



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, October 10, 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. 1312

Next Ordinance No. 380

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.

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 OCTOBER 10, 2022

RECOMMENDATION: Approve.

[CL_AGN_221010_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: SEPTEMBER 26, 2022

RECOMMENDATION: Approve as presented.

[CL_MIN_220926_CC_F.pdf](#)

- 7.D. PAYMENT OF BILLS.

RECOMMENDATION: Approve as presented.

[CL_AGN_221010_CC_PaymentOfBills.pdf](#)

- 7.E. ADOPT BY RESOLUTION NO. 1310 AUTHORIZING A BUDGET MODIFICATION OF \$11,645.18 TO REFUND MIKE AND MARCIA SCHOETTLE FOR OVERPAYMENT TO THE EASTFIELD DRIVE ASSESSMENT DISTRICT AD-2021-1

RECOMMENDATION: Approve as presented and Adopt Resolution No. 1310

[September26_2022StaffReport.pdf](#)

[ResolutionNo1310_SchoettlerRefund_BudgetAmendment.pdf](#)

- 7.F. ADOPT RESOLUTION NO. 1311 MEMORIALIZING A REVISION IN THE GENERAL FUND RESERVES POLICY

RECOMMENDATION: Adopt Resolution No. 1311.

[ResolutionNo1311_ReservePolicies_Amendment.pdf](#)

- 7.G. REVIEW AND APPROVE THE 2022 HOLIDAY OPEN HOUSE FINAL GUEST LIST

RECOMMENDATION: Approve as presented.

[CL_AGN_220930_CC_HolidayOpenHouse_ProposedInviteList.pdf](#)

8. EXCLUDED CONSENT CALENDAR ITEMS

9. COMMISSION ITEMS

10. PUBLIC HEARINGS

11. OLD BUSINESS

- 11.A. REPORT ON STAFF'S DIRECTION FROM CITY COUNCIL DURING THE SEPTEMBER 26, 2022 MEETING; CONSIDER PROJECT OPTIONS PROPOSED BY HQE; AND DIRECT STAFF TO PURSUE SOLUTION B WITH HQE

RECOMMENDATION: Receive report, consider project options, and direct staff to pursue Solution B with HQE.

[CL_AGN_220912_HQE Systems_Feasibility Study.pdf](#)

[CL_AGN_CC_220926_Sound Propagation Info V2.1 9-20-22.pdf](#)

[CL_AGN_CC_221010_RHCA Letter_Easements 9-28-22.pdf](#)

[CL_AGN_CC_221010_FlowChart_Process to Activate Outdoor Siren System.pdf](#)

[CL_AGN_CC_221010_RHCA Response Letter 10-6-22.pdf](#)

12. NEW BUSINESS

- 12.A. RECEIVE A REPORT FROM RESIDENT ON 3 MIDDLE RIDGE LANE NORTH AND DIRECT STAFF TO ASSESS THE CONDITION OF THE STORM DRAIN SYSTEM THAT RUNS FROM MIDDLE RIDGE LANE SOUTH TO MIDDLE RIDGE LANE NORTH

RECOMMENDATION: Direct staff to conduct a condition assessment.

[PW_DRA_220107_AsBuilts_MiddleridgeLane_6650 U1-B.pdf](#)

[PW_DRA_220107_FloodDistrictAGR_MiddleridgeLane_6650U1-B_Contract18374.pdf](#)

[PW_DRA_220923_3MiddleridgeLnN_SitePlan.pdf](#)

[PW_DRA_220923_3MiddleridgeLnN_Pics.pdf](#)

[PW_DRA_220923_1MiddleridgeLnN_Pics.pdf](#)

- 12.B. CONSIDER A PROFESSIONAL SERVICES AGREEMENT WITH S&K CONSULTING SERVICES TO EVALUATE EXISTING CITY HALL HEATING, VENTILATION AND AIR CONDITIONING (HVAC) AND PROVIDE AN ENGINEERING DESIGN TO CONSTRUCT A WORKING SYSTEM FOR A NOT-TO-EXCEED FEE OF \$25,100

RECOMMENDATION: Receive and file. Direct staff to prepare a Professional Services Agreement with S&K Consulting Services for a not-to-exceed amount of \$25,100.00

[PW_CHC_220902_CHC_HVAC_RFP_F.pdf](#)

[PW_CHC_221005_CHC_HVAC_FeeSummary_Evaluation.pdf](#)

[PW_CHC_221005_CHC_HVAC_ProjectEvaluation_Summary.pdf](#)

13. MATTERS FROM THE CITY COUNCIL

- 13.A. REPORT ON CONFERENCES, MEETINGS, TRAINING AND OR WORKSHOPS ATTENDED BY COUNCIL MEMBERS

RECOMMENDATION: Receive and file reports.

[ResolutionNo1304_AB1234_ReimbursementPolicyUpdate_A_E.pdf](#)

14. MATTERS FROM STAFF

- 14.A. FIRE FUEL ABATEMENT ENFORCEMENT QUARTERLY REPORT FOR THE THIRD QUARTER OF 2022 (JULY 1 THROUGH SEPTEMBER 30)

RECOMMENDATION: Receive and file.

[Opened Cases Q3 2022.pdf](#)

[Closed Cases Q3 2022.pdf](#)

[Cumulative Open Cases.pdf](#)

[Cumulative List.pdf](#)

- 14.B. CONSIDER CANCELLATION OF NOVEMBER 28, 2022 REGULAR CITY COUNCIL MEETING AND SCHEDULE A SPECIAL CITY COUNCIL MEETING ON DECEMBER 13, 2022

RECOMMENDATION: Approve as presented.

15. RECESS TO CLOSED SESSION

- 15.A. EMPLOYEE PERFORMANCE EVALUATION GOVERNMENT CODE SECTION 54957, TITLE CITY MANAGER

RECOMMENDATION: Conduct City Manager Performance Evaluation.

16. RECONVENE TO OPEN SESSION

17. ADJOURNMENT

Next regular meeting: Monday, October 24, 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.: 7.A
Mtg. Date: 10/10/2022

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 OCTOBER 10, 2022

DATE: October 10, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve.

ATTACHMENTS:

[CL_AGN_221010_CC_AffidavitofPosting.pdf](#)



Administrative Report

7.A., File # 1479

Meeting Date: 10/10/2022

To: MAYOR & CITY COUNCIL

From: Christian Horvath, City Clerk

TITLE

APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF OCTOBER 10, 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	October 10, 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: October 7, 2022



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.B
Mtg. Date: 10/10/2022

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: October 10, 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: 10/10/2022

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: SEPTEMBER 26, 2022

DATE: October 10, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[CL_MIN_220926_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 Black presiding.

2. ROLL CALL

Councilmembers Present:

Dieringer, Pieper, Mirsch, Mayor Pro Tem Wilson, Mayor Black

Councilmembers Absent:

None

Staff Present:

Elaine Jeng, City Manager

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

Patrick Donegan, Deputy City Attorney

John Signo, Planning & Community Services Director

Vanessa Hevener, Senior Management Analyst

3. PLEDGE OF ALLEGIANCE – Mayor Pro Tem Wilson

4. PRESENTATIONS/PROCLAMATIONS/ANNOUNCEMENTS – NONE

5. BLUE FOLDER ITEMS (SUPPLEMENTAL)

Motion by Councilmember Pieper, seconded by Councilmember Mirsch to receive and file supplemental items for 7G and 12A. Motion carried unanimously with the following vote:

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

NOES: None

ABSENT: None

6. PUBLIC COMMENT ON NON-AGENDA ITEMS

Public Comment: Arun Bhumitra

7. CONSENT CALENDAR

7.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF SEPTEMBER 26, 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: SEPTEMBER 12, 2022

7.D. PAYMENT OF BILLS

7.E. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR JULY & AUGUST 2022

7.F. PULLED BY COUNCILMEMBER DIERINGER

- 7.G. APPROVE FIFTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH THE PALOS VERDES PENINSULA LAND CONSERVANCY TO PROVIDE ONE-YEAR FIRE FUEL MAINTENANCE SERVICE FOR PHASES 1, 3 AND 4 AREAS AND ADOPT BY RESOLUTION NO. 1307 AUTHORIZING A TRANSFER OF \$33,500.00 FROM THE GENERAL FUND RESERVES TO THE GENERAL FUND FOR FIRE FUEL MANAGEMENT SERVICES**
- 7.H. ADOPT RESOLUTION NO. 1308 ACCEPTING THE TRANSFER OF \$1,000,000 OF THE COUNTY OF LOS ANGELES RULE 20A WORK CREDITS AND AUTHORIZE THE CITY MANAGER TO EXECUTE NECESSARY DOCUMENTS TO ENABLE THE TRANSFER OF SAID WORK CREDITS**
- 7.I. REPORT ON AUGUST 2ND EMERGENCY NOTIFICATION EXERCISE USING ALERT SOUTH BAY AND EMERGENCY INFORMATION SYSTEM**
- 7.J. PULLED BY COUNCILMEMBER DIERINGER**
- 7.K. RECEIVE A FINANCIAL REPORT FOR THE EASTFIELD DRIVE ASSESSMENT DISTRICT AD-2021-1, AND DIRECT STAFF TO REIMBURSE RESIDENTS MIKE AND MARCIA SCHOETTLE FOR OVERPAYMENT OF \$11,645.18**
- 7.L. PULLED BY STAFF FROM AGENDA**
- 7.M. PULLED BY COUNCILMEMBER DIERINGER**

Motion by Councilmember Pieper, seconded by Councilmember Dieringer to approve Consent Calendar, excluding Items 7F, 7J, 7L, and 7M. Motion carried unanimously with the following vote:

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

8. EXCLUDED CONSENT CALENDAR ITEMS

- 7.F. APPROVE PROFESSIONAL SERVICES AGREEMENT WITH GMU GEOTECHNICAL, INC. FOR SERVICES SPECIFIC TO THE CITY HALL ADA IMPROVEMENTS PROJECT AND ADOPT BY RESOLUTION NO. 1306 AUTHORIZING A NOT TO EXCEED TRANSFER OF \$9,695.00 FROM THE GENERAL FUND RESERVES TO THE GENERAL FUND FOR GEOTECHNICAL SERVICES**

Motion by Councilmember Dieringer, seconded by Councilmember Pieper to approve as presented with one typographic change to section 6 in the Agreement and adopt Resolution No. 1306. Motion carried unanimously with the following vote:

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

- 7.J. RECEIVE AND FILE ASSEMBLY BILL (AB) 939 ANNUAL REPORT FOR CALENDAR 2021 TO THE CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE)**

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

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

7.M. RECOMMEND APPROVAL TO PAY TYLER TECHNOLOGY \$3,000 FOR WORK ENGAGED BY PREVIOUS FINANCE DIRECTOR

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

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

9. COMMISSION ITEMS – NONE

10. PUBLIC HEARINGS

10.A. CONSIDER AND APPROVE RESOLUTION NO. 1309 OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ADOPTING THE 2021-2029 ROLLING HILLS HOUSING ELEMENT AND ASSOCIATED MITIGATED NEGATIVE DECLARATION

Presentation by John Signo, Planning & Community Services Director
Barry Miller, Consultant
Victoria Boyd, Chambers Group, Inc.

Public Comment: Melissa McNabb

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Wilson to approve Resolution No. 1309 adopting the Mitigated Negative Declaration and the 2021-2029 Rolling Hills Housing Element.

Friendly amendment by Councilmember Mirsch to make typographical changes throughout document reflecting “low income or seniors” for consistency. The friendly amendment was accepted.

Motion carried unanimously with the following vote:

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

11. OLD BUSINESS

11.A. RECEIVE REPORT ON THE SEPTEMBER 15, 2022 ROLLING HILLS COMMUNITY ASSOCIATION (RHCA) BOARD MEETING ON THE CITY'S OUTDOOR SIREN PROJECT; CONSIDER PROJECT OPTIONS PROPOSED BY HQE; AND PROVIDE DIRECTION TO STAFF

Presentation by Vanessa Hevener, Senior Management Analyst

Motion by Councilmember Pieper, seconded by Councilmember Dieringer (as clarified by City Manager Jeng) to have staff: 1) determine the use scenarios for siren only and siren/audio component; 2) talk to the Rolling Hills Community Association to have them opine on their requirements if the poles are to be located within easements. Motion carried unanimously with the following vote:

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

12. NEW BUSINESS

12.A. RECEIVE AND FILE RESIDENT DUSTIN MCNABB'S PRESENTATION ON HOME-BASED FIRE FIGHTING SYSTEM

Presentation by Vanessa Hevener, Senior Management Analyst
Dustin McNabb, Resident

Public Comment: Arlene Honbo, Alfred Visco

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

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

12.B. DISCUSS AN UPDATE ON THE COMMUNITY WILDFIRE PROTECTION PLAN (CWPP)

Presentation by Vanessa Hevener, Senior Management Analyst

Motion by Councilmember Mirsch, seconded by Mayor Pro Tem Wilson directing staff to share the updated CWPP with the community. 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. RECEIVE A REPORT ON THE SEPTEMBER 13, 2022 FIRE FUEL COMMITTEE MEETING AND APPROVE THE COMMITTEE'S RECOMMENDATIONS

Presentation by Vanessa Hevener, Senior Management Analyst

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

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

Motion by Mayor Pro Tem Wilson, seconded by Councilmember Mirsch to approve Recommendation #1: Develop a preferred list of vendors/providers and pricing for fire fuel removal services that could be used as a resource for the community on canyon management. If necessary, Staff is to work with RHCA.

Motion carried unanimously with the following vote:

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

NOES: None
ABSENT: None

Motion by Councilmember Dieringer, seconded by Councilmember Pieper to approve Recommendation #2: Discuss fire safety and canyon management at the Rolling Hills Community Association's Annual Meeting. Motion carried unanimously with the following vote:

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

Primary Motion by Councilmember Mirsch, seconded by Councilmember Pieper to approve Recommendation #3: Develop an assessment tool to quantify and/or measure progress on canyon management. For example, explore the use of drones to provide visual evidence of progress made.

Substitute motion by Councilmember Dieringer to table the discussion until there is additional information with specifics. Councilmember Dieringer withdrew the substitute motion

Motion carried unanimously with the following vote:

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

14. MATTERS FROM STAFF

14.A. DISCUSS ITEMS PROVIDED IN COMMISSION REPORTS AND RESPONSIBILITIES OF THE PLANNING COMMISSION AND CITY COUNCIL ON DEVELOPMENT PROJECTS

Presentation by John Signo, Planning & Community Services Director

Motion by Councilmember Dieringer, seconded by Councilmember Pieper directing staff to provide the following in future agendaized Commission Items as posited by staff: 1) Legible Proximity Map; 2) Planning Commission Vote; 3) Any issues raised by residents in opposition (or Planning Commissioners in the minority vote) and whether they were addressed via explanation or project changes; 4) Required findings for any discretionary review (including variances) and the basis (facts and evidence) to support such finding(s); 5) Graph/chart of the lot size/setbacks for existing and proposed etc. 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: 10:09 P.M.

Hearing no further business before the City Council, the meeting was adjourned in memory of Rolling Hills Resident Dardy Cronin at 10:09 p.m on September 26, 2022. The next regular meeting of the City Council is scheduled to be held on Monday, October 10, 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: 10/10/2022

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: October 10, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[CL_AGN_221010_CC_PaymentOfBills.pdf](#)

CITY OF ROLLING HILLS
AP23-010, & ACH23-015-ACH23-016
 Check Run 09-16- TO 10-10-2022

Check No.	Check Date	Payee	Description	Amount
027783	10/10/2022	Best Best & Krieger LLP	General Services & Undergrounding Services- Aug 2022	5,489.00
	10/10/2022	Best Best & Krieger LLP	Land Use-Professional Services August 2022	3,477.00
CHECK TOTAL			\$ 8,966.00	
027784	10/10/2022	Cell Business Equipment	Red Post Ink Cartridge	183.95
027785	10/10/2022	Chambers Group	Professional Services August 2022 Project 21330	6,539.87
027786	10/10/2022	Elaine Jeng	Reimbursement for Meeting with LA Co Fire on 9-22-2022	147.26
027787	10/10/2022	Environmental Design Associates	Landscape Plan Review, MWELO Compliance	1,250.00
027788	10/10/2022	Kris Doolin	C&D Reimbursement Permit 733 16 Crest Road East	750.00
027789	10/10/2022	County of Los Angeles	August 2022 Animal care Housing Costs	785.55
027790	10/10/2022	LA County Sheriff's Department	August 2022 Law Enforcement Services	32,207.74
027791	10/10/2022	Madden Contractors Inc.	C&D reimbursement Permit 843 8 Upper Blackwater Canyon	1,000.00
027792	10/10/2022	McGowan Consulting	Municipal Stormwater Consulting Services August 22	2,610.00
027793	10/10/2022	Rosa Cursage	Reimbursement for Utility Pole Removal 38 Saddleback Rd.	2,000.00
027794	10/10/2022	Southern California Edison	RULE 20B- UG INSTALL @ 45 Eastfield Dr.	16,800.00
027795	10/10/2022	Mike & Marcia Schoettle	Reimbursement for Eastfield Dr. Assessment District AD-2021-	11,645.18
027796	10/10/2022	Tyler Technologies, Inc.	Implementation LGD Legacy Financials	3,000.00
ACH-114	9/23/2022	Vantagepoint Transfer Agents - 306580	ICMA PR Ending 9-20-22	1,912.49
ACH-115	9/23/2022	CalPERS	PERS Retirement PR Ending 9-20-22	4,040.75
ACH-116	9/16/2022	Southern California Edison	Electricity Usage 08 17 22 to 09 15 22	406.87
ACH-117	9/22/2022	Southern California Edison	Electricity usage 08-23-2022 to 09-21-22 ACCT#8030	2,136.19
				\$ 96,381.85

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

96,381.85 for the payment of above items.

Elaine Jeng, P.E., City Manager

10/5/2022



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.E
Mtg. Date: 10/10/2022

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: ADOPT BY RESOLUTION NO. 1310 AUTHORIZING A BUDGET MODIFICATION OF \$11,645.18 TO REFUND MIKE AND MARCIA SCHOETTLE FOR OVERPAYMENT TO THE EASTFIELD DRIVE ASSESSMENT DISTRICT AD-2021-1

DATE: October 10, 2022

BACKGROUND:

At the September 26, 2022 City Council meeting the Council unanimously approved a reimbursement of \$11,645.18 to Mike and Marcia Schoettle for unspent funds for the Eastfield Drive Assessment District AD 2021-1. This resolution memorializes the budget amendment for FY 2022-23.

DISCUSSION:

None.

FISCAL IMPACT:

The budget modification would require the use of \$11,645.18 in available reserves in the Utility Fund.

RECOMMENDATION:

Approve as presented and Adopt Resolution No. 1310

ATTACHMENTS:

[September26_2022StaffReport.pdf](#)

[ResolutionNo1310_ SchoettleRefund_BudgetAmendment.pdf](#)



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.K
Mtg. Date: 09/26/2022

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 A FINANCIAL REPORT FOR THE EASTFIELD DRIVE ASSESSMENT DISTRICT AD-2021-1, AND DIRECT STAFF TO REIMBURSE RESIDENTS MIKE AND MARCIA SCHOETTLE FOR OVERPAYMENT OF \$11,645.18.

DATE: September 26, 2022

BACKGROUND:

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

Each of the property owners within the proposed AD 2021-1 was mailed a ballot and notice of the public hearing. The public hearing on the improvements and assessments was held on March 22, 2021 in accordance with Assessment Law. The City Council received all ballots filed with the City Clerk prior to the conclusion of the hearing. The Council found and determined, based upon the Certificate of Assessment Engineer who conducted the ballot tabulation, that a majority of the ballots received were in opposition to the assessment. In tabulating the ballots, the ballots were weighted according to the proportional financial obligation of the affected property.

DISCUSSION:

The City has previously approved professional services contracts with Stradling Yocca Carlson & Rauth (SYCR), as bond counsel to the City with respect to formation of the proposed AD 2021-1, NV5 as the Assessment Engineer and Urban Futures, Inc., as the City's Municipal Advisor. Itemized expenses relating to the AD 2021-1 are included with this report and summarized below:

- Utility design total expense \$70,500 (City and RHCA contributed 1/3 of total cost)

- Assessment Engineer, NV5 total expense \$31,035 (City and RHCA contributed 1/3 of total cost)
- Financial Advisor, Urban Futures would only be compensated if there was a sale of a bond. No expense for Urban Futures.
- Bond Counsel, Strandling Yocca Carlson & Rauth (SYCR) total expense \$14,293

Following the vote of the property owners, staff was waiting for Urban Futures to invoice the city for their work on AD 2021-1. Meanwhile, funds were collected from the ten property owners that initiated AD 2021-1 for utility design, assessment engineer, and financial advisor. Residents were informed that the collection for bond counsel fee would take place after the final fee was determined. After the vote of property owners, residents Marcia and Mike Schoettle decided to pay the total fee (\$14,293.18) for the bond counsel instead of dividing the cost between ten property owners.

After reaching out to Urban Futures in August, 2022, staff was informed that the agreement with the city required a sale of a bond in order for Urban Futures to be compensated for their work on AD 2021-1. This provision prevented Urban Futures from billing the city. Zero expenses associated with the Financial Advisor resulted in \$11,645.18 of unspent funds for the AD 2021-1. Since Marcia and Mike Schoettle shouldered the entire cost of the bond counsel, staff is recommending that the unspent funds of \$11,645.18 be refunded to the Schoettles.

FISCAL IMPACT:

The previous Finance Director deposited the funds from residents for AD 2021-1 in the Utility Fund. The unspent funds of \$11,645.18 would be refunded to the Schoettles from the Utility Fund.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[Ltr_Schoettle_Undergrounding_Assessment_Engr_Cost_Needed_2019-09-17__SIGNED .pdf](#)
[2022ResidentPayVendorCostSpreadsheet.pdf](#)
[11-15-19__NV5 Professional Services Agreement__Signed Copy.pdf](#)
[Urban Futures Inc Professional Services Agreement with wet signatures.pdf](#)
[Bond Council Agreement SYC&R.pdf](#)

RESOLUTION NO. 1310

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA AUTHORIZING A FISCAL YEAR 2022-2023 BUDGET MODIFICATION APPROPRIATING \$11,645.18 IN THE UTILITY FUND FROM AVAILABLE UTILITY FUND RESERVES TO REFUND MIKE AND MARCIA SCHOETTLE UNSPENT FUNDS

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

Section 1. Recitals.

A. It is the intention of the City Council of the City of Rolling Hills to review the adopted budget from time to time.

B. On September 26, 2022, the City Council Received a financial report for the Eastfield Drive Assessment District (AD-2021-1). As part of this report the City Council was notified that funds in the Utility Fund allocated for the costs of a financial advisor, Urban Futures, could only be paid with the proceeds from the sale of bond for the Assessment District.

C. Previously, Mike and Marcia Schoettle shouldered the entire cost of bond counsel in the amount of \$14,293.18 for the Eastfield Drive Assessment District (AD-2021-1).

D. Since the \$11,645.18 in the Utility Fund allocated for Urban Futures could not be paid, the City Council concurred with staff's recommendation at the September 26, 2022 City Council meeting that these unspent funds be refunded to the Schoettles.

Section 2. The sum of eleven thousand, six hundred and forty-five dollars and eighteen cents (\$11,645.18) is hereby appropriated in the Utility Fund for a refund to Mike and Marcia Schoettle.

Section 3. This Resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book or original resolutions.

PASSED, APPROVED, AND ADOPTED this 10th day of October, 2022

DR. JAMES BLACK
MAYOR

ATTEST:

CHRISTIAN HORVATH
CITY CLERK



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.F
Mtg. Date: 10/10/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ROBERT SAMARIO, FINANCE DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: ADOPT RESOLUTION NO. 1311 MEMORIALIZING A REVISION IN THE GENERAL FUND RESERVES POLICY

DATE: October 10, 2022

BACKGROUND:

Over the last few months, the City Council and Finance Committee have discussed its existing reserve policies, established a number of years ago, to evaluate their adequacy against new and a more comprehensive information that have a bearing on what level of reserves the City should have. On September 12, 2022, City Council ultimately approved the recommendations of the Finance Committee to increase the General Fund reserve policies from 40% to 100% of the prior year audited General Fund revenues.

DISCUSSION:

Virtually every city, if not all, are vulnerable to unexpected events and circumstances that could have a major impact on its finances. The City of Rolling Hills is no exception. The City of Rolling Hills is vulnerable to earthquakes, flooding, and particularly wildfires. As such, it is both prudent and fiscally responsible for all cities to set aside funds in a reserve designated for natural disasters, economic downturns, or any other unexpected event or circumstances that may cause a reduction or disruption to revenues as well as the incurrence of extraordinary costs.

After a review of pertinent information relevant in determining the level of reserves, the City Council approved revising its existing policies to increase reserve requirements from 40% to 100% of the prior year audited revenues. This would establish reserves of approximately \$2.7 million from approximately \$858,000.

FISCAL IMPACT:

There is no immediate fiscal impact. However, the increase in reserve requirements would provide additional resources to the City to respond to events and circumstances that would unexpectedly affect the City's finances.

RECOMMENDATION:

Adopt Resolution No. 1311.

ATTACHMENTS:

[ResolutionNo1311_ReservePolicies_Amendment.pdf](#)

RESOLUTION NO. 1311

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA AUTHORIZING AMENDING THE GENERAL FUND RESERVES POLICY

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

Section 1. Recitals.

A. Over the last few months the City Council and Finance Committee have discussed existing reserves policies and evaluated the adequacy of these policies.

B. After careful review of the existing reserves policy and weighing it against the possible threats to City including earthquakes, flooding and particularly wildfires increasing the City Council approved the Finance Committee's recommendation to increase the reserve requirements from 40% to 100% of the prior year audited revenues.

C. This increase in the reserve policy will allow the City to better respond to natural disasters, economic downturns or other unexpected events or circumstances that may cause a reduction or disruption to revenues or require incurrence of extraordinary costs.

Section 2. The attached Reserve Policies (attached hereto as Exhibit "A") are hereby adopted.

Section 3. This Resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book or original resolutions.

PASSED, APPROVED, AND ADOPTED this 10th day of October, 2022

JAMES BLACK, M.D.
MAYOR

ATTEST:

CHRISTIAN HORVATH
CITY CLERK

Exhibit “A”

CITY OF ROLLING HILLS	ADMINISTRATIVE POLICY/PROCEDURES
FINANCIAL, BUDGET AND DEBT POLICIES	
<i>Original Version Effective: 09/24/2007</i>	See end of document for complete policy history
<i>Current Version Effective: 10/10/2022</i>	

Policy Framework:

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

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

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

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

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

1. Financial Reporting Entity:

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

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

- Public safety through the Los Angeles County Sheriff and Fire Department
- Refuse collection by contract with a private hauler
- Water through California Water Service Company
- Sewer through Los Angeles County Sanitation Districts
- Recreation
- Public improvements
- Planning and zoning
- General administrative and support services

2. Financial Reporting Policies:

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

- The financial report should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, disclose thoroughly with detail sufficient to minimize ambiguity and potential for misleading interferences.
- An annual audit will be performed by an independent public accounting firm with an audit opinion to be included with the City's published Comprehensive Annual Financial Report.
- The City's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units and as a communications device for all significant budgetary issues, trends, and resource choices.
- The City shall evaluate the fiscal impact of proposed changes in employee benefits to be provided. Prior to assuming liability for expanded benefits,

a viable funding plan with estimates of long term impacts shall be incorporated into the analysis.

- The City shall endeavor to avoid committing to new spending for operating or capital improvement purposes until an analysis of all current and future cost implications is completed.
- The City shall endeavor to maintain cash reserves sufficient to fully fund the next present value of accruing liabilities, obligations to employees for vested payroll and benefits and similar obligations as they are incurred.
- The City shall prepare and present to the City Council monthly interim revenue and expenditure reports and a Mid-Year Review to allow evaluation of potential discrepancies from budget assumptions.

3. Internal Control Accounting Policies:

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

- Accounting Records – Maintain accounting records in accordance with Generally Accepted Accounting Principles (GAAP).
- Monthly Posting – Post a monthly record, which maintains each month's activities separate and distinct from another month's work. This provides visibility in locating errors and fixing corrections. Accounting ledgers will be reviewed and reconciled on a monthly basis to supporting documentation – Cash Receipts, Accounts Payable, Payroll and Monthly Journal Entries.
- Sequential Number – Sequentially numbered instruments will be used for checks and cash receipts. Pre-numbered receipts are controlled and accounted for by an individual with no accounting handling responsibilities. The City's pre-numbered checks and pre-numbered cash receipts should be safeguarded in the Vault. All copies of voided receipt forms are retained, accounted for, and documented.
- Audit Trail – The City's accounting records and systems shall provide an audit trail (e.g. paper document) that allows for the tracing of each transaction from its original document to completion.

4. Operating Management Policies:

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

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

5. Capital Management Policies:

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

6. Reserve Policies:

Given the City's vulnerability to natural disasters, such as flooding, mudslides, earthquakes, and wildfires, the City has established a requirement pursuant to this policy document of maintaining a General Fund operating reserve in the form of cash and investments of at least 100% of prior year audited annual General Fund revenues. These funds will be available to not only address the immediate and short-term financial impacts of a natural disaster, but also to cover other unforeseen events and circumstances that have a material financial impact to the General Fund.

In addition, these reserve policies establish the following requirements and/or guidelines:

- One-time revenue windfalls should be designated as a reserve or used for onetime expenditures. The funds should not be used for on-going operations. For purposes of this policy, one-time revenue windfalls shall include:
 - CalPERS rebates
 - Tax revenue growth in excess of 10% in a single year
 - Unexpected revenues (e.g., litigation settlement)
 - Any other revenues the City Council may elect to designate as extraordinary
- All unexpended General Funds from the prior fiscal year will be deposited in the General Fund Reserve Fund (Rainy Day Fund.)

- The City will strive to maintain the Municipal Self-Insurance Fund with a July 1 balance of \$250,000.
- The City will strive to transfer \$250,000 annually into the Utilities Fund for the purpose of building up the necessary balance for underground projects.
- Enterprise Fund (e.g., for refuse collection) user fees and charges will be examined annually to ensure that they recover all direct and indirect costs of the service, provide for capital improvements and maintenance and maintain adequate reserves. Moreover, maintenance of cash reserves will provide a de facto rate stabilization plan. Rate increases shall be approved by the City Council following formal noticing and public hearing. Rate adjustments for enterprise operations will be based on five-year financial plans unless a conscious decision is made to the contrary. The current cash reserves shall be adjusted annually and will be equal to the proposed annual General Fund subsidy to the Refuse Fund and will be budgeted as a Transfer into the Refuse Fund.
- The City has established a Pension Rate Stabilization Program Section 115 Trust. The Trust was created to fund the City's unfunded PERS Pension Liability. As funds are available they would be deposited into the Trust in order to maintain adequate reserves.

7. Budget Policies:

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

A. Categories of Funds

- The City's annual budget contains fifteen different funds managed in conformance with the City's Fund Balance Policy:
 - General Fund
 - Community Facility Fund
 - Self-Insurance Fund
 - Refuse Fund Traffic Fund Transit Fund - Proposition A
 - Transit Fund - Proposition C
 - Transit Fund – Measure R
 - Transit Fund – Measure M
 - LA County Measure W
 - Capital Projects Fund
 - Citizens Options for Public Safety Fund (COPS) Fund
 - California Law Enforcement Equipment Program (CLEEP) Fund.
 - Utility Fund
 - OPEB (Post-Employment Benefits Other Than Pensions) Fund
- Each fund is considered to be a separate accounting entity for budgeting and financial reporting purposes.

- The operations of each fund are accounted for by providing a separate set of self-balancing accounts which are comprised of each fund's assets, liabilities, equity, revenues and expenditures, as appropriate.
- The City resources are allocated to and for individual funds based upon the purpose of the spending activities.
- All funds and reserves will be evaluated annually for long-term adequacy and use requirements in conjunction with development of the City's long-term budget assumptions.
- For approved capital projects unexpended budget appropriations would be reviewed annually by the Finance/Budget/Audit Committee for recommendation for carryover to the following fiscal year.

B. Operating Budget Guidelines

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

C. Financial Review

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

D. Budgeted Revenues & Expenditures

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

8. Debt Management Policies:

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

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

Policy Administrative History:

Adopted September 24, 2007

Revised and Adopted March 24, 2008

Revised and Adopted February 23, 2009

Revised and Adopted March 8, 2010

Reviewed and Adopted February 28, 2011

Revised and Adopted May 23, 2011

Reviewed and Adopted May 14, 2012

Reviewed and Adopted April 22, 2013

Revised and Adopted September 9, 2013

Reviewed and Adopted March 24, 2014

Reviewed and Adopted April 27, 2015

Reviewed and Revised April 25, 2016

Reviewed and Adopted April 24, 2017

Reviewed and Adopted April 22, 2019

Reviewed and Adopted May 11, 2020

Reviewed and Adopted May 23, 2022

Reviewed and Adopted October 10, 2022



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.G
Mtg. Date: 10/10/2022

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: REVIEW AND APPROVE THE 2022 HOLIDAY OPEN HOUSE FINAL GUEST LIST

DATE: October 10, 2022

BACKGROUND:

The 2022 Holiday Open House will be held on Monday, December 12th at City Hall from 4:00pm to 9:00pm.

DISCUSSION:

The guest list to the annual holiday open house was updated with feedback from some Councilmembers in previous years and is included with this report for review and approval.

FISCAL IMPACT:

The cost of the event in the past four years range between \$6,100 and \$6,600. The adopted FY 2022-2023 budget allocated \$10,000 for the event.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[CL_AGN_220930_CC_HolidayOpenHouse_ProposedInviteList.pdf](#)

2022 OPEN HOUSE PROPOSED LIST

	Name	Company	Address	City
1	Honorable Al Muratsuchi	Assemblymember, 66 th District	3424 W. Carson St., Suite 450	Torrance, CA 90503
	Melissa Ramoso , District Director	66th District	3424 W. Carson St., Suite 450	Torrance, CA 90503
	Aaron Forburger , Field Representative	66th District	3424 W. Carson St., Suite 450	Torrance, CA 90503
2	Honorable Ben Allen	State Senator, 26 th District	2512 Artesia Blvd., #320	Redondo Beach, CA 90278-3279
	Davis Han , Interim District Director	26th District	2512 Artesia Blvd., #320	Redondo Beach, CA 90278-3279
3	Honorable Ted Lieu	United States Congress, 33 rd District	1645 Corinth Ave, Suite 101	Los Angeles, CA 90025
	Karen Calderon , Field Representative		1645 Corinth Ave, Suite 101	Los Angeles, CA 90025
4	Honorable Janice Hahn, Supervisor	Fourth District, County of Los Angeles	500 West Temple Street	Los Angeles, CA 90012
5	Mr. Mark Baucum , Chief of Staff	Fourth District, County of Los Angeles	500 West Temple Street, Rm 358	Los Angeles, CA 90012
6	Ms. Erika Velazquez , Harbor Area	Fourth District, County of Los Angeles	302 West 5th Street, #200	San Pedro, CA 90731
7	Ms. Alysia Hererra , Staff Assistant	Fourth District, County of Los Angeles	302 West 5th Street, #200	San Pedro, CA 90731
9	Mr. Jeffrey Kiernan Regional Public Affairs Manager	League of California Cities	8581 Santa Monica Blvd. Suite 325	West Hollywood, CA 90069
10	Ms. Jennifer Quan , Executive Director Regional Public Affairs Manager	League of California Cities	8581 Santa Monica Blvd. Suite 325	West Hollywood, CA 90069
11	Ms. Kristine Guerrero , Legislative Director Regional Public Affairs Manager	League of California Cities	8581 Santa Monica Blvd. Suite 325	West Hollywood, CA 90069
12	Mr. Bob Kautz , President and Members of the Board of Directors	P.V.P. Land Conservancy	916 Silver Spur Road, Suite 207	Rolling Hills Estates, CA 90274
13	Ms. Adrienne Mohan , Executive Director and Susan Wilcox , Development Director	P.V.P. Land Conservancy	916 Silver Spur Road, Suite 207	Rolling Hills Estates, CA 90274
14	Mr. Brian Campbell , President and Members of the Board	Palos Verdes Library District	701 Silver Spur Road	Rolling Hills Estates, CA 90274
20	Ms. Jennifer Addington , Director	Palos Verdes Library District	701 Silver Spur Drive	Palos Verdes Peninsula, CA 90274
15	Linda Reid , President and Members of the Board	PVPUSD Board of Education	375 Via Almar	Palos Verdes Estates, CA 90274

2022 OPEN HOUSE PROPOSED LIST

19	Alex Cherniss , Ed.D. Superintendent of Schools	PVPUSD Malaga Cove Administrative Center	375 Via Almar	Palos Verdes Estates, CA 90274
21	Mr. Brett Egan , Principal	Rancho del Mar High School	375 Via Almar	Palos Verdes Estates, CA 90274
22	Mr. Robert C. Ferrante , General Manager and staff	County Sanitation District of L A County	1955 Workman Mill Rd.	Whittier, CA 90601
23	Mrs. Jacki Bacharach , Executive Director and staff	South Bay Cities Council of Governments	2355 Crenshaw Blvd., #125	Torrance, CA 90501
24	Sheriff Alex Villanueva	L. A. County Sheriff's Headquarters	211 West Temple Street	Los Angeles, CA 90012
25	Captain James Powers and all LASD Lomita Personnel	L. A. County Sheriff's Department	26123 Narbonne Avenue	Lomita, CA 90717
30	Mr. Jeff Wood President	California Contract Cities Association	17315 Studebaker Road Suite 210	Cerritos, CA 90703
31	Mr. Marcel Rodarte Executive Director	California Contract Cities Association	17315 Studebaker Road Suite 210	Cerritos, CA 90703
32	Ms. Eileen Hupp , President/CEO and staff	Palos Verdes Peninsula Chamber of Commerce	4040 Palos Verdes Drive North, Suite 205	Rolling Hills Estates, CA 90274
33	Mr. Anthony Marrone , Interim Fire Chief	Los Angeles County Fire Department	1650 West 162nd Street	Gardena, CA 90247-3734
34	Mr. Brian Bennett , Assistant Fire Chief and staff, Division I Office - F. S. 158	Division 1, County of Los Angeles Fire Department	1650 W. 162nd Street	Gardena, CA 90247-3734
35	Mr. Trevor Moore , Assistant Fire Chief, LaCoFire/Forestry Division			
36	Mr. Brad Weisshaupt , Deputy Forester Pre Fire Engineer, LaCoFire/Forestry			
37	Mr. Charles (Randy) Zimmerman , LaCoFire/Forestry			
38	All Fire Personnel at	Fire Station 56	12 Crest Road West	Rolling Hills, CA 90274

2022 OPEN HOUSE PROPOSED LIST

39	Mayor Dave Bradley Members of the City Council and Councilmembers Elect	City of Rancho Palos Verdes	30940 Hawthorne Boulevard	Rancho Palos Verdes, CA 90275
40	Mr. Ara Mihanian , City Manager and staff	City of Rancho Palos Verdes	30940 Hawthorne Boulevard	Rancho Palos Verdes, CA 90275
41	Mayor Frank Zerunyan and Members of the City Council	City of Rolling Hills Estates	4045 Palos Verdes Drive North	Rolling Hills Estates, CA 90274
42	Mr. Greg Grammer City Manager and staff	City of Rolling Hills Estates	4045 Palos Verdes Drive North	Rolling Hills Estates, CA 90274
43	Mayor Victoria Lozzi and Members of the City Council	City of Palos Verdes Estates	340 Palos Verdes Drive West	Palos Verdes Estates, CA 90274
44	Mr. Mark Prestwich , City Manager and staff	City of Palos Verdes Estates	340 Palos Verdes Drive West	Palos Verdes Estates, CA 90274
45	Mr. Mike Dorta , District Engineer and staff L. A. County Depart. of Public Works	Building and Safety Division	24320 S. Narbonne Ave.	Lomita, CA 90717
46	Mr. Michael Jenkins , City Attorney and staff	BB&K LLP	1230 Rosecrans Avenue, Suite 110	Manhattan Beach, CA 90266
	Mr. Patrick Donegan , Assistant City Attorney	BB&K LLP	1230 Rosecrans Avenue, Suite 110	Manhattan Beach, CA 90266
49	Mr. William Pagett , Sr. Vice President and staff	Willdan Engineering	2401 East Katella Avenue, Suite 300	Anaheim, CA 92806
50	Ms. Vanessa Munoz , PE, TE, PTOE, President/CEO, Traffic Engineer	Willdan Engineering	13191 Crossroads Parkway North # 405	Industry, CA 91746-3497
51	Mr. Aaron Arugay , Executive Director and staff	L. A. County West Vector Control District	6750 Centinela Avenue	Culver City, CA 90230
52	Ms. Marcia Mayeda , Director and staff	L. A. County Animal Care & Control Administrative Headquarters	5898 Cherry Avenue	Long Beach, CA 90805
53	Mr. Fernando Barrera Certified Applicator/State Licensed Trapper Pest Management Division	County of L.A Department of Agricultural Commissioner/Weights and Measures	12300 Lower Azusa Road	Arcadia, CA 91006

2022 OPEN HOUSE PROPOSED LIST

54	Ms. Tonya Griffin , General Manager and staff	Republic Services Inc.	14905 South San Pedro Street	Gardena, CA 90248
55	Mr. Erik Organista , Operations Manager	Republic Services Inc.	14905 South San Pedro Street	Gardena, CA 90247
	Steve Guerrero , Operations Supervisor	Republic Services Inc.	14905 South San Pedro Street	Gardena, CA 90247
56	Ms. Dawn Harris , Municipal Services Manager	Republic Services Inc.	14905 South San Pedro Street	Gardena, CA 90247
	Ms. Angie Gilbride , Regional Community Affairs Specialist	California Water Service Company	2632 West 237th Street	Torrance, CA 90505-5272
	Mr. Robert Thompson , Operations Manager	California Water Service Company	2632 West 237th Street	Torrance, CA 90505-5272
57	Mr. Agustin Baeza Operations Manager and staff	California Water Service Company	2632 West 237th Street	Torrance, CA 90505-5272
58	Ms. Kristen Raig	RHCA Manager and staff	1 Portuguese Bend Road	Rolling Hills, CA 90274
59	RHCA Board members		1 Portuguese Bend Road	Rolling Hills, CA 90274
60	Ms. Susan Sifuentes-Trigueros District Manager and staff	Southern California Gas Company	2922 - 182nd Street	Redondo Beach, CA 90278-3922
61	Ms. Connie Turner , Regional Manager and staff	Southern California Edison	505 Maple Street	Torrance, CA 90503
62	Mr. Jonathan R. Shull Executive Director and Staff	California Joint Powers Insurance Authority	8081 Moody St.	La Palma, CA 90623
63	Melaina Francis Regional Risk Manager	California Joint Powers Insurance Authority	8081 Moody St.	La Palma, CA 90623
64	Abraham Han Management Analyst	California Joint Powers Insurance Authority	8081 Moody St.	La Palma, CA 90623
	Mr. Ray Cruz	Former R.H.City Manager	11710 Telegraph Road	Santa Fe Springs, CA 90670
65	Mr. Anton Dahlerbruch	Former R.H. City Manager	300 Harding Boulevard, Suite 203-D	Roseville, CA 95678
66	Diane Gladwell, MMC			
67	Yolanta Schwartz	Former R.H. Planning Director		
68	Meredith Elguira	Former R.H. Planning Director	8650 California Avenue	South Gate, CA 90280



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: VANESSA HEVENER, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: REPORT ON STAFF'S DIRECTION FROM CITY COUNCIL DURING THE SEPTEMBER 26, 2022 MEETING; CONSIDER PROJECT OPTIONS PROPOSED BY HQE; AND DIRECT STAFF TO PURSUE SOLUTION B WITH HQE

DATE: October 10, 2022

BACKGROUND:

In Fiscal Years 2019-2020 and 2020-2021, the City Council provided funding for the Block Captain Program to investigate communication platforms in the event of complete power failure in the community. The Block Captains and City staff used funds to purchase two-way radios and when the handheld radio option proved to be ineffective, a Request for Proposal (RFP) was issued in February 2021 to solicit proposals on other communication systems. The City received one proposal from HQE Systems (HQE), Inc.

On April 26, 2021, Staff recommended that City Council engage the services of HQE. The City Council directed Councilmember Pieper to work with Staff to better understand the evolution of the communication project and the scope of the feasibility study. As directed, Staff met with Councilmember Pieper on four occasions: May 20, 2021, July 15, 2021, July 23, 2021 and August 12, 2021. Some of the meetings with Councilmember Pieper included the Lead Block Captains Arlene and Gene Honbo. Staff also worked with Project Manager Alan Palermo and HQE to provide technical information requested by Councilmember Pieper. The Lead Block Captains, along with members of the Block Captains were in support of a feasibility study. The City Council approved a Professional Services Agreement (PSA) with HQE to prepare a feasibility study that would identify the hardware, location of the hardware, software, system integration, and a detailed cost estimate to install a siren system for the community.

At the January 10, 2022, City Council meeting Staff presented the final Feasibility Study and recommended to City Council to conduct a community survey to gauge interest for an outdoor siren system. In review of the Feasibility Study, the City Council requested information relating to the annual maintenance cost of the proposed outdoor siren system. The City Council also requested a street level map of Solution A and Solution B presented in the Feasibility Study.

On March 14, 2022, the City Council unanimously voted to amend the PSA with HQE allocating an additional not to exceed \$3,500 to investigate potential co-location sites of the poles. On June 16, 2022, HQE Staff and Block Captain Leads Arlene and Gene Honbo conducted a site visit at the Main Gate, Crest Gate, Eastfield Gate and the Radar Station. In early July, HQE submitted the revised Feasibility Study that included two additional options: Solution C includes the three gates and the Radar Station and Solution D includes only the three gates.

At the August 8, 2022, City Council meeting, Staff presented the potential site locations and to consider Solution D. Representatives from HQE were present to answer questions from Council and members of the public. HQE informed City Council that they had completed the remaining tasks of the Feasibility Study at no cost to the City, a savings of \$22,814 and invited the Council to observe a demonstration of the proposed system, if desired. City Council directed Staff to seek approval from the Rolling Hills Community Association to place the siren poles at the three gate locations.

On September 1, 2022, Staff and Councilmember Mirsch attended a demonstration of the proposed outdoor siren system equipment at HQE headquarters. The demonstration included a tour of their facility where manufacturing of the equipment was conducted in-house and a demonstration simulated a test warning that would be sent out in case of an emergency. The equipment used consisted of a single 4' speaker mounted on a pole 25 feet above ground (for Rolling Hills, there would be 4-4' speakers mounted 50 feet above ground at each gate). The quality of the intelligible voice was clear and could be easily heard. The speakers could be adjusted to rotate a few degrees at a time through the use of a software application to ensure the best sound coverage.

In our discussion with HQE, it was conveyed that they were recently awarded a contract with the City of Paradise to install 21 poles and are in the process of installing them.

On September 1, 2022, Staff also attended the Rolling Hills Community Association (RHCA) Board meeting. Per Council direction, the City Manager asked that the RHCA Manager present to the Board of Directors the City's request to place the siren poles at the three gatehouse locations. During that meeting, the City's question was not presented as requested. As a result, the Board of Directors began asking questions with respect to public safety, an area outside the purview of the RHCA. The Board of Directors ultimately did not discuss the City's request to place siren poles at the three gates. Instead the Board of Directors requested that the RHCA Manager meet with City Staff and that the RHCA Liaisons meet with the City Council Subcommittee to discuss why the Board of Directors were not informed of the project, if the project was warranted, and concerns relating to only having one proposer submit a proposal for the project.

In addition, per Council direction, Staff reached out to the five homes adjacent to the three gates to inform them of the project. The two residences were in support, one was opposed, and the other two did not respond.

At the September 12, 2022 City Council meeting, the City Council directed the Subcommittee members to follow up with their counterparts at RHCA.

On September 15, 2022, Staff made a presentation at the Rolling Hills Community Association Board meeting requesting an approval to place the siren system at the three gates. The

RHCA Board expressed concerns about the health of the guard attendants who would be exposed to high levels of sound emitting from the sirens, interference with the operations of the guardhouses, and aesthetics and noise impacts on residents. The RHCA Board ultimately voted to not support the the City's request of placing the siren system at the gates (attached).

Following the RHCA Board meeting, Staff contacted HQE to seek additional information on noise levels that could be heard at the base of the poles. Based on HQE's response, the speakers will emit up to 124 decibels 50' above ground; however, at the base of the pole, the decibel is 90 or equivalent to a hairdryer. Included in the packet is additional information on sound prepared by HQE.

DISCUSSION:

At the September 26, 2022 City Council meeting, the City Council directed Staff to do the following:

- seek input from the First Responders on usage scenarios when the siren system is deployed for evacuation and non-evacuation purposes and system with voice capability vs siren only.
- obtain information on easement requirements from the Rolling Hills Community Association

Staff contacted Los Angeles County Fire Department Chief Bennett and Los Angeles County Sheriff's Department Captain Powers to seek their input on the proposed usage scenarios and whether siren only system or a system with siren tone and intelligible voice would be the preferred option. Based on feedback received from the First Responders, their preferred option is the combined siren tone and intelligible voice because it could provide information to residents that are comprehensible regardless of the scenario (e.g., shelter in Place or mandatory evacuation). Staff has also created a flow chart to activate the siren.

In addition, on September 28, 2022, Staff submitted a letter to the RHCA requesting easement requirements for siting of poles at locations identified in Solution A and Solution B in easements held by RHCA (attached to said letter to RHCA) with a response date of October 6, 2022. It is important to note that RHCA staff was present when pole locations were identified in Solution A and Solution B.

At the October 6, 2022 RHCA Board meeting, the Board discussed the item and requested that the City follow these procedures:

1. Obtain permission from the owner of the property where the siren will be placed,
2. Submit a written request to the Board for a license(s) to use the Association easement for Board review and approval. The request should include:
 - Site plan with the location of the pole and any ground mounted equipment indicated,
 - Specifications of the height and size of the pole and any pole mounted equipment

Site plans should include property and easement lines, edge of pavement and property address. If the license is approved by the Board, the City would be responsible for legal and recording fees incurred for the license agreement(s). RHCA would waive fees for excavation permits.

Per Council direction, the pole locations are identified based on the "Outdoor Siren Location-Street Level" prepared by HQE:

Solution A - Proposed Pole Locations

- Siren A-1: On Blackwater Canyon Trail (behind 13 Portuguese Bend Rd) between Lower Blackwater Canyon Rd and Portuguese Bend Road
- Siren A-2: In front of 9 Upper Black Canyon Rd
- Siren A-3: In front of 57 Saddleback Rd
- Siren A-4: On Storm's Ridge Trail/Buggy Whip Trail (near 4 Storm Hill Ln)
- Siren A-5: In the canyon behind 4 Possum Ridge Road
- Siren A-6: Near 4 Poppy Trail
- Siren A-7: In the canyon behind 1 Hackamore Rd
- Siren A-8: Near 74 Portuguese Bend Rd
- Siren A-9: On Crest Rd East (near 63 Crest Road East)

Solution B- Proposed Pole Locations

- Siren B-1: On Pine Tree Lane (adjacent to 10 Pine Tree Ln)
- Siren B-2: Corner of Portuguese Bend Road and Fuld's Furlong Trail
- Siren B-3: In the canyon on Crest Road East (east of 38 Crest Road East)

Continuing the discussion from the September 26, 2022 City Council meeting, the City Council was deciding on the project option to implement: Solution A considered aesthetic as a priority with 9-30' poles or Solution B offers the most reliable solution with 3-50' poles. Previously, Staff recommended Solution B, the most economical solution of the two options, but this option does not include the intelligible voice feature. Advised by the First Responders, Staff recommends Solution B with the intelligible voice feature added for a total cost of \$261,573.

FISCAL IMPACT:

Depending on the option selected for implementation, it can range from \$144,573 to \$310,602. Solution A considered aesthetic as a priority for an estimated construction cost of \$310,602 with an annual maintenance fee of \$32,798.24. Solution B offers the most reliable solution in the market today for an estimate of \$144,573 with an annual maintenance fee of \$13,981.55. With the added intelligible voice feature of \$39,0000 per pole to Solution B, the total cost is \$261,573.

The Fiscal Year 2022-2023 Budget includes funding of up to \$300,000 for the implementation of the outdoor siren system.

RECOMMENDATION:

Receive report, consider project options, and direct staff to pursue Solution B with HQE.

ATTACHMENTS:

[CL_AGN_220912_HQE Systems_Feasibility Study.pdf](#)

[CL_AGN_CC_220926_Sound Propagation Info V2.1 9-20-22.pdf](#)

[CL_AGN_CC_221010_RHCA Letter_Easements 9-28-22.pdf](#)

[CL_AGN_CC_221010_FlowChart_Process to Activate Outdoor Siren System.pdf](#)

[CL_AGN_CC_221010_RHCA Response Letter 10-6-22.pdf](#)



Mass Notification Report

Prepared August 2022
For The City of Rolling Hills, CA

www.HQESystems.com

Disclaimers

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HQE Systems, Inc. is a privately owned and operated Minority-Owned FEMA Certified Service Disabled Veteran Owned Small Business (SDVOSB).

"It is our goal at HQE to continue to serve our veterans through our 'Hire Veterans Policy HQE-2015-2025'. We appreciate all of our current and past customers who have helped us meet our goals of hiring veterans throughout the years. Your support in HQE is directly impacting the support of our amazing veterans. Thank you for the opportunity to serve you and your community!"

Thank You from the team of HQE Systems Inc.

Qais Alkurdi

CEO, Disabled Veteran / Retired



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1. Executive Summary

To the distinguished City of Rolling Hills's City Council Members,

HQE Systems, Inc. (HQE) is a Minority-Owned, FEMA Certified California Disabled Veteran Business Enterprise (DVBE) with its global headquarters in Temecula, CA. Since 2014, HQE has been designing, engineering, installing, and maintaining Mass Notification Systems (Central Control Units, Outdoor Sirens, Control Cabinets, Radios, Solar Chargers, and Subcomponents of Mass Notification Systems) solutions for a host of clients worldwide. HQE is a brand agnostic systems integrator that has installed over 1,000+ Mass Notification Systems for all levels of the Government and Federal Agencies.

HQE was retained by The City of Rolling Hills, California, to investigate the feasibility of installing an effective Mass Notification System. The system intends to provide Mass Alerting and Warning during natural and manmade disasters, including wildfires, terrorist events, and severe weather. HQE's Mass Notification Systems installation Report would provide the decision-makers with the information needed to identify the ideal solution for The City of Rolling Hills.

To develop the report, HQE conducted an installation study. The study includes open-source data research, site survey, and sound propagation analysis.

- ❖ **Open Source Data:** Researching the latest solution from the key manufacturers. This includes technical/operational features and rough order of magnitude pricing.
- ❖ **Site Survey:** Study of the local environment/infrastructure to include the availability of power, potential installation points, residential buildings, and topography (manmade and natural). In addition, it analyzes the presence and signal capabilities of cellular, radio, and other communications channels.
- ❖ **Sound Propagation Analysis:** Utilizing the information gathered during the site survey and planning maps, HQE utilizes a proprietary machine-learning algorithm, Sound Propagation Analysis, to determine the ideal locations for the Mass Notification points.

With all of the information reviewed and analyzed during the report development, HQE's Mass Notification Subject Matter Experts have determined the ideal installation solution for The City of Rolling Hills. The proposed solution was developed with the following priorities (not in order): Alerting Effectiveness, Initial Budget, Sustainment Budget, Project Timeline, and System Installed Visibility.

Proposed Solution: This solution was developed to provide The City of Rolling Hills with a solution that provides the best intelligible voice & tone sirens with a modern look. This solution will utilize the SiRcom sirens with Vector line arrays. These modern intelligible speakers will provide the "best look" for the City while providing the intelligible voice and tone coverage for emergency alerting. The main concept of the solution is to install the outdoor warning sirens directly behind or in the vicinity of the gates proposed by the City. The sirens will be configured in a directional siren setup and installed at the City's desired installation points (entrance gates). The rough order of magnitude pricing for the solution is \$334,748.24. It is estimated 30 days to install the complete system.

2. Background

The City of Rolling Hills (City) sought an installation report for Mass Notifications System (MNS). The requirement specifically desired an effective outdoor solution that could operate in any threat event environment.

The City of Rolling Hills relies primarily on communication tools that require electricity, cellular signal, or access to the internet during an emergency. These methods include The City of Rolling Hills Website, Alert Southbay, and local television/radio networks. Areas of California regularly experience power outages during adverse, especially windy, weather conditions. The local utility provider utilizes a Public Safety Power Shut-off (PSPS) program during inclement weather conditions. Because of the PSPS program, residents of The City of Rolling Hills could possibly be without power during periods of heightened fire danger, resulting in an increased risk of not receiving important communications, including evacuation orders, via phone, internet, or radio. Unfortunately, disruption to the electrical power also has a negative impact on local cellular towers, which have limited generator power to sustain their operational needs from the planned PSPS or electrical systems failures from the hazard (fire, wind, etc). Environmental events must be fully understood when planning and designing an MNS, so the system can clearly and effectively communicate alerts to residents and visitors. The MNS must be designed to rely on solar power and have enough battery-backup capacity to send critical alerts, when required, at night, or on days when the sun may be blocked by smoke or clouds.

The infamous 2020 wildfires that overtook Los Angeles and Ventura County's northern regions exposed the dangers of relying only on web-based or cellular-based emergency alert systems. With over 33 deaths, many Cities and Counties have since implemented a radio-based mass notifications system to mitigate this unnecessary risk in the future.

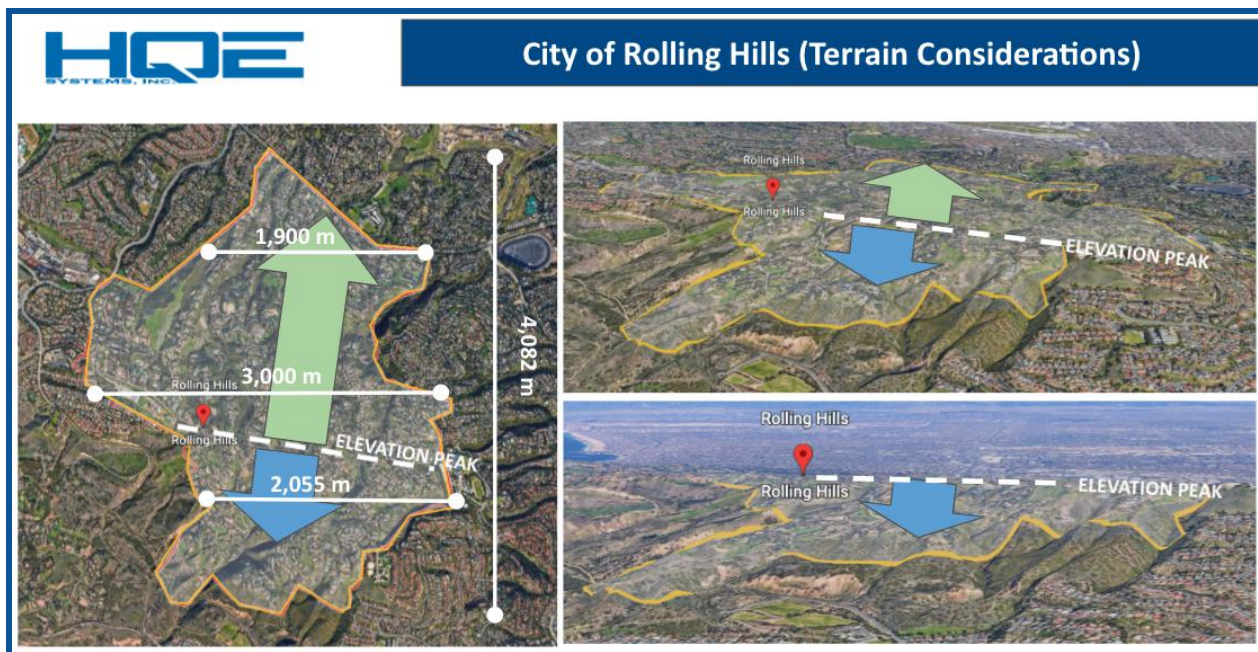
The City of Rolling Hills contracted with HQE Systems, Inc. (HQE) to develop a comprehensive and actionable MNS report to enhance its ability to disseminate emergency alerts, especially in wildfire situations. Since then, HQE has utilized its expertise in Mass Notifications Systems (MNS) to develop this report to assist The City of Rolling Hills in the pursuit of saving lives and protecting property.

3. The City of Rolling Hills Consideration Factors

3.1 General Information

#	Description	The City of Rolling Hills Data
1	Access To The City of Rolling Hills	Gated Community (Limited Access Roads)
2	Population (2020)	1,739
3	Housing Units	702
4	Land Area	2.99 Square Miles
5	Water Area	0.00 Square Miles
6	Geographic Coordinates	33.760016 -118.347164
7	AVG. Annual RainFall	15 Inches
8	AVG. High Wind Speed	7-8.6 MPH (November to May is the high winds season)
9	Fire Season	May to October
10	Fire Threat Region	Tier 2 (Elevated Fire Threat Identified By: California Public Utilities Company Fire Threat Mat V.3 (08.19.21))
11	Last Large Fire That Impacted The City of Rolling Hills On The Palos Verdes Peninsula	Aug. 27, 2009, burned 235 acres and was of unknown origin according to the California Department of Forestry and Fire Prevention website. The fire, which burned for two days, caused minor damage to six Rolling Hills homes and forced 1,200 people to evacuate. Additionally, 3,000 customers in the area lost electrical power.

3.2 Topographic Information



HQE has studied The City of Rolling Hills's general and topographic information. These factors will be taken into careful consideration when developing the final solution options.

3. Report Development Methodology

2.1 Kick-Off Meeting (Clear Project Guidelines)

HQE conducted a project kickoff meeting in October 2020 with The City of Rolling Hills that established mutual acquaintance, clarified roles, and confirmed the desired outcomes and deliverables. Utilizing its experience and expertise in MNS, HQE was able to help better understand the constraints of the project and how HQE could best serve The City of Rolling Hills in achieving its ultimate goal of Saving Lives and Protecting Property.

2.2 Site Survey (Gathering Information)

HQE conducted multiple detailed site surveys and spent time gathering information to fully understand the constraints that could impact the system's operational and technical performances. During the final site survey in June 2022, HQE reviewed each element of an MNS and documented expectations and requirements of the system. The City of Rolling Hills provided site information based on the current desires of The City of Rolling Hills and potential pitfalls to consider when planning for the new MNS. HQE's analysis began with the initial City provided project considerations to ensure that HQE's efforts would be aligned with The City of Rolling Hills's desires. While on-site, HQE assessed the power options and locations. In addition, HQE's sound engineer assessed the residential and commercial building layouts to determine the best locations of the new MNS points to maximize sound coverage.

2.3 Sound Propagation Analysis (Data-Driven Planning)

HQE conducted a sound propagation analysis based on the final site survey to ensure the outdoor emergency alert signal is distributed optimally throughout The City of Rolling Hills. HQE produced sound propagation maps using site-collected data and HQE's proprietary outdoor siren planning software to determine the levels of coverage achieved from potential sites. The coverage models consider varying geographical topology and environmental factors such as foliage and building density.

The study considered various environmental factors including:

- ❖ Temperature
- ❖ Humidity & Rainfall
- ❖ Vegetation (types and disbursement)
- ❖ Wind speed and direction
- ❖ Man-Made structures (buildings, towers, etc)
- ❖ Topography (elevation changes)

Environmental factors that will be present during inclement weather were significant when modeling coverage, including understanding the effects of the Santa Ana winds. In addition, much of The City of Rolling Hills has steep hills and canyons, which pose a challenge for proper coverage.

The analysis resulted in recommendations for the most efficient outdoor warning alert sound distribution across The City of Rolling Hills, including:

- ❖ A sound coverage area for each proposed siren site, considering environmental data
- ❖ Identification of any areas of The City of Rolling Hills in which sirens will be ineffective due to geography or other characteristics

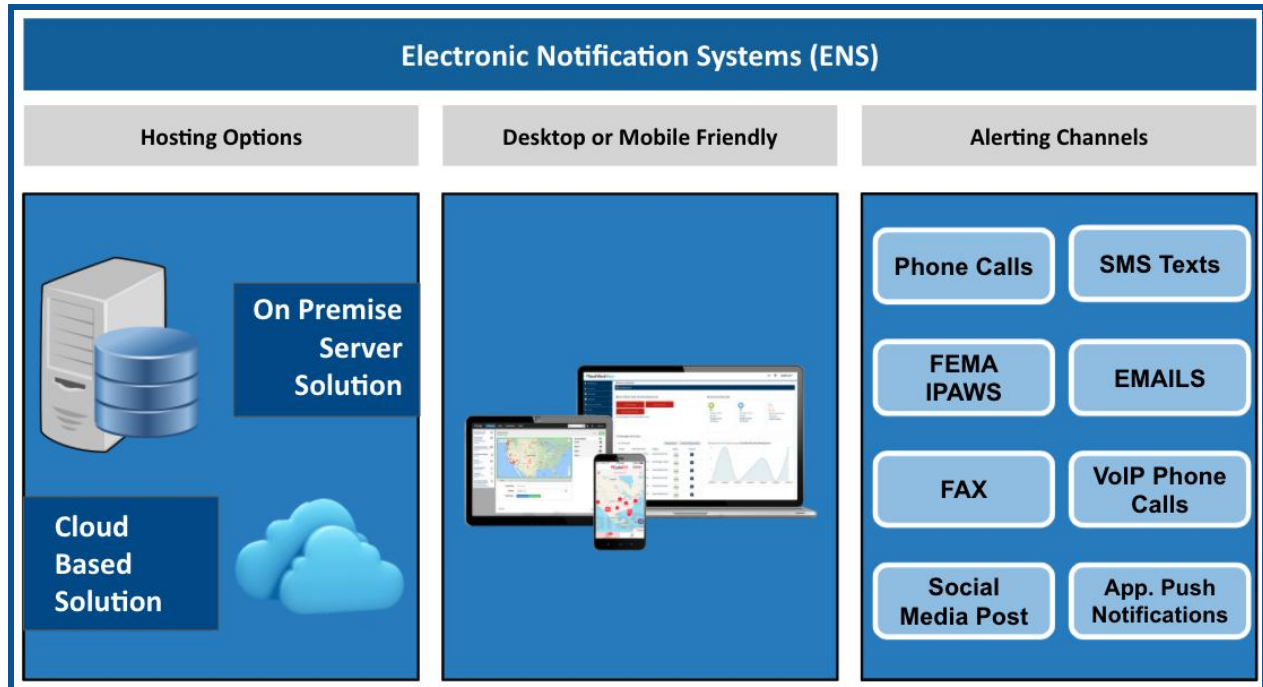
2.4 Mass Notification Systems Installation Study

HQE compiled the data collected into this report, which provides a baseline assessment and includes the following:

- ❖ Solution options available on the market
- ❖ Costs to include initial and long term sustainment
- ❖ Recommended ideal installation options

4. Mass Notifications System Types Overview

4.1 Electronic Notification Solutions (ENS) Web & Cellular Alerting



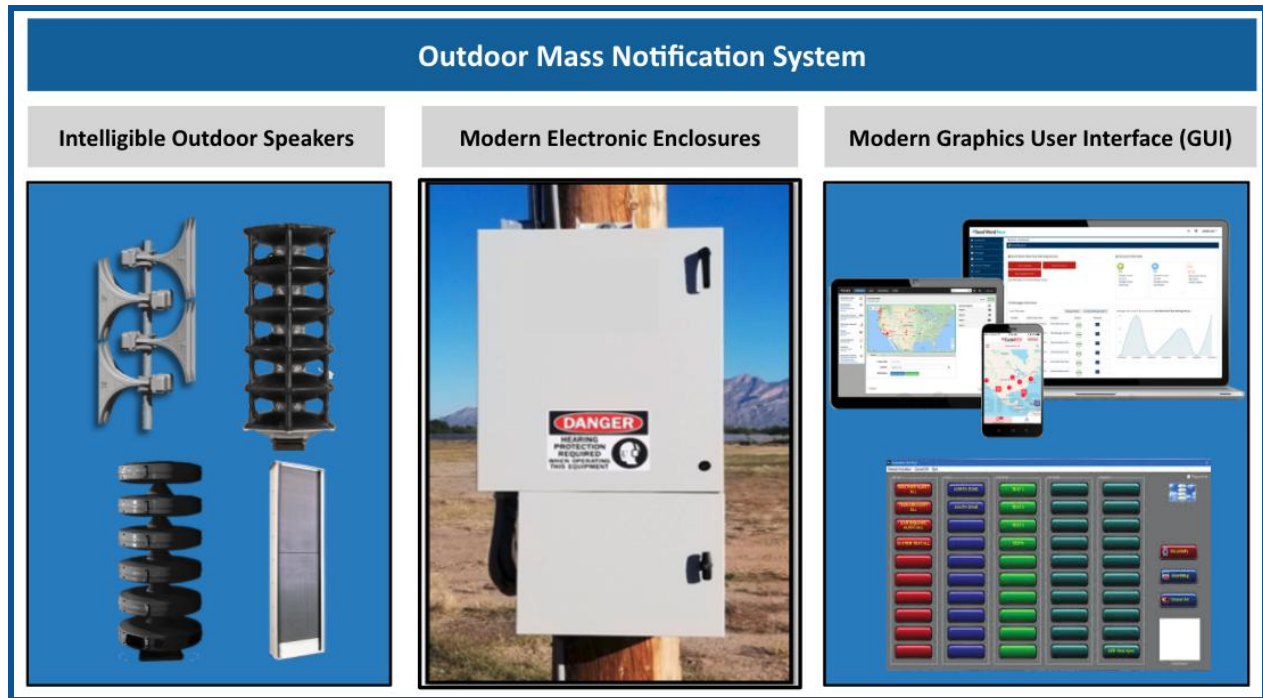
- ❖ **Solution Types:** Electronic Notification Systems (ENS) have gained popularity due to technological advancement. ENS utilizes the local cellular networks to disseminate emergency alert notifications. These notifications can be accessed from the recipient's mobile devices and computers.
 - Hosted Cloud-Based Solution (SaaS): Requires no hardware to deploy the solution.
 - On-Premise Server Solution: Requires a local server to be installed.
- ❖ **Alerting Methods:** The City of Rolling Hills Utilizes the local cellular towers to transmit the following alerts.
 - Voice Calls: A custom live, or pre-recorded voice message can be transmitted to all telephone numbers in the database for the City.
 - SMS Text: A custom drafted or pre-drafted template message can be transmitted as a text to the number in the database for the City. The recipient can also send back an acknowledgment or a specific prompt response to the City.
- ❖ **Strengths & Vulnerabilities:**
 - Strengths: Fast deployment. Easy to utilize. Requires limited or no hardware installation.
 - Weakness: Completely reliant on the local cellular network. During PSPS or disaster failures, ENS solutions will not work. If the recipients have their phones on silent or off, they will not be alerted by the notification.

4.2 Indoor Notification Solutions



- ❖ **Solution Types:** Indoor Notification Systems are utilized to provide coverage visually and audibly to ensure that the alerts are received inside buildings. These notifications consist of workstation desktop alerts, overhead paging/intercom alerts, mounted digital displays, and any networked signs and TVs.
 - Indoor audio alerting: Integrates with in-building paging or intercom systems, telephones, and other networked audio devices. This ensures full compliance with Americans with Disabilities Act requirements.
 - Indoor visual alerting: Integrates with workstations, digital signs, and other networked displays (TVs, wall-mounted tablets). This ensures full compliance with Americans with Disabilities Act requirements.
 - Life Safety Systems Integration: Integrates with local fire alarms, earthquake sensors, and electronic security systems to ensure that the legacy alarms are reinforced with intelligible audio and visual alerts (ADA compliance).
- ❖ **Strengths & Vulnerabilities:**
 - Strengths: Unifies indoor spaces with outdoor warning alerts. This ensures that all alerts are instantly received by all residents and the City's staff.
 - Weakness: Requires indoor wiring and cabling (unless self-powered and wireless solutions are implemented)

4.3 Outdoor Notification Solutions



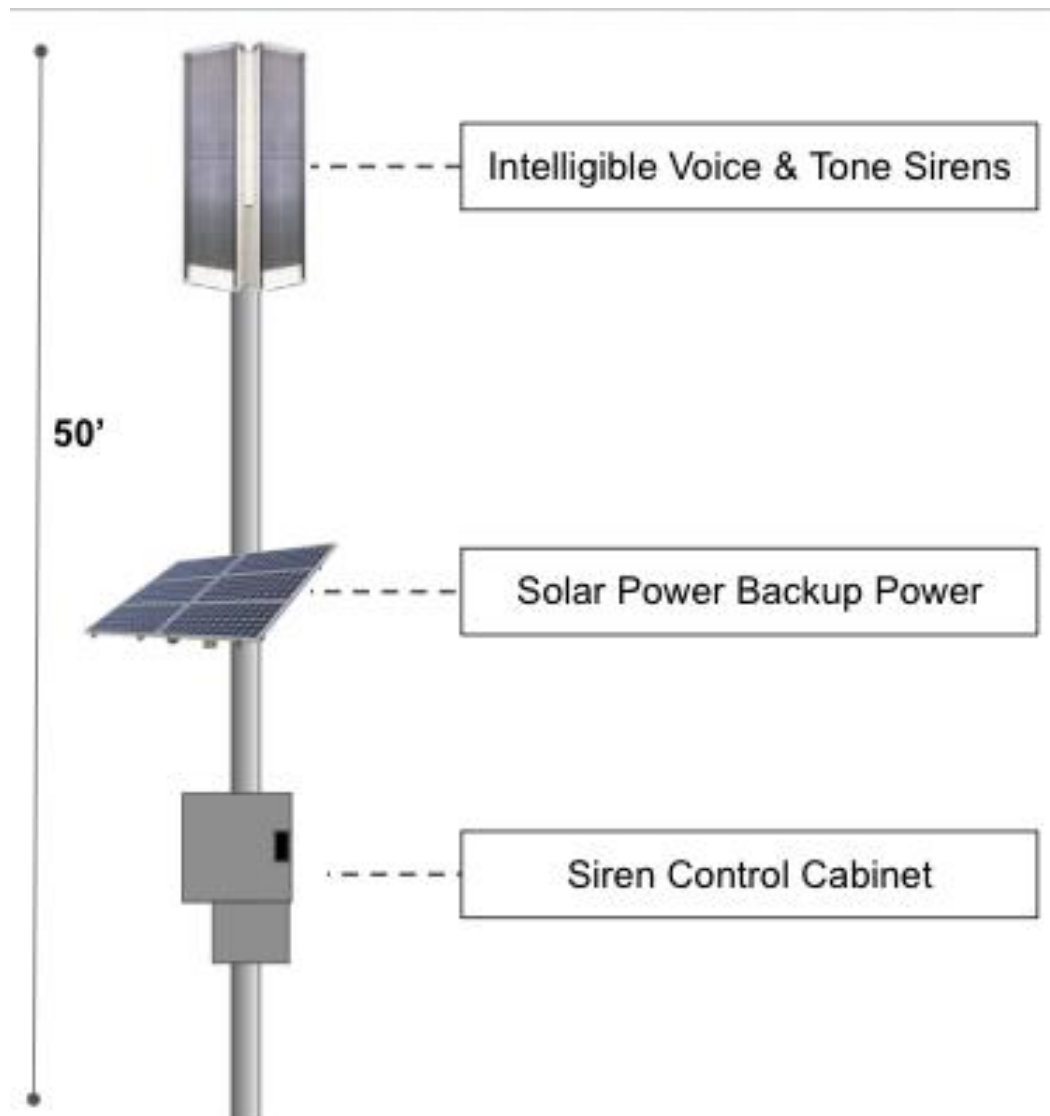
- ❖ **Solution Types:** Outdoor Warning Sirens (OWS) are the industry standard and the accepted capability by Federal Emergency Management Agency (FEMA). OWS allows immediate alerting across a large area by utilizing all-weather outdoor warning sirens.
 - Intelligible Audio Alerts: Intelligible sirens can be heard from miles away.
 - Wireless & Self-Powered: Siren control cabinet systems configured to operate on wired/wireless communication infrastructure and self-powered/self-charging systems.
 - Central Control System: Mass Notifications System management software to quickly and easily create, transmit, and manage all alerts.
- ❖ **Alerting Methods:** The City of Rolling Hills Utilizes various communications media to transmit the following alerts.
 - Live Custom or Pre-Recorded Voice Alerts: A custom live, or pre-recorded voice message can be transmitted to all or selected siren points.
 - Tone Alerts: Transmit pre-established tone alerts.
- ❖ **Strengths & Vulnerabilities:**
 - Strengths: Self-powered and can communicate on networks not affected by PSPS or other power outages.
 - Weakness: Has the highest cost to cover the desired area.

5. Proposed Solution Options

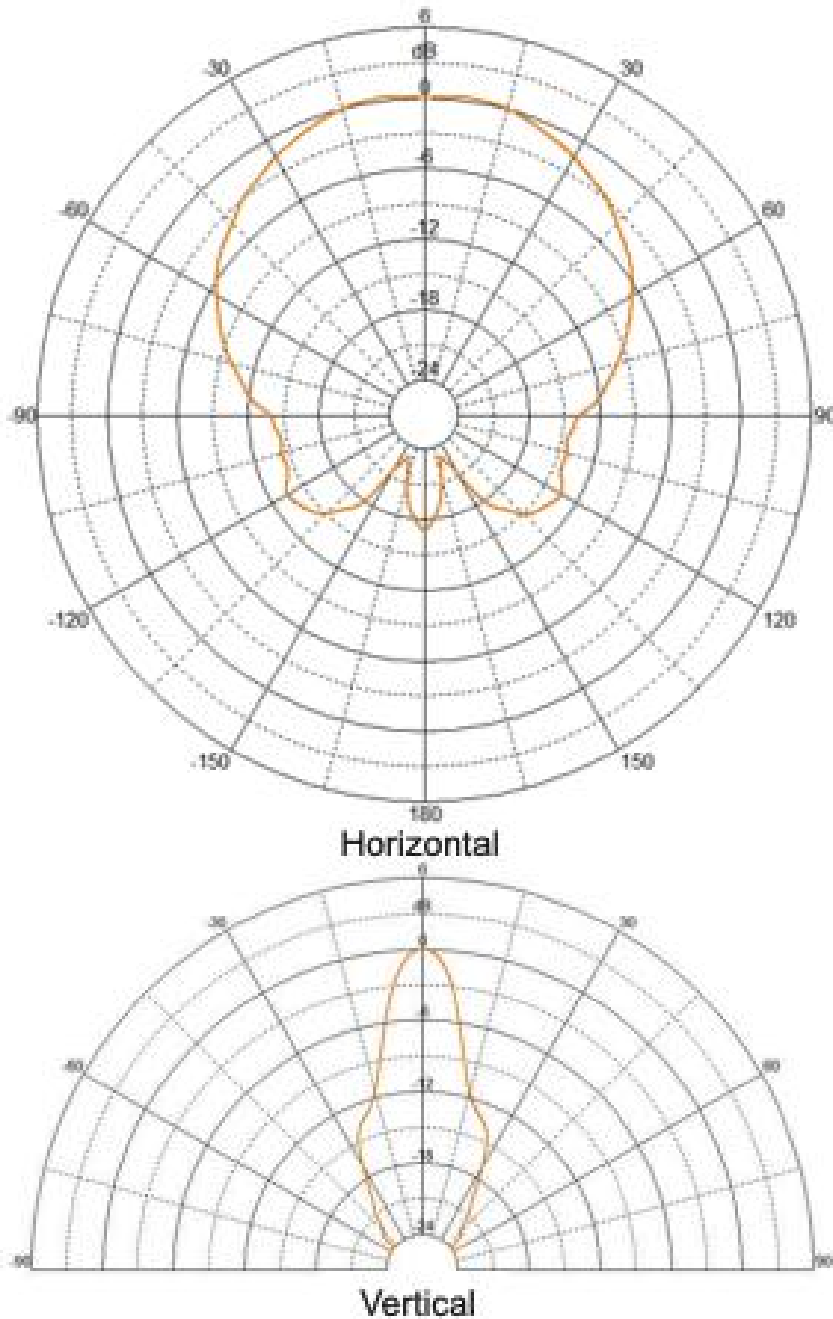
5.1 Installation Solution Options

HQE has developed the below solution for The City of Rolling Hills's considerations.

- ❖ **Installation Pole Solution:** The directional outdoor warning siren Installation utilizes the standard 50' poles mounted with the intelligible horns positioned in a directional configuration transmission position. The 50' pole allows the sound to be projected from a higher elevation. This allows for a greater coverage area which reduces overall equipment requirements.

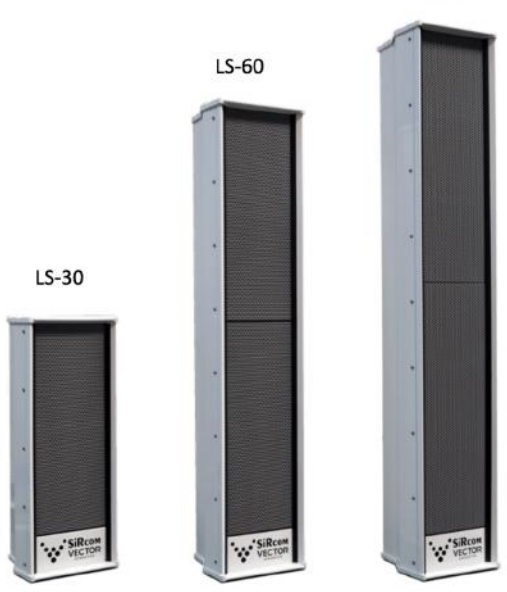


Polar Plots at 1 kHz



The above figures depict the intelligible voice and tone sound activation. The proposed solution has the highest intelligible voice and tone alerting on the market today. This ensures that the alerts activated will be understood from great distances.

The highly intelligible voice and tone of sirens are key to providing the residents of the City with the proper coverage needed during an emergency. The following siren system has the most ideal intelligible voice and tone capabilities. In addition, the proposed control software and hardware have many advantages that provide the City with many features not found on other systems in the market today.



LS-30

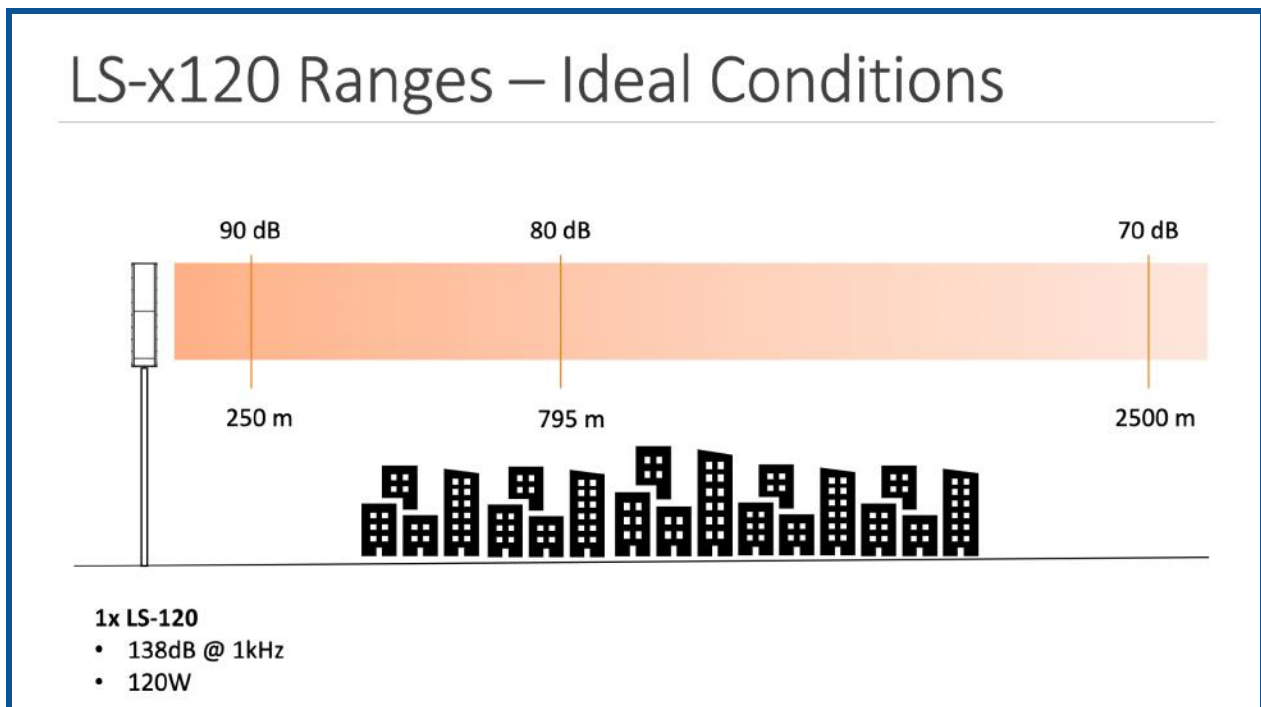
LS-60

LS-120

LS-30 128.5 dB at 1kHz/30W
30 Watt compact value loudspeaker for confined outdoor urban areas or indoor installations.

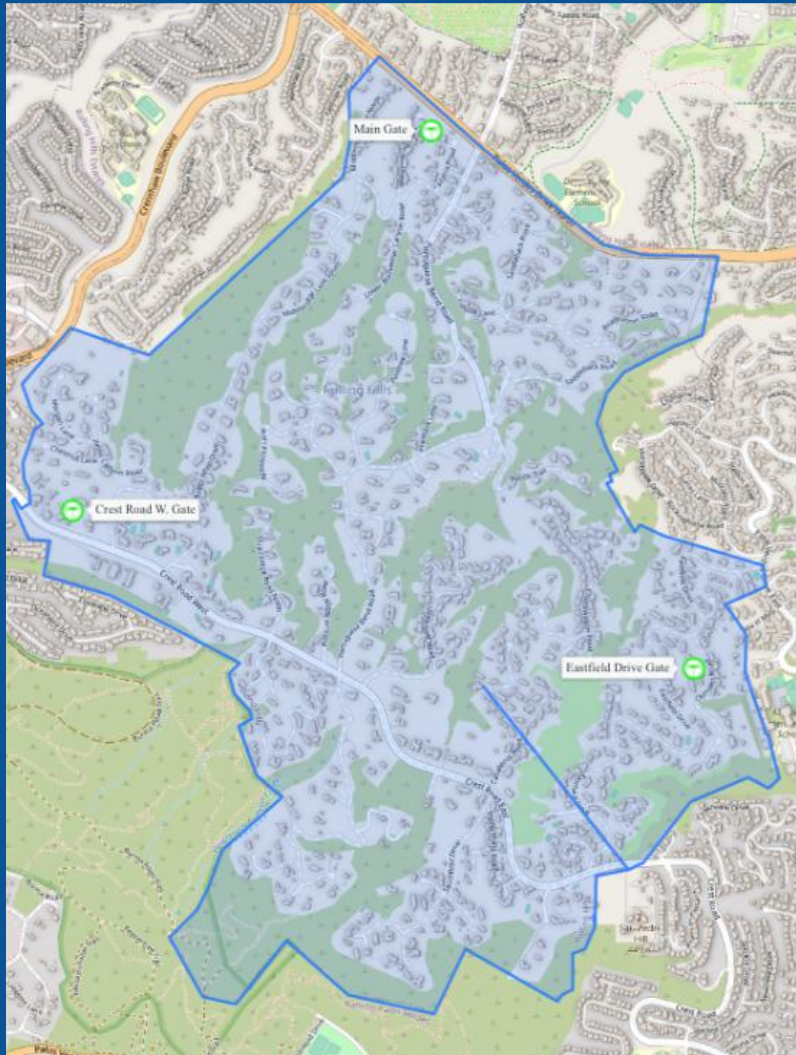
LS-60 134.5 dB at 1kHz/60W
60 Watt value line source loudspeaker.
Produces 116.5dB at 1W/1m/1kHz and features enhanced output down to 300Hz for improved range.


LS-120 138 dB at 1kHz/120W
120 Watt high efficiency line source loudspeaker.
Produces 117dB at 1W/1m/1kHz and features enhanced output down to 300Hz for improved range and clarity.




5.2 Intelligible Voice & Tone Sound Coverage


The solution takes into consideration that the community desires to have a reliable intelligible voice and tone outdoor warning system. This option utilizes three (3) SiRcom Vector speaker directional mounted on standard 50' poles to provide the required emergency alert notification coverage.



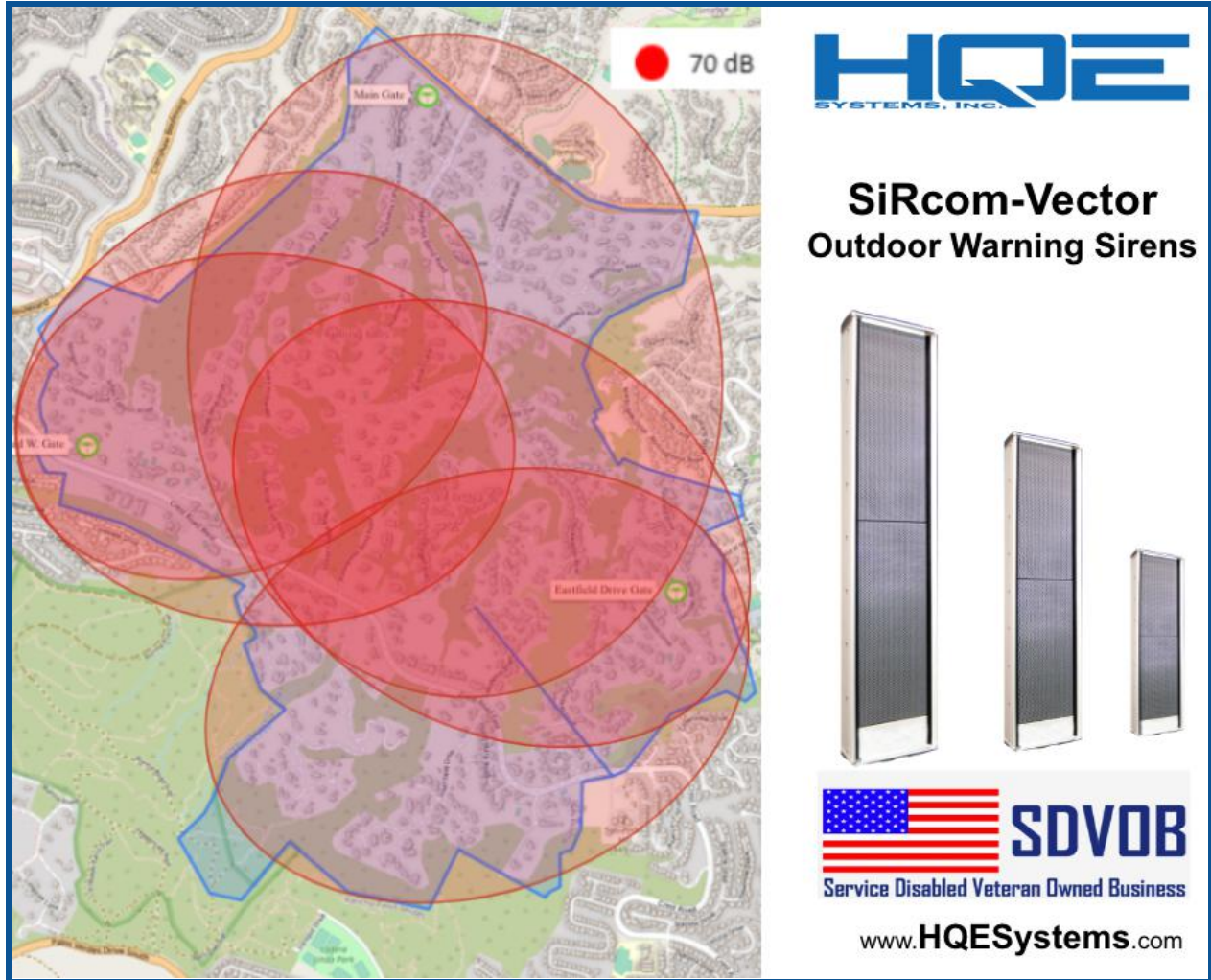


SiRcom-Vector Outdoor Warning Sirens

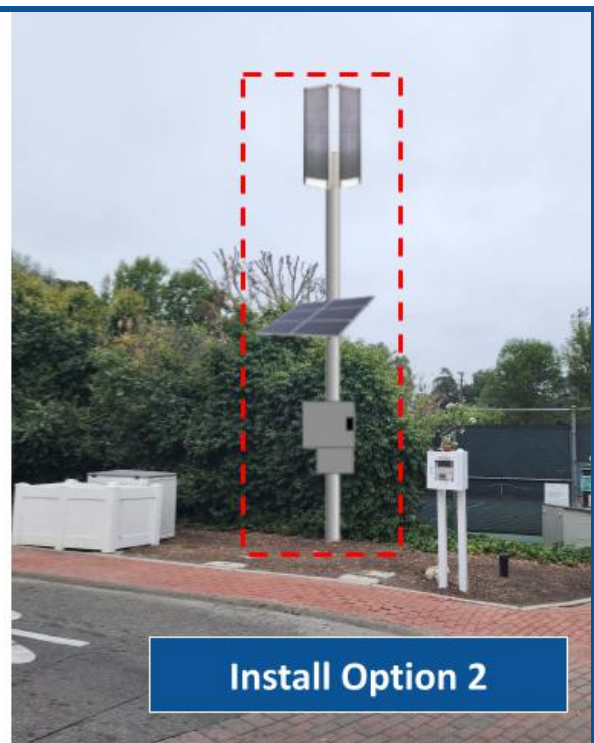
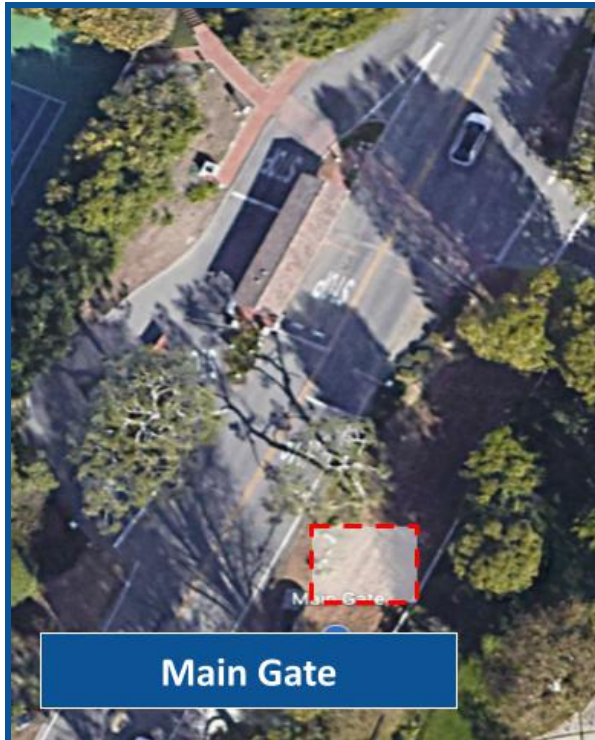




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5.3 Proposed Siren Installation Locations





Crest Road Gate



Install Option 1



Crest Road Gate



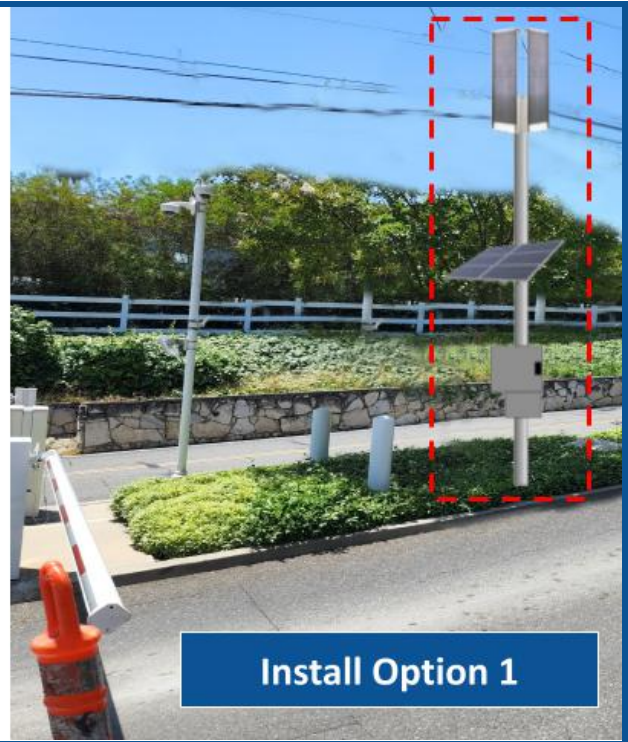
Relocate CCTV Cameras To The New Pole



Install Option 2

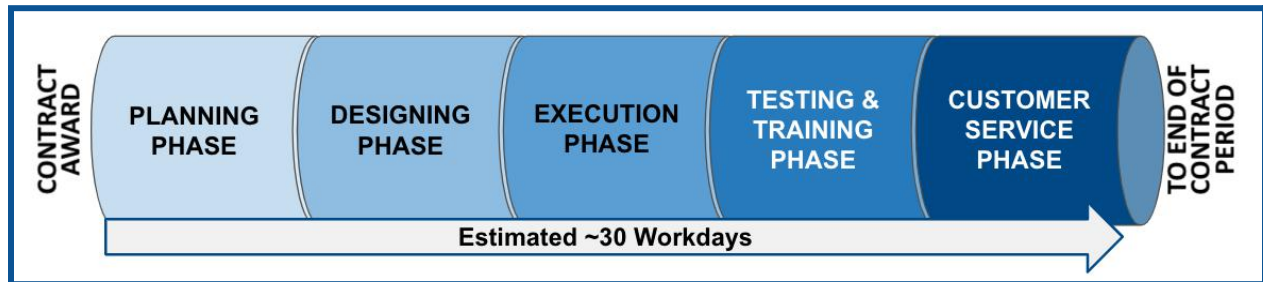


Eastfield Dr. Gate



Install Option 1

5.4 Proposed Project Milestones & Package

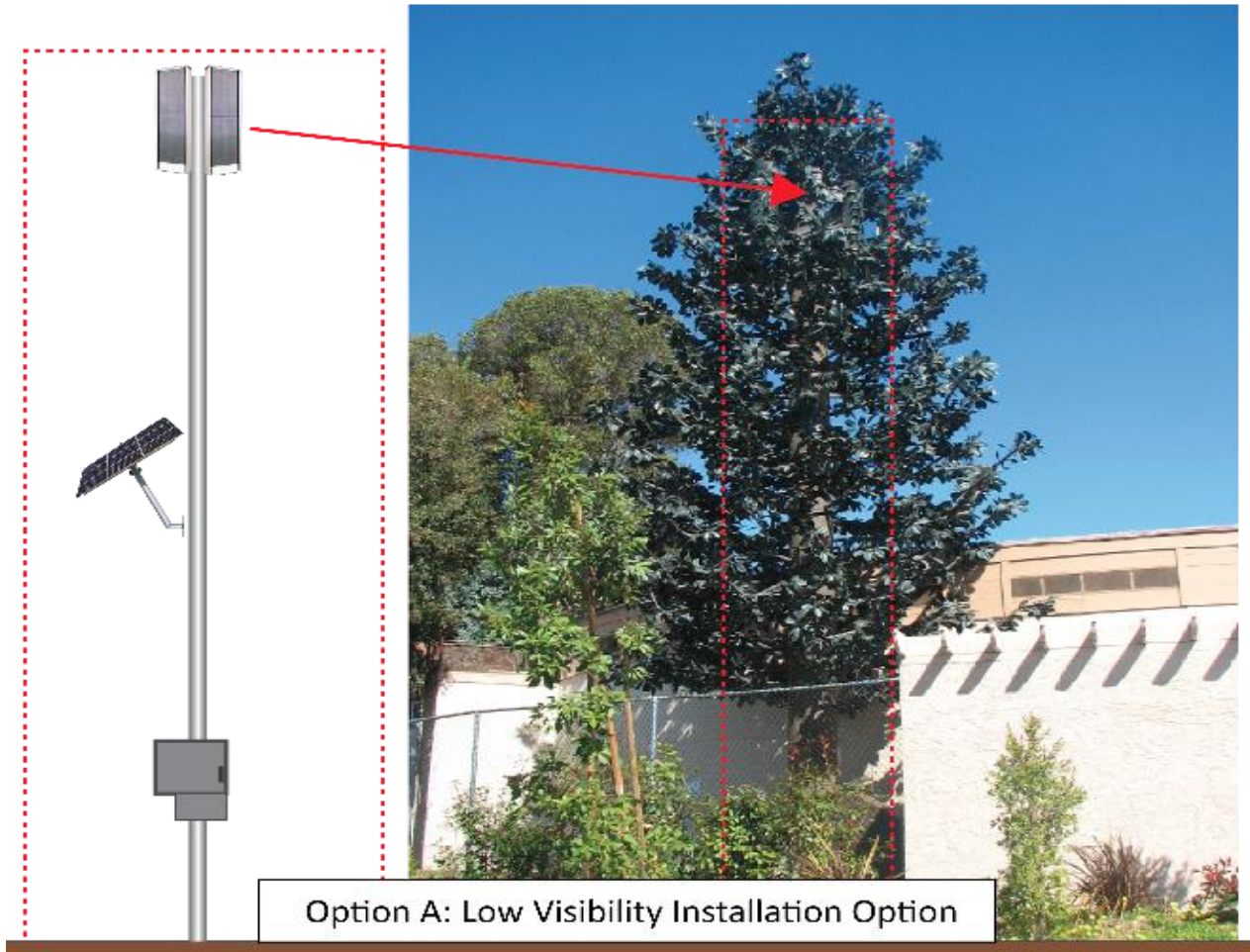


Equipment Required

- ❖ (1) SiRcom Central Control Unit (siren activation system)
 - Includes
 - (1) SiRcom SMART Alert Software (SiSA) - Annual Subscription
 - Perpetual License
 - Text-To-Speech Module
 - Auto-Foreign Language Translation Module
 - Electronic Alerting Module
 - ◆ Voice Calls
 - ◆ SMS Text
 - ◆ Emails
 - ◆ Social Media Posts
 - ◆ FEMA IPAWS
 - FEMA approved and certified software
 - SiRcom Central Controller Server (dell workstation)
 - LCD Monitor
 - Keyboard, Mouse, Mouse Pad
- ❖ (3) SiRcom Outdoor Warning Sirens With Vector Line Arrays
 - QTY 3: 139dB Intelligible Outdoor Warning Sirens
 - Mounted on 50' poles
 - Tree Facade (Option)
- ❖ (3) SiRcom Control Cabinets
 - Each Control Cabinet Includes
 - Secure Communications:
 - VHF Radio
 - Cellular Communications, SIM Service Perpetual
 - Power:
 - Primary: AC Power
 - 30 Days Power Backup: 220W Solar Power Module, 10 Year 12VDC Sealed Battery
 - Local Activation Module at each siren location

5.5 Outdoor Warning Siren Pole Tree Facade (Option)

The following are HQE's proposed life-like tree facades can be offered as an option. The facades require little maintenance and will be installed by HQE.



Additional Low Visibility Tree Facade Covering Options



5.6 Mobile Alert Expeditionary Unit (Si-MAX) Option

The SiRcom Mobile Alert Expeditionary Unit (Si-MAX) and the Mobile Alert Expeditionary Unit Lite (Si-MAX Lite) are two-way emergency mass notification devices.



Si-MAX Unit operates on the SiRcom SMART Alert Software (SiSA). All of the features found on the standard SiSA Emergency Alert Menu will be available on the Si-MAX display. This ensures that any authorized user can access, draft, and transmit emergency notifications while on the move. Si-MAX will communicate the alert message via any WiFi, Cellular, or VHF communications network (annual service cost not included in the proposal pricing).

Key Features of the SiRcom Mobile Alert Expeditionary Unit (Si-MAX)

❖ Control Features

Alert All Outdoor Sirens
Easy To See In Daylight
Encrypted Software
Continuous SOS Signal

10" Digital Color Display
Digital Keyboard
Integrated Speaker
Camera & Mic

Touch Screen
Secure Log-In
GPS Tracking

❖ Power

110VAC (House Power)
Solar Battery Panel (Option)

12VDC (Car Outlet)

Internal 20 Hour Battery

❖ Communications

WiFi (Local Internet)
NFC

Cellular (4G/5G)
Bluetooth

Radio (VHF/UHF)
RFID

❖ Commercial Info

MSRP \$2995 / EA

1 YR Warranty

Free Updates



Si-MAX Lite is a two-way emergency communications device that each residential home can possess. The Si-MAX Lite can be plugged into the resident's home power while not in use. Once an emergency alert notification is transmitted by the local emergency managers and received by the Si-MAX Lite Unit, the resident can take the Si-MAX Lite Unit with them to maintain real-time situational awareness as the emergency event progresses. This device also allows each resident to transmit a GPS signal that can be tracked by The City of Rolling Hills's emergency managers during the emergency. This feature can assist The City of Rolling Hills's emergency response team in getting to the resident quickly to provide assistance or to ensure they are on the safest path out of the danger area. (Not included in the proposal pricing)

Key Features of the SiRcom Mobile Alert Expeditionary Unit (Si-MAX)

❖ Control Features

3.5" Digital Color Display
Easy Navigation Button
Integrated Speaker

Rugged Screen
All Environments
GPS Tracking

Easy To See In Daylight
Encrypted Software
Continuous SOS Signal

❖ Power

110VAC (House Power)
Solar Battery Panel (Option)

12VDC (Car Outlet)

Internal 7 Hour Battery

❖ Communications

WiFi (Local Internet)
NFC

Cellular (4G/5G)
Bluetooth

Radio (VHF/UHF)
RFID

❖ Commercial Info

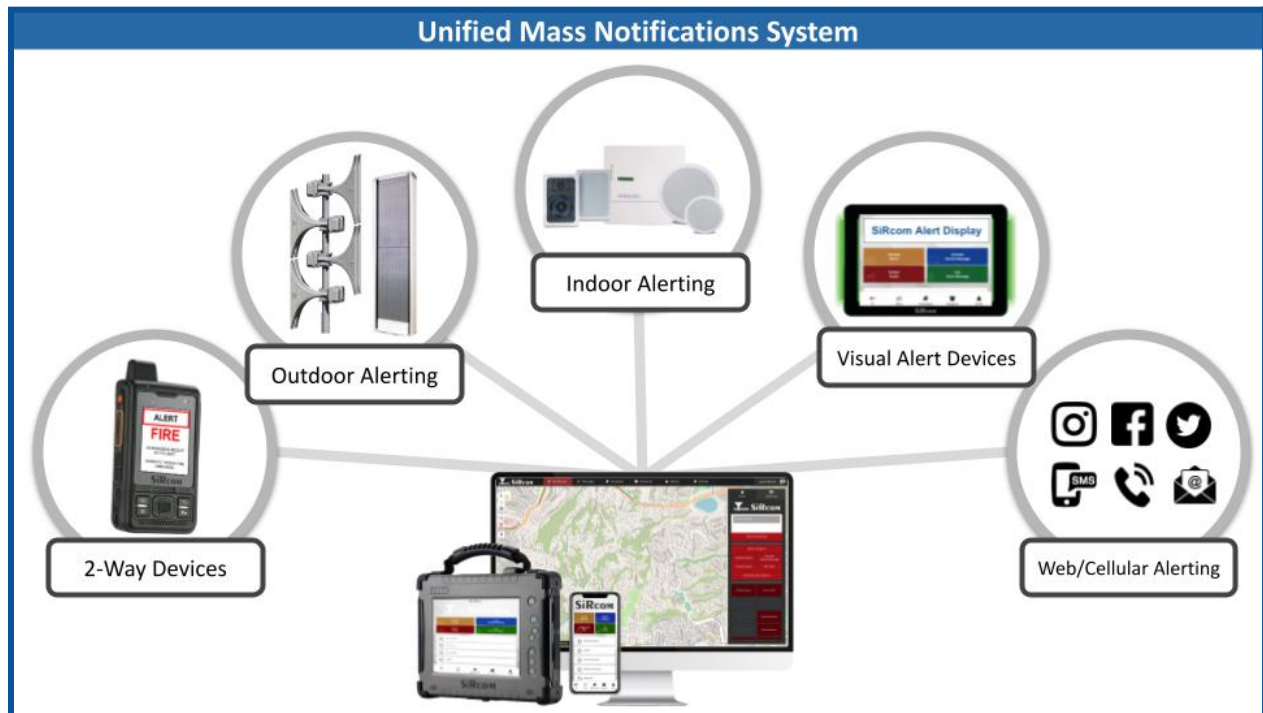
MSRP \$495 / EA

1 YR Warranty

Free Updates

6.0 Conclusion of Report

HQE is pleased to conclude this report for The City of Rolling Hills. However, The City of Rolling Hills faces several challenges that were identified by HQE; the solutions being proposed are to mitigate all of the challenges. The report proposes the ideal unique outdoor warning systems installation solution for the City. The solution was designed and proposed after careful analysis of the strengths and weaknesses of the current options in the market today. The SiRcom Mass Notifications System allows The City of Rolling Hills to meet the initial mass alerting requirements and to scale later with any indoor alerting and security systems integrations that the City may require. This proposed solution is genuinely a capability that will allow The City of Rolling Hills to install a solution that will not be outdated due to the modern unified mass notifications system design.



The proposed Mass Notifications System is the world's most comprehensive solution, with multiple redundant alerting channels pre-built into the system. The SiRcom SMART Alert System enables The City of Rolling Hills to provide the desired emergency response alerting if the power or cellular communications have failed. It is a Fully Certified Federal Emergency Management Agency (FEMA) System. The Unified Mass Notifications System solution ensures that The City of Rolling Hills can maximize the resources available in the mission to Save Lives and Protect Property. The unified solution doesn't rely on a single network but on a family of networks to ensure that when the Emergency System is required to perform its purpose, even in the event of power outages, the system WILL WORK!

The proposed solution will provide The City of Rolling Hills with the solution to mitigate the risks faced by the City and Counties of California in the infamous 2020 wildfires. In addition to the actual installation options for the outdoor warning system, HQE would suggest a community outreach program that would allow the residents of the community to talk directly with Mass Notification Systems experts. This will allow The City of Rolling Hills to help the residents better understand why the solution is so important for the life safety program of The City of Rolling Hills.

Thank You For Your Continued Support of HQE Systems, Inc.

A Minority Owned, FEMA Certified Service Disabled Veteran Owned Small Business

FULLY CERTIFIED & APPROVED BY:



DEPARTMENT
OF DEFENSE



FEMA

End of Mass Notifications System Installation Report



General Information On Sound

City of Rolling Hills



50' AGL



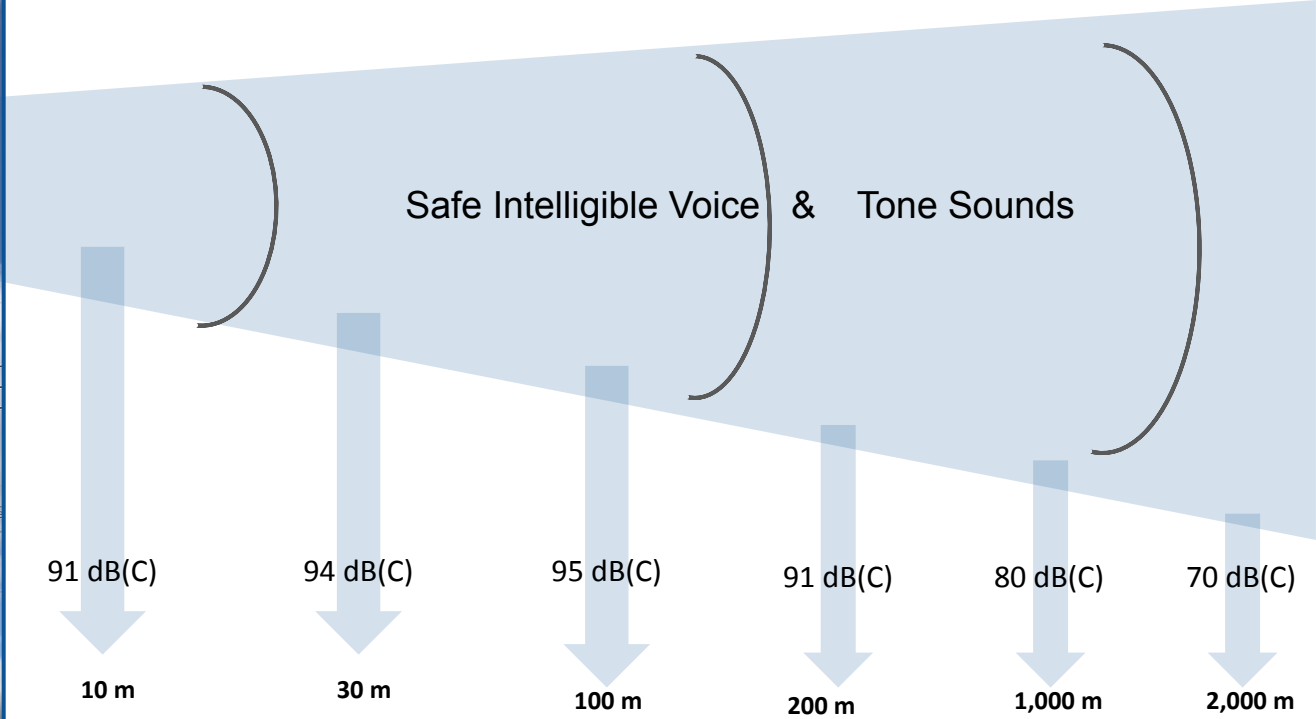
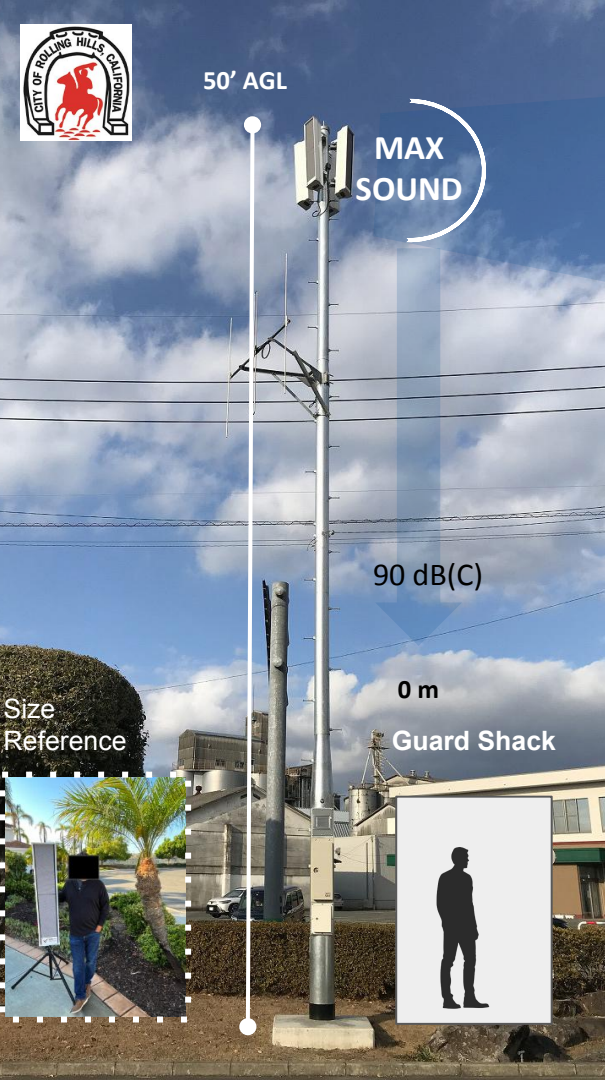
Safe Intelligible Voice & Tone Sounds

70 dB(C)

2,000 m

Loud sounds	Arbitrary base of comparison (annoyingly loud noise over 70 dB)	70	Conversation possible but with raised voice	Vacuum-cleaner Shower, Piano practice Heavy street noise
Low sounds	No detrimental effects (1/2 as loud as 70 dB)	60	Conversation in restaurant	Business office Laser/Inject printer Light street noise
	No detrimental effects (1/4 as loud as 70 dB)	50	Conversation at home	Refrigerator Moderate rainfall Quiet suburbs

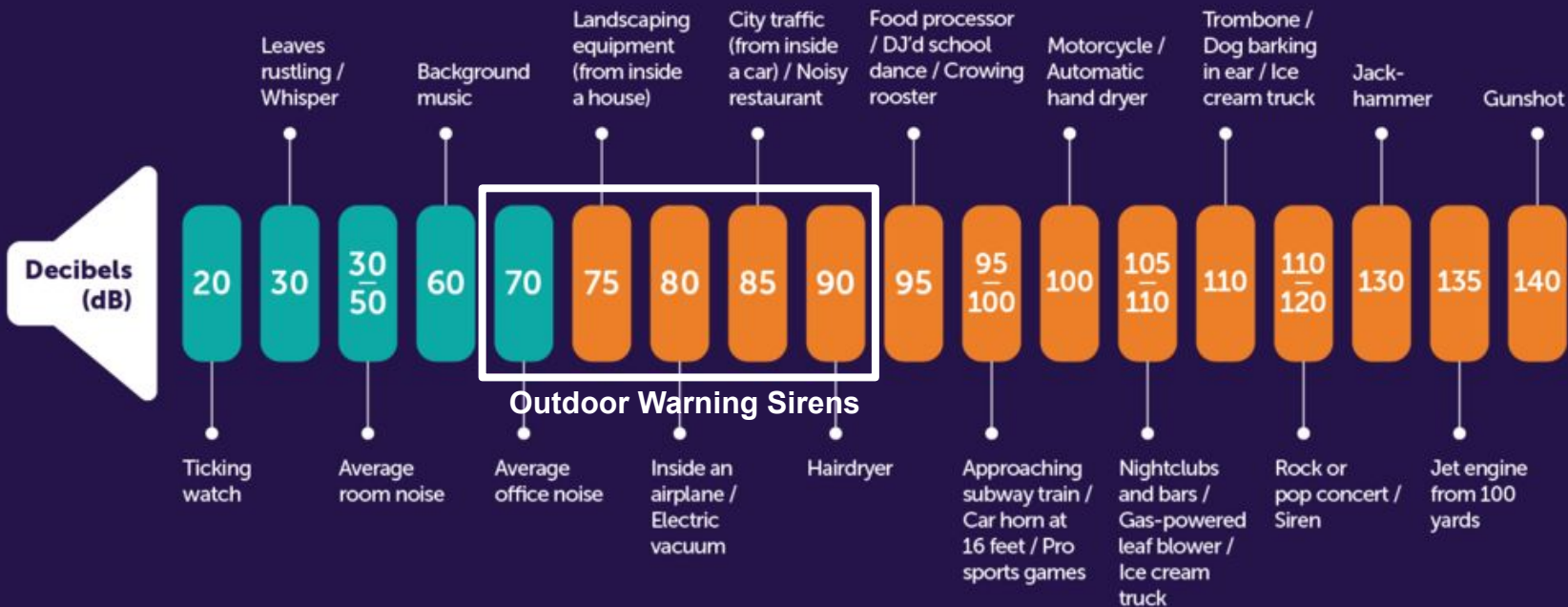
Sound transmission is affected by a number of factors. These include weather conditions (humidity, altitude, wind, rain, etc.), environmental noise (traffic, advertising, people talking, bioacoustics noise from animals and birds etc.), terrain conditions (mountains, hills, tall buildings etc.), and mechanical noise (heavy machinery, industrial noise, trucks, aircrafts, etc.). Moreover, sound transmission also depends on background noise and the materials used, absorbing or reflecting sound. As a result, all these factors need to be considered in the design of early-warning, mass-notification, and voice- evacuation systems.



Acoustics At The Gate: 90 dB(C) is what is activated at the speakers. The speakers will be mounted 50' AGL. The perceived dB(C) by a gate guard inside the guard shack will be less than ~85 dB(C). The acoustics level will be within NIOSH & OSHA safety exposure limits for loud sound exposure. NIOSH & OSHA safe guidelines allow a person to be safely exposed to 90 dB(C) for 4 hours continuous in a 24 hour period. The FEMA standard requires the activated sound to be a minimum of 70 dB(C). Currently, similar speaker systems are installed at City crosswalks, in front of military base guard shacks, near barracks, and other highly populated residential sites.



NOISE LEVELS



Note: The above depicts the “perceived” sound of the decibel rate. Outdoor warning sirens are manufactured to be ALERT devices that transmit loud attention getting intelligible voice alert messages. Outdoor warning sirens are Life Safety Devices. Life Safety Devices are designed to enable the City to save lives during an emergency.



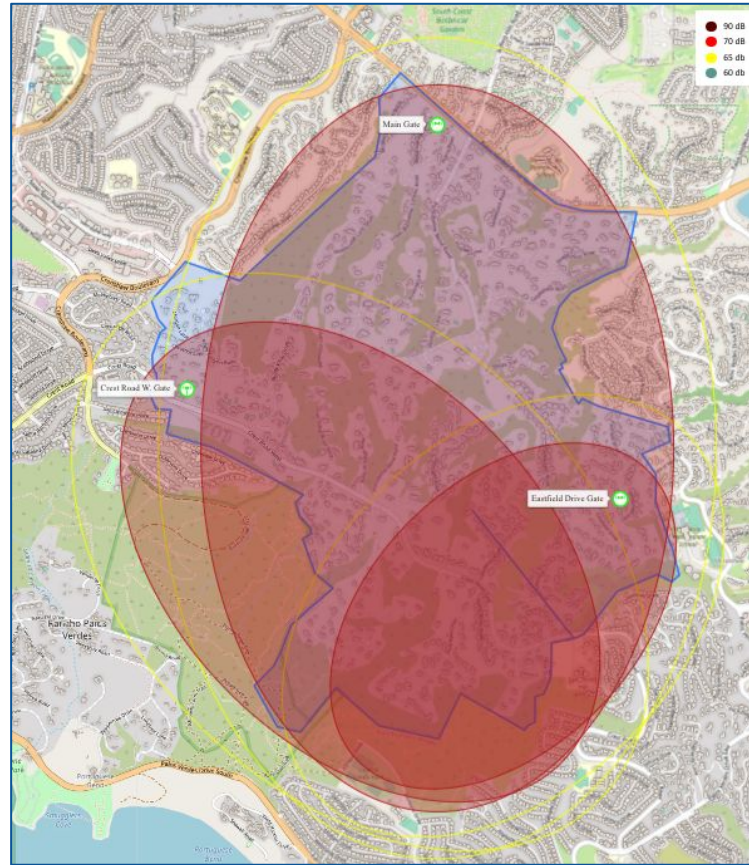
Outdoor Warning Sirens Installed Next To Residential Housing (Deemed Safe By The Gov't)





Outdoor Warning Sirens Installed Next To Security Guard Shack Sites (Deemed Safe By The Gov't)





The City will have the 70 dB(c) intelligible voice and tone alerts coverage (red). To ensure that the sound can travel through the hills of the City, HQE will utilize the SiRcom LS-120 Outdoor Acoustics Speakers. This will ensure that proper coverage without overpowering at any single activation point.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

September 28, 2022

Kristen Raig, RHCA Manager
1 Portuguese Bend Road
Rolling Hills, CA 90274

Re: Easement Requirements

Dear Ms. Raig:

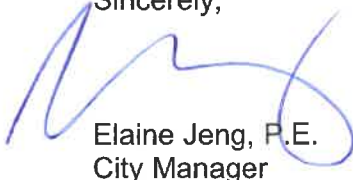
The City of Rolling Hills has been contemplating the placement of an outdoor siren system throughout the City for emergency notification in the event of a total power failure. The City has identified three possible options to consider: Solution A, Solution B and Solution D. The City Council directed Staff to seek approval from the Rolling Hills Community Association (RHCA) for Solution D which was to place the outdoor siren system at and/or adjacent to the three gatehouses. On September 15, 2022, RHCA Board did not ultimately support the request.

At the September 26, 2022 City Council meeting, the City Council directed Staff to obtain easement requirements from RHCA for siting of poles at locations identified in Solution A and Solution B by the City's vendor, HQE, in easements held by RHCA. Please refer to the attached Outdoor Siren Locations – Street Level .

The City requests a response from RHCA on or before **October 6, 2022**. The September 26, 2022 City Council meeting can be viewed, if desired, by the link:
https://rollinghills.granicus.com/player/clip/303?view_id=1&redirect=true&h=0dfb63c1021ba23b414b936186570615 (Item 11A).

Should you have any questions, please contact Vanessa Hevener, Senior Management Analyst at (310) 377-1521 or via email at vhevener@cityofrh.net.

Sincerely,



Elaine Jeng, P.E.
City Manager

**Ref: HQE-RH-003****TO: The City of Rolling Hills**

2 Portuguese Bend Road
Rolling Hills, CA 90274
(310)-377-1521

OUTDOOR WARNING SIREN LOCATIONS - STREET LEVEL

Members of the City Council & The City Manager,

It is with great pleasure that HQE Systems, Inc. continues to serve and assist the City of Rolling Hills and its residents. As a FEMA certified California Disabled Veteran Business Entity (DVBE) and a Minority-Owned Service-Disabled Veteran-Owned Small Business (SDVOSB), HQE prides itself for always going the extra mile for its client partners.

HQE's senior outdoor warning sirens subject matter expert conducted an on-site verification of the proposed locations of the outdoor warning sirens. Based on the sound propagation analysis and the on-site survey, HQE has consolidated the proposed installation points on the document attached. Please note that these locations are only suggestions and the final locations can be changed by the City to meet its desired end configuration. HQE will be able to adjust the sound propagation plan prior to conducting any final installation. This will ensure that the City has the outdoor sirens located at the desired locations while ensuring the coverage is adequate.

All pole types can be camouflaged to match the environment.

If you have any questions or concerns, please feel free to contact me. You can reach me at 1(800) 967-3036 X203 or Henry.Hernandez@HQESystems.com

Sincerely,

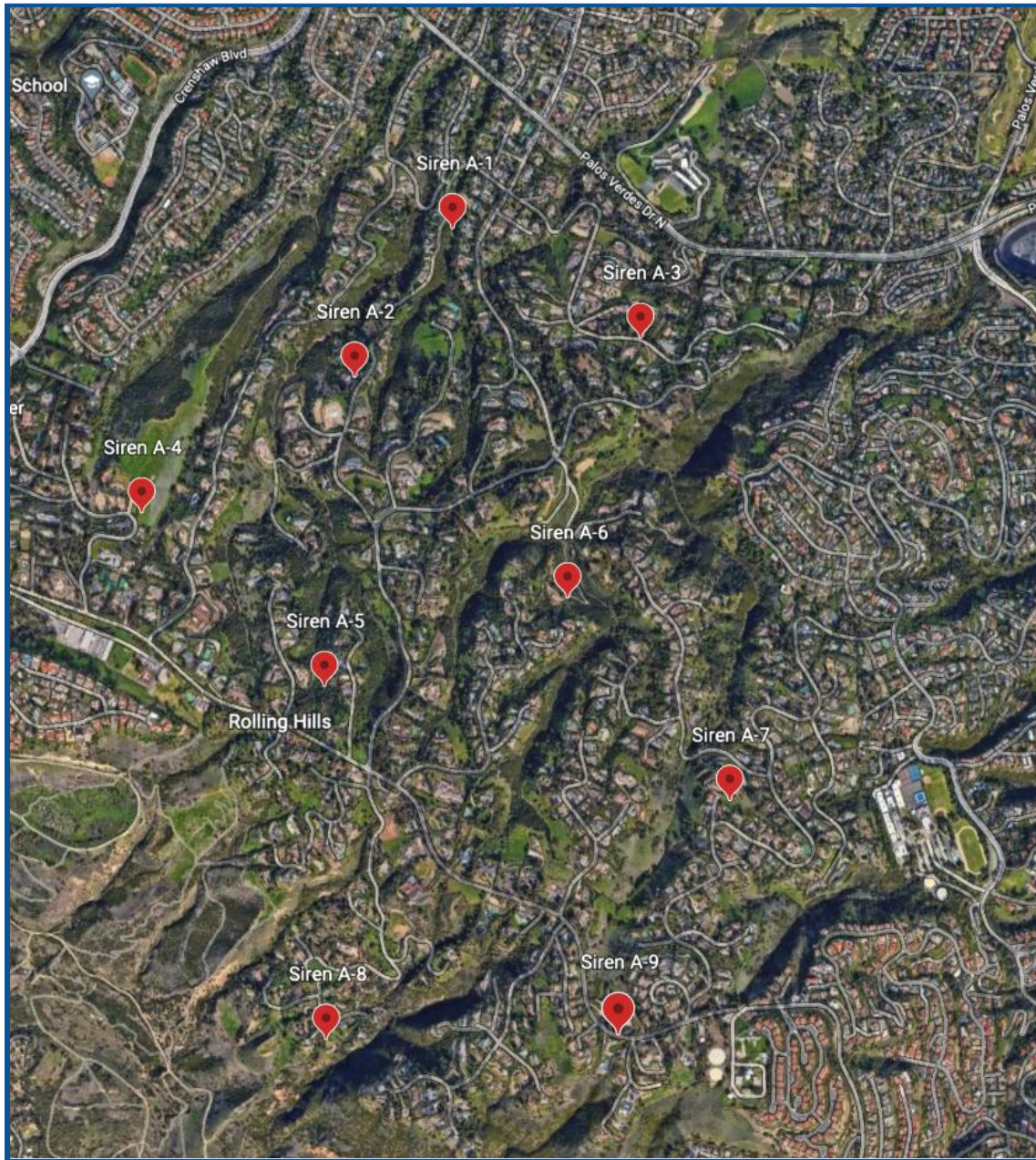
HENRY HERNANDEZ

Chief Operating Officer - HQE Systems, Inc.
FEMA Certified



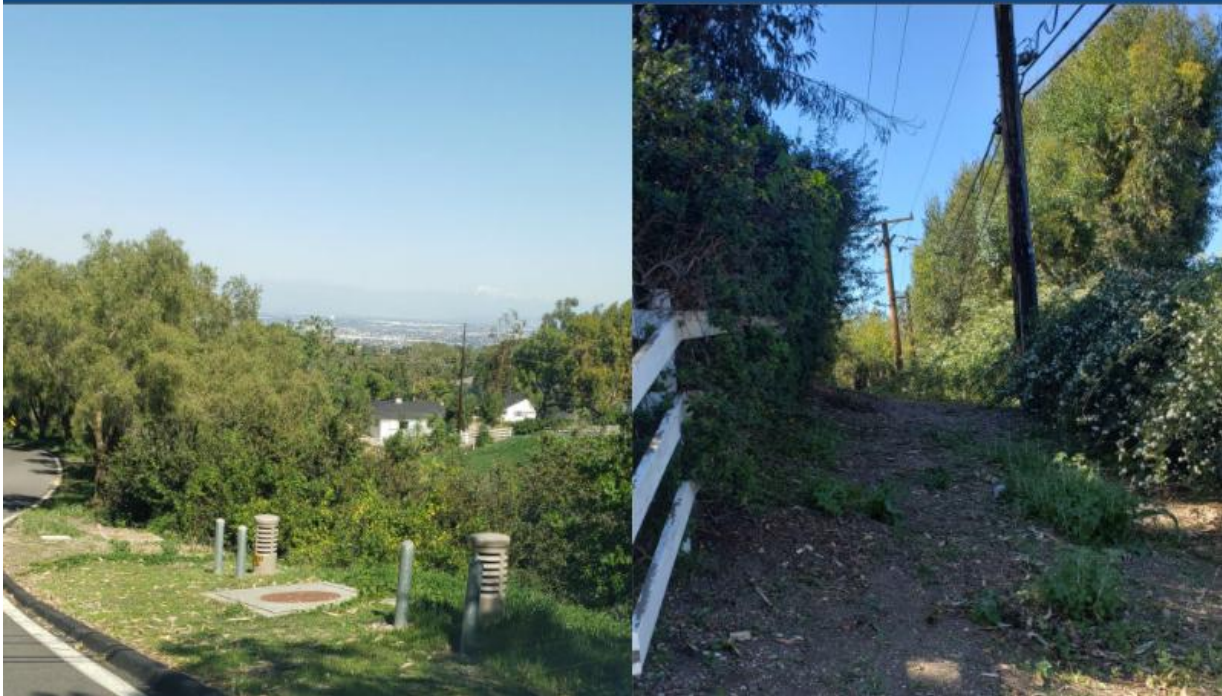
Attachment: Proposed Outdoor Warning Siren Installation Points.

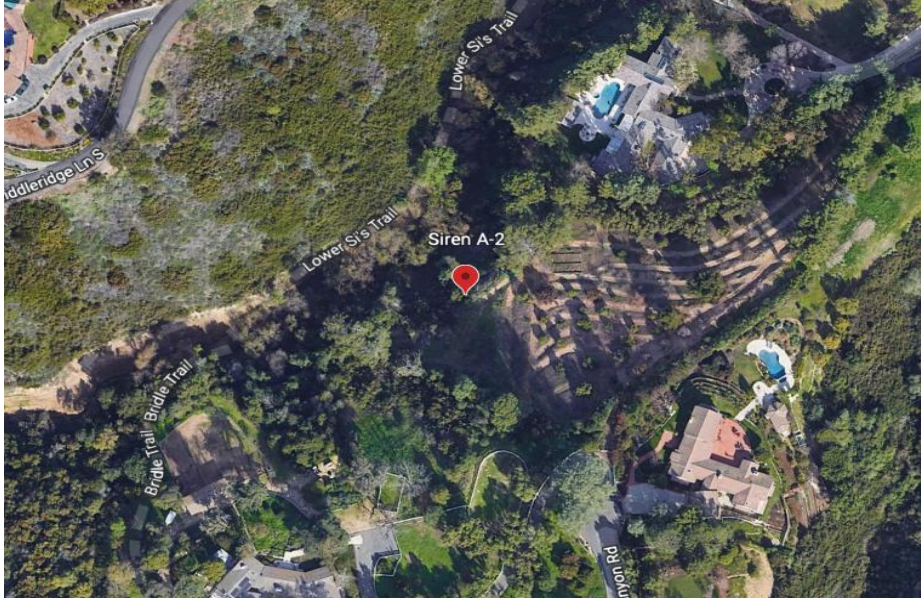
Option A: 30 Feet Poles (QTY 9 Outdoor Warning Siren Poles)



Pole #	Grid Coordinate	Street Level Location
1	33.7728, -118.3473	


Option A: Siren 1 (Proposed Site)



2	33.7679, -118.3511	
---	-----------------------	--

Option A: Siren 2 (Proposed Site)



3	33.7692, -118.3400	
---	-----------------------	--

Option A: Siren 3 (Proposed Site)




4	33.7635, -118.3592	
---	-----------------------	--




5	33.7580, -118.3522	
---	-----------------------	--



6	33.7608, -118.3429	
---	-----------------------	--

Option A: Siren 6 (Proposed Site)




7	33.7544, -118.3368	
<div data-bbox="207 877 1417 993">Option A: Siren 7 (Proposed Site)</div> 		

8	33.7466, -118.3522	
---	-----------------------	--

Option A: Siren 8 (Proposed Site)



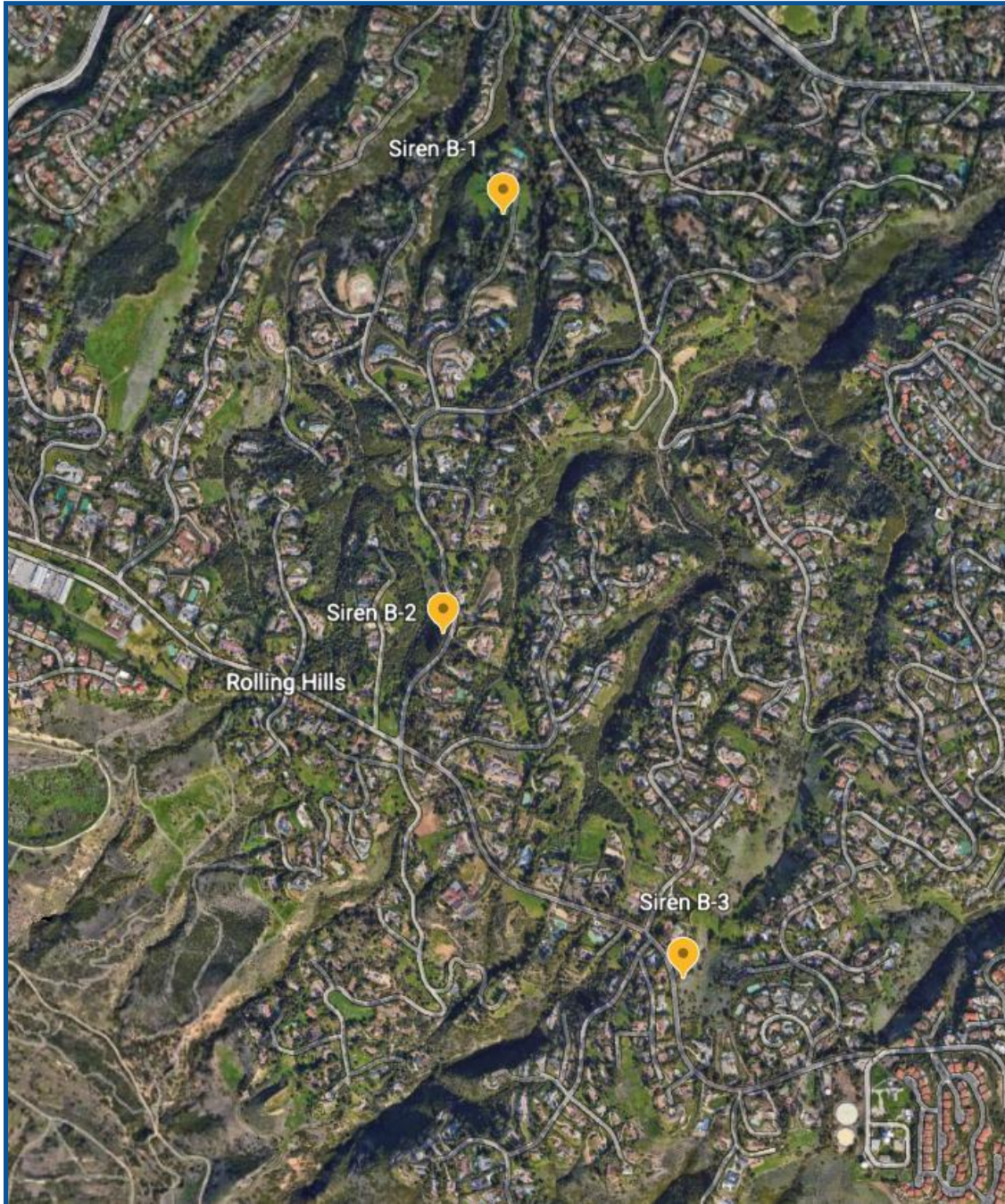
9	33.7471 -118.3411	
---	----------------------	--

Option A: Siren 9 (Proposed Site)





Option B: 50 Feet Poles (QTY 3 Outdoor Warning Siren Poles)



Pole #	Grid Coordinate	Street Level Location
1	33.768614, -118.347668	


Option B: Siren 1 (Proposed Site)



2	33.7581, -118.3493	
---	--------------------	--

Option B: Siren 2 (Proposed Site)



3	33.7497, -118.3422	
---	--------------------	--

Option B: Siren 3 (Proposed Site)



End of Document

"It is our goal at HQE to continue to serve our veterans through our 'Hire Veterans Policy HQE-2015-2025'. We appreciate all of our current and past customers who have helped us meet our goals of hiring veterans throughout the years. Your support in HQE is directly impacting the support of our amazing veterans. Thank you for your consideration and support of Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), and Service Disabled Veteran Owned Small Business (SDVOSB)!."

Thank You from the team of HQE Systems Inc.

Qais Alkurdi

CEO, Disabled Veteran / Retired

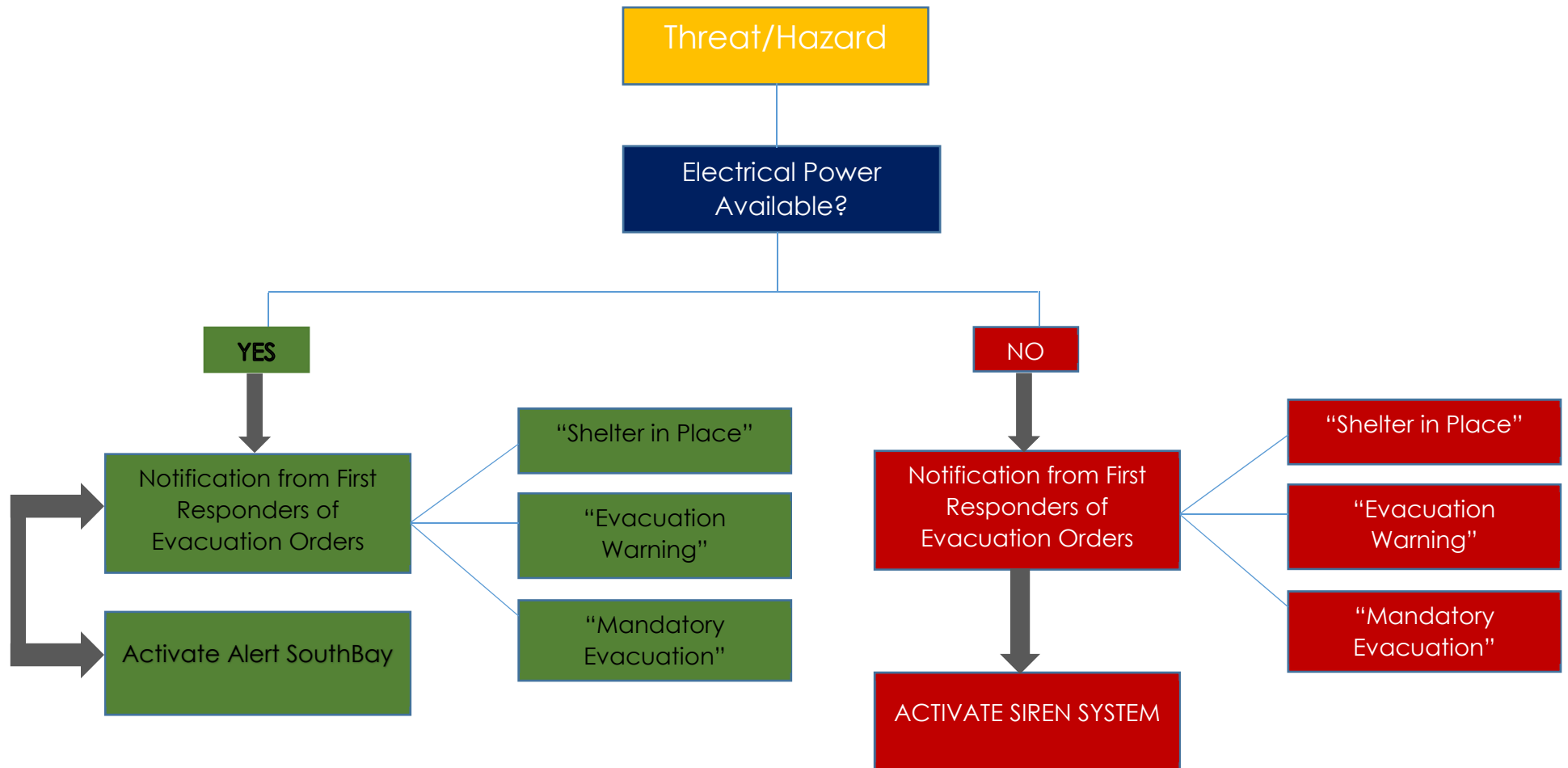
Henry Hernandez

COO, Disabled Veteran





PROCESS TO ACTIVATE THE OUTDOOR SIREN SYSTEM



Rolling Hills Community Association
of Rancho Palos Verdes
NO. 1 PORTUGUESE BEND RD. • ROLLING HILLS, CALIF. 90274

(310) 544-6222

ROLLING HILLS



CALIFORNIA

(310) 544-6766 FAX

October 6, 2022

Elaine Jeng, Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Re: Procedure to Request Easement over RHCA Easement

Dear Ms. Jeng:

This letter is in response to your request to provide to the City a procedure for the City to obtain an easement from RHCA.

The Board discussed the procedure for the City's request for an easement for the emergency sirens at this morning's meeting. They agreed that the procedure for this request is as follows:

1. Obtain permission from the owner of the property where the siren will be placed,
2. Submit a written request to the Board for a license(s) to use the Association easement for Board review and approval. The request should include:
 - a. Site plan with the location of the pole and any ground mounted equipment indicated,
 - b. Specifications of the height and size of the pole and any pole mounted equipment

Site plans should include property and easement lines, edge of pavement and property address. If the license is approved by the Board, the City would be responsible for legal and recording fees incurred for the license agreement(s). RHCA would waive fees for excavation permits.

Feel welcome to contact me if you have any questions.

Sincerely,

Kristen Raig
Association Manager



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 12.A
Mtg. Date: 10/10/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE A REPORT FROM RESIDENT ON 3 MIDDLE RIDGE LANE NORTH AND DIRECT STAFF TO ASSESS THE CONDITION OF THE STORM DRAIN SYSTEM THAT RUNS FROM MIDDLE RIDGE LANE SOUTH TO MIDDLE RIDGE LANE NORTH

DATE: October 10, 2022

BACKGROUND:

The December 2021 rain storms caused three sinkholes on Middleridge Lane, North and South. Working with the Los Angeles County Department of Public Works to address the sinkholes, the department found a 1972 signed agreement between the Los Angeles County Flood Control District and Rolling Hills noting that the City is responsible for the maintenance of a storm drain line along Middleridge Lane North and South. The sinkholes, located adjacent to the roadway on Middleridge Lane South were caused by breaks in the subject storm drain line as with the sinkhole on 1 Middleridge Lane North. The City made emergency repairs on three areas of the storm drain system between February and April 2022.

DISCUSSION:

Late afternoon Wednesday, September 21, 2022, resident Hamik Mukelyan of 3 Middleridge Lane North visited City Hall and reported sinkholes on the eastern side of his property. Mr. Mukelyan's property is located next to 1 Middleridge Lane North, and during the emergency repairs in March 2022, Mr. Mukelyan connected with city staff and the property owner at 1 Middleridge Lane North about the work as it related to noise and duration of the work. In response to Mr. Mukelyan's report in September 2022, staff requested that Mr. Mukelyan provide photos of the reported sinkholes on his property. They are attached to this report. On Thursday morning, September 22, 2022, staff proactively submitted a Storm Drain Condition Assessment request with Los Angeles County Department of Public Works' City Service Request Tracking System. The request is currently under review.

To act on the report timely, staff asked for the assistance of a retired Public Works Inspector to visit Mr. Mukelyan's property. The site visit was held on Monday, September 26 following Mr. Mukelyan's Thursday report. At the site visit, the segment of the subject drainage pipe at 3 Middleridge Lane North was observed to be on a steep slope, at the edge of the property line

between 1 and 3 Middleridge Lane North. Per Mr. Mukelyan the area was overgrown with vegetation, and not utilized. Mr. Mukelyan also noted that he recently had his gardener remove vegetation along the alignment of the drainage pipe and discovered two sinkholes. Staff's site observation from site visit was that the two areas noted as sinkholes by Mr. Mukelyan were likely caused by the the subject drainage line given the age and condition of the pipe from the emergency repairs earlier this year.

Staff reviewed the Los Angeles County engineering plans to the drainage line at 3 Middleridge Lane North and noted that the segment of the pipe on the property drops significantly, elevation wise, from the segment on the neighbor's property at 1 Middleridge Lane North. Staff also spoke with the EC Construction, the contractor that repaired the upstream segments of the pipe (1 Middleridge Lane North, and roadside adjacent at 1 Middleridge Lane South.) EC Construction recalled that the pipe segment replaced at 1 Middleridge Lane North was nearly ten feet deep from the walking surface and that their crew reconnected the new pipe to the existing pipe approximately a foot west of the three rail fence separating 3 Middleridge Lane North and 1 Middleridge Lane North. EC Construction noted that at the point of connection, the segment of the pipe on 3 Middleridge Lane North was intact for a secure connection.

FISCAL IMPACT:

Staff estimates that a condition assessment by an engineering professional could cost between \$10,000 to \$40,000.

RECOMMENDATION:

Staff recommends that the City Council allocate budget, and direct staff to solicit engineering professionals to assess the condition of the entire drainage system, including the segment of storm drain pipe on 3 Middleridge Lane North and provide recommendations to the City for proper maintenance and repairs as deemed appropriate.

ATTACHMENTS:

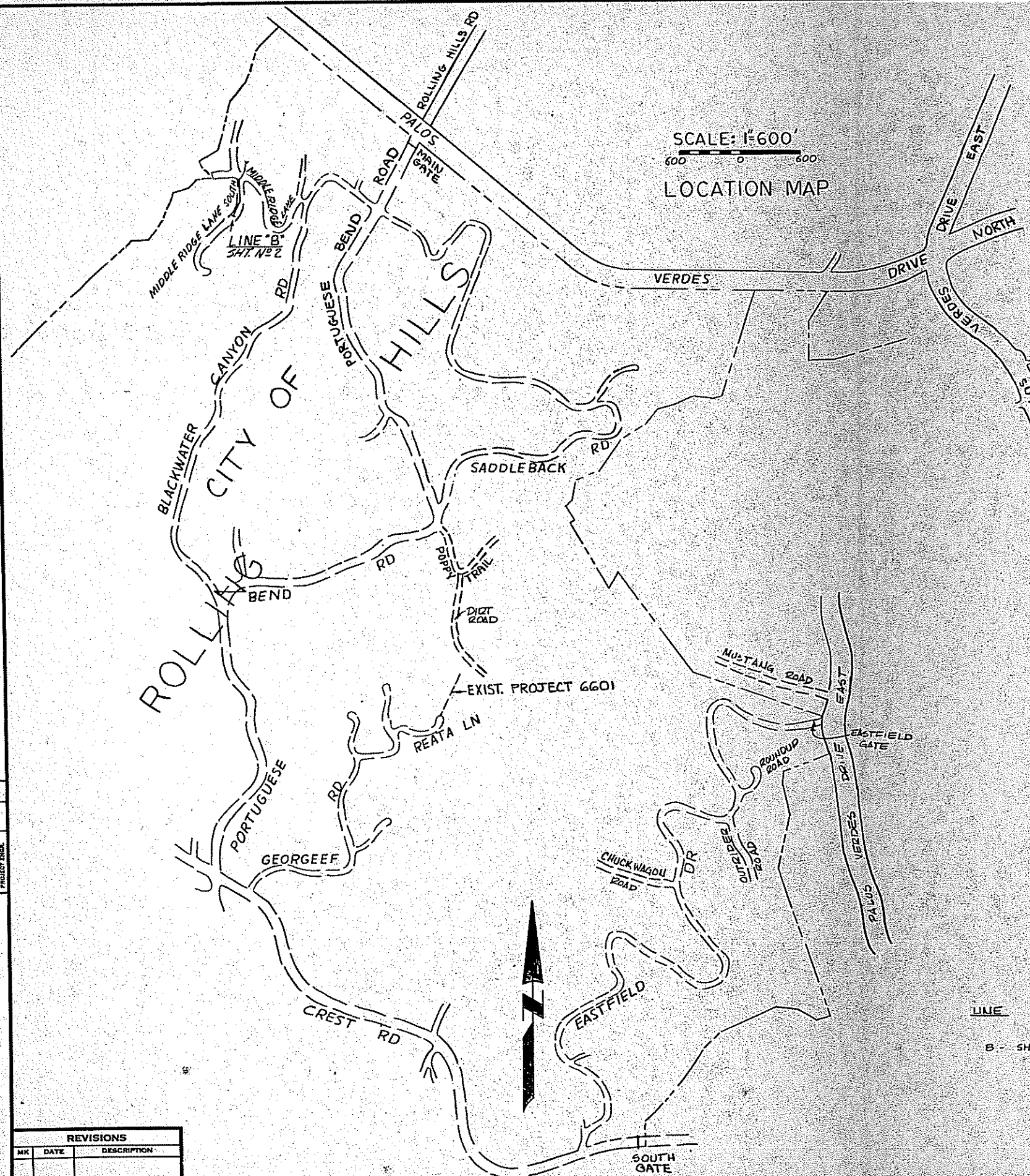
[PW_DRA_220107_AsBuilts_MiddleridgeLane_6650 U1-B.pdf](#)

[PW_DRA_220107_FloodDistrictAGR_MiddleridgeLane_6650U1-B_Contract18374.pdf](#)

[PW_DRA_220923_3MiddleridgeLnN_SitePlan.pdf](#)

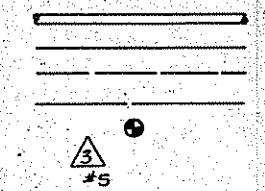
[PW_DRA_220923_3MiddleridgeLnN_Pics.pdf](#)

[PW_DRA_220923_1MiddleridgeLnN_Pics.pdf](#)



LEGEND

STORM DRAIN TO BE CONSTRUCTED
PROPERTY LINE
STORM DRAIN RIGHT OF WAY LINE
EDGE OF EXISTING A.C. PAVEMENT
SOIL BORING LOCATION
CONSTRUCTION CALL OUT
HOUSE NUMBERS



LOS ANGELES COUNTY FLOOD CONTROL DISTRICT STANDARD DRAWINGS

CATCH BASIN NO. 1	2-D 160
STANDARD DROP STEP	2-D 96
STD. A-616 REINFORCING BARS	2-D 171
MANHOLE FRAME AND COVER FOR CATCH BASINS	2-D 156
CATCH BASIN REINFORCEMENT FOR ROUND MANHOLES	2-D 157
CATCH BASIN REINFORCEMENT	2-D 172
STANDARD 24-INCH MANHOLE FRAME AND COVER	2-D 472
CATCH BASIN FRAME AND GRATING	2-D 227
DETAIL OF CATCH BASIN OPENING	2-D 232
TYPICAL FENCE, GATE, AND HEADWALL DETAILS FOR CHANNEL WALLS	2-D 180
REMOVABLE PROTECTION BAR FOR CATCH BASINS	2-D 175
CRITERIA FOR THE DESIGN OF SHORING FOR EXCAVATIONS	2-D 466
SAMPLE SHEET FOR USE AS A GUIDE IN PREPARING CALCULATIONS FOR SHORING OF EXCAVATIONS	2-D 400
ADJUSTABLE PROTECTION BAR STIRRUP	2-D 264
WOODEN LAMINATED RAIL ST. BARRICADE	2-D 152
CONNECTION TO CATCH BASIN FOR PIPES 12" THROUGH 72"	2-D 224
LOCAL DEPRESSION NO. 2	2-D 88
PORTABLE SECURITY FENCE FOR OPEN TRENCHES	2-D 476
PROTECTION BARRIER	2-D 261, 2, 3
CONCRETE COLLAR	2-D 393
SOIL CLASSIFICATION SYSTEM	2-D 413

GENERAL NOTES

- ELEVATIONS SHOWN ARE ON ASSUMED DATUMS. REFER TO PLAN AND PROFILE ON EACH LINE FOR INDIVIDUAL BENCH MARKS.
- STATIONS SHOWN ON DRAWINGS ARE ALONG CENTERLINE OF CONDUIT OR ON A LINE NORMAL TO CENTERLINE OF CONDUIT.
- SOIL TEST BORINGS FOR THIS PROJECT WERE MADE BY WESTERN LABORATORIES DURING AUGUST 1971.
- ALL C.M.P. SHALL BE 16 GA UNLESS OTHERWISE SHOWN
- OPEN CHANNEL FLOW CONDITIONS EXIST WHERE THE HYDRAULIC GRADE LINE IS NOT SHOWN.
- NUMBERS IN CIRCLES INDICATE ITEMS UNDER WHICH PAYMENT WILL BE MADE.
- STATIONS AND INVERT ELEVATIONS OF PIPE INLETS SHOWN ON THE PROFILES ARE AT THE INSIDE FACE OF THE CONDUIT, UNLESS OTHERWISE SHOWN.
- LOCATIONS OF CATCH BASIN CONNECTOR PIPE JUNCTIONS WITH CATCH BASINS AS SHOWN ON THE DRAWINGS ARE SCHEMATIC. IT IS INTENDED THAT SUCH JUNCTIONS BE LOCATED AT THE DOWNSTREAM END OF THE CATCH BASIN, UNLESS A DETAIL OF THE CONNECTION IS SHOWN OR A NOTE SPECIFICALLY INDICATES OTHERWISE. IN ALL CASES, THE EXACT LOCATIONS WILL BE DETERMINED IN THE FIELD BY THE ENGINEER TO MEET FIELD CONDITIONS.
- TREES DESIGNATED AS "UKE" ARE EUCALYPTUS TREES.
- MONOLITHIC CATCH BASIN CONNECTIONS SHALL BE CONSTRUCTED, WHERE APPLICABLE, PER STANDARD DRAWING 2-D 224.
- "V_i" IS THE DEPTH OF INLET OF CATCH BASINS IN SERIES MEASURED FROM TOP OF CURB TO INVERT OF CONNECTOR PIPE.
- EXISTING UTILITIES SHALL BE MAINTAINED IN PLACE BY THE CONTRACTOR, UNLESS OTHERWISE NOTED.
- ALL OPENINGS RESULTING FROM THE CUTTING OR PARTIAL REMOVAL OF EXISTING CULVERTS PIPES OR SIMILAR STRUCTURES SHALL BE SEALED WITH 8 INCHES OF BRICK AND MORTAR OR 6 INCHES OF CONCRETE, UNLESS OTHERWISE SHOWN.
- ALL RESURFACING, CURBS, GUTTERS, SIDEWALKS, DRIVEWAY, AND OTHER EXISTING IMPROVEMENTS TO BE RECONSTRUCTED SHALL BE CONSTRUCTED AT THE SAME ELEVATION AND LOCATION AS THE EXISTING IMPROVEMENTS, UNLESS OTHERWISE NOTED.
- ALL WATER LINES OWNED BY PALOS VERDES WATER CO. ALL GAS LINES OWNED BY SOUTHERN CALIF. GAS CO. ALL OVERHEAD POWER LINES OWNED BY SOUTHERN CALIF. EDISON CO.
- CURB FACE (C.F.) SHOWN ON THE GENERAL PLAN PERTAINS TO THE CURB FACE AT THE CATCH BASIN OPENING UNLESS OTHERWISE NOTED.
- ALL CONC. ANCHORS ARE TO BE CONSTRUCTED PER DETAIL SHIT 3.
- UTILITIES DESIGNATED BY THE SYMBOL "*" WILL BE ABANDONED IN PLACE AND THE OWNER WILL INSTALL A NEW SECTION OF THE AFFECTED UTILITY AT A LOCATION IN CLOSE PROXIMITY TO, BUT WHICH DOES NOT PHYSICALLY INTERFERE WITH, THE PROPOSED STORM DRAIN CONDUIT AND APPURTENANT STRUCTURES.

INDEX TO DRAWINGS

SHEET No.	DESCRIPTION
SHEET 1	LOCATION MAP, LEGEND, GENERAL NOTES, INDEX TO DRAWINGS AND STANDARD DRAWINGS
SHEET 2	LINE B - PLAN AND PROFILE
SHEET 3	DETAILS AND LOG OF BORINGS



CALIFORNIA STATE STANDARD PLANS

PIPE INLETS D 75-9

PAVING SCHEDULE

LINE	EXIST	RESURFACING
B - SHADY RIDGE LANE	*	3" AC / 6" AB

* EXIST. PAVING VARIES (2" B" AC / 0" B" AB)

PREPARED BY
SOUTH BAY
ENGINEERING CORP
Raymond L. Quigley, RCE 7191

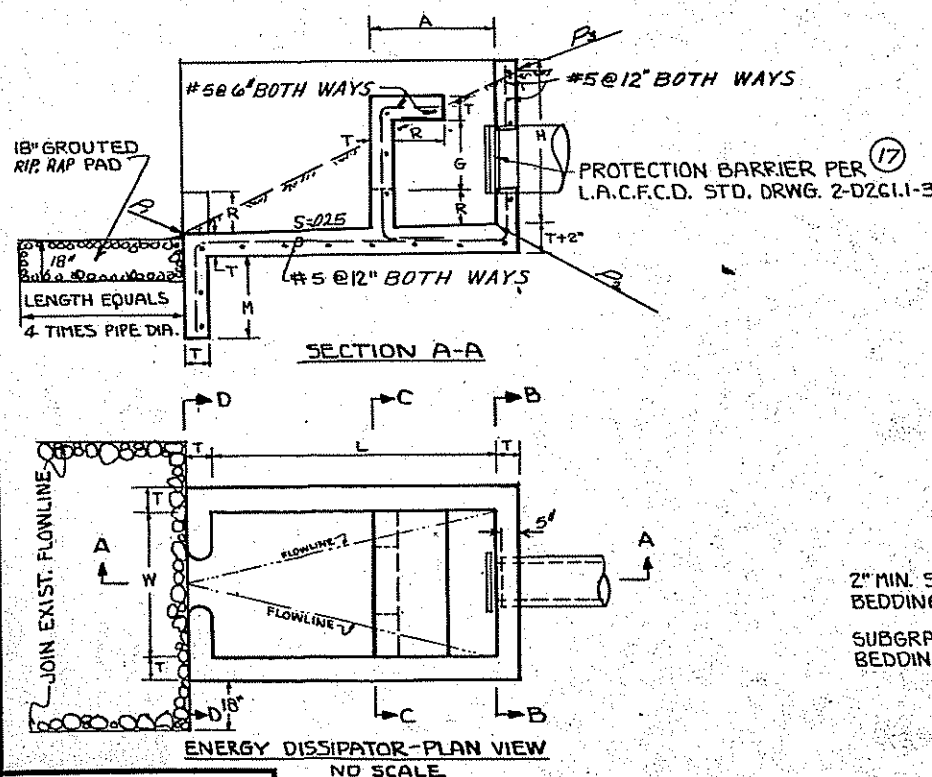
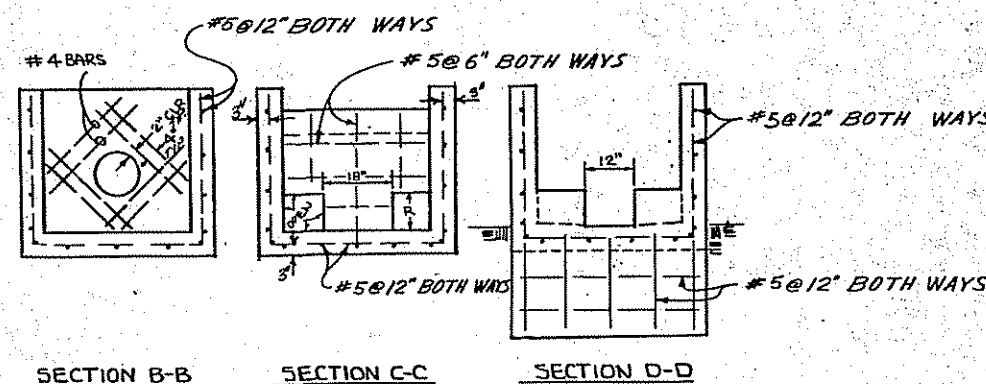
APPROVED AS TO
CITY OF
ROLLING HILLS
CITY MANAGER
DATE: April 21, 1972

1970 STORM DRAIN BOND ISSUE	
LOS ANGELES COUNTY FLOOD CONTROL DISTRICT	
PROJECT NO. 6650-UNI LINE B ROLLING HILLS LOCATION MAP, LEGEND, GENERAL NOTES, INDEX TO DRAWINGS, AND STANDARD DRAWINGS	
RECOMMENDED BY Raymond L. Quigley DATE: April 21, 1972	DATE: AUG 74 SCALE AS SHOWN NO. 470-6650-D6.1 SHEET 1 OF 3

REVISIONS		
MK	DATE	DESCRIPTION

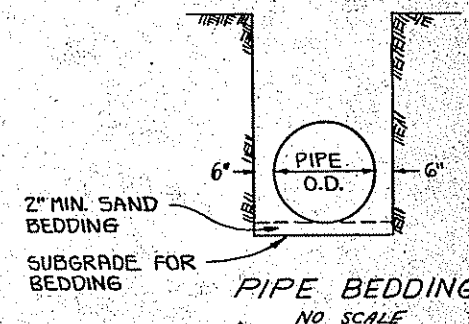
ENERGY DISSIPATOR DATA

LINE	Q	W	A	H	G	R	M	L	T	PIPE DIA.	ELEV. P ₁	ELEV. P ₂	ELEV. P ₃
B	57	8'-0"	4'-7"	6'-3"	3'-0"	1'-4"	3'-0"	10'-8"	6"	24"	958.0	958.67	964.0



REVISIONS	DATE	DESCRIPTION

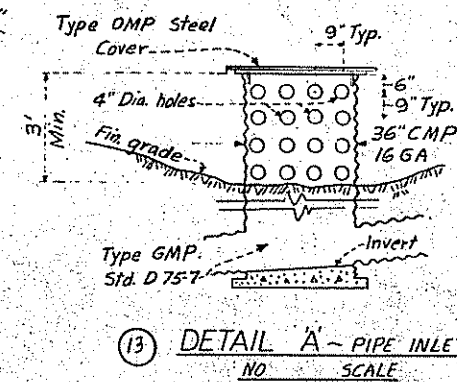
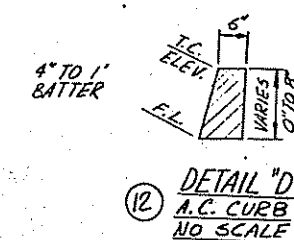
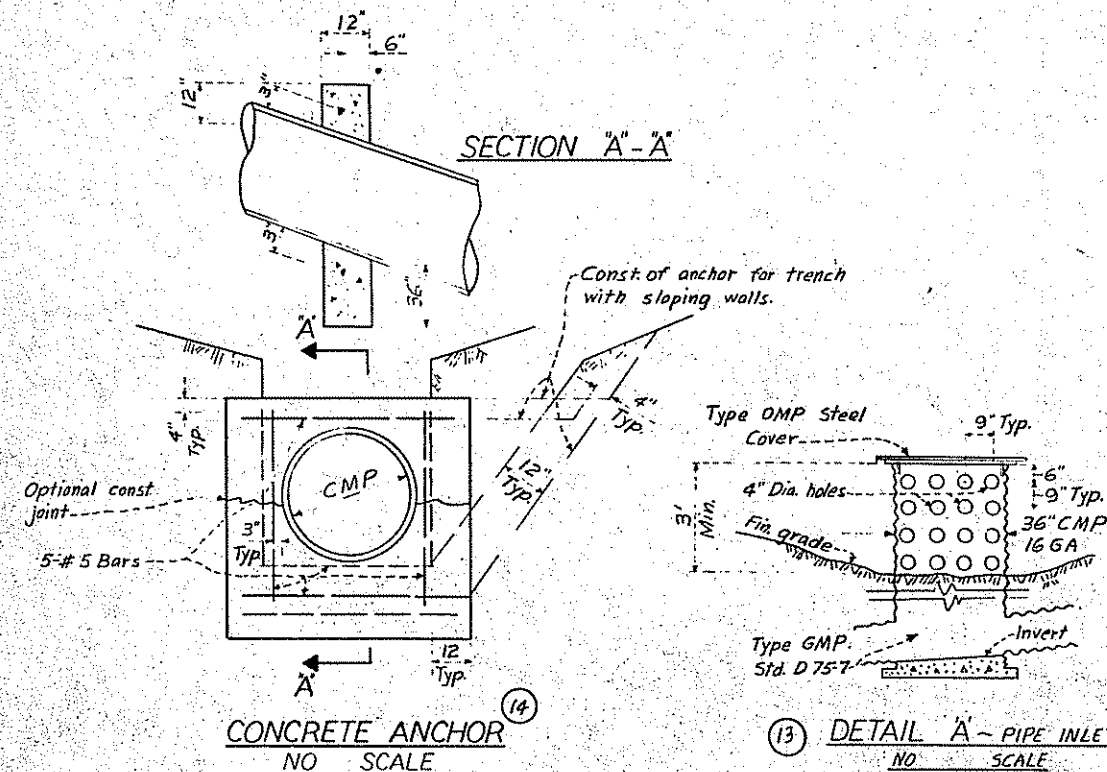
Design Data:
 $f_c' = 4000 \text{ p.s.i.}$
 $f_c = 1800 \text{ p.s.i.}$
 $f_s = 24000 \text{ p.s.i.}$
 $n = 8$
 Shear and bond stresses
 per A.C.I. 318-63
 External Load = 62.5 psf E.F.P.
 Internal " = 40 " E.F.P.



BORING LOG

NOTE: THE SOIL CLASSIFICATIONS HEREON ARE BASED ON THE UNIFIED SOIL CLASSIFICATION SYSTEM, STANDARD DRAWING 2-D413. TEST BORINGS WERE MADE WITH TRACTOR MOUNTED BACKHOE WITH HAND SAMPLING EQUIPMENT UNDISTURBED SAMPLES OF THE SUB-SURFACE SOILS WERE RECOVERED BY MEANS OF A 2.50" INNER DIAMETER SAMPLER DRIVEN BY A 50 LB. HAMMER.

PROJECT: LINE B FOR: SOUTH BAY ENGINEERING				BORING NUMBER: B-1 DATE DRILLED: 8-31-71		
DEPTH FT.	SAMPLE	CORE	BLOWS/FT.	LITHOLOGY	UNIT WEIGHT LB/CU FT.	% MOISTURE
				ANALYSIS		
				% SAND	% SILT	% CLAY
0				SURFACE ELEV. 1008		
1				CLAY, SILTY WITH SHALE FRAGMENTS, BLACK (CL)	86.5	21.0
2					21	34
3					45	
4				CLAY, SILTY WITH BOULDERS, GREY (WEATHERED BEDROCK) (CL)	85.5	34.5
5					19	40
6					41	
7				BEDROCK, CLAYEY SILTSTONE		
8				NO GROUND WATER ENCOUNTERED		



STRUCTURAL NOTES

- DIMENSIONS FROM FACE OF CONCRETE TO STEEL ARE TO CENTER OF BAR UNLESS OTHERWISE SHOWN.
- CONCRETE DIMENSIONS SHALL BE MEASURED HORIZONTALLY OR VERTICALLY ON THE PROFILE, AND PARALLEL TO OR AT RIGHT ANGLES (OR RADIALY) TO CENTERLINE OF CONDUIT ON THE PLAN EXCEPT AS OTHERWISE SHOWN.
- ALL BAR BENDS AND HOOKS SHALL CONFORM TO THE 1963 AMERICAN CONCRETE INSTITUTE'S "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE" SECTION 801.
- PLACING OF REINFORCEMENT SHALL CONFORM TO THE 1963 AMERICAN CONCRETE INSTITUTE'S "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE" SECTION 803.
- TRANSVERSE CONSTRUCTION JOINTS IN WALLS AND SLABS SHALL BE IN THE SAME PLANE. NO STAGGERING OF JOINTS WILL BE PERMITTED. TRANSVERSE CONSTRUCTION JOINTS SHALL BE NORMAL OR RADIAL TO THE CENTERLINE OF CONSTRUCTION.
- THE TRANSVERSE REINFORCING STEEL SHALL TERMINATE 1-1/2 INCHES FROM THE CONCRETE SURFACES UNLESS OTHERWISE SHOWN ON THE STRUCTURAL DETAILS.
- EXPPOSED EDGES OF CONCRETE MEMBERS SHALL BE ROUNDED OR BEVELED.
- NO SPLICES IN TRANSVERSE STEEL REINFORCEMENT WILL BE PERMITTED OTHER THAN SHOWN ON THE DRAWING WITHOUT APPROVAL OF THE ENGINEER. NO MORE THAN 2 SPLICES WILL BE PERMITTED IN ANY LONGITUDINAL BAR BETWEEN TRANSVERSE JOINTS. SPLICES SHALL BE STAGGERED.
- LONGITUDINAL STEEL SHALL BE LAPPED 20 BAR DIAMETERS AT SPLICES. TRANSVERSE STEEL SHALL BE LAPPED 30 BAR DIAMETERS AT SPLICES.
- LONGITUDINAL STEEL SHALL TERMINATE TWO INCHES FROM TRANSVERSE CONSTRUCTION JOINTS.
- TRANSVERSE JOINTS SHALL BE PLACED AT THE JUNCTION OF RECTANGULAR OPEN CHANNEL SECTION WITH CLOSED CONDUIT SECTIONS. THE JOINT SHALL NOT BE KEYED AND SHALL HAVE A 3/8" LAYER OF EXPANSION JOINT MATERIAL IN WALLS AND INVERT.
- ALL RECTANGULAR OPEN CHANNEL WALLS SHALL BE FENCED IN ACCORDANCE WITH STANDARD DRAWING 2-D 180.

PREPARED BY
 SOUTH BAY
 ENGINEERING CORP

RAYMOND L. QUIGLEY, R.C.E. 7191

1970 STORM DRAIN BOND ISSUE			
LOS ANGELES COUNTY FLOOD CONTROL DISTRICT			
PROJECT 6650-UNIT 1 LINE B		ROLLING HILLS	
DETAILS AND LOG OF BORINGS			
RECOMMENDED BY	DATE AUG 71	SCALE AS SHOWN	NO. 473-6650-26.3
Raymond L. Quigley			
DIVISION ENGINEER (DESIGN)			
SHEET 3	OF 3		



LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

P.O. BOX 2418, TERMINAL ANNEX
LOS ANGELES, CALIFORNIA 90001

90051

TELEPHONE 223-2111

ASST CHIEF DEPUTY ENGINEERS
HOWARD H. HAILE
OMER D. HALL
CHESTER MAGNESS

ADMINISTRATIVE DEPUTY
JAMES R. POLLEY

A. E. BRUINGTON
CHIEF ENGINEER

M. W. RANSOM
CHIEF DEPUTY ENGINEER

April 3, 1972

FILE NO.

Contract No. 18374, Suppl. 1
Project No. 6650 Rolling Hills
Supplemental Agreement
Fourth District

Honorable Board of Supervisors
Los Angeles County Flood Control District
383 Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Gentlemen:

RECOMMENDATIONS:

1. Approve the enclosed Supplemental Agreement between the City of Rolling Hills and this District.
2. Instruct the Chairman to sign.

This Supplemental Agreement defines the activities meant by the terms "Operation and Maintenance" as referred to in the original Agreement approved by your Honorable Board on August 10, 1971, Synopsis 51, and establishes District's and City's responsibilities for any damage or liability resulting from the operation and maintenance of Project No. 6650.

APPROVED
Board of Supervisors
Date 4/11/72

[Handwritten signature]
4/11/72

Honorable Board of Supervisors
Page 2
April 3, 1972

The enclosed Supplemental Agreement has been reviewed from a legal standpoint and approved by County Counsel.

The original and three copies of this Supplemental Agreement are enclosed and have been signed for the City of Rolling Hills. Please have the Chairman sign the original and one copy, retaining the original for your files and one conformed copy for the Auditor-Controller. Please forward one fully signed copy and one conformed copy to this office.

One approved copy of this letter is requested.

Yours very truly,

A. E. Bruington, Chief Engineer

JDC:ca

Enc. 4

cc: Board 16 (1 each for Supervisors, Schabarum, Hahn, Debs, Chace, Dorn, Mr. Will and Mr. Maharg), Mr. Malsbury, Mr. Ransom, Mr. Polley, Construction, Design, Management Systems, Operation and Maintenance, Project Planning (UDP), Mrs. Robson, and Mrs. Benjamin

SUPPLEMENTAL AGREEMENT

THIS SUPPLEMENTAL AGREEMENT, BY AND BETWEEN

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT,
a body corporate and politic, hereinafter
referred to as "DISTRICT";

AND

CITY OF ROLLING HILLS, a municipal corporation
in the State of California, hereinafter
referred to as "CITY";

WITNESSETH:

WHEREAS, District, in pursuance of the Report of A. E. Bruington,
Chief Engineer of District, entitled "Report on the Control of Surface Water
by Storm Drains and Drainage Channels, 1970 Program", proposes to construct a
storm drain identified as Project No. 6650 Rolling Hills, hereinafter referred
to as "storm drain"; and

WHEREAS, City has designed storm drain in conformance with City's
criteria and standards which differ from District's criteria and standards; and

WHEREAS, storm drain as designed will serve its tributary drainage
area to the extent intended by the Bond Issue Report; and

WHEREAS, the parties hereto have previously entered into an Agreement
dated August 10, 1971, District Agreement No. 18374, hereinafter referred to as
"engineering Agreement", which provides, among other things, for City to assume
responsibility for operation and maintenance of storm drain upon completion of
construction and acceptance thereof by District; and

WHEREAS, it is in the best interest of District and City to supplement
engineering Agreement to define the activities meant by the terms "operation
and maintenance" as referred to in the engineering Agreement and to set forth
District's and City's responsibilities for any damage or liability arising out
of the operation and maintenance of storm drain.

NOW, THEREFORE, in consideration of the premises and mutual covenants
herein contained, the parties hereto agree as follows:

SECTION I

DISTRICT AGREES:

1. District will prepare specifications, advertise, and administer

1 the contract for construction of storm drain in accord with plans prepared by
2 City.

3 2. District will pay from bond funds all costs for construction,
4 engineering, inspection, administration, and overheads attributed to construction
5 of storm drain.

6 SECTION II

7 CITY AGREES:

8 Upon completion and acceptance of construction of storm drain by
9 District, City shall assume responsibility for operation and maintenance of
10 storm drain and all appurtenances thereto at no cost to District. Said
11 operation and maintenance shall include, in addition to the routine operation
12 and maintenance of the storm drain system, major and minor repairs, replacements,
13 reconstruction, modifications or improvements, any work that must be performed
14 on an emergency basis, and also regular inspections, removal of trash and debris,
15 plus all other operation and maintenance as may be necessary for the efficient
16 functioning of storm drain.

17 SECTION III

18 IT IS MUTUALLY UNDERSTOOD AND AGREED:

19 1. Neither City nor any officer or employee thereof shall be
20 responsible for any damage or liability occurring by reason of anything done or
21 omitted to be done by District under or in connection with any work, authority,
22 or jurisdiction delegated to District under this Supplemental Agreement. It is
23 also understood and agreed that, pursuant to Government Code, Section 895.4,
24 District shall fully indemnify and hold City harmless from any liability imposed
25 for injury (as defined by Government Code, Section 810.8) occurring by reason of
26 anything done or omitted to be done by District under or in connection with any
27 work, authority, or jurisdiction delegated to District under this Supplemental
28 Agreement.

29 2. Neither District nor any officer or employee thereof is responsible
30 for any damage or liability occurring by reason of anything done or omitted to
31 be done by City under or in connection with any work, authority, or jurisdiction
32 not delegated to District under this Supplemental Agreement. It is also

JOHN D. MAHARG, COUNTY COUNSEL
645 HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
825-3611

1 understood and agreed that, pursuant to Government Code, Section 895.4, City
 2 shall fully indemnify and hold District harmless from any liability imposed
 3 for injury (as defined by Government Code, Section 810.8) occurring by reason
 4 of anything done or omitted to be done by City under or in connection with
 5 any work, authority, or jurisdiction not delegated to District under this
 6 Supplemental Agreement.

7 IN WITNESS WHEREOF, the parties hereto have caused this Supplemental
 8 Agreement to be executed by and through their respective duly authorized officers
 9 on this 27 day of March, 1972, by City, and
 10 on this _____ day of _____, 197 , by District.

11 LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

12 By _____
 13 Chairman, Board of Supervisors

14 ATTEST:
 15 James S. Mize
 16 Executive Officer-Clerk of the
 17 Board of Supervisors

18 By _____
 19 Deputy

20 APPROVED AS TO FORM:
 21 John D. Maharg
 22 County Counsel

23 By [Signature]
 24 Deputy

25 CITY OF ROLLING HILLS

26 By [Signature]
 27 Mayor

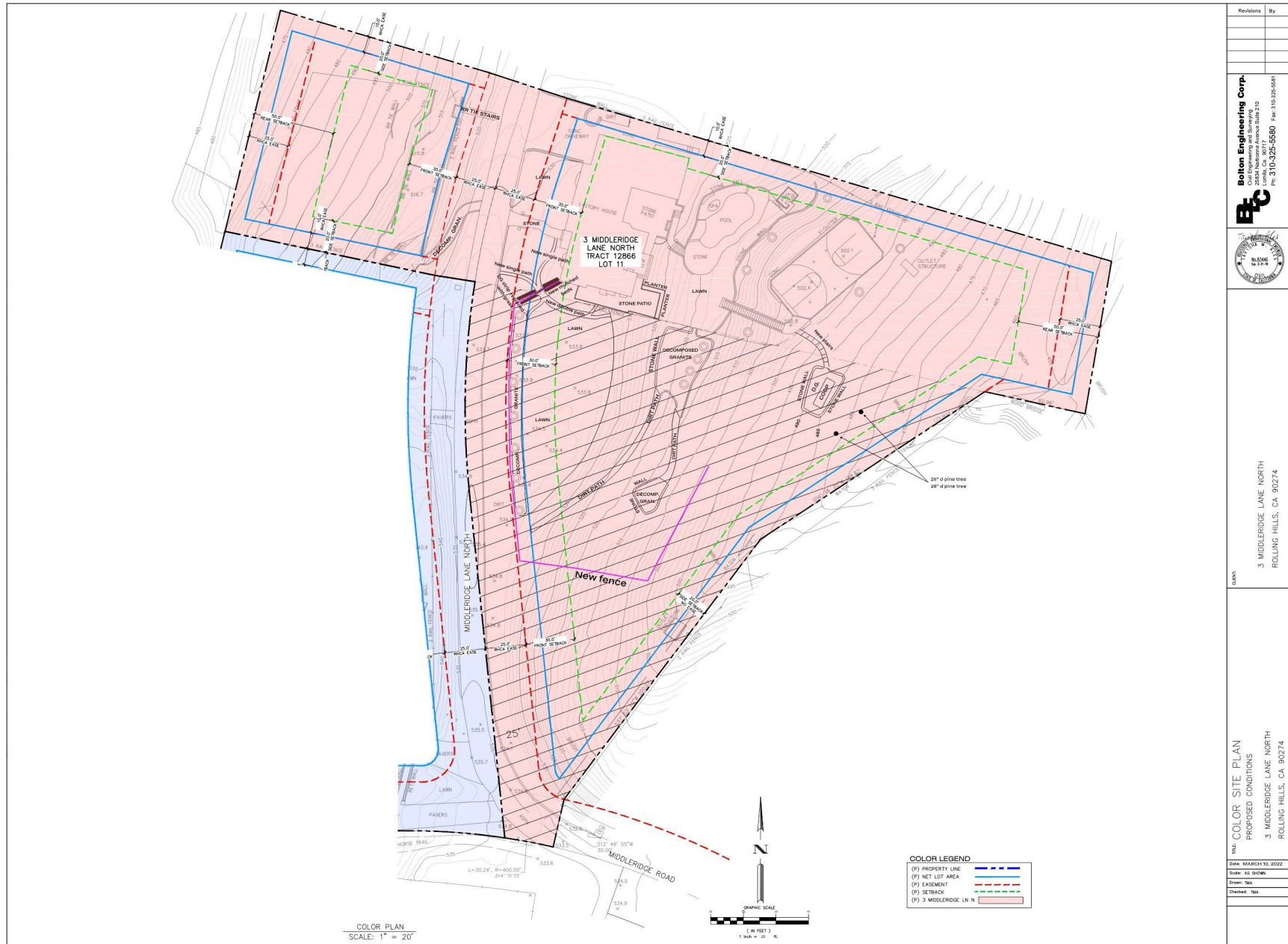
28 ATTEST:

29 By [Signature]
 30 City Clerk

31 MLO:mal
 32 2/25/72

JOHN D. MAHARG, COUNTY COUNSEL
 648 HALL OF ADMINISTRATION
 LOS ANGELES, CALIFORNIA 90012
 625-3611

Site Plan



3 Middleridge Lane North

Photos supplied by resident



1 Middleridge Lane North

Photos supplied by resident





City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 12.B
Mtg. Date: 10/10/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ALAN PALERMO, PROJECT MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER A PROFESSIONAL SERVICES AGREEMENT WITH S&K CONSULTING SERVICES TO EVALUATE EXISTING CITY HALL HEATING, VENTILATION AND AIR CONDITIONING (HVAC) AND PROVIDE AN ENGINEERING DESIGN TO CONSTRUCT A WORKING SYSTEM FOR A NOT-TO-EXCEED FEE OF \$25,100

DATE: October 10, 2022

BACKGROUND:

The existing City Hall Heating, Ventilation and Air Conditioning (HVAC) system is several decades old and currently not operating adequately to provide the necessary cooling and heating at City Hall. In July 2022, staff noticed that the thermostat was not responsive and called three HVAC contractors to troubleshoot. Two of the three contractors responded to the call and similarly opined that the condenser of the system needs replacement. Additionally, due to the age of the condenser and the need to have a functioning system, the contractors recommended that the furnace be replaced as well. Furthermore, one contractor inspected the duct work conveying the cool air and heat throughout the building and found that one major section of the duct was disconnected. Another set of duct work showed a segment that was crushed, effectively pinching the pipe and restricting airflow. The proposals received for replacement parts and duct work repair ranged from \$30,000 to \$50,000.

City staff has operated City Hall without proper ventilation since late July. With the recent heat wave, employees were instructed to alter their attire and hydrate often in response to the high temperatures.

After numerous discussions with the HVAC contractors on the quoted prices of replacement parts, staff provided the information to the City Hall ADA Improvement project architectural/engineering team for feedback. The team opined that the suggested replacement parts should be designed to ensure functionality as a complete system. Considering this feedback, staff prepared a Request for Proposal (RFP) to solicit qualified companies with experience in preparing construction documents and specifications for improvements to public facilities for HVAC systems. Currently the furnace and AC condenser are located in the Mechanical Room. Per the opinions of the HVAC contractors and the architectural/engineering

team, some of the equipment should be relocated outside of the mechanical room to properly draw air for the system.

Staff subsequently wrote a Request for Proposal (RFP) with a short turnaround. The selected proposer shall prepare a set of construction documents including all equipment specifications, quantities, locations and project diagrams necessary to solicit construction bids from qualified HVAC contractors for installation of a turnkey system. All proposals were due by 3 pm on September 26, 2022. The City extended the due date to 12 pm on October 4, 2022 due to responses for questions not being posted on the City website. The City received 6 proposals which were evaluated by staff along with Project Manager Alan Palermo.

DISCUSSION:

The proposals received were evaluated in 4 categories with the weighting for each category in parenthesis as follows:

- Expertise, Experience & Training Plus Prior Contracting History (15%)
- Project Approach / Meet Schedule (50%)
- Cost (20%)
- Compliance with RFP (15%)

The largest weightings were given to Project Approach/Schedule and Cost. Because the current City Hall HVAC system is not currently performing adequately, the RFP emphasized the schedule and required firms to clearly address how they would meet this schedule in their project approach. Similarly, since this work is not currently budgeted, the fee to prepare the construction documents and required services (Cost) received a higher weighting in evaluation of the proposals received.

Each firm submitting a proposal demonstrated experience in providing services for similar projects. Additionally, all firms generally complied with the RFP and requirements stated. The Project Approach / Meet Schedule category is where significant differences in the proposals became apparent. Some proposals merely submitted their standard boiler plate project approaches while firms that carefully processed the RFP better understood the key elements of this project and communicated that information in their proposal. S&K Consulting Service's Project Approach captured the essential project elements and included a realistic schedule that meets the City's/project's needs.

Each proposer was required to submit a fee proposal with their proposal. The fees ranged from \$13,450 to \$75,639. S&K Consulting Service's fee proposal was the second lowest fee proposal received, in the amount of \$25,100.

The average score (average of the 3 evaluators) each firm received on their comprehensive proposals submitted is (highest to lowest):

1. S&K Consulting Services - 89.92
2. Coffman Engineers - 83.50
3. AEPC Group - 83.08
4. IMEG - 82.08
5. PBS Engineers - 80.58
6. IDS Group - 79.08

Therefore, based on evaluation of the proposals received, staff is recommending S&K Consulting Services be considered for a Professional Services Agreement.

FISCAL IMPACT:

The failure of the City Hall's HVAC system was unanticipated and therefore not budgeted in Fiscal Year 2022-2023. This project requires an allocation from General Fund reserves. Reserve balances are well above the amount required by the revised reserve policy, and the use of reserves for this type of unexpected capital cost is in line with the City's budget policies.

RECOMMENDATION:

Receive and file. Direct staff to prepare a Professional Services Agreement with S&K Consulting Services for a not-to-exceed amount of \$25,100.00

ATTACHMENTS:

[PW_CHC_220902_CHC_HVAC_RFP_F.pdf](#)

[PW_CHC_221005_CHC_HVAC_FeeSummary_Evaluation.pdf](#)

[PW_CHC_221005_CHC_HVAC_ProjectEvaluation_Summary.pdf](#)



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

**REQUEST FOR PROPOSALS
ENGINEERING/DESIGN OF HVAC
FOR ROLLING HILLS CITY HALL**

PROPOSALS DUE 3 PM, SEPTEMBER 26, 2022

SECTION 1 - BACKGROUND

Proposals are being solicited from qualified engineers, trade professionals with the expertise needed to design a high efficiency Heating, Ventilation and Air Conditioning (HVAC) system for the approximately 3,420 square foot Rolling Hills City Hall building located at 2 Portuguese Bend Road, Rolling Hills, CA 90274. Upon design and equipment specification completion, Rolling Hills will solicit construction bids from qualified contractors for the removal of the old system and installation of the new system specified by this design.

The existing system is several decades old (exact date when installed is unknown) and not operating to required standards. Additionally, improvements to City Hall are currently in preliminary design (building expansion of approximately 260 square feet, revised layout) with construction of improvements not expected to begin until 2024. The new HVAC system designed under this project shall meet the current needs and be expandable/sized to meet the HVAC needs of the renovated City Hall facility.

SECTION 2 - SCOPE OF SERVICES

The City of Rolling Hills is requesting proposals from qualified companies that have mechanical, electrical and plumbing design expertise for public facilities. The existing building layout and proposed future building layout (Schematic Design Set) can be found in Attachment 1. Currently the furnace and AC Condenser are located in the Mechanical Room (See existing building layout in Attachment 1). The City would consider/prefer relocating the mechanical equipment outside the building in the approach for meeting project requirements.

The selected proposer shall prepare a set of construction document including all equipment specification, quantities, locations and project diagrams needed to solicit construction bids from qualified HVAC contractors to install a turnkey system.

Task 1 Design

Project deliverables for this task:

- Evaluate existing facility.
- Prepare and submit 100% construction documents within 30 working days from the Notice to Proceed.
- Conduct one review meeting with the City Hall ADA Improvements project team.
- Incorporate city's review comments.
- Submit design plans to Los Angeles County Building Division for permitting.
- Achieve all other necessary permits for project.
- Conduct two design review meetings with City

Task 2 Bid Support

Project deliverables for this task:

- Prepare Bid Package.
- Respond to Request for Information (RFIs) during the bid phase.
- Review bids and assist the City preparing agenda report for contract award.

Task 3 Construction Support

Project deliverables for this task:

- Provide general construction support services during construction.
- Attend three progress meetings with staff and or contractor.
- Respond to contractor Request for Information (RFI).
- Review contractor's request for contract change orders and advise the city on follow up action.
- Review contractor's invoice and advise the city on payment.
- Prepare as-built plans.
- Prepare project close out documents for city records.

SECTION 3 - PROPOSAL REQUIREMENTS

Understanding of the Scope of Work: Consultant shall provide a narrative to the approach to complete the Scope of Work efficiently and economically.

Organization, Credentials and Experience: Provide a summary of the Consultant's qualifications, credentials, and related past experience. Describe the consulting firm, including the personnel who will be assigned to the contract. Provide a list of three of the Consultant's projects within the last five years of similar scope and content.

Fees: Under separate cover, provide a rate proposal for the scope of work. The cost proposal shall be identified for each task. The proposed cost budget shall present the labor rates and proposed labor hours of proposed staff for each work task described in the consultant's proposal, as well as other direct costs.

Additional Information: Consultants are to review the sample Professional Services Agreement and provide comments and or questions as a part of the Consultant's proposal. See Section 6 of this RFP.

SECTION 4 - PROPOSAL PROCEDURE

All proposals are due no later than 3 pm on September 26, 2022. The City reserves the right to extend the deadline. The City will respond to request for clarification in written RFP addendum(s) as needed. All inquiries shall be directed to Project Manager Alan Palermo at alanmpal@gmail.com by 5 pm on September 21, 2022.

Please submit the proposal via email to:

Elaine Jeng, P.E.
City Manager
ejeng@cityofrh.net

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the City of Rolling Hills and the firm selected. The City of Rolling Hills reserves the right without prejudice to reject any or all proposals. No reimbursement will be made by the City for costs incurred in the preparation of the response to this Request for Proposal. Submitted materials will not be returned and become the property of the City of Rolling Hills.

SECTION 5 - SELECTION CRITERIA

Proposals will be selected based on sound approach to meeting the scope of work, the ability to demonstrate efficiency use of resources, the relevant experience of proposed personnel, and dedication of personnel to complete the project within the specified timeframe. Consultants may be asked to participate in an interview with the City. If necessary, interviews are tentatively scheduled for the week of October 3, 2022.

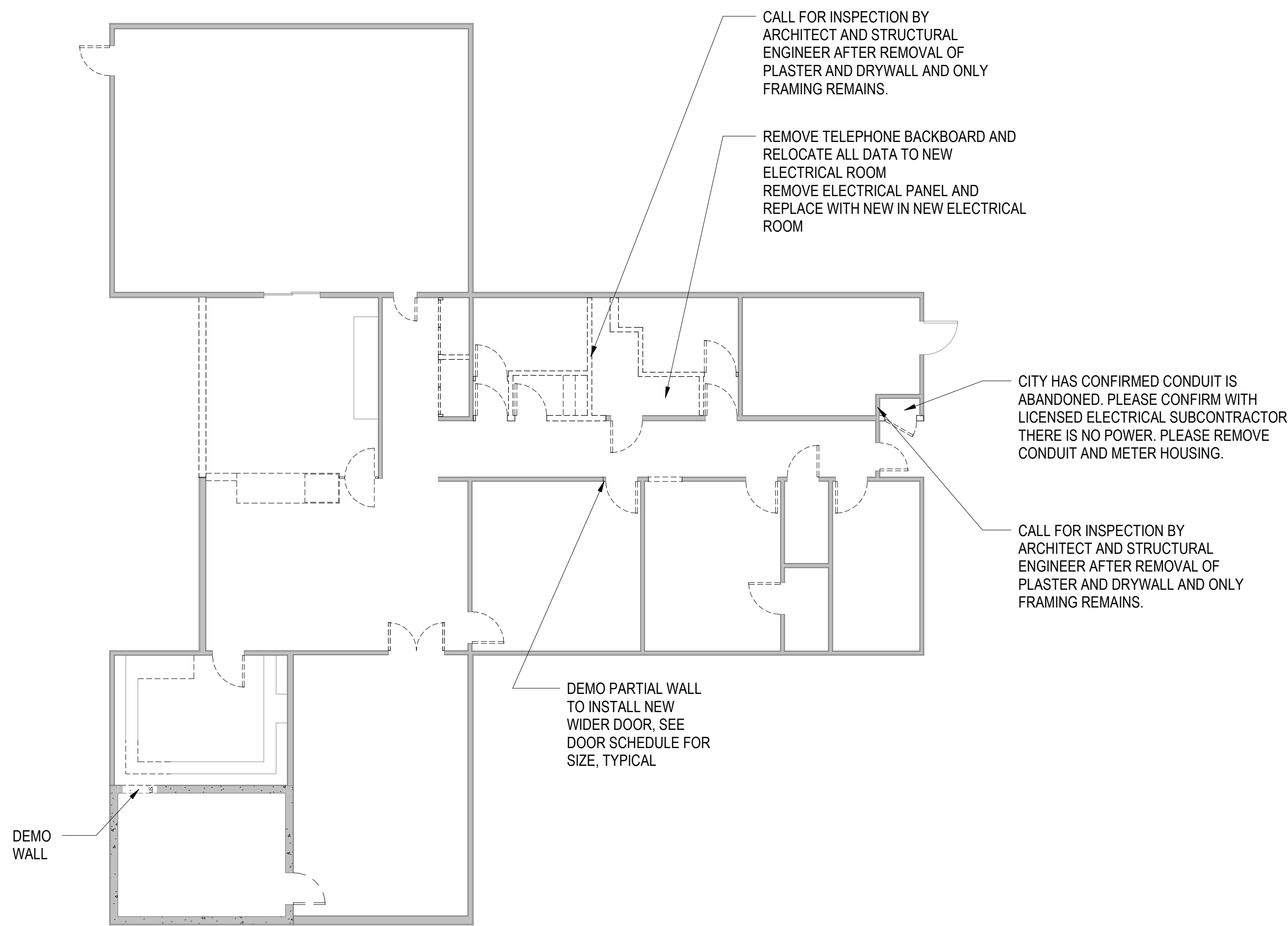
SECTION 6 - ATTACHMENTS

Attachment 1 – Schematic Design Plans, June 2022

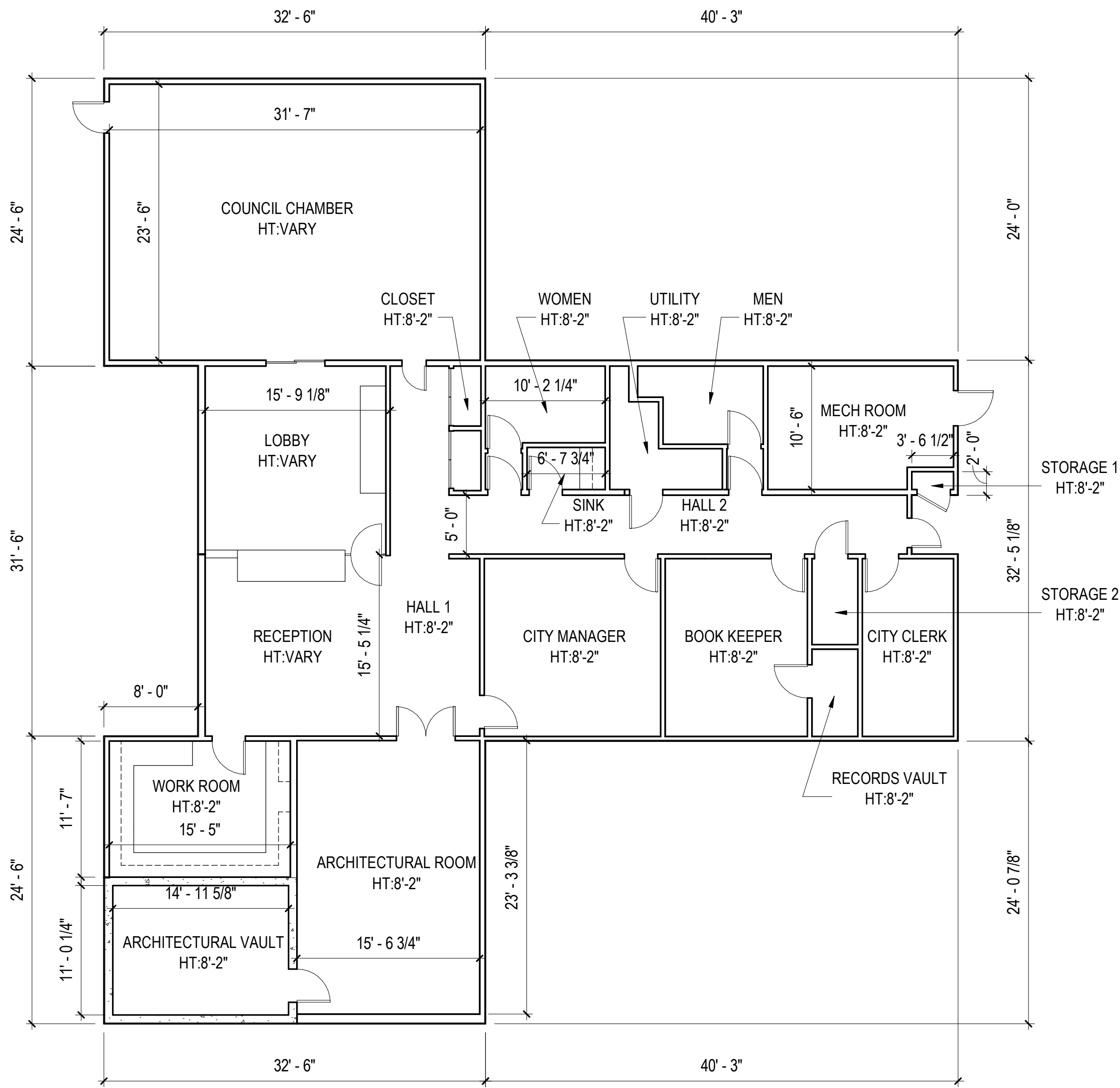
Attachment 2 – Sample Professional Services Agreement

ATTACHMENT 1

DEMOLITION NOTE:
PROVIDE FOR TWO PHASE DEMOLITION:
PHASE 1:REMOVAL OF PLASTER AND DRYWALL AND LEAVE
FRAMING INTACT FOR INSPECTION OF STRUCTURAL ELEMENTS.
PHASE 2: REMOVAL OF FRAMING. ALLOW 14 DAYS FOR
STRUCTURAL ENGINEER TO DETAIL CONNECTIONS IF FOUND TO
BE NEEDED FOR IMPROVEMENTS.

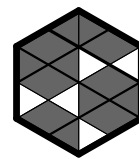


1 DEMO - 1ST FLOOR PLAN
1/8" = 1'-0"



2 AS-BUILT 1ST FLOOR PLAN
1/8" = 1'-0"

PACIFIC ARCHITECTURE
& ENGINEERING, INC
1137 SECOND STREET, SUITE 214
SANTA MONICA, CA 90403
OFFICE TEL: 310-424-9658



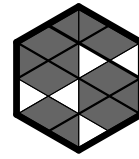
CITY HALL ADA
2 PORTUGUESE BEND RD
ROLLING HILLS, CA 90274
City of Rolling Hills
2 Portuguese Bend Rd
Rolling Hills, CA 90274

ISSUE	DATE	DESCRIPTION
1	3/xx/20	PROGRESS
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

PROJECT: XXXXX
DRAWN: Author
CHECKED: Checker

AS-BUILT AND DEMO
PLANS

A201



PACIFIC ARCHTECTURE
& ENGINEERING, INC
1137 SECOND STREET, SUITE 214
SANTA MONICA, CA 90403
OFFICE TEL: 310-424-9658

CITY HALL ADA

2 PORTUGUESE BEND RD
ROLLING HILLS, CA 90274

City of Rolling Hills

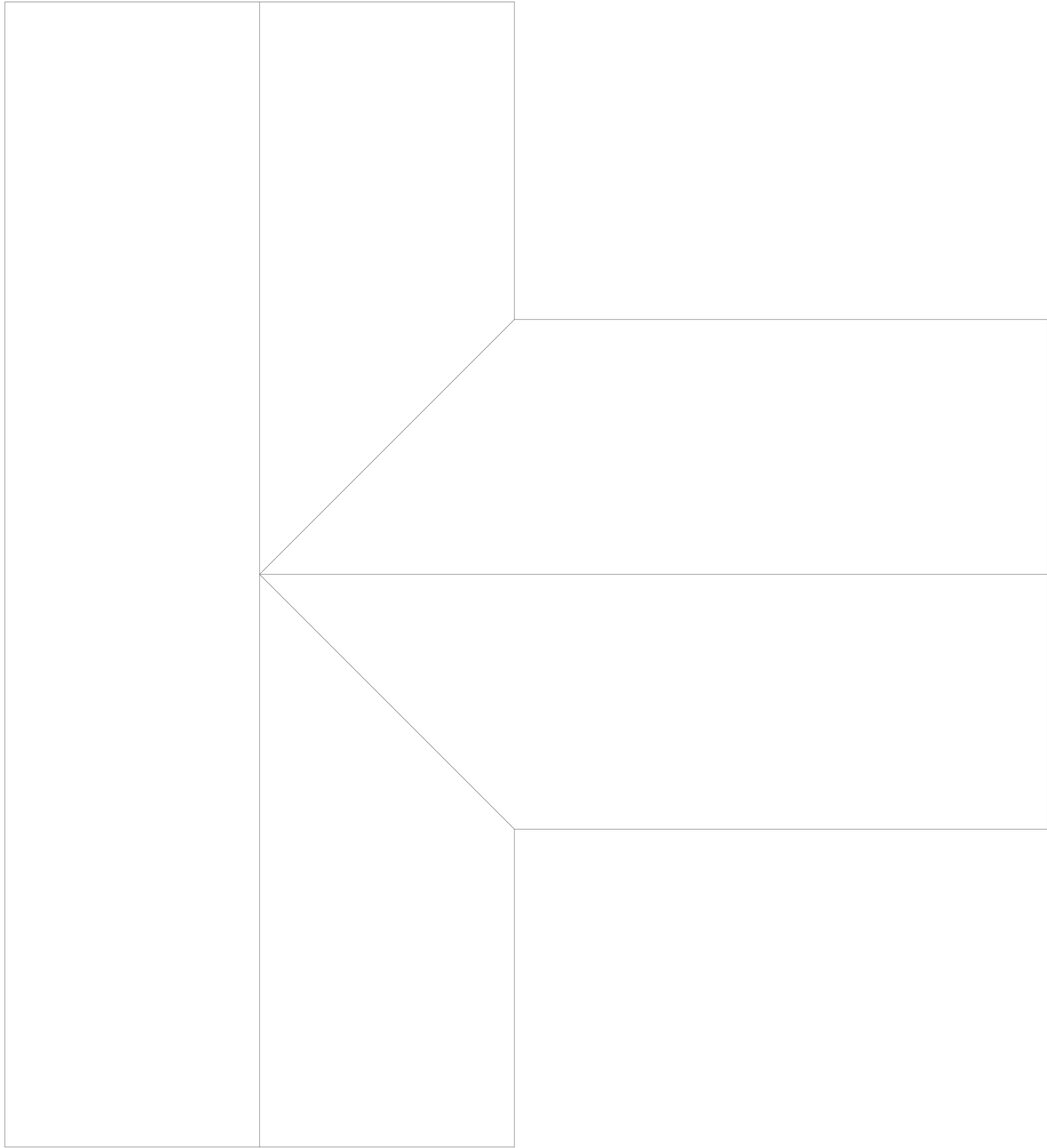
2 Portuguese Bend Rd
Rolling Hills, CA 90274

ISSUE	DATE	DESCRIPTION
1	3/xx/20	PROGRESS
2		
3		
4		
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7		
8		
9		
10		
11		

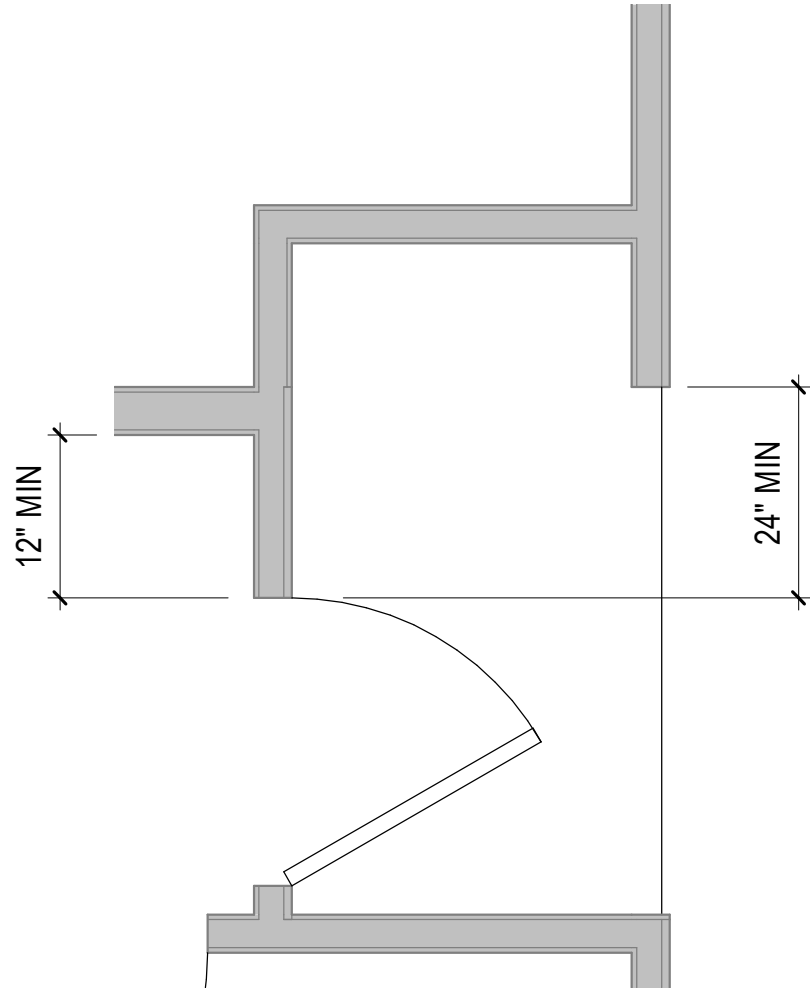
PROJECT: XXXXX		
DRAWN:	Author	CHECKED: Checker

ROOF PLAN AND
ENLARGED PLAN

A213



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

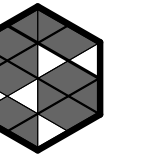


2 ENLARGED PLAN - REAR ENTRY
1/2" = 1'-0"



1 1ST FLOOR FURNITURE PLAN
1/4" = 1'-0"

PACIFIC ARCHITECTURE
& ENGINEERING, INC
1137 SECOND STREET, SUITE 214
SANTA MONICA, CA 90403
OFFICE TEL: 310-424-9658



CITY HALL ADA
2 PORTUGUESE BEND RD
ROLLING HILLS, CA 90274

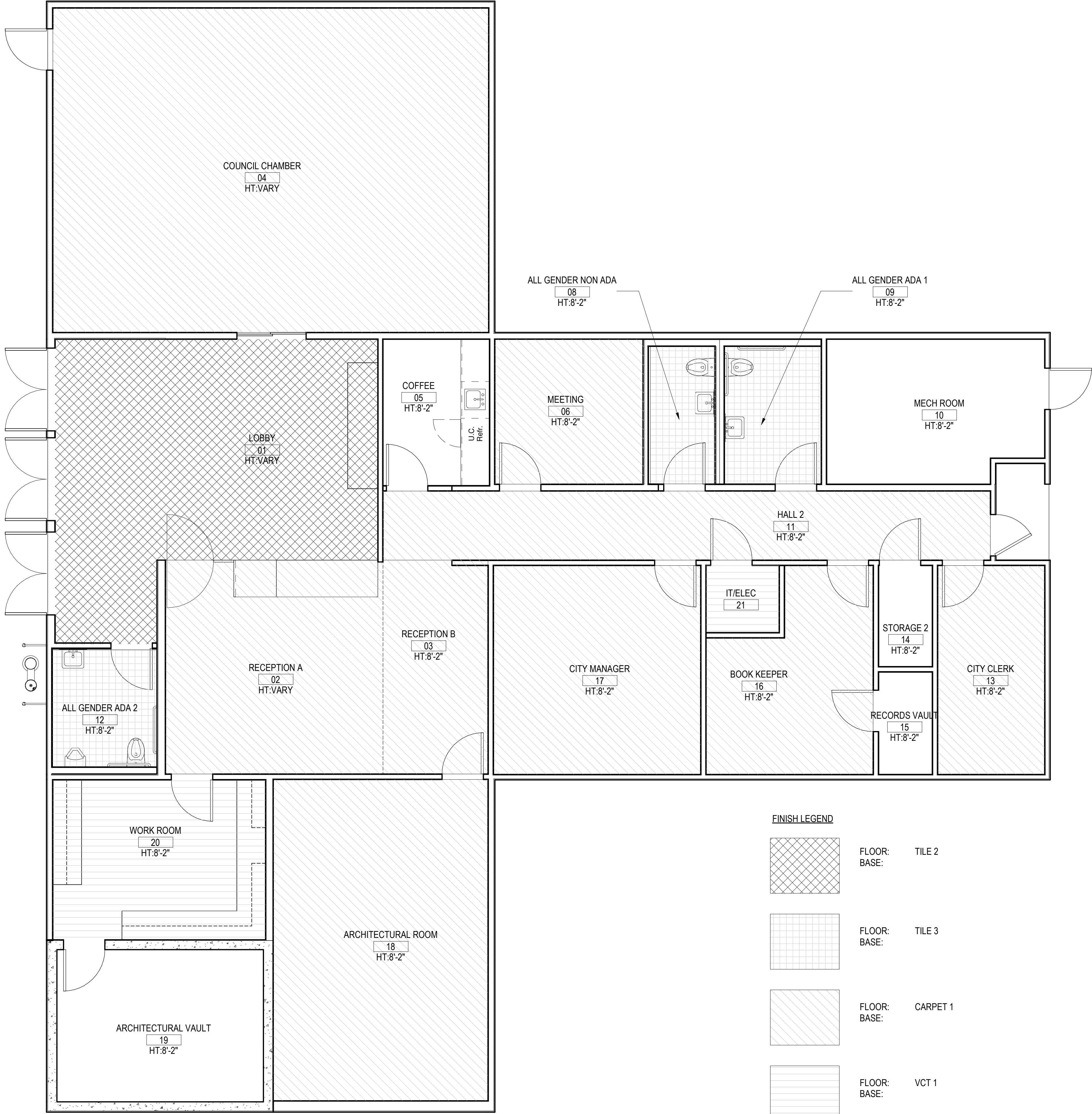
City of Rolling Hills
2 Portuguese Bend Rd
Rolling Hills, CA 90274

ISSUE	DATE	DESCRIPTION
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PROJECT: XXXXX
DRAWN: Author CHECKED: Checker

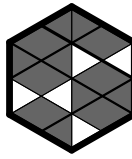
FURNITURE PLAN

A214



1 1ST FLOOR PLAN WITH FINISH SCHEDULE
1/4" = 1'-0"

PACIFIC ARCHITECTURE
& ENGINEERING, INC
1137 SECOND STREET, SUITE 214
SANTA MONICA, CA 90403
OFFICE TEL: 310-424-9658



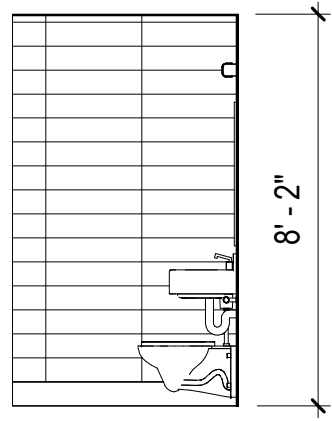
CITY HALL ADA
2 PORTUGUESE BEND RD
ROLLING HILLS, CA 90274
City of Rolling Hills
2 Portuguese Bend Rd
Rolling Hills, CA 90274

ISSUE	DATE	DESCRIPTION
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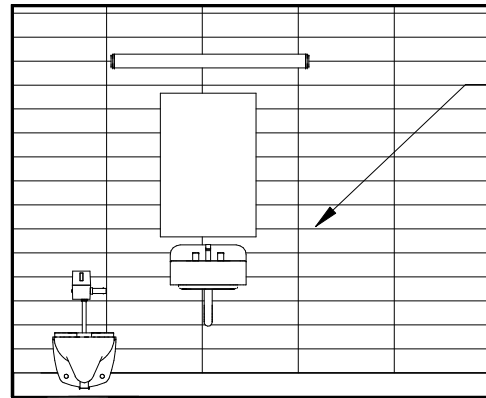
PROJECT: XXXXX
DRAWN: Author CHECKED: Checker

FINISH SCHEDULE

A301

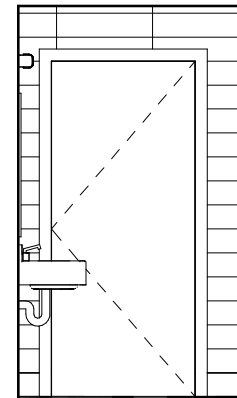


A1 ALL GENDER NON ADA - INT ELEV A
1/4" = 1'-0"

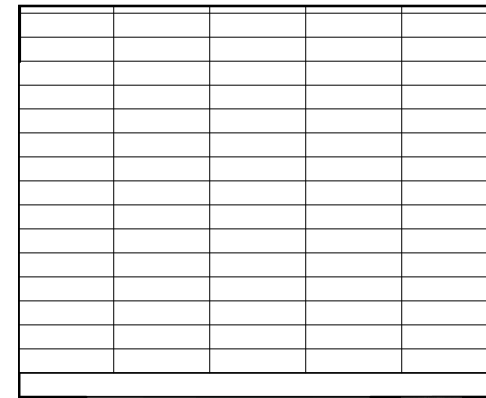


TILE RUNS BEHIND
MIRROR, SHIM
MIRROR

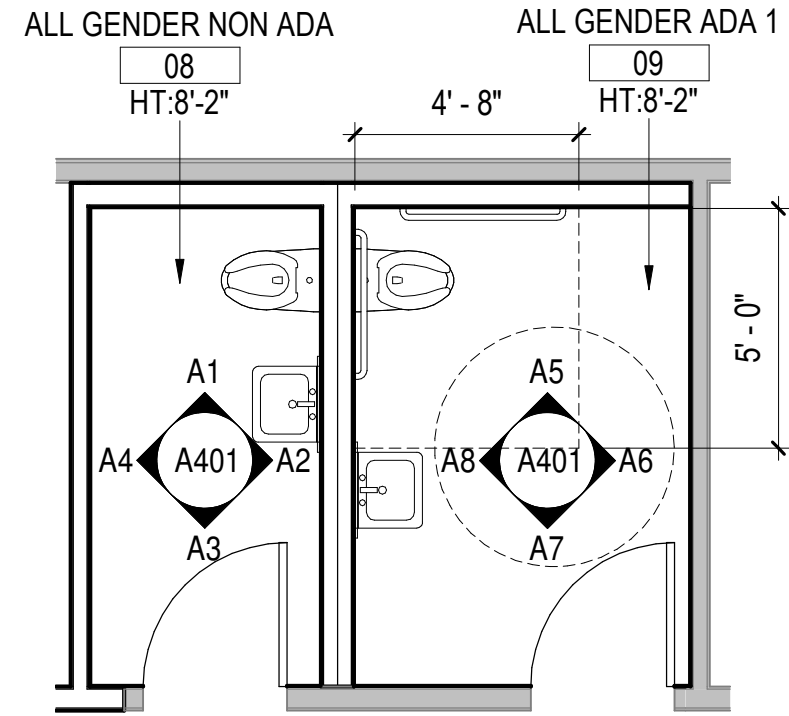
A2 ALL GENDER NON ADA - INT ELEV B
1/4" = 1'-0"



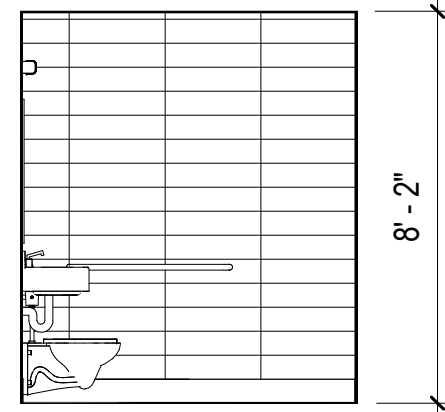
A3 ALL GENDER NON ADA - INT ELEV C
1/4" = 1'-0"



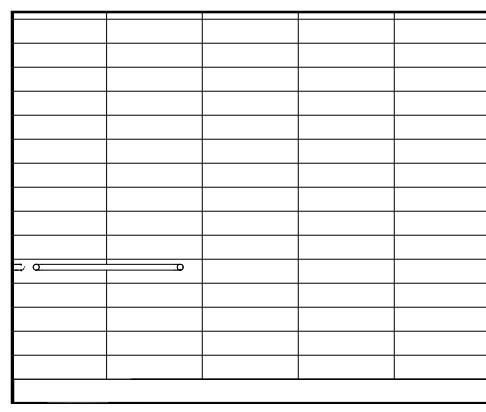
A4 ALL GENDER NON ADA - INT ELEV D
1/4" = 1'-0"



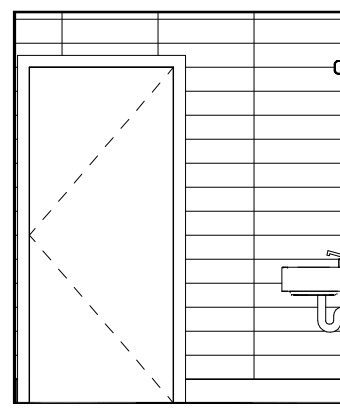
A ENLARGED PLAN - RESTROOMS
1/4" = 1'-0"



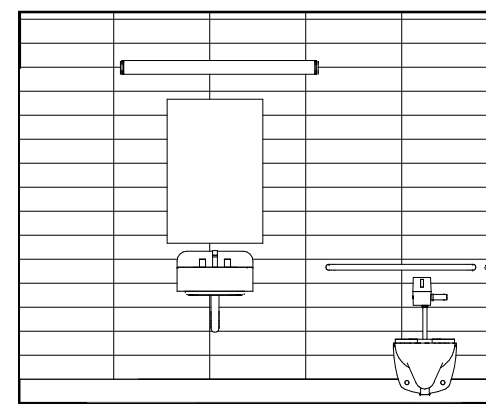
A5 ALL GENDER ADA 1 - INT ELEV A
1/4" = 1'-0"



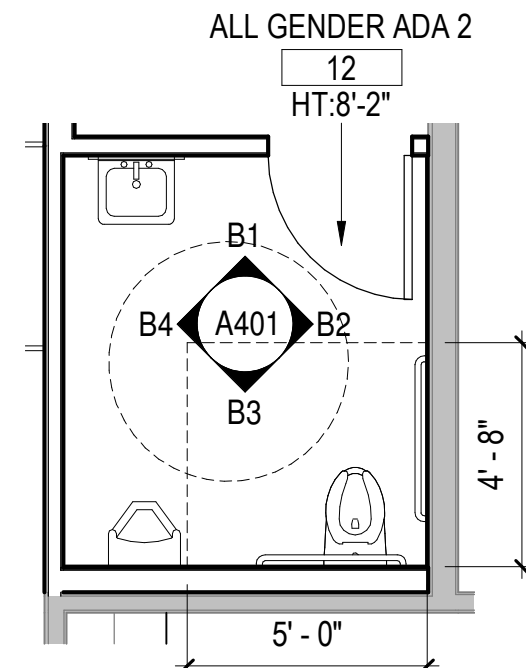
A6 ALL GENDER ADA 1 - INT ELEV B
1/4" = 1'-0"



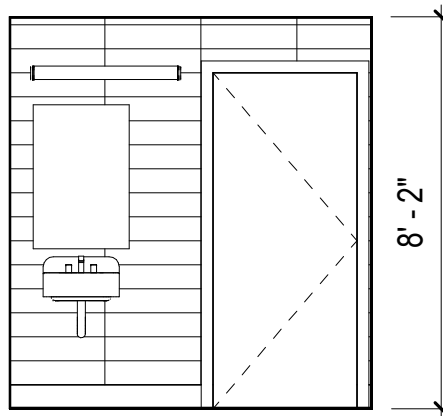
A7 ALL GENDER ADA 1 - INT ELEV C
1/4" = 1'-0"



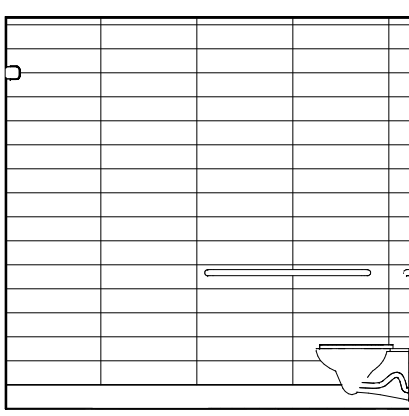
A8 ALL GENDER ADA 1 - INT ELEV D
1/4" = 1'-0"



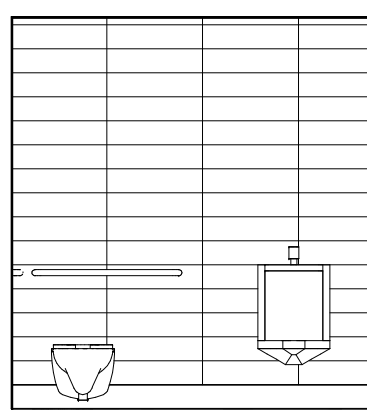
B ENLARGED PLAN - ALL
GENDER ADA RESTROOM
1/4" = 1'-0"



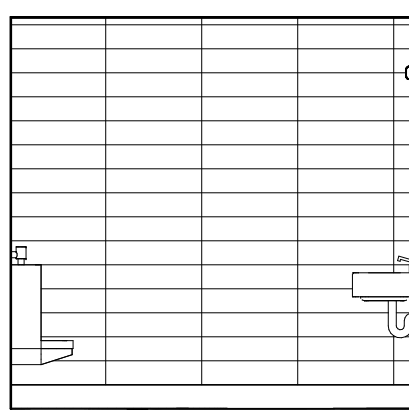
B1 ALL GENDER ADA 2 - INT ELEV A
1/4" = 1'-0"



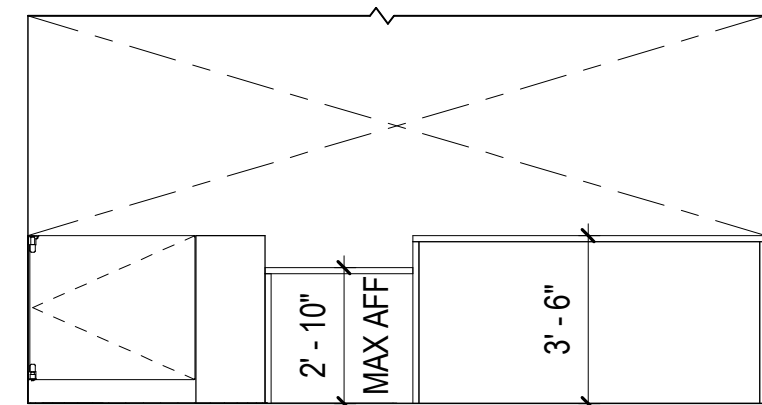
B2 ALL GENDER ADA 2 - INT ELEV B
1/4" = 1'-0"



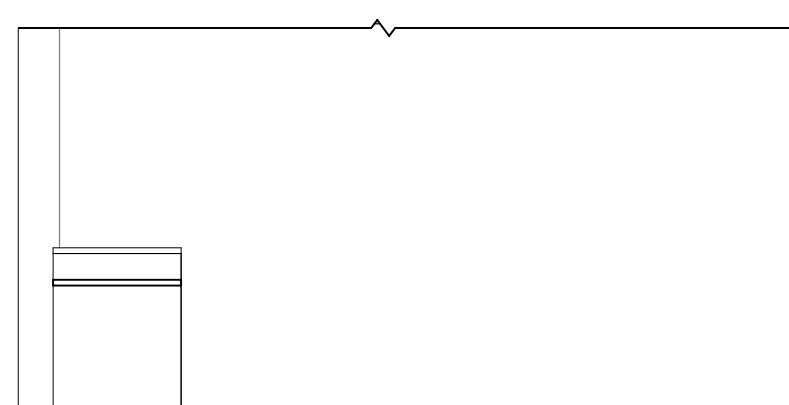
B3 ALL GENDER ADA 2 - INT ELEV C
1/4" = 1'-0"



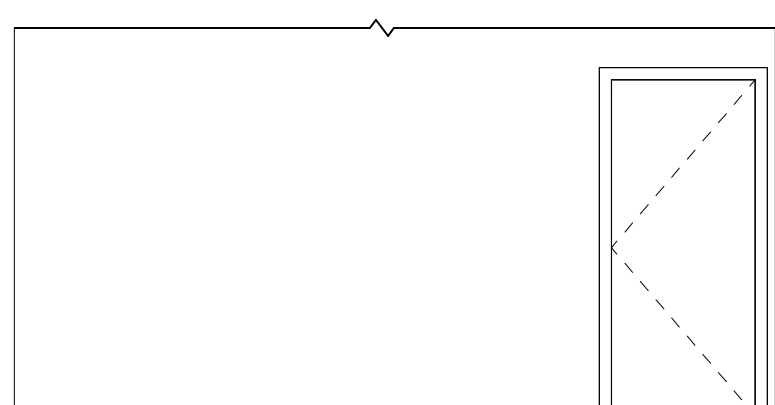
B4 ALL GENDER ADA 2 - INT ELEV D
1/4" = 1'-0"



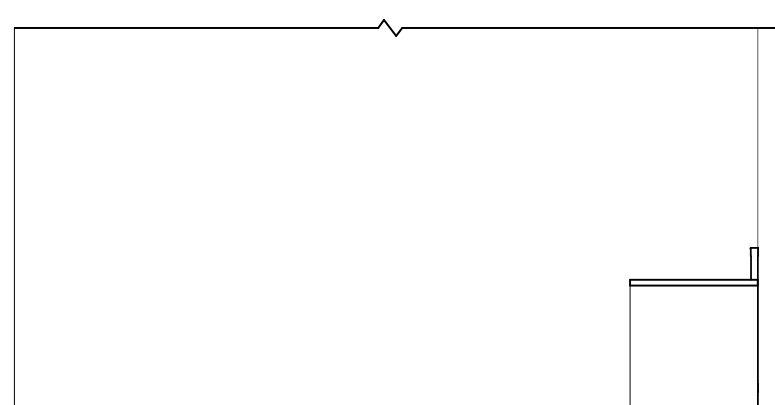
C1 RECEPTION - INT ELEV A
1/4" = 1'-0"



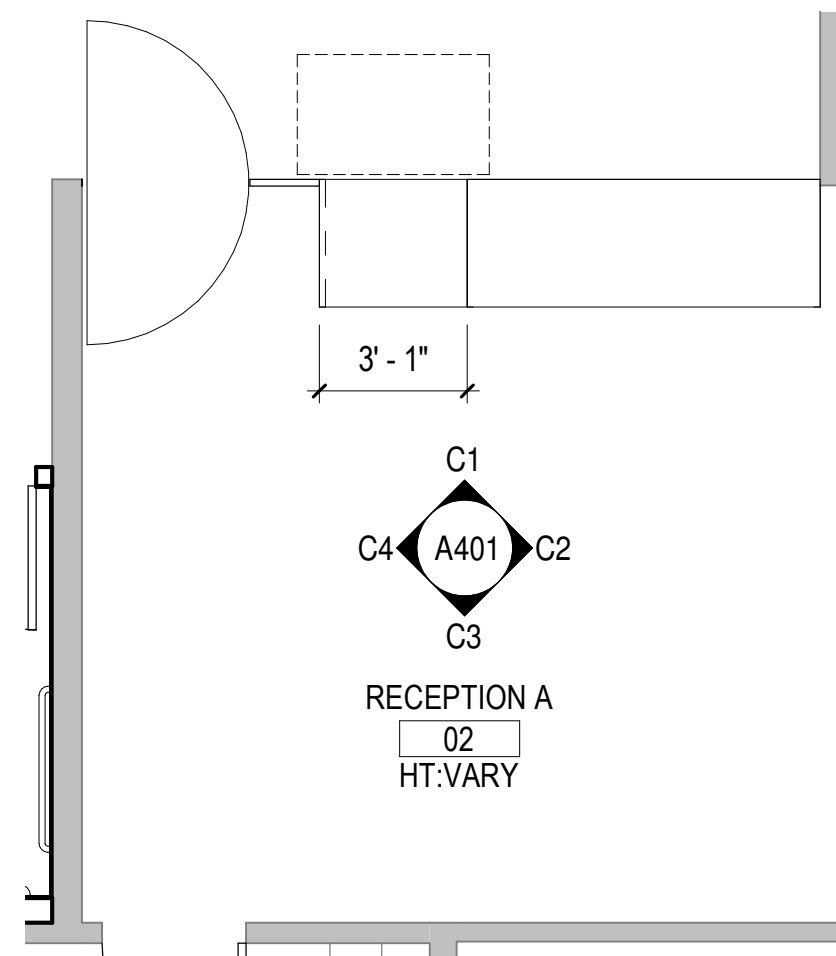
C2 RECEPTION - INT ELEV B
1/4" = 1'-0"



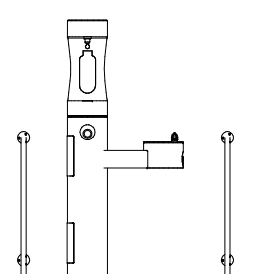
C3 RECEPTION - INT ELEV C
1/4" = 1'-0"



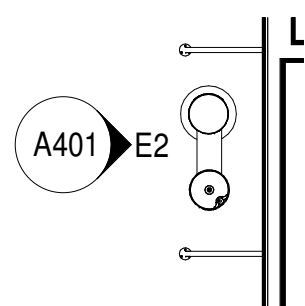
C4 RECEPTION - INT ELEV D
1/4" = 1'-0"



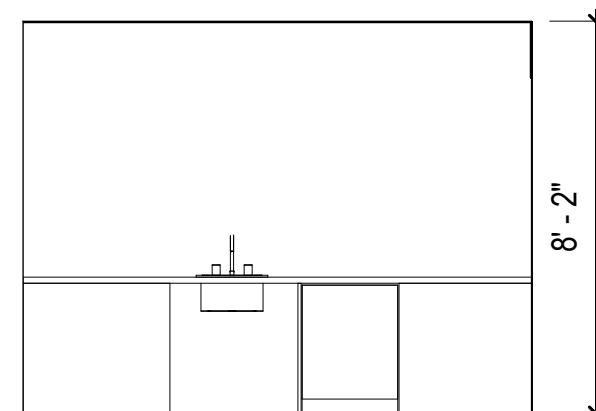
C ENLARGED PLAN - RECEPTION
1/4" = 1'-0"



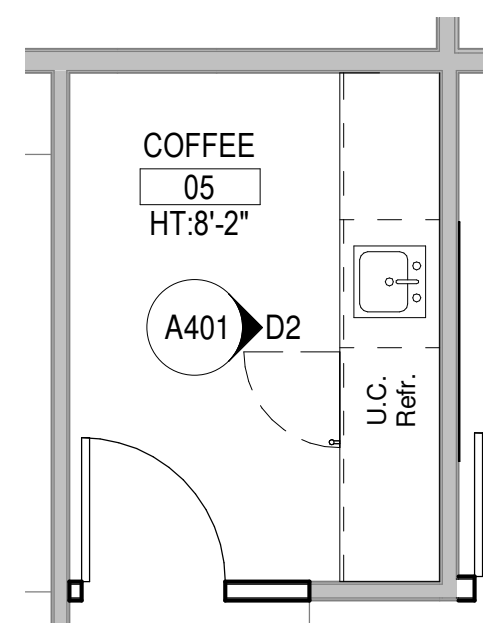
E2 WATERFOUNTAIN - INT ELEV B
1/4" = 1'-0"



E ENLARGED PLAN - WATER FOUNTAIN
1/4" = 1'-0"

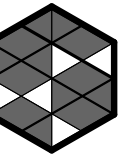


D2 COFFEE - INT ELEV B
1/4" = 1'-0"



D ENLARGED PLAN - COFFEE
1/4" = 1'-0"

PACIFIC ARCHITECTURE
& ENGINEERING, INC
1137 SECOND STREET, SUITE 214
SANTA MONICA, CA 90403
OFFICE TEL: 310-424-9658



CITY HALL ADA

2 PORTUGUESE BEND RD
ROLLING HILLS, CA 90274

City of Rolling Hills

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ISSUE	DATE	DESCRIPTION
1	3/xx/20	PROGRESS
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PROJECT: XXXXX	
DRAWN: Author	CHECKED: Checker

ENLARGED PLANS AND
INTERIOR ELEVATIONS

A401

ATTACHMENT 2

CITY OF ROLLING HILLS **PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT made and entered into this ____ day of _____, 2019 between the City of Rolling Hills, a municipal corporation, hereinafter referred to as "CITY" and _____ with principal offices at _____, hereinafter referred to as "CONSULTANT."

1. RECITALS:

A. The CITY desires to contract the CONSULTANT for _____

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

C. CONSULTANT is willing to render such _____ services as hereinafter defined.

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

2. SCOPE OF WORK

CONSULTANT shall perform all work necessary to complete in a manner satisfactory to CITY the services set forth in the specifications and the scope of work described in the Proposal for _____ Services, attached herein as Exhibit A (hereinafter referred to as "SERVICES").

3. COST

The CITY agrees to pay CONSULTANT for all the work or any part of the work performed under this AGREEMENT at the rates and in the manner established in the attached Scope of Work, attached herein as Exhibit A.

Total contract shall not exceed the sum of _____ during the term of the AGREEMENT. This fee includes all expenses, consisting of all local travel, attendance at meetings, printing and submission of grants, which are accrued during that period. It also includes any escalation or inflation factors anticipated.

Any increase in contract amount or scope shall be approved by expressed written amendment executed by the CITY and CONSULTANT.

ATTACHMENT 2

4. METHOD OF PAYMENT

CONSULTANT shall be reimbursed within 30 (thirty) days of submitting an invoice to City for the SERVICES. CONSULTANT shall submit an invoice for the SERVICES within 10 (ten) days of completing each task or portion thereof identified in Exhibit A to this AGREEMENT. CONSULTANT shall submit invoices electronically to the City Manager of the CITY and shall also provide a courtesy copy by U.S. Mail addressed to the City Manager of the CITY.

5. SUBCONTRACTING

CONSULTANT may employ qualified independent subcontractor(s) to assist CONSULTANT in the performance of SERVICES with CITY's prior written approval.

6. COMMENCEMENT OF WORK

CONSULTANT shall commence work under this AGREEMENT upon execution of this AGREEMENT.

7. PERFORMANCE TO SATISFACTION OF CITY

CONSULTANT agrees to perform all work to the reasonable satisfaction of CITY and within the time hereinafter specified.

8. COMPLIANCE WITH LAW

All SERVICES rendered hereunder shall be provided in accordance with the requirements of relevant local, State and Federal Law.

9. ACCOUNTING RECORDS

CONSULTANT must maintain accounting records and other evidence pertaining to costs incurred which records and documents shall be kept available at the CONSULTANT's California office during the contract period and thereafter for five years from the date of final payment.

10. OWNERSHIP OF DATA

All data, maps, photographs, and other material collected or prepared under the contract shall become the property of the CITY.

11. TERM OF CONTRACT

This contract shall be valid for _____ from execution of this AGREEMENT.

ATTACHMENT 2

12. TERMINATION

This contract may be terminated by either party with or without cause upon seven (7) days written notice to the other party. All work satisfactorily performed pursuant to the contract and prior to the date of termination may be claimed for reimbursement.

13. ASSIGNABILITY

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

14. AMENDMENT

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

15. NON-SOLICITATION CLAUSE

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

16. INDEMNITY

CONSULTANT shall indemnify and save harmless CITY, its elected and appointed officers and employees from all claims, damages, suits, cost or actions of every name, kind or description, brought for, or on account of, (i) injuries to or death of any person, (ii) damage to property or (iii) arising from performance of this AGREEMENT in any manner that resulted from the fault or negligence of CONSULTANT, its officers, agents, employees and/or servants in connection with this AGREEMENT.

CITY shall indemnify and save harmless CONSULTANT, its officers, agents, employees, and servants from all claims, damages, suits, costs or actions of every name, kind, or description, brought for, or on account of, (i) injuries to or death of any person, (ii) damage to property or (iii) arising from performance of this AGREEMENT in any manner that resulted from the fault or negligence of the CONSULTANT, its officers, agents, employees, and/or servants in connection with this AGREEMENT.

If CONSULTANT should subcontract all or any portion of the SERVICES to be performed under this AGREEMENT, CONSULTANT shall require each subcontractor to indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers in accordance with the term of the preceding paragraph. This section shall survive termination or expiration of this AGREEMENT.

ATTACHMENT 2

17. INSURANCE

A. Without limiting CONSULTANT'S obligations arising under paragraph 16 - Indemnity, CONSULTANT shall not begin work under this AGREEMENT until it obtains policies of insurance required under this section. The insurance shall cover CONSULTANT, its agents, representatives and employees in connection with the performance of work under this AGREEMENT, and shall be maintained throughout the term of this AGREEMENT. Insurance coverage shall be as follows:

i. Automobile Liability Insurance with minimum coverage of \$300,000 for property damage, \$300,000 for injury to one person/single occurrence, and \$300,000 for injury to more than one person/single occurrence.

ii. Public Liability and Property Damage Insurance, insuring CITY its elected and appointed officers 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 \$500,000.

iii. Worker's Compensation Insurance for all CONSULTANT'S employees to the extent required by the State of California. CONSULTANT shall require all subcontractors who are hired by CONSULTANT to perform the SERVICES and who have employees to similarly obtain Worker's Compensation Insurance for all of the subcontractor's employees.

iv. Professional Liability Insurance for CONSULTANT that at a minimum covers professional misconduct or lack of the requisite skill required for the performances of SERVICES in an amount of not less than \$500,000 per occurrence.

B. Deductibility Limits for policies referred to in subparagraphs A (i) (ii) and (iii) shall not exceed \$5,000 per occurrence.

C. Additional Insured. City, its elected and appointed officers and employees shall be named as additional insured on policies referred to in subparagraphs A (i) and (ii).

D. Primary Insurance. The insurance required in paragraphs A (i) and (ii) shall be primary and not excess coverage.

E. 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

ATTACHMENT 2

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.

18. ENFORCEMENT OF AGREEMENT

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

19. CONFLICTS OF INTEREST

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

20. INDEPENDENT CONTRACTOR

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

21. ENTIRE AGREEMENT OF THE PARTIES

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

22. NOTICES.

All written notices required by, or related to this AGREEMENT shall be sent by Certified Mail, Return Receipt Requested, postage prepaid and addressed as listed below. Neither party to this AGREEMENT shall refuse to accept such mail; the parties to this AGREEMENT shall promptly inform the other party of any change of address. All

ATTACHMENT 2

notices required by this AGREEMENT are effective on the day of receipt, unless otherwise indicated herein. The mailing address of each party to this AGREEMENT is as follows:

CITY: Elaine Jeng, PE, City Manager
City of Rolling Hills
No. 2 Portuguese Bend Road
Rolling Hills, CA 90274

CONSULTANT: _____

23. GOVERNING LAW

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

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

CITY OF ROLLING HILLS

CONSULTANT

CITY MANAGER

ELAINE JENG, PE

DATE: _____

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

MICHAEL JENKINS, CITY ATTORNEY

	AEPC	Coffman [1]	IDS	IMEG	PBS	S&K [2]
Fee						
Task 1	\$ 10,110	\$ 25,000	\$ 51,837	\$ 29,245	\$ 28,840	\$ 17,195
Task 2	\$ 1,440	\$ 10,000	\$ 7,052	\$ 2,420	\$ 3,855	\$ 3,150
Task 3	\$ 1,650	\$ 15,000	\$ 16,750	\$ 12,535	\$ 7,170	\$ 4,755
Reimbursables	\$ 250					
Total Fee	\$ 13,450	\$ 50,000	\$ 75,639	\$ 44,200	\$ 39,865	\$ 25,100
Hours						
Task 1	60		379	170	182	111
Task 2	8		47	14	21	18
Task 3	9		115	81	42	29
Total Hours	77	-	541	265	245	158
Average Hourly Cost						
Task 1	\$ 169		\$ 137	\$ 172	\$ 158	\$ 155
Task 2	\$ 180		\$ 150	\$ 173	\$ 184	\$ 175
Task 3	\$ 183		\$ 146	\$ 155	\$ 171	\$ 164
Total Avg. Hourly Cost	\$ 175		\$ 140	\$ 167	\$ 163	\$ 159

Notes:

[1] No hours breakdown included

[2] Fee included with updated proposal is different from the fee submitted with proposal at original RFP due date.

Consultant Ratings
Reviewer #1 Firm #1 - AEPC
Reviewer #1 Firm #2 - Coffman
Reviewer #1 Firm #3 - IDS
Reviewer #1 Firm #4 - IMEG
Reviewer #1 Firm #5 - PBS
Reviewer #1 Firm #6 - S&K

Rev #1	Rev #2	Rev#3	Avg Score	Score rank
81.75	82	85.5	83.08	3
78.75	87.75	84	83.50	2
78.5	82.5	76.25	79.08	6
78.25	86.5	81.5	82.08	4
80	88.25	73.5	80.58	5
82.75	96	91	89.92	1



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.A
Mtg. Date: 10/10/2022

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: REPORT ON CONFERENCES, MEETINGS, TRAINING AND OR WORKSHOPS ATTENDED BY COUNCILMEMBERS

DATE: October 10, 2022

BACKGROUND:

On August 22, 2022, an amended reimbursement policy relating to City Council expenses, Resolution No. 1304 was approved. Section 6 of Resolution No. 1304 calls for Councilmembers to briefly report on meetings attended at city expense. Reports of activities shall be made at the City Council meeting following the activity.

DISCUSSION:

None.

FISCAL IMPACT:

There is no fiscal impact for Councilmembers to report on activities on city expense.

RECOMMENDATION:

Receive and file report.

ATTACHMENTS:

[ResolutionNo1304_AB1234_ReimbursementPolicyUpdate_A_E.pdf](#)

RESOLUTION NO. 1304

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTABLISHING A REIMBURSEMENT POLICY IN ACCORDANCE WITH GOVERNMENT CODE §§ 53232.2 AND 53232.3 AND RESCINDING RESOLUTION NO. 1002

The City Council of the City of Rolling Hills does resolve as follows:

SECTION 1. The City Council finds and declares as follows:

A. Elected and appointed City Officials are responsible for promoting and protecting public health, safety, and welfare. Among other things, these duties may require City Officials to:

1. Discuss the City's concerns with state and federal officials;
2. Participate in regional, state and national organizations that affect the City's interests;
3. Attend educational seminars designed to improve City Officials' skills and provide information; and
4. Promote public service and morale.
5. Attend meetings, ceremonial events and other activities sponsored by constituents, neighborhood groups, business organizations and similar groups.
6. Meet with constituents, civic groups and others with an interest in the City.

B. It is in the public interest to reimburse City Officials' expenses incurred in connection with these activities consistent with the provisions of this Resolution.

SECTION 2. *Declaration of Policy.* This Resolution is adopted in accordance with Government Code §§ 53232.2 and 53232.3 so that the City of Rolling Hills may reimburse appropriate expenses incurred by elected and appointed City officials while on authorized travel or otherwise engaged in the conduct of City business. Absent City Council approval, and only in extraordinary circumstances, the City will not reimburse City Officials an amount greater than allowed by this Resolution for expenses incurred during the course of conducting City business.

SECTION 3. Definitions. Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this Resolution:

- A. "City Officials" means members of the City Council and members of boards, commissions, and committees appointed by the City Council;
- B. "Reimbursement" means all forms of payment for expenses incurred by City Officials in the course of their official duties whether paid directly by the City (including without limitation, with a City-issued credit card) or advanced by City Officials with personal funds and later reimbursed from City funds.

SECTION 4. City Business – Authorized Activities.

- A. Expenses incurred while engaging in the following City business activities are generally authorized expenses if all requirements of this Resolution are fulfilled:
 - 1. Communicating with representatives of regional, state and national government on City adopted policy positions;
 - 2. Attending educational seminars designed to improve City Officials' skill and information levels. A list of recognized conferences is attached as Exhibit "A," and incorporated by reference;
 - 3. Participating in regional, state and national organizations whose activities affect the City's interests;
 - 4. Recognizing service to the City (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
 - 5. Attending City events; and
 - 6. Attending meetings with constituents, neighborhood groups, and business organizations.
 - 7. Travel for City business outside of Rolling Hills.

Any questions regarding the propriety of a particular type of expense should be resolved by the City Council before the expense is incurred.

B. Notwithstanding any other portion of this Resolution, the annual limit (per fiscal year) for non-conference reimbursable expenses for each City Councilmember shall be one thousand dollars (\$1,000.00). Any expenses incurred above this limit require approval by the City Council. Further, a collective five thousand dollars (\$5,000.00) is allocated for travel, meals, lodging and any other expenses related to the attendance at eligible conferences approved by the City Council for the City Council delegate(s). All other reimbursable expenses shall be approved by the City Council.

SECTION 5. Expense Report Content And Submission Deadline.

A. All expense reimbursement requests must be submitted on an expense report form provided by the City and must explicitly list each expense eligible for reimbursement under this policy (e.g., name of conference and fee to attend, miles traveled for conference, meal at conference, *etc.*). Travel, meals, lodging and any other expenses are reimbursable at a reasonable rate that is not lavish or extravagant.

B. City Officials must submit their expense reports within sixty (60) days after the event that is subject to the reimbursement(s), accompanied by receipts documenting each expense. Proof of payment is required as part of the necessary documentation. Notwithstanding the previous sentence, all reimbursement requests for each fiscal year must be submitted before July 31 of the following fiscal year in which the expenses were incurred. For the avoidance of doubt, if a reimbursable expense is incurred on June 29, the City official must submit this expense by July 31.

SECTION 6. Reports to City Council. At the City Council meeting following an activity, each City Official must briefly report on meetings attended at City expense. If multiple City Officials attended, a joint report may be made.

SECTION 7. Compliance With Laws. Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.

SECTION 8. Violation Of This Policy. Use of public resources or falsifying expense reports in violation of this Resolution may result in any or all of the following:

A. Loss of reimbursement privileges;

B. A demand for restitution to the City;

C. The City's reporting the expenses as income to the City Official to state and federal tax authorities;

D. Civil penalties of up to \$1,000 per day and three times the value of the resources used; and

E. Prosecution for misuse of public resources.


SECTION 9. If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 10. Resolution No. 1002 is hereby rescinded.

SECTION 11. The City Clerk is directed to certify the passage and adoption of this Resolution; cause it to be entered into the City of Rolling Hills book of original Resolutions; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Resolution, cause it to be published or posted in accordance with California law.

SECTION 12. This Resolution will become effective immediately upon its adoption.

PASSED, APPROVED and ADOPTED this 22nd day of August, 2022.


Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM:


City Attorney

APPROVED AS TO CONTENT:

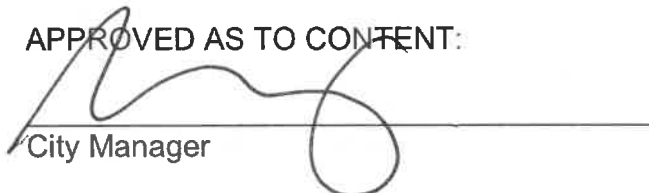

City Manager

EXHIBIT A

Name of Conference
Any conference or travel approved in advance by the City Council.
League of California Cities Annual Conference
Annual Meeting of the Employee Relations Inst. League of California Cities
Annual League of California Cities Conference for Planning Commissioners
Annual Legislative Conference League of California Cities
National Conference of the International City/County Managers Association
Mayors and Councilmembers Institute League of California Cities
California Joint Powers Authority Annual Meeting
Annual Meeting of the California Chapter of the American Institute of Planners
National Conference of American Institute of Planners (AIP)
Annual Conference of the Urban Land Institute (ULI)
Annual Meeting of California Contract Cities Association
Legislative Orientation Tour (California Contract Cities Association)
League of California Cities Mayors and Councilmembers Department
League of California Cities Annual Redevelopment Conference
California JPIA Risk Management Conference

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

The foregoing Resolution No. 1304 entitled:

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ROLLING HILLS ESTABLISHING A
REIMBURSEMENT POLICY IN ACCORDANCE
WITH GOVERNMENT CODE §§ 53232.2 AND
53232.3 AND RESCINDING RESOLUTION NO.
1002**

was approved and adopted at a regular meeting of the City Council on the 22nd
day of August, 2022, by the following roll call vote:

AYES: Dieringer, Pieper, Mirsch, Mayor Black

NOES:

ABSENT: Mayor Pro Tem Wilson

ABSTAIN:


CHRISTIAN HORVATH
CITY CLERK



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 14.A
Mtg. Date: 10/10/2022

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: FIRE FUEL ABATEMENT ENFORCEMENT QUARTERLY REPORT FOR THE THIRD QUARTER OF 2022 (JULY 1 THROUGH SEPTEMBER 30)

DATE: October 10, 2022

BACKGROUND:

The Code Enforcement division provides quarterly updates on fuel abatement cases which consist of active and closed cases. The attachments show active and closed cases consisting of dead vegetation and other code violations for the third quarter of 2022. Also included are a list of open cases and a cumulative list of all cases.

DISCUSSION:

During the third quarter of 2022, there were a total of 9 cases closes, including 7 dealing with vegetation or dead trees; 18 cases were opened, including 15 involving vegetation or dead trees. In total, code enforcement is working on 28 open cases, of which 18 deal with vegetation or dead trees.

The Code Enforcement Division is continuing to use iWorQ to generate quarterly updates and track code enforcement and fire fuel abatement cases. Those reports are attached.

Terry Cox is the new code enforcement officer serving from Willdan Engineering. Terry started on September 6, 2022 and has since opened several cases and followed up on existing cases.

FISCAL IMPACT:

The City contracts code enforcement services with Willdan Engineering and payment is made from the General Fund.

RECOMMENDATION:

Receive and file.

ATTACHMENTS:

[Opened Cases Q3 2022.pdf](#)

[Closed Cases Q3 2022.pdf](#)
[Cumulative Open Cases.pdf](#)
[Cumulative List.pdf](#)



07/01/2022 - 09/30/2022

Case Date	Address of Violation	Description	Status
7/7/2022	7 Crest Rd. West	Unpermitted construction to the interior of resident	Open
8/11/2022	16 Buggy Whip Drive	Trees in violation of condition	Open
8/16/2022	24 Portuguese Bend Road	Dead Trees	Open
8/16/2022	1 Sagebrush Lane	Dead Trees	Open
8/25/2022	23 Crest Road East	Dead Tree	Open
8/30/2022	3 Eastfield Dr	Dead Tree	Open
8/30/2022	1 Eastfield Dr.	Dead Vegetation	Open
9/6/2022	6 Morgan Ln.	Dead/Discarded Vegetation (Trimmings)	Open
9/20/2022	1 Crest Rd W	Dead Trees	Open
9/20/2022	6 Possum Ridge Rd	Dead Tree	Open
9/20/2022	1 Morgan Ln	Dead Tree	Open
9/20/2022	27 Buggy Whip Dr	Dead Tree	Open
9/20/2022	20 Buggy Whip Dr	Dead Vegetation	Open
9/20/2022	8 Buggy Whip Dr	Damaged Fence & Dead Vegetation	Open
9/22/2022	2 Acacia Ln.	Dead shrubs/vegetation	Open
9/22/2022	15 Middleridge Ln N	Dead/dry palm fronds.	Open
9/22/2022	11 Middleridge Ln S	Dead/diseased vegetation	Open
9/22/2022	29 Middleridge Ln S	Extensive grading and importing of soil. Dead shrubs/trees/vegetation on the property (visible from the road).	Open

Total Records: 18

10/4/2022



Closed Cases 3rd Qtr. 2022

07/01/2022 - 09/30/2022

Case Date	Address of Violation	Description	Main Status	Case Closed
6/9/2022	3 Spur Ln	Dead/Dry vegetation	Closed	7/7/2022
12/30/2021	3 Appaloosa Lane	Dead Tree	Closed	7/21/2022
3/29/2022	42 Portuguese Bend Rd	Dead Tree	Closed	8/9/2022
1/27/2021	42 Portuguese Bend Road	Dead Vegetation	Closed	8/17/2022
8/16/2022	20 Portuguese Bend Road	Dead Trees	Closed	9/13/2022
8/11/2022	1 Crest Road East	Dead Tree	Closed	9/13/2022
6/1/2019	77 Saddleback Road	Drainage	Closed	9/22/2022
9/20/2022	2 Possum Ridge Rd	Dead Trees & Vegetation	Closed	9/27/2022
4/7/2022	79 Eastfield Dr	Unpermitted Construction	Closed	9/27/2022

Total Records: 9

10/4/2022



Code Enforcement Cases

CUMULATIVE OPEN CASES

	Case Date	Address of Violation	Description	Status
1	7/6/2021	1 Chestnut Lane	Illegal structure, CUP/SPR needed	Open
2	9/20/2022	1 Crest Rd W	Dead Trees	Open
3	8/30/2022	1 Eastfield Dr.	Dead Vegetation	Open
4	6/3/2021	1 Hackamore Road	Illegal construction, unpermitted. Boat stored in prohibited location.	Open
5	9/20/2022	1 Morgan Ln	Dead Tree	Open
6	8/10/2021	1 Ranchero Road	Illegal construction, SPR needed	Open
7	8/16/2022	1 Sagebrush Lane	Dead Trees	Open
8	9/22/2022	11 Middleridge Ln S	Dead/diseased vegetation	Open
9	9/22/2022	15 Middleridge Ln N	Dead/dry palm fronds.	Open
10	8/11/2022	16 Buggy Whip Drive	Trees in violation of condition	Open
11	11/23/2021	2 Acacia Lane	Unpermitted replacement of roof on guest house; unpermitted demo. of pool deck; no C&D permit.	Open
12	9/22/2022	2 Acacia Ln.	Dead shrubs/vegetation	Open
13	4/21/2021	2 Buggy Whip Drive	broken fence and trash	Open
14	9/20/2022	20 Buggy Whip Dr	Dead Vegetation	Open
15	8/25/2022	23 Crest Road East	Dead Tree	Open
16	8/16/2022	24 Portuguese Bend Road	Dead Trees	Open
17	9/20/2022	27 Buggy Whip Dr	Dead Tree	Open
18	9/22/2022	29 Middleridge Ln S	Extensive grading and importing of soil. Dead shrubs/trees/vegetation on the property	Open
19	3/11/2020	2950 Palos Verdes Drive	Expired Permit	Open
20	8/30/2022	3 Eastfield Dr	Dead Tree	Open
21	6/9/2022	4 Spur Ln	Dead/Dry vegetation	Open
22	5/17/2022	5 Sagebrush Ln	Unpermitted Construction	Open
23	9/6/2022	6 Morgan Ln.	Dead/Discarded Vegetation (Trimmings)	Open
24	9/20/2022	6 Possum Ridge Rd	Dead Tree	Open
25	6/24/2020	61 Eastfield Drive	Grading and Drainage	Open
26	7/7/2022	7 Crest Rd. West	Unpermitted construction to interior	Open
27	9/20/2022	8 Buggy Whip Dr	Damaged Fence & Dead Vegetation	Open
28	10/4/2022	APN: 7569-013-018	Dead tree and discarded tree branches.	Open

Total Records: 28

10/4/2022



CODE ENFORCEMENT CASES

CUMULATIVE LIST

	Case Date	Address of Violation	Description	Main Status
1	3/11/2020	1 Acacia Road	Expired Permit	Closed
2	3/11/2020	1 Appaloosa Lane	Expired Permit	Closed
3	7/6/2021	1 Chestnut Lane	Illegal structure, CUP/SPR needed	Open
4	9/20/2022	1 Crest Rd W	Dead Trees	Open
5	8/11/2022	1 Crest Road East	Dead Tree	Closed
6	9/1/2021	1 Crest Road East	Tumbleweeds	Closed
7	2/23/2021	1 Crest Road East	Dead Vegetation	Closed
8	7/21/2021	1 Crest Road West	Dead Vegetation	Closed
9	8/30/2022	1 Eastfield Dr.	Dead Vegetation	Open
10	10/19/2021	1 Hackamore Road	Barking Dog	Closed
11	6/3/2021	1 Hackamore Road	Illegal construction, unpermitted. Boat stored in prohibited location.	Open
12	3/11/2020	1 Lower Blackwater Canyon Road	Expired Permit	Closed
13	4/7/2021	1 Middleridge Lane North	Old Code Case	Closed
14	9/20/2022	1 Morgan Ln	Dead Tree	Open
15	11/8/2019	1 Packsaddle Road West	Lighting	Closed
16	6/22/2021	1 Pinto Road	Dead Vegetation	Closed
17	7/6/2020	1 Portuguese Bend Road	Expired Permit	Closed
18	8/10/2021	1 Ranchero Road	Illegal construction, SPR needed	Open
19	7/6/2020	1 Reata Lane	Expired Permit	Closed
20	8/16/2022	1 Sagebrush Lane	Dead Trees	Open
21	3/11/2020	1 Sagebrush Lane	Expired Permit	Closed
22	7/23/2020	1 Williamsburg Lane	Dead Vegetation	Closed
23	3/11/2020	10 Johns Canyon Road	Expired Permit	Closed
24	8/3/2020	10 Pine Tree Lane	Dead Vegetation	Closed
25	3/11/2020	10 Southfield Drive	Expired Permit	Closed
26	9/22/2022	11 Middleridge Ln S	Dead/diseased vegetation	Open
27	3/11/2020	11 Poppy Trail	Expired Permit	Closed
28	2/3/2021	11 Upperblackwater Canyon Road	BMP	Closed
29	6/25/2020	12 Bowie Road	Expired Permit	Closed

30	10/16/2019	12 Caballeros Road	Dead Vegetation	Closed
31	7/1/2020	12 Eastfield Drive	Expired Permit	Closed
32	7/2/2020	12 Georgeff Road	Expired Permit	Closed
33	7/22/2020	12 Upper Blackwater Canyon Road	Lighting	Closed
34	2/3/2021	12 Upperblackwater Canyon Road	Dead Vegetation	Closed
35	2/6/2020	14 Buggy Whip Drive	Dead Vegetation	Closed
36	7/6/2020	14 Cinchring Road	Expired Permit	Closed
37	6/14/2019	14 Upper Blackwater Canyon Road	Dead Vegetation	Closed
38	7/6/2020	15 Buggy Whip Drive	Expired Permit	Closed
39	9/22/2022	15 Middleridge Ln N	Dead/dry palm fronds.	Open
40	10/22/2020	15 Portuguese Bend Road	View	Closed
41	2/26/2019	15 Upper Blackwater Canyon Road	Dead Vegetation	Closed
42	8/11/2022	16 Buggy Whip Drive	Trees in violation of condition	Open
43	7/26/2021	16 Cinchring Road	Tumbleweeds	Closed
44	9/24/2019	16 Cinchring Road	Dead Vegetation	Closed
45	8/13/2020	16 Cinchring Road	Dead Vegetation	Closed
46	3/11/2020	16 Portuguese Bend Road	Expired Permit	Closed
47	2/15/2022	17 Bowie Road	Dead Vegetation	Closed
48	10/5/2020	17 Buggy Whip Drive	Lighting	Closed
49	6/17/2021	17 Cinchring Road	Dead Vegetation	Closed
50	8/20/2020	17 Eastfield Drive	Illegal construction	Closed
51	3/11/2020	17 Eastfield Drive	Expired Permit	Closed
52	3/11/2020	17 Portuguese Bend Road	Expired Permit	Closed
53	3/11/2020	17 Wideloop Road	Expired Permit	Closed
54	3/11/2020	18 Bowie Road	Expired Permit	Closed
55	9/4/2019	18 Cinchring Road	Dead Vegetation	Closed
56	3/11/2020	18 Eastfield Drive	Expired Permit	Closed
57	8/12/2019	18 Poppy Tail	Expired Permit	Closed
58	9/1/2020	18 Portuguese Bend Road	Dead Vegetation	Closed
59	3/11/2020	18 Portuguese Bend Road	Expired Permit	Closed
60	3/11/2020	19 Chuckwagon Road	Expired Permit	Closed
61	7/23/2021	19 Wideloop	Dead Vegetation	Closed
62	11/23/2021	2 Acacia Lane	Unpermitted replacement of roof on guest house, unpermitted demolition of pool deck, and no C&D permit.	Open
63	7/26/2021	2 Acacia Lane	Dead Vegetation	Closed
64	7/6/2020	2 Acacia Lane	Expired Permit	Closed

65	9/22/2022	2 Acacia Ln.	Dead shrubs/vegetation	Open
66	8/11/2020	2 Appaloosa Lane	Dead Vegetation	Closed
67	4/21/2021	2 Buggy Whip Drive	broken fence and trash	Open
68	10/13/2021	2 El Concho	Illegal structure	Closed
69	6/8/2021	2 El Concho Road	Planting trees, illegal construction	Closed
70	7/6/2020	2 Flying Mane	Expired Permit	Closed
71	7/6/2020	2 Hillside Lane	Expired Permit	Closed
72	3/11/2020	2 Lower Blackwater Canyon Road	Expired Permit	Closed
73	3/11/2020	2 Pheasant Lane	Expired Permit	Closed
74	7/17/2020	2 Pinto Road	Dead Vegetation	Closed
75	11/18/2019	2 Portuguese Bend Road	Lighting	Closed
76	1/21/2020	2 Portuguese Bend Road	Dead Vegetation	Closed
77	9/20/2022	2 Possum Ridge Rd	Dead Trees & Vegetation	Closed
78	2/23/2021	2 Possum Ridge Road	Dead Vegetation	Closed
79	7/6/2020	2 Quail Ridge North	Expired Permit	Closed
80	3/11/2020	2 Quail Ridge North	Expired Permit	Closed
81	11/16/2020	2 Runningbrand Road	Dead Vegetation	Closed
82	6/16/2021	2 Spur Lane	Import of gravel; unpermitted	Closed
83	2/25/2021	2 Spur Lane	17.16.230 - Import and export of soil.	Closed
84	3/29/2021	2 Spur Lane	Dead Vegetation	Closed
85	9/20/2022	20 Buggy Whip Dr	Dead Vegetation	Open
86	3/11/2020	20 Buggy Whip Drive	Expired Permit	Closed
87	8/16/2022	20 Portuguese Bend Road	Dead Trees	Closed
88	7/16/2020	20 Portuguese Bend Road	Dead Vegetation	Closed
89	3/11/2020	20 Portuguese Bend Road	Expired Permit	Closed
90	7/22/2021	20 Upper Blackwater Canyon Road	Dead vegetation, palm tree fronds, and dead trees	Closed
91	7/11/2019	21 Buggy Whip Drive	Illegal Construction	Closed
92	5/18/2021	21 Chuckwagon Road	Illegal work & no C&D permit	Closed
93	7/16/2020	21 Portuguese Bend Road	Dead Vegetation	Closed
94	7/16/2020	22 Portuguese Bend Road	Dead Vegetation	Closed
95	8/25/2022	23 Crest Road East	Dead Tree	Open
96	4/7/2021	23 Middleridge Lane North	Old Code Case	Closed
97	7/16/2020	23 Portuguese Bend Road	Dead Vegetation	Closed
98	3/11/2020	24 Eastfield Drive	Expired Permit	Closed
99	8/16/2022	24 Portuguese Bend Road	Dead Trees	Open
100	3/11/2020	25 Portuguese Bend Road	Expired Permit	Closed
101	11/17/2020	26 Cinchring Road	Drainage	Closed

102	3/11/2020	26 Cinchring Road	Expired Permit	Closed
103	9/20/2022	27 Buggy Whip Dr	Dead Tree	Open
104	7/6/2020	2720 Palos Verdes Drive North	Expired Permit	Closed
105	9/14/2021	28 Portuguese Bend Road	Dead Vegetation	Closed
106	3/3/2020	2862 Palos Verdes Drive	Expired Permit	Closed
107	9/22/2022	29 Middleridge Ln S	Extensive grading and importing of soil. Dead shrubs/trees/vegetation on the property (visible from the road).	Open
108	3/11/2020	2900 Palos Verdes Drive	Expired Permit	Closed
109	3/11/2020	2950 Palos Verdes Drive	Expired Permit	Open
110	3/11/2020	2958 Palos Verdes Drive	Expired Permit	Closed
111	12/30/2021	3 Appaloosa Lane	Dead Tree	Closed
112	6/18/2018	3 Appaloosa Lane	Dead Vegetation	Closed
113	4/6/2020	3 Chuckwagon Road	Lighting	Closed
114	7/21/2020	3 Chuckwagon Road	Lighting	Closed
115	8/30/2022	3 Eastfield Dr	Dead Tree	Open
116	7/6/2020	3 Flying Mane	Expired Permit	Closed
117	4/28/2021	3 Johns Canyon	Pine tree obstructing view	Closed
118	4/1/2021	3 Lower Blackwater Canyon	Dead Vegetation	Closed
119	7/16/2020	3 Maverick Lane	Dead Vegetation	Closed
120	3/11/2020	3 Middleridge Lane North	Expired Permit	Closed
121	3/4/2021	3 Spur Lane	Dead Vegetation	Closed
122	6/9/2022	3 Spur Ln	Dead/Dry vegetation	Closed
123	3/11/2020	3 Wrangler Road	Expired Permit	Closed
124	8/16/2022	30 Portuguese Bend Road	Dead Trees	Closed
125	4/7/2021	30 Portuguese Bend Road	Old Code Case	Closed
126	4/7/2021	32 Portuguese Bend Road	Old Code Case	Closed
127	3/22/2021	32 Portuguese Bend Road	Dead Vegetation	Closed
128	3/22/2021	32 Portuguese Bend Road	Dead Vegetation	Closed
129	3/11/2020	34 Crest Road East	Expired Permit	Closed
130	4/7/2021	34 Portuguese Bend Road	Old Code Case	Closed
131	2/12/2019	34 Portuguese Bend Road	Dead Vegetation	Closed
132	2/18/2020	35 Saddleback Road	Lighting	Closed
133	3/11/2020	35 Saddleback Road	Expired Permit	Closed
134	8/23/2021	38 Crest Road West	Dead Vegetation	Closed
135	4/7/2021	38 Portuguese Bend Road	Old Code Case	Closed
136	4/7/2021	4 Middleridge Lane South	Old Code Case	Closed
137	7/20/2021	4 Pine Tree Lane	Dead Vegetation	Closed

138	2/23/2021	4 Possum Ridge Road	Dead Vegetation	Closed
139	4/26/2021	4 Ranchero Road	Dead Vegetation	Closed
140	3/11/2020	4 Ranchero Road	Expired Permit	Closed
141	3/11/2020	4 Ranchero Road	Expired Permit	Closed
142	9/24/2019	4 Ranchero Road	Dead Vegetation	Closed
143	9/2/2020	4 Ringbit West	Illegal construction	Closed
144	6/9/2022	4 Spur Ln	Dead/Dry vegetation	Open
145	7/18/2020	40 Eastfield Road	Illegal Construction	Closed
146	7/6/2020	40 Portuguese Bend Road	Expired Permit	Closed
147	3/29/2022	42 Portuguese Bend Rd	Dead Tree	Closed
148	1/27/2021	42 Portuguese Bend Road	Dead Vegetation	Closed
149	3/11/2020	47 Eastfield Drive	Expired Permit	Closed
150	3/11/2020	48 Eastfield Drive	Expired Permit	Closed
151	2/18/2020	48 Saddleback Road	Lighting	Closed
152	2/26/2020	49 Eastfield Road	Illegal Construction	Closed
153	3/17/2021	49 Saddleback Road	Dead Vegetation	Closed
154	12/20/2019	5 Buggy Whip	Illegal Construction	Closed
155	3/11/2020	5 Buggy Whip Dive	Expired Permit	Closed
156	8/18/2021	5 Caballeros Road	Dead vegetation	Closed
157	9/1/2020	5 Chestnut Lane	Noise	Closed
158	5/25/2021	5 Chuckwagon Road	Dead vegetation	Closed
159	7/21/2021	5 Crest Road East	Tumbleweeds	Closed
160	7/6/2020	5 Hillside Lane	Expired Permit	Closed
161	6/17/2021	5 Johns Canyon Road	View	Closed
162	8/19/2020	5 Morgan Lane	Dead Vegetation/Litter	Closed
163	11/3/2020	5 Pine Tree Lane	BMP	Closed
164	6/18/2020	5 Pine Tree Lane	Dead Vegetation	Closed
165	3/11/2020	5 Reata Lane	Expired Permit	Closed
166	3/11/2020	5 Ringbit Road	Expired Permit	Closed
167	5/17/2022	5 Sagebrush Ln	Unpermitted Construction	Open
168	3/11/2020	50 Saddleback Road	Expired Permit	Closed
169	8/3/2021	53 Portuguese Bend Road	View Impairment	Closed
170	3/17/2021	55 Saddleback Road	Dead Vegetation	Closed
171	3/17/2021	57 Saddleback Road	Dead Vegetation	Closed
172	2/1/2021	59 Eastfield Drive	Nuisance	Closed
173	11/2/2020	59 Eastfield Drive	Lighting	Closed
174	9/1/2020	59 Eastfield Drive	Sign	Closed
175	12/11/2019	6 Chuckwagon Road	Dead Vegetation	Closed
176	9/6/2022	6 Morgan Ln.	Dead/Discarded Vegetation (Trimmings)	Open

177	7/21/2021	6 Open Brand Road	Dead fronds	Closed
178	7/6/2020	6 Outrider Road	Expired Permit	Closed
179	2/14/2020	6 Packsaddle East	Dead Vegetation	Closed
180	5/25/2021	6 Pine Tree Lane	Dead Vegetation	Closed
181	6/14/2019	6 Pine Tree Lane	Dead Vegetation	Closed
182	9/20/2022	6 Possum Ridge Rd	Dead Tree	Open
183	3/11/2021	6 Possum Ridge Road	Dead Vegetation	Closed
184	3/11/2020	6 Ringbit Road West	Expired Permit	Closed
185	7/1/2021	6 Saddleback Road	Dead Tree	Closed
186	3/11/2020	6 Saddleback Road	Expired Permit	Closed
187	6/24/2020	61 Eastfield Drive	Grading and Drainage	Open
188	7/22/2021	62 Eastfield Drive	Dead palm tree fronds	Closed
189	1/21/2020	62 Portuguese Bend Road	Dead Vegetation	Closed
190	1/21/2020	64 Portuguese Bend Road	Dead Vegetation	Closed
191	3/26/2021	65 Eastfield Road	Dead Vegetation	Closed
192	7/17/2020	65 Portuguese Bend Road	Property Maintenance	Closed
193	7/6/2020	65 Portuguese Bend Road	Expired Permit	Closed
194	3/11/2020	65 Portuguese Bend Road	Expired Permit	Closed
195	9/9/2021	66 Portuguese Bend Road	Tumbleweeds	Closed
196	1/20/2020	66 Portuguese Bend Road	Dead Vegetation	Closed
197	3/11/2020	67 Eastfield Drive	Expired Permit	Closed
198	5/16/2019	67 Portuguese Bend Road	Illegal Construction	Closed
199	7/1/2020	68 Saddleback Road	Dead Vegetation	Closed
200	4/27/2021	7 Chuckwagon Lane	Animal complaint	Closed
201	7/7/2022	7 Crest Rd. West	Unpermitted construction to the interior of resident	Open
202	8/18/2021	7 Crest Road East	Tumbleweeds	Closed
203	4/7/2021	7 Crest Road East	Old Code Case	Closed
204	11/18/2019	7 Crest Road East	Dead Vegetation	Closed
205	3/11/2020	7 Eastfield Drive	Expired Permit	Closed
206	2/11/2020	7 Georgeff Road	Dead Vegetation	Closed
207	3/11/2020	7 Outrider Road	Expired Permit	Closed
208	3/11/2020	7 Packsaddle East	Expired Permit	Closed
209	3/11/2020	7 Packsaddle Road East	Expired Permit	Closed
210	6/21/2021	7 Pine Tree Lane	Dead Vegetation	Closed
211	4/20/2020	7 Roundup Road	Fence	Closed
212	7/16/2020	71 Saddleback Road	Dead Vegetation	Closed
213	3/11/2020	73 Eastfield Drive	Expired Permit	Closed
214	11/8/2019	73 Portuguese Bend Road	Lighting	Closed
215	9/9/2020	74 Portuguese Bend Road	Lighting	Closed

216	3/8/2022	74 Saddleback Road	Dead Eucalyptus tree/pine trees, accumulation of dead vegetation	Closed
217	2/23/2021	74 Saddleback Road	Dead Vegetation	Closed
218	3/11/2020	75 Eastfield Drive	Expired Permit	Closed
219	4/7/2021	76 Eastfield Drive	Old Code Case	Closed
220	3/11/2020	76 Eastfield Drive	Expired Permit	Closed
221	2/23/2021	76 Saddleback Road	Dead Eucalyptus tree in power lines and dead pine tree	Closed
222	2/23/2021	76 Saddleback Road	Dead Vegetation	Closed
223	6/28/2021	77 Portuguese Bend Road	Dead Vegetation	Closed
224	11/16/2020	77 Portuguese Bend Road	Dead Vegetation	Closed
225	11/6/2020	77 Portuguese Bend Road	Dead Vegetation	Closed
226	9/9/2020	77 Portuguese Bend Road	Water	Closed
227	3/25/2021	77 Saddleback Road	Dead Vegetation	Closed
228	6/1/2019	77 Saddleback Road	Drainage	Closed
229	4/7/2022	79 Eastfield Dr	Unpermitted Construction	Closed
230	3/11/2020	8 Bowie Road	Expired Permit	Closed
231	9/20/2022	8 Buggy Whip Dr	Damaged Fence & Dead Vegetation	Open
232	6/14/2021	8 Crest Road East	Importing dirt from 11 Upper Blackwater Canyon Road	Closed
233	6/11/2021	8 Crest Road East	Illegal export of dirt	Closed
234	4/7/2021	8 Flying Mane Road	Old Code Case	Closed
235	4/18/2019	8 Georgeff Road	Property Maintenance	Closed
236	7/2/2020	8 Hackamore Road	Expired Permit	Closed
237	9/28/2021	8 Middleridge Lane	Dead Vegetation	Closed
238	3/11/2020	8 Morgan Lane	Expired Permit	Closed
239	7/6/2020	8 Packsaddle Road West	Expired Permit	Closed
240	4/20/2020	8 Pine Tree Lane	Dead Vegetation	Closed
241	4/6/2020	8 Reata Lane	Dead Vegetation	Closed
242	10/1/2020	8 Upper Blackwater Canyon Road	Lighting	Closed
243	6/29/2021	80 Saddleback Road	Dead vegetation	Closed
244	3/11/2020	80 Saddleback Road	Expired Permit	Closed
245	3/11/2020	86 Saddleback Road	Expired Permit	Closed
246	1/27/2021	87 Crest Road East	Dead Vegetation	Closed
247	7/20/2021	88 Saddleback Road	Dead Vegetation	Closed
248	7/6/2020	9 Johns Canyon Road	Expired Permit	Closed
249	3/11/2020	9 Middleridge Lane South	Expired Permit	Closed
250	7/6/2020	9 Quail Ridge Road South	Expired Permit	Closed
251	3/11/2020	91 Crest Road East	Expired Permit	Closed

252	3/11/2020	92 Saddleback Road	Expired Permit	Closed
253	10/4/2022	APN: 7569-013-018	Dead tree and discarded tree branches.	Open
254	9/14/2020	Georgeff Road & Crest Road East	B M P	Closed
255	3/4/2021	Spur Lane	Dead Vegetation	Closed
256	7/14/2020	Spur Lane	Dead Vegetation	Closed

Total Records: 256

10/4/2022



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 14.B
Mtg. Date: 10/10/2022

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: CONSIDER CANCELLATION OF NOVEMBER 28, 2022 REGULAR CITY COUNCIL MEETING AND SCHEDULE A SPECIAL CITY COUNCIL MEETING ON DECEMBER 13, 2022

DATE: October 10, 2022

BACKGROUND:

The City Council traditionally does not meet in the month of December unless there are pressing items. Due to the preceding Thanksgiving Holiday, coupled with a requirement to certify the results of the forthcoming November 8, 2022 Municipal Election, staff recommends the cancellation of the November 28, 2022 regular meeting and scheduling a special meeting on December 13th at 7:30 am, per the City Council's unanimous motion during the January 10, 2022 meeting.

DISCUSSION:

Staff intends to have consent items as well as items certifying the verified municipal election results from Los Angeles County, and the Oaths of Office.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 15.A

Mtg. Date: 10/10/2022

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: EMPLOYEE PERFORMANCE EVALUATION
GOVERNMENT CODE SECTION 54957, TITLE CITY MANAGER

DATE: October 10, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

None.

ATTACHMENTS: