EXPENDITURES					
933 Equestrian Facilities Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -
938 Tennis Maintenance Expense	-	5,000	5,000	-	-
943 Women's Club	2,341	5,000	5,000	-	-
Total Expenditures	\$ 2,341	\$ 15,000	\$ 10,000	\$ 5,000	\$ -
NET REVENUES BEFORE TRANSFERS	(2,064)	(14,900)	(9,900)	5,000	-
618 Operating Transfer in/out General Fund	-	11,000	11,000	-	-
NET REVENUE(DEFICIT) AFTER TRANSFERS	\$ (2,064)	\$ (3,900)	\$ 1,100	\$ 5,000	\$ -
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ 11,255	\$ 9,191	\$ 9,191		\$ 10,291
398 Unassigned Fund Balance Ending	9,191	5,291	10,291		10,291
Less Reserves:					
392 Subdivision Quimby Act	-	-	-		-
398 Unassigned Fund Balance Ending	\$ 9,191	\$ 5,291	\$ 10,291		\$ 10,291

CITY OF ROLLING HILLS
MUNICIPAL SELF INSURANCE FUND
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
60 MUNICIPAL SELF INSURANCE FUND					
4000 REVENUES					
505 Disaster Grants	\$ -	\$ -	\$ -	\$ -	\$ -
510 Settlements	-	-	-	-	-
Total Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
7000 EXPENDITURES					
926 Slide Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
801 City Attorney	-	3,000	-	3,000	-
Total Expenditures	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ -</u>
NET REVENUES BEFORE TRANSFERS	-	(3,000)	-	3,000	-
618 Operating Transfer in/out General Fund	-	-	-	-	-
NET REVENUE(DEFICIT) AFTER TRANSFERS	<u>\$ -</u>	<u>\$ (3,000)</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ -</u>
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ 260,374	\$ 260,374	\$ 260,374		\$ 260,374
398 Unassigned Fund Balance Ending	<u>\$ 260,374</u>	<u>\$ 257,374</u>	<u>\$ 260,374</u>		<u>\$ 260,374</u>

**CITY OF ROLLING HILLS
REFUSE COLLECTION FUND
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22**

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
50 REFUSE COLLECTION FUND					
4000 REVENUES					
665 Service Charges	\$ 789,835	\$ 770,000	\$ 770,000	\$ -	\$ 753,500
441 Construction & Demo Permits	20,154	7,000	25,000	18,000	24,000
Total Revenues	\$ 809,989	\$ 777,000	\$ 795,000	\$ 18,000	\$ 777,500
7000 EXPENDITURES					
815 Refuse Service Contract	\$ 825,084	\$ 905,548	\$ 905,548	\$ -	\$ 912,700
776 Miscellaneous Expense	31,060	-	-	-	-
999 Operating Transfer Out - General Fund	24,000	24,000	24,000	-	24,000
Total Expenditures	\$ 880,144	\$ 929,548	\$ 929,548	\$ -	\$ 936,700
NET REVENUES (DEFICIT) BEFORE TRANSFER	\$ (70,155)	\$ (152,548)	\$ (134,548)	\$ 18,000	\$ (159,200)
618 Operating Transfer in/out General Fund	-	57,527	57,527	-	159,200
NET REVENUE(DEFICIT) AFTER TRANSFER	(70,155)	(95,021)	(77,021)	18,000	-
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ 177,521	\$ 107,366	\$ 107,366		\$ 30,345
398 Unassigned Fund Balance Ending	\$ 107,366	\$ 12,345	\$ 30,345		\$ 30,345
Reserves					
392 Committed Fund Balance	-	-			-
398 Unassigned Fund Balance Ending	\$ 107,366	\$ 12,345	\$ 30,345		\$ 30,345

**CITY OF ROLLING HILLS
TRAFFIC SAFETY FUND
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22**

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
13 TRAFFIC SAFETY FUND					
4000 REVENUES					
481 Fines & Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -
504 STPL Exchange - LACMTA	-	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
7000 EXPENDITURES					
927 Road Striping - Delineators - Paving	\$ 94,155	\$ 20,000	\$ 5,460	\$ 14,540	\$ 10,000
928 Traffic Engineering & Survey	5,130	-	-	-	-
929 Road Signs & Miscellaneous Expense	-	-	-	-	-
Total Expenditures	\$ 99,285	\$ 20,000	\$ 5,460	\$ 14,540	\$ 10,000
NET REVENUES BEFORE TRANSFERS	(99,285)	(20,000)	(5,460)	14,540.00	(10,000)
699 Transfers fr (to) General Fund	99,285	20,000	5,460	(14,540.00)	10,000
699 Transfers fr (to) Capital Projects Fund	-	-	-	-	-
NET REVENUE(DEFICIT) AFTER TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ -	\$ -	\$ -		\$ -
398 Unassigned Fund Balance Ending	\$ -	\$ -	\$ -		\$ -

CITY OF ROLLING HILLS
TRANSIT FUND - PROPOSITION A
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
25 TRANSIT FUND - PROPOSITION A					
4000 REVENUES					
500 Grant Revenue - Proposition A	\$ 37,636	\$ 31,400	\$ 37,500	\$ 6,100	\$ 38,000
670 Interest Earned	1,088	1,300	1,300	-	600
Total Revenues	\$ 38,724	\$ 32,700	\$ 38,800	\$ 6,100	\$ 38,600
7000 EXPENDITURES					
905 Proposition A Exchange	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -
Total Expenditures	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -
699 Transfers to General Fund	-	-	-	-	-
NET REVENUE(DEFICIT) AFTER TRANSFERS	\$ 38,724	\$ (42,300)	\$ (36,200)	\$ 6,100	\$ 38,600
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ 17,365	\$ 56,090	\$ 56,090		\$ 19,890
398 Unassigned Fund Balance Ending	\$ 56,090	\$ 13,790	\$ 19,890		\$ 58,490

CITY OF ROLLING HILLS
TRANSIT FUND - PROPOSITION C
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
26 TRANSIT FUND - PROPOSITION C					
4000 REVENUES					
501 Grant Revenue - Proposition C	\$ 31,219	\$ 26,100	\$ 31,000	\$ 4,900	\$ 31,500
670 Interest Earned	751	1,300	1,300	-	650
Total Revenues	\$ 31,970	\$ 27,400	\$ 32,300	\$ 4,900	\$ 32,150
7000 EXPENDITURES					
905 Proposition C Gifted	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ -
Maintenance & Operation	-	-	-	-	-
Total Expenditures	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ -
699 Transfers to General Fund	-	-	-	-	-
NET REVENUE(DEFICIT) AFTER TRANSFERS	\$ 31,970	\$ (32,600)	\$ (27,700)	\$ 4,900	\$ 32,150
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ 9,046	\$ 41,015	\$ 41,015		\$ 13,315
398 Unassigned Fund Balance Ending	<u>\$ 41,015</u>	<u>\$ 8,415</u>	<u>\$ 13,315</u>		<u>\$ 45,465</u>

**CITY OF ROLLING HILLS
TRANSIT FUND - MEASURE R
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22**

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
27 TRANSIT FUND - MEASURE R					
4000 REVENUES					
502 Grant Revenue - Measure R	\$ 23,381	\$ 19,500	\$ 23,300	\$ 3,800	\$ 24,000
670 Interest Earned	1,980	900	900	-	1,100
Total Revenues	\$ 25,361	\$ 20,400	\$ 24,200	\$ 3,800	\$ 25,100
7000 EXPENDITURES					
907 Measure R Gifted	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
699 Transfers to Capital Projects Fund	-	-	-	-	-
NET REVENUE(DEFICIT) AFTER TRANSFERS	\$ 25,361	\$ 20,400	\$ 24,200	\$ 3,800	\$ 25,100
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ 57,294	\$ 82,655	\$ 82,655		\$ 106,855
398 Unassigned Fund Balance Ending	<u>\$ 82,655</u>	<u>\$ 103,055</u>	<u>\$ 106,855</u>		<u>\$ 131,955</u>

**CITY OF ROLLING HILLS
TRANSIT FUND - MEASURE M
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22**

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
29 TRANSIT FUND - MEASURE M					
4000 REVENUES					
504 Grant Revenue - Measure M	\$ 26,293	\$ 22,100	\$ 26,300	\$ 4,200	\$ 26,500
670 Interest Earned	1,533	600	600	-	1,100
Total Revenues	\$ 27,826	\$ 22,700	\$ 26,900	\$ 4,200	\$ 27,600
7000 EXPENDITURES					
909 Measure M Gifted	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
699 Transfers to Capital Projects Fund	-	-	-	-	-
NET REVENUE(DEFICIT) AFTER TRANSFERS	\$ 27,826	\$ 22,700	\$ 26,900	\$ 4,200	\$ 27,600
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ 48,387	\$ 76,213	\$ 76,213		\$ 103,113
398 Unassigned Fund Balance Ending	<u>\$ 76,213</u>	<u>\$ 98,913</u>	<u>\$ 103,113</u>		<u>\$ 130,713</u>

CITY OF ROLLING HILLS
CITIZENS' OPTION FOR PUBLIC SAFETY (COPS)
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
10 CITIZENS' OPTION FOR PUBLIC SAFETY (COPS)					
4000 REVENUES					
570 COPS Allocation	\$ 155,948	\$ 155,000	\$ 156,727	\$ 1,727	\$ 160,000
670 Interest Earned	2,271	1,500	1,500	-	-
Total Revenues	\$ 158,219	\$ 156,500	\$ 158,227	\$ 1,727	\$ 160,000
7000 EXPENDITURES					
840 COPS Program Expenditures	\$ 174,499	\$ 164,898	\$ 164,898	\$ -	\$ 160,000
776 Miscellaneous Expenses	-	-	-	-	-
1209 Total expenditures	\$ 174,499	\$ 164,898	\$ 164,898	\$ -	\$ 160,000
NET REVENUES (DEFICIT)	\$ (16,280)	\$ (8,398)	\$ (6,671)	\$ 1,727	\$ -
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ 56,098	\$ 39,818	\$ 39,818		\$ 33,147
398 Unassigned Fund Balance Ending	<u>\$ 39,818</u>	<u>\$ 31,420</u>	<u>\$ 33,147</u>		<u>\$ 33,147</u>

CITY OF ROLLING HILLS
CLEEP FUND
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
11 CLEEP					
Fund - CLEEP					
4000 REVENUES					
580 CLEEP - Technology Program	\$ -	\$ -	\$ -	\$ -	\$ -
670 Interest Earned	349	300	300	-	50
Total Revenues	\$ 349	\$ 300	\$ 300	\$ -	\$ 50
7000 EXPENDITURES					
845 CLEEP - Technology Program	\$ 73	\$ 2,700	\$ 2,700	\$ -	\$ 1,100
776 Miscellaneous Expenses	-	-	-	-	-
1209 Total expenditures	\$ 73	\$ 2,700	\$ 2,700	\$ -	\$ 1,100
NET REVENUES (DEFICIT)	\$ 276	\$ (2,400)	\$ (2,400)	\$ -	\$ (1,050)
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ 12,433	\$ 12,709	\$ 12,709		\$ 10,309
398 Unassigned Fund Balance Ending	\$ 12,709	\$ 10,309	\$ 10,309		\$ 9,259

**CITY OF ROLLING HILLS
UTILITY FUND
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22**

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
41 UTILITY FUND					
4000 REVENUES					
550 Charges for Services	\$ 21,757	\$ -	\$ -	\$ -	
550 Rule 20A - Power Utility Grant Project	-	-	-	-	763,638
Total Revenues	21,757	-	\$ -	\$ -	\$ 763,638
7000 EXPENDITURES					
803 Legal	2,573	-	-	-	
883 Sewer Feasibility Study	39,091	-	41,905	(41,905)	
886 Underground Utility Project	12,948	150,000	4,560		763,638
887 Sewer Design	-	85,000			
Total expenditures	\$ 54,612	\$ 235,000	\$ 46,465	\$ (41,905)	\$ 763,638
NET REVENUES BEFORE TRANSFERS	(32,855)	(235,000)	(46,465)	41,905	-
699 Transfers fr (to) General Fund	-	-	-	-	-
NET REVENUE(DEFICIT) AFTER TRANSFERS	\$ (32,855)	\$ (235,000)	\$ (46,465)	\$ 41,905	\$ -
41 UTILITY FUND				PROPOSED BUDGET FY 22/23	PROPOSED BUDGET FY 23/24
7000 EXPENDITURES					
Crest Road East Utility Undergrounding Grant Project (City match Rule 20A)				\$ 763,638	\$ -
Total expenditures					
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ 1,463,200	\$ 1,430,345	\$ 1,430,345		\$ 1,383,880
398 Unassigned Fund Balance Ending	<u>\$ 1,430,345</u>	<u>\$ 1,195,345</u>	<u>\$ 1,383,880</u>		<u>\$ 1,383,880</u>

**CITY OF ROLLING HILLS
CAPITAL PROJECT FUND
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22**

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
40 CAPITAL PROJECT FUND					
4000 REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
7000 EXPENDITURES					
947 Non-Building Improvements - Tennis Courts	\$ 9,508	\$ 50,000	\$ 800	\$ 49,200	\$ 300,000
948 City Hall Improvements- ADA - Design	14,355	7,000	26,701	(19,701)	
Acacia Removal	-	32,000	-	32,000	
Total expenditures	\$ 23,863	\$ 89,000	\$ 27,501	\$ 61,499	\$ 300,000
NET REVENUES BEFORE TRANSFERS	(23,863)	(89,000)	(27,501)	61,499	(300,000)
999 Transfers fr (to) General Fund	263,628	89,000	-	(89,000)	88,000
999 Transfers fr (to) Traffic Safety Fund	-	-	-	-	-
NET REVENUE(DEFICIT) AFTER TRANSFERS	\$ 239,765	\$ -	\$ (27,501)	\$ (27,501)	\$ (212,000)
40 CAPITAL PROJECT FUND				PROPOSED BUDGET FY 22/23	PROPOSED BUDGET FY 23/24
947 Non-Building Improvements - Tennis Courts				\$ -	\$ -
948 City Hall Improvements- ADA - Design					-
City Hall Campus Parking lot Improvement					
Total expenditures				\$ -	\$ -
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ -	\$ 239,765	\$ 239,765		\$ 212,264
398 Unassigned Fund Balance Ending	<u>\$ 239,765</u>	<u>\$ 239,765</u>	<u>\$ 212,264</u>		<u>\$ 264</u>

CITY OF ROLLING HILLS
MEASURE W FUND
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
30 LA COUNTY - MEASURE W					
4000 REVENUES					
502 Grant Revenue - Measure W	\$ -	\$ 110,000	\$ -	\$ (110,000)	\$ 110,000
670 Interest Earned	-	900	-	(900)	900
Total Revenues	<u>\$ -</u>	<u>\$ 110,900</u>	<u>\$ -</u>	<u>\$ (110,900)</u>	<u>\$ 110,900</u>
7000 EXPENDITURES					
907 Storm Water Management	\$ -	\$ 38,750	\$ -	\$ 38,750	\$ 38,750
Total Expenditures	<u>\$ -</u>	<u>\$ 38,750</u>	<u>\$ -</u>	<u>\$ 38,750</u>	<u>\$ 38,750</u>
699 Transfers fr (to) General Fund	-	-	-	-	-
NET REVENUE(DEFICIT) AFTER TRANSFERS	<u>\$ -</u>	<u>\$ 72,150</u>	<u>\$ -</u>	<u>\$ (72,150)</u>	<u>\$ 72,150</u>
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ -	\$ -	\$ -		\$ -
398 Unassigned Fund Balance Ending	<u>\$ -</u>	<u>\$ 72,150</u>	<u>\$ -</u>		<u>\$ 72,150</u>

CITY OF ROLLING HILLS
MEASURE A FUND
HISTORICAL ACTUAL - 2019/20
CURRENT TREND - FY 2020/21
PROPOSED BUDGET - FY 2021/22

	HISTORICAL ACTUAL FY 19/20	ADJUSTED ANNUAL BUDGET FY 20/21	PROJECTED FY 20/21	Favorable (unfavorable) FY 20/21	PROPOSED BUDGET FY 21/22
35 LA COUNTY - MEASURE A					
4000 REVENUES					
502 Grant Revenue - Measure A	\$ -	\$ 26,100	\$ -	\$ (26,100)	\$ 26,100
670 Interest Earned	-	900	-	(900)	900
Total Revenues	\$ -	\$ 27,000	\$ -	\$ (27,000)	\$ 27,000
7000 EXPENDITURES					
907 Landscaping/Park Amenities/Lighting	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
699 Transfers fr (to) General Fund	-	-	-	-	-
NET REVENUE(DEFICIT) AFTER TRANSFERS	\$ -	\$ 27,000	\$ -	\$ (27,000)	\$ 27,000
3000 FUND BALANCE					
398 Unassigned Fund Balance Beginning	\$ -	\$ -	\$ -		\$ -
398 Unassigned Fund Balance Ending	\$ -	\$ 27,000	\$ -		\$ 27,000

**PROPOSED 3-YEAR CAPITAL IMPROVEMENT PLAN
CITY OF ROLLING HILLS
FY2020-2021 TO FY 2022-2023**

		Year 0		Current Year		Year 2		Year 3			
Project Description		FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022		FY 2022-2023	
		Phase	Cost	Phase	Cost	Phase	Cost	Phase	Cost	Phase	Cost
1	8" Sewer Main along Rolling Hills Road [1]	Feasibility Study Phase I	\$11,391	Feasibility Study Phase II	\$30,000	Design	\$81,196	Construction	\$1,700,000		
2	Tennis Courts ADA Improvements	Design	\$8,000					Construction	\$300,000		
3	City Hall ADA Improvements [2]					Design	\$37,000	Construction	\$850,000		
4	Crest Road East Utility Undergrounding Grant Project [3]					Design		Design/Construction	\$763,638	Construction	\$763,638
5	Vegetation/Fire Fuel Management Grant Project [4]					Design [6]	\$0	Environmental/ Construction	\$975,144		
6	City Hall campus parking lot improvements [5]									Design	\$50,000
Total		\$19,391		\$30,000		\$118,196		\$4,588,782		\$813,638	

[1] Off-set of general fund (\$350,000) using American Rescue Fund

[2] Low interest rate financing secured (\$300,000) through CJPIA for ADA projects with 5 year repay plan.

[3] Grant requires 25% local match. City will use Rule 20A credit for local match.

[4] Only phase 1 has been awarded. Phase 2 approval will depend on the completion of phase 1.

[5] Eligible to be funded using a combination of accumulated local returns from Measures R and M transportation funds, Measure A County Park fund, and Measure W Clean Water fund.

[6] No cost to the City; contribution by the Los Angeles County Fire Department

SCHEDULE

Project Description	FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022		FY 2022-2023	
	Phase	Timeframe	Phase	Timeframe	Phase	Timeframe	Phase	Timeframe	Phase	Timeframe
1 8" Sewer Main along Rolling Hills Road [1]	Feasibility Study Phase I	Feb 18 - Oct 18	Feasibility Study Phase II	May 19 - May 20	Design	Sept '20 - Jun '21	Construction	Jul '21 - Nov '21		
2 Tennis Courts ADA Improvements	Design						Construction	Nov '21 - Apr '22		
3 City Hall ADA Improvements [2]					Design	Mar '20 - May '21	Construction	Oct '21 - Feb '22		
4 Crest Road East Utility Undergrounding Grant Project [3]					Design	Jan '21 - Jun '22	Design/Construction	Jul '21 - Jun '22	Construction	Jul'22 - Sept '22
5 Vegetation/Fire Fuel Management Grant Project [4]					Design	Dec '20 - Mar '21	Environmental/ Construction	May '21 - Nov '21; Jan '22 - Apr '22		
6 City Hall campus parking lot improvements [5]									Design	Jun '22 - Dec '22



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 11.A

Mtg. Date: 05/24/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER A PENINSULA CITIES JOINT LETTER EXPRESSING CONCERNS REGARDING SPECIAL DIRECTIVE POLICIES IMPACTING PUBLIC SAFETY. (MAYOR DIERINGER)

DATE: May 24, 2021

BACKGROUND:

The mayors of the Peninsula cities conducts a monthly coordination meeting. In coordinating with the other Peninsula mayors, Mayor Dieringer requested that a joint letter drafted by Rancho Palos Verdes to be placed on the May 24, 2021 City Council agenda.

DISCUSSION:

Across the Los Angeles County, cities are expressing vote of no confidence for Los Angeles County District Attorney (DA) George Gascon. News outlets reported on the week of May 17, 2021, nine cities (Lancaster, La Mirada, Whittier, Beverly Hills, Pico Rivera, Covina, Rosemead and Santa Clarita) issued vote of no-confidence in DA Gascon.

DA Gascon's policies such as elimination of cash bail for any misdemeanor and the eliminate of sentence enhancements, are the basis for the vote of no confidence.

FISCAL IMPACT:

None.

RECOMMENDATION:

Receive a report from Mayor Bea Dieringer on the join letter and provide direction to staff.

ATTACHMENTS:

[PV Peninsula Cities_Gascon Policy Concerns.docx](#)



May 21, 2021

Via Email

The Honorable George Gascón
Los Angeles County District Attorney's Office
211 West Temple Street, Suite 1200
Los Angeles, CA 90012

SUBJECT: Peninsula Cities Concerns Regarding Special Directive Policies Impacting Public Safety

Dear District Attorney Gascón:

We, the four cities on the Palos Verdes Peninsula, firmly joined together by a common cause, are writing to you today to express our concerns regarding your Special Directive policies which are negatively impacting public safety. The District Attorney's Office has a legal and ethical responsibility to execute laws enacted by voters and the Legislature, to prevent and prosecute crime, and protect the general public. Your unilaterally-issued Special Directives undermine the legislative and ballot process and risk the safety of the general public.

One of the major concerns of our communities is that criminals believe they can commit certain crimes with impunity under your Special Directives. When deterrence is undermined, people and businesses are threatened, and their ability to operate and live within a secure environment is compromised. Moreover, it hinders our public safety programs with local law enforcement. We ask that you consider the impact of your policies on the fate of residents, workers, and businesses.

The cities of Rancho Palos Verdes, Palos Verdes Estates, Rolling Hills, and Rolling Hills Estates value and place the highest priority on public safety, with an emphasis on deterring crime and crime prevention. The issuance of numerous Special Directives and two subsequent amendments raised a red flag as these directives pose a serious threat to the well-being and safety of the residents of Los Angeles County and the residents of the Palos Verdes Peninsula. These directives included the following:

- Special Directive 20-06 eliminates cash bail for any misdemeanor, non-serious felony, or non-violent felony offense.
- Special Directive 20-07 declines or dismisses several misdemeanor charges, including trespassing, disturbing the peace, criminal threats, drug and paraphernalia possession, under the influence of controlled substance, public intoxication, and resisting arrest.

- Special Directive 20-08 eliminates several sentence enhancements, including the Three Strikes Law, gang enhancements, and violations of bail.

The Special Directives listed undermine the legislative and ballot initiative process and risk the safety of the general public. It is of the utmost importance for the cities on the Palos Verdes Peninsula that policies which aim to restructure or amend prosecutorial directives are consistent with state law and issued with reasonable intent and priority to enhance public safety to protect the general public and victims' rights. It is imperative the District Attorney's Office uphold its duties and responsibilities to appropriately prosecute criminals, based on the evidence presented and consistent with state law.

We are supportive of policies that protect public safety through mental health and social services, but these Special Directives instead undermine the ability for crime deterrence and prevention.

The cities of Rancho Palos Verdes, Palos Verdes Estates, Rolling Hills, and Rolling Hills Estates demand that the Los Angeles County District Attorney's Office uphold the laws of the state, whether they were established by the state Legislature or the voters, and demand no Special Directives be issued which contradict these laws.

Sincerely,

Eric Alegria
Mayor, City of Rancho Palos Verdes

Michael Kemps
Mayor, City of Palos Verdes Estates

Bea Dieringer
Mayor, City of Rolling Hills

Steven Zuckerman
Mayor, City of Rolling Hills Estates

cc: L.A. County Board of Supervisors
Jeff Kiernan, League of California Cities
Marcel Rodarte, California Contract Cities Association
Jacki Bacharach, South Bay Cities Council of Governments
Rancho Palos Verdes City Council and City Manager
Palos Verdes Estates City Council and City Manager
Rolling Hills City Council and City Manager
Rolling Hills Estates City Council and City Manager
Captain James Powers, Lomita Station, L.A. County Sheriff's Department

District Attorney Gascón
May 21, 2021
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Chief Tony Best, Palos Verdes Estates Police Department
Association of Deputy District Attorneys