



# 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, September 09, 2024

## 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](mailto: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. 1380

Next Ordinance No. 385

### 1. CALL TO ORDER

### 2. ROLL CALL

### 3. PLEDGE OF ALLEGIANCE

### 4. PRESENTATIONS/PROCLAMATIONS/ANNOUNCEMENTS

### 5. APPROVE ORDER OF THE AGENDA

*This is the appropriate time for the Mayor or Councilmembers to approve the agenda as is or reorder.*

### 6. 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.*

### 7. 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.*

### 8. 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.*

#### 8.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF SEPTEMBER 9, 2024

**RECOMMENDATION: Approve.**  
[CL\\_AGN\\_240909\\_CC\\_AffidavitofPosting.pdf](#)

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

**RECOMMENDATION: Approve.**

8.C. APPROVE THE FOLLOWING CITY COUNCIL MINUTES: AUGUST 26, 2024 REGULAR MEETING

**RECOMMENDATION: Approve as presented.**

[CL\\_MIN\\_240826\\_CC\\_F.pdf](#)

8.D. PAYMENT OF BILLS

**RECOMMENDATION: Approve as presented.**

[CL\\_AGN\\_240909\\_CC\\_PaymentOfBills\\_E.pdf](#)

8.E. ADOPT RESOLUTION NO. 1378 AMENDING A REIMBURSEMENT POLICY IN ACCORDANCE WITH GOVERNMENT CODE 53232.2 AND 53232.3 AND REPEALING RESOLUTION NO. 1304

**RECOMMENDATION: Approve as presented.**

[ResolutionNo1378\\_AB1234\\_ReimbursementPolicyUpdate.pdf](#)

## 9. EXCLUDED CONSENT CALENDAR ITEMS

## 10. COMMISSION ITEMS

## 11. PUBLIC HEARINGS

## 12. OLD BUSINESS

12.A. UPDATE ON THE CITY HALL ADA IMPROVEMENT PROJECT AND PACIFIC ARCHITECTURE AND ENGINEERING'S INC. (PAE) REQUEST FOR ADDITIONAL BUDGET TO COMPLETE RESPONSES TO PLAN REVIEW COMMENTS; ADOPT BY RESOLUTION NO. 1379 AUTHORIZING A FISCAL YEAR 2024-2025 BUDGET MODIFICATION TO APPROPRIATE \$4,000.00 IN THE CAPITAL PROJECTS FUND FUNDED FROM A TRANSFER FROM GENERAL FUND RESERVES AND APPROVE FIFTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH PAE COVERING ADDITIONAL SERVICES FOR THE CITY HALL ADA IMPROVEMENT PROJECT

**RECOMMENDATION: Receive and file. Approve as presented.**

[ResolutionNo1379\\_CityHallADA\\_PAE\\_BudgetAmendment\\_F.pdf](#)

[CA\\_AGR\\_240909\\_PAE\\_5thAmendment\\_F.pdf](#)

[CA\\_AGR\\_240827\\_PAE\\_5A\\_ScopeChange\\_Proposal.pdf](#)

## 13. NEW BUSINESS

## 14. MATTERS FROM THE CITY COUNCIL

14.A. CONSIDERATION AND POSSIBLE ACTION TO ADD A CITY COUNCIL

MEETING DURING THE SECOND FULL WEEK OF NOVEMBER AND CONFIRM ATTENDANCE FOR THE NOVEMBER 25, 2024 CITY COUNCIL REORGANIZATION (MAYOR MIRSCHE)

**RECOMMENDATION: Provide direction to staff.**

## 15. MATTERS FROM STAFF

15.A. APPROVE SOUTH BAY CHAMBER MUSIC SOCIETY'S ANNUAL REQUEST FOR A \$600 CONTRIBUTION IN FISCAL YEAR 24/25

**RECOMMENDATION: Approve as presented or provide further direction to staff.**

CC\_COR\_240809\_SBChamberMusicSociety\_FY24-25\_Request.pdf

15.B. RECEIVE AND FILE A PUBLIC SAFETY AND EMERGENCY PREPAREDNESS REPORT

**RECOMMENDATION: Receive and file.**

15.C. CONSIDERATION AND POSSIBLE ACTION TO SEND A LETTER TO CALIFORNIA WATER SERVICE AND AUTHORIZE THE CITY MANAGER TO SIGN ON BEHALF OF THE CITY

**RECOMMENDATION: Provide direction to staff.**

Attachment A - CC\_COR\_240909\_CalWater\_AboveGround\_Request\_D.pdf

## 16. RECESS TO CLOSED SESSION

16.A. EXISTING LITIGATION - GOVERNMENT CODE SECTION 54956.9(D)(1)THE CITY FINDS, BASED ON ADVICE FROM LEGAL COUNSEL, THAT DISCUSSION IN OPEN SESSION WILL PREJUDICE THE POSITION OF THE CITY IN THE LITIGATION. (1 CASE) a. NAME OF CASE: CONNIE ANDERSEN, ET AL. V. CALIFORNIA WATER COMPANY, ET AL. CASE NO.: 24STCV20953

**RECOMMENDATION: None.**

## 17. RECONVENE TO OPEN SESSION

## 18. ADJOURNMENT

Next regular meeting: Monday, September 23, 2024 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

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**Agenda Item No.: 8.A**  
**Mtg. Date: 09/09/2024**

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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

**THRU:** KARINA BAÑALES, CITY MANAGER

**SUBJECT:** APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF SEPTEMBER 9, 2024

**DATE:** September 09, 2024

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**BACKGROUND:**

None.

**DISCUSSION:**

None.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Approve.

**ATTACHMENTS:**

[CL\\_AGN\\_240909\\_CC\\_AffidavitofPosting.pdf](#)



# Administrative Report

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8.A., File # 2440

Meeting Date: 9/9/2024

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**To: MAYOR & CITY COUNCIL**

**From:** Christian Horvath, City Clerk

**TITLE**

APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL ADJOURNED REGULAR MEETING OF SEPTEMBER 9, 2024

**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	Adjourned Regular Meeting Agenda
Posting Location	2 Portuguese Bend Road, Rolling Hills, CA 90274 City Hall Window City Website: <a href="https://www.rolling-hills.org/government/agenda/index.php">https://www.rolling-hills.org/government/agenda/index.php</a> <a href="https://www.rolling-hills.org/government/city_council/city_council_archive_agendas/index.php">https://www.rolling-hills.org/government/city_council/city_council_archive_agendas/index.php</a>

Meeting Date & Time	SEPTEMBER 9, 2024	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: September 6, 2024



*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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**Agenda Item No.: 8.B**  
**Mtg. Date: 09/09/2024**

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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

**THRU:** KARINA BAÑALES, CITY MANAGER

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

**DATE:** September 09, 2024

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**BACKGROUND:**

None.

**DISCUSSION:**

None.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Approve.

**ATTACHMENTS:**



*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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**Agenda Item No.: 8.C**  
**Mtg. Date: 09/09/2024**

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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

**THRU:** KARINA BAÑALES, CITY MANAGER

**SUBJECT:** APPROVE THE FOLLOWING CITY COUNCIL MINUTES: AUGUST 26, 2024 REGULAR MEETING

**DATE:** September 09, 2024

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**BACKGROUND:**

None.

**DISCUSSION:**

None.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Approve as presented.

**ATTACHMENTS:**

[CL\\_MIN\\_240826\\_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 Mirsch presiding.

**2. ROLL CALL**

Councilmembers Present: Wilson, Black, Dieringer, Pieper, Mayor Mirsch  
Councilmembers Absent: None  
Staff Present: Karina Bañales, City Manager  
Christian Horvath, City Clerk / Executive Assistant to the City Manager  
John Signo, Planning & Community Services Director  
Samantha Crew, Management Analyst  
Pat Donegan, City Attorney

**3. PLEDGE OF ALLEGIANCE – Councilmember Black**

**4. PRESENTATIONS / PROCLAMATIONS / ANNOUNCEMENTS – NONE**

**5. APPROVE ORDER OF THE AGENDA**

Motion by Councilmember Wilson, seconded by Councilmember Black to approve the order of the agenda. Motion carried unanimously with the following vote:

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

**6. BLUE FOLDER ITEMS (SUPPLEMENTAL)**

Motion by Mayor Pro Tem Pieper, seconded by Councilmember Black to receive and file Blue Folder Item 7A. Motion carried unanimously with the following vote:

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

**7. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Public Comment: Melissa McNabb, Alfred Visco, Marian Visco, Charlie Raine

**8. CONSENT CALENDAR**

**8.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF AUGUST 26, 2024**



- 8.B. APPROVE MOTION TO READ BY TITLE ONLY AND WAIVE FURTHER READING OF ALL ORDINANCES AND RESOLUTIONS LISTED ON THE AGENDA**
- 8.C. APPROVE THE FOLLOWING CITY COUNCIL MINUTES: AUGUST 12, 2024 SPECIAL FIELD TRIP MEETING; AUGUST 12, 2024 REGULAR MEETING; AUGUST 20, 2024 SPECIAL MEETING**
- 8.D. PAYMENT OF BILLS**
- 8.E. PULLED BY MAYOR MIRSCH**
- 8.F. RECEIVE AND FILE AN ACTION TAKEN BY THE TRAFFIC COMMISSION ON SUPPLEMENTAL TRAFFIC ENFORCEMENT PROVIDED BY THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT FOR FISCAL YEAR 2024-25**

Motion by Councilmember Black, seconded by Mayor Pro Tem Pieper to approve the Consent Calendar with the exception of Item 8E. Motion carried unanimously with the following vote:

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

**9. EXCLUDED CONSENT CALENDAR ITEMS**

**8.E. REPUBLIC SERVICES RECYCLING TONNAGE AND COMPLAINT REPORTS FOR JULY 2024**

Mayor Mirsch requested Republic provide definitions for non-franchise issues; mentioned scooter bins still not being appropriately covered; discussed resident complaints about the recent communal bin event and requested the ad hoc committee meet as a result.

Public Comment: Judith Haenel

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

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

**10. COMMISSION ITEMS – NONE**

**11. PUBLIC HEARINGS – NONE**

**12. OLD BUSINESS**

**12.A. APPROVE MEMORANDUM OF UNDERSTANDING WITH THE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT JOINT POWERS AUTHORITY (GWMA) FOR ADMINISTRATION AND COST SHARING FOR THE IMPLEMENTATION OF THE COORDINATED COMPLIANCE, MONITORING, AND REPORTING PLAN FOR HARBOR TOXINS TOTAL MAXIMUM DAILY LOADS (TMDL)**

Presentation by Management Analyst Samantha Crew  
 Kathleen McGowan. Stormwater Consultant

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

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

### **13. NEW BUSINESS**

#### **13.A. ADOPT RESOLUTION NO. 1374, APPROVING THE TRANSFER AGREEMENT BETWEEN THE CITY OF ROLLING HILLS AND THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT FOR SAFE CLEAN WATER MUNICIPAL PROGRAM FUNDS (MEASURE W)**

Presentation by Management Analyst Samantha Crew  
Kathleen McGowan. Stormwater Consultant

Public Comment: Abas Goodarzi

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

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

#### **13.B. APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH THE BERGEMAN GROUP TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR CONSTRUCTION OF THE TENNIS COURT ADA IMPROVEMENT PROJECT AT A NOT-TO-EXCEED FEE OF \$103,950**

Presentation by City Clerk / Executive Assistant to the City Manager Christian Horvath  
City Consultant Alan Palermo

Public Comment: Abas Goodarzi

Motion by Councilmember Black, seconded by Mayor Pro Tem Pieper to approve as presented. Motion carried unanimously with the following vote:

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

### **14. MATTERS FROM THE CITY COUNCIL**

#### **14.A. RECEIVE AND FILE AN UPDATE REGARDING PROGRESS ON THE EMERGENCY OUTDOOR SIREN NOTIFICATION SYSTEM PROJECT SINCE JUNE 12, 2023 (MAYOR MIRSCH)**

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

Public Comment: Arlene Honbo

Motion by Councilmember Black, seconded by Mayor Pro Tem Pieper to receive and file and direct the City Manager to engage with LA County Building and Safety if approvals have not been issued by September 1, 2024. Motion carried unanimously with the following vote:

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

**14.B. CONSIDERATION AND POSSIBLE ACTION TO AMEND RESOLUTION NO. 1304, A REIMBURSEMENT AND EXPENSE POLICY IN ACCORDANCE WITH GOVERNMENT CODE 53232.2 AND 53232.3 (MAYOR MIRSCH)**

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

Motion by Councilmember Dieringer, seconded by Councilmember Black to modify section 5A in Resolution 1304 allowing Councilmembers the option for submitting sufficient documentation to City staff for filling out the required expense form used with claimed expenses Motion carried unanimously with the following vote:

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

Motion by Mayor Pro Tem Pieper, seconded by Councilmember Black to remove the term “non-conference” under section 4B in Resolution 1304. Motion carried unanimously with the following vote:

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

Motion by Mayor Pro Tem Pieper, seconded by Councilmember Black to approve amendments to Resolution No. 1304 as discussed and voted upon. Motion carried unanimously with the following vote:

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

**15. MATTERS FROM STAFF**

**15.A. RECEIVE AND FILE FIRE FUEL ABATEMENT AND CODE ENFORCEMENT QUARTERLY REPORT FOR THE SECOND QUARTER OF 2024 (APRIL 1 TO JUNE 30)**

Presentation by Planning and Community Services Director John Signo

Public Comment: Melissa McNabb, Alfred Visco

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

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

**16. RECESS TO CLOSED SESSION – 8:29 P.M.**

**16.A. CONFERENCE WITH LEGAL COUNSEL: THREATENED LITIGATION GOVERNMENT CODE SECTION 54956.9(D)(2) AND (E)(3) THE CITY COUNCIL FINDS, BASED ON ADVICE FROM**

**LEGAL COUNSEL, THAT DISCUSSION IN OPEN SESSION WILL PREJUDICE THE POSITION OF THE CITY IN THE LITIGATION. NUMBER OF POTENTIAL CASES: (23) (GOVERNMENT CLAIMS ACT FORM SUBMITTED BY VARIOUS PROPERTY OWNERS IN RANCHO PALOS VERDES AGAINST THE CITY OF ROLLING HILLS ALLEGING DAMAGE TO PROPERTY)**

**17. RECONVENE TO OPEN SESSION – 9:44 P.M.**

**18. ADJOURNMENT: 9:44 P.M.**

The meeting was adjourned at 9:44 p.m. on August 26, 2024. The next regular meeting of the City Council is scheduled to be held on Monday, September 9, 2024 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,

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Christian Horvath, City Clerk

Approved,

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Leah Mirsch, Mayor



*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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**Agenda Item No.: 8.D**  
**Mtg. Date: 09/09/2024**

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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

**THRU:** KARINA BAÑALES, CITY MANAGER

**SUBJECT:** PAYMENT OF BILLS

**DATE:** September 09, 2024

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**BACKGROUND:**

None.

**DISCUSSION:**

None.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Approve as presented.

**ATTACHMENTS:**

[CL\\_AGN\\_240909\\_CC\\_PaymentOfBills\\_E.pdf](#)

CITY OF ROLLING HILLS  
 AP25-004, ACH25-004  
 Check Run 09/04/2024

Check No.	Check Date	Payee	Description	Amount
028702	9/4/2024	4Leaf, Inc.	Code Enforcement Services for July 2024	4,560.00
028703	9/4/2024	Alan Palermo Consulting	August 2024 Svcs - ADA, Siren, Tennis Crt, Sewer	2,681.25
028704	9/4/2024	Bennett Landscape	Landscape Maintenance Services for September 2024	1,139.67
028705	9/4/2024	Cox Communications	Phone Service from Aug. 26, 2024 to Sept. 25, 2024	88.66
028706	9/4/2024	Executive Suite Services Inc.	August 2024 Janitorial Services	1,150.00
028707	9/4/2024	Gladwell Governmental Services, Inc.	Election Advice Consultant 07-03-24 to 09-02-24	120.00
028708	9/4/2024	IWorQ	Community Dev/CE/Permitting Software Management	7,250.00
028709	9/4/2024	County of Los Angeles	July 2024 Animal Care Housing Costs	270.28
028710	9/4/2024	LA County Sheriff's Department	July 2024 Law Enforcement Services	35,055.53
028711	9/4/2024	Race Communications	Internet Fiber Communications - September 2024	1,020.00
028712	9/4/2024	Stephens Plumbing Heating & Air	Plumbing Service - Restroom Repairs	570.00
ACH-614	8/20/2024	CalPERS	CalPERS Retirement Payroll Ending 08-20-24	3,961.02
ACH-615	9/1/2024	Delta Dental	Dental Coverage for September 2024	1,084.38
ACH-616	9/1/2024	Forum Info-Tech. Inc./Levelcloud	September 2024 Monthly Cloud Service	6,652.75
ACH-617	9/5/2024	Frontier Communications	Crest Rd E UU-DR4344-PJ0526-20C OH Reml UB	7,819.82
ACH-618	8/23/2024	Pacific Premier Bank / FNBO	Pac Prem Credit Card Stmt#5191_August 2024	270.00
ACH-619	8/23/2024	Pacific Premier Bank / FNBO	Pac Prem Credit Crd#0306_August 2024	197.31
ACH-620	8/23/2024	Pacific Premier Bank / FNBO	Pac Prem Cred Crd Stmt #5550 August 2024	411.93
ACH-621	8/15/2024	Southern California Edison	Electricity Usage 07-18-24 to 08-15-24 ACCT#4218	453.06
ACH-622	8/21/2024	Southern California Edison	Electricity Usage from 07-24-24 to 08-21-24	1,408.74
ACH-623	9/1/2024	Standard Insurance Company	September 2024 Life Insurance Policy #161783 Div	247.69
ACH-624	8/20/2024	Vantagepoint Transfer Agents -	Deferred Comp Contributions PR Ending 08-20-24	1,891.87
ACH-625	9/1/2024	Vision Service Plan - (CA)	September 2024 Vision Plan Coverage	164.32
ACH-626	9/1/2024	Xpress Bill Pay	Online Bill Pay Service for September 2024	35.00

PR LINK	8/23/2024	PR LINK - Payroll & PR Taxes PR#17	Payroll Processing Fee PR#16_08/07/24 - 08/20/24	74.51
PR LINK	8/23/2024	PR LINK - Payroll & PR Taxes PR#17	Pay Period PR#17_08/07/24 - 08/20/24	21,737.40
<b>REPORT TOTAL</b>				<b>100,315.19</b>

I, Karina Banales, City Manager of Rolling Hills, California certify that the above demands are accurate and there is available in the General Fund a balance of \$ 100,315.19 for the payment of above items.

  
\_\_\_\_\_  
Karina Banales, City Manager



*City of Rolling Hills* INCORPORATED JANUARY 24, 1957

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**Agenda Item No.: 8.E**  
**Mtg. Date: 09/09/2024**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

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

**THRU: KARINA BAÑALES, CITY MANAGER**

**SUBJECT: ADOPT RESOLUTION NO. 1378 AMENDING A REIMBURSEMENT POLICY IN ACCORDANCE WITH GOVERNMENT CODE 53232.2 AND 53232.3 AND REPEALING RESOLUTION NO. 1304**

**DATE: September 09, 2024**

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**BACKGROUND:**

At the July 11, 2022 City Council meeting, staff was directed to prepare a policy relating to City Council expenses and bring back an agenda item for discussion. Subsequently, City Attorney Jenkins recalled drafting Resolution 1002 in 2006, ensuring the city complied with the base state law requirements. The City Attorney opined that the Council could not adopt a different/updated resolution that violates the base state law requirements. The City could be more restrictive but not less.

At the August 8, 2022 City Council meeting, the following revisions were approved unanimously with Mayor Black absent:

Motion made by Councilmember Pieper, seconded by Councilmember Mirsch, directing staff to prepare a revised resolution simplifying the language to reflect an allocation of \$1000.00 in duty-related expenses per councilmember without Council approval provided that each Councilmember submits receipts within 60 days of the event they seek reimbursement for; have the Finance Department re-allocate, via a unique GL Code, \$5000.00 specific to Conferences for the Council appointed delegate(s); and the removal of per diem caps as allowable.

At the August 22, 2022 City Council meeting, Item 7F, for adopting Resolution No. 1304, was pulled from the Consent Calendar by Councilmember Dieringer for further discussion. The following motions were subsequently made:

- Motion by Mayor Black, seconded by Councilmember Pieper, modifying section 4B to read as "Further, a collective five thousand dollars (\$5,000.00) is allocated for travel,



meals, lodging and other expenses associated with attendance at eligible conferences for the City Council.” The motion carried with Councilmember Dieringer in opposition and Mayor Pro Tem Wilson absent.

- Motion by Councilmember Dieringer to modify section 4B to increase the amount allowable for conference expenses from \$5,000 to \$6,000. Motion failed for lack of a second.
- Motion by Councilmember Dieringer, seconded by Councilmember Pieper, to modify section 5A by removing “Lodging and miles shall be reimbursed pursuant to Government Code 53232.2” and replacing with “Travel, meals, lodging and any other expenses are reimbursable at a reasonable rate that is not lavish or extravagant.” The motion was carried unanimously, with Mayor Pro Tem Wilson absent.
- Motion by Councilmember Pieper, seconded by Councilmember Mirsch, to modify section 5B, revising the language to reflect “expense reports within sixty (60) days after the event,” “Proof of payment is required as part of the necessary documentation,” and “all reimbursement requests for each fiscal year must be submitted before July 31 of the following fiscal year in which the expenses were incurred.” The motion was carried unanimously, with Mayor Pro Tem Wilson absent.
- Motion by Councilmember Pieper, seconded by Councilmember Mirsch, to approve Item 7. F as altered. The motion was carried unanimously, with Mayor Pro Tem Wilson absent.

At the July 8, 2024 City Council meeting, Mayor Mirsch pulled Item 8D, the Payment of Bills, from the Consent Calendar for discussion later in the meeting regarding City Council expenses, reimbursements, and the existing policy as adopted in 2022. Mayor Mirsch requested that staff return with the policy for potential review by the Council at a future meeting.

At the August 26, 2024 City Council meeting, the City Council discussed the policy and made the following motions:

- The motion by Councilmember Dieringer, seconded by Councilmember Black, to modify section 5A in Resolution 1304, allowing Councilmembers the option to submit sufficient documentation to City staff for filling out the required expense form used with claimed expenses. The motion carried unanimously.
- Motion by Mayor Pro Tem Pieper, seconded by Councilmember Black, to remove the term “non-conference” under section 4B in Resolution 1304. The motion carried unanimously.
- Motion by Mayor Pro Tem Pieper, seconded by Councilmember Black to approve amendments to Resolution No. 1304 as discussed and voted upon. The motion carried unanimously.

**DISCUSSION:**

The attached Resolution No. 1378 reflects the motion as passed by the City Council.

**FISCAL IMPACT:**

There is no fiscal impact on the existing FY 24/25 Adopted Budget.

**RECOMMENDATION:**

Approve as presented

**ATTACHMENTS:**



## RESOLUTION NO. 1378

### 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. 1304

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 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.). Expenses may also be submitted by providing City staff sufficient documentation for the claimed expenses such that City staff may fill out the expense report form. 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. 1304 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 9th day of September, 2024.**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

APPROVED AS TO CONTENT:

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City Manager

**EXHIBIT A**

<b>Name of Conference</b>
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. 1378 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.  
1304**

was approved and adopted at a regular meeting of the City Council on the 9th day of September, 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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CHRISTIAN HORVATH  
CITY CLERK



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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**Agenda Item No.: 12.A**  
**Mtg. Date: 09/09/2024**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

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

**THRU: KARINA BAÑALES, CITY MANAGER**

**SUBJECT: UPDATE ON THE CITY HALL ADA IMPROVEMENT PROJECT AND PACIFIC ARCHITECTURE AND ENGINEERING'S INC. (PAE) REQUEST FOR ADDITIONAL BUDGET TO COMPLETE RESPONSES TO PLAN REVIEW COMMENTS; ADOPT BY RESOLUTION NO. 1379 AUTHORIZING A FISCAL YEAR 2024-2025 BUDGET MODIFICATION TO APPROPRIATE \$4,000.00 IN THE CAPITAL PROJECTS FUND FUNDED FROM A TRANSFER FROM GENERAL FUND RESERVES AND APPROVE FIFTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH PAE COVERING ADDITIONAL SERVICES FOR THE CITY HALL ADA IMPROVEMENT PROJECT**

**DATE: September 09, 2024**

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**BACKGROUND:**

On May 31, 2023, the City Hall ADA Improvement project plans were re-submitted to Los Angeles County Building & Safety (LACBS) after addressing initial plan review comments. The expectation was that reviews and approvals by LACBS would be completed in July 2023 and ready to solicit construction bids in late summer.

On June 26, 2023, staff presented an update on the status of the City Hall ADA Improvement project to the City Council. Due to a backlog at LACBS, as well as coordination with other County departments requiring project review, the plan check continued through November 2023.

On November 9, 2023, the City received notification from Pacific Architecture and Engineering (PAE) that LACBS had returned plan review comments requesting ADA upgrades/grading in the parking lot and path of travel to the sidewalk at Palos Verdes Drive North, additional structural details, and some other minor comments. PAE also informed staff that the Los Angeles County Health and Fire Departments required payment of fees for their portion of the plan check before documents could be finalized. While LACBS can waive review fees for public projects, the other departments cannot.

PAE notified the City that the plan review comments required additional design work outside the existing project scope; therefore, additional budget is required to complete the improvement plans for this project. Staff requested and received a comprehensive itemized cost to complete the additional service requests covering plan completion through LACBS approval. This additional service request is attached.

On January 9, 2024, City Staff met with PAE to discuss the additional costs addressing LACBS comments. The City also contacted LACBS to discuss several plan review comments and determine if any of the requested ADA improvements would be required for the City Hall Improvement project or could be waived/deferred.

At the January 22, 2024, City Council meeting, City Staff updated the Council on the project and presented a list of eight additions to the scope from PAE. Based on internal discussion as well as information provided by LACBS staff, the recommendation included removing three of the proposed scope changes. Two of these were specific to the preparation of the ADA Parking layout (\$3,000) and preparation of the path of travel (\$4,000) per plan check comments. The City Council voted 4/1, with Councilmember Black dissenting, to approve five additions to the scope of work at a not-to-exceed amount of \$11,500.

At the February 12, 2024, City Council meeting, the Council voted 4/1, with Councilmember Black dissenting, to approve Resolution No. 1356 authorizing a budget modification for the \$11,500.

#### **DISCUSSION:**

On July 29, 2024, LACBS Senior Civil Engineer Mike Dorta visited the City Hall campus to inspect plan check comments that were in conflict with previous communications made to City Staff. The previous miscommunication had led to a finding that the City could enact changes to the ADA parking and path of travel at a later time. This, in turn, led to the January 22 staff recommendation to not include those line items in the proposed scope of work.

During the visit and a subsequent email on July 31, 2024 to PAE, Mr. Dorta stated, *"...Originally I believed the City Hall scope of work was solely for the purpose of adding ADA restrooms. In that case there is an exception in the code for removing ADA barriers. But since the scope of work includes further tenant improvements to other areas/items in the City Hall, and the valuation is well over \$200k, there is no exception to providing a fully compliant ADA parking space and path of travel to the entrance..."*

During the month of August, staff discussed resolving this issue with PAE and LACBS. As originally presented on January 22, 2024, the proposed cost to complete both requirements totaled \$7,000. On August 27, 2024, PAE sent an Additional Services proposal for the scope of work necessary to complete these final two requirements at a discounted rate of \$4,000.

The Scope of work includes:

- Examine survey for existing grade for compliance
- Include in scope of work correction of Cross Slope at one square foot of area from root upheaval
- Addition of Van accessible parking striping on drawing detail

- Addition of Van accessible parking striping on site plan
- Addition of (1) Signage detail showing graphics of required sign
- Addition of (1) Footing detail for new signpost
- Striping for path of travel area
- Revision showing compliant path of travel on site plan
- Specifications revision for sign, post, grading, paint
- Revision of Scope of Work Description
- Revision of Sheet Index
- Additional plan check time

The City Hall ADA Improvement Project plans are nearly complete but require these final modifications to gain approval by LACBS. Staff is requesting approval of the additional scope and adoption of the budget amendment in Resolution No.1379.

**FISCAL IMPACT:**

Council action is required to amend the budget and increase appropriations in the Capital Projects Fund by \$4,000 through a transfer from available General Fund Reserves. The use of General Fund Reserves is consistent with City policy.

Total Cost for PAE through the 5th Amendment would be a not-to-exceed amount of \$211,723.01.

**NOTE:**

This not-to-exceed total includes services outside the design scope of the City Hall ADA Improvement Project. The not-to-exceed total includes:

- \$4,096.43 (part of Amendment No. 1) was for the evaluation of the existing emergency generator and providing recommendations
- \$58,897.01 (Amendment No. 2) was for a Solar Power System, of which only \$28,286.63 of this budget was used before the project was put on hold as the City evaluated other options
- \$20,293 of the \$96,485 budget (Amendment No. 3) remains unused/allocated for bid phase support and Construction Administration support.

**RECOMMENDATION:**

Receive and file. Approve as presented.

**ATTACHMENTS:**

- [ResolutionNo1379\\_CityHallADA\\_PAE\\_BudgetAmendment\\_F.pdf](#)
- [CA\\_AGR\\_240909\\_PAE\\_5thAmendment\\_F.pdf](#)
- [CA\\_AGR\\_240827\\_PAE\\_5A\\_ScopeChange\\_Proposal.pdf](#)

**RESOLUTION NO. 1379**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA AUTHORIZING A FISCAL YEAR 2024-2025 BUDGET MODIFICATION TO APPROPRIATE \$4,000.00 IN THE CAPITAL PROJECTS FUND FUNDED BY A TRANSFER FROM AVAILABLE GENERAL FUND RESERVES FOR ADDITIONAL DESIGN AND ENGINEERING SERVICES FROM PACIFIC ARCHITECTURE AND ENGINEERING, INC. FOR ADA IMPROVEMENT DESIGN AT CITY HALL CAMPUS**

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

Section 1. Recitals.

A. On February 24, 2020, the CITY entered into a Professional Services Agreement with CONSULTANT (“Agreement”) for architectural and engineering design services to prepare ADA improvement plans for the CITY.

B. On February 22, 2021, the CITY and CONSULTANT entered into a First Amendment to expand the scope of work in the Agreement, clarify the term, and increase the cost for the CONSULTANT to provide engineering services for the replacement of the generator at City Hall (the “First Amendment”).

C. On June 28, 2021, the CITY and CONSULTANT entered into a Second Amendment to expand the scope of work and increase the cost for CONSULTANT to provide engineering services for (1) the installation of a photovoltaic system per the General Assessment Report dated April 18, 2019 and (2) upgrades needed for existing structure which houses the generator (the “Second Amendment”).

D. On May 9, 2022 the CITY and CONSULTANT entered into a Third Amendment to expand the scope of work and increase the cost for CONSULTANT to provide further architectural and engineering design services and to prepare ADA improvement plans for the City.

E. On February 12, 2024 the CITY and CONSULTANT entered into a Fourth Amendment to clarify the scope of work and increase the cost for CONSULTANT to provide further architectural and engineering design services and to prepare ADA improvement plans for the City.

F. To meet additional requirements from the Los Angeles County Building and Safety plan check process, the CITY must provide a path of travel to the building before any final approvals.

G. The City desires to appropriate \$4,000.00 in the Capital Projects Fund funded from a transfer of General Fund reserves to additionally fund the Fifth Amendment to the Professional Services Agreement with Pacific Architecture and Engineering, Inc. attached as Exhibit "A."

Section 2. The sum of four thousand dollars (\$4,000.00) is hereby appropriated in the Capital Projects Fund to further fund the Fifth Amendment to the Professional Services Agreement with Pacific Architecture and Engineering, Inc.

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 9<sup>th</sup> day of September, 2024

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LEAH MIRSCH  
MAYOR

ATTEST:

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CHRISTIAN HORVATH  
CITY CLERK

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

The foregoing Resolution No. 1379 entitled:

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF ROLLING HILLS, CALIFORNIA  
AUTHORIZING A FISCAL YEAR 2024-2025  
BUDGET MODIFICATION TO APPROPRIATE  
\$4,000.00 IN THE CAPITAL PROJECTS FUND  
FUNDED BY A TRANSFER FROM AVAILABLE  
GENERAL FUND RESERVES FOR ADDITIONAL  
DESIGN AND ENGINEERING SERVICES FROM  
PACIFIC ARCHITECTURE AND ENGINEERING,  
INC. FOR ADA IMPROVEMENT DESIGN AT CITY  
HALL CAMPUS**

was approved and adopted at a regular meeting of the City Council on the 9th day of September 2024, by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

CHRISTIAN HORVATH  
CITY CLERK

## Exhibit A



## **FIFTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

THIS FIFTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT (“Fourth Amendment”) is made and entered into this 9<sup>th</sup> day of September 2024 in the City of Rolling Hills, County of Los Angeles, State of California, by and between the CITY OF ROLLING HILLS, a California municipal corporation (hereinafter the “CITY”), and Pacific Architecture and Engineering, Inc., a California corporation (hereinafter the “CONSULTANT”).

### **RECITALS:**

A. On February 24, 2020, the CITY entered into a Professional Services Agreement with CONSULTANT (“Agreement”) for architectural and engineering design services to prepare ADA improvement plans for the CITY; and

B. On February 22, 2021, the CITY and CONSULTANT entered into a First Amendment to expand the scope of work in the Agreement, clarify the term, and increase the cost for the CONSULTANT to provide engineering services for the replacement of the generator at City Hall (the “First Amendment”); and

C. On June 28, 2021, the CITY and CONSULTANT entered into a Second Amendment to expand the scope of work and increase the cost for CONSULTANT to provide engineering services for (1) the installation of a photovoltaic system per the General Assessment Report dated April 18, 2019 and (2) upgrades needed for existing structure which houses the generator (the “Second Amendment”); and

D. On May 9, 2022 the CITY and CONSULTANT entered into a Third Amendment to expand the scope of work and increase the cost for CONSULTANT to provide further architectural and engineering design services and to prepare ADA improvement plans for the City; and

E. On February 12, 2024 the CITY and CONSULTANT entered into a Fourth Amendment to expand the scope of work and increase the cost for CONSULTANT to provide further architectural and engineering design services and to prepare ADA improvement plans for the City; and

D. CITY and CONSULTANT now desire to amend the Agreement a fifth time (the “Fifth Amendment”) to clarify the remaining scope of work and increase the cost by \$4,000.00 so that CONSULTANT may provide services for the CITY; and

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

F. CONSULTANT is willing to render such professional 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 Fourth Amendment.

1. CITY and CONSULTANT agree to supplement Exhibit A (Scope of Work) that was attached to the First Amendment, Exhibit A (Scope of Work – Supplemental) that was attached to the Second Amendment, Exhibit A (Scope of Work - Supplemental) that was attached to the Third Amendment and Exhibit A (Scope of Work - Supplemental) that was attached to the Fourth Amendment with Exhibit A (Scope of Work – Supplemental) attached hereto and incorporated herein by reference to this Fifth Amendment.

2. Paragraph 3 (COST) of the Agreement is amended to read as follows:

**3. COST**

The CITY agrees to pay CONSULTANT for the services required by this Agreement on a Time and Materials basis in an amount not to exceed \$4,000 for the scope of services identified by this Fifth Amendment, \$11,500 for the scope of services identified by the Fourth Amendment, \$96,485.00 for the scope of services identified by the Third Amendment, \$58,897.42 for the scope of services identified by the Second Amendment, and \$40,840.59 for the scope of services identified by the First Amendment. Now, the current amended and increased not to exceed amount is \$211,723.01. This not to exceed amount includes all expenses, consisting of all incidental blueprinting, photography, travel, attendance at meetings, and miscellaneous costs, estimated to be accrued during that period. It also includes any escalation or inflation factors anticipated. Any increase in Agreement cost or scope of work shall be by express written amendment approved by the CITY and CONSULTANT.

3. All terms and conditions of the Agreement not amended by the First Amendment, the Second Amendment, the Third Amendment, the Fourth Amendment or this Fifth Amendment shall remain in full force and effect.

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

**CITY OF ROLLING HILLS**

**PACIFIC ARCHITECTURE AND  
ENGINEERING, INC.**

CITY MANAGER:

PRINCIPAL PROJECT MANAGER

\_\_\_\_\_  
KARINA BAÑALES

\_\_\_\_\_  
JUN FUJITA HALL

ATTEST:

\_\_\_\_\_  
CHRISTIAN HORVATH  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
PATRICK DONEGAN  
CITY ATTORNEY

**EXHIBIT A**  
**Scope of Work - Supplemental**



**PACIFIC ARCHITECTURE AND ENGINEERING, INC.**  
1137 SECOND ST, SUITE 214  
SANTA MONICA, CA 90403  
(310)424-9658

August 27, 2024

**Subject: Proposal for for Rolling Hills ADA Improvement Additional Services 2**

Pacific Architecture and Engineering, Inc., is pleased to submit this proposal for engineering services for improvements for the ADA improvements at City Hall. Our understanding of the scope of work is described below.

**Scope of Work:**

Examine survey for existing grade for compliance  
Include in scope of work correction of Cross Slope at one square foot of area from root upheaval  
Addition of Van accessible parking striping on drawing detail  
Addition of Van accessible parking striping on site plan  
Addition of (1) Signage detail showing graphics of required sign  
Addition of (1) Footing detail for new sign post  
Striping for path of travel area  
Revision showing compliant path of travel on site plan  
Specifications revision for sign, post, grading, paint  
Revision of Scope of Work Description  
Revision of Sheet Index  
Additional plan check time

**Amendment Fee**

\$4,000

We appreciate the opportunity to offer this proposal. If you have any questions please contact me for any further information you may need at (310)405-3878 or [jun@pacific-ae.com](mailto:jun@pacific-ae.com)

Sincerely,

Jun Fujita Hall, AIA, LEED AP BD & C, Lic#C 30954  
Principal Project Manager, Pacific Architecture and Engineering, Inc.  
310-405-3878  
[jun@pacific-ae.com](mailto:jun@pacific-ae.com)

*Required note: Architects are licensed and regulated by the California Architects Board located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834*



*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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**Agenda Item No.: 14.A**  
**Mtg. Date: 09/09/2024**

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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

**THRU:** KARINA BAÑALES, CITY MANAGER

**SUBJECT:** CONSIDERATION AND POSSIBLE ACTION TO ADD A CITY COUNCIL MEETING DURING THE SECOND FULL WEEK OF NOVEMBER AND CONFIRM ATTENDANCE FOR THE NOVEMBER 25, 2024 CITY COUNCIL REORGANIZATION (MAYOR MIRSCH)

**DATE:** September 09, 2024

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**BACKGROUND:**

Mayor Mirsch has requested that the City Council consider adding a meeting during the week of November 10, 2024 to make up for the canceled November 11, 2024 meeting due to the Veteran's Day holiday.

The City Clerk would also like confirmation of attendance at the November 25, 2024, regularly scheduled City Council Meeting so staff can begin preparations and invitations for the annual mayoral rotation and the swearing in of newly appointed Councilmember Dieringer and Mayor Pro Tem Pieper to a four-year term.

Mayor Pro Tem Pieper has informed staff that he is available November 12 through 14 and November 25.

**DISCUSSION:**

None.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Provide direction to staff.

**ATTACHMENTS:**



# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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**Agenda Item No.: 15.A**  
**Mtg. Date: 09/09/2024**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

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

**THRU: KARINA BAÑALES, CITY MANAGER**

**SUBJECT: APPROVE SOUTH BAY CHAMBER MUSIC SOCIETY'S ANNUAL REQUEST FOR A \$600 CONTRIBUTION IN FISCAL YEAR 24/25**

**DATE: September 09, 2024**

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**BACKGROUND:**

Annually, the City Council allocates contributions to community clubs, including the Peninsula Seniors and the South Bay Chamber Music Society. The annual allocation to the South Bay Chamber Music Society has historically been \$600.

The City's contribution is made only after the City receives a request or invoices supporting the organization's expenditures.

**DISCUSSION:**

South Bay Chamber Music Society Board Member Jan Simon expressed her appreciation for the City's continuous support in the attached letter formally requesting the City Council's consideration of the annual contribution. She has requested an increase of the City's grant to \$1000 for FY 24/25.

**FISCAL IMPACT:**

The FY24/25 adopted budget for 01-65-901 South Bay Community Organization assumes the annual \$600 contribution as historically requested by the South Bay Chamber Music Society. If the City Council wishes to increase the contribution by \$400, staff will revise future budget recommendations in this category.

**RECOMMENDATION:**

Approve as presented or provide further direction to staff.

**ATTACHMENTS:**

[CC\\_COR\\_240809\\_SBChamberMusicSociety\\_FY24-25\\_Request.pdf](#)



South Bay Chamber Music Society, INC.

P.O. Box 2313 • PALOS VERDES PENINSULA CA • 90274

August 9, 2024

Karina Baneles, City Manager

and

City Council Members

City of Rolling Hills

2 Portuguese Bend Road

Rolling Hills, California 90274

Dear Ms Baneles and Council Members:

The South Bay Chamber Music Society is in our 63rd year bringing free chamber music concerts to the Palos Verdes Peninsula.

We thank you for your years of grants to our organization. In order to pay our fine musicians at an appropriate rate, we are asking that your city increase our grant to 1000.00. Many individuals in our audience live in Rolling Hills and attend our eight yearly concerts regularly. Many are elderly and appreciate local worldclass performances.

Sincerely,  
Jan Simon  
SBCMS board member





# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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**Agenda Item No.: 15.B**  
**Mtg. Date: 09/09/2024**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: SAMANTHA CREW, MANAGEMENT ANALYST**

**THRU: KARINA BAÑALES, CITY MANAGER**

**SUBJECT: RECEIVE AND FILE A PUBLIC SAFETY AND EMERGENCY PREPAREDNESS REPORT**

**DATE: September 09, 2024**

---

**BACKGROUND:**

On July 29, 2024, Southern California Gas Company (SoCal Gas) notified approximately 135 Portuguese Bend Community of Rancho Palos Verdes (RPV) households that their service would be discontinued. On August 31, 2024, Southern California Edison (SCE) gave a similar notice. Power was de-energized, and an evacuation notice was put into effect. On September 2, 2024, Edison also discontinued service to 105 Seaview homes for varying lengths of time. There is currently no evacuation warning for Seaview. As of writing this report, gas services to additional homes in the Portuguese Bend Beach Club community have been discontinued until SoCal Gas determines it is safe to resume service.

This evening, staff will provide an update on recent events in the City of Rolling Hills and how the City, in partnership with the Rolling Hills Community Association and local partners, is working proactively to stay vigilant, informed, and prepared. Our shared commitment to keeping the community safe remains our top priority.

**DISCUSSION:**

The City of Rolling Hills is directly above the RPV communities impacted by gas and electric shutoffs. What has transpired in RPV has alerted our community and local partners. It is important to note that some incidents have occurred in our community that were surprising and unexpected. As a result, a proactive approach on utility infrastructure has been taken.

Cal Water

There have been two significant water line breaks on Cinchring Road, both of which were promptly addressed by Cal Water. After the first break, City staff and RHCA were able to resolve the issue the same day. Cal Water representatives then met with both agencies to discuss the next steps and reaffirm their commitment to staying proactive and vigilant.

Additionally, Cal Water hired a geologist to closely monitor these areas and ensure their infrastructure meets community needs.

A separate rupture was found on Quail Ridge Road South, caused by a tree root, and repairs were made with minimal disruption.

#### Southern California Gas

SoCal Gas began daily monitoring of its natural gas lines in this area, including the Flying Triangle. RHCA and City staff joined SoCal Gas representatives on a tour to ensure that key areas of concern were being addressed. Their monitoring efforts have included both drive-throughs and walk-throughs. SoCal Gas has also hired a geologist to gather data and ensure the integrity of their infrastructure. Recently, they informed RHCA and the City of their plans to install isolation valves, which will allow them to safely section off the gas for repairs with minimal service disruptions, if necessary. As they continue monitoring, they are keeping City staff and RHCA updated with any developments.

#### Southern California Edison

SCE is also proactively inspecting its infrastructure. Residents may have received notices informing them that drones will inspect their power lines. In addition, helicopter activity throughout Rolling Hills has increased to ensure sound infrastructure. SCE aims to identify any damaged or hazardous poles that may need repair. This work is also in conjunction with SCE's wildfire prevention and mitigation program.

#### Los Angeles County Fire Department

The RHCA and City staff have held ongoing meetings and walk-throughs with LA County Fire Acting Assistant Fire Chief Brian Kane and Community Services Liaison Rosemary Viveros. These meetings, which include frequent monitoring of the Flying Triangle and recently affected areas by Station 52, are aimed at ensuring community safety.

Of particular note, we discussed recent developments at Station 56. The LA County Fire Department's maintenance team inspected the reported damage to the firehouse garage door frame at Station 56. The necessary repairs were addressed, and Chief Kane assured the City there would be no interruptions to their daily operations.

#### Los Angeles County Sheriff's Department

Similarly, City staff informed LASD Captain Kimberly Guerrero of new developments within Rolling Hills.

#### Los Angeles Public Works – Flood Control District

The City Council Storm Drain Ad Hoc Committee, comprised of Mayor Leah Mirsch and Mayor Pro Tem Jeff Pieper, recently met with executives from the LA County Flood Control District to discuss the feasibility of capturing stormwater from the Flying Triangle. The meeting was productive as LA County provided insight into how a project of this magnitude can be approached, such as meeting with additional state and federal agencies. An additional meeting is being scheduled for an on-site visit/tour of the Flying Triangle.

#### Rolling Hills Community Association

The Rolling Hills Community Association is conducting GPS monitoring to assess movement

on Cinchring Road, Quailridge Road South, and the Flying Triangle. Ten monitoring points have been established, and the collected data will be shared with homeowners and other stakeholders once it becomes available.

Additionally, the City's Storm Drain Ad Hoc Committee has met with the RHCA's Ad Hoc Committee, which includes President Fred Lorig and Director Anne Smith, to address related issues.

The City of Rolling Hills is actively collaborating with its utility partners, public safety officials, and the Rolling Hills Community Association to ensure the safety of its community.

### **Communication**

City staff understands the importance of keeping the community informed about developments within the City of Rolling Hills and neighboring areas. To achieve this, staff will continue to use the Blue Newsletter and enhance the City website for information dissemination. Additionally, the RHCA has offered to use Dwelling Live for further information sharing and messaging.

## **PUBLIC SAFETY AND EMERGENCY PREPAREDNESS**

City staff and RHCA recognize that emergency preparedness is a collective effort, not just an individual concern. Below are a few helpful tips on getting started now:

### **Prepared Peninsula Expo**

On Sunday, October 27, 2024, from 10 am to 1 pm, the peninsula cities are hosting a free event at the Palos Verdes Farmers Market at the Peninsula High School on how to be disaster ready. There will be demonstrations, instructions on building your own emergency bag, emergency preparedness tips for your family and pets, School District preparedness plans, trick or treating for the youth (wear costumes!) and free market food vouchers. This family fun event will be held at 27118 Silver Spur Road, Rolling Hills Estates.

We are partners in keeping our community safe. If you see something, say something. In an emergency, call 911.

### **So Cal Gas - Look, Listen And Smell**

- Look – If you see a damaged connection to a natural gas appliance, dirt/water blowing into the air, a dry patch of grass, fire, or an explosion near a pipeline.
- Listen – If you hear unusual sounds like hissing or whistling.
- Smell – If you smell the distinctive odor of natural gas\*.

*\*Please note that odors do fade so it's important to not solely rely on just your nose.*

*Report leaks to SoCal Gas at 1.800.427.2200*

### SoCal Edison: Look Up, Look Out, And Live

When doing yard work or outdoor chores, remember to look up and look out for power lines. Any contact with a power line can seriously hurt you, or even kill you. Be extra careful with ladders, tree trimming equipment, fruit-harvesting poles, pool skimmers, or any tool that you use above your head.

Whether overhead or on the ground, consider all power lines energized and dangerous.

Downed Lines? Stay 100 Ft. away and call 911

### Report Water Leaks to Cal Water

Cal Water has seen an increase in pipe leaks with customer private water lines and other utility lines. Please report water leaks to 310.257.1400.

### Alert Southbay

Please make sure you are signed up for Alerts by texting “alertrh” to 888-777 or registering at [AlertSouthBay.com](http://AlertSouthBay.com)

### Know Your Zone

The Know Your Zone maps will be utilized by local public safety agencies (sheriff and fire departments), as well as your Peninsula cities, to prepare you in the event of an evacuation. In urgent situations, when an evacuation need arises, residents and visitors will be provided with timely critical information for impacted zones. Knowing your zone is critical to the evacuation process. If there is a wildfire or emergency situation, navigating the Know Your Zone map can help determine your next steps in emergency incidents affecting where you live, work, and play. It's also essential to sign-up for important emergency notifications through the Alert Southbay system. To find your zone, go to [PVPRReady.gov](http://PVPRReady.gov)

All Rolling Hills Zones begin with the letters **ROL**

### **CONCLUSION**

Based on the information provided, City staff welcomes feedback from the City Council on increasing communication or collaboration with local partners.

### **FISCAL IMPACT:**

Not applicable

**RECOMMENDATION:**

Receive and file.

**ATTACHMENTS:**



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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**Agenda Item No.: 15.C**  
**Mtg. Date: 09/09/2024**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: KARINA BAÑALES, CITY MANAGER**

**THRU: KARINA BAÑALES, CITY MANAGER**

**SUBJECT: CONSIDERATION AND POSSIBLE ACTION TO SEND A LETTER TO CALIFORNIA WATER SERVICE AND AUTHORIZE THE CITY MANAGER TO SIGN ON BEHALF OF THE CITY**

**DATE: September 09, 2024**

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**BACKGROUND:**

In late July, there was a water main break on Cinchring Road, in the City of Rolling Hills, followed by a second one a few weeks later. Cal Water promptly responded and made repairs using TRFLEX material, which provides flexibility. Following these incidents, the Rolling Hills Community Association (RHCA) and City staff met with Cal Water to discuss the situation and plan the next steps. During the meeting, both RHCA and City staff inquired about the feasibility of transitioning to above-ground utility lines.

After the second water main break, RHCA sent a letter to Cal Water requesting the installation of above-ground utility lines. This request was similar to past requests, as the Flying Triangle area already has above-ground utilities.

This evening, staff is seeking the City Council's approval to send a letter to Cal Water urging them to consider RHCA's request. Additionally, staff requests the City Council consider authorizing the City Manager to sign the letter on behalf of the City (Attachment A).

**DISCUSSION:**

The City's letter underscores the City's support for RHCA's efforts to maintain and improve RHCA's infrastructure, with a priority on ensuring uninterrupted water service to the community. Since RHCA is responsible for maintaining Cinchring Road, the City remains committed to supporting them to ensure the stability and longevity of RHCA's infrastructure. This collaboration demonstrates a shared commitment to addressing the community's needs.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Provide direction to staff.

**ATTACHMENTS:**

[Attachment A - CC\\_COR\\_240909\\_CalWater\\_AboveGround\\_Request\\_D.pdf](#)



*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD  
ROLLING HILLS, CA 90274  
(310) 377-1521  
FAX (310) 377-7288

September 5, 2024

Ralph Felix, District Manager  
California Water Service  
2632 West 237<sup>th</sup> Street  
Torrance, CA 90505

**RE: Rolling Hills Community Association's Request for Cal Water to Above Ground its Utility on Cinchring Road.**

Dear Mr. Felix,

Over the past few months, Cal Water, the Rolling Hills Community Association (RHCA), and City staff have worked diligently to address the main water leaks in our community. This partnership has ensured that repairs were made promptly and smoothly, minimizing impacts on residents. As stated in RHCA's letter, the City appreciates Cal Water's efforts in performing these repairs. Recently, RHCA submitted a request to Cal Water to relocate its water main above ground on Cinchring Road. As the RHCA is responsible for maintaining and repairing the streets within the City, Cal Water's infrastructure, located directly below, plays a critical role in providing water service to Rolling Hills residents.

Given the recent water main breaks on Cinchring Road, the City is concerned about the potential for service interruptions or outages. To safeguard water service and ensure the stability and longevity of RHCA's infrastructure, the City of Rolling Hills requests that Cal Water consider placing its infrastructure above ground.

This collaboration reflects a shared commitment to meeting the needs of the community and ensuring long-term infrastructure stability.

Sincerely,

Karina Bañales  
City Manager





*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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**Agenda Item No.: 16.A**  
**Mtg. Date: 09/09/2024**

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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

**THRU:** KARINA BAÑALES, CITY MANAGER

**SUBJECT:** EXISTING LITIGATION - GOVERNMENT CODE SECTION 54956.9(D)(1) THE CITY FINDS, BASED ON ADVICE FROM LEGAL COUNSEL, THAT DISCUSSION IN OPEN SESSION WILL PREJUDICE THE POSITION OF THE CITY IN THE LITIGATION. (1 CASE)  
a. NAME OF CASE: CONNIE ANDERSEN, ET AL. V. CALIFORNIA WATER COMPANY, ET AL. CASE NO.: 24STCV20953

**DATE:** September 09, 2024

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**BACKGROUND:**

None.

**DISCUSSION:**

None.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

None.

**ATTACHMENTS:**