



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

AGENDA Regular City Council Meeting

CITY COUNCIL
Monday, July 11, 2022

CITY OF ROLLING HILLS
7:00 PM

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

Members of the public may 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.

Recordings to City Council meetings can be found here: <https://www.rolling-hills.org/government/agenda/index.php>

Next Resolution No. 1303

Next Ordinance No. 376

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS/PROCLAMATIONS/ANNOUNCEMENTS

5. BLUE FOLDER ITEMS (SUPPLEMENTAL)

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

5.A. FOR BLUE FOLDER DOCUMENTS APPROVED AT THE CITY COUNCIL MEETING

RECOMMENDATION: Approved

[CL_AGN_220711_CC_BlueFolderItem_06.pdf](#)

[CL_AGN_220711_CC_BlueFolderItem_10A.pdf](#)

[CL_AGN_220711_CC_BlueFolderItem_12B.pdf](#)

[CL_AGN_220711_CC_BlueFolder_13A_FireIncident_06.26.22.pdf](#)

[CL_AGN_220711_CC_BlueFolderItem_13B.pdf](#)

6. PUBLIC COMMENT ON NON-AGENDA ITEMS

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

7. CONSENT CALENDAR

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

- 7.A. [APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JULY 11, 2022](#)
RECOMMENDATION: Approve.
[CL_AGN_220711_CC_AffidavitofPosting.pdf](#)
- 7.B. [APPROVE MOTION TO READ BY TITLE ONLY AND WAIVE FURTHER READING OF ALL ORDINANCES AND RESOLUTIONS LISTED ON THE AGENDA](#)
RECOMMENDATION: Approve.
- 7.C. [APPROVE THE FOLLOWING CITY COUNCIL MINUTES: JUNE 27, 2022](#)
RECOMMENDATION: Approve as presented.
[CL_MIN_220627_CC_F.pdf](#)
- 7.D. [PAYMENT OF BILLS](#)
RECOMMENDATION: Approve as presented.
[CL_AGN_220711_PaymentOfBills.pdf](#)
- 7.E. [RECEIVE AND FILE THE INTERIM FINANCIAL STATEMENTS FOR THE ELEVEN MONTHS ENDED MAY 31, 2022](#)
RECOMMENDATION: Receive and file the Interim Financial Statements for the Eleven Months Ended May 31, 2022.
[CL_AGN_220711_CC_GeneralFundExpend_at_053122.pdf](#)
[CL_AGN_220711_CC_GeneralFundRevenues_053122.pdf](#)
[CL_AGN_220711_CC_OtherFund_Revenues_053122.pdf](#)
[CL_AGN_220711_CC_OtherFunds_Expenditures_053122.pdf](#)
- 7.F. [RECEIVE AND FILE MAY 31, 2022 INVESTMENT REPORT](#)
RECOMMENDATION: Receive and file.
[CL_AGN_220711_CC_May2022_InvestmentReport.pdf](#)
- 7.G. [DESIGNATE VOTING DELEGATE AND ALTERNATE VOTING DELEGATE TO THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE SEPTEMBER 7-9 TO BE HELD IN LONG BEACH, CA.](#)
RECOMMENDATION: Staff recommends that the City Council approve the same voting delegate and alternate voting delegate as the year prior.
[GV_GVO_220609_LCC_VotingDelegatePacket.pdf](#)
- 7.H. [CONSIDER AND AUTHORIZE THE CITY MANAGER TO EXECUTE AN AMENDMENT TO A PROFESSIONAL SERVICE AGREEMENT WITH WILL DAN ENGINEERING TO PROVIDE CODE ENFORCEMENT SERVICES FOR A NOT-TO-EXCEED AMOUNT OF \\$55,000](#)
RECOMMENDATION: Approve as presented.
[Rolling Hills 2022 Amendment No. 1.pdf](#)
[CA_AGR_220228_Willdan_CE_Services_E-c1.pdf](#)

8. EXCLUDED CONSENT CALENDAR ITEMS

9. COMMISSION ITEMS

10. PUBLIC HEARINGS

- 10.A. A PUBLIC HEARING TO CONSIDER AND APPROVE A RESOLUTION AUTHORIZING PLACEMENT OF SOLID WASTE SERVICE CHARGES OWED TO REPUBLIC SERVICES PURSUANT TO ITS SOLID WASTE FRANCHISE WITH THE CITY OF ROLLING HILLS ON THE FY 2022-2023 LOS ANGELES COUNTY AUDITOR-CONTROLLER'S OFFICE ANNUAL TAX ROLL.

RECOMMENDATION: It is recommended that the City Council hold a public hearing and, if appropriate, make a finding that there is no majority protest by property owners within the City of Rolling Hills; and adopt the enclosed Resolution, with attached Report, and place the sanitation service charge on the annual County of Los Angeles Tax Roll.

[CL_AGN_220711_CC_RH_ParcelMap_20200724_withRoads.pdf](#)

[CL_AGN_220711_CC_RH_TaxRoll.pdf](#)

[CL_AGN_220711_CC_ResolutionNo1303_AnnualRefuseAssessment.pdf](#)

[CL_AGN_220711_CC_SanitationReport.pdf](#)

[CL_PBN_220629_CC_FY22-23_RefuseDirectAssessmentBilling_Affidavit.pdf](#)

[CL_AGN_220711_CC_StaffPresentation.pdf](#)

11. OLD BUSINESS

12. NEW BUSINESS

- 12.A. RECEIVE AND FILE A REPORT ON THE NEXT CITY SPONSORED COMMUNAL BINS EVENT SCHEDULED FOR AUGUST 5, 2022 THROUGH AUGUST 13, 2022, TO ASSIST RESIDENTS WITH FIRE FUEL REDUCTION IN THE COMMUNITY.

RECOMMENDATION: Receive and file.

[CM_SMA_Projects_Republic_CommunalBins_August 2022.pdf](#)

- 12.B. RECEIVE AN UPDATE ON THE CREST ROAD EAST AND EASTFIELD DRIVE ELECTRIC UTILITY UNDERGROUNDING PROJECTS; DISCUSS PRESENTED OPTIONS TO COMPLETE PROJECTS; AND PROVIDE DIRECTION TO STAFF.

RECOMMENDATION: Receive report, consider project options, and provide direction to staff.

[CL_AGN_220711_CC_Item12B_PublicComment_01.pdf](#)

13. MATTERS FROM THE CITY COUNCIL

- 13.A. DISCUSS SUNDAY, JUNE 26, 2022 FIRE INCIDENT IN RANCHO PALOS VERDES AND LESSONS LEARNED (MIRSCH)

RECOMMENDATION: Take public comments, and provide direction staff.

[CL_AGN_220711_CC_BlueFolder_FireIncident_06.26.22.pdf](#)

- 13.B. RECEIVE A REPORT ON THE MAY 4, 2022 FIRE FUEL COMMITTEE MEETING; APPROVE FIRE FUEL COMMITTEE'S RECOMMENDATION TO DISCONTINUE WORK ON THE DRAFT ORDINANCE TO REQUIRE FIRE FUEL MANAGEMENT IN THE CANYONS; AND DISCUSS THE COMMITTEE'S FUTURE ASSIGNMENTS.

RECOMMENDATION: Receive a report, approve Committee's recommendation, and discuss the Committee's future assignments.

[CL_AGN_220504_FFC_AgendaPacket.pdf](#)

[CL_AGN_220711_CC_Greenwast Disposal_Presentation.pdf](#)

- 13.C. DISCUSS THE CITY COUNCIL'S PREVIOUS APPROVAL TO UPDATE THE CONSOLIDATED TAX AND FEE SCHEDULE TO INCREASE THE COMMITTEE ON TREES AND VIEWS PROCESSING FEE FOR VIEW CASES.

RECOMMENDATION: Discuss and provide direction to staff.

[ResolutionNo1297_FeeSchedule_FY22-23_CTV_Update.pdf](#)

- 13.D. APPROVE REIMBURSEMENT FOR EXPENSES INCURRED BETWEEN DECEMBER 2019 AND JUNE 2022 (DIERINGER)

RECOMMENDATION: Approve Councilmember Dieringer's reimbursement request and direct staff to prepare a policy relating to Council expenses.

[CL_AGN_220711_CC_DieringerReceipts.pdf](#)

14. MATTERS FROM STAFF

15. RECESS TO CLOSED SESSION

16. RECONVENE TO OPEN SESSION

17. ADJOURNMENT

Next regular meeting: Monday, July 25, 2022 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

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

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

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



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.A
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: FOR BLUE FOLDER DOCUMENTS APPROVED AT THE CITY COUNCIL MEETING

DATE: July 11, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approved.

ATTACHMENTS:

[CL_AGN_220711_CC_BlueFolderItem_06.pdf](#)
[CL_AGN_220711_CC_BlueFolderItem_10A.pdf](#)
[CL_AGN_220711_CC_BlueFolderItem_12B.pdf](#)
[CL_AGN_220711_CC_BlueFolder_13A_FireIncident_06.26.22.pdf](#)
[CL_AGN_220711_CC_BlueFolderItem_13B.pdf](#)

BLUE FOLDER ITEM (SUPPLEMENTAL)

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CITY COUNCIL MEETING July 11, 2022

06 PUBLIC COMMENT ON NON-AGENDA ITEMS

FROM: CHRISTIAN HORVATH, CITY CLERK/EXECUTIVE ASSISTANT TO THE CITY
MANAGER

From: [John Signo](#)
To: [Christian Horvath](#)
Subject: FW: Steering Committee item re: Rolling Hills
Date: Monday, July 11, 2022 3:12:50 PM
Attachments: [SBCCOG Regional Planner Summary of Work 2022.pdf](#)

From: Beatriz Dieringer <ddabea@msn.com>
Sent: Monday, July 11, 2022 1:07 PM
To: Elaine Jeng <ejeng@cityofrh.net>; John Signo <jsigno@cityofrh.net>
Subject: Fwd: Steering Committee item re: Rolling Hills

Dear Elaine and John,

Please make copies of Jacki's email and attachment for the Council members tonight. I plan on bringing this issue up with them for a future agenda discussion but it's important for them to have these documents to understand the background and need for such a future agenda item. In the meantime I was able to appear at the Steering Committee meeting this afternoon and get a continuance of this issue. The Chair, John Cruikshank, wants to meet with me, Jacki and applicable staff to see if there's an equitable resolution of this issue.

Thanks,
Bea

Sent from my iPhone

Begin forwarded message:

From: Jacki Bacharach <jacki@southbaycities.org>
Date: July 7, 2022 at 5:23:28 PM PDT
To: "Bea Dieringer" ([REDACTED])
Cc: Elaine Jeng <ejeng@cityofrh.net>, John Cruikshank <john.cruikshank@rpvca.gov>
Subject: Steering Committee item re: Rolling Hills

I wanted to let you know that I am recommending to the Steering Committee on Monday that unless Rolling Hills pays the full assessment for the regional planner this year - \$2000 instead of \$1000 – the SBCCOG should stop providing service to your city in the area of regional planning – specifically your city's participation in the \$146,250 study of Accessory Dwelling Units that we are doing for 7 other cities and of which your city is currently a part. (see below) Additionally, we are getting ready to plan for another round of projects on housing for which Rolling Hills would not be able to participate.

Jonathan Pacheco Bell has done outstanding work since he has come to the SBCCOG and your city has taken full advantage of it.

Here are some examples of what you have already received which is far more than the \$6000 over 2 years (\$4000 for the first year and \$2000 for this year) that we are assessing:

- Served as a resource to SBCCOG member jurisdictions and Community Development Directors providing technical assistance and support as needed.
Example:
 - **Rolling Hills:** researched and prepared memorandum on Code Enforcement contract staffing for new Community Development Director which included links to help the city hire your current code enforcement officer
- Lead development of ADU Calculator online tool for the South Bay. Website: <https://southbaycities.aducalculator.org/>. – This tool was found by Mr. Bell and brought to the cities.
 - ADU Calculator is a FREE online tool to help residents estimate construction costs and rental income from developing an ADU, no cost to cities.
 - Researched tool, brought consultant to monthly CDD meeting for presentation, managed cities' data entry process, liaison to consultant for South Bay taking multiple hours of his time
 - **Rolling Hills** is a participating city in the ADU Calculator.
- **SB 330 Residential and Protected Units Supplemental Application Form** – budget \$42,250
 - Creation of a supplemental application form for SB 330 housing development projects to preserve residential and protected dwelling units, prevent displacement, and help South Bay cities meet their RHNA goals. Mr. Bell worked with lawyers at BB&K so cities could be confident that there has been legal review and approval.
 - **Rolling Hills** received the SB 330 Supplemental Form.
- Conducted one-on-one interviews with South Bay Community Development Directors to determine their priorities, opportunities, and challenges to inform SBCCOG's regional planning services. Interviewed **Rolling Hills Director John Signo**. Prepared memorandum on findings for SBCCOG staff and Community Development Directors.
- Coordinate and manage monthly Community Development Directors meeting via Zoom, 3rd Thursday each month, 12:30-2pm. Develop meeting agenda. Coordinate guest speakers. Send meeting invitations to CDDs and staff. Chair the meeting. **Rolling Hills** is a regular attendee at monthly meetings.
- Manage the Community Development Director email listserv for sending critical information updates to Directors on legislation, grant opportunities and other important issues. Engage Directors on important planning matters through listserv. **Rolling Hills** receives all my communications.

Project for which we would not include Rolling Hills:

ADU Acceleration (consultant Black & Veatch, Pocket Housing) – budget: \$146,250

- Research and planning project including mapping, economic analysis, policy assessment, infrastructure impacts, surveys of applicants and tenants, best practices, and forecasting of ADU development in eight South Bay cities:
 - El Segundo, Gardena, Hawthorne, Hermosa Beach, Manhattan Beach, Redondo Beach, **Rolling Hills**, Rancho Palos Verdes.
- *Project in progress.*

The purpose of the Regional Planner is that for a small amount of money from each city, projects can be done where all cities can benefit. It is not fair to the other cities that are paying the assessment that a city that is using all of the services provided would not pay their full assessment.

Please let me know if you have any questions.

Jacki

Jacki Bacharach, Executive Director
310-293-2612

jacki@southbaycities.org

SBCCOG media: www.southbaycities.org

[Facebook](#) – [Twitter](#)

South Bay Environmental Services Center

www.sbesc.com

[Facebook](#) – [Twitter](#) – [LinkedIn](#)

SBCCOG's Regional Planner provides technical assistance to cities on housing and land use issues and project management for Regional Early Action Planning grant funded housing acceleration projects.

Housing and Land Use

- Conducted one-on-one interviews with South Bay Community Development Directors to determine their priorities, opportunities, and challenges to inform SBCCOG's regional planning services. Prepared memorandum on findings for SBCCOG staff and city Community Development Directors.
- Work in consultation with South Bay Community Development Directors to develop a coherent South Bay housing policy to help ensure that state accelerated housing production policy goals are met, while also meeting the local needs of the communities.
- Serve as a resource to SBCCOG member jurisdictions and Community Development Directors providing technical assistance and support as needed. Examples:
 - City of Rolling Hills: researched and prepared memorandum on Code Enforcement contract staffing for new Community Development Director.
 - City of Torrance: agendaized mobile home tenant protection and Rent Stabilization Ordinance on June 2022 CDD monthly meeting for discussion in response to Skyline Mobile Home Park landlord rent increase concerns for seniors living on fixed incomes.
 - Currently researching status of SB 9 in all South Bay cities for CDD update.
- Coordinate and manage monthly Community Development Directors meeting via Zoom, 3rd Thursday each month, 12:30-2pm. Develop meeting agenda. Coordinate guest speakers. Send meeting invitations to CDDs and staff. Chair the meeting.
- Provide research assistance to cities and SBCCOG senior staff. Examples:
 - City of El Segundo: researched micro-units and Single-Room Occupancy ordinances for city planning staff going to Planning Commission. Provided 20+ case studies, reports, analysis on microunits/SRO and annotated summary memorandum. Principal Planner used for staff report.
 - SBCCOG: researched and prepared memorandum on potential impact of Ghost Kitchens in South Bay, with a focus on land use and planning concerns.

LOCAL GOVERNMENTS IN ACTION

Carson El Segundo Gardena Hawthorne Hermosa Beach Inglewood Lawndale Lomita
Manhattan Beach Palos Verdes Estates Rancho Palos Verdes Redondo Beach Rolling Hills
Rolling Hills Estates Torrance Los Angeles District #15 Los Angeles County

- Identify, research, and connect city staff with grants and funding opportunities for implementation. Example:
 - Identified State of CA Dept of Toxic Substances Control “Equitable Community Revitalization Grant” program for brownfield clean up. Organized presentation to Community Development Directors by DTSC staff. Liaised between DTSC and cities.
 - City of Carson applied for the grant and is awaiting Round 1 results.
- Manage the Community Development Director email listserv for sending critical information updates to Directors. Engage Directors on important planning matters through listserv.
- Attend SCAG meetings and committees, HCD meetings, and other housing related meetings and trainings on behalf of the South Bay. Share value-added information and resources with Directors at monthly CDD meetings and through email listserv.
- Track state housing policy and legislation and recommend advocacy positions including drafting and circulating position letter templates to cities.
- Research state bills affecting housing law. Recommend additions and updates to Legislative Matrix. Co-author positions on proposed state housing bills. Example:
 - AB 1978 proposes to allow HCD to do local zoning on behalf of cities out of compliance and fine cities up to \$10,000 per day to gain compliance. I identified this bill as matter of urgent concern, researched it and recommended opposition that was approved by SBCCOG Board, and got AB 1978 added to SBCCOG Legislative Matrix for advocacy.
- Co-author advocacy position letters to state representatives. Example:
 - Letter of support for Housing Element Informational Hearing sent to Southern California Assemblymembers on Housing Committee.
- Lead development of ADU Calculator online tool for the South Bay. Website: <https://southbaycities.aducalculator.org/>.
 - ADU Calculator is a FREE online tool to help residents estimate construction costs and rental income from developing an ADU.
 - Funded by Chan Zuckerberg Initiative at no cost to cities.
 - Researched tool, brought consultant to monthly CDD meeting for presentation, manage cities’ data entry process, liaison to consultant for South Bay.
- Research and contribute to potential formation of regional South Bay Housing Trust Fund. Example:
 - Co-author Pros and Cons memorandum on Housing Trust Fund for SBCCOG Board of Directors, in collaboration with SBCCOG staff and BBK legal team.

- Developed and led tour of LA County District 2 West Athens-Westmont community for Neighborhood Broadband Center sustainability initiative in development at SBCCOG.
- Served as invited panelist and subject matter expert at 2021 Environmental Justice Enforcement Symposium representing SBCCOG. Discussed building community partnerships through compassionate zoning code enforcement.

Regional Early Action Planning (REAP) grants for housing acceleration

REAP 1.0, 2021-2023

- Oversee implementation the SCAG's REAP 1.0 projects funded for the South Bay.
- Manage four REAP 1.0 grant projects with a budget of \$603,000.
- Develop RFPs, lead procurement process, conduct project management, coordinate with consultants, interface with SCAG project managers.

ADU Acceleration (consultant Black & Veatch, Pocket Housing) – budget: \$146,250

- Research and planning project including mapping, economic analysis, policy assessment, infrastructure impacts, surveys of applicants and tenants, best practices, and forecasting of ADU development in eight South Bay cities:
 - El Segundo, Gardena, Hawthorne, Hermosa Beach, Manhattan Beach, Redondo Beach, Rolling Hills, Rancho Palos Verdes.
- *Project in progress.*

Commercial Redevelopment into Housing (consultant Studio 111, Kosmont) – budget: \$308,250

- Research and planning project to develop tools for cities to identify underperforming commercial segments with potential for redevelopment into housing with zero emission mobility options, and identify commercial properties – strip arterials, regional malls, office buildings, and industrial parks – that are candidates for redevelopment into sustainable affordable housing in six South Bay cities:
 - Manhattan Beach, Hermosa Beach, Redondo Beach, El Segundo, Carson, Hawthorne
- *Project in progress.*

Housing Education Program – budget: \$101,250

- Workshops and online resources to encourage informed discussions about residential density and design that support a full range of housing options in the South Bay and help decisionmakers and stakeholders understand optimal ways to meet regional housing needs.
- *Project in progress.*

SB 330 Residential and Protected Units Supplemental Application Form – budget \$42,250

- Creation of a supplemental application form for SB 330 housing development projects to preserve residential and protected dwelling units, prevent displacement, and help South Bay cities meet their RHNA goals.
- *Project completed June 2022* – SBCCOG is one of first subregions to finish REAP project statewide.

REAP 2.0, 2023-2026

- Research and preparations for REAP 2.0 application for “transformative planning” and implementation projects with funding potential totaling \$247 million for the SCAG region.
- Coordinate with Community Development Directors on potential housing and infrastructure for housing projects.

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CITY COUNCIL MEETING July 11, 2022

- 10.A A PUBLIC HEARING TO CONSIDER AND APPROVE A RESOLUTION
AUTHORIZING PLACEMENT OF SOLID WASTE SERVICE CHARGES OWED TO
REPUBLIC SERVICES PURSUANT TO ITS SOLID WASTE FRANCHISE WITH THE
CITY OF ROLLING HILLS ON THE FY 2022-2023 LOS ANGELES COUNTY
AUDITOR-CONTROLLER'S OFFICE ANNUAL TAX ROLL.**

FROM: CHRISTIAN HORVATH, CITY CLERK/EXECUTIVE ASSISTANT TO THE CITY
MANAGER

[CL AGN 220711 CC StaffPresentation.pdf](#)

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CITY COUNCIL MEETING July 11, 2022

**12.B RECEIVE AN UPDATE ON THE CREST ROAD EAST AND EASTFIELD DRIVE
ELECTRIC UTILITY UNDERGROUNDING PROJECTS; DISCUSS PRESENTED
OPTIONS TO COMPLETE PROJECTS; AND PROVIDE DIRECTION TO STAFF.**

FROM: CHRISTIAN HORVATH, CITY CLERK/EXECUTIVE ASSISTANT TO THE CITY
MANAGER

[CL AGN 220613 CC Item12A PublicComment 02.pdf](#)
[CL AGN 220711 CC Item12B PublicComment 01.pdf](#)



CITY OF ROLLING HILLS

FIRE INCIDENT ON SUNDAY, JUNE 26, 2022

CITY COUNCIL MEETING JULY 11, 2022

FIRE INCIDENT, SUNDAY JUN 26

RANCHO PALOS VERDES

- ▶ Los Angeles County Fire Department (FD) alerted City Managers of Peninsula cities of incident at 12:30pm
- ▶ Continuous real-time alerts from FD
 - ▶ 12:40pm, forward progress of fire stopped, helicopter loading water
 - ▶ 1:30pm, fire contained and cause investigation commenced
- ▶ Incident located on private property near Peppertree Drive and Sweetbay Road in Rancho Palos Verdes
- ▶ No evacuation warnings, and or orders issued and no road closures needed to respond to incident

NOTIFICATIONS

- ▶ First responders notify cities of incidents
- ▶ Major incidents will have incident command post set up. Cities send representative to incident command post for real-time info. First Responder and cities will notify residents.
- ▶ Minor incidents, First Responders rely on cities to notify residents.
- ▶ Rolling Hills has two notifications systems: Alert Southbay, and enotify (plus reverse 911).

LESSONS LEARNED

- ▶ FD to notify all RH staff and mayor on fire related incidents.
- ▶ Councilmembers to notify more than one staff of incidents in the community.
- ▶ Continuous training of Alert Southbay for all RH staff.
- ▶ Keep RH residents informed.
- ▶ Create redundancy for small staff by setting up protocol to use staff from adjacent cities should the need surface.
- ▶ Coordinate with adjacent Peninsula cities to use the Alert Southbay platform.

LESSONS LEARNED: BC Program

- ▶ Preparedness education by Block Captain program is working and in practice.
- ▶ Block Captains are NOT responsible for community members and their safety in the time of emergencies.

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CITY COUNCIL MEETING July 11, 2022

- 13.B RECEIVE A REPORT ON THE MAY 4, 2022 FIRE FUEL COMMITTEE MEETING;
APPROVE FIRE FUEL COMMITTEE'S RECOMMENDATION TO DISCONTINUE
WORK ON THE DRAFT ORDINANCE TO REQUIRE FIRE FUEL MANAGEMENT IN
THE CANYONS; AND DISCUSS THE COMMITTEE'S FUTURE ASSIGNMENTS**

FROM: CHRISTIAN HORVATH, CITY CLERK/EXECUTIVE ASSISTANT TO THE CITY
MANAGER

[CL AGN 220711 CC Greenwast Disposal Presentation.pdf](#)



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.A
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JULY 11, 2022

DATE: July 11, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve.

ATTACHMENTS:

[CL_AGN_220711_CC_AffidavitofPosting.pdf](#)



Administrative Report

7.A., File # 1307

Meeting Date: 07/11/2022

To: MAYOR & CITY COUNCIL

From: Christian Horvath, City Clerk

TITLE

APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JULY 11, 2022

EXECUTIVE SUMMARY

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

AFFIDAVIT OF POSTING

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

Legislative Body	City Council
Posting Type	Regular Meeting Agenda
Posting Location	2 Portuguese Bend Road, Rolling Hills, CA 90274 City Hall Window City Website: https://www.rolling-hills.org/government/agenda/index.php https://www.rolling-hills.org/government/city_council/city_council_archive_agendas/index.php

Meeting Date & Time	July 11, 2022	7:00pm Open Session
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As City Clerk of the City of Rolling Hills, I declare under penalty of perjury, the document noted above was posted at the date displayed below.

Christian Horvath, City Clerk

Date: July 8, 2022



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.B
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: APPROVE MOTION TO READ BY TITLE ONLY AND WAIVE FURTHER READING OF ALL ORDINANCES AND RESOLUTIONS LISTED ON THE AGENDA

DATE: July 11, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve.

ATTACHMENTS:



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.C
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: APPROVE THE FOLLOWING CITY COUNCIL MINUTES: JUNE 27, 2022

DATE: July 11, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[CL_MIN_220627_CC_F.pdf](#)



1. CALL TO ORDER

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

2. ROLL CALL

Councilmembers Present:

Pieper, Mirsch, Mayor Pro Tem Wilson, Mayor Black

Councilmembers Absent:

Dieringer

Staff Present:

Elaine Jeng, City Manager

Jane Abzug, City Attorney

John Signo, Planning & Community Services Director

Christian Horvath, City Clerk / Executive Assistant to the City Manager

Robert Samario, Finance Director

Vanessa Hevener, Senior Management Analyst

3. PLEDGE OF ALLEGIANCE – Councilmember Mirsch

4. PRESENTATIONS/PROCLAMATIONS/ANNOUNCEMENTS – NONE

5. BLUE FOLDER ITEMS (SUPPLEMENTAL) – NONE

6. PUBLIC COMMENT ON NON-AGENDA ITEMS – NONE

7. CONSENT CALENDAR

7.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JUNE 27, 2022

7.B. APPROVE MOTION TO READ BY TITLE ONLY AND WAIVE FURTHER READING OF ALL ORDINANCES AND RESOLUTIONS LISTED ON THE AGENDA

7.C. APPROVE THE FOLLOWING CITY COUNCIL MINUTES: MAY 23, 2022

7.D. PAYMENT OF BILLS

7.E. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR MAY 2022

7.F. RECEIVE AND FILE 2022-23 LOS ANGELES COUNTY SHERIFF'S DEPARTMENT CONTRACT CITY LAW ENFORCEMENT SERVICES FORM 575 SERVICE LEVEL AUTHORIZATION

7.G. PULLED BY COUNCILMEMBER MIRSCH

7.H. ADOPT RESOLUTION NO. 1302 PERMITTING THE USE OF A ROLLING HILLS COMMUNITY ASSOCIATION VEHICLE WITH AMBER LIGHTS; AND REQUIRE THE ROLLING HILLS COMMUNITY ASSOCIATION TO INSTALL SIGNAGE PER THE RECOMMENDATIONS OF THE CITY'S TRAFFIC ENGINEER

7.I. AMENDED AGREEMENT WITH MCGOWAN CONSULTING FOR SERVICES RELATING TO STORMWATER MANDATE COMPLIANCE

7.J. APPROVE ROLLING HILLS COMMUNITY ASSOCIATION'S APPLICATION TO LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH FOR REPLACEMENT OF SEPTIC TANK SERVING THE MAIN GATE AND AUTHORIZE CITY MANAGER TO SIGN

Motion by Councilmember Pieper, seconded by Councilmember Mirsch to approve Consent Calendar excluding Items 7G. Motion carried unanimously with the following vote:

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

8. EXCLUDED CONSENT CALENDAR ITEMS

7.G. ADOPT RESOLUTION NO. 1297 UPDATING THE CONSOLIDATED TAX AND FEE SCHEDULE TO INCREASE THE COMMITTEE ON TREES AND VIEWS PROCESSING FEE FOR VIEW CASES

Councilmember Mirsch requested this item be brought back on the July 11, 2022 Agenda. Without objection, so ordered.

9. COMMISSION ITEMS – NONE

9.A. ZONING CASE 21-16: REQUEST FOR APPROVAL FOR A SITE PLAN REVIEW FOR GRADING AND CONSTRUCTION OF A NEW RETAINING WALL; CONDITIONAL USE PERMIT FOR A RECREATIONAL GAME COURT; AND VARIANCE TO EXCEED THE MAXIMUM PERMITTED LOT DISTURBANCE FOR A PROPERTY LOCATED AT 18 EASTFIELD DRIVE (LOT 69-A-EF) (RICH)

Presentation by Christian Horvath, City Clerk / Executive Assistant to the City Manager

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

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

Councilmember Pieper directed staff to change the planning application process and require applicants to provide maps showing proximity of adjacent structures to project per council discussion. Without objection, so ordered.

9.B. ZONING CASE NO. 22-20: REQUEST FOR APPROVAL OF A SITE PLAN REVIEW FOR CONSTRUCTION OF A 1,583-SQUARE-FOOT ADDITION AND REMODEL TO AN EXISTING RESIDENCE, MAXIMUM FIVE-FOOT-HIGH RETAINING WALLS, GRADING, AND OTHER IMPROVEMENTS; AND VARIANCES TO CONSTRUCT IN THE FRONT YARD SETBACK AND FOR A FIVE-FOOT-HIGH RETAINING WALL TO BE CONSTRUCTED IN THE SETBACK AREA FOR A PROPERTY LOCATED AT 16 SOUTHFIELD DRIVE (LOT 33-SF), ROLLING HILLS, CA (BURGOYNE)

Presentation by Christian Horvath, City Clerk / Executive Assistant to the City Manager

Public Comment: Dave Blasio

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

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

10. OLD BUSINESS – NONE

11. NEW BUSINESS

11.A. CONSIDER AND APPROVE AMENDING SEWER STUDY TO PHASE THE CONSTRUCTION OF THE 8" SEWER MAIN PROJECT

Presentation by Elaine Jeng, City Manager

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Wilson to table consideration of this item for six months. Motion carried unanimously with the following vote:

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

Councilmember Dieringer arrived at 7:35 p.m.

11.B. APPROVE CONTRACT RENEWAL WITH GRANICUS FOR SUBSCRIPTION TO AGENDA MANAGEMENT, MINUTES, AND UPGRADED LIVECAST HARDWARE/SOFTWARE PROGRAMS; AUTHORIZE THE CITY ATTORNEY TO FINALIZE THE AGREEMENT AND THE CITY MANGER TO SIGN

Presentation by Christian Horvath, City Clerk / Executive Assistant to the City Manager

Motion by Councilmember Pieper, seconded by Councilmember Mirsch to approve as presented. Motion carried unanimously with the following vote:

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

11.C. CONSIDERATION OF RENEWAL FOR FY 2022/23 SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG) REGIONAL PLANNER SPECIAL ASSESSMENT

Presentation by Christian Horvath, City Clerk / Executive Assistant to the City Manager

Motion by Mayor Pro Tem Wilson, seconded by Councilmember Pieper to approve a \$1000 contribution to the SBCCOG for the Regional Planner. Motion carried unanimously with the following vote:

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

11.D. APPROVE AND AUTHORIZE CITY MANAGER TO SUBMIT THE SEPULVEDA CANYON CONTINUOUS FLOW MONITORING TECHNICAL MEMORANDUM AND REVISED SUBSECTION 3.5.2

Presentation by Vanessa Hevener, Senior Management Analyst

Motion by Councilmember Mirsch, seconded by Councilmember Dieringer to approve as presented. Motion carried unanimously with the following vote:

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

12. PUBLIC HEARINGS

12.A. PUBLIC HEARING AND CONSIDERATION OF RESOLUTION NO. 1300 ADOPTING THE 2022/2023 FISCAL YEAR BUDGET AND RESOLUTION NO. 1301 ESTABLISHING THE ANNUAL APPROPRIATIONS GANN LIMIT FOR THE CITY OF ROLLING HILLS

Presentation by Robert Samario, Finance Director

Public Comment: Alfred Visco, Arlene Honbo, Clint Patterson

Motion by Mayor Black, seconded by Councilmember Pieper to add \$45,000 into ongoing Core Budget for Record Management. Motion carried unanimously with the following vote:

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

Motion by Councilmember Mirsch, seconded by Mayor Pro Tem Wilson to add \$17,000 into ongoing Core Budget for Grant Writer to pursue funds for sewer main project. Initial voting not completed due to Councilmember Mirsch changing her vote and requesting a re-vote. Motion carried with the following vote:

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

Motion by Councilmember Pieper, seconded by Councilmember Mirsch to leave \$300,000 in one-time Capital Budget for HQE Siren design and construction. Motion carried with the following vote:

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

Motion by Mayor Black, seconded by Councilmember Pieper to approve the FY 22/23 Budget and adopt Resolution No. 1300 with modifications. Motion carried with the following vote:

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

Motion by Mayor Black, seconded by Councilmember Dieringer to adopt Resolution No. 1301 establishing the annual appropriations GANN limit for the City of Rolling Hills. Motion carried unanimously with the following vote:

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

13. MATTERS FROM THE CITY COUNCIL

13.A. REQUEST FOR ACTION ON SB1186 (WIENER) MEDICINAL CANNABIS PATIENTS RIGHT OF ACCESS ACT (DIERINGER)

Councilmember Dieringer reported out and requested the Council table this item. Without objection, so ordered.

13.B. DISCUSSION REGARDING LOS ANGELES COUNTY SANITATION DISTRICT LABOR AGREEMENT (WILSON)

Mayor Pro Tem Wilson reported out. No action taken.

Councilmember Mirsch requested agendaizing feedback on recent fires including what did and did not work in terms of resident alerts for the July 11, 2022 meeting.

Councilmember Dieringer made some comments about Consent Calendar Item 71

Mayor Black commented on poor cellular and internet service.

14. MATTERS FROM STAFF – NONE

14.A. UPDATE ON EIS REGISTRATION EFFORTS

Presentation by Elaine Jeng, City Manager

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

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

14.B. CONSIDERATION OF SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG) REQUEST FOR SUPPORT REGARDING STATE BUDGET REQUEST

Presentation by Christian Horvath, City Clerk / Executive Assistant to the City Manager

Motion by Mayor Black, seconded by Councilmember Mirsch to take no action. Motion carried unanimously with the following vote:

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

- 15. RECESS TO CLOSED SESSION – NONE
- 16. RECONVENE TO OPEN SESSION – NONE
- 17. ADJOURNMENT: 9:55 P.M.

The meeting was adjourned at 9:55 p.m on June 27, 2022. The next regular meeting of the City Council is scheduled to be held on Monday, July 11, 2022 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California. It will also be available via City's website link at: <https://www.rolling-hills.org/government/agenda/index.php>

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

Respectfully submitted,

Christian Horvath, City Clerk

Approved,

James Black, M.D., Mayor



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.D
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: PAYMENT OF BILLS

DATE: July 11, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[CL_AGN_220711_PaymentOfBills.pdf](#)

CITY OF ROLLING HILLS
 AP22-077-AP22-78 & AP23-001, ACH22-082 THROUGH ACH22-084 & ACH-083
 Check Run 06-28-2022 through 07-11-2022

Check No.	Check Date	Payee	Description	Amount
027649	6/14/2022	South Bay Cities Council of Governments	CORH Membership Dues - FY 2022-2023	8,207.00
027649	6/14/2022	South Bay Cities Council of Governments	CORH Membership Dues - FY 2022-2023 - Voided per Council Direction	(8,207.00)
027654	6/29/2022	Abila	04-18-2022 to 5-17-2022 Accounting Software	200.98
027654	6/29/2022	Abila	06-18-2022 - 07-17-2022 Accounting Software	202.59
027654	6/29/2022	Abila	07-18-2022 - 08-17-2022 Accounting Software	202.59
027654	6/29/2022	Abila	Add'l User 3-18-2022 - 4-17-2022 Accounting Software	97.85
027654	6/29/2022	Abila	Add'l user 06-18-2022 to 07-17-2022 Accounting Software	98.38
CHECK TOTAL			802.39	
027655	6/29/2022	Bennett Landscape	06-03-2022 Capped Lateral pipe at City Hall	81.04
027655	6/29/2022	Bennett Landscape	Landscape Maint Services April 2022 (note INV 232356 was MAY	660.00
CHECK TOTAL			741.04	
027656	6/29/2022	Cell Business Equipment	Office Supplies Red Post Ink Cartridge	183.95
027657	6/29/2022	Delta Dental	Dental Coverage July 2022	1,189.28
027658	6/29/2022	DFM Associates	2022 California Elections Code	64.35
027659	6/29/2022	GPA CONSULTING	Project # 918 Vegetation Management - May 2022	2,509.72
027660	6/29/2022	Konica Minolta Business Solutions USA Inc.	Monthly Maintenance 05-11-22 to 06-10-22	972.74
027661	6/29/2022	County of Los Angeles	May 2022 Animal care Housing Costs	100.97
027662	6/29/2022	LA County Sheriff's Department	May 2 2022 LMT Traffic Special Events	382.11
027662	6/29/2022	LA County Sheriff's Department	May 2022 Law Enforcement Services	31,696.73
CHECK TOTAL			32,078.84	
027663	6/29/2022	Palos Verdes Security Sys, Inc.	July 2022 CCTV Lease 07-01-2022 to 07-31-2022 & Quart Fire	360.00
027664	6/29/2022	Vision Service Plan - (CA)	Vision Coverage July 2022	192.78
027665-027672	7/11/2022	Spoiled Checks	Printer misaligned	0.00
027673	7/11/2022	Alan Palermo Consulting	5/29/22-7/2 2022 Svcs - City HallADA, Sewer, Block Captain	2,720.00
027674	7/11/2022	Executive Suite Services Inc.	June 2022 Monthly Janitorial Svcs	1,700.00
027675	7/11/2022	Forum Info-Tech, Inc./Levelcloud	June 2022 Cloud Hosting	4,720.61
027676	7/11/2022	Race Communications	03/01/22-04/01/ 2022 Internet charges	1,004.93
027677	7/11/2022	California Contract Cities Association	Annual Membership Dues FY 22/23	1,600.00
027678	7/11/2022	Forum Info-Tech, Inc./Levelcloud	July 2022 Cloud Hosting	5,175.79
027679	7/11/2022	County of LA Dept. of Auditor-Controller	LAFCO Annual Fee	100.38
027680	7/11/2022	Race Communications	07/01/22 to 08/01 2022 Internet charges	1,035.07
027681	7/11/2022	South Bay Cities Council of Governments	CORH Membership Dues - FY 2022-2023	7,207.00
ACH-065	6/28/2022	California Water Service Co.	Water Usage 05-26-22 to 06-27-2022 RANCHO	543.32
ACH-066	6/28/2022	California Water Service Co.	Water Usage 05-26-2022 to 06-27-2022 ROLLING	680.11
ACH-067	6/13/2022	The Gas Company	Gas Usage from 05-10-2022 to 06-09-2022	30.87
ACH-068	6/17/2022	Southern California Edison	Electricity Usage 05-18-22 to 06-16-2022	320.49
ACH-069	7/6/2022	Southern California Edison	Electricity usage 05/24/22 to 06/22/22 ACCT #8030	1,902.48
ACH-070	7/11/2022	CalPERS	PERS Retirement PR ending 08/28/2022	3,580.03
ACH-071	7/11/2022	CalPERS	July PERS Health Insurance	\$11,439.94
ACH-072	7/11/2022	Vantagepoint Transfer Agents - 306580	ICMA PR ending 06/28/2022	1,893.64
PR LINK	7/11/2022	PR LINK - Payroll & PR Taxes PR#13	Payroll Processing Fee PR#13 06/15/2022 - 06/28/2022	70.31
PR LINK	7/11/2022	PR LINK - Payroll & PR Taxes PR#13	Pay Period -PR#13 06/15/2022 - 06/28/2022	22,243.89
Report Total				107,164.92

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

107,164.92 for the payment of above items.

07/06/2022

Elaine Jeng, P.E., City Manager



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.E
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ROBERT SAMARIO, FINANCE DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE THE INTERIM FINANCIAL STATEMENTS FOR THE ELEVEN MONTHS ENDED MAY 31, 2022

DATE: July 11, 2022

BACKGROUND:

In order to evaluate the progress of revenues and expenditures in relation to the budget, staff prepares monthly interim financial statements for each City fund, including the General Fund.

DISCUSSION: **GENERAL FUND**

The General Fund is the primary operating fund of the City of Rolling Hills, accounting for unrestricted revenues and basis services provided to the community, including public safety, planning, facility maintenance, and administration.

The amended fiscal year 2021/2022 budget for the General Fund totals \$3,084,599. Through May 31, 2022, expenditures totaled \$2,162,580. The favorable variance of \$922,019 thus far reflects savings across most departments. If this trend continues for the last month of June, expenditures will end the year at close to \$2,350,000.

On the revenue side, revenues through May 31, 2022 total \$2,233,355 versus budgeted revenues of \$2,124,300, which amounts to a favorable variance of \$109,055. By year end, the favorable variance will be even greater.

Based on current projections, General Fund revenues and expenditures will come close to balancing.

OTHER FUNDS

Refer to the attached schedules of revenues and expenditures for each of the other City funds compared to the amended budget.

FISCAL IMPACT:

The acceptance of this report by Council has no fiscal impact.

RECOMMENDATION:

Receive and accept the Interim Financial Statements for the Eleven Months Ended May 31, 2022.

ATTACHMENTS:

[CL_AGN_220711_CC_GeneralFundExpend_at_053122.pdf](#)

[CL_AGN_220711_CC_GeneralFundRevenues_053122.pdf](#)

[CL_AGN_220711_CC_OtherFund_Revenues_053122.pdf](#)

[CL_AGN_220711_CC_OtherFunds_Expenditures_053122.pdf](#)

CITY OF ROLLING HILLS
Summary of Expenditures
Eleven (11) Months Ended May 31, 2022

Department/Object Account	Adopted Budget	Pro-Rated Budget (92%)	YTD Expenditures	Variance Fav (Unfav)	% Exp.
01 - GENERAL FUND					
01 - CITY ADMINISTRATOR					
702 Salaries -Full Time	\$ 429,100	\$ 393,342	\$ 366,978	\$ 26,364	85.5%
710 Retirement CalPERS-Employer	29,000	26,583	33,529	(6,945)	115.6%
712 CalPERS Unfunded Liability	59,026	54,107	57,063	(2,956)	96.7%
715 Workers Compensation Insur.	7,700	7,058	7,498	(440)	97.4%
716 Group Insurance	55,000	50,417	62,666	(12,249)	113.9%
717 Retiree Medical	30,300	27,775	30,563	(2,788)	100.9%
718 Employer Payroll Taxes	28,400	26,033	23,503	2,530	82.8%
719 Deferred Compensation	4,300	3,942	3,507	435	81.6%
720 Auto Allowance	4,800	4,400	4,600	(200)	95.8%
XXX Phone Allowance	1,300	1,192	-	1,192	0.0%
761 Auto Mileage	500	458	-	458	0.0%
740 Office Supplies	38,040	34,870	24,255	10,615	63.8%
745 Equipment Leasing Costs	14,850	13,613	9,325	4,288	62.8%
750 Dues & Subscriptions	15,240	13,970	11,744	2,226	77.1%
755 Conference Expense	10,000	9,167	7,244	1,923	72.4%
757 Meetings Expense	2,000	1,833	2,563	(729)	128.1%
759 Training & Education	5,000	4,583	-	4,583	0.0%
765 Postage	20,000	18,333	12,171	6,163	60.9%
770 Telephone	5,700	5,225	5,401	(176)	94.8%
775 City Council Expense	10,000	9,167	2,805	6,362	28.0%
776 Miscellaneous Expenses	-	-	423	(423)	<100%
780 Minutes Clerk Meetings	6,000	5,500	2,255	3,245	37.6%
785 Codification	5,000	4,583	2,812	1,771	56.2%
795 Other Gen Admin Expense	4,900	4,492	2,221	2,271	45.3%
801 City Attorney	91,000	83,417	109,872	(26,455)	120.7%
820 Website	6,000	5,500	14,160	(8,660)	236.0%
850 Election Expense City Council	-	-	2,027	(2,027)	N/A
890 Consulting Fees	161,400	147,950	62,048	85,902	38.4%
955 Disaster Emergency Equipment	-	-	2,088	(2,088)	N/A
802 Legal Expense - Other	3,000	2,750	-	2,750	0.0%
790 Advertising	1,000	917	-	917	0.0%
Total City Administrator	1,048,556	961,176	863,319	94,191	82.3%
05 - Finance					
750 Dues & Subscriptions	200	183	-	183	0.0%
810 Annual Audit	17,630	16,161	17,110	(949)	97.1%
890 Consulting Fees	99,500	91,208	110,509	(19,300)	111.1%
Total Finance	117,330	107,553	127,619	(20,066)	108.8%

CITY OF ROLLING HILLS
Summary of Expenditures
Eleven (11) Months Ended May 31, 2022

Department/Object Account	Adopted Budget	Pro-Rated Budget (92%)	YTD Expenditures	Variance Fav (Unfav)	% Exp.
15- PLANNING & DEVELOPMENT					
702 Salaries	237,200	217,433	163,551	53,882	69.0%
710 Retirement CalPERS-Employer	17,750	16,271	12,816	3,455	72.2%
715 Workers Compensation Insur.	3,800	3,483	3,693	(210)	97.2%
716 Group Insurance	30,900	28,325	19,251	9,074	62.3%
718 Employer Payroll Taxes	18,790	17,224	12,846	4,379	68.4%
719 Deferred Compensation	1,200	1,100	-	1,100	0.0%
720 Auto Allowance	2,400	2,200	1,300	900	54.2%
XXX Phone Allowance	600	550	-	550	0.0%
758 Planning Commission Meeting	-	-	1,061	(1,061)	N/A
761 Auto Mileage	-	-	37	(37)	N/A
770 Telephone	-	-	1,061	(1,061)	N/A
776 Miscellaneous Expense	2,000	1,833	976	857	48.8%
750 Dues & Subscription	850	779	-	779	0.0%
755 Conference Expense	5,000	4,583	-	4,583	0.0%
759 Training & Education	1,000	917	-	917	0.0%
790 Advertising	-	-	2,406	(2,406)	N/A
801 City Attorney	-	-	608	(608)	N/A
802 Legal Expenses-Other	-	-	-	-	N/A
872 Property Development-Legal Exp	100,000	91,667	34,521	57,146	34.5%
878 Build Inspect. LA County/Willd	150,000	137,500	192,180	(54,680)	128.1%
881 Storm Water Management	275,800	252,817	173,576	79,240	62.9%
882 Variance & CUP Expense	7,000	6,417	9,873	(3,456)	141.0%
884 Special Project Study & Consulting	180,000	165,000	75,786	89,214	42.1%
950 Capital Outlay	26,400	24,200	-	24,200	0.0%
Total Planning & Development	1,060,690	972,299	705,541	266,758	66.5%
25 - Public Safety					
830 Law Enforcement	220,380	202,015	184,464	17,551	83.7%
833 Other Law Enforcement Expenses	3,000	2,750	2,806	(56)	93.5%
837 Wild Life Mgmt & Pest Control	50,000	45,833	1,412	44,421	2.8%
838 Animal Control Expense	6,000	5,500	3,837	1,663	64.0%
890 Consulting Fees	-	-	-	-	N/A
Total Public Safety	279,380	256,098	192,520	63,579	68.9%
65 - NON-DEPARTMENTAL					
895 Insurance & Bond Expense	30,260	27,738.33	62,250	(34,512)	205.7%
901 South Bay Comm. Organization	20,100	18,425	3,013	15,412	15.0%
915 Community Recognition	16,000	14,667	4,218	10,449	26.4%
916 Civil Defense Expense	650	596	-	596	0.0%
917 Emergency Preparedness	137,360	125,913	161,872	(35,958)	117.8%
985 Contingency	25,000	22,917	-	22,917	0.0%
Total Non-Departmental	229,370	210,256	231,353	(21,097)	100.9%

CITY OF ROLLING HILLS
Summary of Expenditures
Eleven (11) Months Ended May 31, 2022

Department/Object Account	Adopted Budget	Pro-Rated Budget (92%)	YTD Expenditures	Variance Fav (Unfav)	% Exp.
75 - CITY PROPERTIES					
925 Utilities	33,810	30,993	22,815	8,178	67.5%
930 Repairs & Maintenance	36,963	33,883	19,414	14,468	52.5%
932 Area Landscaping	28,500	26,125	-	26,125	0.0%
946 Capital Outlay - Buildings & Equip	250,000	229,167	-	229,167	0.0%
Total City Properties	349,273	320,167	42,229	277,938	12.1%
 GENERAL FUND TOTAL	 \$ 3,084,599	 \$ 2,827,549	 \$ 2,162,580	 \$ 661,303	 70.1%

CITY OF ROLLING HILLS
General Fund Revenues
Eleven Months Ended 5/31/2022

	Budget Vs Actual			
	Adopted Budget	Budget Thru 5/31/22	Actual Revenues	Variance Fav (Unfav)
Property Taxes	\$ 1,249,800	\$ 1,145,650	\$ 1,266,652	\$ 121,002
Sales Taxes	4,800	4,400	22,323	17,923
Property Transfer Tax	40,200	36,850	103,024	66,174
Disaster Grants	20,000	18,333	-	(18,333)
Motor Vehicle In Lieu	246,100	225,592	247,231	21,639
Construction & Demo Permits	-	-	7,907	7,907
Building & Other Permits	300,000	275,000	383,565	108,565
Variance, Planning & Zoning	22,000	20,167	23,896	3,729
Animal Control Fees	1,000	917	214	(703)
Franchise Fees	14,900	13,658	13,555	(104)
Fines & Traffic Violations	14,300	13,108	3,825	(9,283)
COVID 19 REVENUES	-	-	697	697
RHCA Lease Revenue	68,000	62,333	63,242	908
Interest on Investments	80,000	73,333	28,578	(44,755)
Public Safety Aug Fund	800	733	1,065	331
Burglar Alarm Response	600	550	-	(550)
Miscellaneous Revenue	37,800	34,650	35,583	933
Transfers In	24,000	22,000	22,000	-
TOTALS	\$ 2,124,300	\$ 1,947,275	\$ 2,223,355	\$ 276,080

CITY OF ROLLING HILLS
Fund Revenues
Eleven Months Ended 5/31/2022

		Budget Vs Actual			
		Amended Budget	Budget Thru 5/31/22	Actual Revenues	Variance Fav (Unfav)
Fund 10 - COP					
570	COPS Allocation	\$ 160,000	\$ 146,667	\$ 163,403	\$ 16,736
	Fund 10 - Total	<u>\$ 160,000</u>	<u>\$ 146,667</u>	<u>\$ 163,403</u>	<u>\$ 16,736</u>
Fund 11 - CLEEP Fund					
670	Interest Earned	\$ 50	\$ 46	\$ -	\$ (46)
	Fund 11 - Total	<u>\$ 50</u>	<u>\$ 46</u>	<u>\$ -</u>	<u>\$ (46)</u>
Fund 13 - Traffic Safety Fund					
481	Fines & Forfeitures	\$ -	\$ -	\$ -	\$ -
	Fund 13 - Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund 15 - American Rescue Plan Act					
586	American Rescue Plan	\$ -	\$ -	\$ 220,682	\$ 220,682
	Fund 15 - Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 220,682</u>	<u>\$ 220,682</u>
Fund 16 - CAL/OES					
589	Safety Element DR4344-PL0521	\$ -	\$ -	\$ 17,091	\$ 17,091
590	Vegetation Managemenet DR4382-PJ0175	242,625	222,406	56,667	(165,740)
XXX	Crest Road FEMA Grant - 4434-526-112R	1,145,487	1,050,030	-	(1,050,030)
XXX	Eastfield U/Grounding FEMA DR-4382-177-7R-CA	1,971,882	1,807,559	-	(1,807,559)
699	Transfers In - General Fund - Safety Element	-	-	-	-
699	Transfers In - Utility Fund - 4434-526-112R	381,819	350,001	-	(350,001)
699	Transfers In - Utility Fund - DR4382-177-7R	657,294	602,520	-	(602,520)
699	Transfers In - General Fund - HMGP-4382-175-13R	80,875	74,135	-	(74,135)
	Fund 16 - Total	<u>\$ 242,625</u>	<u>\$ 222,406</u>	<u>\$ 73,757</u>	<u>\$ (148,649)</u>
Fund 25 - Prop A Transportation Fund					
500	Grant Revenue-Prop A	\$ 38,000	\$ 34,833	\$ 43,284	\$ 8,451
620	Proposition A Exchange	-	-	63,000	63,000
670	Interest Earned	600	550	-	(550)
	Fund 25 - Total	<u>\$ 38,600</u>	<u>\$ 35,383</u>	<u>\$ 106,284</u>	<u>\$ 70,901</u>
Fund 26 - Prop C Transportation Fund					
501	Grant Revenue-Prop C	\$ 31,500	\$ 28,875	\$ 35,904	\$ 7,029
670	Interest Earned	650	596	-	(596)
	Fund 26 - Total	<u>\$ 32,150</u>	<u>\$ 29,471</u>	<u>\$ 35,904</u>	<u>\$ 6,433</u>
Fund 27 - Transit Measure R Fund					
502	Grant Revenue-Measure R	\$ 24,000	\$ 22,000	\$ 26,923	\$ 4,923
670	Interest Earned	1,100	1,008	-	(1,008)
	Fund 27 - Total	<u>\$ 25,100</u>	<u>\$ 23,008</u>	<u>\$ 26,923</u>	<u>\$ 3,915</u>

		Budget Vs Actual			
		Amended Budget	Budget Thru 5/31/22	Actual Revenues	Variance Fav (Unfav)
Fund 29 - Measure M Local Return					
507	Measure M Local Return	\$ 26,500	\$ 24,292	\$ 27,448	\$ 3,156
670	Interest Earned	1,100	1,008	-	(1,008)
Fund 29 - Total		<u>\$ 27,600</u>	<u>\$ 25,300</u>	<u>\$ 27,448</u>	<u>\$ 2,148</u>
Fund 30 - LA County Measure W Safe Clean Water					
508	Grant Revenues - Measure W	\$ 110,000	\$ 100,833	\$ 104,742	\$ 3,909
670	Interest Earned	900	825	-	(825)
Fund 30 - Total		<u>\$ 110,900</u>	<u>\$ 101,658</u>	<u>\$ 104,742</u>	<u>\$ 3,084</u>
Fund 35 - Measure A Fund					
502	Grant Revenue - Measure A	\$ 26,100	\$ 23,925	\$ -	\$ (23,925)
670	Interest Earned	900	825	-	(825)
Fund 35 - Total		<u>\$ 27,000</u>	<u>\$ 24,750</u>	<u>\$ -</u>	<u>\$ (24,750)</u>
Fund 41 - UTILITY FUND					
550	Rule 20A Revenues	\$ 763,638	\$ 700,002	\$ -	\$ (700,002)
Fund 41 - Total		<u>\$ 763,638</u>	<u>\$ 700,002</u>	<u>\$ -</u>	<u>\$ (700,002)</u>
Fund 50 - Refuse Collection Fund					
441	Construction & Demo Permits	\$ 24,000	\$ 22,000	\$ 11,550	\$ (10,450)
665	Service Charges	753,500	690,708	761,192	70,484
Fund 50 - Total		<u>\$ 777,500</u>	<u>\$ 712,708</u>	<u>\$ 772,742</u>	<u>\$ 60,034</u>

CITY OF ROLLING HILLS
Summary of Expenditures
Eleven (11) Months Ended May 31, 2022
Other City Funds

Department/Object Account	Adopted Budget	Pro-Rated Budget (92%)	YTD Expenditures	Variance Fav (Unfav)	% Exp.
10 - COPS FUND					
840 COPS Program Expenditures	\$ 160,000	\$ 146,667	\$ 136,295	\$ 10,371	85.2%
11 - CLEEP Fund					
845 CLEEP Technology Program	\$ 1,100	\$ 1,008	\$ -	\$ 1,008	0.0%
13 - Traffic Safety Fund					
927 Road Striping-Delineators/Pavement	\$ 10,000	\$ 9,167	\$ 4,390	\$ 4,777	43.9%
16 - CAL/OES					
958 Safety Element DR4344-PL0521	\$ -	\$ -	\$ 27,374	\$ (27,374)	N/A
959 Vegetation Mgmt DR4382-PJ0175	-	-	101,802	(101,802)	N/A
960 Crest Road East Project - 4434-526-112R	1,527,306	1,400,031	-	1,400,031	0.0%
961 Eastfield Drive Utility U.G. - 4382-177-7R	2,629,176	2,410,078	-	2,410,078	0.0%
CAL OES FUND TOTAL	\$ 4,156,482	\$ 3,810,109	\$ 129,175	\$ 3,680,933	N/A
25 - Prop A Transportation Fund					
905 Prop A Exchange	\$ -	\$ -	\$ -	\$ -	N/A
26 - Proposition C Transportation Fund					
906 Proposition C Gifted	\$ -	\$ -	\$ -	\$ -	N/A
27 - Measure R Fund					
907 Measure R Gifted	\$ -	\$ -	\$ -	\$ -	N/A

CITY OF ROLLING HILLS
Summary of Expenditures
Eleven (11) Months Ended May 31, 2022
Other City Funds

Department/Object Account	Adopted Budget	Pro-Rated Budget (92%)	YTD Expenditures	Variance Fav (Unfav)	% Exp.
29 - Measure M Fund					
909 Measure M Gifted	\$ -	\$ -	\$ -	\$ -	N/A
30 - Measure W Fund					
9XX Storm Water Management	\$ 38,750	\$ 35,521	\$ 22,710	\$ 12,811	58.6%
40 - Capital Projects Fund					
947 Non-Bldg Improvments	\$ 300,000	\$ 275,000	\$ 79,644	\$ 195,356	26.5%
948 City Hall Improvements	-	-	14,953	(14,953)	N/A
	<u>\$ 300,000</u>	<u>\$ 275,000</u>	<u>\$ 94,597</u>	<u>\$ 180,403</u>	<u>31.5%</u>
41 - Utility Fund					
803 Legal Other & Outside Council	\$ -	\$ -	\$ 1,452	\$ (1,452)	N/A
886 Utility Underground Project	763,638	700,002	-	700,002	0.0%
887 Sewer Feasibility Project	-	-	42,241	(42,241)	N/A
	<u>\$ 763,638</u>	<u>\$ 700,002</u>	<u>\$ 43,693</u>	<u>\$ 656,308</u>	<u>5.7%</u>
50 - Refuse Collection Fund					
815 Refuse Service Contract	\$ 912,700	\$ 836,642	\$ 836,638	\$ 4	91.7%
999 Operating Transfer Out	24,000	22,000	22,000	-	91.7%
	<u>\$ 936,700</u>	<u>\$ 858,642</u>	<u>\$ 858,638</u>	<u>\$ 4</u>	<u>91.7%</u>



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.F
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ROBERT SAMARIO, FINANCE DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE MAY 31, 2022 INVESTMENT REPORT

DATE: July 11, 2022

BACKGROUND:

The City invests its idle cash consistent with its investment policy and state law. The purpose of the investment report is to provide Council with a summary of how City funds are invested and the expected returns from the investment portfolio.

DISCUSSION:

The City's investment portfolio is extremely stable, with more than of its total funds held with the State of California's Local Agency Investment Fund (LAIF). As of May 31, 2022, \$3,083,920 was on deposit with LAIF. These funds are pooled with other local agency funds and invested largely in short-term securities. The funds are available anytime and thus are highly liquid. The effective yield for May 2022 was 0.684%.

A total of \$2,895,000 is invested in negotiable certificates of deposits (CDs) with maturities spread over a five-year horizon. The interest rates on these range from a low of 0.30% to a high of 2.2%.

The balance of City funds is held with Pacific Premier Bank, of which \$836,554 is held in a money-market account and the balance of \$125,846 held in the City's checking account.

Through May 31, 2022, the City has earned \$39,615 in interest from its investments.

FISCAL IMPACT:

The investment of the City's idle funds has resulted in a return of \$39,615.

RECOMMENDATION:

Receive and accept the May 31, 2022 Investment Report.

ATTACHMENTS:

CITY OF ROLLING HILLS
Investment Report
As of May 31, 2022

CUSIP #	Issuer	Purchase Date	Price	Interest Rate	Cost	Market Value	First Coupon Date	Payment Frequency
MBS Securities								
02616AAG4	AMERICAN FIRST CREDIT UNION	6/26/2020	99.9400	0.300%	\$ 245,000.00	\$ 244,853.00	7/26/2020	Monthly
61690UHP8	MORGAN STANLEY BANK N	7/5/2019	100.1060	2.200%	245,000.00	245,259.70	1/5/2020	Semi Annual
02007GKY8	ALLY BANKK SANDY UTAH	8/1/2019	100.1790	2.150%	245,000.00	245,438.55	2/1/2020	Semi Annual
05580AYW8	BMW BANK NORTH AMER	3/12/2021	99.7070	0.100%	245,000.00	244,282.15	9/12/2021	Semi Annual
649447UK3	NEW YORK CMNTY BK	12/11/2020	96.7760	0.350%	245,000.00	237,101.20	6/11/2021	Semi Annual
856285YB1	STATE BK INDIA NEW	10/28/2021	95.0530	0.800%	245,000.00	232,879.85	4/28/2022	Semi Annual
70962LBA9	PENTAGON FEDERAL CR	1/31/2022	95.5470	1.250%	245,000.00	234,090.15	2/28/2022	Monthly
39573LCP1	GREENSTATE CR UN	2/16/2022	95.8540	1.400%	245,000.00	234,842.30	3/1/2022	Monthly
02589ABV3	AMERICAN EXPRESS	3/23/2022	97.3950	2.050%	245,000.00	238,617.75	9/23/2022	Semi Annual
14042TES2	CAPITAL ONE BK USA	3/23/2022	97.5290	2.100%	245,000.00	238,946.05	9/23/2022	Semi Annual
					<u>2,450,000.00</u>	<u>2,396,310.70</u>		
Malaga Bank								
N/A	Malaga Bank	01/22/2022	100.00	0.300%	245,000.00	245,092.53		
Local Agency Investment Fund (LAIF)				Variable	<u>3,083,920.38</u>	<u>3,083,920.38</u>		
TOTAL INVESTMENTS					5,778,920.38	5,725,323.61		
CASH IN BANK								
Pacific Premier Bank								
Checking					123,845.95	123,845.95		
Money Market Account					<u>836,554.29</u>	<u>836,554.29</u>		
					<u>\$6,739,320.62</u>	<u>\$ 6,685,723.85</u>		



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.G
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: DESIGNATE VOTING DELEGATE AND ALTERNATE VOTING DELEGATE TO THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE SEPTEMBER 7-9 TO BE HELD IN LONG BEACH, CA.

DATE: July 11, 2022

BACKGROUND:

On June 1, 2022, staff received a letter from the California League of Cities requesting the designation of voting delegates and alternates to participate in the League's 2022 Annual Conference scheduled for September 7-9 in Long Beach, California. The Annual Business Meeting is scheduled for Friday, September 9. At this meeting, the League membership considers and takes action on resolutions that establish League policy. In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate. Each city may appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

For the annual conference held in September 2021, the City Council designated Councilmember Dieringer as the voting delegate and Mayor Pro Tem Wilson as the alternate. For the annual conferences held in 2019 and 2020, the same members were designated as the voting delegate and alternate voting delegate.

DISCUSSION:

Councilmember Dieringer is currently serving as the City Council liaison to the California League of Cities. It is recommended that the City Council re-appoint Councilmember Dieringer as the designated voting delegate and Mayor Pro Tem Wilson as the alternate voting delegate.

FISCAL IMPACT:

Voting delegates and alternates must be registered for the Annual conference. Member City officials full conference rate is \$650. A one-day rate is \$350. The proposed budget for Fiscal Year 2022-2023 includes funds for Councilmembers to attend conferences.

RECOMMENDATION:

Staff recommends that the City Council approve the same voting delegate and alternate voting delegate as the year prior.

ATTACHMENTS:

[GV_GVO_220609_LCC_VotingDelegatePacket.pdf](#)



JUN 09 2022

City of Rolling Hills

By _____

Council Action Advised by August 31, 2022

DATE: June 1, 2022

TO: City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference & Expo – September 7-9, 2022**

Cal Cities 2022 Annual Conference & Expo is scheduled for September 7-9, 2022 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 9. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Friday, September 2. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

- **Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open by June 1 on the Cal Cities website. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but only between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, September 7, 8:00 a.m. – 6:00 p.m.; Thursday, September 8, 7:00 a.m. – 4:00 p.m.; and Friday, September 9, 7:30 a.m.–12:30 p.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to Cal Cities office by Friday, September 2. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

**2022 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to Cal Cities office by Friday, September 2, 2022. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ Email: _____

Mayor or City Clerk _____ Date _____ Phone _____
(circle one) (signature)

Please complete and return by Friday, September 2, 2022 to:

Darla Yacub, Assistant to the Administrative Services Director

E-mail: dyacub@calcities.org; Phone: (916) 658-8254



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.H
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JOHN SIGNO, DIRECTOR OF PLANNING & COMMUNITY SERVICES

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND AUTHORIZE THE CITY MANAGER TO EXECUTE AN AMENDMENT TO A PROFESSIONAL SERVICE AGREEMENT WITH WILLDAN ENGINEERING TO PROVIDE CODE ENFORCEMENT SERVICES FOR A NOT-TO-EXCEED AMOUNT OF \$55,000

DATE: July 11, 2022

BACKGROUND:

On February 28, 2022, the City Council authorized the City Manager to execute a professional service agreement with Willdan Engineering (Willdan) to provide code enforcement services for a not-to-exceed amount of \$15,000. The agreement was needed to fill a void created when the previous Code Enforcement Officer/Planner resigned on December 31, 2021. The agreement was initially intended to last until June 30, 2022, which is the end of the fiscal year. However, due to a need to provide planning services to review and process development projects, City Council authorized the Code Enforcement position to be reclassified as a Planner.

DISCUSSION:

The amendment will extend the current professional service agreement with Willdan to the end of FY 2022-23. Willdan will provide code enforcement services twice a week, 16 hours per week at a cost of \$65 per hour. The total amount of the agreement and amendment will not exceed \$70,000.

Since the beginning of March 2022, Willdan has opened nine new code enforcement cases of which five are vegetation related. Willdan has also been able to follow-up on existing open cases and has closed five. Currently, Willdan is working on 13 open code enforcement cases with two referred to the City Attorney's office. Four open cases are vegetation related.

FISCAL IMPACT:

Funding of up to \$55,000 will come from the Planning and Development budget for FY2022-2023.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[Rolling Hills 2022 Amendment No. 1.pdf](#)

[CA_AGR_220228_Willdan_CE_Services_E-c1.pdf](#)

[Rolling Hills proposal FY22-23.pdf](#)

[Code Enforcement - Open Cases 070722.pdf](#)

FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES CODE ENFORCEMENT SERVICES

This First Amendment to the Agreement for Professional Services Code Enforcement Services ("First Amendment") is entered into between the City of Rolling Hills, a municipal corporation (the "City"), and Willdan Engineering, a California Corporation ("Consultant"). Collectively, City and Consultant are referred to as the "Parties."

RECITALS

- A. On February 28, 2022, the City and Consultant entered into an Agreement for Professional Services whereby Consultant agreed to provide code enforcement services to the City for an initial term of five months in exchange for \$15,000 (the "Agreement").
- B. The Parties now wish to extend the term of the Agreement and increase the compensation under the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained the Parties agree as follows:

1. **Term of Agreement.**

Paragraph 2.0 "TERM OF AGREEMENT" is amended to read as follows:

This Agreement will become effective upon execution by both Parties and will remain in effect until June 30, 2023 unless otherwise expressly extended and agreed to by both parties in writing or terminated by either Party as provided herein.

2. **Compensation for Services.**

Paragraph 4.0 "COMPENSATION FOR SERVICES" is amended to read as follows:


The City shall pay the Consultant for its professional services rendered and costs incurred pursuant to this Agreement in accordance with Exhibit B, the Scope of Work's Fee and Cost Schedule, for the services under this Agreement subject to a do not exceed amount in the amount of \$70,000. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager, or her designee.

4.1 The Consultant shall submit to the City, by no later than the 10th day of each month, its bill for services itemizing the fees and costs incurred during the previous month. The City shall pay the Consultant all uncontested amounts set forth in the Consultant's bill within 30 days after it is received.

3. This First Amendment is effective upon full execution of both parties.
4. Except as modified by this First Amendment, in all other respects the Agreement is hereby affirmed and in full force and effect.

IN WITNESS WHEREOF the parties have executed this First Amendment as of the day and year written below.

CONSULTANT:


 President, Willdan Engineering
 7/7/2022
 Date

CITY:

Elaine Jeng, P.E., City Manager of the City of Rolling Hills
 Date

Attested:

Christian Horvath, City Clerk of the City of Rolling Hills
 Date

AGREEMENT FOR PROFESSIONAL SERVICES

CODE ENFORCEMENT SERVICES

This Agreement is made and entered into by and between the City of Rolling Hills (hereinafter referred to as the "City"), and Willdan Group, Inc. a California Corporation (hereinafter referred to as "Consultant").

RECITALS

A. The City does not have the personnel able and available to perform the services required under this Agreement.

B. The City desires to contract for consulting services for certain projects relating to code enforcement.

C. The Consultant warrants to the City that it has the qualifications, experience, and facilities to perform properly and timely the services under this Agreement.

NOW, THEREFORE, the City and the Consultant agree as follows:

1.0 SCOPE OF THE CONSULTANT'S SERVICES. The Consultant agrees to provide the services and perform the tasks set forth in the Scope of Work, attached to and made part of this Agreement as Exhibit A, except that, to the extent that any provision in Exhibit A conflicts with this Agreement, the provisions of this Agreement shall govern. The Scope of Work may be amended from time to time in writing and signed by both parties by way of written amendment to this Agreement.

2.0 TERM OF AGREEMENT. This Agreement will become effective upon execution by both parties and will remain in effect for a period of five months from said date unless otherwise expressly extended and agreed to by both parties or terminated by either party as provided herein.

3.0 CITY AGENT. The City Manager, or her designee, for the purposes of this Agreement, is the agent for the City; whenever approval or authorization is required, Consultant understands that the City Manager, or her designee, has the authority to provide that approval or authorization.

4.0 COMPENSATION FOR SERVICES. The City shall pay the Consultant for its professional services rendered and costs incurred pursuant to this Agreement in accordance with Exhibit B, the Scope of Work's fee and cost schedule for the services attached to and made part of this Agreement subject to a do not exceed amount in the amount of \$15,000. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager, or her designee.

4.1 The Consultant shall submit to the City, by no later than the 10th day of each month, its bill for services itemizing the fees and costs incurred during the previous month.

The City shall pay the Consultant all uncontested amounts set forth in the Consultant's bill within 30 days after it is received.

5.0 CONFLICT OF INTEREST. The Consultant represents that it presently has no interest and shall not acquire any interest, direct or indirect, in any real property located in the City which may be affected by the services to be performed by the Consultant under this Agreement. The Consultant further represents that in performance of this Agreement, no person having any such interest shall be employed by it.

5.1 The Consultant represents that no City employee or official has a material financial interest in the Consultant's business. During the term of this Agreement and as a result of being awarded this contract, the Consultant shall not offer, encourage, or accept any financial interest in the Consultant's business by any City employee or official.

5.2 If a portion of the Consultant's services called for under this Agreement shall ultimately be paid for by reimbursement from and through an agreement with a developer of any land within the City or with a City franchisee, the Consultant warrants that it has not performed any work for such developer/franchisee within the last 12 months, and shall not negotiate, offer, or accept any contract or request to perform services for that identified developer/franchisee during the term of this Agreement.

6.0 TERMINATION. Either the City Manager or the Consultant may terminate this Agreement, without cause, by giving the other party ten (10) days written notice of such termination and the effective date thereof.

6.1 In the event of such termination, all finished or unfinished documents, reports, photographs, films, charts, data, studies, surveys, drawings, or other documentation prepared by or in the possession of the Consultant under this Agreement shall be returned to the City. Consultant shall prepare and shall be entitled to receive compensation pursuant to a close-out bill for services rendered in a manner reasonably satisfactory to the City and fees incurred pursuant to this Agreement through the notice of termination.

6.2 If the Consultant or the City fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Consultant or the City violate any of the covenants, agreements, or stipulations of this Agreement, the Consultant or the City shall have the right to terminate this Agreement by giving written notice to the other party of such termination and specifying the effective date of such termination. The Consultant shall be entitled to receive compensation in accordance with the terms of this Agreement for any work satisfactorily completed hereunder. Notwithstanding the foregoing, the Consultants shall not be relieved of liability for damage sustained by virtue of any breach of this Agreement and any payments due under this Agreement may be withheld to off-set anticipated damages.

7.0 INSURANCE.

7.1 Without limiting Consultant's obligations arising under paragraph 8 - 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:

7.1.1 General Liability Insurance insuring City of Rolling Hills, 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.

7.1.2 Automobile Liability Insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the work to be performed under this Agreement in an amount of not less than \$1,000,000 combined single limit for each 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.

7.1.3 Worker's Compensation Insurance for all Consultant's employees to the extent required by the State of California. Consultant shall similarly require all authorized subcontractors pursuant to this Agreement to provide such compensation insurance for their respective employees.

7.1.4 Professional Liability Coverage for professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the Consultant's operations under this Agreement, whether such operations are by the Consultant or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," Consultant will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover Consultant for all claims made by City arising out of any errors or omissions of Consultant, or its officers, employees, or agents during the time this Agreement was in effect.

7.2 Deductibility Limits for policies referred to in subparagraphs 7.1.1 and 7.1.2 shall not exceed \$5,000 per occurrence.

7.3 Additional Insured. City of Rolling Hills, its elected and appointed officers, agents, and employees shall be named as additional insureds on policies referred to in subparagraphs 7.1.1 and 7.1.2.

7.4 Primary Insurance. The insurance required in subparagraphs 7.1.1 and 7.1.2 shall be primary and not excess coverage.

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

8.0 INDEMNIFICATION. 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.

9.0 GENERAL TERMS AND CONDITIONS.

9.1 Non-Assignability. The Consultant shall not assign or transfer any interest in this Agreement without the express prior written consent of the City.

9.2 Non-Discrimination. The Consultant shall not discriminate as to race, creed, gender, color, national origin or sexual orientation in the performance of its services and duties pursuant to this Agreement, and will comply with all applicable laws, ordinances and codes of the federal, state, county and city governments.

9.3 Compliance with Applicable Law. The Consultant and the City shall comply with all applicable laws, ordinances and codes of the federal, state, county and city governments.

9.4 Independent Contractor. Consultant is an independent contractor. This Agreement is by and between the City and the Consultant and is not intended, and shall not be construed, to create the relationship of agency, servant, employee, partnership, joint venture or association, as between the City and the Consultant.

9.4.1 The Consultant shall be an independent contractor, and shall have no power to incur any debt or obligation for or on behalf of the City. Neither the City nor any of its officers or employees shall have any control over the conduct of the Consultant, or any of the

Consultant's employees, except as herein set forth, and the Consultant expressly warrants not to, at any time or in any manner, represent that it, or any of its agents, servants, or employees are in any manner employees of the City, it being distinctly understood that the Consultant is and shall at all times remain to the City a wholly independent contractor and the Consultant's obligations to the City are solely such as are prescribed by this Agreement. Each Consultant employee shall remain in the fulltime employ of Consultant, and the City shall have no liability for payment to such Consultant employee of any compensation or benefits, including but not limited to workers' compensation coverage, in connection with the performance of duties for the City.

9.5 Copyright. No reports, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Consultant.

9.6 Legal Construction.

9.6.1 This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced, and governed under the laws of the State of California.

9.6.2 This Agreement shall be construed without regard to the identity of the persons who drafted its various provisions. Each and every provision of this Agreement shall be construed as though each of the parties participated equally in the drafting of same, and any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

9.6.3 The article and section, captions and headings herein have been inserted for convenience only and shall not be considered or referred to in resolving questions or interpretation or construction.

9.6.4 Whenever in this Agreement the context may so require, the masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

9.7 Counterparts. This Agreement may be executed in counterparts and as so executed shall constitute an agreement which shall be binding upon all parties hereto.

9.8 Final Payment Acceptance Constitutes Release. The acceptance by the Consultant of the final payment made under this Agreement shall operate as and be a release of the City from all claims and liabilities for compensation to the Consultant for anything done, furnished or relating to the Consultant's work or services. Acceptance of payment shall be any negotiation of the City's check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the City shall not constitute, nor be deemed, a release of the responsibility and liability of the Consultant, its employees, sub-consultants, and agents for the accuracy and competency of the information provided or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the City for any defect or error in the work prepared by the Consultant, its employees, sub-consultants, and agents.

9.9 Corrections. In addition to the above indemnification obligations, the Consultant shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Consultant's work under this Agreement. Should the Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by the City, and the cost thereof shall be charged to the Consultant.

9.10 Files. All files of the Consultant pertaining to the City shall be and remain the property of the City. The City will control the physical location of such files during the term of this Agreement. Consultant shall provide any such files in its possession to City upon termination of the Agreement. Consultant will be entitled to retain copies of such files upon termination of this Agreement in accordance with law.

9.11 Waiver; Remedies Cumulative. Failure by a party to insist upon the performance of any of the provisions of this Agreement by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such party's right to demand compliance by such other party in the future. No waiver by a party of a default or breach of the other party shall be effective or binding upon such party unless made in writing by such party, and no such waiver shall be implied from any omissions by a party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach or period of time specified. All of the remedies permitted or available to a party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right of remedy.

9.12 Mitigation of Damages. In all such situations arising out of this Agreement, the parties shall attempt to avoid and minimize the damages resulting from the conduct of the other party.

9.13 Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

9.14 Attorneys' Fees. The parties hereto acknowledge and agree that each will bear his/her or its own costs, expenses, and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.

9.15 Entire Agreement. This Agreement constitutes the whole agreement between the City and the Consultant, and neither party has made any representations to the other except as expressly contained herein. Neither party, in executing or performing this Agreement, is relying upon any statement or information not contained in this Agreement. Any changes or modifications to this Agreement must be made in writing appropriately executed by both the City and the Consultant.

9.16 Warranty of Authorized Signatories. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign.

10.0 NOTICES. Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

CITY:
Elaine Jeng, P.E.
City Manager
2 Portuguese Bend Road
Rolling Hills, CA 90274
TEL (310) 377-1521
FAX (310) 377-2866

CONSULTANT:
Willdan Engineering
Attn: Vanessa Munoz, President
13191 Crossroads Parkway North, Suite 405
City of Industry, CA 91746
TEL (714) 940-6300
FAX (714) 940-4920

11.0. DISCLOSURE REQUIRED. (City and Consultant initials required at 11.1)

11.1 Disclosure Required. By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City's Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City's Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant's disclosure obligations in accordance with the City's Conflict of Interest Code.

City Initials BH
Consultant Initials UM

11.2 Disclosure Not Required. By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a "consultant" for the purpose of the California Political Reform Act because Consultant's duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18700.3(a) and is otherwise not serving in staff capacity in accordance with the City's Conflict of Interest Code.

City Initials BH
Consultant Initials UM

This Agreement is executed on February 28, 2022, at City of Rolling Hills, California.

CITY OF ROLLING HILLS:


Elaine Jeng, P.E., City Manager

CONSULTANT:


By: Name, President
Vanessa Munoz PE, TE.

ATTEST:


Christian Horvath, City Clerk

APPROVED AS TO FORM:


Michael Jenkins, City Attorney

EXHIBIT A

SCOPE OF SERVICES

1. Overview

The project shall consist of Consultant's staff coordinating with the City of Rolling Hills Community and Planning Department to provide Code Compliance staff to the City. Al Brady shall be the Project Manager and is fully responsible for seeing that the project is completed in compliance with the provisions of the agreement.

2. Scope of Work

- A. Consultant's staff shall conduct all inspections and re-inspections of single family and multi-family properties and public facility properties and will identify and enforce all violations of City's municipal code, ordinances, laws, and all applicable statutes. Personnel shall issue notifications, letters, citations and warrants when necessary to achieve compliance. Staff will be required to document all complaints received, inspections conducted through photos, notes, and correspondences.
- B. In addition to the services mentioned above, Consultant will provide the following services to the City (this is not intended to be a comprehensive list):
 - i. Investigate complaints from the public and staff regarding violations of the municipal codes, ordinances, standards and health and safety regulations.
 - ii. Initiate contact with residents, business representatives, and other parties to explain the nature of the violations and encourage compliance with municipal codes, zoning and land use ordinances, and community standards.
 - iii. Prepare notices of violation for non-compliance according to applicable codes and regulations.
 - iv. Prepare reports for cases requiring legal action or civil abatement.
 - v. When required, meet with legal counsel and provide testimony on criminal cases.
 - vi. Maintain records of complaints, inspections, violation notices, and other field enforcement activities.
 - vii. Coordinate with City departments on cases as they relate to code enforcement.

EXHIBIT B
FEE AND COST SCHEDULE

Task	Cost
Code Enforcement Supervision Services	\$65.00/ hour

July 6, 2022

Mr. John F. Signo, AICP
Director of Planning and Community Services
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Subject: Proposal to Provide Code Enforcement Services

Dear Mr. Signo:

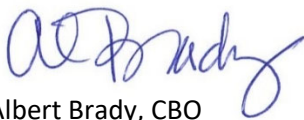
Willdan Engineering is pleased to present this proposal to the **City of Rolling Hills** to provide code enforcement services.

Willdan Engineering has provided municipal consulting services including code compliance for over 57 years to cities and counties throughout the State of California. We have provided interim, part-time, and full-time code enforcement personnel to various jurisdictions.

The proposed Project Manager, Mr. Al Brady, will provide general oversight and will monitor service delivery on behalf of Willdan and the City of Rolling Hills. Mr. Brady has extensive experience in developing and managing various code programs for numerous clients in California, Arizona, and Nevada.

We look forward to discussing our qualifications and our ideas for project implementation with you. In closing, I have attached a brief scope and a rate for services. Please let me know if you have any questions or require additional information. Thank you in advance for your consideration of Willdan for this project,

Respectfully submitted,
WILLDAN ENGINEERING



Albert Brady, CBO
Deputy Director of Building and Safety
abrady@willdan.com

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Firm Profile

Founded in 1964, Willdan Group, Inc. (WGI) is a leading nationwide provider of value-added professional technical and consulting services. The primary markets WGI serves are municipal engineering, planning, and staff augmentation; infrastructure and transportation; energy; and economic and financial analysis. The company serves these three complementary markets through its three service segments — 1) engineering (Willdan Engineering), 2) energy efficiency (Willdan Energy Solutions), and 3) public finance (Willdan Financial Services).

Willdan has been in business for over 57 years

WGI has a reputation for delivering high-quality projects on time and within budget. Rooted in Willdan's corporate culture is its focus on quality customer service. The company has more than 1600 employees, including licensed engineers, program and construction managers, financial analysts, planners, and other skilled professionals.

WGI benefits from well-established relationships with local and state government agencies, investor-owned and municipal utilities, and private sector commercial and industrial firms throughout the United States. The company served more than 800 distinct clients in 2015. Headquartered in Anaheim, the company operates from offices in more than a dozen states across the US.

Willdan Engineering

Willdan Engineering (Willdan), a California Corporation and subsidiary of WGI, specializes in solutions tailored to the unique needs of municipalities and other local government agencies. Services range from full-time, in-house staffing to interim or part-time assistance on a project-by-project basis.

Willdan's understanding of public agency needs and issues is unique in the industry. A significant portion of our staff have served in public agency management positions prior to joining Willdan. With our depth of experience, expertise, knowledge, and resources, Willdan can offer practical solutions that are timely, cost effective, and that meet the needs of individual communities. The diversity of our staff experience is an added value of our professional services.

Willdan's business model is centered on the public sector.

We can function as part of the City of Rolling Hills' team without a conflict of interest.

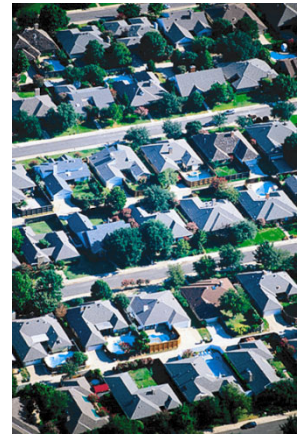
Building and Safety/Engineering Services

Willdan's experience and strength in plan review and inspection services encompasses the complete range of technical disciplines, including permit issuance, building inspection, grading inspection, accessibility inspection, **Code Enforcement**, CASp services, OSHPD III plan check and inspection, flood zone experience, building plan review, and fire-life safety. Willdan maintains an excellent working knowledge of all applicable codes and standards including Caltrans Standard Plans and Specifications, APWA Standards and Specifications, AWWA Standards and Specifications, California Building Codes, CEQA, and Americans with Disabilities Act requirements and California Title 24 requirements on accessibility. The inspection and plan review staff maintain current certifications and attends training on a regular basis, to stay current with industry technologies and standards.

Code Enforcement Services

Code enforcement services are among the most complex and challenging services that government agencies provide. According to nationwide studies, property values, crime rates, insurance rates, business development, and the sense of community pride can be directly impacted by the successes of a jurisdiction's code enforcement program.

In an effort to aid jurisdictions with the difficult task of maintaining the quality of life for its citizens through such programs, Willdan has assembled a quality staff with extensive public agency experience in the areas of neighborhood preservation, housing inspection and code enforcement. Our expertise includes the development and implementation of inspection programs designed to ensure public safety, promote community involvement, and protect quality of life issues through community education and enforcement of municipal and related codes including preparation for, and participation in, prosecution by city and district attorneys.



Willdan provides the following Code Enforcement Services:

- Inspection services for HUD section 8 programs.
- Review, study, and analysis of existing programs.
- Development of ordinances and writing of grant proposals.
- Neighborhood cleanup and improvement programs.
- Community education programs.
- Development of educational materials.
- Provide project managers and/or supervisors as onsite "employees".
- **Provide fulltime, part-time, interim and/or weekend staff as onsite "employees."**
- Vehicle abatement and parking enforcement.
- Assist in enforcement, including preparation and participation in prosecution by city and district attorneys.
- The registration and enforcement of vacation rentals.
- The regulation of group and/or sober living homes.



Staffing

- Senior code officers
- Code compliance Inspectors
- Code technicians
- Clerical support



Management

- Code enforcement directors
- Code compliance managers
- Code supervisors



Analysis

- Code databases
- Revenue collection efforts
- Policies and procedures
- Community based neighborhood improvement programs

Scope of Work

Contract Code Services

The project shall consist of Willdan staff coordinating with the City of Rolling Hills Community and Planning Department to provide Code Compliance staff to the City. Willdan staff shall conduct all inspections and re-inspections of single family, multi-family and commercial properties and will identify and enforce all violations of City's municipal code, ordinances, laws, and all applicable statutes. Personnel shall issue notifications, letters, citations and warrants when necessary to achieve compliance. Staff will be required to document all complaints received, inspections conducted through photos, notes, and correspondences. In addition to the services mentioned above, Willdan employees would provide the following to the City (this is not intended to be a comprehensive list):

- Investigate complaints from the public and staff regarding violations of the municipal codes, ordinances, standards and health and safety regulations.
- Initiate contact with residents, business representatives, and other parties to explain the nature of the violations and encourage compliance with municipal codes, zoning and land use ordinances, and community standards.
- Prepare notices of violation for non-compliance according to applicable codes and regulations.
- Prepare reports for cases requiring legal action or civil abatement.
- When required, meet with legal counsel and provide testimony on criminal cases.
- Maintain records of complaints, inspections, violation notices, and other field enforcement activities.
- Coordinate with City departments on cases as they relate to code enforcement.

Project Manager

Al Brady shall be the Project Manager and is fully responsible for seeing that the project is completed in compliance with the provisions of the agreement. Mr. Brady has over 30 years' experience in the code profession has provided contract code services to approximately 80 municipalities in California, Arizona, and Nevada. He specializes in developing new code programs, improving existing divisions, revenue enhancement, ordinance revisions, maximizing staff efficiency and enhancing customer relations.

Fee Schedule

The Willdan rate for code enforcement officer services is \$65.00 dollars an hour. It is my understanding that this project shall include services for 16 hours weekly and continue through FY22/23. Hence, the total overall cost of the project will be approximately \$55,000 annually.

Related Experience

City of Goleta – Project Manager. Provided interim code enforcement staff.

County of Orange – Project Manager. Provided the staff of three full time code enforcement officers on a contract basis to address the county’s backlog of code enforcement cases.

City of Soledad – Project Manager. Developed and implemented a new proactive code enforcement program. Willdan provided a contract code enforcement officer to staff this program for over one year.

City of Fountain Hills, AZ – Project Manager. Developed and implemented a town code enforcement department. The scope of work included hiring staff, training, and supervision for an eight-month period.

City of Irwindale – Project Manager. Provided municipal code enforcement services including monitoring of a local racetrack for compliance with the City Sound Ordinance on an interim basis.

City of Walnut – Project Manager. Provided interim code enforcement staff who were responsible for enforcing the City’s Municipal Code.

City of South Pasadena – Project Manager. Provided interim code enforcement staff.

City of Irvine – Project Manager. Providing interim code enforcement staff.

City of Laguna Hills – Project Manager. Assisted the city in the development of a public education program concerning the city’s code program.

City of Los Alamitos - Directed and participated in review of the city’s code enforcement policy and procedures and made recommendations for changes as necessary. Additionally, provided interim code enforcement staff and a Community Development Director.

City of Hawaiian Gardens – Project Manager. Assisted the City of Hawaiian Gardens in developing and implementing an Administrative Citation program.

City of Rosemead - Project Manager. Provided interim code enforcement staff to inspect a targeted areas of the city to facilitate neighborhood improvements.

City of San Clemente – Project Manager. Provided interim Code Enforcement staff to assist with their Code Enforcement Program.

City of Superior, AZ - Direct and participate in the review of the city’s code enforcement policy and procedures and make recommendations for changes as necessary. Development and Implementation of a Nuisance and an Administrative Citation Ordinance.

City of La Canada Flintridge - Direct and participate in the review of the city’s code enforcement policy and procedures and make recommendations for changes as necessary. Development and Implementation of a Nuisance, Cost Recovery, and an Administrative Citation Ordinances. Provided interim code enforcement staff to conduct inspections and facilitate neighborhood improvements.

City of Adelanto – Project Manager. Provided interim Code Enforcement staff to assist with their Code Enforcement Program.

City of Del Mar - Provided interim code enforcement staff to the City and managed their entire Code program.

It should be noted that the projects listed above are not a comprehensive list of all our past code clientele but represents a small portion of the Municipalities we have served. We have also successfully provided service to the following jurisdictions:

- Bradbury
- Costa Mesa
- Desert Hot Springs
- El Monte
- Folsom
- Fountain Valley
- Laguna Woods
- Pasadena
- Perris
- Rancho Cordova
- Sacramento
- San Diego County
- San Jose
- San Juan Capistrano
- San Luis Obispo

References

City of Moreno Valley

James Verdugo
Building Manager
14177 Frederick Street
Moreno Valley, CA 92552
(951) 413-3354
Project: Provided interim code management.

City of Laguna Niguel

Erich List
Planning Manager
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
(949) 362-4300
Project: Provided interim management and program development.

City of La Puente

John DiMario
Community Development Director
15900 East Main Street
La Puente, CA 91744
(626) 855-1500
Project: Provided interim management and program development.

In closing, Willdan has provided code compliance services to numerous different California Cities and Counties. We are confident our team can provide the code compliance management the City is seeking. We hope this proposal meets with your approval.

Open Cases as of July 7, 2022

Case Date	Property Address	Description	Follow Up
6/1/2019	77 Saddleback Road	Drainage	
3/11/2020	2950 Palos Verdes Drive	Expired Permit	
6/24/2020	61 Eastfield Drive	Grading and Drainage	
6/3/2021	1 Hackamore Road	Illegal construction, unpermitted. Boat stored in prohibited location.	
7/6/2021	1 Chestnut Lane	Illegal structure	
8/10/2021	1 Ranchero Road	Illegal construction	
11/23/2021	2 Acacia Lane	Unpermitted replacement of roof on guest house, unpermitted demolition of pool deck, and no C&D permit.	
12/30/2021	3 Appaloosa Lane	Dead Tree	Case forwarded to City Attorney
3/29/2022	42 Portuguese Bend Road	Dead Tree	Case forwarded to City Attorney
4/7/2022	79 Eastfield Drive	Unpermitted Construction	
5/17/2022	5 Sagebrush Lane	Unpermitted Construction	
6/9/2022	4 Spur Lane	Dead/Dry vegetation	
6/9/2022	3 Spur Lane	Dead/Dry vegetation	



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 10.A
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ROBERT SAMARIO, FINANCE DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: A PUBLIC HEARING TO CONSIDER AND APPROVE A RESOLUTION AUTHORIZING PLACEMENT OF SOLID WASTE SERVICE CHARGES OWED TO REPUBLIC SERVICES PURSUANT TO ITS SOLID WASTE FRANCHISE WITH THE CITY OF ROLLING HILLS ON THE FY 2022-2023 LOS ANGELES COUNTY AUDITOR-CONTROLLER'S OFFICE ANNUAL TAX ROLL.

DATE: July 11, 2022

BACKGROUND:

Pursuant to the provisions of Chapter 8.08 of Title 8 of the City of Rolling Hills Municipal Code and Article 4 of Chapter 6 of Part 3 of Division 5 of the California Health and Safety Code, commencing with Section 5470, the City Council is authorized to levy the annual sanitation service charge and to have such charge collected on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from, the general taxes of the City.

DISCUSSION:

The following is a summary of the services and activities associated with the sanitation charge:

- To protect public health and safety, Contractor shall provide and maintain all labor, equipment, material, supplies, supervision and all other items necessary for the Collection of all Solid Waste, Recyclable Materials, Green Waste, Bulky Items, and Brush generated or accumulated within the City from Residential Premises and City Facilities. The services provided by the Contractor under this Agreement shall be performed in a thorough and professional manner so that all Customers are provided at all times with reliable, courteous and high-quality Solid Waste Management Services.
- Contractor shall collect all properly placed Solid Waste, Recyclable Materials and Organic Waste from the designated collection location of every residential premises in the City twice each week.
- Each year in spring, and again in the fall, Contractor shall collect an unlimited amount of Bulky Items, and Green Waste from the designated collection location.
- In addition to the semi-annual Bulky Item and Green Waste Collection events, Contractor

shall provide Customers with on-call Collection for Bulky Items upon request. Contractor shall collect one (1) Bulky Item per calendar year from each Residential Premises at no charge on an on-call basis.

- Contractor will provide additional services as outlined in the Amended and Restated Agreement for Residential Solid Waste Management Services.

For Fiscal Year 2015-2016, the sanitation charge in the amount of \$1,100 per parcel was established. The sanitation charge has remained unchanged for seven years.

For Fiscal Year 2022-2023, the cost of providing sanitation services increased to \$1,378 per parcel. The increase from the \$1,100 per parcel over the last five fiscal years to \$1,378 per parcel is that for each fiscal year the rates are recommended to the City by Republic Services based on their actual costs for service, which include adjustments for the Consumer Price Index (CPI) and landfill costs. The Franchise Agreement requires that Republic Services annually provide evidence of the CPI adjustment to the City Manager for review and approval. In April 2022, the City Council took action to absorb the \$278 per parcel difference in cost and to continue collecting only \$1,100 per parcel.

The sanitation service charge for 2022-2023 is the existing sanitation service charge of the City in the amount of \$1,100 per parcel. The sanitation charge is based on the direct cost of providing the service. The enclosed Report contains detailed information about the annual charge and the charge to be applied to the parcels.

This public hearing provides an opportunity for the City Council to hear and consider all protests to the annual levy of the sanitation service charge. In the absence of a majority protest by property owners within the City of Rolling Hills, the City Council may order implementation of City sanitation service charge on the FY 2022–23 property tax rolls by adopting the enclosed Resolution (Attachment 1), with the attached Report (Attachment 2). Council action on the staff recommendation is required in order to place the annual charge on the tax roll.

If Council finds that protest is made by the property owners of a majority of separate parcels of property described in the Report, then the Resolution and Report shall not be adopted and the charges shall be collected separately from the tax roll, by a method to be determined, and shall not constitute a lien against any parcel or parcels of land.

A notice of the July 11, 2022, public hearing was published in the Daily Breeze on June 30, 2022 (see attachment).

FISCAL IMPACT:

The anticipated total revenue is approximately \$780,000 which is included in the 2022-23 Budget.

RECOMMENDATION:

It is recommended that the City Council open the public hearing, and:

1. Make a finding that there is no majority protest by property owners within the City of Rolling Hills; and
2. Adopt the enclosed Resolution, with attached Report, and place the sanitation service

charge on the annual County of Los Angeles Tax Roll.

ATTACHMENTS:

[CL_AGN_220711_CC_RH_ParcelMap_20200724_withRoads.pdf](#)

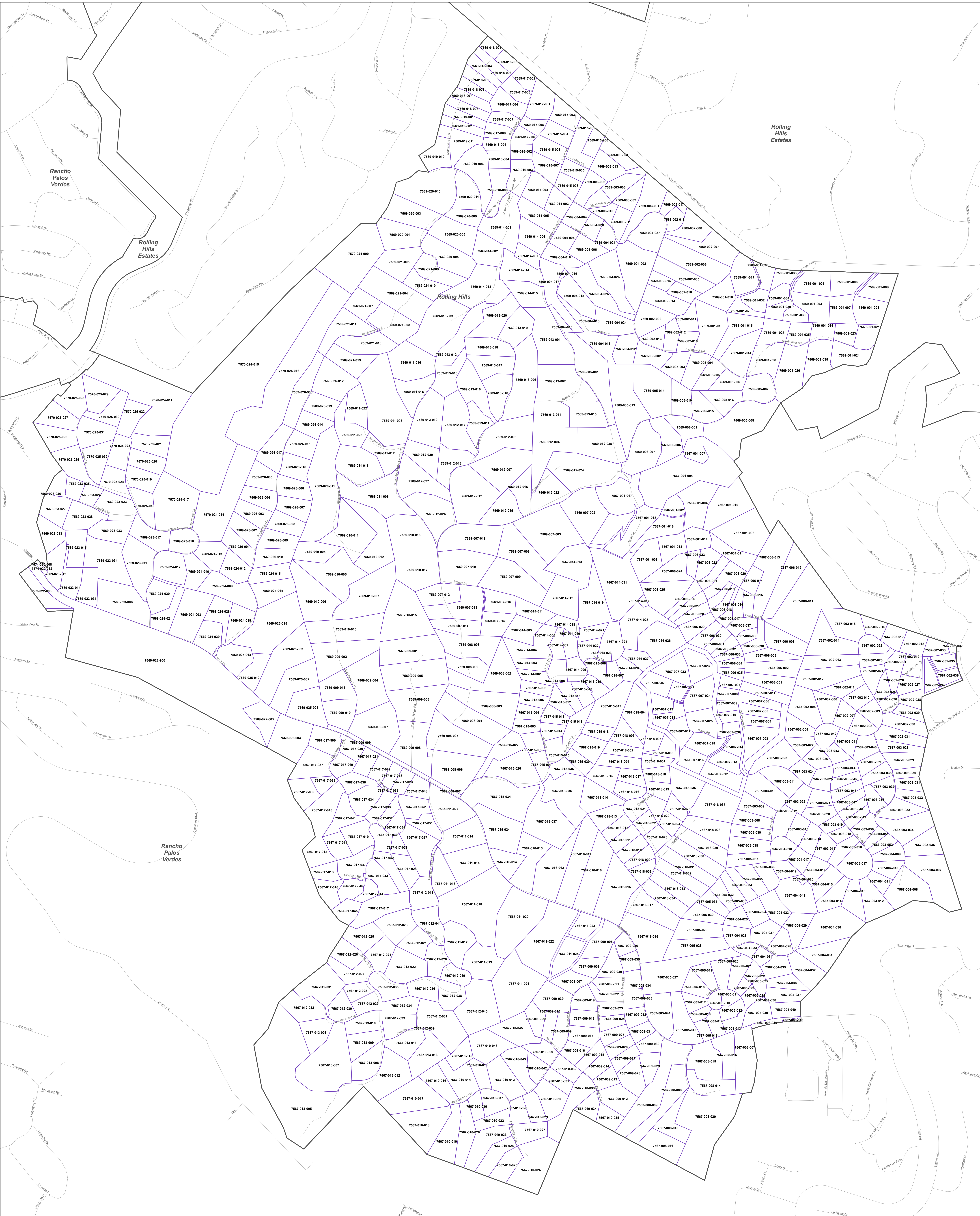
[CL_AGN_220711_CC_RH_TaxRoll.pdf](#)

[CL_AGN_220711_CC_ResolutionNo1303_AnnualRefuseAssessment.pdf](#)

[CL_AGN_220711_CC_SanitationReport.pdf](#)

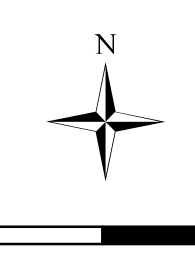
[CL_PBN_220629_CC_FY22-23_RefuseDirectAssessmentBilling_Affidavit.pdf](#)

[CL_AGN_220711_CC_StaffPresentation.pdf](#)



City of Rolling Hills Parcel Map

- Roads
- Parcel Boundaries
- City Boundaries



0 0.2 0.4 Miles

Map created by Christine Lam (CLam2@ed.saccounty.gov)
County of Los Angeles eGIS Group 7/24/2020

Parcel Number	Amount
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7567001008	1100.00
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RESOLUTION NO. 1303

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS CONFIRMING THE LEVYING OF AN ANNUAL SANITATION (GARBAGE AND REFUSE COLLECTION) SERVICE CHARGE FOR FISCAL YEAR 2022-23 PURSUANT TO CHAPTER 8.08 OF TITLE 8 OF THE CITY OF ROLLING HILLS MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to the provisions of Chapter 8.08 of Title 8 of the City of Rolling Hills Municipal Code and Article 4 of Chapter 6 of Part 3 of Division 5 of the California Health and Safety Code, commencing with Section 5470, the City Council is authorized to levy the annual sanitation service charge (the "Charge") and to have such Charge collected on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from, the general taxes of the City.

SECTION 2. The City Manager prepared and filed a written report containing a description of each parcel of real property within the City to which the Charge is applicable (the "Identified Parcels") and the amount of the Charge for each such Identified Parcel for fiscal year 2022-2023 in conformity with Section 8.08.230 of the City of Rolling Hills Municipal Code and approved such Report as filed.

SECTION 3. Following notice duly given in accordance with law, the City Council has held a full and fair public hearing regarding the levy and collection of the proposed charge for fiscal year 2022-2023. All interested persons were afforded the opportunity to hear and be heard. The City Council considered all oral statements and all written protests made or filed by any interested person. A majority protest does not exist against the annual levy of the sanitation service charge and all oral and written protests to the levy and collection of the proposed charge for fiscal year 2022-2023 are hereby overruled by the City Council.

SECTION 4 Based upon its review of the Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, the City Council hereby finds and determines that (i) each parcel in the City benefits from receiving sanitation service (ii) the net amount to be assessed upon each parcel of real property for fiscal year 2022-2023 in accordance with the Report is apportioned by a formula and method that fairly distributes the net amount among all assessable parcels in proportion to the estimated benefits received by each parcel, and (iii) no charge is imposed on any parcel that exceeds the reasonable cost of the benefits conferred on that parcel.

SECTION 5. Parcels that are owned or used by any county, city, city and county, special district or any other local governmental entity, the State of California or the United States shall be charged unless the City demonstrates by clear and convincing evidence that such parcels receive no benefit from the proposed service.

SECTION 6. As set forth in the Report, the annual sanitation service charge is in compliance with the provisions of the City of Rolling Hills Municipal code and Article XIID of the California Constitution and the City Council has complied with all laws pertaining to the levy of an annual charge pursuant to the City of Rolling Hills Municipal Code and Article XIID of the California Constitution.

SECTION 7. The annual sanitation service charge is levied without regard to property valuation.

SECTION 8. The City Council hereby finds and determines that the cost of the service that is financed by the annual sanitation service charge for fiscal year 2022-2023 is approximately \$944,500.

SECTION 9. The City Council hereby determines and imposes the annual sanitation service charge for fiscal year 2022-2023, at the rates set forth in the Report of \$1,100 per parcel, which is in compliance with the provisions of the City of Rolling Hills Municipal code and Article XIID of the California Constitution.

SECTION 10. The adoption of this resolution constitutes the levy of an annual sanitation service charge against parcels of property in the City of Rolling Hills for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

SECTION 11. The County Auditor of Los Angeles County shall enter on the County Assessment Roll opposite each parcel of land the amount of the annual sanitation service charge, and such charge, and each installment of the charge, shall be collected in the same manner, and shall be subject to the same penalties and priority of lien as, other charges and taxes fixed and collected by, or on behalf of the City. After collection by the County, the net amount of the charge, after deduction of any compensation due the County, shall be paid to the Finance Director.

SECTION 12. The Finance Director shall deposit all money representing charges collected by the County to the credit of the Rolling Hills Refuse Fund.

SECTION 13. The City Clerk is hereby authorized and directed to file the Boundary Diagram and the list of actual Parcel Charges (a listing of the Assessor's Parcel Numbers and the amount to be levied on each parcel) with the County Auditor, together with a certified copy of this Resolution upon its adoption, in addition to any additional information the County Auditor required to collect the charge with the County taxes.

SECTION 14. A certified copy of this resolution and a copy of the Report and the actual Parcel Charges (a listing of the Assessor's Parcel Numbers and the amount to be levied on each parcel) shall be filed in the office of the City Clerk and open to public inspection.

PASSED, APPROVED and ADOPTED this 11th day of July 2022.

James Black, M.D.
Mayor

ATTEST:

Christian Horvath
City Clerk



ANNUAL SANITATION (GARBAGE AND REFUSE COLLECTION) REPORT

Sanitation Service

The City of Rolling Hills proposes to collect funds to cover the expenses for the sanitation services provided to each property owner within the City. The following is a summary of the services and activities associated with the charges:

- To protect public health and safety, Contractor shall provide and maintain all labor, equipment, material, supplies, supervision and all other items necessary for the Collection of all Solid Waste, Recyclable Materials, Green Waste, Bulky Items, and Brush generated or accumulated within the City from Residential Premises and City Facilities. The services provided by the Contractor under this Agreement shall be performed in a thorough and professional manner so that all Customers are provided at all times with reliable, courteous and high-quality Solid Waste Management Services.
- Contractor shall collect all properly placed Solid Waste, Recyclable Materials and Organic Waste from the designated collection location of every residential premises in the City twice each week.
- Each year on two consecutive Saturdays in April or May, and again on a Saturday in September or October, both as determined by the City, Contractor shall collect an unlimited amount of Bulky Items from the designated collection location.
- In addition to the semi-annual Bulky Item Collection events, Contractor shall provide Customers with on-call Collection for Bulky Items upon request. Contractor shall collect one (1) Bulky Item per calendar year from each Residential Premises at no charge on an on-call basis.
- Contractor will provide additional services as outlined in the Amended and Restated Agreement for Residential Solid Waste Management Services.

The frequency, extent, and/or level of the services identified herein may be modified based on available funding and priorities as determined by the City.

Sanitation Service Charge Calculation

For Fiscal Year 2015-2016, the sanitation charge in the amount of \$1,100 per parcel was established. The sanitation charge has remained unchanged for six years.

For Fiscal Year 2022-2023, the cost of providing sanitation services increased to \$1,378 per parcel. The increase from the \$1,100 per parcel over the last five fiscal years to \$1,378 per parcel is that for each fiscal year the rates are recommended to the City by Republic Services based on their actual costs for service, which include adjustments for the Consumer Price Index (CPI) and landfill costs. The Franchise Agreement requires that Republic Services annually provide evidence of the CPI adjustment to the City Manager for review and approval. On March 28, 2022, the City Council took action to absorb the \$278 per parcel difference in cost and to continue collecting only \$1,100 per parcel. The sanitation service charge for 2022-2023 is the existing sanitation service charge of the

City in the amount of \$1,100 per parcel. The sanitation charge is based on the direct cost of providing the service.

Proposition 218 Considerations:

Proposition 218, which the voters of the State of California passed on November 5, 1996, contains requirements for the imposition of a fee or charge for property related services. Requirements for fees and charges are contained in Section 6 of Article XIII D.

Paragraph (b) describes the requirements for new, existing, or increased fees and charges as follows:

- (1) Revenues shall not exceed the funds required to provide the services.
- (2) Revenues shall not be used for any other purpose.
- (3) The amount of the fee or charge imposed upon any parcel or person as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.
- (4) No fee or charge may be imposed unless the service is actually used by or immediately available to the owner of the property in question.
- (5) No fee or charge shall be imposed for general governmental services, i.e. police, ambulance, library, where the service is available to the public at large in substantially the same manner as it is to the property owners.

This report and recommended charges comply with all five of these requirements:

1. Revenues generated by this charge will not exceed funds required to provide sanitation services and shall not be used for any other purpose, besides what has been described herein.
2. The sanitation charge does not exceed the proportional cost of providing service to the parcels in the City and the charge is for actual use by or immediately available to the owner of the property in question.

Boundary Diagram

The enclosed diagram shows the exterior boundaries of the territory within the City of Rolling Hills subject to the annual sanitation charges, which has the same boundaries of the City of Rolling

Hills itself. Parcel identification, the lines and dimensions of each lot, and parcel and subdivision of land within proposed sanitation services boundary described herein are identified and correspond to the Los Angeles County Assessor's Parcel Maps for said parcels as they existed at the time this Report was prepared and shall include all subsequent subdivisions, lot-line adjustments, or parcel changes therein.

Reference is hereby made to the Los Angeles County Assessor's map for a detailed description of the lines and dimensions of each lot and parcel of land within the City of Rolling Hills subject to the proposed annual sanitation service charge to be levied on behalf of the City.

List of Assessor's Parcel Numbers to be levied with the proposed charge amounts:

Parcel Number	Land Use Description	Charge
See Attached	Residential	See Attached

(formerly The Daily Report)
3200 Guasti Road, Suite 100
Hermosa Beach, California 90254
(310) 543-6635
legals@inlandnewspapers.com

Account Number:	5007827
Ad Order Number:	0011546054
Customer's Reference/PO Number:	
Publication:	Daily Breeze
Publication Dates:	07/01/2022
Total Amount:	\$491.67
Payment Amount:	\$0.00
Amount Due:	\$491.67
Notice ID:	f4lbf2VOoIE4UW5cHHUs
Invoice Text:	<p>City of Rolling Hills NOTICE OF PUBLIC HEARING ON THE ANNUAL SANITATION (GARBAGE AND REFUSE COLLECTION) SERVICE CHARGE AND THE REPORT PREPARED IN CONNECTION WITH THE ANNUAL SANITATION (GARBAGE AND REFUSE COLLECTION) SERVICE CHARGE IN THE CITY OF ROLLING HILLS The City of Rolling Hills annually collects sanitation (garbage and refuse collection) service charges ("sanitation charges") on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from, the general taxes of the City. NOTICE IS HEREBY GIVEN the City Council of the City of Rolling Hills has caused a written report to be prepared and filed with the City Clerk regarding the City's sanitation charges for fiscal year 2022-2023. Such report contains a description of each parcel of real property receiving sanitation services furnished by the City and the amount of the charge for each parcel for fiscal year 2022-2023 computed in conformity with Chapter 8.08 of Title 8 of the City's Municipal Code. NOTICE IS HEREBY FURTHER GIVEN that on the 11th day of July, 2022 at 7:00 P.M. the City Council of the City of Rolling Hills will hold a public hearing on the above- described report and levy of the annual sanitation charges. The report is on file in the office of the City Clerk, 2 Portuguese Bend Road, California 90274, and available for public inspection. All City Councilmembers will participate in an in-person meeting and members of the community are welcome to attend the meeting at City Hall; however, a live audio of the City Council meeting will be available on the City's website (http://www.rolling-hills.org/ . The meeting agenda will be on the City's website (<a 354="" 931="" 951"="" 962="" data-label="Page-Footer" href="https://www.rolling-</p></td></tr></tbody></table></div><div data-bbox="><hr/><p>CL_PBN_220629_CC_FY22-23_RefuseDirectAssessme - Page 1 of 2</p></p>

Daily Breeze
2615 Pacific Coast Highway #329
Hermosa Beach, California 90254
(310) 543-6635

See Proof on Next Page

0011546054

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

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA
County of Los Angeles**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not party to or interested in the above-entitled matter. I am the principal clerk of the printer of Daily Breeze, a newspaper of general circulation, printed and published in the City of Hermosa Beach*, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of County of Los Angeles, State of California, under the date of June 15, 1945, Decree No. Pomo C-606. The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

07/01/2022

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Hermosa Beach, California

On this 1st day of July, 2022.



Signature

*Daily Breeze circulation includes the following cities: Carson, Compton, Culver City, El Segundo, Gardena, Harbor City, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Los Angeles, Long Beach, Manhattan Beach, Palos Verdes Peninsula, Palos Verdes, Rancho Palos Verdes, Rancho Palos Verdes Estates, Redondo Beach, San Pedro, Santa Monica, Torrance and Wilmington

City of Rolling Hills

NOTICE OF PUBLIC HEARING ON THE ANNUAL SANITATION (GARBAGE AND REFUSE COLLECTION) SERVICE CHARGE AND THE REPORT PREPARED IN CONNECTION WITH THE ANNUAL SANITATION (GARBAGE AND REFUSE COLLECTION) SERVICE CHARGE IN THE CITY OF ROLLING HILLS

The City of Rolling Hills annually collects sanitation (garbage and refuse collection) service charges ("sanitation charges") on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from, the general taxes of the City.

NOTICE IS HEREBY GIVEN the City Council of the City of Rolling Hills has caused a written report to be prepared and filed with the City Clerk regarding the City's sanitation charges for fiscal year 2022-2023. Such report contains a description of each parcel of real property receiving sanitation services furnished by the City and the amount of the charge for each parcel for fiscal year 2022-2023 computed in conformity with Chapter 8.08 of Title 8 of the City's Municipal Code.

NOTICE IS HEREBY FURTHER GIVEN that on the **11th day of July, 2022 at 7:00 P.M. the City Council of the City of Rolling Hills will hold a public hearing** on the above- described report and levy of the annual sanitation charges. The report is on file in the office of the City Clerk, 2 Portuguese Bend Road, California 90274, and available for public inspection. All City Councilmembers will participate in an in-person meeting and members of the community are welcome to attend the meeting at City Hall; however, a live audio of the City Council meeting will be available on the City's website (<http://www.rolling-hills.org/>). The meeting agenda will be on the City's website (https://www.rolling-hills.org/government/city_council/city_council_archive_agendas/index.php). Members of the public may submit comments in real time by emailing the City Clerk at cityclerk@cityofrh.net. Your comments will become part of the official meeting record.

At the public hearing, the City Council will hear and consider all objections or protests to the report and levy of the annual sanitation charges. In addition, property owners may mail or deliver a written protest against the proposed annual charge to the City Clerk at Rolling Hills City Hall, 2 Portuguese Bend Road, California 90274. Only one protest per parcel will be counted. Written protests must be received by the City Clerk by the end of the public hearing to be counted.

BY ORDER OF the City of Rolling Hills,
City Clerk
Daily Breeze
Published: 7/1/22



CITY OF ROLLING HILLS

PUBLIC HEARING - SOLID WASTE CHARGES AND ADOPTION
OF RESOLUTION PLACING CHARGES ON COUNTY TAX ROLL

JULY 11, 2022

BACKGROUND

- ▶ The City contracts with Republic Services to provide waste hauling and disposal services
 - ▶ The City pays Republic directly for these services
- ▶ The City contracts with the County to bill City residents through the property tax bill for solid waste services
 - ▶ Not uncommon for small cities to contract with county vs direct billing
- ▶ The County requires that the City adopt a resolution authorizing the placement of the solid waste fees on the tax roll

PURPOSE OF AGENDA ITEM

- ▶ The purpose for today's agenda item is two-fold:
 1. To conduct a public hearing on the proposed solid waste fees
 - Normally the public could protest any proposed rate increase
 - Because the City is not proposing an increase in rates, the hearing is more of a formality
 - Public notice was published on June 30 (10 days prior to the public hearing)
 2. To adopt the resolution as required by the County officially authorizing the County to add the assessments on the tax roll

FINANCIAL IMPACTS

- ▶ The proposed rates for FY 2023 are unchanged at \$1,100 (annual assessment)
 - The expected revenue for FY 2023 is \$780,000
- ▶ Solid waste rates have been fixed at \$1,100 per parcel since 2016, with the General Fund subsidizing the annual CPI increases to the contract with Republic Services
- ▶ The cost of the services per the contract with Republic Services is \$1,378 per parcel in FY 2023
 - The expected cost for FY 2023 is \$944,500
- ▶ The General Fund subsidy in FY 2023 is estimated at \$168,500

RECOMMENDED ACTIONS

- ▶ Open the public hearing
- ▶ Make a finding that there is no majority protest
- ▶ Adopt resolution authorizing the placement of the solid waste fees on the tax roll



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 12.A
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: VANESSA HEVENER, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE A REPORT ON THE NEXT CITY SPONSORED COMMUNAL BINS EVENT SCHEDULED FOR AUGUST 5, 2022 THROUGH AUGUST 13, 2022, TO ASSIST RESIDENTS WITH FIRE FUEL REDUCTION IN THE COMMUNITY.

DATE: July 11, 2022

BACKGROUND:

The City's solid waste collection provider, Republic Services, has a franchise agreement with the City approved in April 2020 for a term of nine years. The annual service fee includes one 40 cubic yard bin for green waste disposal per property per year.

In an effort to reduce the risk of wildfires in the City of Rolling Hills, the City Council tasked the Fire Fuel Committee to identify actions to minimize risk. Last year, the Fire Fuel Committee recommended and subsequently the City Council approved providing communal bins to assist residents with disposal of vegetation trimmings and encourage the community to reduce fire fuel.

Staff worked with Republic Services and negotiated, without amending the existing franchise agreement, to have Republic Services provide ten communal bins (40 cubic yard) per year to the City, starting on July 1, 2021. The City will specify the locations for the placement of communal bins provided that the locations are accessible by Republic Services for drop off and pick-up and approved by the Rolling Hills Community Association (RHCA). The communal bins will be deployed for a period of five days in a batch of five bins.

To date, the City has held two events in the Southeast and Southwest quadrants of the City and disposed of 24.45 tons of greenwaste.

DISCUSSION:

The third communal bin event starts on August 5-13, 2022. The designated locations will rotate to the Northeast and Northwest quadrants of the City. Staff has reviewed the designated locations for accessibility, ease of use for residents in the community, size of the bins in

relation to the street, and size of the truck carrying the bins with Republic Services and the RHCA.

The four locations are as follows:

- South East corner of Saddleback Rd and Portuguese Bend Rd.
- Saddleback Rd. adjacent to Bent Springs Trail
- Saddleback and Poppy Trail (two bins)
- Middleridge Rd and Blackwater Canyon Trail

A map of the locations will be sent out via the City's Blue Newsletter.

Residents can take advantage of communal bins throughout the year and order a 40 cubic yard bin for green waste disposal as a part of the property's annual service fee.

FISCAL IMPACT:

None.

RECOMMENDATION:

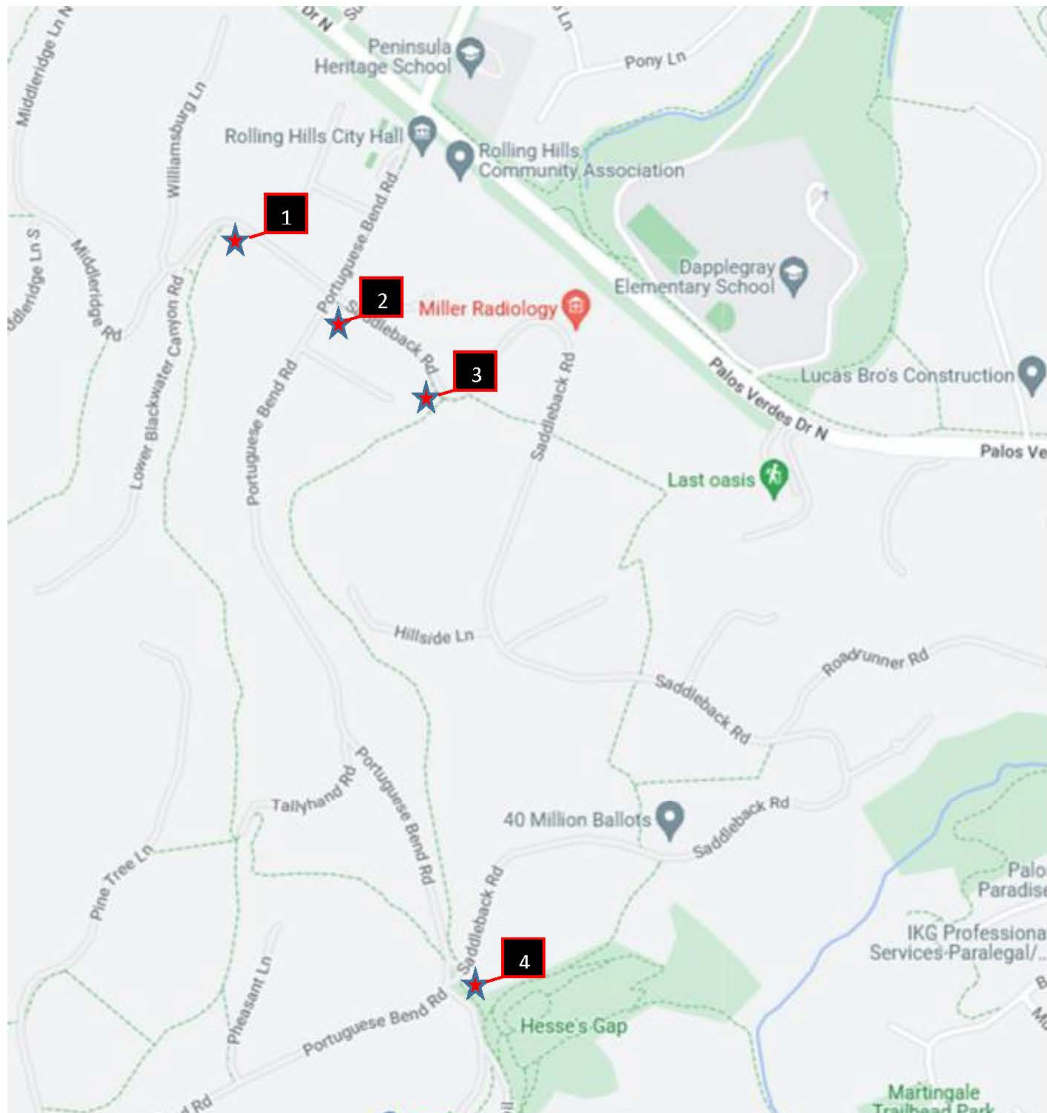
Receive and file.

ATTACHMENTS:

[CM_SMA_Projects_Republic_CommunalBins_August 2022.pdf](#)

Communal Bin Locations:

1. Middleridge Rd and Blackwater Canyon Trail
2. South East corner of Saddleback Rd and Portuguese Bend Rd.
3. Saddleback Rd. adjacent to Bent Springs Trail
4. Saddleback and Poppy Trail (two bins)





City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 12.B
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AN UPDATE ON THE CREST ROAD EAST AND EASTFIELD DRIVE ELECTRIC UTILITY UNDERGROUNDING PROJECTS; DISCUSS PRESENTED OPTIONS TO COMPLETE PROJECTS; AND PROVIDE DIRECTION TO STAFF.

DATE: July 11, 2022

BACKGROUND:

On September 14, 2020, the City was awarded \$1,145,457 in Federal funds to underground 1,820 feet of utility infrastructure along Crest Road East from Wideloop Road to the eastern city limits. The Crest Road East grant requires a Local Match of \$381,819 for a total amount of \$1,527,276.

On January 26, 2022, the City was awarded \$1,971,882 in additional Federal funds to underground of 4,735 feet of utility infrastructure along Eastfield Drive from Outrider Road to Hackamore Road. The Eastfield Drive grant requires a Local Match of \$657,294 for a total amount of \$2,629,176.

The City in its applications to the Federal grants committed \$1,042,113 of Local Match for both projects using the City's Rule 20A work credits of \$1.2M. Rule 20 is a tariff applied to all ratepayers for electric utilities to convert overhead power lines and other equipment to underground facilities. The Rule 20 program is currently divided into subprograms that provide diminishing levels of ratepayer contributions to projects, as follows:

- Rule 20A projects are 100 percent ratepayer-funded but must meet public interest criteria. The utilities annually allocate Rule 20A work credits (or "work credits") to cities and unincorporated counties to redeem for their undergrounding project costs.
- Rule 20B projects may be for any undergrounding purpose but must consist of a minimum of 600 feet. Ratepayers fund around 20 to 40 percent of the costs of these projects. The applicant bears the balance of the project cost. Local government applicants may request the utility initially fund their Rule 20B project's engineering and design costs and reimburse the utility later provided that the project goes forward. Unlike Rule 20A, there are no work credits involved with Rule 20B.

- Rule 20C projects, the applicant – often an individual property owner or developer – pays for the full cost of undergrounding, less the cost of the estimated salvage value and depreciation of the removed overhead electrical facilities.

DISCUSSION:

Southern California Edison (SCE) determined that the initial Rough Order of Magnitude (ROM) for the Crest Road East project was \$1,000,000 expressed in 2023 dollars which alone will most likely exhaust all of the City's existing Rule 20A work credits since Rule 20A requires a project with a minimum of 600 linear feet of mainline trenching (the Crest Road East project includes 950 linear feet of mainline trenching).

Given the rise in construction costs, the City does not have sufficient Rule 20A work credits for the Eastfield Drive project. In order to proceed with the Eastfield Drive project and retain the Federal funding, the City may need to use General Fund reserves to provide the Local Match.

Staff reached out to Los Angeles County Department of Public Works to inquire about the County potentially donating excess work credits to fund the entirety of the Crest Road East project and/or fulfill the Local Match portion of the Eastfield Drive project. At the time of writing, County staff indicated that they are in the process of inquiring with Supervisor Janice Hahn's office on the availability of uncommitted Rule 20A funds.

Option 1

In the event that the 4th Supervisorial District determines that there are Rule 20A funds for the project, the City of Rolling Hills will need to submit a written request to Supervisor Hahn's office and will require the County Board of Supervisors' approval.

Option 2

If no Rule 20A funds are available from Los Angeles County, the city can use General Fund to meet the Local Match requirement. While the project estimate in 2018 was \$657,294 of Local Match, this estimate may increase, depending on market conditions at the time of construction.

Option 3

Return the grant funds to FEMA and resubmit for funding at a later time when project funds are available.

FISCAL IMPACT:

Fiscal impact will depend on the option selected.

RECOMMENDATION:

Receive report, consider project options, and provide direction to staff.

ATTACHMENTS:

[CL_AGN_220711_CC_Item12B_PublicComment_01.pdf](#)

From: [Marcia Schoettle](#)
To: [Christian Horvath](#)
Subject: Agenda Item 12B for 7/11 Council Meeting
Date: Monday, July 11, 2022 3:49:37 AM

Dear Christian:

Please forward to each Council member a copy of this email below and a copy of the Eastfield Drive Project letter that was signed by Eastfield residents and presented to the Council at the last council meeting on June 27, 2022. Please also print a copy of this mail and the signed Eastfield residents' letter and provide these copies to each Council member before the 7/11/22 meeting, so that they will have written copies when they discuss this agenda item.

Dear Council Members:

We are requesting that you choose Option 1 and/or Option 2 so that the Eastfield Undergrounding Project will be completed as anticipated. We are completely opposed to Option 3. In fact, we were shocked when we saw Option 3 in the agenda packet for the meeting on July 11. This should NOT be an option. Although we are sorry that the Crest Road Project has problems, that should not affect the Eastfield Drive Project. After all, undergrounding on Portuguese Bend Road has been completed and most of Crest Road has been completed. Yet, Eastfield Drive is the only main thoroughfare that has no undergrounding. Utility poles have been known to start fires and Eastfield Drive should have the equal protection, provided by undergrounding, that the other 2 main roads have.

The residents of Eastfield Drive have already contributed \$61,400. for this project and are counting on the City to follow through on its commitment to accept the FEMA funds. The Engineering Study has been done and just needs an update. The Eastfield undergrounding residents, who have already provided these funds, were delighted that the FEMA funds would be covering 75% of the cost. They are counting on the City to provide the much smaller 25% match that is needed to make this undergrounding project a reality.

Moreover, the City has already requested and received these grant funds. If the City were to return these grant funds, it would reflect poorly on the judgment of the leadership of the City. This might negatively affect the City's grant requests in the future.

Being able to finally underground the utility poles is so very important to us and to the other Eastfield residents. Please commit the City funds needed to match these grant funds so that we can complete this project. Thank you for your consideration of our urgent request.

Sincerely, Marcia Schoettle
Mike Schoettle

Thank you, Christian, for helping to get this out to Council members, both as an email and printed out so that they have it in front of them at the meeting tonight.

Mike and I are in Maine, about to leave for the airport to fly to Boston and then Paris to celebrate our 60th anniversary. Otherwise, we would be attending the meeting tonight. We really appreciate your help. Marcia



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.A
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: DISCUSS SUNDAY, JUNE 26, 2022 FIRE INCIDENT IN RANCHO PALOS VERDES AND LESSONS LEARNED (MIRSCH)

DATE: July 11, 2022

BACKGROUND:

On Sunday, June 26, 2022, at 12:37pm the Los Angeles County Fire Department (LACFD) notified Peninsula city staff that there was a grass fire in Rancho Palos Verdes and reported no structures threatened. Ten minutes later at 12:47pm, LACFD reported that the forward progress of the fire had been stopped and a helicopter was loading water. At 1:06pm, LACFD reported a wind change and two acres burned but no threat to structures. At 1:41pm, the fire was reported to be put out with no structure damage, no evacuation needed, helicopter returning to base with the LACFD commencing a cause investigation. The Sheriff's Department reported at 1:43pm that there were no road closures due to the fire. At 3:12pm, LACFD sent a map of the fire incident: near the corner of Sweetbay Road and Peppertree Drive, on private property. At 9:44pm, the Fire Department reported that the incident was human cause on private property.

DISCUSSION:

The City Manager is the first point of contact with First Responders (Fire Department and Sheriff's Department). Prior to the City Manager's vacation during this time frame, the City Council, the Fire Department, Sheriff's Department and surrounding Peninsula City Managers were provided the Planning & Community Services Director's contact information and vice versa, in the event of any emergency. Unfortunately, Planning & Community Services Director was not notified during the City Manager's absence.

On the morning of Tuesday, June 28, 2022, the City Manager convened city staff to inquire if any of them were aware of the June 26th fire incident in Rancho Palos Verdes. Two members learned of the event afterwards via social media and/or friends. All staff were reminded that in the event of emergency within Rolling Hills, they function as disaster workers, are required to return to work and need to stay connected with each other if they are physically unable to return to City Hall but can provide remote support.

There were no calls to City Hall from residents inquiring about the fire incident prior to the Tuesday staff meeting. There have been no calls to City Hall inquiring about the fire incident as of the writing of this report. One resident emailed the mayor inquiring about the city's knowledge on of the event.

On Thursday, June 30, the City Manager spoke with Rancho Palos Verdes City Manager who noted that RPV staff did not use the Alert Southbay to notify their residents or surrounding cities and instead used the MyRPV platform that only notifies RPV residents. It should be noted that Alert Southbay has the capability to notify registrants in adjacent cities.

Lessons Learned

Lesson 1: The Los Angeles County Fire Department will be asked to inform all members of the Rolling Hills staff and the mayor in the event of emergencies.

Lesson 2: Councilmembers, who are residents of the City, will notify more than one staff member of emergencies to ensure that staff provides any adequate support necessary outside of business hours.

Lesson 3: All staff will be retrained on using the Alert Southbay notification system. Unlike most other cities that have full-time, dedicated staff members to manage the city's social media and/or emergency notification accounts, the Rolling Hills City Clerk's office handles this on top of their other duties with other staff filling in when necessary. All messages require approval from the City Manager or from the designated person in charge.

Lesson 4: It is imperative to keep the residents informed at all times. City staff was ready and able to notify residents in real time using Alert Southbay of the Sunday, June 26, 2022 fire incident in Rancho Palos Verdes if not for the communication gap discussed above. Staff subsequently mailed a Special Blue Newsletter on Thursday, June 30 sharing information about the fire incident and inviting residents to express their thoughts at the July 11th City Council meeting. The Special Blue Newsletter was delivered late Friday or early Saturday following the event.

Lesson 5: With Rolling Hills being a small organization (six full time staff, and one part-time staff), Los Angeles County Assistant Fire Chief, the Chief suggested that Rolling Hills work with adjacent cities to support Rolling Hills by creating a protocol where staff from adjacent cities can serve in the event that no members of the Rolling Hills staff is available to serve during emergencies.

Lesson 6: Through the Peninsula City Manager group, adjacent Peninsula cities was asked to use Alert Southbay in addition to city platforms on fire related incidents. Alert Southbay is a notification system for the region and allows one agency to across jurisdictional lines to notify constituents in surrounding agencies.

Lesson 7: Lead Block Captains reported that when smoke from the fire incident was visible in Rolling Hills, the network of Block Captains, Block Captain supports, and neighbors were calling friends, neighbors, and loved ones to inform them of the fire. There were reports of residents evacuating, and many other reports of residents packing their cars, getting ready to evacuate. These reports demonstrate that the neighborhood network and the readiness of the

community to act via the education program through the Block Captain program is effective and in practice.

Lesson 8: Some Block Captains reported that they could not do enough to notify the entire population of residents in their zone. While this sentiment is commendable, the Block Captain program is purposed to educate and ready the community to respond to emergencies. Block Captains are NOT responsible for community members and their safety in the time of emergencies. City staff need to convey this message more impactfully with the Block Captains.

FISCAL IMPACT:

None.

RECOMMENDATION:

Take public comments, and provide direction staff.

ATTACHMENTS:

[CL_AGN_220711_CC_BlueFolder_FireIncident_06.26.22.pdf](#)



CITY OF ROLLING HILLS

FIRE INCIDENT ON SUNDAY, JUNE 26, 2022

CITY COUNCIL MEETING JULY 11, 2022

FIRE INCIDENT, SUNDAY JUN 26

RANCHO PALOS VERDES

- ▶ Los Angeles County Fire Department (FD) alerted City Managers of Peninsula cities of incident at 12:30pm
- ▶ Continuous real-time alerts from FD
 - ▶ 12:40pm, forward progress of fire stopped, helicopter loading water
 - ▶ 1:30pm, fire contained and cause investigation commenced
- ▶ Incident located on private property near Peppertree Drive and Sweetbay Road in Rancho Palos Verdes
- ▶ No evacuation warnings, and or orders issued and no road closures needed to respond to incident

NOTIFICATIONS

- ▶ First responders notify cities of incidents
- ▶ Major incidents will have incident command post set up. Cities send representative to incident command post for real-time info. First Responder and cities will notify residents.
- ▶ Minor incidents, First Responders rely on cities to notify residents.
- ▶ Rolling Hills has two notifications systems: Alert Southbay, and enotify (plus reverse 911).

LESSONS LEARNED

- ▶ FD to notify all RH staff and mayor on fire related incidents.
- ▶ Councilmembers to notify more than one staff of incidents in the community.
- ▶ Continuous training of Alert Southbay for all RH staff.
- ▶ Keep RH residents informed.
- ▶ Create redundancy for small staff by setting up protocol to use staff from adjacent cities should the need surface.
- ▶ Coordinate with adjacent Peninsula cities to use the Alert Southbay platform.

LESSONS LEARNED: BC Program

- ▶ Preparedness education by Block Captain program is working and in practice.
- ▶ Block Captains are NOT responsible for community members and their safety in the time of emergencies.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.B
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: VANESSA HEVENER, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE A REPORT ON THE MAY 4, 2022 FIRE FUEL COMMITTEE MEETING; APPROVE FIRE FUEL COMMITTEE'S RECOMMENDATION TO DISCONTINUE WORK ON THE DRAFT ORDINANCE TO REQUIRE FIRE FUEL MANAGEMENT IN THE CANYONS; AND DISCUSS THE COMMITTEE'S FUTURE ASSIGNMENTS.

DATE: July 11, 2022

BACKGROUND:

On January 24, 2022, the City Council directed staff to contract with Wildland Res Management (WRM) and authorize the Fire Fuel Committee to finalize the scope of work for an amount not-to-exceed \$20,000. On February 8, 2022, the Fire Fuel Committee directed staff to engage WRM to review and provide feedback and recommendations on the draft ordinance, at a cost of \$7,500, and to allocate \$7,500 for 15 site visits, for an overall contract amount of \$15,000. During the March 14, 2022, City Council meeting, the Council approved the associated professional services agreement.

On May 4, 2022, the Fire Fuel Committee discussed the feedback and recommendations provided by Wildland Res Management (WRM) on the draft fire fuel abatement ordinance: 1) enhance the required fire fuel abatement within the 200 feet from structures (defensible space) to be more restrictive than the Los Angeles County Fire Code, and 2) follow the model of the City's current CalOES/FEMA grant project for abatement conducted outside of the defensible space, where the City takes the lead to group a cluster of homes for vegetation treatment. Vegetation treatment outside of the defensible space is considered a "project" under State law and would require environmental analysis and permitting requirements by other agencies.

DISCUSSION:

After consideration of the recommendations outlined by WRM, the Fire Fuel Committee determined that the draft fire fuel abatement ordinance would cause significant financial burden on residents including the costs of the additional environmental analysis and permitting

requirements for treatment outside of defensible space. In addition, the Committee agreed that requiring an enhanced treatment within 200 feet was unnecessary as the Fire Department already had a requirement in place. Based on the above, the Fire Fuel Committee is recommending to the City Council to discontinue work on the draft ordinance.

The May 4, 2022 committee meeting concluded an effort that commenced about one year ago, focusing on an mandated approach. The purpose of the Fire Fuel Committee is to explore measures that will reduce fire fuel in the community. The City Council could assign the committee to explore other fire fuel reduction measures.

FISCAL IMPACT:

None.

RECOMMENDATION:

Receive a report, approve Committee's recommendation, and discuss the Committee's future assignments.

ATTACHMENTS:

[CL_AGN_220504_FFC_AgendaPacket.pdf](#)

[CL_AGN_220711_CC_Greenwast Disposal_Presentation.pdf](#)



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 Portuguese Bend Road
Rolling Hills, CA 90274

AGENDA
Special Fire Fuel Management
Committee Meeting

**FIRE FUEL MANAGEMENT
COMMITTEE**
Wednesday, May 04, 2022

CITY OF ROLLING HILLS
6:30 PM

1. PARTICIPANTS

2. ITEMS FOR DISCUSSION

- 2.A. [DISCUSS REVIEW COMMENTS FROM WILDLAND RES MANAGEMENT ON THE DRAFT ORDINANCE RELATING TO FIRE FUEL ABATEMENT IN THE CANYONS.](#)

RECOMMENDATION: Discuss review comments from subject matter expert Wildland Res Management and provide direction to staff.

[CL_AGN_220504_FFC_WildlandResMgmt_OrdinanceReview.pdf](#)

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

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

4. ADJOURNMENT

Documents pertaining to an agenda item received after the posting of the agendas 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.: 2.A
Mtg. Date: 05/04/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

**SUBJECT: DISCUSS REVIEW COMMENTS FROM WILDLAND RES
MANAGEMENT ON THE DRAFT ORDINANCE RELATING TO FIRE
FUEL ABATEMENT IN THE CANYONS.**

DATE: May 04, 2022

BACKGROUND:

At the January 24, 2022 City Council meeting, staff was directed to contract with Wildland Res Management (WRM) and authorize the Fire Fuel Committee to finalize the scope of work with the consultant for an amount not-to-exceed \$20,000. At the February 8, 2022 meeting, the Fire Fuel Committee directed staff to engage WRM to review, and provide feedback to the draft ordinance for \$7,500 and allocate \$7,500 for site visits for an overall contract of \$15,000. At the March 14, 2022 City Council Meeting, the Council approved a professional services agreement.

WRM's service was broken down into three tasks:

1. Review existing relevant documents relating to wildfire mitigation measures and provide written memo on consultant's review of relevant documents and comment on consistency of wildfire mitigation measures among the reviewed documents.
2. Review draft ordinance version January 13, 2022 to regulate fire fuel in the canyons and provide review comments.
3. Conduct site visits to private properties and provide written report for each site visited. Written report shall include instructions for fire fuel management on the property visited, including visual guides, reference materials and call outs of specific vegetation on the property.

DISCUSSION:

WRM estimated that an approximate 30 day period is needed to complete Task 1 and Task 2. Assuming the contract for engagement of services was executed on the week of March 14, 2022, Task 1 and Task 2 could be completed by April 11, 2022. There was delay in executing the service agreement that led WRM needing an additional week to provide review comments to the draft ordinance. WRM provided written review comments on the week of April 19, 2022

and the review comments are included with this report.

WRM recommended that the Fire Fuel Committee consider enhancing the fire fuel abatement work within the 200 feet from structures (defensible space) to be more restrictive than the Los Angeles County Fire Code. Outside of the defensible space, WRM recommended that the Fire Fuel Committee follow the model of the city's current CalOES/FEMA grant project where the city takes the lead to group a cluster of homes for vegetation treatment.

WRM reported that vegetation treatment outside of the defensible space would be subject to environmental reviews and permitting by other agencies. This critical path is the primary basis for the experts' opinion that the local ordinance should stay within the defensible space. Outside of the defensible space, WRM recommended that the city take a lead role in environmental assessments and permitting for economies of scale in order to lessen the burden on individual property owners. Environmental assessment and permitting may be a significant cost at a parcel level, but if the work were to encompass multi-parcels, for example, the same permitting cost could be spread among the multiple parcels.

As recommended, the Fire Fuel Committee can move forward with a local ordinance on abating fire fuel on private property within the defensible space to include more restrictive provisions than the Los Angeles County Fire Code. The Fire Fuel Committee was advised to not implement a local ordinance abating fire fuel on private property outside of the defensible space, but mimic the CalOES/FEMA grant model by having the city fulfill the environmental requirements and acquire permits from relevant agencies for the vegetation treatment on multiple parcels.

FISCAL IMPACT:

There is sufficient budget in account 917 Emergency Preparedness to fund WRM's professional service fees.

RECOMMENDATION:

Discuss review comments from subject matter expert Wildland Res Management and provide direction to staff.

ATTACHMENTS:

[CL_AGN_220504_FFC_WildlandResMgmt_OrdinanceReview.pdf](#)

City of Rolling Hills Ordinance Review

Goal of ordinance

- Achieve reasonable level of fire safety at a home and parcel level
- Achieved through the reduction of fire hazard in order to support structure ignition resistance and survivability (potentially without firefighter protection)
 - considering life safety
 - property damage reduction
 - protecting [the environment] natural resources [significant ecological area in City]
- Large, canyon-wide projects achieve separate, complementary goals
 - These projects are aimed at community-wide benefit (to aid containment of wildfire, or reduce ember production and distribution, City-wide)
 - Canyon-wide treatments can be done outside the framework of an ordinance, i.e. through projects funded by FEMA/Cal OES

Specifications in terms of spatial dimensions covered in the ordinance

- Width of treatment (up to 200 feet)
- Start of treatment area (is from structure house)
- Treatment width is as measured on aerial (not on the ground)
- Or City boundary
- Within City boundary, be consistent with LA County Agricultural Commission, to protect adjacent structure, outside owner's property. This requires that a landowner with a structure within 200-ft of its property will be compelled to create and maintain defensible space for that structure, even if the structure is not on their own property

Trigger for when ordinance become in force (what constitutes a canyon owner?)

- Will make a new list, of parcels adjacent to canyon
- City and LA County Fire Department will keep its list of parcels, consisting of a Declaration List, for their inspection purposes
- Consider Tiers
 - Tier 1 – adjacent to the Open Space: to be inspected every year, before June 1
 - Tier 2 – others, inspected any time of the year
- Describe/locate critical habitat (by map or parcel number) with caveat that it is not the official delineation, that that is the responsibility of the landowner to comply with laws protecting the habitat.
- Same with Significant Ecological Areas (SEAs)
- Provide definition of the riparian areas, and distance of setback

Standards for what is allowed in the area covered by the ordinance – Section 8.30.040

- Rolling Hills Fire Fuel Management Standards, focusing on fuel volume, spacing and density, irrespective of species
- Prohibit uprooting (on steep slopes)

- Think about slope steepness in terms of suitable vegetation density and strategy for retaining deep-rooted plants
- Plant clustering is OK
- Focus on dead material and that with low fuel moisture (dying)
- Prohibit mulch in 0-5 feet from structure
- Support pruning of tall shrubs vs. cutting, and provide details on pruning
- Clarify that tree canopies can be continuous, and need not be thinned

How to enforce

- Contract out inspection of canyon owners ordinance
- Works in parallel with fire department inspection and enforcement of the fire code
- City procedure to enforce is fine

Definitions in Exhibit A (adjustments only)

- Flammable vegetation: expand the definition, to include landscaping plants, too
- Combustible mulch – review with an eye towards new studies
- Defensible space – where the standards have been followed and are in place, where firefighting (defensive) actions are allowable
- Weeds – worthy of re-look, so as to not require all chaparral/scrub to be weeds. Consider that a weed is just a plant in the wrong place, or wrong condition



Greenwaste Disposal

July 11, 2022 City Council Meeting

COMMUNITY EVENTS

Semi-Annual Brush Collection

- Two consecutive Saturdays in April/May; September/October
- 2020: **51.42** tons
- 2021: **16.12** tons (no data available for March 2021)
- 2022: **18.91** tons (next event in October)

Communal Bin

- Two events (August and January)
- August 20-27, 2021: 11.99 tons
- January 24, 2022: 12.46 tons
24.45 tons

Residential Disposal

- 2021: **1,158** tons
- 2022 (May): **514** tons



GREENWASTE DISPOSAL DATA

- Monthly Report
- Tracking calendar year
- Update City Council 2x/year before Communal Bin events





City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.C
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JOHN SIGNO, DIRECTOR OF PLANNING & COMMUNITY SERVICES

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: DISCUSS THE CITY COUNCIL'S PREVIOUS APPROVAL TO UPDATE THE CONSOLIDATED TAX AND FEE SCHEDULE TO INCREASE THE COMMITTEE ON TREES AND VIEWS PROCESSING FEE FOR VIEW CASES.

DATE: July 11, 2022

BACKGROUND:

On May 9, 2022, the City Council voted to increase the processing fee for filing an application with the Committee on Trees and Views from \$2,000 to \$6,000 for complaints against one property and \$10,000 for complaints against multiple properties. On June 27, 2022, Resolution No. 1297 was brought to the City Council for consideration to adopt the fee increase. However, instead of adopting Resolution No. 1297, Councilmember Mirsch requested this item be placed on the July 11, 2022 agenda. Without objection, the request was so ordered.

DISCUSSION:

Chapter 17.26 of the Rolling Hills Municipal Code (RHMC) was adopted by Ordinance 354 on October 23, 2017. Since adoption, the first view case to be processed was the case between 59 and 61 Eastfield Drive. The case was filed in October 2020. The vegetation owner filed an appeal of the Committee on Trees and Views decision to the City Council and the City Council denied the appeal at the April 11, 2022 City Council meeting, bringing the case to a close.

Staff, including the City Attorney's office, has worked on the case since the initial filing. Taking a snap shot of the City Attorney expenses relating to the 59 and 61 Eastfield Drive view case between May, 2021 and November, 2021, a total of \$10,678 was paid by the city to the contracted attorney for services relating to the case. Currently, the Consolidated Tax and Fee Schedule allows the city to charge \$2,000 for view impairment case to be reviewed by Committee on Trees and Views. The charge is purposed to recover city expenses relating to processing the case by staff and by contracted staff. Not taking into consideration staff time spent on the 59 and 61 Eastfield Drive case, and taking a very conservative inventory of the City Attorney's expenses relating to the case, the recovery on the case was 19% of the actual cost.

Additionally, according to the City Attorney's reading of RHMC Chapter 17.26.040, the city's current view preservation ordinance anticipates that one complaint might allege obstruction of "multiple views," which implies that views could conceivably be obstructed by vegetation on multiple owners' properties: RHMC Section 17.26.040(C)(1)(a) A view impairment complaint ... shall consist of ... [a] description of the nature and extent of the view, as well as of the alleged obstruction. If multiple views are identified, each must be disjointed and observable from a separate viewing area. Evidence of the views and alleged obstructions must be pertinent and may include, but is not limited to, documentary evidence, (as described by Section 17.26.050), dated photographs, or written declarations. The City Attorney noted that if the city's current fee resolution does not address a view preservation complaint alleging multiple views by multiple properties, the city is limited to collecting the one fee for the one complaint that includes allegations of multiple views obstructed by multiple properties.

In order to avoid this situation, the city should amend its fee resolution to charge the higher cost of processing a view preservation complaint that alleges multiple views obstructed by multiple properties. This would help alleviate the concern that property owners will frivolously allege multiple views obstructed by multiple properties.

FISCAL IMPACT:

The fee increase would cover the cost of processing applications with the Committee on Trees and Views.

RECOMMENDATION:

Discuss and provide direction to staff.

ATTACHMENTS:

[ResolutionNo1297_FeeSchedule_FY22-23_CTV_Update.pdf](#)

RESOLUTION NO. 1297

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS MODIFYING THE ROLLING HILLS FEE RESOLUTION AND REPEALING RESOLUTION NO. 1278.

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS DOES HEREBY
RESOLVE AS FOLLOWS:

Section 1: The following fees are established and charged for applications for processing discretionary cases for Planning, Zoning and Subdivisions and shall be paid by the applicant prior to submission for public hearing, pursuant to Title 16 (Subdivision) and Title 17 (Zoning) of the Rolling Hills Municipal Code:

- | | | |
|----|---|---|
| A. | Site Plan Review | \$ 1,500 |
| B. | Conditional Use Permit | \$ 1,500 |
| C. | Variance | \$ 1,250 |
| D. | Variance, Minor | \$ 750 |
| 1. | Minor deviation into required yard setback, not exceeding 5' and attached to main residential structure | |
| E. | Multiple discretionary reviews; | Most expensive fee for the first review and 1/2 fee for second review. No cost for third or more reviews. |
| F. | Lighting Ordinance Modification | \$ 375 |
| G. | Outdoor Lighting Audit | \$ 150 (initiated by resident) |
| H. | Time extension | \$ 200 |
| I. | Zone Change | \$ 2,000 |
| J. | General Plan Amendment | \$ 2,000 |
| K. | Zoning/Subdivision Code Amendment | \$ 2,000 |
| L. | Discretionary Approval Modification | \$ 2/3 of original application fee |
| M. | Appeal Fee | \$ 2/3 of original application fee |
| N. | City Council and Planning Commission interpretation | \$ 375 Fee to be credited if results in filing of a formal |

	and miscellaneous reviews	application to City Council or Planning Commission
O.	Environmental Review fees for discretionary permits	
1.	Preparation and Staff Review of Initial Study	\$ 200
2.	Preparation of Negative Declaration or Mitigated Negative Declaration	\$ 50 (plus fee charged by CA Department of Fish and Wildlife, applicable, as adjusted annually)
P.	Environmental Impact Reports	Consultant fee plus 10%
Q.	County Clerk Processing Fee	County fee
R.	Lot Line Adjustment	\$ 1,500, plus County fee
S.	Tentative Parcel/Tract Map	\$ 1,500, plus County fee
T.	Final Parcel/Tract Map	County fee
U.	Zoning violation and construction penalty fee	\$ 1,500
1.	Applications for illegal or “as built” grading or construction or non-compliance with approved plans for projects that require Planning Commission review. Fee is charged in addition to the discretionary application review fee.	
V.	Stop work order	\$ 200
1.	Fee charged for each additional “stop work order” that is issued beyond the original stop work order for illegal construction and grading activity.	
W.	Service Request (For services provided by L.A. County not included in the General Services Agreement)	County fee, plus 20%
X.	Appeal of Zone Clearance	\$ 375
Y.	Stable Use Permit (For stables under 800 sq ft considered by the Planning Commission)	\$ 375
Z.	Major Remodel Review (For remodels of more than 50% demolition)	\$ 375

Section 2. The following fees are established and charged for applications for processing View Impairment, Traffic Commission, and Accessory Dwelling Unit cases:

A. View Impairment

1. Review by Committee on Trees and Views
Processing fee

A. Complaint against single property \$6,000

B. Complaint against multiple properties \$10,000

2. Environmental Review Fees

A. Preparation and Staff Review of Initial Study \$ 200

B. Preparation of Negative Declaration or
Mitigated Negative Declaration \$ 50
(plus fee charged by
CA Department of
Fish and Wildlife, if
applicable, as
adjusted annually)

B. Traffic Commission Review

1. New driveways or other traffic
related items \$ 300

C. Accessory Dwelling Unit

1. Accessory Dwelling Unit or
Junior Accessory Dwelling Unit \$ 375

Section 3. The following fees are established and charged for General Administration processing:

A. General Plan \$ 30

B. Zoning Code \$ 25

C. Subdivision Code \$ 25

D. Budget \$ 30

E. Zoning Map \$ 3

F. Xeroxed copies, each page \$ 0.25

G. False Alarms

Fee for 1st and 2nd incident involving a false alarm is waived

		If paid within 30 days	If paid after 30 days
3 rd	false alarm	\$ 50	\$100
4 th	false alarm	\$ 100	\$300
5 th	false alarm	\$ 150	\$600
6 th	false alarm	\$ 200	\$1,000

Section 4. The following fees are established and shall be collected for each permit pursuant to Title 15, (Building and Construction) of the Rolling Hills Municipal Code:

- | | | |
|----|--|---|
| A. | 1. BUILDING PERMIT | Two and one-quarter times the amount set forth in the Building Code for each fee, table and schedule therein. |
| | 2. PARKS AND RECREATION | Each new residential dwelling shall pay 2% of the first \$ 100,000 of construction valuation, plus 0.25% of such valuation over \$ 100,000. |
| B. | PLUMBING PERMIT | Two and one-quarter times the amount set forth in the Plumbing Code for each fee, table and schedule therein. |
| C. | MECHANICAL PERMIT | Two and one-quarter times the amount set forth in the Mechanical Code for each fee, table and schedule therein. |
| D. | ELECTRICAL PERMIT | Two and one-quarter times the amount set forth in the Electrical Code for each fee, table and schedule therein. |
| E. | GEOTECHNICAL REPORT, SITE AND PLAN REVIEW | 0.42% of the valuation of the proposed structures; however, minimum fee shall be \$ 535.00 and the maximum fee shall be \$ 3,588.00 |
| F. | SOLAR AND PHOTOVOLTAIC SYSTEMS AND APPURTENANT EQUIPMENT | The amount set forth in the Los Angeles County Building and Electrical Codes for each fee, table and |

schedule therein, plus \$ 60.11 City administrative fee.

Section 5. The following fees are established and shall be collected for each permit pursuant to Title 15, (Building and Construction) of the Rolling Hills Municipal Code for review conducted by the City's contract building official, other than Los Angeles County Department of Building and Safety:

- | | |
|---|--|
| A. BUILDING PERMIT | In addition to the provisions of Section 4 A.1 of this resolution, a 25% surcharge on Los Angeles County Department of Building and Safety fees shall be charged for the alternative use of the City's contract building official. |
| B. PLUMBING PERMIT | In addition to the provisions of Section 4 B. of this resolution, a 25% surcharge on Los Angeles County Department of Building and Safety fees shall be charged for the alternative use of the City's contract building official. |
| C. MECHANICAL PERMIT | In addition to the provisions of Section 4 C. of this resolution, a 25% surcharge on Los Angeles County Department of Building and Safety fees shall be charged for the alternative use of the City's contract building official. |
| D. ELECTRICAL PERMIT | In addition to the provisions of Section 4 D. of this resolution, a 25% surcharge on Los Angeles County Department of Building and Safety fees shall be charged for the alternative use of the City's contract building official. |
| E. GEOTECHNICAL REPORT,
SITE AND PLAN REVIEW | In addition to the provisions of Section 4 E. of this resolution, a 25% surcharge on Los Angeles County Department of Building and Safety fees shall be charged for the alternative use of the City's contract building official. |

F. SOLAR AND PHOTOVOLTAIC
SYSTEMS AND APPURTENANT
EQUIPMENT

In addition to the provision of Section 4 F. of this resolution, a 25% surcharge on Los Angeles County Department of Building and Safety fees, plus \$60.11 City administrative fee, shall be charged for the alternative use of the City's contract building official.

Section 6. The following fees are established and shall be collected for each permit relating to construction and demolition waste:

A. CONSTRUCTION AND
DEMOLITION PERMIT

\$ 150 single project permit, plus \$1,000 deposit refundable upon submittal of a Certificate of Compliance.

Section 7. The following fines are established for issuance of administrative citations relating to a violation of Chapter 9.58 of the Rolling Hills Municipal Code:

Administrative Penalty for	\$ 2,500	1 st violation
violation of Chapter 9.58	\$ 5,000	2 nd violation within one year of the 1 st violation
	\$ 7,500	Each additional violation within one year of the 1 st violation

Section 8. The following fees are established and charged for processing landscaping submittals subject to the requirements of the Water Efficient Landscape Ordinance.

Review of landscape submittal package and verification of compliance	\$1,500 (portion refunded if not spent; additional funds may be collected, if needed to complete the review); plus \$5,000 deposit refundable upon submittal of a Certificate of Compliance.
--	--

Section 9. The following fees are established and charged for processing utility pole removal reimbursement applications pursuant to City Council Resolution No. 1259.

Review of utility pole removal reimbursement application.	\$100
Appeal of utility pole removal reimbursement decision.	\$300

Section 10. The following fee is established and charged for processing wireless telecommunication facility applications:

Application fee: \$1,000

Section 11. Should the City accept payment of any fee identified in this resolution by means of credit card, an additional 3% surcharge on such fee shall be charged as a convenience fee for processing the payment. When City accepts payment by means of credit card, it shall also accept payment by means of cash or check.

Section 12. The fees set forth do not exceed the estimated reasonable cost of providing such services.

Section 13. The City Council Resolution No. 1278 is hereby repealed and superseded by this Resolution .

PASSED, APPROVED, AND ADOPTED this 13th day of June, 2022.

JAMES BLACK, M.D.
MAYOR

ATTEST:

CHRISTIAN HORVATH
CITY CLERK

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

I certify that the foregoing Resolution No. 1297 entitled:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS
MODIFYING THE ROLLING HILLS FEE RESOLUTION AND REPEALING
RESOLUTION NO. 1278**

was approved and adopted at a regular meeting of the City Council on the 13th day of June 2022
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.

CHRISTIAN HORVATH
CITY CLERK



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.D
Mtg. Date: 07/11/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ROBERT SAMARIO, FINANCE DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

**SUBJECT: APPROVE REIMBURSEMENT FOR EXPENSES INCURRED BETWEEN
DECEMBER 2019 AND JUNE 2022 (DIERINGER)**

DATE: July 11, 2022

BACKGROUND:

Each year the City Council budgets \$10,000 for Mayor and Council related expenses typically used for attending conferences and ancillary related items. The Council has previously stated that this budgeted amount is meant to allow for \$2000 per member throughout the course of a Fiscal Year.

DISCUSSION:

On June 20, 2022, staff received the attached packet of receipts from Councilmember Bea Dieringer for expenses incurred in December of 2019 through June of 2022. The expenses totaled \$3932.95 for attending League of California Cities conferences and Committee meetings, California Contract Cities Annual Municipal Seminars, Joint Powers Insurance Authority Risk Management Educational Forum, and League of California Cities Los Angeles Division General Membership meeting.

The total expenses span three fiscal years (2019-2020, 2020-2021, and 2021-2022) with less than \$2000 of expenses per fiscal year. Staff recommends approving Councilmember Dieringer's reimbursement request.

In processing Councilmember Dieringer's reimbursement request, staff searched for a policy that memorialized Council's directive limiting annual expenses to \$2000 per Councilmember. No written policy was found. With nearly all new staff with less than six months of employment, and to assist staff in processing future Council expenses, staff recommends that the City Council set a policy with respect to Council expenses.

FISCAL IMPACT:

The adopted FY21-22 budget has sufficient funds to cover the reimbursement request.

RECOMMENDATION:

Approve Councilmember Dieringer's reimbursement request and direct staff to prepare a policy relating to Council expenses.

ATTACHMENTS:

[CL_AGN_220711_CC_DieringerReceipts.pdf](#)

REIMBURSEMENTS FOR CITY CONFERENCES/MEETINGS EXPENSES

RECEIVED

JUN 20 2022

City of Rolling Hills

By _____

- 1) League of CA Cities League Leaders Conference: 12/4/-12/6/19
 - Southwest Air flight to Oakland CA: \$166.96
 - Way Parking aka SP Plus LAX Value Parking: \$27.54
 - Avis Rent-a-Car Oakland (from airport to Meritage hotel Napa): \$210.66
 - Meritage hotel (room and conference meals paid by League) N/C
 - Meritage hotel (lunch after conference) \$16.16
 - Shell Oil Oakland (gas for rental car before return) \$19.50

TOTAL: \$440.82

- 2) League of CA Cities Women's Caucus Board & Public Safety Committee 1/23-1/24/20
 - Southwest Air flight to Sacto CA: \$127.96
 - Airport Parking at LAX: \$43.23
 - Uber from airport to Sheraton: \$31.92
 - Sheraton hotel room: \$196.55
 - Dinner at Sacto Airport (Vino Volo): \$21.82

TOTAL: \$421.48

- 3) CA Contract Cities Annual Municipal Seminar 9/16-9/19/2021
 - Budget Rental car from LA to Indian Wells: \$214.16
 - Renaissance Hotel Indian Wells: \$525.04
 - ExxonMobil (gas for rental car before return): \$55.26

TOTAL: \$794.46

- 4) League of CA Cities (CalCities) Annual Conference Sacto CA 9/23-9/24/2021
 - Southwest Air flight to Sacto w/ early bird: \$147.88
 - Airport Parking at LAX: \$53.07
 - Uber from airport to Sheraton: \$27.57
 - Sheraton hotel room: \$465.20
 - Uber from hotel to airport: \$32.30

TOTAL: \$726.02

- 5) Joint Powers Insurance Authority Risk Management Educational Forum 10/6-8/2021
 - Budget Rental car from Torrance to San Diego: \$215.29
 - Catamaran Hotel: \$503.00
 - Shell Oil Torrance (gas for rental car before return): \$27.97

TOTAL: \$746.26

- 6) CA Contract Cities Annual Municipal Seminar 5/12-5/15/2022
 - Renaissance Hotel Indian Wells: \$797.91

- 7) CalCities LA Division General membership Meeting 6/2/22

-USC Hotel parking: \$6.00

INVOICE PAYMENT

ACCT# 01-01-775

AMOUNT \$

REF:

SIGNED

BEATRIZ DONOGHUE DIERINGER | Account # [REDACTED] | October 5 - November 4, 2019

Transactions

Transaction Date	Posting Date	Description	Reference Number	Account Number	Amount	Total
10/29	10/31	SOUTHWES 5262135908358800-435-9792 TX DIERINGER/BE 12/04 LAX/OAK RNDTRP OAK/LAX	6371	2782	166.96	

BEATRIZ DONOGHUE DIERINGER | Account # [REDACTED] | December 5 - January 4, 2020

Purchases and Adjustments						
12/03	12/05	[REDACTED] CA	9364	2782		
12/04	12/05	WAY - PARKING 4085983338 CA	0927	2782	27.54	
12/04	12/05	[REDACTED]	4277	2782		
12/04	12/05	[REDACTED]	5721	2782		
12/06	12/07	AVIS RENT-A-CAR 1 OAKLAND CA	7356	2782	210.66	
12/06	12/09	SHELL OIL 57444676803 OAKLAND CA	3418	2782	19.50	
12/07	12/09	[REDACTED]	8246	2782		
12/07	12/09	THE MERITAGE RESORT F&B NAPA CA	0214	2782	16.16	

01/03	01/04	SOUTHWES 5262156075238800-435-9792 TX DIERINGER/BE 01/23 LAX/SMF RNDTRP SMF/LAX	6458	2782	127.96	
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BEATRIZ DONOGHUE DIERINGER | Account # [REDACTED] | January 5 - February 4, 2020

Transactions

Transaction Date	Posting Date	Description	Reference Number	Account Number	Amount	Total
Payments and Other Credits						
01/23	01/24	AIRPORT PARKING RESERVATION 800-727-5464 CA	9464	2782	43.23	
01/24	01/24	UBER TRIP HELP.UBER.COM CA	3752	2782	27.76	
01/24	01/24	UBER TRIP HELP.UBER.COM CA	7165	2782	4.16	
01/24	01/25	[REDACTED]	5607	2782		
01/24	01/27	VINO VOLO SMF-B SACRAMENTO CA	1677	2782	21.82	
01/25	01/27	SHERATON SACRAMENTO CA	2692	2782	196.55	

From: Beatriz Dieringer

Sent: Tuesday, January 14, 2020 9:07 AM

To: Annie Lam

Cc: Cheryl Viegas-Walker; Ellen Kamei; Jan Arbuckle; Jesse Loren; Nancy Smith; Rachelle Arizmendi; Yee Xiong

Subject: Re: Women's Caucus Private Dinner (Jan. 23)

I will be flying in for the dinner and staying over for the next day to attend the public safety committee meeting.

Sent from my iPhone

On Jan 13, 2020, at 9:00 AM, Annie Lam <Annie@lam-consult.com> wrote:

Hello Board Members,

I hope you are having a great start to the new year. We are just a couple of weeks away from our hosted Private Dinner. This event brings together our city officials, city staff and our sponsor the Northern California Carpenters Regional Council (NCCRC). Similar to past years, this event is not open to other vendors.

This event coincides with the League of CA Cities New Mayors & Councilmembers Academy. The invitations have gone out to all the RSVPs and we need your help to encourage your friends and colleagues to attend for a strong show.

Please let me know by the end of the week if you'll be attending.

Attached is a copy of the event flyer and below is the event invitation details:

It will be located at Oishii, 1000 K St #200, Sacramento, CA 95814 (same place as last year). We will share the location to attendees after they RSVP. This helps to ensure the attendees are our target audience.

The following NCCRC representatives will be in attendance:

- Augie Beltran
- April Atkins
- Patricia Ramirez
- Susan Rodriguez

We look forward to seeing those who will be there!

Annie



*The League of California Cities
Women's Caucus invites you to a...*

Private Dinner

*for Women's Caucus elected officials,
city officials, and city managers.*



*Come meet our board members and learn more
about our leadership development programs,
events, and resources for local elected officials.*

**THURSDAY, JANUARY 23, 2020
7:00PM TO 8:30PM**

**Seating is limited.*

Location to be released upon RSVP

Sponsored by



**Seating is limited. RSVP by January 17 or earlier.*

You do not need to be a Women's Caucus dues-paying member to participate.

From: Meg Desmond
Sent: Monday, December 23, 2019 12:26 PM
Subject: January Policy Committee Meetings
Importance: High

Dear Policy Committee Members:

Welcome to the 2020 Policy Committees! Your participation and support as a committee member is essential to the functioning of the League.

The first meetings of 2020 will be held in Sacramento on January 23 and 24. A general briefing will begin at **10:00 a.m.** at the Hyatt Regency in Sacramento with the policy committees meeting immediately after the briefing. The meetings will conclude by **3:00 p.m.** Please see the attached schedule for additional information. ***Meeting agendas will be emailed approximately one week prior to the meeting.***

To RSVP for the meetings, please click on this link: [Policy Committee RSVP](#). **Please DO NOT email your RSVP to me.**

See you in January!

Meg Desmond
Legislative & Policy Dev. Specialist
P: 916-658-8224
E: mdesmond@cacities.org
1400 K Street, Suite 400, CA 95814

Thank you BEATRIZ! Your airport parking has been booked and confirmed!

Reservation Overview

Reservation Details

Reservation ID: 7266204

Reservation Made By: BEATRIZ DIERINGER

Reservation Status: Closed

We have sent you a copy of this transaction to the email provided on checkout

Parking Lot Details



QuikPark

9821 Vicksburg Ave, Los Angeles, CA, US, 90045

[Get Directions](#)

310-645-7754

Your Parking Details

Person Parking: Beatriz Dieringer

Check-in: 01/23/2020 03:00 PM

Check-out: 01/24/2020 06:30 PM

Parking Duration: 2 Days of parking ⓘ

Parking Type: Self Covered

Payment Breakdown

Parking Price (2 Days of parking) ⓘ	\$35.90
Service Charge	\$5.99
Lot Taxes & Fees*	\$6.34
Discount	-\$5.00
Total	\$43.23

You Paid **\$43.23**
You were charged \$43.23 USD for this transaction.

Remaining Due at Parking Lot **\$0.00**

**Lot Taxes & Fees Include the Following*

Airport Access Fee	\$2.75
City Tax	\$3.59

You can present an electronic copy of this receipt at the parking lot

For Parking Lot Use Only

Payment Summary

\$0.00 Remaining Balance Due

\$17.95 Guaranteed Daily Rate

Cashier Instructions

Cashier: This is a pre-paid reservation. If the customer's length of stay matches the itinerary above, there is no charge to the customer.

Customer Information

How Changes Affect Total

Because this is an exclusive rate, it cannot be combined with other coupons, offers, discounts, or promotions.

Cancellation / Changes

You may cancel your reservation for a full refund (including the service fee) within the first 24 hours after your reservation was originally submitted. Reservations canceled after 24 hours will be not be refunded the service fee.

We are unable to accept cancellations after the scheduled parking arrival date, nor can we make any changes to an existing reservation. Partial refunds are not issued for schedule changes or early returns.

You can cancel your reservation directly from our [Help page](#), or [contact us](#).

Parking Lot Details

Transportation

Help service to and from the airport terminal 24/7.

Arrival and Airport Pickup Info

Sheraton Grand Sacramento Hotel
 1230 J Street
 Sacramento, CA 95814
 United States
 Tel: 916-447-1700 Fax: 916-447-1701



BEATRIZ DIERINGER

Page Number : 1 Invoice Nbr : 925269
 Guest Number : 2283854
 Folio ID : A
 Arrive Date : 23-JAN-20 18:36
 Depart Date : 24-JAN-20 12:00
 No. Of Guest : 1
 Room Number : 2029
 Marriott Bonvoy Number : 2890

Information Invoice

Tax ID :

Sheraton Sacra SACSJ JAN-24-2020 02:40 9999

Date	Reference	Description	Charges (USD)	Credits (USD)
23-JAN-20	RT2029	Room Chrg - Other Discount	169.00	
23-JAN-20	RT2029	County Tax	0.51	
23-JAN-20	RT2029	City/Local Tax	6.76	
23-JAN-20	RT2029	Occupancy/Tourism	20.28	
JAN-24-2020	VI	Visa		-196.55

Approve EMV Receipt for VI - 2782: Signature Captured

TC:70D7C4746118781A TVR:8080008000

Application Label:Visa Credit

** Total 196.55 -196.55
 *** Balance -0.00

Continued on the next page

From: Bea Dieringer
Sent: Thursday, November 21, 2019 7:25 PM
To: Beatriz Dieringer; bdieringer@da.lacounty.gov
Subject: Fwd: 2019 League Leaders Guestroom Confirmation Information

Sent from my iPhone

Begin forwarded message:

From: Threasa Hernandez <thernandez@cacities.org>
Date: November 20, 2019 at 1:04:28 PM PST
To: Bea Dieringer <bdieringer@cityofrh.net>
Subject: 2019 League Leaders Guestroom Confirmation Information

Good afternoon Beatriz Dieringer,

We look forward to seeing you in two weeks at League Leaders. The hotel confirmation for your stay in Napa is now available. Please make note of the following details:

- **Hotel:** The Meritage Hotel, [875 Bordeaux Way, Napa, CA 94558](#)
- **Confirmation #:** 39930229-1
- **Check in:** 12/4/2019
- **Check out:** 12/6/2019

Note: If any changes need to be made to your existing reservations please contact me directly and I would be happy to assist.

If you have any questions, please let me know.

Safe travels,
Threasa

Threasa Hernandez
Conference Coordinator
League of California Cities
p. [916-658-8265](tel:916-658-8265) | f. [916-658-8240](tel:916-658-8240)
thernandez@cacities.org | www.cacities.org



Order Summary

Order Date Dec 04 2019 08:25 AM

Name Bea

Email

[REDACTED]

Phone +1 3107143203

Parking Lot Name SP Plus LAX Value Parking Covered Parking

Parking Lot Address 9920 South La Cienega Boulevard , Inglewood , California , United States , 90301

Parking Lot Phone +1 3102169235

Parking Lot Type Covered Self Park

Pricing Type Daily

Check-in Dec 04 2019 08:30 AM

Check-out Dec 06 2019 10:15 PM

LicensePlate Please login/ sign up to add license plate details from Order Summary

View Map [Click Here](#)

Access Please have your confirmation ready upon arrival.

Sub Total \$22.25

Taxes+Fees \$5.29

Total Amount Paid \$27.54

Your total price is calculated based on your selected check-in and check-out dates; therefore, it can change if you extend the length of your stay. This rate cannot be combined with any other discounts or offers.

Please make sure to remove your personal belongings and do not leave any valuables visible in your vehicle. While security measures are in place to prevent any theft, this facility or Way is not liable for any lost or stolen items.

Parking Description

Welcome to SP Plus LAX Value Parking Garage. We are conveniently located within 1 miles and 5 minutes away from Los Angeles International Airport. We provide the fast & easy access to LAX Airport. We offer complimentary shuttle - 24/7 and even offer complimentary luggage assistance to our customers to make your trips as smooth as possible. Drive up rates at this location are usually \$16.25/day. Reserve a GUARANTEED parking slot and SAVE UP TO 45% booking through us at Way.com!

Parking Instruction

Please have your confirmation ready upon arrival.

Shuttle Information

Free Shuttle runs 24/7

Refund Policy

We understand that plans change. You can cancel your reservation up to 24 hours of the date and time of your reservation, simply go to your reservation on-line and cancel , call or email the Way Customer Success team. Since Way.com pre-pays these reservations any canceled reservation under the 24 hour window of your check-in, Way will refund your entire reservation amount into a credit in your Way account to be used at a later time. This credit can be used for parking, movies,

From: Beatriz Dieringer
Sent: Friday, June 17, 2022 5:06 PM
To: Followmyhealth.com
Subject: FW: Beatriz Dieringer's 12/04 Oakland trip (PW18G6): Your reservation is confirmed.

Sent from [Mail](#) for Windows

From: [Southwest Airlines](#)
Sent: Tuesday, October 29, 2019 5:28 PM
Subject: Beatriz Dieringer's 12/04 Oakland trip (PW18G6): Your reservation is confirmed.

Here's your itinerary and other important travel information.
[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Hi Beatriz,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!



DECEMBER 4 - DECEMBER 6

LAX  **OAK**

Los Angeles to Oakland

Confirmation # **PW18G6**

Confirmation date: 10/29/2019

PASSENGER	Beatriz Dieringer
RAPID REWARDS #	
TICKET #	5262135908358
EXPIRATION¹	October 29, 2020
EST. POINTS EARNED	

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Wednesday, 12/04/2019 Est. Travel Time: 1h 30m [Wanna Get Away®](#)

FLIGHT # 1067	DEPARTS	ARRIVES
	LAX 10:05AM	 OAK 11:35AM
	Los Angeles	Oakland

Flight 2: Friday, 12/06/2019 Est. Travel Time: 1h 20m [Wanna Get Away®](#)

FLIGHT # 3131	DEPARTS	ARRIVES
	OAK 07:40PM	 LAX 09:00PM
	Oakland	Los Angeles

Payment information

Total cost

Air - PW18G6

Base Fare	\$	128.70
U.S. Transportation Tax	\$	9.66
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	8.40
U.S. Passenger Facility Chg	\$	9.00
Total	\$	166.96

Payment

Visa ending in 2782
Date: October 29, 2019

Payment Amount: \$166.96

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5262135908358

Prepare for takeoff



24 hours before your departure:

Check-in on Southwest.com® or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

From: Costco Travel

Sent: Saturday, November 30, 2019 5:22 AM

To: [REDACTED]

Subject: Costco Travel: Final documents for your car rental reservation, C366704289

Dear Costco Traveler:

Thank you for booking with Costco Travel.

Below is your confirmation number and details. Please save this information and have it with you when you pick up your rental car.

- Do you need a hotel stay? [Shop now](#)
- For details on changing or canceling your reservation see our [FAQs](#).
- Remember, Executive Members earn an annual 2% Reward on Costco Travel purchase. [Learn more](#).

Please do not reply to this message. Replies are directed to an unmonitored mailbox.



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LEARN MORE ►

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Booking Date: October 29, 2019
View/Print Date: November 30, 2019
Costco Membership #: [REDACTED]
Member Name: BEATRIZ DIERINGER
Departure Date: December 04, 2019

P.O. Box 34404, Seattle, WA 98124-9775

Reservations: 1-800-239-7075	Assistance While Traveling: 1-866-317-4711
Monday - Friday 05:00 AM - 09:00 PM(Pacific Time)	Monday - Friday 05:00 AM - 09:00 PM(Pacific Time)
Saturday - Sunday 06:00 AM - 05:30 PM(Pacific Time)	Saturday - Sunday 06:00 AM - 09:00 PM(Pacific Time)

YOUR TRIP INFORMATION

Costco Travel Confirmation Number: [REDACTED]

Avis Confirmation Number:

23361018US2

RENTAL INFORMATION

Renter Name: Beatriz Dieringer

Rental Price: \$210.66

The price includes \$15 in coupon savings and up to 25% off Avis base rates.

	Date	Location	Time
Pick-up:	12/4/19	Oakland Intl Airport	12:00 PM
Drop-off:	12/6/19	Oakland Intl Airport	06:30 PM
Car Type:	Avis - Economy Car		

Price Summary

Car Rental	\$156.60
Taxes and fees	\$54.06
Total Rental Price	\$210.66

Know Before You Go

- One additional driver fee will be waived for Costco members at locations in the U.S.
- Should you wish to make a change to your reservation, book a new reservation with the updated information and then cancel your original reservation. There are no penalties to cancel at any time.
- The renter must present their Costco membership card at the time of pickup.
- Automobile insurance, optional equipment and other services may be added for an additional cost at the time of pickup.
- Please carefully review your rental agreement at the counter prior to signing to ensure all information, charges and changes, if any, are correct.

ADDITIONAL INFORMATION



Economy Car



- Ford Fiesta or similar
- AUTOMATIC transmission, Air conditioning
- Unlimited mileage

Pick-up:	Wed, Dec 04, 2019	Time: 12:00 PM
	Oakland Intl Airport	

SOUTHWEST AIRLINES
TSA PRE
DIERINGER/BEATRIZ

BOARDING PASS

SOUTHWEST AIRLINES
OPEN SEATING

40

BEATRIZ DIERINGER

FLIGHT 5683

GATE B17

SEP 24, 2021

CONFIRMATION NUMBER: 3ZD46H

FROM TO FLT TIME FB BOARDING
SMF LAX 5683 06:40PM Z 06:10PM

EARLY BIRD

BOARDING
GROUP

A

POSITION

40

DIERINGER/BEAT
CONF 3ZD46H
SEP 24, 2021

5683 SACRAMENTO INTERNAT
TO LOS ANGELES

225244364
RR ERBD

A 40

WN40796D 3ZD46H

BEATRIZ DONOGHUE DIERINGER | Account # [REDACTED] | June 5 - July 4, 2021

Transactions

Transaction Date	Posting Date	Description	Reference Number	Account Number	Amount	Total
06/17	06/21	SOUTHWES 5261400211533800-435-9792 TX	8928	5935	107.88	
		DIERINGER/BE 09/22 LAX/SMF RNDTRP SMF/LAX				
06/17	06/21	SWA*EARLYBRDS269892574862800-435-9792 TX	8936	5935	40.00	

BEATRIZ DONOGHUE DIERINGER | Account # [REDACTED] | September 5 - October 4, 2021

Transactions

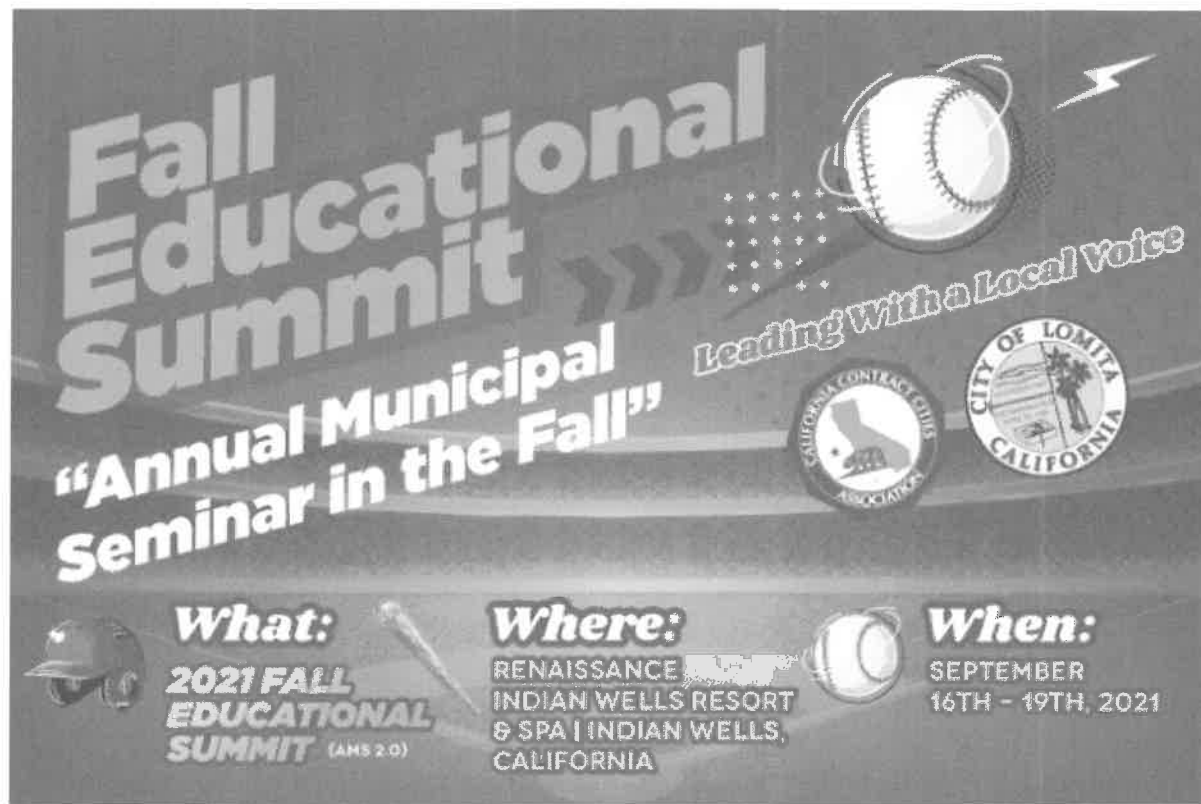
Transaction Date	Posting Date	Description	Reference Number	Account Number	Amount	Total
09/19	09/20	BUDGET RENT A CAR LOS ANGELES CA	2027	5935	214.16	
09/20	09/20	AIRPORTPARKINGRESERVATION8007275464 CA	5608	5935	53.07	
09/17	09/21	RENAISSANCE HOTELS PAL INDIAN WELLS CA	8953	5935	525.04	
		ARRIVAL DATE 09/17/21				
09/19	09/22	EXXONMOBIL 97623037 EL SEGUNDO CA	0932	5935	55.26	
09/22	09/23	UBER TRIP HELP.UBER.COMCA	4064	5935	22.99	
09/22	09/23	UBER TRIP HELP.UBER.COMCA	5574	5935	4.58	
09/23	09/24	[REDACTED]	0501	5935		
09/25	09/25	UBER TRIP HELP.UBER.COMCA	6675	5935	32.30	
09/25	09/27	SHERATON SACRAMENTO CA	6834	5935	465.20	
		ARRIVAL DATE 09/22/21				

BEATRIZ DONOGHUE DIERINGER | Account # [REDACTED] | October 5 - November 4, 2021

Transactions

Transaction Date	Posting Date	Description	Reference Number	Account Number	Amount	Total
10/08	10/11	CATAMARAN RESORT HOTEL ANSAN DIEGO CA	6582	5935	503.00	
		ARRIVAL DATE 10/06/21				
10/08	10/11	SHELL OIL 10005958003 TORRANCE CA	4636	5935	27.97	
10/08	10/11	[REDACTED]	1312	5935		
10/09	10/11	BUDGET RENT A CAR TORRANCE CA	6181	5935	215.29	

From: California Contract Cities Association
Sent: Friday, July 9, 2021 10:58 AM
To: ddabea@msn.com
Subject: 2021 Fall Educational Summit Registration Now Open!



When

Friday, September 17, 2021 at
8:00 AM PDT
-to-
Sunday, September 19, 2021 at
12:00 PM PDT
[Add to Calendar](#)

Where

Renaissance Esmeralda Resort
& Spa - Indian Wells
44400 Indian Wells Ln
Indian Wells, CA 92210

Dear Contract Cities Family,

Registration is now open for our 2021 Fall Educational Summit (Annual Seminar in the Fall). Join us as the California Contract Cities Association welcomes you all back to our first in-person conference in more than a year. This Fall, we are back at our second home in Indian Wells. The format of this year's Fall Educational Summit will mirror what would have been our Annual Municipal Seminar, including our annual golf tournament. We can't wait to see all your smiling faces in person once again. Be sure to register early because our discounted rooms will sell out quickly.

Golf Tournament

7062	DIERINGER/BEATRIZ	222.00	09/19/21	11:09	55259	43655
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
PVQQ			09/17/21	11:59		
TYPE			ARRIVE	TIME		
34						
ROOM	ADDRESS	PAYMENT			MBV#:	XXXXX2890
CLERK						
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE		
09/17	GRSRTCHG	RESRTCHG	5.00			
09/17	ROOM TX	RESRTCHG	.76			
09/17	ROOM GR	7062, 1	222.00			
09/17	CITY TAX	7062, 1	27.20			
09/17	BIDTAX3%	7062, 1	6.66			
09/17	CA FEE	7062, 1	.90			
09/18	ROOM GR	7062, 1	222.00			
09/18	CITY TAX	7062, 1	27.20			
09/18	BIDTAX3%	7062, 1	6.66			
09/18	CA FEE	7062, 1	.90			
09/18	GRSRTCHG	RESRTCHG	5.00			
09/18	ROOM TX	RESRTCHG	.76			
09/19	CCARD-VS			525.04		
	PAYMENT RECEIVED BY: VISA BK					.00

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com)

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See members.marriott.com for new Marriott Reward benefits.



Mark your calendars for Annual Conference department meetings!

Jul 15, 2021

Registration is open for the 2021 League of California Cities Annual Conference and Expo.

Held September 22 - 24 in Sacramento, the annual meeting allows city leaders to gain perspectives and knowledge on challenging, real-world issues facing cities, as they deepen relationships and share their own knowledge with others in similar fields. Over 1,000 city officials — an all-time high — have already registered for this year's conference.

Want to attend one of the largest gatherings of city officials and save a little money? Early bird registration closes on Friday, July 16! Full conference registration includes admission to the expo and educational sessions, Wednesday host-city reception, networking events, Thursday grab-and-go breakfast, lunch with exhibitors, and the Friday closing luncheon. Plus, get access to the CitiPAC and Diversity Caucus receptions. Be sure to sign up soon to secure your preferred accommodations.

Meet Colleagues from Throughout California

Cal Cities' city departments are made up of city leaders in similar professions from throughout California. At the **[Annual Conference and Expo \(/education-and-events/event/2021/09/22/default-calendar/annual-conference-and-expo\)](#)**, members discuss the issues they are facing, hear timely legislative updates, and ultimately find common ground, which propels their work on unified department goals, and

Thank you BEATRIZ! Your airport parking has been booked and confirmed!

Reservation Overview

Reservation Details

Reservation ID: 8163665

Reservation Made By: BEATRIZ DIERINGER

Reservation Status: Open

We have sent you a copy of this transaction to the email provided on checkout

Parking Lot Details



405 Airport Parking

9800 S La Cienega Blvd., Inglewood, CA, US, 90301

[Get Directions](#)

310-216-9235

Your Parking Details

Person Parking: BEATRIZ DIERINGER

Check-in: 09/22/2021 06:30 AM

Check-out: 09/24/2021 09:15 PM

Parking Duration: 3 Days of parking ⓘ

Parking Type: Self Indoor

Payment Breakdown

Parking Price (3 Days of parking) ⓘ	\$45.75
Service Charge	\$5.99
Lot Taxes & Fees*	\$6.33
Discount	-\$5.00
Total	\$53.07

You Paid **\$53.07**
You were charged \$53.07 USD for this transaction.

Remaining Due at Parking Lot **\$0.00**

**Lot Taxes & Fees Include the Following*

City Parking Tax / Fee	\$4.58
Airport Access Fee	\$1.75

You must show a printed copy of your receipt at the parking lot

For Parking Lot Use Only

Payment Summary

\$0.00 Remaining Balance Due

\$15.25 Guaranteed Daily Rate

Cashier Instructions

Cashier: This is a pre-paid reservation. If the customer's length of stay matches the itinerary above, there is no charge to the customer.

Customer Information

How Changes Affect Total

Because this is an exclusive rate, it cannot be combined with other coupons, offers, discounts, or promotions.

Cancellation / Changes

You may cancel your reservation for a full refund (including the service fee) within the first 24 hours after your reservation was originally submitted. Reservations canceled after 24 hours will not be refunded the service fee.

We are unable to accept cancellations after the scheduled parking arrival date, nor can we make any changes to an existing reservation. Partial refunds are not issued for schedule changes or early returns.

You can cancel your reservation directly from our [Help page](#), or [contact us](#).

Parking Lot Details

24-hour complimentary shuttle service to and from LAX is available for all guests every 15-25 minutes.

Arrival and Airport Pickup Info

Enter 405 Airport Parking off of 99th Street and La Cienega Blvd. Obtain a ticket and proceed to park your vehicle on levels 5 and above. Proceed down the elevator to the 1st floor and catch the complimentary shuttle to LAX just outside of the parking facility where you entered. You will see a sign for the shuttle pick up location. Please note that the garage has a maximum clearance of 6'5". Please note, while covered parking is usually available, guests may be required to park on the rooftop of the parking structure during peak periods.

After obtaining your luggage, proceed outside to the red sign marked "Hotel & Courtesy Shuttles" and call for a shuttle at (310) 216-9235 or text "pick up" with your terminal to (310) 439-5335.

Please note, while covered parking is usually available, guests may be required to park on the rooftop of the parking structure during peak periods.

From: Southwest Airlines
Sent: Saturday, September 18, 2021 12:34 PM
To: ddabea@msn.com
Subject: 09/22 Sacramento trip (3ZD46H): Get prepared to fly!

Book a hotel, car, and add EarlyBird Check-In.
[View our mobile site](#) | [View in Browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

Travel notice

If you're bringing any batteries, portable chargers, e-cigarettes or lighters on your trip, make sure they're with you or packed in your carryon bag. [Learn more](#).

September 22 - September 24

[Full itinerary](#)

LAX  **SMF**

Los Angeles to Sacramento

Confirmation # **3ZD46H**

PASSENGER

Beatriz Dieringer

[Check in](#)

Your complete itinerary

Flight 1: Wednesday 09/22/2021

**FLIGHT
1645**

DEPARTS

LAX 8:25AM

Los Angeles



ARRIVES

SMF 9:50AM

Sacramento

Flight 2: Friday 09/24/2021

**FLIGHT
5683**

DEPARTS

SMF 6:40PM

Sacramento



ARRIVES

LAX 8:10PM

Los Angeles

Sheraton Grand Sacramento Hotel
 1230 J Street
 Sacramento, CA 95814
 United States
 Tel: 916-447-1700 Fax: 916-447-1701



BEATRIZ DIERINGER
 LG3078 - LG_LCC 2021 Annual Conference

Page Number	:	1	Invoice Nbr	:	1032814
Guest Number	:	2380294			
Folio ID	:	A			
Arrive Date	:	22-SEP-21	10:44		
Depart Date	:	24-SEP-21	12:00		
No. Of Guest	:	1			
Room Number	:	1132			
Marriott Bonvoy Number	:	2890			

Information Invoice

Tax ID :

Sheraton Sacra SACSI SEP-24-2021 05:00 9999

Date	Reference	Description	Charges (USD)	Credits (USD)
22-SEP-21	RT1132	Room Chrg - Grp - Association	200.00	
22-SEP-21	RT1132	County Tax	0.60	
22-SEP-21	RT1132	City/Local Tax	8.00	
22-SEP-21	RT1132	Occupancy/Tourism	24.00	
23-SEP-21	RT1132	Room Chrg - Grp - Association	200.00	
23-SEP-21	RT1132	County Tax	0.60	
23-SEP-21	RT1132	City/Local Tax	8.00	
23-SEP-21	RT1132	Occupancy/Tourism	24.00	
SEP-24-2021	VI	Visa		-465.20

Approve EMV Receipt for VI - 5935: Signature Captured
 TC:F2A17EBED0ACEDD8 IAD:0601120360A000 TVR:8080008000
 AID:A0000000031010 Application Label:VISA CREDIT

** Total	465.20	-465.20
*** Balance	0.00	

Continued on the next page

From: California JPIA

Sent: Friday, August 6, 2021 11:14 AM

To: Beatriz Dieringer

Subject: Registration Confirmed - 26th Annual California JPIA Risk Management Educational Forum



Dear Beatriz,

Your Forum registration has been confirmed: please save this email for future reference.

Your Forum registration does not include hotel accommodations. The forum room rate is \$199 per night for forum participants, not including taxes. The daily self-parking fee is \$27, while valet parking is \$50. Wireless internet access is complimentary in the public areas of the hotel.

To reserve your room nights, please click [Catamaran Resort Hotel reservations](#) or call [858-488-1081](tel:858-488-1081) and ask for the forum group rate.

CATAMARAN

RESORT HOTEL

and Spa

3999 Mission Boulevard
San Diego, CA 92109
Phone: (858) 488-1081

Beatriz Dieringer

ARRIVAL	10/06/21
DEPARTURE	10/08/21
NO. IN PARTY	1
RATE	199.00

ACCT NO.

ROOM NO. 154

Folio #: RCAT6BA5B

NO.	DATE	DESCRIPTION	AMOUNT
1	10/06/2021	ROOM CHARGE -	\$199.00
2	10/06/2021	*SDTMD ASSESSMENT	\$3.98
3	10/06/2021	TRANSIENT OCC TAX	\$20.90
4	10/06/2021	CA TOURISM ASSESSMENT	\$0.62
5	10/06/2021	SELF PARKING 5 - Recurring: Dieringer 154	\$27.00
6	10/07/2021	ROOM CHARGE -	\$199.00
7	10/07/2021	*SDTMD ASSESSMENT	\$3.98
8	10/07/2021	TRANSIENT OCC TAX	\$20.90
9	10/07/2021	CA TOURISM ASSESSMENT	\$0.62
10	10/07/2021	SELF PARKING 5 - Recurring: Dieringer 154	\$27.00
* Balance Due *			\$503.00

GUEST SIGNATURE _____

* SAN DIEGO TOURISM MARKETING DISTRICT ASSESSMENT

REGARDLESS OF CHARGE INSTRUCTIONS, I AGREE THAT MY PERSONAL LIABILITY FOR THIS BILL IS NOT WAIVED AND I AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT THE INDICATED PERSON, COMPANY, OR ASSOCIATION FAILS TO PAY FOR ANY PART OF THE CHARGES. THE HOTELS LIABILITY IS LIMITED PURSUANT TO APPLICABLE LAW.

Transactions

Transaction Date	Posting Date	Description	Reference Number	Account Number	Amount	Total
05/12	05/17	RENAISSANCE HOTELS PALM INDIAN WELLS CA ARRIVAL DATE 05/12/22	2612	5935	797.91	

06/02	06/04	USC TRANS SVCS PAY BY SPALOS ANGELES CA	1800	5935	6.00	
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3108 ROOM	DIERINGER/BEA NAME	225.00 RATE	05/15/22 DEPART	12:00 TIME	45639 ACCT#	45150 GROUP
SCQQ	CITY OF ROLLING HILL		05/12/22 ARRIVE	19:49 TIME		
TYPE 37						
ROOM CLERK	ADDRESS	VSXXXXXXXXXXXX5935 PAYMENT			MBV#: XXXXX2890	
DATE	REFERENCES		CHARGES	CREDITS	BALANCES DUE	
05/12	GRSRTCHG	RESRTCHG	5.00			
05/12	ROOM TX	RESRTCHG	.76			
05/12	ROOM GR	3108, 1	225.00			
05/12	CITY TAX	3108, 1	27.56			
05/12	TBIDASMT	3108, 1	6.75			
05/12	CA FEE	3108, 1	.90			
05/13	GRSRTCHG	RESRTCHG	5.00			
05/13	ROOM TX	RESRTCHG	.76			
05/13	ROOM GR	3108, 1	225.00			
05/13	CITY TAX	3108, 1	27.56			
05/13	TBIDASMT	3108, 1	6.75			
05/13	CA FEE	3108, 1	.90			
05/14	GRSRTCHG	RESRTCHG	5.00			
05/14	ROOM TX	RESRTCHG	.76			
05/14	ROOM GR	3108, 1	225.00			
05/14	CITY TAX	3108, 1	27.56			
05/14	TBIDASMT	3108, 1	6.75			
05/14	CA FEE	3108, 1	.90			
						797.91

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com/privacy)

From: Los Angeles County Division, League of California Cities

Sent: Tuesday, May 31, 2022 10:02 AM

To: ddabea@msn.com

Subject: Last Chance to Register for Division General Membership Meeting - June 2, 2022



General Membership Meeting

**June 2, 2022
6:00 - 8:30 p.m.**

**The USC Hotel
Los Angeles, California**

with Special Guests



**Fernando Guerra
Founding Director, StudyLA, Loyola Marymount University**

**Brianne Gilbert
Managing Director, StudyLA, Loyola Marymount University**

**Honorable Steven Bradford
Senator, California State Senate**