



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

AGENDA
Regular Council Meeting

CITY COUNCIL
Monday, January 11, 2021

CITY OF ROLLING HILLS
7:00 PM

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

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

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

Zoom access: <https://us02web.zoom.us/j/87227175757?pwd=VzNES3Q2NFprRk5BRmdUSktWb0hmUT09> Or dial (669) 900-9128, meeting ID: 872 2717 5757, passcode: 780609

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

While on this page, locate the meeting date of interest then click on AUDIO. Another window will appear. In the new window, you can select the agenda item of interest and listen to the audio by hitting the play button. Written Action Minutes to the City Council meetings can be found in the AGENDA, typically under Item 4A Minutes. Please contact the City Clerk at 310 377-1521 or email at cityclerk@cityofrh.net for assistance.

Next Resolution No. 1269

Next Ordinance No. 369

1. CALL TO ORDER

2. ROLL CALL

PLEDGE OF ALLEGIANCE

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

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

take place on any items not on the agenda.

4. CONSENT CALENDAR

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

- 4.A. [MINUTES: 1\) REGULAR MEETING OF NOVEMBER 23, 2020; AND 2\) REGULAR MEETING OF DECEMBER 14, 2020.](#)

RECOMMENDATION: Approve as presented.

[2020-11-23_CCMinutesFinal.pdf](#)

[2020-12-14_CCMinutesFinal.pdf](#)

- 4.B. [PAYMENT OF BILLS.](#)

RECOMMENDATION: APPROVE AS PRESENTED.

[Payment_Nov25Dec02Dec14CheckRun.pdf](#)

[Payment_Dec16Dec28CheckRun.pdf](#)

- 4.C. [REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR NOVEMBER 2020.](#)

RECOMMENDATION: Approve as presented.

[RH November Tonnage Report.pdf](#)

- 4.D. [ANNUAL VENDOR LIST FOR CALENDAR YEAR 2021](#)

RECOMMENDATION: Staff recommends that the City Council approve the Annual Vendor List for calendar year 2021, designating preferred vendors for certain city purchases.

[VendorList2021.docx](#)

- 4.E. [CITY COUNCIL MEETING DATES FOR CALENDAR YEAR 2021](#)

RECOMMENDATION: Staff recommends that the City Council approve the proposed City Council meeting dates for calendar year 2021.

[2021CityCouncilMeetingDates.pdf](#)

- 4.F. [CITY COUNCIL BUDGET CALENDAR FOR FISCAL YEAR 2021-2022](#)

RECOMMENDATION: Staff recommends the City Council approve the budget calendar for Fiscal Year 2021-2022.

[BudgetCalendarFY21-22_v3.pdf](#)

- 4.G. [RESOLUTION 1268: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.](#)

RECOMMENDATION: Staff recommends that the City Council adopted Resolution 1268 authorizing the destruction of certain city records as provided by Section 34070 of the Government Code of the State of California.

[CCResolutionNo1268.pdf](#)

- 4.H. [RECEIVE AND FILE ANNUAL REPORT FOR FISCAL YEAR 2019-2020 TO THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD AS MANDATED BY THE LOS ANGELES COUNTY MUNICIPAL STORM WATER PERMIT ORDER NO.](#)

R4-2012-0175, AMENDED BY ORDER NO. WQ 2015-0075.

RECOMMENDATION: Staff recommends that the City Council receive and file the annual report for Fiscal Year 2019-2020.

[RollingHills_AR_individual_2020_\(2020-12-10\).pdf](#)

[AnnualReportSubmittalRecordDec2020.pdf](#)

[IMCPSubmittalRecordDec2020.pdf](#)

- 4.I. RECEIVE AND FILE COMMENT LETTERS TO THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD ON THE DRAFT MS4 PERMIT AND THE MACHADO LAKE TMDLs.

RECOMMENDATION: Staff recommends that the City Council receive and file comment letters.

[AFinal Draft PVP watershed MS4 comments \(Signed\).pdf](#)

[PVPCommentLetter_TMDLExtensions\(Final\).pdf](#)

- 4.J. CONTRACT AMENDMENT FOR CSG PLANNING CONSULTANT.

RECOMMENDATION: Approve as presented.

[CSG 11-12-19__First Amendment to the Professional Services Agreement with CSG Consultants Inc..pdf](#)

[Second Amendment to Agreement for Planning Services-c1.DOCX](#)

[Estimated Budget_CEQA and Planning only_AC_1117.xlsx](#)

5. **COMMISSION ITEMS**

NONE.

6. **PUBLIC HEARINGS**

NONE.

7. **OLD BUSINESS**

8. **NEW BUSINESS**

- 8.A. CONSIDER AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH PECKHAM AND MCKENNEY INC. FOR RECRUITMENT SERVICES.

RECOMMENDATION: Staff recommends that the City Council approve an agreement with Peckham and McKenney Inc. to recruit a City Clerk and a Senior Management Analyst.

[City of Rolling Hills City Clerk and Sr Mngt Analyst Recruitment Proposal by Peckham & McKenney.pdf](#)

[Peckham & McKenney, Inc. Recruitment of City Clerk and Senior Management Analyst-c1-c1.pdf](#)

- 8.B. CONSIDER AND APPROVE AN APPLICATION TO THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA) FOR A LOAN TO FUND THE CITY HALL AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENTS

RECOMMENDATION: Staff recommends that the City Council consider applying for financing for the City Hall ADA improvements through CJPIA.

[ADA-Financing-Program-Year-Three-Application_2020.01.07.pdf](#)

- 8.C. CONSIDER AND APPROVE AN AMENDED AGREEMENT WITH PACIFIC ARCHITECTURE AND ENGINEERING INC. TO PROVIDE DESIGN OF AN EMERGENCY STANDBY GENERATOR FOR THE CITY HALL CAMPUS.

RECOMMENDATION: Staff recommends that the City Council approve an amended agreement with Pacific Architecture and Engineering Inc. to provide assessment/schematic and final design for a standby generator for the City Hall campus.

[8AStaffReport_October262020.pdf](#)

[20201229_rolling hills generator_.pdf](#)

[Amendment to PSA - Architectural and Engineering Services-c1_2021-01-08.pdf](#)

- 8.D. DISCUSS AND EVALUATE CURRENT LIST OF CITY COUNCIL AD HOC SUBCOMMITTEES

RECOMMENDATION: Staff recommends that the City Council review the current list of City Council Ad Hoc Subcommittees and take appropriate actions.

[20-21 Committee Assignments_2020-05-11_final.pdf](#)

[10-11 Committee Assignments.pdf](#)

[10-11 Committee mtg schedules & objectives.pdf](#)

9. **MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS**

NONE.

10. **MATTERS FROM STAFF**

NONE.

11. **CLOSED SESSION**

NONE.

12. **ADJOURNMENT**

Next regular meeting: Monday, January 25, 2021 at 7:00 p.m. via Zoom.

Zoom access: [https://us02web.zoom.us/j/87227175757?](https://us02web.zoom.us/j/87227175757?pwd=VzNES3Q2NFprRk5BRmdUSktWb0hmUT09)

[pwd=VzNES3Q2NFprRk5BRmdUSktWb0hmUT09](#) Or dial (669) 900-9128, meeting ID: 872 27175757, passcode: 780609

Notice:

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

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

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



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.A

Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: MINUTES: 1) REGULAR MEETING OF NOVEMBER 23, 2020; AND 2) REGULAR MEETING OF DECEMBER 14, 2020.

DATE: January 11, 2021

BACKGROUND:

NONE.

DISCUSSION:

NONE.

FISCAL IMPACT:

NONE.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[2020-11-23_CCMinutesFinal.pdf](#)

[2020-12-14_CCMinutesFinal.pdf](#)

**MINUTES OF A
REGULAR MEETING OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, NOVEMBER 23, 2020**

1. CALL TO ORDER

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

Mayor Pieper presiding.

2. ROLL CALL

Present: Mayor Pieper, Dieringer, Mirsch, Wilson, and Black.
Absent: None
Staff Present: Elaine Jeng, City Manager
Meredith T. Elguira, Planning & Community Services Director
Jane Abzug, Assistant City Attorney

3. RECOGNITION OF LOS ANGELES COUNTY FIRE DEPARTMENT DIVISION 1, BATTALION 14, FIRE STATION 56 CAPTAIN PHIL SCHNEIDER.

City Manager Elaine Jeng commended Captain Phil Schneider on his 37 years of services and congratulated him on his retirement. The City Council thanked Captain Schneider for his years of service. A certificate of recognition and Rolling Hills memorabilia will be mailed to Captain Schneider.

Captain Schneider was grateful for the recognition by the Councilmembers, RHCA and Fire Station 56.

4. OPEN AGENDA - PUBLIC COMMENT WELCOME

Planning & Community Services Director Meredith Elguira stated that she received a letter on November 19, 2020 from resident Roger Hawkins regarding his concerns about the Accessory Dwelling Unit (ADU) Survey and to the community.

5. CONSENT CALENDAR

A. MINUTES: REGULAR MEETING OF NOVEMBER 09, 2020.
ITEM 5A APPROVED BY SEPARATE CONSENT CALENDAR VOTE.

MOTION: It was moved by Councilmember Mirsch and seconded by Mayor Pro Tem Dieringer to approve meeting minutes, with minor changes to page 3.

AYES: COUNCILMEMBERS: Mayor Pieper, Dieringer, Mirsch, and Wilson
NOES: COUNCILMEMBERS: Black
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

B. PAYMENT OF BILLS.

ITEM 5B APPROVED BY CONSENT CALENDAR VOTE.

C. REPUBLIC SERVICES CYCLING TONNAGE REPORT FOR OCTOBER 2020.

ITEM 5C APPROVED BY CONSENT CALENDAR VOTE.

MOTION: It was moved by Council Member Mirsch and seconded by Mayor Pro Tem Dieringer to approve Consent Calendar items 5B and 5C.

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

6. COMMISSION ITEMS

NONE.

7. PUBLIC HEARINGS

A. WAIVE FULL READING AND APPROVE ADOPTION OF ORDINANCE NO. 366 OF THE CITY OF ROLLING HILLS AMENDING TITLE 17 (ZONING) OF THE ROLLING HILLS MUNICIPAL CODE TO ADD CHAPTER 17.60 (HOUSING ACCESSIBILITY FOR THE DISABLED - REASONABLE ACCOMMODATION PERMIT) AND DETERMINE THE ORDINANCE EXEMPT FROM CEQA.

Planning and Community Services Director Meredith Elguira presented the proposed Ordinance for its second reading to the City Council. Staff recommended the adoption of Ordinance No. 366.

MOTION: It was moved by Councilmember Mirsch and seconded by Mayor Pro Tem Dieringer to waive the full reading and adopt the Ordinance No. 366, amending Chapter 17.60 (Housing Accessibility for the Disabled Reasonable Accommodation Permit) of the Rolling Hills Municipal Code.

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

8. OLD BUSINESS

- A. CONSIDER ORDINANCE 365 PROHIBITING SMOKING IN AND ON PUBLIC PROPERTY AND IN AND ON PRIVATE EASEMENTS, ROADS, AND TRAILS BY ADDING CHAPTER 9.40 (SMOKING PROHIBITED) TO SUBDIVISION IV (OFFENSES AGAINST PUBLIC PEACE) IN TITLE 9 (PUBLIC PEACE, MORALS AND WELFARE) OF THE CITY OF ROLLING HILLS MUNICIPAL CODE.**

Mayor Pro Tem Dieringer clarified the definition for the use of the electronic smoking devices vs. smoking marijuana from paper.

Mayor Pieper directed staff to bring back Ordinance No. 365 to a future City Council meeting for first reading.

- B. CONSIDER ORDINANCE NO. 367 OF THE CITY OF ROLLING HILLS, CALIFORNIA, REPEALING SECTIONS 10.12.050 (AUTHORITY OF GATE GUARDS) AND 10.12.060 (UNAUTHORIZED TRAFFIC DIRECTION PROHIBITED) OF CHAPTER 10.12 (TRAFFIC ENFORCEMENT AUTHORITY) OF TITLE 10 (VEHICLES AND TRAFFIC); AND AMENDING CHAPTER 9.40 (TRESPASS) AND CHAPTER 9.44 (ENTERING PRIVATE PROPERTY UNDER FALSE PRETENSES) OF TITLE 9 (PUBLIC PEACE, MORALS AND WELFARE) OF THE ROLLING HILLS MUNICIPAL CODE.**

Planning Director Elguira presented the proposed Ordinance and stated that she received a call in the afternoon on Monday, November 23, 2020 from resident Roger Hawkins, requesting additional time to review the proposed Ordinance.

Councilmember Mirsch motioned to bring back Ordinance No. 366 to a future City Council meeting once the private/public verbiage is confirmed with City Attorney.

MOTION: It was moved by Councilmember Mirsch and seconded by Mayor Pro Tem Dieringer to prepare the final Ordinance for adoption.

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

- C. CONSIDER AND APPROVE RESOLUTION NO. 1263 TO ACCEPT STATE DEPARTMENT OF PARKS AND RECREATION PER CAPITA PROGRAM GRANT ALLOCATION IN THE AMOUNT OF \$177,952 FROM THE OFFICE OF GRANTS AND LOCAL SERVICES (OGALS); AND CONSIDER TRANSFER OF STATE DEPARTMENT OF PARKS AND RECREATION PER CAPITA PROGRAM GRANT ALLOCATION OF \$177,952 TO ROLLING HILLS ESTATES FOR IMPROVEMENTS TO THE GEORGE F. CANYON NATURE CENTER AND APPROVE RESOLUTION NO. 1265 TO TRANSFER THE PER CAPITA GRANT FUND ALLOCATION.**

City Manager Jeng reported on Resolution No. 1263 and 1265.

Assistant City Attorney Abzug clarified to the City Council the actions being taken by the City Council with two proposed resolutions.

MOTION: It was moved by Councilmember Mirsch and seconded by Councilmember Wilson to approve Resolution No. 1263 and 1265.

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

9. NEW BUSINESS

A. RECEIVE AND FILE LOS ANGELES COUNTY FIRE DEPARTMENT REPORT ON THE STATE OF THE EVACUATION ROUTES (PORTUGUESE BEND ROAD, CREST ROAD, EASTFIELD DRIVE) WITH RESPECT TO FIRE SAFETY; AND RECEIVE AND FILE COMMUNITY EVACUATION ROUTE SURVEY RESULTS.

City Manager Jeng reported on the Community Evacuation Route Report and thanked the Fire Department for their efforts in meeting with the City on numerous occasions.

Councilmember Black raised concern about the trees along the evacuation route that are a problem.

Los Angeles Fire Department Chief Scott Hale commented on addressing the concerns and the importance of mitigating hazard of evacuation route.

B. DISCUSS AND PROVIDE DIRECTIONS TO STAFF FOR INSTALLATION OF NEWLY ELECTED CITY COUNCIL MEMBERS FROM THE NOVEMBER 3RD ELECTION.

City Manager Jeng recommended that the City Council Meeting be held on December 14, 2020 to install new elected members.

MOTION: It was moved by Mayor Pieper and seconded by Councilmember Mirsch to install the elected City Council members on December 14, 2020.

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

C. DISCUSS SCHEDULING DECEMBER 28, 2020 CITY COUNCIL MEETING FOR THE APPROVAL OF THE REVISED HOUSING ELEMENT, INITIAL

STUDY/NEGATIVE DECLARATION, GENERAL PLAN AMENDMENT AND ZONING AMENDMENT.

City Manager Jeng recommended scheduling the City Council meeting on December 28, 2020.

MOTION: It was moved by Councilmember Mirsch and seconded by Councilmember Wilson to schedule the City Council meeting on December 28, 2020 to discuss the revised Housing Element, Initial Study/Negative Declaration, General Plan Amendment and Zoning Amendment.

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

10. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

A. RECEIVE AND FILE AN UPDATE FROM THE ROLLING HILLS COMMUNITY ASSOCIATION (RHCA) ON MODIFICATIONS TO THE CREST ROAD EAST GATE AS RECOMMENDED BY THE LOS ANGELES COUNTY FIRE DEPARTMENT. (ORAL)

Rolling Hills Community Association Manager (RHCA), Kristen Raig reported that on Friday, November 13, 2020, the automated gate located on Crest Road East is complete and operable.

Mr. Visco commented on the functionality of the gate and questioned how residents would know if the gate is open.

Councilmember Dieringer commented on the Weekly Memorandum recommending making the Fire Fuel Reduction Committee, not an Ad Hoc Committee but a Standing Committee. This item will be agendaized to the December 14, 2020 City Council Meeting. Councilmember Dieringer would also like an update from Edison on the Eastfield Assessment District Project.

City Manager Jeng stated that Edison will provide an invoice. However, Edison stated that they will not share the costs of their bids that they received.

11. MATTERS FROM STAFF

A. 5TH CYCLE HOUSING ELEMENT UPDATE. (ORAL)

Planning Director Elguira reported that the December 28th City Council meeting is needed to meet CEQA requirements for the Housing Element and that the City received 144 ADU surveys (mailed hardcopies) and seven electronic surveys, as of November 23, 2020.

B. TORRANCE AIRPORT REGIONAL PROJECT UPDATE. (ORAL)

Planning Director Elguira reported that the Safe Clean Water Program approved funding for \$906,000 to complete the final design for the Torrance Airport Regional Project. This funding is coming from Measure W.

City Manager Jeng gave a brief history of the Torrance Airport project and reported that CalOES awarded grant to the City for dead vegetation management for approximately \$300,000.

12. CLOSED SESSION: Began at 9:36PM

**A. EMPLOYEE PERFORMANCE EVALUATION
GOVERNMENT CODE SECTION 54957
TITLE: CITY MANAGER**

13. ADJOURNMENT

Hearing no further business before the City Council, City Attorney Jenkins adjourned the meeting at 10:40 PM. Next regular meeting: Monday, December 14, 2020 at 7:00 p.m. via City's website's **link** at: **<https://www.rolling-hills.org/government/agenda/index.php>**

Zoom access:

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

Respectfully submitted,

Elaine Jeng, P.E.
Acting City Clerk

Approved,

Jeff Pieper
Mayor

**MINUTES OF A
REGULAR MEETING OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, DECEMBER 14, 2020**

1. CALL TO ORDER

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

Mayor Pieper presiding.

2. ROLL CALL

Present: Mayor Pieper, Dieringer, Mirsch, Wilson, and Black.

Absent: None

Staff Present: Elaine Jeng, City Manager

Meredith T. Elguira, Planning & Community Services Director

Jane Abzug, Assistant City Attorney

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

Resident Joseph Black asked how the City and the Sheriff's Department respond to large gatherings under the LA County Health Order.

Captain Powers of the LA County Sheriff's Department stated that when a call for service is received, a deputy is sent to the site to inform the resident of the violation and seek his/her cooperation to comply.

4. CONSENT CALENDAR

A. MINUTES: REGULAR MEETING OF NOVEMBER 23, 2020.

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Mayor directed staff to revise and bring back corrected version.

B. PAYMENT OF BILLS.

**C. REVIEW AND APPROVE PLANNING AND TRAFFIC COMMISSIONS
RECRUITMENT AND APPOINTMENT SCHEDULE FOR TERMS
EXPIRING IN JANUARY 2021.**

**D. PENINSULA CITIES JOINT LETTER TO THE LOS ANGELES COUNTY
BOARD OF SUPERVISORS REQUESTING TO USE DATA AND STATISTICS
FOR THE SOUTHBAY AREA TO MAKE DECISIONS ABOUT COVID-19.**

MOTION: It was moved by Mayor Pro Tem Dieringer and seconded by Councilmember Mirsch to receive and file items 4B, 4C and 4D.

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

5. ELECTION CERTIFICATION

A. NOVEMBER 3, 2020 GENERAL MUNICIPAL ELECTION CERTIFICATION OF ELECTION RESULTS.

City Manager Jeng presented the election results and confirmed the re-election of Councilmembers Pieper and Dieringer.

MOTION: It was moved by Councilmember Wilson and seconded by Councilmember Mirsch to approve Resolution 1266 with the omission of Section 4 referencing language regarding measures.

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

6. OATH OF OFFICE

OATH OF ALLEGIANCE FOR PUBLIC OFFICERS

Councilmembers Dieringer and Mayor Pieper were sworn in and accepted the oath of office for the City of Rolling Hills

7. CITY COUNCIL REORGANIZATION

A. CITY COUNCIL REORGANIZATION

City Manager Jeng presented three reorganization scenarios to be considered and approved to work towards realignment in the month of March.

Councilmember Black volunteered to shorten his mayoral term in order to accommodate the realignment. He proposed no reorganization in December 2020 and reorganization in: April 2021, April 2022 and December 2022.

MOTION: Motion was moved by Councilmember Black and seconded by Councilmember Mirsch.

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

ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

8. COMMISSION ITEMS
NONE

9. PUBLIC HEARINGS

A. ADOPT AN ORDINANCE OF THE CITY OF ROLLING HILLS PROHIBITING SMOKING IN AND ON PUBLIC PROPERTY AND IN AND ON PRIVATE EASEMENTS, ROADS, AND TRAILS BY ADDING CHAPTER 8.40 (SMOKING PROHIBITED) TO TITLE 8 (HEALTH AND SAFETY) OF THE ROLLING HILLS MUNICIPAL CODE AND FINDING THE SAME EXEMPT FROM CEQA.

Assistant City Attorney stated that the language exempting electronic smoking devices has been omitted.

MOTION: It was moved by Mayor Pro Tem Dieringer and seconded by Councilmember Black to waive full reading of the ordinance and introduce it on the first reading.

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

B. ADOPT ORDINANCE NO. 367 OF THE CITY OF ROLLING HILLS, CALIFORNIA, REPEALING SECTIONS 10.12.050 (AUTHORITY OF GATE GUARDS) AND 10.12.060 (UNAUTHORIZED TRAFFIC DIRECTION PROHIBITED) OF CHAPTER (TRAFFIC ENFORCEMENT AUTHORITY) OF TITLE 10 (VEHICLES AND TRAFFIC); AND AMENDING CHAPTER 9.40 (TRESPASS) AND PROPERTY CHAPTER 9.44 (ENTERING PRIVATE UNDER FALSE PRETENSES) OF TITLE 9 (PUBLIC PEACE, MORALS AND WELFARE) OF THE ROLLING HILLS MUNICIPAL CODE; AND FINDING THE SAME EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

Resident Jim Aichele asked to identify the City's attorneys.

MOTION: It was moved by Mayor Pro Tem Dieringer and seconded by Councilmember Black to approve as presented with the addition of "on public property" to Chapters 9.40.060 and 9.44.040. on the end of sentences B and C and to waive full reading of the ordinance and introduce it on the first reading.

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

ABSTAIN: COUNCILMEMBERS: None

C. ADOPT ORDINANCE NO. 368 AMENDING TITLE 17 (ZONING) OF THE CITY OF ROLLING HILLS MUNICIPAL CODE TO ADD CHAPTER 17.48 (TEMPORARY USE PERMITS) ESTABLISHING REGULATIONS OF CERTAIN TEMPORARY USES WITHIN THE CITY; AND FINDING THE SAME EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

MOTION: It was moved by Councilmember Mirsch and seconded by Mayor Pieper to waive full reading of the ordinance and introduce it on the first reading as written with minor typographical correction.

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

10. OLD BUSINESS

NONE.

11. NEW BUSINESS

A. APPROVE RESOLUTION NO. 1267 ACCEPTING CALIFORNIA GOVERNOR OFFICE OF EMERGENCY SERVICES (CAL/OES) AND FEMA GRANT AWARD OF FROM THE HAZARD MITIGATION PROGRAM FOR VEGETATION MANAGEMENT

City Manager Jeng provided an overview of the CalOES Vegetation Management grant scope of work and deliverables. The City received Phase I funding worth approximately \$323,500.

MOTION: It was moved by Councilmember Wilson and seconded by Mayor Pro Tem Dieringer to approve Resolution 1267 and authorize the City Manager or designee to execute the agreement.

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

12. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

NONE

13. MATTERS FROM STAFF

NONE.

14. CLOSED SESSION: Began at 8:47PM

A. EMPLOYMENT PERFORMANCE EVALUATION GOVERNMENT CODE SECTION
54957 TITLE: CITY MANAGER

15. ADJOURNMENT

Meeting adjourned in recognition of the COVID-19 biomedical research team, pharmaceutical companies, volunteers, who made it possible, federal government, CDC, FDA, and Operation Warp Speed in accomplishing one of the greatest medical achievements in the history of the world.

Hearing no further business before the City Council, Assistant City Attorney Abzug adjourned the meeting at 9:45 PM. Next regular meeting: Monday, December 28, 2020 at 7:00 p.m. via City's website's **link** at: **<https://www.rolling-hills.org/government/agenda/index.php>**

Zoom access:

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

Respectfully submitted,

Elaine Jeng, P.E.
Acting City Clerk

Approved,

Jeff Pieper
Mayor



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.B

Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: PAYMENT OF BILLS.

DATE: January 11, 2021

BACKGROUND:

NONE.

DISCUSSION:

NONE.

FISCAL IMPACT:

NONE.

RECOMMENDATION:

APPROVE AS PRESENTED.

ATTACHMENTS:

[Payment_Nov25Dec02Dec14CheckRun.pdf](#)

[Payment_Dec16Dec28CheckRun.pdf](#)

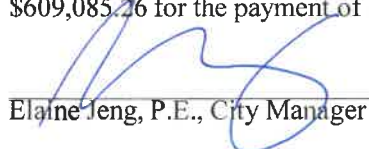
CITY OF ROLLING HILLS

11/25/20, 12/2/20, 12/14/20 Check Run C, A, B

Check No.	Check Date	PAYEE	DESCRIPTION	AMOUNT
26724	11/25/2020	BENNETT LANDSCAPE	November 2020 Landscape Service. Tree and Shrubbery Trimming	\$ 2,010.00
26725	11/25/2020	City Clerks Association of CA	CCAC Job Website Posting - City Clerk Position	200.00
26726	11/25/2020	Complete Fire Service Inc.	Annual Service - Fire Extinguishers	149.95
26727	11/25/2020	Executive Suite Services Inc.	September 2020 - Janitorial Services	1,360.00
26728	11/25/2020	First Call Staffing Inc.	Week Ending 11/15/20 - Gen Office K. Orler	714.00
26729	11/25/2020	County of Los Angeles	September and October 2020 Animal Care Housing Cost	1,864.29
26730	11/25/2020	McGowan Consulting	October 2020 Municipal Storm water Consulting Services	4,684.00
26731	11/25/2020	Petty Cash	Check Run 11/25/20	263.82
26732	11/25/2020	Palos Verdes Security Sys, Inc.	Burglar Alarm Monitoring 11/13/20 to 12/31/20 & Burglar Alarm Installation - Remaining 50%	1,518.80
26733	11/25/2020	Rogers, Anderson, Malody & Scott, LLP	October 2020 Accounting Services	7,558.00
26734	11/25/2020	City of Rancho Palos Verdes	CIMP Implementation MOU Cost for FY20-21	48,719.16
26735	11/25/2020	Southern California Edison	Electricity Usage - 9/23/20 to 11/23/20	1,570.63
26736	11/25/2020	USCM	Deferred Compensation - 11/20/20	50.00
26737	11/25/2020	Vantagepoint Transfer Agents - 306580	Deferred Compensation - 11/20/20	1,096.23
26738	11/25/2020	Willdan Inc.	October 2020 Plan Check and Inspection Services	550.00
26739	12/1/2020	Delta Dental	December 2020 - Dental Insurance	681.71
26740	12/1/2020	Standard Insurance Company	December 2020 - Life Insurance	178.27
26741	12/1/2020	Vision Service Plan - (CA)	December 2020 - Vision Insurance	108.85
26742	12/2/2020	Best Best & Krieger LLP	November 2020 Services - Brunner.Korzennik Vs RH; General Code Enforcement, Storm Water, Land Use	\$ 15,453.85
26743	12/2/2020	County of Los Angeles	Building and Safety Services thru 9/15/20	2,472.77
26744	12/2/2020	Lance, Soll & Lunghard, LLP	Professional Services - 2020 Government Audit Progress Bill	12,600.00
26745	12/2/2020	NV5, INC.	October 2020 Services - RH Sewer Main Upgrade	9,981.00
26746	12/2/2020	Pitney Bowes	November 2020 Postage	2,015.00
26747	12/2/2020	Palos Verdes Peninsula Unified School District	Printing Services - Envelopes	1,077.48
26748	12/2/2020	Race Communications	September to December 2020 Internet Services	3,000.00
26749	12/2/2020	Republic Services	Residential Service July to December 2020	443,071.68
26750	12/2/2020	USCM	Deferred Compensation 12/4/20	50.00
26751	12/2/2020	Vantagepoint Transfer Agents - 306580	Deferred Compensation - 12/4/20	1,096.23
26752	12/2/2020	York Construction	Refundable Deposit- 83 Crest Road	750.00
26753	12/14/2020	Callifornia Water Service Co	Water Usage 10/27/20 to 11/24/20	824.24
26754	12/14/2020	Cox Communications	Phone Service 11/26/20 to 12/25/20	616.80
26755	12/14/2020	Daily Breeze	Classified Advertising- Legals	1,562.64
26756	12/14/2020	First Call Staffing Inc.	Week Ending 11/22/20 - Gen Office K. Orler	278.80
26757	12/14/2020	Johnn L Hunter & Assoc., Inc	Trash Survey - Machado Lake TMRP	475.00

26758	12/14/2020	Pitney Bowes Global Financial	December 2020 Postage Machine Lease Agreement	712.56
26759	12/14/2020	Peninsula Septic Service, Inc.	Septic Tank Service	595.00
26760	12/14/2020	Palos Verdes Peninsula Unified School District	Printing Services - Earthquake and Wildfire Checklist	459.90
EFT	11/13/20	Calpers	October 2020 Retirement	5,625.78
EFT	12/1/2020	Calpers	December 2020 Health Insurance	5,436.27
EFT	12/14/20	Calpers	November 2020 Retirement	5,983.48
EFT	12/15/20	CALPERS	June 30, 2018 Unfunded for Plan - 26539 December 2020 Installment	76.97
EFT	12/15/20	CALPERS	June 30, 2018 Unfunded for Plan - 26539 December 2020 Installment	4,014.29
* PR LINK	12/4/2020	PR LINK - PAYROLL PROCESSING	Payroll Processing Fee	172.70
* PR LINK	12/4/2020	PR LINK - PAYROLL & PR TAXES	Pay Period - November 18, 2020 to December 1, 2020	17,405.11
				<u>\$ 609,085.26</u>
				591,507.45

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 \$609,085.26 for the payment of above items.


Elaine Jeng, P.E., City Manager

12/08/2020

CITY OF ROLLING HILLS

12-16-20 & 12-28-20 Check Run A, B

Check No.	Check Date	PAYEE	DESCRIPTION	AMOUNT
26761	12/16/2020	Barry J. Miller, FAICP	September to November 2020 Services - RH Housing Element	4,950.00
26762	12/16/2020	EDWARDS TERMITE AND PEST	November 2020 Insect and Rodent Control-Tennis	640.00
26763	12/16/2020	MANAGEMENT, INC	Week Ending 12/6/20 - Gen Office Temp K Orlor	1,088.00
26764	12/16/2020	First Call Staffing Inc.	December 2020 RH Cloud Hosting	3,694.98
26765	12/16/2020	FORUM INFO-TECH. INC./LEVELLOUD	Gas Usage 11/5/20 to 12/8/20	191.34
26766	12/16/2020	The Gas Company	Monthly Maintenance- Copier	457.80
26767	12/16/2020	Konica Minolta Business Solutions USA Inc.	November 2020 Law Enforcement Services	31,324.59
26768	12/16/2020	LA County Sheriff's Department	November 2020 Services - Project Management, Oversight and Fi	3,812.35
26769	12/16/2020	NV5, INC.	1st Qtr 2021 -Security Service Quarterly Billing	360.00
26770	12/16/2020	Palos Verdes Security Sys, Inc.	November 2020 Services - Admin Draft & Safety Advisory	6,706.50
26771	12/16/2020	RINCON CONSULTANTS, INC	Annual Permit Fees - Section 13260 & 13269 Water Code	5,994.00
26772	12/16/2020	SWRCB Fees	GASB 75 Roll-Forward Valuation - 1st Installment	675.00
26773	12/16/2020	Total Compensation Sys, Inc.	December 2020 Accounting Software	183.75
26774	12/22/2020	Abila	July 2020 - General and Land Use Services	3,021.00
26775	12/22/2020	Best Best & Krieger LLP	Week Ending 12/13/20 - General Office Temp - K ORler	1,067.60
26776	12/22/2020	First Call Staffing Inc.	December 2020 RH Cloud Hosting	2,297.02
26777	12/22/2020	FORUM INFO-TECH. INC./LEVELLOUD	November 2020 Services - Machado Lake & Santa Monica Project	625.00
26778	12/22/2020	John L. Hunter & Assoc., Inc.	Nov 16-30 & December 1-15, 2020 Web Design Services	5,000.00
26779	12/22/2020	Jimenez Consulting Solutions, LLC	October 2020 - Coyote Control	222.82
26780	12/22/2020	County of Los Angeles	November 2020 Services - Outfall Monitoring	725.13
26781	12/22/2020	NV5, INC.	Electricity Usage 11/18/20 to 12/18/20	277.10
26782	12/22/2020	Southern California Edison	Deferred Compensation - 12/18/20	50.00
26783	12/22/2020	USCM	Deferred Compensation - 12/18/20	1,096.23
26784	12/22/2020	Vantagepoint Transfer Agents - 306580	November 2020 - B&S Plan Ck Services	100.00
26785	12/22/2020	Willdan Inc.	January 2021 Dental Insurance	364.77
26786	1/1/2021	Delta Dental	January 2021 Life Insurance	178.27
26787	1/1/2021	Standard Insurance Company	January 2021 Vision Insurance	108.85
26787	1/1/2021	Vision Service Plan - (CA)	Credit card expenses	6,259.88
EFT	12/17/2020	OPUS BANK	January 2021 Health Insurance	5,633.33
EFT	1/1/2021	Calpers	Payroll Processing Fee	61.00
* PR LINK	12/18/2020	PR LINK - PAYROLL PROCESSING	Pay Period - November 18, 2020 to December 1, 2020	15,972.96
* PR LINK	12/18/2020	PR LINK - PAYROLL & PR TAXES		103,139.27
				87,105.31

I, Elaine Iano, City Manager of Rolling Hills, California certify that the above

I, Elaine Jeng, City Manager of Rolling Hills, California certify that the above demands are accurate and there is available in the General Fund a balance of \$103,139.27 for the payment of above items.


Elaine Jeng, P.E., City Manager

12/22/2020



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.C

Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR NOVEMBER 2020.

DATE: January 11, 2021

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[RH November Tonnage Report.pdf](#)

CITY OF ROLLING HILLS RESIDENTIAL FRANCHISE 2020

Franchise? Y

Mth/Yr	Overall Commodity	Tons Collected	Tons Recovered	Tons Disposed	Diversion %
Jan-20	Trash	178.78	38.00	140.78	21.26%
	Greenwaste	102.61	102.61	-	100.00%
	Recycle	0.03	0.01	0.02	20.00%
Jan-20 Total		281.42	140.62	140.80	49.97%
Feb-20	Trash	159.76	8.21	151.55	5.14%
	Greenwaste	95.32	95.32	-	100.00%
	Recycle	2.18	0.44	1.74	20.00%
Feb-20 Total		257.26	103.97	153.29	40.41%
Mar-20	Trash	208.78	-	208.78	0.00%
	Greenwaste	92.55	92.55	-	100.00%
	Recycle	0.01	0.00	0.01	21.00%
Mar-20 Total		301.34	92.55	208.79	30.71%
Apr-20	Trash	203.94	20.06	183.88	9.84%
	Greenwaste	146.90	146.90	-	100.00%
Apr-20 Total		350.84	166.96	183.88	47.59%
May-20	Trash	286.46	20.68	265.78	7.22%
	Greenwaste	129.11	129.11	-	100.00%
May-20 Total		415.57	149.79	265.78	36.04%
Jun-20	Trash	279.97	61.66	218.31	22.02%
	Greenwaste	95.19	95.19	-	100.00%
Jun-20 Total		375.16	156.85	218.31	41.81%
Jul-20	Trash	262.63	18.10	244.53	6.89%
	Greenwaste	86.70	86.70	-	100.00%
Jul-20 Total		349.33	104.80	244.53	30.00%
Aug-20	Trash	238.25	26.63	211.62	11.18%
	Greenwaste	64.07	64.07	-	100.00%
Aug-20 Total		302.32	90.70	211.62	30.00%
Sep-20	Trash	234.41	8.21	226.20	3.50%
	Greenwaste	88.74	88.74	-	100.00%
Sep-20 Total		323.15	96.95	226.20	30.00%
Oct-20	Trash	269.63	28.79	240.84	10.68%
	Greenwaste	74.41	74.41	-	100.00%
Oct-20 Total		344.04	103.20	240.84	30.00%
Nov-20	Trash	255.52	35.58	219.94	13.92%
	Greenwaste	58.69	58.69	-	100.00%
Nov-20 Total		314.21	94.27	219.94	30.00%
Grand Total		3,614.64	1,300.65	2,313.99	35.98%

Contract Requires 50% Household - 1300.65



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.D
Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: ANNUAL VENDOR LIST FOR CALENDAR YEAR 2021

DATE: January 11, 2021

BACKGROUND:

Section 3.04.060 of the City's Municipal Code regarding purchasing provides that the City purchases may be made from vendors without bidding when any of the following conditions exist:

1. The amount of the purchase has a total estimated value of less than two thousand five hundred dollars (\$2,500)
2. Sole source purchases such as legal advertising, utility, conferences, and Sheriff's Department services.
3. An essential or critical need requires that an order be placed with the best available source of supply due to time constraints.
4. Purchases from vendors on the City Council Approved Vendor's List.
5. If, at the discretion of the City Manager, and upon a finding supported with written documentation, it is in the City's best interest in regard to product uniformity, total cost acquisition, and/or similar considerations. These purchases must be approved by the City Manager or his/her designee.
6. Purchases made through a Cooperative Purchasing Program utilizing purchasing agreements maintained by the State, County, or other public agencies.

DISCUSSION:

Annually the City Council approves a Vendor List for the calendar year to facilitate purchases of material and services. The updated Vendor List for calendar year 2021 is comprised of vendors who have consistently provided excellent service to the City. In a competitive setting, these vendors have been historically the lowest bidders and they have proven to deliver goods and or services timely.

FISCAL IMPACT:

There is no fiscal impact to establish a Vendor List.

RECOMMENDATION:

Staff recommends that the City Council approve the Annual Vendor List for calendar year 2021, designating preferred vendors for certain city purchases.

ATTACHMENTS:

[VendorList2021.docx](#)

“2021 PROPOSED “CITY COUNCIL APPROVED VENDOR LIST”

A-1 All American Roofing Co.
22029 S. Figueroa St.
Carson, CA 90745
Craig Ekberg
(310) 320-0224 800roofusa.com
Roofing company

Apple One
18538 Hawthorne Blvd.
Torrance, CA 90505
(310) 370-0708
Employment agency

Bennett Landscape
25889 Belle Porte Avenue
Harbor City, CA 90710
(310) 534-3543
Tree trimming services, landscaping

DANKA
8226 Park Meadows Dr
Lone Tree, CO 80124
(800) 686-2733
Electronic equipment repair service

Duthie Power Services
2335 E. Cherry Industrial Circle
Long Beach, CA 90805-4416
562-790-1772
Emergency Generator Maintenance & Services

Janet Faria Catering
2837 E. 220th Place
Long Beach, CA 90820
(310) 834-6836
Catering service

First Call Staffing
3511 Pacific Coast Hwy # E
Torrance, CA 90505
(310) 539-2884
Employment agency

Affordable Generator Service, Inc.
9960 Bell Ranch Drive, Suite 105
Santa Fe Springs, CA 90670
Mr. Gilbert Garcia
(800) 394-7697
Emergency generator service and maintenance

Apple Store
3200 N Sepulveda Blvd.
Manhattan Beach, CA 90266
(310) 546-4309
Apple Computer store

Cox Com, LLC
29947 Avenida De Las Banderas
Rancho Santa Margarita, CA 92688
(310) 891-1020 or 949-546-2406 cox.com
Telephone and cable internet services

Dell, Inc.
One Dell Way
Round Rock, TX 78682
(800) 677-9725 Dell.com
Computer equipment

Executive-Suite Services
19025 Parthenia St. Suite 200
Northridge, CA 91324
818-993-6300
Janitorial services

Finley Tree & Land Care Service
23033 Crenshaw Blvd,
Torrance, CA 90505
(310) 326-9818
Tree trimming services, landscaping

Diane Gladwell
1028 Tirol Lane
Lake Arrowhead, CA 92352
(909) 337-3516
Election consultant, records management

Konica Minolta Business Solution, USA Inc.
Dept. LA 22988
Pasadena, CA 91185-2988
(800) 456-5664
Copier and office equipment supplier

Major Surplus
435 W Alondra Blvd.
Gardena, CA 90248
(310) 324-8855
Emergency supplies

Merrimac Energy Group
1240 E. Wardlow Road
Long Beach, CA 90807
(800) 900-4081
Emergency generator supply, maintenance services

Peninsula Septic
1840 S. Gaffey Street #53
San Pedro, CA 90731
Nick Dragich
(310) 832-4800
Septic tank services

Smart Source LLC.
21818 S. Wilmington Ave., Ste 406
Long Beach, CA 90810
(310) 513-2000
Stationery

TR Trading Co.
15604 S. Broadway
Gardena, CA 90248
(310) 329-9242
Furniture store

Yosemite Water
226 South Avenue 54
Los Angeles, CA 90025
(323) 256-2265 yosemitewaters.com
Water delivery

Mahaffey Companies (Atlas Cesspool Service)
1800 S. Alameda St.
Rancho Dominguez, Ca. 90221
(310) 605-1700
Septic tank services

Martin & Chapman Company
1951 Wright Circle
Anaheim, CA 92806
(714) 939-9866
Election consultant, book paper supplier

PVPUSD Printing Services
375 Via Almar
Palos Verdes Estates CA 90274
310-896-3426
Copy & stationary printing services

S & W Communications
14714 Lull Street
Van Nuys, CA 91405
(818) 786-7050 ext 207
Telephone equipment, maintenance, repair service

Traver's Trees
P. O. Box 7000-416
Palos Verdes Peninsula, CA 90274
(310) 545-5816 (310) 530-3920
Tree trimming services, landscaping

Xerox
101 Continental Blvd.
El Segundo, CA 90245
Lori Murphy
(877) 395-6318 Xerox.com
Printers, copiers



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.E

Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CITY COUNCIL MEETING DATES FOR CALENDAR YEAR 2021

DATE: January 11, 2021

BACKGROUND:

Annually in January, the City Council establishes the meeting dates for the calendar year.

DISCUSSION:

Unlike years past, there are no conflicts between regularly scheduled City Council meetings and holidays for calendar year 2021.

FISCAL IMPACT:

There is no fiscal impact to establishing the City Council meeting dates for calendar year 2021.

RECOMMENDATION:

Staff recommends that the City Council approve the proposed City Council meeting dates for calendar year 2021.

ATTACHMENTS:

[2021CityCouncilMeetingDates.pdf](#)

2021 City Council Meeting Dates and City Holidays

Unless otherwise noted, meetings in conflict with a holiday will be cancelled.

Scheduled Date	Holiday Conflict	Holiday Date	Re-scheduled Date/Time
January 11, 2021			
January 25, 2021			
February 8, 2021			
February 22, 2021			
March 8, 2021			
March 22, 2021			
April 12, 2021			
April 26, 2021			
May 10, 2021			
May 24, 2021			
June 14, 2021			
June 28, 2021			
July 12, 2021			
July 26, 2021			
August 9, 2021			
August 23, 2021			
September 13, 2021			
September 27, 2021			
October 11, 2021			
October 25, 2021			
November 13, 2021			
November 27, 2021			
December 13, 2021	Holiday Open House	N/A	N/A
December 27, 2021	CANCELLED	N/A	N/A

2021 Holidays Observed (City Hall Closed)

January 1, 2021	New Year's Day (observed)
January 18, 2021	Martin Luther King Jr. Day
February 15, 2021	President's Day
May 31, 2021	Memorial Day
July 5, 2021	Independence Day
September 6, 2021	Labor Day
November 11, 2021	Veterans Day
November 25-26, 2021	Thanksgiving Holiday
December 23, 2021	Christmas Eve (Observed)
December 24, 2021	Christmas Day (Observed)

Unless otherwise noted, meetings in conflict with a holiday will be cancelled.

DRAFT 1/7/21



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.F

Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: TERRY SHEA, FINANCE DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CITY COUNCIL BUDGET CALENDAR FOR FISCAL YEAR 2021-2022

DATE: January 11, 2021

BACKGROUND:

Annually in January, the City Council approves a budget calendar for the fiscal year.

DISCUSSION:

None.

FISCAL IMPACT:

There is no fiscal impact to establishing a budget calendar.

RECOMMENDATION:

Staff recommends the City Council approve the budget calendar for Fiscal Year 2021-2022.

ATTACHMENTS:

[BudgetCalendarFY21-22_v3.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

REVISED BUDGET CALENDAR FISCAL YEAR 2021/2022

January 11, 2021	City Council receive, review and approve FY 2021/2022 budget calendar.
January 25, 2021	Finance/Budget/Audit Committee meeting with Auditor to review FY 2019/2020 Annual Financial Report.
February 8, 2021	City Council receive and review FY 2019/2020 Audited Financial Statements.
March 08, 2021	City Council receive and review FY 2020/2021 mid-year budget report and appropriations.
April 22, 2021	Staff review of FY 2020/2021 year-end expenditure projections with City Manager.
April 26, 2021	Finance/Budget/Audit Committee review Financial and Investment Policies; and review and discuss Schedule of Fees and Charges.
April 26, 2021	City Council review of FY 2020/2021 year-end revenue and expenditure projections, and annual CPI projections.
April 29, 2021	Staff proposed FY 2021/2022 Budget Requests and discussion with City Manager.
May 05, 2021	Final Staff proposed FY 2021/2022 Budget Requests with City Manager.
May 13, 2021	<i>If the solid waste collection fees are going to be increased by CPI, public notice sent to all property owners advertising a public hearing for an increase in the solid waste collection fee. Also, as directed, public notice is required for updates to Schedule of Fees & Charges (by June 14, 2021).</i>
May 10, 2021	Finance/Budget/Audit Committee review of FY 2021/2022 staff proposed budget.
May 24, 2021	City Council budget workshop.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

June 14, 2021

City Council budget public hearing, adoption of FY 2021/2022 budget, and approval of Gann Limit. *If necessary, City Council public hearing on proposed update(s) to solid waste collection fee and/or Schedule of Fees and Charges.*



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.G

Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RESOLUTION 1268: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

DATE: January 11, 2021

BACKGROUND:

Government Code Section 34090 provides for the destruction of certain city records by resolution and the written consent of the City Attorney. This section does not authorize the destruction of:

- a. Records affecting the title to real property or liens thereon.
- b. Court records
- c. Records required to be kept by statute.
- d. Records less than two years old.
- e. Minutes, ordinances, or resolutions of the legislative body of a city board or commission.

DISCUSSION:

Staff and the City Attorney have reviewed the records listed on Exhibit A of the attached Resolution no. 1268 and have determined that they are not among the above exceptions. Further, staff has reviewed the listed records to assure that they do not have any historical or research value to the City.

FISCAL IMPACT:

Records management is a part of the approved budget for Fiscal Year 2020-2021.

RECOMMENDATION:

Staff recommends that the City Council adopted Resolution 1268 authorizing the destruction of certain city records as provided by Section 34070 of the Government Code of the State of California.

ATTACHMENTS:

[CCResolutionNo1268.pdf](#)

RESOLUTION NO. 1268

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

WHEREAS, the keeping of numerous records after a certain length of time is not necessary for the effective and efficient operation of the government of the City of Rolling Hills; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROLLING HILLS DOES RESOLVE AS FOLLOWS:

Section 1. The records of the City of Rolling Hills as set forth in the attached Destruction of Records Schedule attached hereto as Exhibit "A" are hereby authorized to be destroyed as provided by Section 34090 of the Government Code.

Section 2. The provisions of Section 1 above do not authorize the destruction of:

- a) Records affecting the title to real property or liens thereon.
- b) Court records.
- c) Records required to be kept by statute.
- d) Records less than two years old.
- e) Minutes, ordinances, or resolutions of the legislative body or a city board or commission.

Section 3. The written consent of the City Attorney has been obtained for this destruction.

PASSED, APPROVED AND ADOPTED this 11th day of January, 2021

JEFF PIEPER
MAYOR

ATTEST:

ELAINE JENG, P.E.
ACTING CITY CLERK

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

I certify that the foregoing Resolution No. 1268 entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN
CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE
GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

was approved and adopted at a regular meeting of the City Council on January 11, 2021 by the following
roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ELAINE JENG, P.E.
ACTING CITY CLERK

CONSENT TO DESTRUCTION OF RECORDS

The undersigned, City Attorney for the City of Rolling Hills hereby consents to the
destruction of the records of the City of Rolling Hills as set forth in the attached Destruction of Records
Schedule attached hereto as Exhibit “A” as provided by Section 34090 of the Government Code.

Dated _____

MICHAEL JENKINS
CITY ATTORNEY



EXHIBIT A

City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed below (or on the attached list) are scheduled for destruction as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation or audit.

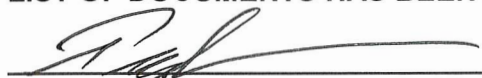
(List records below or attach list)

FILE #	RECORD DESCRIPTION	START DATE	END DATE	BOX #	RETENTION #	RET. PERIOD
	Accounts Payable Invoices	7-1-13	6-30-14	10	FN-009	5 Years
	Payroll Registers	1-1-10	12-31-10	11	FN-027	5 Years
	Payroll Registers	1-1-11	12-31-11	11	FN-027	5 Years
	Payroll Registers	1-1-12	12-31-12	11	FN-027	5 Years
	Payroll Registers	1-1-13	12-31-13	11	FN-027	5 Years
	Payroll Registers	1-1-14	12-31-14	11	FN-027	5 Years
	Payroll Registers	1-1-07	12-31-07	12	FN-027	5 Years
	Payroll Registers	1-1-06	12-31-06	12	FN-027	5 Years
	Payroll Registers	1-1-05	12-31-05	12	FN-027	5 Years
	Payroll Registers	1-1-04	12-31-04	12	FN-027	5 Years

© Shredding Required (Documents contain private information.)

page 1 of 2


LIST OF DOCUMENTS HAS BEEN REVIEWED AND APPROVED FOR DESTRUCTION:



Department Manager

1-7-21

Date



City Clerk

1-7-2021

Date

City Attorney

Date

(To be completed by the City Clerk after destruction has been performed, if done by City Employee. If destruction is performed by a commercial vendor, certificate to be provided by the vendor.)

I HEREBY CERTIFY that the items listed above (or attached) have been destroyed in accordance with City policies and procedures:

City Clerk

Date

FILE #	RECORD DESCRIPTION	START DATE	END DATE	BOX #	RETENTION #	RET. PERIOD
	Payroll Registers	1-1-03	12-31-03	12	FN-027	5 Year
	Pers Actuarial Report	95		12	FN-024	5 Year
	Pers Actuarial Report	96		12	FN-024	5 Year
	Pers Actuarial Report	97		12	FN-024	5 Year
	Pers Actuarial Report	98		12	FN-024	5 Year
	Pers Actuarial Report	2010		12	FN-024	5 Year
	Pers Actuarial Report	2011		12	FN-024	5 Year
	Pers Actuarial Report	2012		12	FN-024	5 Year
	Pers Actuarial Report	2015		12	FN-024	5 Year
	Pers Actuarial Report	2016		12	FN-024	5 Year
	Journal Entries	7-1-13	6-30-14	13	FN-021	5 Year
	Check Registers	7-1-13	6-30-14	13	FN-014	5 Year
	Posting Journals	7-1-13	6-30-14	13	FN-022	5 Year
	Accounts Receivable	7-1-13	6-30-14	13	FN-010 & 011	5 Year
	Audit Work papers	7-1-13	6-30-14	13	FN-002	5 Year
	Bank Rec & Statements	7-1-13	6-30-14	13	FN-012	5 Year
	Investment Reports	7-1-13	6-30-14	13	FN-019	5 Year
	False Alarm Billing	7-1-11	6-30-12	10	FN-010	5 Year
	Payroll Registers	4-01-92	6-30-95	14	FN-027	5 Year
	Payroll Registers	7-1-95	6-30-99	14	FN-027	5 Year
	Payroll Registers	7-1-99	6-30-02	14	FN-027	5 Year
	Audit Work papers	7-1-11	6-30-12	14	FN-002	5 Year
	Check Registers	7-1-12	6-30-13	15	FN-014	5 Year
	Journal Entries	7-1-12	6-30-13	15	FN-021	5 Year
	Bank Rec & Statements	7-1-12	6-30-13	15	FN-012	5 Year
	Audit Work papers	7-1-12	6-30-13	15	FN-002	5 Year
	GL Detail	7-1-07	6-30-08	16	FN-022	5 Year
	Bank Recs	7-1-08	6-30-09	16	FN-012	5 Year
	GL Detail	7-1-08	6-30-09	16	FN-022	5 Year
	Monthly Reports	7-1-08	6-30-09	16	Fn-022	5 Year
	Bank Statements	7-1-08	6-30-09	16	FN-012	5 Year
	Audit Work papers	7-1-08	6-30-09	16	FN-002	5 Year



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.H

Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE ANNUAL REPORT FOR FISCAL YEAR 2019-2020 TO THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD AS MANDATED BY THE LOS ANGELES COUNTY MUNICIPAL STORM WATER PERMIT ORDER NO. R4-2012-0175, AMENDED BY ORDER NO. WQ 2015-0075.

DATE: January 11, 2021

BACKGROUND:

Majority of the 88 cities in Los Angeles County are permittees of the Los Angeles County Municipal Storm Water Permit Order No. R4-2012-0175, amended by Order No. WQ2015-0075. Rolling Hills is a permittee and as a permittee, the City is required to submit an annual report by December 15 for the prior fiscal year.

McGowan Consulting assists the City in preparing the annual report. The Annual Report has three attachments: A) Land Use Map of Rolling Hills, B) Machado Lake Trash TMDL Annual Report, and C) Santa Monica Bay Debris TMDL Annual Report. Attachments B and C are prepared by John L. Hunter & Associates. The City participates in the Coordinated Integrated Monitoring Program (CIMP) with the Peninsula Watershed Group comprised of Rancho Palos Verdes, Rolling Hills Estates, Palos Verdes Estates and Los Angeles County (for the unincorporated portions of the County land on the Peninsula) with Rancho Palos Verdes as the lead agency. John L. Hunter & Associates Inc. is the stormwater consultant for the Peninsula Watershed Group and as a part of John L. Hunter & Associates Inc.'s scope of work, separate reports are prepared for the Machado Lake Trash TMDL and the Santa Monica Bay Debris TMDL. The reports discuss the City's water quality monitoring activities as mandated by the permit and report on the effectiveness of measures implemented by the agency to meet pollutant thresholds. For Fiscal Year 2019-2020, based on monitoring data, the City's existing instructional and source control measures are concluded to be effective.

DISCUSSION:

On behalf of the City, McGowan Consulting submitted the City's Annual Report for Fiscal Year 2019-2020 on December 14, 2020

FISCAL IMPACT:

The cost of preparing the mandated Annual Report, and attachments (TMDL Annual Reports) are included in the approved budget for Fiscal Year 2020-2021.

RECOMMENDATION:

Staff recommends that the City Council receive and file the Annual Report.

ATTACHMENTS:

[RollingHills_AR_individual_2020_\(2020-12-10\).pdf](#)

[AnnualReportSubmittalRecordDec2020.pdf](#)

[IMCPSubmittalRecordDec2020.pdf](#)

**Los Angeles County Municipal Storm Water Permit
(Order No. R4-2012-0175 as amended by Order WQ 2015-0075)
NPDES No. CAS004001**

**Annual Report
Individual Form
Reporting Year 19-20**

This form includes items to be reported individually by each Permittee.

Permittee Name	City of Rolling Hills
Permittee Program Contact	Meredith Elguiera
Title	Planning Director
Address	2 Portuguese Bend Road
City	Rolling Hills
Zip Code	90274
Phone	310-377-1521
Email	MElguiera@CityofRH.net

List of Attachments	
ATTACHMENT A:	Land Use Map of Rolling Hills
ATTACHMENT B:	Machado Lake Trash TMDL Annual Report
ATTACHMENT C:	Santa Monica Bay Debris TMDL Annual Report

1. Legal Authority and Certification

Complete the items on this page.

1.1 Answer the following questions on Legal Authority [VI.A.2.b]:

	Yes	No
Is there a current statement certified by the Permittee's chief legal counsel that the Permittee has the legal authority within its jurisdiction to implement and enforce each of the requirements contained in 40 CFR § 122.26(d)(2)(i)(A-F) and the Permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the above statement been developed or updated within the reporting year? If yes, attach the updated legal authority statement to this report.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1.2 Complete the required certification below [Attachment D – V.B.5]:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of either a principal executive officer, ranking elected official, or by a duly authorized representative of a principal executive officer or ranking elected official. A person is a duly authorized representative only if:

- The authorization is made in writing by a principal executive officer or ranking elected official.
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.)
- The written authorization is submitted to the Regional Board.

If an authorization of a duly authorized representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization will be submitted to the Regional Board prior to or together with any reports, information, or applications, to be signed by an authorized representative.

Signature



Title: City Manager

Date

12/14/2020

2. Program Expenditures

Complete the following items in this section.

- 1) 2.1 Source(s) of funds used in the past year, and proposed for the coming year, to meet necessary expenditures on the Permittee's stormwater management program [VI.A.3.b]:

The City funds the implementation of the MS4 Permit and TMDL compliance through its General Fund. The City's General Fund budget for all municipal operations and services, including MS4 Permit compliance, is approximately \$2 million annually, while the City's expenditures for stormwater programs as shown below have been increasing and are now approximately 6-9% of the City's annual budget. Los Angeles County Flood Control District has estimated that the City will receive approximately \$110,000 per year from the Safe Clean Water Program for its municipal stormwater program beginning in Fiscal Year 2020-21 which will assist in addressing increasing MS4 Permit compliance costs associated with new program requirements.

The City contracts with the Los Angeles County Building and Safety Division and a consulting engineering firm for development plan checking, permitting, inspections, and 2012 LA MS4 Permit implementation requirements pertaining to single family residential construction. The contract building officials collect permit fees from developers which are used to offset the cost of stormwater compliance review and inspection for development projects under the Planning and Land Development Program and the Development Construction Program.

- 2) 2.2 Complete the table on program expenditures below [Attachment D – VII.A.5]:

Table 2a: Program Expenditures			
Category		Expenditures for Reporting Year	Program Budget for Next Reporting Year
(1) Program Management		\$31,351	\$34,301
(2) Minimum Control Measures (MCMs)	Public Information and Participation Program	\$6,919	\$13,565
	Industrial / Commercial Facilities Program	Not applicable	Not applicable
	Planning and Land Development Program	\$6,277	\$13,330
	Development Construction Program	-	-
	Public Agency Activities Program	\$300	\$1,240
	Illicit Connections and Illicit Discharges Program	\$527	\$1,240
Additional Institutional BMPs / "Enhanced" MCMs		Included in above items	Included in above items
(3) Projects	Distributed Projects and Green Streets	-	-
	Regional Projects	-	\$44,556
	Restoration Projects	-	-
(4) Monitoring		\$60,680	\$55,467

Table 2a: Program Expenditures		
Category	Expenditures for Reporting Year	Program Budget for Next Reporting Year
(5) NPDES MS4 Permit Fees	\$5,692	\$5,800
(6) TMDL Implementation and Watershed Management Group Participation	\$10,033	\$12,400
TOTAL	\$121,779	\$181,899

3) Please add any additional comments on stormwater expenditures below:

The City employs a very small staff, with the Planning Director assigned responsibility for the implementation of the stormwater program. The Planning Director, with the assistance of the City's stormwater consultant, represents the City at the Palos Verdes Peninsula Watershed Management Group (WMG) monthly meetings and, as necessary, in quarterly committee meetings for the Greater LA Harbor Coordinated Compliance Monitoring Program for the Los Angeles Harbor Toxics TMDL.

3. Discharge Prohibitions and Receiving Water Limitations

Complete the following items in this section.

- 3.1 Did you develop and implement procedures to ensure that a discharger, if not a named Permittee in this Order, fulfilled the requirements of Part III.A.4.a.i-vi? If so, provide a link to where the procedures may be found or attach to the Annual Report [III.A.4.a]:

The City does not own or operate an MS4 thus the provisions of Part III.A.4.a.i-vi do not specifically apply to the City.

- 3.2 Did you develop and implement procedures that minimize the discharge of landscape irrigation water into the MS4? If so, provide a link to where the procedures may be found or attach to the Annual Report [III.A.4.b]:

Since 2010 the City has been applying water efficient landscape requirements to projects subject to discretionary review. In 2015 the Governor of California issued Executive Order B29-15 instructing the Department of Water Resources to amend the 2010 Model Water Efficient Landscape Ordinance (MWELO) to increase water efficiency standards for new and retrofitted landscapes. On May 13, 2019, the City adopted its own [water efficient landscape ordinance](#) consistent with the statewide 2015 MWELO.

The City disseminates educational information on native and drought tolerant landscaping, water conservation, and water use restrictions through the City's website: https://www.rolling-hills.org/government/planning_and_community_services/index.php#landscapedesignstandards. Additionally, California Water Service, the retail water provider to all residents in the City, has instituted prohibitions on outdoor water use as described at: <https://www.calwater.com/conservation/drought/prohibited-uses-water/>

- 3.3 Where Receiving Water Limitations were exceeded, describe efforts that were taken to determine whether discharges from the MS4 caused or contributed to the exceedances and all efforts that were taken to control the discharge of pollutants from the MS4 to those receiving waters in response to the exceedances (e.g. BMPs that were implemented) [Attachment E – XVIII.A.5.e]:

Section 6.4.2 of the Palos Verdes Peninsula Integrated Monitoring Compliance Report (IMCR) which is Volume II of the Palos Verdes Peninsula Watershed Annual Report, identifies exceedances of receiving water limitations.

SANTA MONICA BAY:

Numeric target exceedances for Palos Verdes CIMP receiving water monitoring (both wet and dry weather for the 2019-2020 reporting year) are shown in the Peninsula Watershed Report Volume II, IMCR in Table 11 of Section 6.4.2. Only one analyte exceeded any applicable criteria during the reporting year; this was for Total DDx in the Santa Monica Bay at Peninsula-RW1 during the June 2020 dry weather sampling event. As discussed in the IMCR, based on previous results for total DDx during dry weather receiving water sampling events, it is unlikely that this is either caused by MS4 discharges or representative of typical receiving water conditions. Since runoff from the City is not directly tributary to the site, and dry weather discharges to Santa Monica Bay from the City have been effectively eliminated, dry weather discharges from the City could not have caused or contributed to the dry weather receiving water exceedance at that location.

There were no exceedances of wet weather receiving water limitations during the reporting year at either Peninsula CIMP receiving water monitoring station.

MACHADO LAKE:

The Palos Verdes Peninsula Watershed Management Group outfall monitoring site which is most indicative of runoff from the City to Machado Lake is the Lariat monitoring site. The tributary area to the Lariat site is estimated to be comprised of 94% tributary area from the City of Rolling Hills and 6% tributary area from the City of Rolling Hills Estates. For the past nine years, there has been no measureable flow of non-stormwater at the Lariat monitoring site during monthly dry weather observations, and this was also the case during the current reporting year. During the three wet weather monitoring events conducted during the reporting year, there was sampled flow at the Lariat monitoring site with concentrations of Total Nitrogen and Total Phosphorous contributing to exceedances of the monthly flow-weighted averages for Total Nitrogen and Total Phosphorus concentration-based WQBELs for the Peninsula WMG as a whole. Ongoing measures the City is taking to control the discharge of nitrogen and phosphorus in stormwater from the City are discussed in Section 6.5 of this report.

Concentrations of legacy pesticides and PCBs in sediment from storm drain outfalls on the Peninsula to Machado Lake are presented in the Peninsula Watershed Annual Report, Volume II IMCR Table 10. Ongoing measures the City is taking to control the discharge of sediment and sediment-borne pollutants in stormwater from the City are discussed in Section 6.5 of this report.

GREATER LOS ANGELES HARBOR:

The City is participating in the Greater Los Angeles and Long Beach Harbors Toxics TMDL Coordinated Compliance Monitoring and Reporting Program conducted by the Greater Harbor Waters Regional Monitoring Coalition. The annual monitoring report which discusses exceedances of Harbor Toxics TMDL limits in the receiving water is being submitted by the City of Long Beach on behalf of the Greater Harbor Waters Monitoring Coalition concurrent with this annual report. A review of results from the two wet weather receiving water sample events conducted in the three water bodies to which the City could be contributing stormwater discharges indicates there were no exceedances of the CTR for metals in two of these receiving waters (Inner and Outer Los Angeles Harbor), while Cabrillo Marina exceeded the CTR for dissolved copper in one of the two wet weather events. The Cabrillo Marina wet weather receiving water result is confounded by copper loading from boat paint in the marina, which is evidenced by the copper CTR exceedance that occurred during the summer dry weather receiving water sample in Cabrillo Marina.

TARGETED POLLUTANT CONTROL EFFORTS:

The City's Implementation Plan for Machado Lake Pesticides & PCBs, Greater Los Angeles Harbor Waters Toxic Pollutants and Santa Monica Bay DDT & PCBs TMDLs submitted in July 2017 describes measures the City is taking and proposes to take to address these TMDLs. The City also continues to implement source control measures identified in the approved Machado Lake Nutrient TMDL Implementation Plan. The BMPs described in these implementation plans and other ongoing measures targeted at high priority pollutants that are being implemented by the City are discussed in section 6.5 as well as throughout this report.

4. Non-Stormwater Outfall Screening and Monitoring**Complete the following items in this section.**

4.1 Complete the following tables regarding your Non-Stormwater Outfall Based Screening and Monitoring Program [Attachment E – XVIII.A.3.a-g]. (These tables correspond to Tables 4a and 4b in the Watershed Form.)

Table 4a: Summary of Non-Stormwater Based Screening and Monitoring								
Receiving Water and/or WMP/EWMP Group	No. of Major Canyons	Total No. of Canyons Screened Since Dec 28, 2012	No. of Screening Events During Reporting Year	No. of Screening Events Since Dec 28, 2012	Outfalls with Significant Non-Stormwater Discharges ¹			
					Total Confirmed	Total Abated	Total Attributed to Allowable Sources ²	Total No. Being Monitored
Machado Lake	2	2	0	4	0	NA	NA	0
Santa Monica Bay	2	2	0	4	0	NA	NA	0
Greater LA Harbor	1	1	0	4	1	NA	1	0
Total	5	5	0	12	1	NA	1	0

Table 4b: Summary of Non-Stormwater Discharges Abated During Reporting Year	
Method	Total No.
Low Flow Diversion	0
IC/ID Eliminated	0
Permitted	0
Retention	0
Discharge No Longer Observed	0
Other (describe in Section 4.4)	0

4.2 How many of the conditionally exempt non-stormwater discharges in Part III.A.2.b of the Permit did you determine to be sources of pollutants that caused or contributed to an exceedance of receiving water limitations or WQBELs? If you made that determination, which type(s) of non-stormwater discharges in Part III.A.2.b were sources of pollutants? [III.A.4.d]

Zero (0). The City submitted a source investigation report with the reporting year 2016-17 Annual Report which found no conditionally exempt discharges from the City to the MS4. Additionally, nine years of monthly dry weather observations documenting no measureable flow at the Lariat site to which the City is tributary provide further evidence that there are no conditionally exempt non-

¹ "Significant Non-Storm Water Discharges" as identified by the Permittee per Part IX.C.1 of the MRP

² "Allowable Sources" include NPDES permitted discharges, discharges subject to a Record of Decisions approved by USEPA pursuant to section 121 of CERCLA, conditionally exempt essential non-storm water discharges, and natural flows as defined in Part III.A.d of the permit.

stormwater discharges from the City to the MS4. Accordingly, the City has not needed to make a determination that any conditionally exempt non-stormwater discharges in Part III.A.2.b of the Permit are sources of pollutants that caused or contributed to an exceedance of receiving water limitations or WQBELs.

- 4.3 State when the non-stormwater outfall-based screening and monitoring program will be (or was) re-assessed. If applicable, describe any changes to program (the program must be re-assessed once during the permit term) *[Attachment E – IX.B.2]*.

The City of Rolling Hills Non-Storm Water Screening and Monitoring Program (NSW Screening & Monitoring Program) was developed in September 2014 and approved by Regional Board staff. The program was re-assessed during reporting year 2016-17 based on the results of the completed Source Investigation and the one modification that was recommended was to remove Purple Canyon from the list of canyons to be screened since it is documented to have natural flows consistent with its status as a blue-line stream tributary to George F Canyon, a known perennial stream.

- 4.4 Additional Information. If desired, provide additional information regarding Non-Stormwater Outfall Screening and Monitoring:

Not applicable.

5. Minimum Control Measures

Complete the following items in this section.

5.1 Public Information and Participation Program [VI.D.5]

Complete the following item regarding the Public Information and Participation Program.

- 5.1a) Summarize stormwater pollution prevention public service announcements and advertising campaigns. What pollutants were targeted? What audiences were targeted? Note whether activities were performed by the jurisdiction or as part of a watershed, regional, or county-wide group.

The City is participating in the county-wide campaign led by Los Angeles County—see LA County Flood Control District Annual Report and/or County Unincorporated Individual Annual Report for more information on these efforts.

The City utilizes its monthly newsletter to advise its residents of upcoming opportunities for participation in activities related to stormwater pollution prevention such as:

- greenwaste pickup events,
- e-waste collection events,
- bulky item pickup events,
- reminders to remove debris, dirt and vegetation from private drainage control structures prior to the rainy season to protect natural drainage courses from discharges of debris,
- advice on removal of invasive tumbleweeds from properties and roadsides,
- Christmas tree recycling program,
- AQMD financial incentive programs for replacing gasoline-powered lawn and garden equipment with electric equipment,
- LA County Household Hazardous & E-waste Roundup events

The City is a member of the South Bay Cities Council of Governments which circulates numerous public service announcements (PSAs) via e-mail blasts from the South Bay Environmental Services Center (SBESC) to residents and businesses regarding opportunities to learn and become actively involved in water conservation and stormwater pollution prevention. Examples during the reporting year included PSAs regarding: South Bay Eco Festival Virtual Community Event, West Basin Municipal Water District's Rain Barrel Program with five (5) distribution events through the winter and spring of 2020, Water Replenishment District of Southern California's Eco Gardener Series, Metropolitan Water District's CA Friendly Landscaping and Turf removal series with five (5) events in the fall and winter 2019, West Basin's Grass Replacement classes with two (2) classes held during Summer 2019 and early Spring 2020, West Basin's Annual Water Harvest Festival on October 26, 2019, Los Angeles County Sanitation District's Joint Water Pollution Control Plant tour in Carson on August 3, 2019, and numerous Household Hazardous Waste Collection Events held throughout the year. West Basin Municipal Water District circulates a Newsletter for Teachers and the Spring 2020 issue highlighted the winners of the "Water is Life" Student Art Contest held during the year.

5.1b) Which of the following public education materials did you distribute? (check yes or no)

4)	Yes	No
Information on the proper handling (i.e., disposal, storage and/or use) of vehicle waste fluids?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Household waste materials (i.e., trash and household hazardous waste, including personal care products and pharmaceuticals)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Construction waste materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pesticides and fertilizers (including integrated pest management practices [IPM] to promote reduced use of pesticides)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Green waste (including lawn clippings and leaves)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Animal wastes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5.1c) Did you distribute activity specific stormwater pollution prevention public education materials at the following points of purchase? If yes, provide the number of points of purchase within each category (if available).

5) Category	Yes	No	Number of Points of Purchase
Automotive Part Stores	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable, no such establishments in the City
Home Improvement Centers, Lumber Yards, Hardware Stores, Paint Stores	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable, no such establishments in the City
Landscaping, Gardening Centers	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable, no such establishments in the City
Pet Shops, Feed Stores	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable, no such establishments in the City

5.1d) Did you maintain stormwater websites or provide links to stormwater websites via your website, which included educational material and opportunities for the public to participate in stormwater pollution prevention and clean-up activities listed in Part VI.D.4? Provide links to the stormwater websites that you maintained and/or the location on your website where you provide links to stormwater websites.

Educational materials and links to related websites are available on the City's website:

[Swimming Pool and Spa Maintenance and Discharge Tips](#)

[Keep It Onsite BMPs for Small Construction Sites](#)

[Developer Technical Information for LID Requirements](#)

[Guide to Developer Technical Information for Projects In Rolling Hills](#)

[Household Hazardous Waste Disposal](#)

[Trash Collection and Recycling](#)

5.1e) Did you provide materials to educate school children (K-12) on stormwater pollution?

The City participates in the county-wide Environmental Defenders and Generation Earth programs. The Environmental Defenders Rock the Planet – You Can Change the World Tour is a 30-minute, high-energy assembly program that is offered free to all elementary schools in Los Angeles County, including the Palos Verdes Peninsula Unified School District schools attended by children living in Rolling Hills. Teachers or administrators can schedule the assembly online. The program includes an interactive website where students can extend their learning experience after participating in the assembly. Due to Covid-19, Los Angeles County suspended the assembly presentations in Spring 2020. They are currently providing [free, downloadable lesson plans](#) for educators and families to utilize at home or through remote learning.

The Generation Earth program is an environmental education program that provides training and support to secondary school teachers and students at public and private schools within Los Angeles County. The program offers tools and techniques for service learning projects that meet state curriculum standards. These activities and publications are available to download by educators for free. The water pollution prevention toolkit explores the water pollution potential on a typical campus and guides students in conducting a water audit of their campus and choosing from a variety of options to reduce water waste and pollution. In Spring 2020, Generation Earth began offering virtual high-quality, hands-on activities and projects for teachers to do with students in their virtual classrooms and have transformed their in-person workshops to interactive virtual workshops that address environmental topics and project ideas at school and also at home.

The Palos Verdes Peninsula Land Conservancy's Student Naturalist Program for 3rd graders provides thousands of children on the Palos Verdes Peninsula with environmental education each year. During the Covid-19 crisis the program was converted to a distance learning format with nearly two-dozen schools using the modified Conservancy Student Naturalist Handbooks with Zoom classroom sessions featuring education staff, docents and guest speakers. Wildlife video footage taken on motion-activated field cameras, live sessions with animals at the nature centers and at-home conservation projects were part of the program. Other online resources accessed by students and teachers included the home-based wildlife survey and habitat survey to help students learn how they can improve the habitat around their homes for wildlife.

West Basin Municipal Water District also offers a wide array of educational programs, contests and tours to help students in grades 3 -12 find out more about water and water conservation. Educators and school administrators are notified about the programs through a quarterly newsletter, Waterworks. <http://www.westbasin.org/community/education>

5.1f) Additional Information. If desired, provide additional information regarding implementation of the Public Information and Participation Program:

The City contributes support to the Environmentally Friendly Landscaping, Gardening, and Pest Control webpages being hosted on the South Bay Environmental Services Center through a collaborative outreach effort between the Peninsula WMG and the Beach Cities WMG. <http://www.southbaycities.org/programs/environmentally-friendly-landscaping-gardening-and-pest-control>.

5.2 Industrial and Commercial Facilities Program [VI.D.6]

Complete the following items regarding the Industrial and Commercial Facilities Program.

5.2a) Watershed-Based Inventory:

	Yes	No
Did you maintain and update a watershed-based inventory or database containing the latitude / longitude coordinates of all industrial and commercial facilities within your jurisdiction that are critical sources ³ of stormwater pollution?	<input type="checkbox"/>	<input type="checkbox"/>
	Not Applicable	

5.2b) Commercial Facilities:

Question	Response
Number of Critical Commercial Sources⁴: How many critical commercial sources are within your jurisdiction (as of the end of the reporting year)?	0
Number of Facility Inspections Conducted during the Reporting Year: How many inspections of commercial facilities were conducted during the reporting year?	NA
First Round of Mandatory Compliance Inspections⁵: Did you complete a first round of mandatory compliance inspections of all commercial facilities identified in Part VI.D.6.d of the permit by 12/28/2014 ⁶ ? (Yes/No)	NA
Second Round of Mandatory Compliance Inspections: Describe your progress on the second round of mandatory compliance inspections of all commercial facilities identified in Part VI.D.6.d of the permit. (To be completed by 12/28/2018.)	NA

5.2c) Industrial Facilities:

³ Part VI.D.6.b.i of the LA County MS4 Permit summarizes "critical sources" to be tracked⁴ Part VI.D.6.b.i of the LA County MS4 Permit summarizes "critical sources" to be tracked⁵ Permittees are required to inspect all commercial facilities identified in Part VI.D.6.b of the permit twice during the 5-year permit term, provided that the first mandatory compliance inspection occurs no later than 2 years after the effective date of the permit. A minimum interval of 6 months between the first and the second mandatory compliance inspection is required.⁶ Permit effective date = December 28, 2012

Question	Response
Number of Critical Industrial Sources: How many critical industrial sources are within your jurisdiction (as of the end of the reporting year)?	0
Number of Facility Inspections Conducted during the Reporting Year: How many inspections of industrial facilities were conducted during the reporting year?	NA
First Round of Mandatory Compliance Inspections⁷: Did you complete a first round of mandatory compliance inspections of all industrial facilities identified in Part VI.D.6.d of the permit by 12/28/2014? (Yes/No)	NA
Second Round of Mandatory Compliance Inspections: Describe your progress on the second round of mandatory compliance inspections of all industrial facilities that did not file a No Exposure Certification. (To be completed by 12/28/2017.)	NA
No Exposure Verification Inspections⁸: Describe your progress on performing a second mandatory compliance inspection at a minimum of 25% of facilities identified to have a filed a No Exposure Certification.	NA

5.2d) Enforcement Actions: Describe the number and nature of any enforcement actions taken related to the industrial and commercial facilities program.

None, not applicable.

5.2e) Additional Information. If desired, provide additional information regarding implementation of the Industrial and Commercial Facilities Program.

This program is not applicable because there are no industrial or commercial land uses within the City.

⁷ Permittees are required to perform an initial mandatory compliance inspection at all industrial facilities identified in Part VI.D.6.b no later than 2 years after the effective date of the permit. After the initial inspection, all facilities that have not filed a No Exposure Certification with the State Water Board are subject to a second mandatory compliance inspection. A minimum interval of 6 months between the first and second mandatory compliance inspection is required.

⁸ Approximately 3 to 4 years after the effective of the permit, each Permittee shall evaluate its inventory of industrial facilities and perform a second mandatory compliance inspection at a minimum of 25% of the facilities identified to have filed a No Exposure Certification. The purpose of this inspection is to verify the continuity of the non exposure status.

5.3 Planning and Land Development Program [VI.D.7 and Attachment E-XVIII]

Complete the following items regarding the Planning and Land Development Program.

- 5.3a) New Development Projects: Complete the table below for projects completed during the reporting year.

Table 5a: Summary of New Development Projects Subject to Implementation of Post-Construction Controls				
Receiving Water and/or WMP/EWMP	Number of Projects Completed Using On-Site Retention ⁹	Number of Projects Completed Using Alternative Compliance Measures ¹⁰	Total Drainage Area of Projects [acres]	Total Storm Water Quality Design Volume (SWQDv) [acre-feet] ¹¹
NA	0	NA	NA	NA

- 5.3b) Redevelopment Projects. Complete the table below for projects completed during the reporting year.

Table 5b: Summary of Redevelopment Projects Subject to Implementation of Post-Construction Controls				
Receiving Water and/or WMP/EWMP	Number of Projects Completed Using On-Site Retention	Number of Projects Completed Using Alternative Compliance Measures	Total Drainage Area of Projects [acres]	Total Storm Water Quality Design Volume (SWQDv) [acre-feet]
NA	0	0	0	0

- 5.3c) Planning and Land Development Efforts beyond Permit Requirements. If applicable, describe Planning and Land Development activities that went above and beyond the permit requirements (e.g. stricter LID ordinance, small-site LID).

The City's Zoning Ordinance contains strict standards for development ratios on each property. Only 40% of the net area of a lot may be disturbed for construction, and the remaining area of the lot must remain in its natural state. Only 35% of the net lot area may be developed with impervious surfaces, including structures, patios and other paved areas. Driveways may not cover more than 20% of the area of the yard in which they are located. Uncovered motor courts/parking pads may not cover more than 10% of the yard in which they are located. Horse stable access-ways may not be entirely paved and use of 100% gravel or decomposed granite is encouraged. The City has developed a guide for construction of stables on residential properties which includes consideration of proximity to blue line streams and natural drainage courses so as not to negatively affect stormwater quality in the siting of stables, horse wash stations, and manure storage. Tennis and sports courts are encouraged to have pervious surfaces as well. Stormwater run-off that is not contained on properties is conveyed through the City via natural, soft bottom drainage courses/canyons, providing ample opportunity for runoff to infiltrate. Installation of cisterns and biofiltration devices are encouraged on projects even when they are not required.

⁹ "Number of Projects Completed" should only include projects that are completed and signed off by the Permittee during the reporting year. In progress projects that have been issued a permit, but are not completed should not be included.

¹⁰ "Alternative Compliance Measures" refer to the mitigation options listed in Part VI.D.7 of the permit. These options include: on-site biofiltration, offsite infiltration, groundwater replenishment projects, offsite retrofits of existing developments, and areas covered by a regional storm water mitigation program.

¹¹ "Total Storm Water Quality Design Volume (SWQDv)" should also include the SWQDv which would have been achieved on-site for projects completed using alternative compliance measures.

- 5.3d) Summary of New and Redevelopment Projects using Alternative Compliance Measures:
Complete the table below for projects completed during the reporting year.

Table 5c: Summary of Alternative Compliance Measures for Development/Redevelopment Projects (where onsite retention of the SWQDv is infeasible)					
Category¹²	Number of Projects Completed Utilizing Alternative Compliance Method	Area Addressed by Projects [acres]	Total Design Retention Volume of Projects¹³ [acre-feet]	Total Design Biofiltration Volume of Projects¹⁴ [acre-feet]	Total SWQDv Which Would Have Been Achieved by Retaining SWQDv on-site [acre-feet]
Onsite Biofiltration	NA				
Offsite Infiltration	NA				
Ground Water Replenishment Projects	NA				
Offsite Project – Retrofit Existing Development	NA				
Regional Storm Water Mitigation Program ¹⁵	NA				
TOTAL	0				

- 5.3e) Alternative Compliance Measures – Regional Storm Water Mitigation Program [VI.D.7.c.vi]:
If applicable, complete the table below.

Table 5d: Alternative Compliance Measures – Regional Storm Water Mitigation Program				
Mitigation Program	Receiving Water and/or WMP/EWMP	Date Program Approved by Regional Water Board	Area Addressed by Mitigation Program [acres]	Cumulative Number of New and Redevelopment Projects Addressed by Project since Program Approval
NONE	NA	NA	NA	NA

- 5.3f) Alternative Compliance Measures – Pending Offsite Projects¹⁶ [VI.D.7.c.iii.(5).(f)]: If applicable, complete the table below.

¹² Alternative Compliance Measures refer only to the alternative measures used to comply with Planning and Land Development Program requirements as described in Part VI.D.7.c.iii.(1)-(7)

¹³ Design Retention Volume should correspond to the sum of the mitigation volume (Mv) and the volume of stormwater runoff reliably retained on-site (Rv) as noted in Equation 2 of Part VI.D.7.c.iii.(2).(c) and Part VI.D.7.c.iii.(3).(c) of the permit.

¹⁴ Design Biofiltration Volume should correspond to the biofiltration volume (Bv) noted in Equation 1 of Part VI.D.7.c.iii.(1).(a) of the permit.

¹⁵ "Regional Storm Water Mitigation Program" is only applicable where the Permittee (or Permittee Group) has received approval of such a program from the Regional Water Board. If a Permittee intends to use regional projects in an approved WMP or EWMP as the basis of a Regional Storm Water Mitigation Program, the Permittee must still receive approval of the program from the Regional Water Board.

¹⁶ "Offsite projects" refers only to offsite projects being used as an alternative compliance measure for development/redevelopment project applicants that have demonstrated technical infeasibility for on-site retention of the SWQDv. This does not include on-site biofiltration, however it does include off-site biofiltration projects.

Table 5e: Alternative Compliance Measures – Offsite Projects					
Pending Offsite Project	Location	General Design Concept	Volume of Water Expected to be Retained [acre-feet]	Total Estimated Budget	Total Project Funds Raised to Date
NONE	NA	NA	NA	NA	NA

- 5.3g) Control Measures for Projects Greater than 50 Acres [Attachment E – XVIII.A.6.e]: If applicable, provide a detailed description of control measures to be applied to new development or redevelopment projects disturbing more than 50 acres.

Not Applicable

- 5.3h) Enforcement Actions: Describe the number and nature of any enforcement actions taken related to the planning and land development program.

No such enforcement actions were necessary during the reporting year.

- 5.3i) Additional Information. If desired, provide additional information regarding implementation of the Planning and Land Development Program.

The City is a model of low-impact development by design. There is no industrial or commercial land use within the City. The City is developed with only single-family, single-story ranch style homes. Minimum lot size is 1 acre; the average lot size is 2.7 acres. There is no public infrastructure and no City-owned or maintained storm drains, roads, sewers, sidewalks or curb-and-gutter. Stormwater run-off that is not contained on properties is conveyed through the City via natural, soft bottom drainage courses/canyons, providing ample opportunity for runoff to infiltrate. Accordingly, few parcels are connected directly to an improved MS4 (there are some structural improvements to manage energy dissipation and protect slopes). Residential projects that do not trigger the numeric retention requirements of low-impact development are required to implement measures that pertain to single-family hillside homes consistent with the MS4 Permit including: conserving natural areas, protecting slopes and channels, and diverting roof runoff and surface flows to vegetated areas before discharge unless the diversion would result in slope instability.

All roads within the City are private, semi-rural in layout and are not equipped with curb-and-gutter so are not part of the MS4. As a consequence, green street BMP projects that would retain or treat stormwater are not feasible within the City. However, it is noteworthy that all the roads within the City were originally designed and continue to be maintained by the community association with features applicable to green street design such as: narrow widths and soft shoulders without paved sidewalks which minimizes impervious surface area, no extra paved width is provided for on-street parking, natural drainage courses and riparian areas have been preserved, and pedestrian movement through the City is accommodated via a pervious trail network.

5.4 Development Construction Program [VI.D.8]

Complete the following items regarding the Development Construction Program.

- 5.4a) Answer the following questions regarding your Development Construction Program:

	Yes	No
For construction sites 1 acre or greater, did you use an electronic system to inventory grading permits, encroachment permits, demolition permits, building permits, or construction permits (and any other municipal authorization to move soil and/ or construct or destruct that involves land disturbance) that you issued?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For construction sites 1 acre or greater, did you use procedures to review and approve an ESCP (or a SWPPP prepared in accordance with the requirements of the Construction General Permit) that contains appropriate site-specific construction site BMPs that meet the minimum requirements of a Permittee's erosion and sediment control ordinance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For construction sites 1 acre or greater, did you track the date that you approved the Erosion and Sediment Control Plans (ESCP) or CGP SWPPPs for new sites permitted and sites completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For construction sites less than 1 acre, did you require the implementation of an effective combination of erosion and sediment control BMPs from Table 12 of the LA County MS4 Permit to prevent erosion and sediment loss, and the discharge of construction wastes through the use of the Permittee's erosion and sediment control ordinance or building permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you ensure that all staff whose primary job duties are related to implementing the construction stormwater program is adequately trained? [VI.D.8.I]	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5.4b) Permits and Inspections: Complete the table below. Only report numbers for sites 1 acre or greater in area.

Table 5f. Construction Site Inspections for Construction Sites ≥ 1 Acre	
How many building/grading permits were issued to construction sites during the reporting year?	1
How many Erosion and Sediment Control Plans (ESCPs) did you approve during the reporting year?	4
How many inspections of construction sites were conducted during the reporting year?	165
How many final landscaping/site stabilization inspections (to ensure that all graded areas have reached final stabilization and that all trash, debris, and construction materials, and temporary erosion and sediment BMPs are removed) were conducted during the reporting year?	1

5.4c) Enforcement Actions: Describe the number and nature of any enforcement actions taken related to the development construction program.

No such enforcement actions were taken during the reporting year.

5.4d) Additional Information. If desired, provide additional information regarding implementation of the Development Construction Program.

Contracted plan check staff, engineers, office managers, and inspectors are annually trained for National Pollutant Discharge Elimination System (NPDES) compliance. During FY2018-19 the City created a new half-time code enforcement officer position and during the reporting year (in October 2019) it was approved by City Council to be a full-time position. A key responsibility of the code enforcement officer is enhanced outreach and oversight of construction sites.

During the plan checking and/or permit issuance stage, plan checkers require that 2012 LA MS4 Permit and applicable Construction General Permit (CGP) requirements are met and that BMPs for construction activities are incorporated into the development plans. The contract building officials require that developers sign a Statement of Understanding Pertaining to BMPs and NPDES Requirements. For any project involving a grading or excavation permit regardless of size, a pre-

construction meeting is held between City staff, RHCA staff, the building inspector, the property owner and the contractor and subcontractor to discuss construction BMP requirements and ensure that responsibility for implementing the BMPs is clear. During this meeting, the Small Site Construction brochure available in [English](#) and [Spanish](#) is given to contractors of sites under one (1) acre to inform them of the required minimum BMPs.

Extra protection during construction is required for projects adjacent to environmentally sensitive areas and, in some cases, a biologist monitors the project and adjacent environmentally sensitive area during construction to ensure that proper protections are maintained.

5.5 Public Agency Activities Program [VI.D.9]

Complete the following items regarding the Public Agency Activities Program.

5.5a) Answer the following questions regarding the Public Agency Activities Program:

	Yes	No
Did you maintain an updated inventory of all Permittee-owned or operated (i.e., public) facilities within your jurisdiction that are potential sources of stormwater pollution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you develop an inventory of retrofit opportunities that meets the requirements of Part VI.D.9.d. of the LA MS4 Permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Were all Permittee-owned parking lots exposed to stormwater cleaned at least once per month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you ensure effective source control BMPs for the activities listed in Table 18 of the Permit were implemented at Permittee-owned or operated facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you ensure employees in targeted positions (whose interactions, jobs, and activities affect stormwater quality) were trained on the requirements of the overall stormwater management program, and contractors performing privatized/contracted municipal services were appropriately trained	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5.5b) Street Sweeping: Complete the table below.

Table 5g. Summary of Street Sweeping Activities				
	Total Miles of Street ¹⁷	Total Curb Miles of Street	Frequency of Street Sweeping	Additional Notes
Priority A (greater than once per month)	NA	NA	NA	All roads within the City are private so the City is not responsible for their maintenance. Furthermore, private roads within the City are not equipped with curb-and-gutter and so are not considered part of the MS4. City Hall Complex parking lot is swept once per week by the City's landscape contractor.
Priority B (once per month)	NA	NA	NA	
Priority C (as needed, once per year minimum)	NA	NA	NA	

¹⁷ Permittee may report the length of street swept in "total miles of street" and/or "total curb miles," depending on availability.

5.6 Illicit Connections and Illicit Discharges Elimination Program [VI.D.10]

Complete the following items regarding the Illicit Connections and Illicit Discharges Elimination Program.

5.6a) IC/ID Investigations: Complete the following table¹⁸

Table 5h. IC/ID Investigations				
	Number of Reported Illicit Discharges or Connections	Number of Investigations	Number Eliminated	Number Permitted or Documented
Illicit Discharges	2	2	2	0
Illicit Connections	NA	NA	NA	NA

5.6b) Enforcement Actions: Describe the number and nature of any enforcement actions taken related to the illicit connections and illicit discharges elimination program.

Two notices of violation were issued to two separate property owners for unpermitted modifications to onsite drainage systems which created flooding of neighboring property in one instance and hillside erosion in the second instance. In both instances the property owners submitted plans for approval by Building & Safety in order to correct the conditions, and corrections are complete in one instance and in progress in the other.

5.6c) Answer the following questions regarding Public Hotline and Training [VI.D.10.d and VI.D.10.f]

	Yes	No
Did you maintain or provide access to a hotline to enable the public to report illicit discharges/connections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you continue to implement a training program regarding the identification of IC/IDs for all municipal field staff, who, as part of their normal job responsibilities (e.g., street sweeping, storm drain maintenance, collection system maintenance, road maintenance), may come into contact with or otherwise observe an illicit discharge or illicit connection to the MS4?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5.6d) Additional Information. If desired, provide additional information regarding implementation of the Illicit Connections and Illicit Discharges Elimination Program.

Since the City neither owns nor operates a municipal storm sewer system, the illicit connection (IC) provisions of the ICID permit requirements do not apply to the City. Accordingly, the City's program is focused on elimination of illicit discharges into the natural drainage courses and, as such, is called the Illicit Discharge Elimination Program (IDE Program). The City's Code Enforcement Officer is responsible for responding to reports of illicit discharges and has received training on the identification and elimination of illicit discharges.

¹⁸ Illicit discharges and connections detected through other inspection programs should be included.

6. Stormwater Control Measures Summary

Complete the following items in this section.

If the information on stormwater control measure implementation requested in the following section will be included in a Watershed Form submitted by the Permittee, the Permittee may reference the Watershed Form and skip those items.

Aside from the calculation of *Effective Impervious Area (Section 6.1)* and the *Summary of Projects that Retain Runoff (Section 6.2)*, items in this section cover projects that are not part of the Planning and Land Development Program.

The tables within this section outline minimum information for reporting. The Permittee may reformat the sections regarding projects completed in the reporting year to include additional project descriptions and information (e.g. pictures, maps, funding information, etc.).

If any of the requested information cannot be obtained, please note in **Section 11**.

6.1 Effective Impervious Area and 85th Percentile, 24-Hour Runoff Volume [Attachment E, XVIII.A.1] (if available): Summarize the estimated cumulative change in percent EIA since the effective date of the Permit (i.e. 12/28/2012) for the entire area covered by the WMP/EWMP and, if possible, the estimated change in the stormwater runoff volume during the 85th percentile, 24-hour storm event for the entire area covered by the WMP/EWMP.

As stated in the May 25, 2017 memorandum from Ivar Ridgeway to Los Angeles County MS4 Permittees regarding the EIA Annual Reporting Requirement, the City is reporting cumulative area addressed by projects that retain runoff in lieu of percent EIA change. This information on cumulative area addressed by projects is provided in Table 6b below based on data on projects compiled via the WRAMPS system. The total area addressed by projects that retain runoff completed since the Permit effective date is 2.24 acres and the total BMP retention capacity (storage volume) of projects completed since 12/28/2012 is 0.13 acre-feet.

6.2 Summary of Projects that Retain Runoff (including New and Redevelopment Projects); Complete the summary tables below.

Table 6a: Summary of Projects that Retain Runoff Completed in the Reporting Year				
Receiving Water and/or WMP/EWMP Group	Number of New Development/Re-development Projects Completed in Reporting Year	Number of Other Projects Designed to Intercept Runoff Completed in Reporting Year	Area Addressed by Projects [acres]	Total BMP Retention Capacity of Projects [acre-feet]
Machado Lake				
Santa Monica Bay	0	0	NA	NA
Greater Los Angeles Harbor	0	0	NA	NA
TOTAL	0	0	NA	NA

Table 6b: Cumulative Summary of Projects that Retain Runoff Completed since the Permit Effective Date					
Receiving Water and/or WMP/EWMP Group	Number of New Development/Re-development Projects Completed Since 12/28/2012	Number of Other Projects Designed to Intercept Runoff Completed Since 12/28/2012	Area Addressed by Projects [acres]	Total BMP Retention Capacity of Projects Completed Since 12/28/2012 [acre-feet]	Est. Total Runoff Volume Retained Onsite for the Reporting Year [acre-feet]
Machado Lake	1	-	0.63	0.0054	0.04194
Santa Monica Bay	2	-	1.61	0.1213	0.7884
Greater Los Angeles Harbor	-	-	-	-	-
TOTAL	3	0	2.24	0.13	0.83

6.3 Projects Designed to Intercept Stormwater Runoff Completed during the Reporting Year (excluding New Development and Redevelopment Projects): Complete the table below for projects designed to intercept stormwater runoff completed in the reporting year. If needed, information unsuitable for the table or additional information on projects may be provided in the space below table.

Table 6c: Projects Designed to Intercept Runoff Completed in the Reporting Year						
Receiving Water and/or WMP/EWMP Group	Name of Project(s)	Type of Project	Completion Date	Length (if Green Street) [miles]	Drainage Area of Project [acres]	Total BMP Retention Capacity ¹⁹ [acre-feet]
NA	NA					

6.4 Riparian Buffer and Wetland Restoration Projects: Complete the table below for any riparian buffer or wetland restoration projects completed in the reporting year.

Table 6d: Riparian Buffer/Wetland Restoration Projects Completed			
Receiving Water and/or WMP/EWMP Group	Name of Project	Completion Date	Description of Project ²⁰
NA	NA	NA	NA

¹⁹ If project not designed to retain stormwater, mark "N/A."

²⁰ For riparian buffer projects include width, length and vegetation type; for wetland restoration projects include acres restored, enhanced or created

6.5 Status of Multi-Year Efforts [Attachment E, Part XVIII.A.1.i]: Provide the status of multi-year efforts, including TMDL implementation (not including Trash TMDLs) that were not completed in the current year and will continue into the subsequent year(s).

For multi-year efforts, report on progress towards future milestones related to multi-year projects. Include the status of the project, which includes the status with regard to standard project implementation steps. These steps include, but are not limited to, adopted or potential future changes to municipal ordinances to implement the project, site selection, environmental review and permitting, project design, acquisition of grant or loan funding and/or municipal approval of project funding, contractor selection, construction schedule, start-up, and effectiveness evaluation (once operational), where applicable.

If applicable, for green streets implementation, Permittees shall report on progress toward a structured approach identifying a sufficient number of green streets projects to meet compliance milestones (e.g., a green streets master plan).

Also, include the following information:

- Name
- Receiving Water
- Project Type
- Location / Latitude and Longitude
- Permittee(s) Involved
- Status
- Expected Completion Date

COORDINATED INTEGRATED MONITORING PROGRAM IMPLEMENTATION (CIMP)

During the reporting year, the City continued to participate in the multi-year implementation of the Peninsula CIMP, which includes participation in the multi-year Coordinated Compliance Monitoring Program for the Greater Los Angeles and Long Beach Harbor Toxics TMDL as well as participation in the Coordinated Shoreline Monitoring Program for the Santa Monica Bay Beach Bacteria TMDL (SMBBB TMDL) assumed by the Peninsula WMG from the Sanitation Districts of Los Angeles County during reporting year 2018-19 as reported in last year's annual report. The City is also implementing multi-year activities in support of several TMDLs.

MULTI-YEAR REGIONAL PROJECT ACTIVITIES

Torrance Airport Stormwater Regional Project

The Torrance Airport Stormwater Regional Project will support attainment of both the Machado Lake Nutrient TMDL and the Machado Lake Pesticides and PCBs TMDL. The project will also address water quality impairments in Wilmington Drain which is tributary to Machado Lake.

The City, along with the other Peninsula WMG agencies, contributed proportionate shares based on tributary area to match the Prop 1 Stormwater Grant funding for preliminary design of the Torrance Airport Storm Water Regional Project to assess its feasibility and potential for assisting in attainment of the Machado Lake Nutrients and Pesticides & PCBs waste load allocations (WLAs). Preliminary design work was concluded during the reporting year. This included an engineer's cost estimate for construction for each alternative project concept that was evaluated and assessed, an assessment of each alternative, and a recommended alternative to proceed to final design.

The most feasible project concept was determined to be diversion by gravity flow from the storm drain into subsurface storage galleries from which the captured stormwater would then be pumped to the Sanitation District's Joint Water Pollution Control Plant (JWPCP) and eventually treated to serve as recycled water. The runoff retained in the underground storage galleries would be pumped at controlled rates nightly into the sanitary sewer when sufficient sewer capacity is available.

During the reporting year, the South Santa Monica Bay WASC approved the Torrance Airport Stormwater Regional Project for inclusion in its FY2021 Stormwater Investment Plan for final design funding using Safe Clean Water Regional Program Infrastructure Funds. The Stormwater Investment Plan was approved by the Safe Clean Water Regional Oversight Committee on June 24, 2020 and subsequently approved by the LA County Board of Supervisors. Final Design will be initiated during reporting year 2020-21 following execution of a funds transfer agreement between the City of Torrance and LACFCD. The City is a collaborating agency for this design project.

Palos Verdes Multi-Benefit Flow Diversion Project

The Peninsula WMG has completed an initial investigation into the feasibility of constructing a project at the former site of the Palos Verdes Landfill (PVLf). This proposed Palos Verdes Multi-Benefit Flow Diversion Project would divert significant year-round baseline flow from a major storm drain system serving a 1,513-acre area of the Palos Verdes Peninsula tributary to Machado Lake, including a portion of the City of Rolling Hills. The predominant source of this baseline flow is understood to be authorized natural flows from rising groundwater, i.e., springs emerging from the Palos Verdes Hills that historically flowed along natural canyons and were routed into the storm drain system during development of the Palos Verdes Peninsula and the Palos Verdes Landfill. This baseline flow is currently intercepted and directed around the landfill by a system of subsurface storm drains which flow to the northeast through the City of Torrance and ultimately into the Wilmington Drain and Machado Lake. Diversion of the baseline flow from the major storm drain as proposed by this project would support attainment of the Machado Lake Nutrient TMDL WLAs on a mass basis during dry weather months. Diversion of the baseline flow would also reduce indicator bacteria discharges to Wilmington Drain which is listed on the State's 303(d) list as impaired by indicator bacteria.

This project is tributary to the Torrance Airport Regional Project discussed above and the Harbor City Park Multi-Benefit Stormwater Capture Project discussed below and could be leveraged to serve as one component of an interconnected regional system of stormwater capture along with these projects. The PVP Multi-Benefit Flow Diversion Project could be utilized for offline storage for these downstream projects during the winter months when irrigation demand decreases which would help to reduce nutrient loading to Machado Lake during wet weather.

The Peninsula WMG worked with LACSD staff to identify an area on the PVLf with geotechnically stable land not underlain by landfill that could potentially accommodate a storage tank and treatment system in proximity to the subject storm drains, and used this information to develop a preliminary concept for the project. A potential storm drain diversion at this location could capture estimated baseline flows of approximately 37 acre feet per year and direct this flow into a storage tank where these flows could be pre-treated and disinfected for irrigation use. The initial feasibility investigation identified two significant opportunities for utilizing the baseline flow for irrigation within close proximity to the storm drain system: the 173-acre closed main site of the PVLf, and the 35-acre Ernie Howlett Park. Additional multi-benefits of this project to be considered during the community engagement process might include habitat restoration, enhancement of existing multi-use trails, and creation of new recreational opportunities.

The Peninsula WMG has prepared an application for Safe Clean Water Regional Program Technical Resources funding for consideration by the South Santa Monica Bay WASC to develop a feasibility study for the Palos Verdes Multi-Benefit Flow Diversion Project for submittal to the FY2122 call for projects closing in October 2020. The City is a collaborating agency for the feasibility study.

Harbor City Park Regional Project

A stormwater capture project at Harbor City Park in the City of Los Angeles is listed in the Dominguez Channel Watershed Management Group (DCWMG) EWMP, and the Peninsula WMG has been investigating the possibility of partnering on a project at this location. The County of Los Angeles, as a member of both the Peninsula WMG and DCWMG, has taken the lead on this project and during the reporting year initiated discussions with City of Los Angeles Department of Recreation and Parks (RAP) and Los Angeles County Sanitation Districts to explore the feasibility of a multi-agency stormwater capture project at Harbor City Park. In December 2019, the County submitted the Harbor City Park Regional project for Safe Clean Water Technical Resource funding to develop a feasibility study for the project. On May 20, 2020, the South Santa Monica Bay Watershed Area Steering Committee voted to include the project in its FY2021 Stormwater Investment Plan for technical resources funding. The Stormwater Investment Plan was approved by the Safe Clean Water Regional Oversight Committee on June 24, 2020 and subsequently approved by the LA County Board of Supervisors.

This proposed regional stormwater capture project at Harbor City Park would divert dry weather and wet weather flows from the storm drain into subsurface storage galleries under the park. The water would then either be infiltrated (if feasible) or diverted to the nearby County Sanitation District's Joint Water Pollution Control Plant (JWPCP) in Carson for treatment. The Harbor City Park Regional Project could also serve as a downstream collector of stormwater from an interconnected system of regional stormwater capture projects, including the Torrance Airport Project and/or the Palos Verdes Multi-Benefit Flow Diversion Project, managed through a centralized control system. Water from these upstream regional projects could be stored and then released back into the MS4 after a storm has passed by a smart control system and intercepted downstream by the Harbor City Park collector where it would ultimately be routed for either infiltration (if feasible) or to the JWPCP for treatment and use as recycled water.

A robust community engagement plan for the project will include collaboration with City of Los Angeles Department of Recreation and Parks and the local community to facilitate meetings and workshops to understand both the Department of Recreation and Parks and the community's needs and to maintain that engagement throughout the project feasibility, conceptualization, design and construction process. The City is a collaborating agency for the feasibility study.

TMDL IMPLEMENTATION

Santa Monica Bay Beaches Bacteria TMDL

On July 15, 2005, responsible jurisdictions and agencies in Jurisdictional Group 7, including the City of Rolling Hills, submitted a final Implementation Plan for the SMBBB TMDL. In Resolution No. 2006-008 the Regional Board acknowledged that there are no milestones in the final Implementation Plan for Jurisdictional Group 7 because existing water quality conditions at the beaches along the Palos Verdes Peninsula are equivalent to being in compliance with the SMBBB Wet Weather TMDL. The Implementation Plan committed to maintain and improve water quality and to address any unanticipated exceedances through investigations and corrective action. The Los Angeles Regional Water Quality Control Board has removed the compliance monitoring locations along the beaches of the Palos Verdes Peninsula (including Portuguese Bend to which the City is tributary) from the 303(d) list because results of long-term water quality monitoring demonstrate no impairment of recreational beneficial uses due to indicator bacteria, which is evidence of the effectiveness of the existing storm water quality control measures, including the low impact nature of development in the City, in maintaining the excellent water quality at these

beaches. Many of the programmatic implementation activities discussed for other TMDLs below also support maintenance of high quality recreational waters in Santa Monica Bay.

Machado Lake Nutrient TMDL

During the reporting year, the City continued to conduct implementation activities consistent with the approved Palos Verdes Peninsula Subwatershed Coordinated Implementation Plan in Compliance with the Machado Lake Eutrophic, Algae, Ammonia and Odors (Nutrient) TMDL submitted to the Regional Board on March 11, 2011. These activities include but are not limited to:

Phase 1 Activities

- Implementing the water efficient landscape ordinance with three (3) MWELO-compliant landscape plans installed during the reporting year;
- Providing unlimited green waste collection to residents through the solid waste franchise contract to encourage the prompt removal of accumulated leaves and landscape debris, minimize the potential for leaching of phosphorus from accumulated vegetation, and to help prevent brush fires;
- Disseminating information to residents and landscape contractors on the management of landscapes for brush and fire control;
- Providing manure collection and hauling services through the solid waste franchise hauler to residents who keep horses;
- Requiring residents that keep horses to remove manure from the premises at least once per week;
- Allowing residents to compost green waste, wood ashes, vegetable kitchen scraps so long as the compost piles or bins are not located next to a stream or drainage course and the pile or compost container does not produce surface run-off or leachate to other property or to drainage courses, waterways or streams;
- Requiring that horse stable access-ways have permeable surfaces and are not paved; this promotes infiltration while controlling the discharge of sediment;
- Developing outreach strategies for reaching the equestrian community regarding BMPs for horse keeping and manure management;

Phase 2 Activities

- Disseminating a color brochure promoting and providing references for native and drought tolerant gardens and landscapes specific to the Palos Verdes Peninsula. The brochure includes a self-guided tour of five native plant gardens and landscapes accessible to the public on the Palos Verdes Peninsula to serve as a demonstration of the beauty, utility, and economy of using native and drought-tolerant plants in gardens and landscapes.
- Sustainable Gardening and Landscaping and Integrated Pest Management (IPM) webpages hosted on the South Bay Environmental Services Center website
<http://www.southbaycities.org/programs/environmentally-friendly-landscaping-gardening-and-pest-control>

- Disseminating information by the South Bay Environmental Services Center about classes available to the City's residents on topics such as water conservation, California-friendly gardening and landscaping, and rain barrel rebate programs.
- Disseminating stormwater pollution prevention messages and information.

Phase 3 Activities

- Development of a Climate Action Plan to reduce Greenhouse Gas emissions within the City. The Land Use and Transportation measures in this plan contribute to reductions in atmospheric nitrogen deposition and support Machado Lake Nutrient TMDL implementation. Between 2005 and 2012 the estimates of on-road transportation related emissions have been reduced by an estimated 38.1%. To continue to encourage these reductions, the City's website provides links to information on expedited permitting for residential rooftop solar energy systems.
- Development of Equestrian Facility Guidelines for use in considering proposals for stable construction on residential properties. The Guidelines were developed with the goal of creating healthy spaces for horses and are to be utilized by the Planning Commission and City Council when considering proposals for the construction of equestrian facilities. Of particular note with respect to stormwater, the guidelines specify that when locating stables, manure cleanup and proximity to blue line streams should be taken into account. Additionally horse wash station placement should consider nearby natural drainage courses so as not to negatively affect stormwater quality.

Machado Lake Pesticides & PCBs TMDL, Greater Los Angeles Harbor Toxics TMDL AND Santa Monica Bay DDT & PCBs TMDL

On July 12, 2017, the City submitted an Implementation Plan for Machado Lake Pesticides & PCBs, Greater Los Angeles Harbor Waters Toxic Pollutants, and Santa Monica Bay DDT & PCBs Total Maximum Daily Loads (Implementation Plan), to satisfy the implementation planning requirements for both the Machado Lake Pesticides & PCB and the Dominguez Channel and Greater Los Angeles and Long Beach Harbor Waters Toxic Pollutants TMDLs established by the Regional Board, and also to support attainment of water quality objectives for the Santa Monica Bay DDT and PCBs TMDL issued by U. S. EPA.

Key strategies outlined in the Implementation Plan focus on control of erosion and sediment transport, prevention of wildfires, integrated pest management and household hazardous waste management in combination with ongoing implementation of low impact development and multi-year regulatory source control programs as summarized below:

Erosion and Sediment Control:

For toxic pollutants such as organochlorine pesticides that can be present as legacy pollutants in soils, erosion and sediment control to reduce sediment transport in stormwater during construction is an important source control measure. Additionally, toxic pollutants present in soils due to air deposition such as polynucleararomatic hydrocarbons (PAHs) are also amenable to control through erosion and sediment controls. Please refer to Section 5.4d for a summary of erosion and sediment control measures that are implemented under the Development Construction Program.

Given that natural drainage courses are the predominant means for conveying stormwater within the City, a process has been initiated to consider whether strengthening the hydromodification

control provisions in the City's municipal code could prevent future hydromodification impacts—over time this will also reduce erosion and control sediment. During FY1920 initial work included development and presentation to City Council of various options for increasing the stringency of the City's current hydromodification provisions.

Wildfire Prevention Measures:

A substantial body of research demonstrates that wildfires can be a significant source of toxic pollutants in stormwater, thus the prevention of wildfires is an important measure for preventing toxic pollutant releases. This is especially critical in Rolling Hills which is in a very high fire hazard severity zone. The City has adopted the most recent fire standards in Title 32 of the Los Angeles County Code (Fire Code).²¹ These include more restrictive building standards relating to fire and public safety than those adopted by the State Fire Marshal in the California Building Code. The City also adopted an ordinance that declares dead vegetation a public nuisance in order to provide the City authority to abate dead vegetation within the community which constitutes fire fuel and presents a threat to public safety. The ordinance requires that properties within the City be maintained free of dead trees, shrubs or plants and that properties with such conditions can be abated in accordance with the City's public nuisance code.²² In October 2019 City Council approved conversion of its half-time code enforcement officer to a full-time position; a key responsibility of the code enforcement officer is to proactively identify and bring enforcement actions against properties that fail to remove dead vegetation in a timely manner.

During the reporting year the City completed its Community Wildfire Protection Plan. Also during the reporting year, the City expanded the scope of its contract with the Palos Verdes Peninsula Land Conservancy to conduct brush and tree clearance along the southern boundary of the City. The City disseminates information to residents and landscape contractors on the management of landscapes for brush and fire control both through its newsletter and on its website pages on [Fire and Emergency Preparedness](#).

The City provides unlimited green waste collection to residents through its solid waste franchise contract to encourage the prompt removal of accumulated leaves and landscape debris to help prevent brush fires. During the reporting year green waste collection reached an all-time high with three rounds of special brush collection.

Copper Brake Pad Replacement Program:

Copper from brake pad wear constitutes the single largest source of copper in metropolitan environments. SB 346 passed by the California legislature in 2010 and signed by the Governor on September 25, 2010, requires incremental reduction in the amount of copper in vehicle brake pads by specific regulatory deadlines in 2021 and 2025.

Lead Reduction Programs:

As of January 1, 2010, California law (SB 757) prohibited the manufacture, sale or installation of wheel weights containing more than 0.1% lead. The law took effect immediately, i.e., there was no grace period. If lead wheel weights are removed from a tire on an existing vehicle for any reason, the lead wheel weight may not be placed back on the tire. The language of the statute is worded broadly and does not limit the scope of the legislation to automobile weights only. Through the

²¹ City of Rolling Hills Ordinance No. 351 adopted on April 10, 2017.

²² City of Rolling Hills Ordinance No. 345 adopted on November 23, 2015.

implementation of SB 757 a reduction in lead concentrations in stormwater runoff from vehicles is anticipated.

According to the Federal Aviation Administration (FAA), Avgas emissions have become the largest contributor to the relatively low levels of lead emissions produced in this country.”²³ Avgas is a specialized fuel used to power piston engine aircraft and is the only remaining lead-containing transportation fuel. The various grades of avgas are identified using the Motor Octane Number (MON) combined with the following alpha-designations to indicate lead content: low lead (LL); very low lead (VLL); or unleaded (UL). Almost all avgas on the U.S. market today is low lead (LL).²⁴

The FAA is working with aircraft and engine manufacturers, fuel producers, USEPA and industry associations to support research into alternate fuel options and to overcome the technical and logistical challenges of developing and deploying an unleaded avgas. The Piston Aviation Fuel Initiative (PAFI) was established to develop a path forward for the identification, evaluation and deployment of the most promising unleaded replacements. When implemented, this replacement unleaded gasoline will reduce air deposition of lead from small general aviation airplanes operating out of the nearby Torrance Airport onto nearby areas, including the Palos Verdes Peninsula.

Testing was conducted during the first 6 months of 2019 on an optimized Shell fuel along with screening testing of 3 fuels not previously part of the program. These test results have revealed that additional refinement will be necessary to support continuation and successful completion. Shell has indicated it is committed to additional R&D efforts to make those adjustments in order to result in a safe and viable unleaded avgas.”²⁵ Based on current projected activities and timelines, the testing completion date for the PAFI program will be in 2021.

Federal regulations under the Toxic Substances Control Act (TSCA) and Residential Lead-Based Paint Hazard Reduction Act of 1992 regulate lead-based paints and hazards and simultaneously serve as source control measures for dispersion of lead into the environment, including stormwater. California has enacted additional measures to further regulate sources of lead to reduce childhood lead exposure.²⁶ Many of these measures also control the release of lead into the environment.

Zinc Reduction:

The California Stormwater Quality Association (CASQA) is working to utilize the Department of Toxic Substances Control Safer Consumer Product Regulations to reduce the zinc in tires which is one of the largest sources of zinc in urbanized areas. On May 31, 2018, a petition was submitted to DTSC by CASQA on the basis that:

“Zinc is present in tires at a concentration of approximately 1% . The on-road abrasion of tire tread results in both airborne and surface particulates containing zinc. Some of this zinc remains on road surfaces and adjacent areas and may be washed off by rain and carried by stormwater into waterways. Aerially transported zinc-containing particles from tire treads can be deposited onto impervious surfaces such as roofs and other hardscapes and may also be carried by stormwater and other urban runoff (e.g., overwatering) into waterways. These waterways—streams, rivers, and lakes—contain aquatic organisms that are potentially impacted by zinc. The hazardous

²³ <https://www.faa.gov/about/initiatives/avgas/>

²⁴ https://www.faa.gov/news/fact_sheets/news_story.cfm?newsId=14754

²⁵ <https://www.faa.gov/about/initiatives/avgas/>

²⁷ <https://calsafer.dtsc.ca.gov/workflows/productchemicalpetition/11589/>

character of zinc released by tire abrasion onto roadways appears to be demonstrated by the frequent exceedances of water quality standards established by U.S. EPA and the State Water Resources Control Board (State Water Board) for the protection of aquatic species. The exceedances occur in stormwater runoff at the point of discharge into waterways and also in the streams and rivers receiving these discharges. The State Water Board has listed waterways in California as impaired by zinc from various sources under the provisions of section 303(d) of the Clean Water Act (CWA)."²⁷

On January 4, 2019, a request for supplemental information was sent to CASQA by DTSC to aid them in making a final merits determination. Additional information was requested on the environmental fate, transport, and transformation of zinc as it moves from these particles into the environment and aquatic organisms as well as potential adverse impacts to aquatic organisms that result from exceedances of current US EPA and SWRCB zinc water quality criteria. CASQA provided the supplemental information on May 3, 2019 and is awaiting final determination by DTSC.

6.6 Effectiveness Assessment of Stormwater Control Measures [*Attachment E – XVIII.A.2*]: Provide the following:

- An assessment as to whether the quality of stormwater discharges as measured at designated outfalls is improving, staying the same or declining;
- An assessment as to whether wet-weather receiving water quality within the jurisdiction of the Permittee is improving, staying the same or declining, when normalized for variations in rainfall patterns.

See Section 6.3 of the Peninsula Watershed Annual Report, Volume II IMCR for an assessment of stormwater discharges as measured at designated outfalls and observed trends. As noted previously, 94% of the tributary area to the Lariat monitoring site within the Machado Lake Watershed is estimated to lie within the City of Rolling Hills and thus samples collected at this site are the most representative of stormwater discharges from the City. Nutrient monitoring data from this site indicates that the quality of stormwater discharges has been generally consistent, with higher nutrient loading occurring in years when there is higher rainfall. Concentrations of total suspended solids (TSS) observed at the Lariat site in wet weather samples have decreased significantly since the 2016-17 and 2017-18 reporting years such that the running average TSS concentration no longer exceeds 20% as it did in prior years.

See Section 6.3 of the Peninsula Watershed Annual Report, Volume II IMCR for an assessment of wet weather receiving water quality and any observed trends.

6.7 Integrated Monitoring Compliance Report, Stormwater Control Measures [*Attachment E – XVIII.A.5.d*]: Provide a description of efforts that were taken to address stormwater discharges that exceeded one or more applicable water quality based effluent limitation, or caused or contributed to aquatic toxicity:

A discussion of multi-year efforts taken to address water quality based effluent limitations established based on adopted TMDLs for stormwater discharges is discussed in Section 6.5 above.

²⁷ <https://calsafer.dtsc.ca.gov/workflows/productchemicalpetition/11589/>

6.8 Additional Information (optional): If available, the Permittee may include / attach the following items to their report:

- Hydrographs and Flow Data: Hydrographs or flow data of pre- and post-control activity for the 85th percentile, 24-hour rain event, if control measures were designed to reduce impervious cover or stormwater peak flow and flow duration.
- Reference Watershed Flow Duration Curves: For natural drainage systems, develop a reference watershed flow duration curve and compare it to a flow duration curve for the subwatershed under current conditions.
- GIS Project Files: If available, submit a GIS project file that maps all implementation of on-the-ground projects (e.g. riparian buffer/wetland restoration; distributed/green streets; regional projects; new development and redevelopment on-site; and new development and redevelopment off-site).

7. Non-Stormwater Control Measures Summary

Complete the following items in this section.

- 7.1 Provide a description of efforts that were taken to mitigate and/or eliminate all non-stormwater discharges that exceeded one or more applicable water quality based effluent limitations, non-stormwater action levels, or caused or contributed to Aquatic Toxicity [*Attachment E – XVIII.A.5.c*]:

To date the City has not identified any non-stormwater discharges that exceeded one or more WQBELs, non-stormwater action levels or caused or contributed to Aquatic Toxicity. Although the Peninsula Watershed Annual Report, Volume II IMCR reported failures of the Test of Significant Toxicity at receiving water monitoring station RW-1 located in Malaga Cove during the August 2019 dry weather receiving water monitoring events as well as an exceedance of the Ocean Plan objective for Total DDx during the June 2020 monitoring event, runoff from Rolling Hills is not tributary to this site and therefore did not cause or contribute to these receiving water limitation exceedances.

- 7.2 Provide the status of multi-year efforts, including TMDL implementation, related to the implementation or effectiveness assessment of non-stormwater control measures, that were not completed in the current year and will continue into the subsequent year(s) [*Attachment E – XVIII.A.3.h*]:

Results of the City's Non-stormwater Screening and Monitoring Program has demonstrated the effectiveness of non-stormwater control measures. The City continues to implement its water efficient landscape ordinance which over time will further reduce the potential for non-stormwater discharges associated with irrigation runoff as more properties are redeveloped and the ordinance is implemented on more properties. Three such MWELO-compliant landscapes were installed during the reporting year.

- 7.3 Provide an assessment of the effectiveness of the Permittee control measures in effectively prohibiting non-stormwater discharges through the MS4 to the receiving water [*Attachment E – XVIII.A.4.b*]:

For the past nine years, there has been no measureable flow of non-stormwater at the Lariat site during monthly dry weather observations, and this was also the case during the current reporting year. The tributary area to the Lariat site is estimated to be comprised of 94% tributary area from the City of Rolling Hills and 6% tributary area from the City of Rolling Hills Estates, so this is evidence that unauthorized non-stormwater discharges have been effectively prohibited and controlled.

- 7.4 Provide an assessment as to whether the quality of non-stormwater discharges as measured at monitored outfalls is improving, staying the same or declining:

See Peninsula Watershed Annual Report, Volume II IMCR Section 6.3 for discussion of trends in monthly outfall monitoring data which consists of both authorized non-stormwater and stormwater discharges.

- 7.5 Provide an assessment as to whether receiving water quality within the jurisdiction of the Permittee is impaired, improving, staying the same or declining during dry-weather conditions. Each Permittee may compare water quality data from the reporting year to previous years with similar dry-weather

flows, conduct trends analysis, draw from regional bioassessment studies, or use other means to develop and support its conclusions [Attachment E, Part XVIII.A.4.a]:

See Peninsula Watershed Annual Report, Volume II IMCR Section 6.3 for a complete discussion.

- 7.6 Describe sources of significant non-stormwater discharges determined to be a NPDES permitted discharge, a discharge subject to A Record of Decision approved by USEPA pursuant to section 121 of CERCLA, a conditional exempt essential non-stormwater discharge, or entirely comprised of natural flows. [Attachment E – IX.F.2]

Persistent flow in one canyon within the City tributary to the Greater Los Angeles Harbor, Purple Canyon, has been investigated and is attributed to natural flows consistent with this canyon's status as a tributary to George F Canyon, a known perennial stream.

8. TMDL Reporting

Complete the following items in this section.

8.1 Trash TMDL Compliance Report [VI.E.5.c.i]

For Permittees subject to Trash TMDLs, attach a Trash TMDL compliance report for each applicable Trash TMDL detailing compliance with applicable interim and/or final effluent limitations. Indicate if compliance is being achieved through (1) full capture systems; (2) partial capture devices and/or institutional controls; (3) combined compliance approaches; (4) minimum frequency of assessment and collection (MFAC); or (5) an alternative compliance option.

The City is complying with the Machado Lake Trash TMDL and the Santa Monica Bay Debris TMDL through institutional controls and an MFAC program as described in its approved Trash Monitoring and Reporting Plan (TMRP). Results from this tenth year of monitoring found essentially zero trash within the canyon study areas, equating to 100% reduction of trash from its baseline WLA. See attached Machado Lake TMDL Monitoring and Reporting Plan Annual Report and Santa Monica Bay Nearshore and Offshore Debris TMDL Monitoring and Reporting Plan Annual Report.

Both the Santa Monica Bay Debris TMDL and the Machado Lake Trash TMDL were reconsidered by the Regional Board on March 14, 2019. The Regional Board staff report for the reconsideration of these TMDLs accurately stated that the City has met the 100% reduction of trash from baseline waste load allocations. Accordingly, based on advice from the Section Chief of Regional Programs at the time (now Assistant Executive Officer), the City submitted its Revised Trash Monitoring and Reporting Plan (TMRP) for Machado Lake Trash and Santa Monica Bay Debris TMDLs on June 17, 2019. Along with the submittal of the revised TMRP, the City requested a reduction in monitoring frequency from twice per year to once every five years based on data demonstrating a cumulative annual trash discharge rate of zero over the course of nine years of monitoring, now ten including this reporting year of data. The City is awaiting the Regional Board staff's response to this request.

8.2 TMDL Reporting [Attachment E, XIX]

Report on progress towards achieving interim or final milestones/WQBELs/RWLs based on applicable compliance schedules in Attachments L-R and any additional milestones and corresponding deadlines in an approved WMP/EWMP. If this information is reported in another document (e.g. Annual Report Watershed Form) or an attachment, clearly state and provide a reference to the pertinent document and section.

See Peninsula Watershed Annual Report, Volume II IMCR Section 6.5. for a complete discussion of progress toward TMDL milestones/WQBELs/RWLs within the Peninsula CIMP area. Those of particular relevance to Rolling Hills are discussed below.

SANTA MONICA BAY BEACHES BACTERIA TMDL (SMBBB TMDL)

All of the Peninsula beach receiving water shoreline monitoring sites have been delisted from the States 303(d) list for indicator bacteria such that Peninsula beaches are no longer considered to be impaired for human recreation. The Peninsula WMG is required to prevent any degradation of these high quality receiving waters.

SANTA MONICA BAY DEBRIS TMDL

As discussed in Section 8.1 above, the City has attained the final WLAs for this TMDL.

SANTA MONICA BAY DDT AND PCBS TMDL

This is a USEPA established TMDL and therefore no schedule is in effect. The Santa Monica Bay DDT and PCB TMDL assumed that current (baseline) discharges from the MS4 would be in compliance with the WLAs. As shown in Table 9 of the Peninsula Watershed Annual Report, Volume II IMCR Section 6.4.1, monitoring results for the reporting year indicate that, as in the previous reporting year, the group again met the mass-based WLAs calculated on a three-year running average as specified in Attachment M of the Permit

MACHADO LAKE TRASH TMDL

As discussed in Section 8.1 above, the City has attained the final WLAs for this TMDL.

MACHADO LAKE NUTRIENT TMDL

Since August 2011, the Peninsula agencies have been monitoring four outfalls tributary to Machado Lake to assess progress toward meeting WLAs for Total Nitrogen (TN) and Total Phosphorous (TP). Attainment of the final objectives expressed as flow-weighted monthly average concentrations of TP and TN presents significant challenges for the Peninsula agencies during wet months, and especially for Rolling Hills which has no public rights-of-way and limited opportunities for construction of regional projects within its jurisdiction. Documented geologic and geotechnical constraints in many areas of the Palos Verdes Peninsula (including Rolling Hills) do not allow for infiltration-based stormwater control measures. Additionally, biofiltration systems do not reliably attain the 0.1 mg/L TP and 1.0 mg/L TN objectives of this TMDL. The City has participated in the development of external regional projects such as contributing toward the preliminary design work for the Torrance Airport Stormwater Regional Project, collaborating on the feasibility study for the Harbor City Park Multi-Benefit Stormwater Capture Project, and supporting the pursuit of Safe Clean Water Regional Program technical resources funding assistance to conduct a feasibility study of the Peninsula Multi-Benefit Flow Diversion Project.

MACHADO LAKE PESTICIDES AND PCBS TMDL

Peninsula Watershed Annual Report, Volume II IMCR Section 6.5 and Table 10 presents Pesticides and PCBs results for the Lariat site. Sediment concentrations for DDT and PCBs are below the final WLAs based on a three-year average, while DDE and therefore also Total DDx currently exceed the final WLA. This suggests a phasing out of Total DDx from the environment, though additional monitoring is needed to confirm this. Additionally, concentrations of total suspended solids (TSS) observed at the Lariat site in wet weather samples have decreased significantly since the 2016-17 and 2017-18 reporting years such that the running average TSS concentration no longer exceeds 20% as it did in prior years. Since Pesticides and PCBs are sediment-borne pollutants and the TMDL WLAs are expressed as such, the efforts on the City's part to limit sediment discharges from construction sites as described in the MAL Action Plan submitted with its 2016-17 Individual Annual Report and summarized in this annual report appear to be yielding positive results, suggesting a decrease in the loading of sediment-borne pollutants to Machado Lake.

The Machado Lake Pesticide and PCBs TMDLs do not provide for a mass-based compliance approach for these legacy organochlorine pesticides and PCBs, rather WLAs are assigned based on a three-year average concentration in the sediment fraction of the MS4 discharge to Machado Lake. Data collected by the Peninsula WMG analyzing the sediment fraction of MS4 discharges seems to support the underlying assumption in the TMDL that the three-year averaging period provides a means to comply with sediment concentration-based WLAs for Dieldrin and PCBs, but the same

assumption has not been borne out by the data for DDX and Chlordane. A reconsideration of the TMDL is needed in order to provide a means of compliance with the WLAs.

GREATER LOS ANGELES HARBOR WATERS TOXIC POLLUTANTS TMDL

The Dominguez Channel and Greater Los Angeles and Long Beach Harbor Waters Toxic Pollutants TMDL (Harbor Toxics TMDL) contains interim and final WQBELs, with a final deadline of March 23, 2032. As part of the Coordinated Compliance Monitoring and Reporting Program, sampling for both water quality and sediment quality within 12 discrete monitoring areas as well as fish tissue sampling at four discrete sampling areas within the LA and Long Beach Harbor waters is taking place. The City is participating in and contributing financially to this multi-year monitoring program. The members of the Greater Harbor Waters Regional Monitoring Coalition continue to comply with the Harbor Toxics TMDL by conducting all required TMDL monitoring and reporting as stated in the Basin Plan Amendment. Attainment of interim sediment allocations for the Dominguez Channel Estuary and Greater Los Angeles and Long Beach Harbor Waters is being evaluated in accordance with the State of California's Sediment Quality Objective, Part 1 and is being reported as required in the annual monitoring reports submitted by the City of Long Beach on behalf of all the participants.

As depicted in the Peninsula Watershed Annual Report, Volume II IMCR Figures 13g through 13j showing water quality trends in discharge data collected over the past four reporting years at the RHECH outfall monitoring site, which is currently being used as the outfall sampling point for the Harbor Toxics TMDL, results indicate that dissolved metal concentrations were below freshwater CTR limits with the exception of dissolved copper which exceeded the CTR in 4 out of 13 wet weather outfall samples collected over the past four reporting years.

As discussed in section 6.5 above, the City has submitted an Implementation Plan for Machado Lake Pesticides & PCBs, Greater Los Angeles Harbor Waters Toxic Pollutants, and Santa Monica Bay DDT & PCBs Total Maximum Daily Loads, to satisfy the implementation planning requirements for both the Machado Lake Pesticides & PCB and the Dominguez Channel and Greater Los Angeles and Long Beach Harbor Waters Toxic Pollutants TMDLs established by the Regional Board, and also to support attainment of water quality objectives for the Santa Monica Bay DDT and PCBs TMDL issued by U. S. EPA. The City is implementing the strategies for erosion and sediment control, wildfire prevention, and metal source control as described in Section 6.5.

9. WMP/EWMP Schedules and Implementation (If Applicable)

If you are participating in a WMP or EWMP and are reporting on your Adaptive Management Process for this reporting year, complete the following items in this section.

If the requested information will be included in a Watershed Form to be submitted, you may reference the Watershed Form and skip the corresponding item.

9.1 (If applicable) Provide comparison of control measures completed to date with control measures projected to be completed to date in the Permittee's jurisdictional area. List control measures projected to be completed within the next two years and the projected completion dates, as well as the status of implementation and funding. This also includes additional "enhanced" MCMs, institutional controls, and nonstructural BMPs that are not part of the permit's minimum control measures. [*Watershed Management Program Adaptive Management Process (VI.C.8.a)*]:

Table 9a: WMP/EWMP Schedules				
Control Measure	Projected Completion Date	Actual Completion Date	Status of Implementation	Status of Funding
NA	NA	NA	NA	NA

9.2 (If applicable) Describe any modifications, including where appropriate new compliance deadlines and interim milestones, with the exception of those compliance deadlines established in a TMDL, necessary to improve the effectiveness of the WMP/EWMP:

Not Applicable. City is not participating in a WMP or EWMP.

10. Watershed Hydrology

Complete the following items in this section.

If the information on watershed hydrology requested in the following section is included in a Watershed Form or was previously included in a WMP or EWMP, you may simply reference those documents.

10.1 (If Applicable) Watershed Summary Information, Organization, and Content: Provide the information below in the odd year Annual Report (e.g., Year 1, 3, 5)²⁸, or any updates to the information below if previously provided. The requested information shall be provided for each watershed within the Permittee's jurisdiction [*Attachment E – XVII*]:

Provide the following information related to the Watershed Management Area:

- 1) Description of effective TMDLs, applicable WQBELs, receiving water limitations, implementation and reporting requirements, and compliance dates;
- 2) List of CWA Section 303(d) listings not addressed by TMDLs.
- 3) Results of regional bioassessment monitoring. (If applicable, a reference to the SMC will suffice here.)
- 4) Description of known hydromodification effects to receiving waters.
- 5) Description and location of natural drainage systems.
- 6) Description of groundwater recharge areas, including number and acres.
- 7) Maps and/or aerial photographs identifying ESAs, ASBS, natural drainage systems, and groundwater recharge areas.

1) TMDLs that have been developed and for which the City is identified as a responsible agency are listed in Table 10a below.

2) 303(d) listings not addressed by TMDLs are coliform bacteria in the Wilmington Drain which is a tributary of Machado Lake, and new listings for arsenic and mercury in Santa Monica Bay.

3) The City is not aware of any bioassessment monitoring that has been conducted within the City. Please see results of Regional Watershed Monitoring Program (Bioassessment Program) being managed by the Southern California Stormwater Monitoring Coalition (SMC).

4) The City is not aware of known hydromodification effects to receiving waters within its jurisdiction.

5) Natural drainage systems within the City as identified in the NSW Screening & Monitoring Program include: Agua Magna Canyon, Johns Canyon, Sepulveda Canyon, Blackwater Canyon, Upper Bent Spring Canyon in the Machado Lake Watershed; Swaffield Canyon, Purple Canyon and George F Canyon in the Greater LA Harbor Watershed; Paintbrush Canyon, Klondike Canyon, and one unnamed canyon in the Santa Monica Bay Watershed.

6) The City is not aware of any mapped areas of groundwater recharge within its boundaries. There is one groundwater recharge area that is outside the City but to which a portion of the Machado Lake Watershed area of the City is tributary, it is located on the site of the former Chandler Quarry, a Regional EWMP BMP that is within the neighboring City of Rolling Hills Estates.

7) A map of the City showing Significant Ecological Areas and natural drainage systems was previously provided and has not changed.

²⁸ Year 1 = 2012-13 Annual Report; Year 2 = 13-14; Year 3 = 14-15; Year 4 = 15-16; Year 5 = 16-17;...

Table 10a: Effective TMDLs Applicable to the City of Rolling Hills			
TMDL	Regional Board Resolution Number	Effective Date and/or Environmental Protection Agency (EPA) Approval Date	Final Compliance Date
Santa Monica Bay Beaches Wet Weather Bacteria TMDL – Jurisdictional Group 7	2002-022 Amended by R12-007	July 15, 2003 R12-007 effective July 2, 2014	July 15, 2021
Santa Monica Bay Beaches Dry Weather Bacteria TMDL – Jurisdictional Group 7	2002-004 Amended by R12-007	July 15, 2003 R12-007 effective July 2, 2014	Summer Dry: July 15, 2006 Winter Dry: Nov 1, 2009
Santa Monica Bay Nearshore and Offshore Debris TMDL	R10-010	March 20, 2012	March 20, 2020
Machado Lake Trash TMDL	2007-006	March 6, 2008	March 6, 2016
Machado Lake Nutrient TMDL	2008-006	March 11, 2009	September 11, 2018
Machado Lake Pesticides and PCBs (Toxics) TMDL	R10-008	March 20, 2012	September 30, 2019
Dominguez Channel and Greater Los Angeles and Long Beach Harbor Waters Toxic Pollutants TMDL	R11-008	March 23, 2012	March 23, 2032
Santa Monica Bay TMDL for DDTs and PCBs	EPA Established	March 26, 2012	No Implementation Schedule ¹

¹ This TMDL was established by the USEPA and therefore has no associated implementation schedule.

Provide the following information related to the Subwatershed (HUC-12):

- 1) Description including HUC-12 number, name and a list of all tributaries named in the Basin Plan.
 - 2) Land Use map of the HUC-12 subwatershed.
 - 3) 85th percentile, 24-hour rainfall isohyetal map for the subwatershed.
 - 4) One-year, one-hour storm intensity isohyetal map for the subwatershed.
 - 5) MS4 map for the subwatershed, including major MS4 outfalls and all low flow diversions.
- 6) The City is located on the drainage divide between two HUC 12 watershed boundaries on the Palos Verdes Peninsula: the Santa Monica Bay and Dominguez Channel (which includes the Machado Lake and Greater Los Angeles Harbor subwatersheds) such that portions of the City drain to each watershed as shown in Figure 1 in the Peninsula Watershed Annual Report, Volume II IMCR. Table 10b below provides the list of tributaries named in the Basin Plan to which portions of the City are tributary along with the Hydrologic Unit Code (HUC 12) number and name for those tributaries.
 - 7) The City is a small (3 square miles), private, entirely single family residential community with fewer than 2,000 residents. A map of the Peninsula showing land use and the watershed divide is included in Figure 1 in the Peninsula Watershed Annual Report, Volume II IMCR — the City of Rolling Hills' boundary is included on that map. A more detailed land use map of the City of Rolling Hills is provided as Attachment A.
 - 8) The City relies on the County of Los Angeles Hydrology Map, which contains the 24-hour 85th percentile isohyetal map throughout the County and can be found at:
<http://www.ladpw.org/wrd/hydrologygis/>
 - 9) The City relies on the NOAA Atlas 14 Point Precipitation Frequency Estimates for California map and can be found at:
https://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=ca
 - 10) The City does not own or operate any portion of the MS4. A map of the major MS4 outfalls in the Peninsula CIMP WMG was included as Figure 2 of the Peninsula CIMP—none of the major MS4 outfalls are located in the City of Rolling Hills.

Table 10b: HUC 12 Tributaries ²⁹ for Rolling Hills		
Waterbody	Hydrologic Unit Code	Tributary of
Los Angeles County Coastal Streams		
Altamira Canyon	180701040500	Santa Monica Bay
Klondike Canyon	180701040500	Santa Monica Bay
Portuguese Canyon	180701040500	Santa Monica Bay
Dominguez Channel Watershed		
Agua Magna Canyon	180701060701	Wilmington Drain
Bent Spring Canyon	180701060701	Machado Lake
George F Canyon	180701060701	Los Angeles Harbor
Sepulveda Canyon	180701060701	Agua Magna Canyon

Provide the following information related to the Permittee(s) Drainage Area(s) within the Subwatershed:

- 1) A subwatershed map depicting the Permittee(s) jurisdictional area and the MS4, including major outfalls (with identification numbers), and low flow diversions (with identifying names or numbers) located, within the Permittee's jurisdiction.
- 2) Provide the estimated baseline percent of effective impervious area (EIA) within the Permittee(s) jurisdictional area as existed at the time that this Order became effective and, if possible, the estimated change in the stormwater runoff volume during the 85th percentile, 24-hour storm event.

- 1) The City does not own or operate any portion of the MS4. A map of the major MS4 outfalls in the Peninsula CIMP WMG was included as Figure 2 of the Peninsula CIMP—none of the major MS4 outfalls are located in the City of Rolling Hills.
- 2) The City is an entirely residential semi-rural community of single-family, one-story homes located within three square miles. Minimum lot size is 1 acre; the average lot size is 2.7 acres. There is no public infrastructure and no City-owned or maintained storm drains, roads, sewers, sidewalks or curb-and-gutter, though there are some limited and discontinuous MS4 structural improvements owned/operated by the Los Angeles County Flood Control District (LACFCD). Accordingly, few parcels are connected directly to an improved MS4 and most drainage is conveyed via primarily natural drainage courses (with some structural improvements to manage energy dissipation and protect slopes). There are no readily available historical records from which to estimate baseline effective impervious

²⁹ Waterbodies and Hydrologic Unit Codes as identified in the Water Quality Control Plan - Los Angeles Region (Basin Plan), Appendix 1, Table 1: Inventory of Major Surface Waters and Waters to which they are Tributary. Note that HUC 12 numbers in Basin Plan appear to be different than those shown on the 2012 LA MS4 Permit Attachment B Watershed Area Maps.

area. The estimation of stormwater runoff volume during the 85th percentile/24-hour storm for the City as a whole by watershed is even more challenging, especially since the depth of the 85th percentile/24-hour storm varies significantly from one part of the City to another.

- 10.2 **Rainfall Summary:** Provide a rainfall summary for the reporting year including: (1) A summary of the number of storm events; (2) The highest volume event (inches/24 hours); (3) The highest number of consecutive days with measureable rainfall; and (4) The total rainfall during the reporting year compared to average annual rainfall for the subwatershed [*Attachment E – XVIII.A.2*]:

11)

See Peninsula Watershed Annual Report, Volume II IMCR Section 6.1.

- 10.3 **SW Monitoring Event Summary:** Provide a summary table describing rainfall during stormwater outfall and wet-weather receiving water monitoring events. The summary description shall include the date, time that the storm commenced and the storm duration in hours, the highest 15-minute recorded storm intensity (converted to inches/hour), the total storm volume (inches), and the time between the storm event sampled and the end of the previous storm event.

Table 10a: Summary of Stormwater Outfall and Wet Weather Receiving Water Monitoring Events						
Event	Date	Storm Start Time	Storm Duration [hours]	Highest Storm Intensity - 15min [in/hr]	Total Storm Volume [inches]	Span Between Sample Event and Previous Storm Event [hours]
See Peninsula Watershed Annual Report, Volume II IMCR Section 6.1.						

11. Additional Information (Optional)

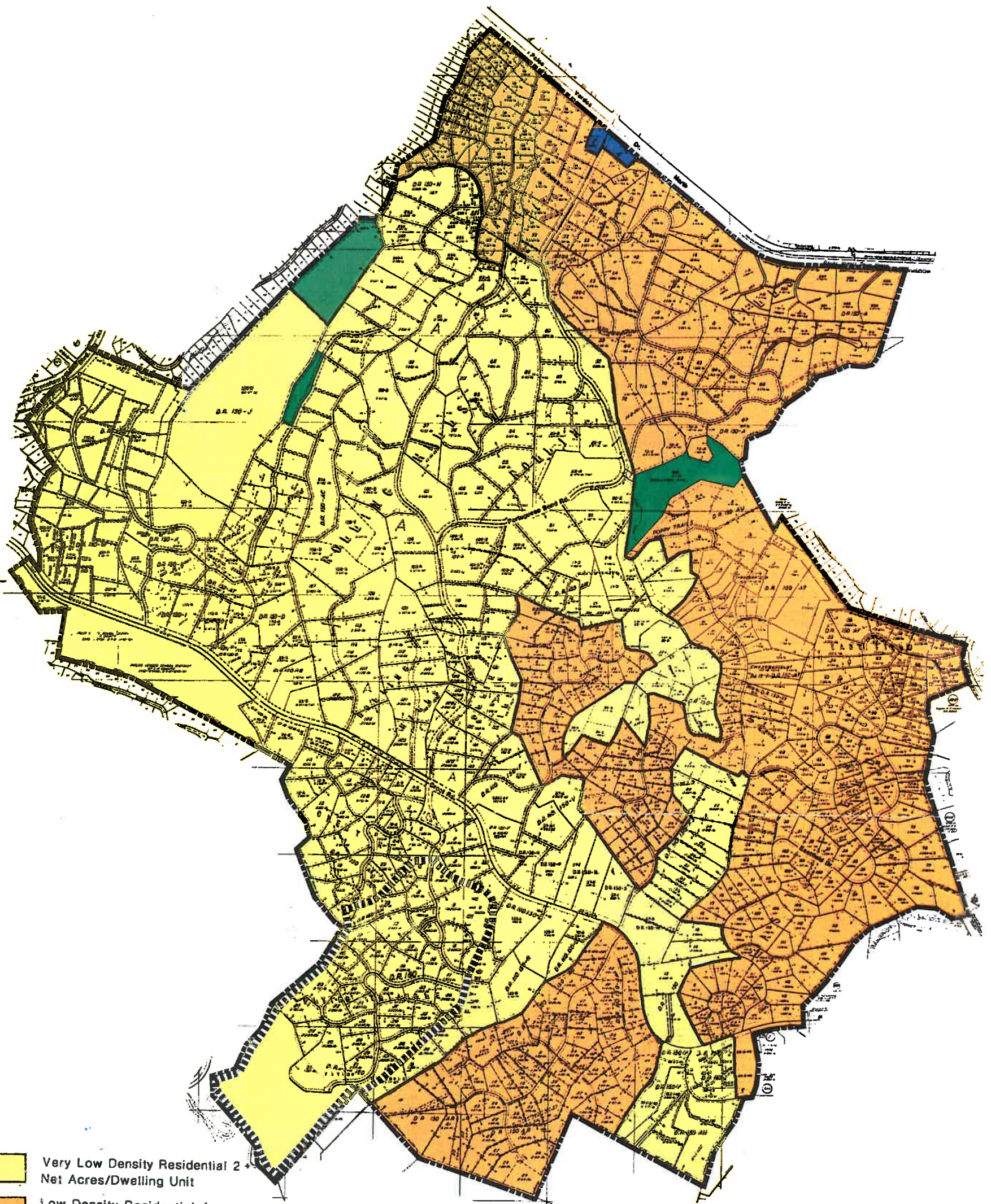
Provide any additional information in this section.

You may use this section to report any additional information not specified in the Individual Permittee Report Form; information in the Individual Form that is better presented outside of the report form structure; and/or data limitations that prevented requested information from being obtained.

You may also provide an additional detailed summary table describing control measures that are not otherwise described in the reporting requirements.

The Peninsula CIMP group has added arsenic and mercury to the Peninsula CIMP monitoring at receiving water stations (RW-1 and RW-2) and stormwater outfalls (SD-1 and SD-2) in the Santa Monica Bay Watershed consistent with the new 303(d) listings for Santa Monica Bay for these constituents .

ATTACHMENT A
LAND USE MAP OF ROLLING HILLS











-  Very Low Density Residential 2 +
Net Acres/Dwelling Unit
 -  Low Density Residential 1 +
Net Acres/Dwelling Unit
 -  Civic Center
 -  Publicly Owned Open Space
 -  Landslide Hazard Overlay
-   North  scale in feet



Figure LU-2
Land Use Policy Map

JUNE 25, 1990

ATTACHMENT B
MACHADO LAKE TRASH TMDL ANNUAL REPORT



Rolling Hills

Machado Lake Trash Total Maximum Daily Load
Monitoring and Reporting Plan Annual Report

December 15, 2020



Prepared By:



Rolling Hills

Machado Lake Trash Total Maximum Daily Load (TMDL) Monitoring and Reporting Plan Annual Report

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Rolling Hills

Machado Lake Trash Total Maximum Daily Load (TMDL) Monitoring and Reporting Plan Annual Report

Executive Summary

This report summarizes results from the Trash Discharge Rate studies of the Trash Monitoring and Reporting Plan (TMRP) conducted in the City of Rolling Hills (City) in accordance with the Machado Lake Trash Total Maximum Daily Load (TMDL). The results of this report represent data collected during three monitoring events conducted throughout the year as approved by the Regional Water Quality Control Board (Regional Board) Executive Officer¹. Results from this tenth year of monitoring found essentially zero trash within the canyon study areas, equating to an undetectable discharge rate.

The TMDL requires an annual 20% reduction of trash discharge from prescribed baseline waste load allocations (WLAs) beginning four years from the effective date of the TMDL. The final waste load allocation of zero trash discharge from the City shall be met eight years after the effective date. This TMDL became effective March 6, 2008. The objective of the TMRP is to determine the annual trash generation and discharge rates for the City of Rolling Hills and to quantify the effectiveness of its current Best Management Practices (BMP) program. This report demonstrates that the City's current BMPs effectively achieve the functional equivalent of zero trash discharge. After calculating the trash generation and discharge rates from the data collected over the course of this study and past studies, it was concluded that the City's BMP program effectively achieves a 100% reduction of trash from its baseline WLA. Compliance is achieved through institutional and source controls based on the City's strict enforcement of litter laws and the City's ability to encourage the Rolling Hills Community Association (RHCA) to maintain its trails and roads since the City does not have any public rights-of-way or control of the roads and trails².

Based on the outcome of past studies and this additional year of study, the City has been able to demonstrate that it has achieved the final WLA required by the TMDL. Based on its demonstration of compliance with the final WLA, the City requested relief from the trash TMDL monitoring requirements in its 2011 Annual Report to the Regional Board. The Regional Board responded, requiring additional monitoring on a reduced schedule of "twice per year and immediately following the first major storm event of the year" to demonstrate continued compliance with the TMDL¹. The monitoring data presented in this tenth annual monitoring report represent calendar year 2019, and demonstrate continued compliance with the final WLA of zero trash discharge from the City based on data collected from the seven drainage canyons following the reduced schedule approved by the Regional Board.

Background

The TMDL identifies point and non-point sources of trash in the Machado Lake subwatershed, which is located in the Dominguez Channel and LA Harbor Watersheds and establishes a schedule for compliance with assigned load and waste load allocations respectively. The City of Rolling Hills is a community with no public infrastructure or rights-of-way. The City is an entirely low-density single-family residential

¹ Letter dated March 5, 2012 from Samuel Unger, Executive Officer, Los Angeles Regional Water Quality Control Board to Anton Dahlerbruch, City Manager of Rolling Hills.

² Roads in the City are roadway easements deeded by property owners to the RHCA for resident and visitor access. The trails are similarly deeded to the RHCA. Both are maintained by the Association. The City maintains a contract with the RHCA whereby the City can request crew to conduct a survey and trash collection event after a major storm or wind event.

community consisting of large parcels with estate-size one-story ranch style homes (minimum one-acre lots). There are 685 single family residences in the City, with a total population of 1,906. There are no City-owned or maintained storm drains, roads, sewers, or sidewalks. The roadways are private, deeded to the Rolling Hills Community Association (RHCA), which maintains the roadways and approximately 30 miles of dedicated trails. Entry and exit to the City is gated and restricted to residents and guests only. The City of Rolling Hills prohibits littering through its nuisance ordinance. The RHCA building regulations also require trash enclosures at each residence. There are no industrial or commercial land uses within the City.

Approximately 43% of the City lies within the Machado Lake watershed with the remaining portion distributed between the Santa Monica Bay and Greater Los Angeles Harbor watersheds. There are short sections of storm drains in the City which are owned by the Los Angeles County Flood Control District. These storm drains primarily consist of culverts crossing under private roads that convey stormwater into densely vegetated natural canyons which are located on private property and essentially act as natural filters for stormwater runoff. The City is a gated community so there are no public access points to creeks, channels, or other water bodies within the City. There are no City-owned drainage outlets. Stormwater carried through the natural drainage system typically exits the City and then enters culverts that are owned by other municipalities, such as the County of Los Angeles. A drainage map of the City is included in Appendix A.

Because the City of Rolling Hills does not have a storm drain system that is amenable to the installation of full capture devices, it has implemented a Trash Monitoring and Reporting Plan (TMRP) which includes a Minimum Frequency of Assessment and Collection Program (MFAC) in conjunction with Best Management Practices (BMPs) in order to achieve compliance with the Machado Lake Trash TMDL.

Rolling Hills initiated the trash monitoring in July 2009 by conducting semi-annual trash collections on residential road/equestrian trails (during the rainy season and dry season) in order to calculate the Annual Trash Generation Rate as specified in the approved TMRP. The Annual Trash Generation Rate used in this report is the average of two previous years' monitoring data (July 2009-July 2011). This data along with the calculation of the trash generation rate is included in Appendix B. In addition to the streets and trails monitoring, seven sub-drainage canyons tributary to Machado Lake were monitored on a quarterly basis and after an inclement weather event using an MFAC program to determine the Annual Trash Discharge Rate. Monitoring at canyon locations was implemented on a quarterly basis for two and a half years. The frequency was then reduced to twice a year and immediately following the first major storm event of the year, as approved by the Regional Board.

Baseline Waste Load Allocation

The Machado Lake Trash TMDL requires all responsible parties to reduce their Baseline WLAs by 20% per year beginning four years from the effective date of the TMDL until zero trash discharge is achieved. The TMDL establishes an eight-year schedule for the complete elimination of trash discharges from point sources in the Machado Lake watershed. The Regional Board staff report for the TMDL proposed a Baseline WLA of 5,334 gallons of uncompressed trash per square mile per year based on data collected by the County of Los Angeles during the 2002-03 and 2003-04 storm years for the Los Angeles River and Ballona Creek watersheds. The Regional Board staff report assigned the City a baseline WLA of 3,001.9 gallons of dry uncompressed trash based on a drainage area of 0.56 square miles; however, additional GIS work performed by City and County of Los Angeles staffs during the development of the joint TMRP resulted in increasing the City of Rolling Hills' drainage area within the watershed. The correct area was confirmed by Geosyntec Consultants based on a contour map delineation of a 1.3 square mile drainage area within the Machado Lake subwatershed. This area consists solely of low-density residential land uses, therefore a more accurate revised baseline WLA will be the product of the trash generation rate of 5,334 gallons per

square mile per year described in the TMDL and the 1.3 square mile area draining to Machado Lake. This product equates to 6,934.2 gallons of dry uncompressed trash. A summary of the TMDL schedule, compliance dates, required reductions and current levels based on this revised baseline WLA are presented in Figure 1.

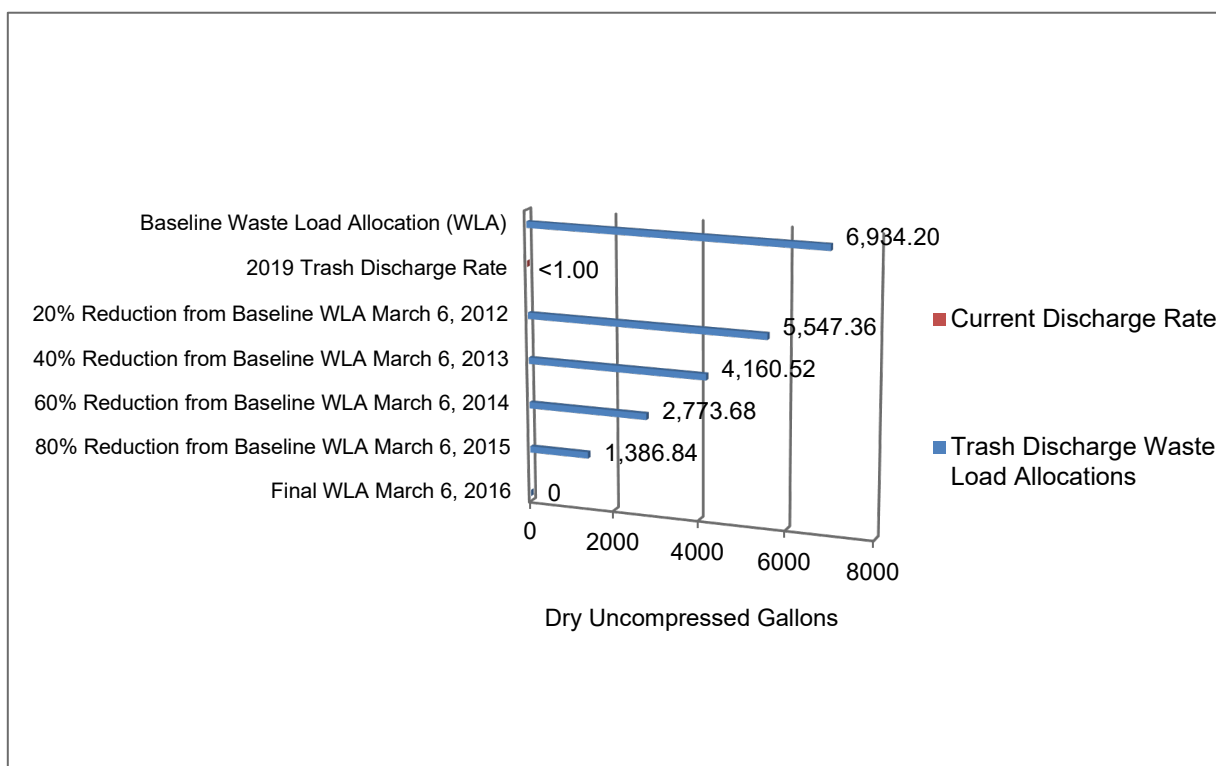


FIGURE 1. IMPLEMENTATION SCHEDULE FOR REVISED BASELINE WASTELOAD ALLOCATION

Trash Discharge Rates

Since July 2009 the City of Rolling Hills has implemented a TMRP including an MFAC program and calculated a modified Daily Generation Rate (DGR) to determine its annual trash discharge and generation rates respectively. These rates were then used to determine the effectiveness of the City's current BMP program and to demonstrate compliance with the TMDL WLAs.

Generation Rate Methodology

The previous monitoring reports explain the details of the Generation Rate Methodology. Trash generation rate data from previous annual reports was averaged, and this average was used to determine the City-specific "Annual Trash Generation Rate" used in this report (see data in appendix B).



FIGURE 2. BLACK WATER CANYON ON DECEMBER 10, 2019

Discharge Rate Methodology

The annual trash discharge rate from the City of Rolling Hills was determined through an MFAC program conducted at the mouth of all seven sub-drainage canyons tributary to Machado Lake. At each of these canyons, a 6-foot section was measured and recorded using GPS and trail marking tape beginning at the furthest downstream section of each canyon. These same sections of canyons were monitored during each subsequent collection event for consistency³. Since these natural, soft bottom canyons receive 100% of the runoff from the portion of the city draining to Machado Lake, they fully characterize the discharge from the City. Due to steep terrain and the presence of dense vegetation, RHCA staff does not conduct trash pickups in these canyons. Therefore, the trash collected under this TMRP during each collection event was assumed to accurately characterize all the accumulation since the last collection event. Canyon collection events were conducted biannually and following the first major storm event of the year as directed by the Regional Board. The annual trash discharge rate was calculated as the sum of the trash collected during these events scaled to obtain an annual discharge rate. All collected data including the calculation of the trash discharge rate is included in Appendix C.

Field Collection and Quantification:

During this year's monitoring events, a plastic bottle was observed during the September 24, 2019 Dry Season event at Unnamed Canyon #2 and a plastic cup was observed during the December 10, 2019 After Rain event at Unnamed Canyon #3. No trash was observed at other canyons within the study areas or during the December 20, 2019 Wet Season event. The methodology outlined below was followed for trash collection and quantification during monitoring events.

Trash was collected manually based on the Surface Water Ambient Monitoring Program (SWAMP) Rapid Trash Assessment Method (RTAM)⁴ protocol. The collected trash was then taken back to the RHCA maintenance area where it was sorted and measured using the following procedures:

1. Standard safety precautions outlined in the Health and Safety Plan included as an amendment to the TMRP were always followed during the trash monitoring and collection operations.
2. All collected trash and debris were disposed of properly in accordance with all applicable laws and regulations.
3. Non-anthropogenic debris and vegetative matter was separated from the trash and disposed of appropriately.
4. The collected trash was sorted manually, only pieces larger than ¼ inch were counted.
5. A digital scale was used to weigh the trash and a 5-gallon bucket was used to estimate its volume in dry uncompressed gallons. All figures were rounded to the nearest half gallon.
6. Each full bucket of anthropogenic trash was weighed and sorted in order to characterize the contents by type of constituent (plastic, paper, glass, metal, and other).

Characterization

For the purposes of the Machado Lake Trash TMDL, trash was defined as man-made litter and was tallied using the following criteria:

- Litter consisted of all improperly discarded waste material as defined in the TMDLs
- Any piece of trash equal to or greater than ¼ inch was collected and tallied

³ Details on monitoring locations can be found in the approved City of Rolling Hills Trash Monitoring and Reporting Plan which is included as an addendum in the Trash Monitoring and Reporting Plan prepared by the Machado Lake Trash TMDL Jurisdictional Group and received by the Regional Board on September 5, 2008

⁴ The modified SWAMP RTAM protocol is outlined in the approved City of Rolling Hills Trash Monitoring and Reporting Plan which is included as an addendum in the Trash Monitoring and Reporting Plan prepared by the Machado Lake Trash TMDL Jurisdictional Group and received by the Regional Board on September 5, 2008.

- Vegetative debris was not considered trash

The characterization of trash was done by separating it according to constituent. Examples of the different types of constituents collected throughout the past years are described below.

- Plastic: bags, bottles, jugs, Styrofoam, straws, food wrappers
- Paper: bags, newspaper, scraps, wrappers
- Glass: bottles, scraps, broken windows
- Metal: aluminum foil, aluminum and steel cans, bottle caps, auto parts, wires
- Other: Baseballs, tennis balls, golf balls, fabric clothing items

Results

Discharge Rate

The cumulative volume of trash collected from the outlet of the drainage canyons was <1 gallon of dry uncompressed anthropogenic trash during the three collection events. It should be noted that these monitoring locations are situated at the bottom of natural drainage canyons which are intersected by a major roadway just outside the City boundary. As previously noted in past reports, there was a minimal amount of trash accumulation observed along the road just outside the study area and City boundaries. Therefore, it is important to point out that this year and the past years' very low discharge rates are most likely an overestimate due to the likelihood of trash from the road outside the City boundary entering the study area via wind transport. Appendix C displays the collection data along with the calculation methodology for the trash discharge rate.

The effectiveness of the current BMP program in place in the City is demonstrated through the following equation proposed in the approved City of Rolling Hills Trash Monitoring and Reporting Plan, which is included as an addendum in the Trash Monitoring and Reporting Plan prepared by the Machado Lake Trash TMDL Jurisdictional Group received by the Regional Board on September 5, 2008:

$$\begin{array}{ll}
 G_a = 2,860 \text{ gal/year} & \text{Annual Trash Generation Rate} \\
 D_a = <1.0 \text{ gal/year} & \text{Annual Trash Discharge Rate} \\
 \text{Percent Reduction of Trash in City} & \frac{[G_a - D_a]}{G_a} * 100 \\
 & \frac{[2,860 - 1.0]}{2,860} * 100 \\
 \text{Final Percent Reduction of Trash in City} = & 99.97\% \approx 100\% *
 \end{array}$$

*Figure rounded to the nearest hundredth of a percent

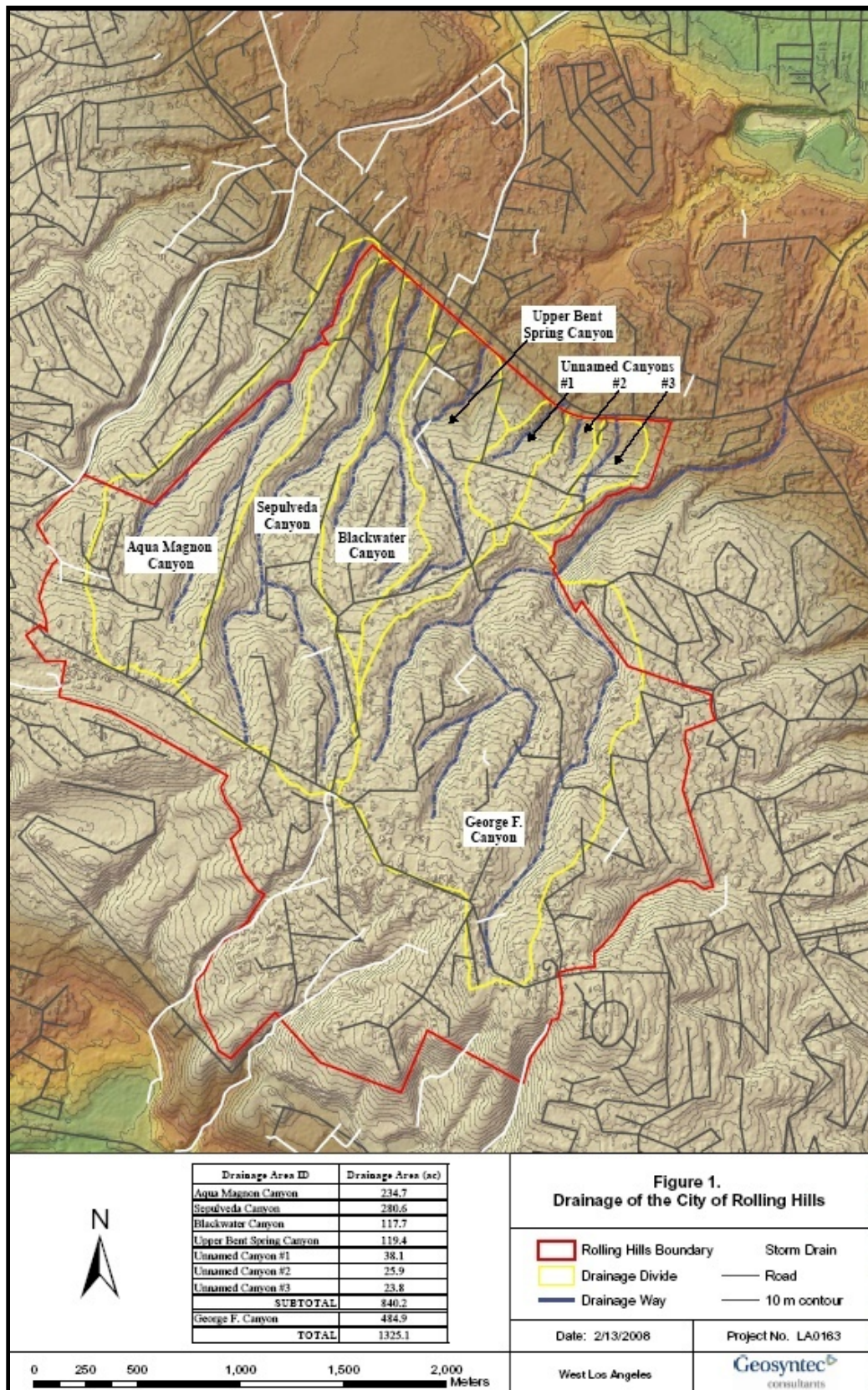
Conclusion

The results obtained during this study indicate an effective implementation of existing institutional and source controls such as weekly collection of trash (with additional pickup as needed) along roads and equestrian trails by the RHCA maintenance crew, strict enforcement of litter laws, enforcement of ordinances requiring solid waste enclosures, and close oversight of the solid waste hauler.

Discharge rates at the canyon outlets were essentially undetectable, which is consistent with previous years' data. The densely vegetated natural canyons effectively function as full capture filters for trash generated within the City. The collected data demonstrates that the City is effectively reducing its generated trash by 100% through its current BMP program. In addition, when compared to the baseline WLA of 6,934.2 gallons per year, the City is meeting the waste load allocation of zero trash discharge to Machado Lake. Based on the outcome of this additional year of study, the City is able to demonstrate achievement of the final waste load allocation, and continued compliance with the Machado Lake Trash TMDL.

Appendix A

Drainage Map of City of Rolling Hills



Appendix B

Calculation of Trash Generation Rate

TABLE 1. CALCULATIONS OF ANNUAL TRASH GENERATION RATE⁵

Date of WGR Sampling	Land Use Sampled	Trash Collected from Representative Area in Gallons (T_c)*	Miles Surveyed (M)	Total Miles Draining to Machado Lake (M_t)	Total Trash Generated Weekly within Representative Area in gallons (T_g)	Weekly Trash Generation Rates per Collection Event (T_w)
7/15/2009	Street	1.5	1	11	$[T_c * M * M_t] = 16.5$	21.5
7/15/2009	Equestrian Trail	0.5	1	10	$[T_c * M * M_t] = 5$	
1/13/2010	Street	5	1	11	$[T_c * M * M_t] = 55$	65
1/13/2010	Equestrian Trail	1	1	10	$[T_c * M * M_t] = 10$	
7/15/2010	Street	7.5	1	11	$[T_c * M * M_t] = 82.5$	82.5
7/15/2010	Equestrian Trail	0	1	10	$T_c * M * M_t * D = 0$	
1/20/2011	Street	5	1	11	$[T_c * M * M_t] = 55$	65
1/20/2011	Equestrian Trail	1	1	10	$[T_c * M * M_t] = 10$	
7/20/2011	Street	3	1	11	$[T_c * M * M_t] = 36$	41
7/20/2011	Equestrian Trail	0.5	1	10	$[T_c * M * M_t] = 5$	

Average Weekly Trash Generation Rate (G_w)

$$[T_1^w + T_2^w + T_3^w + T_4^w + T_5^w] / 5 = 55$$

Annual Trash Generation Rate (G_a)

$$[G_w * 52] = 2,860 \text{ Gal/year dry uncompressed trash}$$

* All Figures have been rounded to the nearest half gallon of dry uncompressed trash.

⁵ 2010 and 2011 figures included for reference.

Appendix C

Calculation of Trash Discharge Rate

TABLE 2. CALCULATIONS OF ANNUAL TRASH DISCHARGE RATE

	Area Draining to this location	9/24/19 (Dry Season)	12/10/19 (After Rain Event)	12/20/19 (Wet Season)	Total Discharge Collected
#1 Sepulveda Canyon	0.4 sq miles	0	0	0	0
#2 Black Water Canyon	0.2 sq miles	0	0	0	0
#3 Upper Bent Spring Canyon	0.2 sq miles	0	0	0	0
#4 Unnamed Canyon 1	0.06 sq miles	0	0	0	0
#5 Unnamed Canyon 2	0.04 sq miles	<0.5 gal	0	0	<0.5 gal
#6 Unnamed Canyon 3	0.04 sq miles	0	<0.5 gal	0	<0.5 gal
#7 Aqua Magnon Canyon	0.4 sq miles	0	0	0	0
TOTALS	1.3 sq miles	<0.5 gal	<0.5 gal	0	<1 gal
Annual Trash Discharge Rate (D_a)					<1 gal/year

*All Figures were rounded to the nearest quarter gallon of dry uncompressed trash.

ATTACHMENT C
SANTA MONICA BAY DEBRIS TMDL ANNUAL REPORT



Rolling Hills

Santa Monica Bay Nearshore and Offshore Debris Total
Maximum Daily Load Monitoring and Reporting Plan
Annual Report

December 15, 2020



Prepared By:



Rolling Hills

Santa Monica Bay Nearshore and Offshore Debris Total Maximum Daily Load Monitoring and Reporting Plan Annual Report

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Rolling Hills

Santa Monica Bay Nearshore and Offshore Debris Total Maximum Daily Load Monitoring and Reporting Plan Annual Report

Executive Summary

This report summarizes results from the Trash Discharge Rate studies of the Trash Monitoring and Reporting Plan (TMRP) conducted in the City of Rolling Hills (City) in accordance with the Santa Monica Bay Nearshore and Offshore Debris (SMB TMDL). The results of this report represent data collected during three monitoring events conducted throughout the year as approved by the Regional Water Quality Control Board (Regional Board) Executive Officer¹. Results from this tenth year of monitoring found essentially zero trash within the canyon study areas, equating to an undetectable discharge rate.

Similar to the Machado Lake Trash TMDL (ML TMDL), the SMB TMDL requires an annual 20% reduction of trash discharge from prescribed baseline waste load allocations beginning four years from the effective date of the TMDL. The final waste load allocation of zero trash discharge from the City should be met eight years after the effective date, or by March 20, 2020. The objective of the TMRP is to determine the annual trash generation and discharge rates for the City of Rolling Hills and to quantify the effectiveness of its current Best Management Practices (BMP) program. This report demonstrates that the City's current BMPs effectively achieve the functional equivalent of zero trash discharge. After calculating the trash generation and discharge rates from the data collected over the course of this study and past studies, it was concluded that the City's BMP program effectively achieves a 100% reduction of trash from its baseline WLA. Compliance is achieved through institutional and source controls based on the City's strict enforcement of litter laws and the City's ability to encourage the Rolling Hills Community Association (RHCA) to maintain its trails and roads since the City does not have any public rights-of-way or control of the roads and trails².

The City is under two trash TMDLs, the SMBTMDL which became effective March 20, 2012, and the Machado Lake TMDL (MLTMDL) which became effective March 6, 2008. The City has been conducting monitoring consistent with its approved TMRP for the MLTMDL since July 2009. In its letter dated September 3, 2013, the Regional Board approved the City's TMRP for SMBTMDL finding that the City may utilize the Machado Lake TMRP previously approved by the Regional Board and the resulting monitoring data to establish compliance with the SMBTMDL. The City was directed to submit separate annual monitoring reports for the SMBTMDL using the data obtained from the Machado Lake TMRP. Based on the outcome of past studies and this additional year of study, the City has been able to demonstrate that it has achieved the final WLA required by the SMBTMDL and MLTMDL. Based on its demonstration of compliance with the final WLA, the City requested relief from the trash MLTMDL monitoring requirements in its 2011 Annual Report to the Regional Board. The Regional Board responded requiring additional monitoring on a reduced schedule of "twice per year and immediately following the first major storm event of the year" to demonstrate continued compliance with the ML TMDL. The monitoring data presented in this tenth annual monitoring report represent calendar year 2019 and demonstrate continued compliance with the final WLA of zero trash discharge from the City based on data collected from the seven drainage canyons following the reduced schedule approved by the Regional Board.

¹ Letter dated March 5, 2013 from Samuel Unger, Executive Officer, Los Angeles Regional Water Quality Control Board to Steve Burrell, Interim City Manager of Rolling Hills.

² Roads in the City are roadway easements deeded by property owners to the RHCA for resident and visitor access. The trails are similarly deeded to the RHCA. Both are maintained by the Association. The City maintains a contract with the RHCA whereby the City can request crew to conduct a survey and trash collection event after a major storm or wind event.

Background

The City of Rolling Hills is a community without public infrastructure or rights-of way. The City is an entirely low-density, single-family residential community consisting of large parcels with estate-size one-story ranch style homes (minimum one-acre lots). There are 685 single family residences in the City, with a total population of 1,906. There are no City-owned or maintained storm drains, roads, sewers, or sidewalks. The roadways are private, deeded to the Rolling Hills Community Association (RHCA), which maintains the roadways and approximately 30 miles of dedicated trails. Entry and exit to the City is gated and restricted to residents and guests only. The City of Rolling Hills prohibits littering through its nuisance ordinance. The RHCA building regulations also require trash enclosures at each residence. There are no industrial or commercial land uses within the City.

Approximately 22% of the City lies within the Santa Monica Bay watershed with the remaining portion distributed between the Machado Lake (~43%) and Greater Los Angeles Harbor watersheds (~35%). There are short sections of storm drains in the City which are owned by the Los Angeles County Flood Control District. These storm drains primarily consist of culverts crossing under private roads that convey storm water into densely vegetated natural canyons which are located on private property and essentially act as natural filters for stormwater runoff. The City is a gated community so there are no public access points to creeks, channels, or other water bodies within the City. There are no City-owned drainage outlets. Stormwater carried through the natural drainage system typically exits the City and then enters culverts that are owned by other permittees, such as County of Los Angeles and other municipalities. A drainage map of the City is included in Appendix A.

Because the City of Rolling Hills does not have a storm drain system that is amenable to the installation of full capture devices, it has implemented a Trash Monitoring and Reporting Plan (TMRP) which includes a Minimum Frequency of Assessment and Collection Program (MFAC) in conjunction with Best Management Practices (BMPs) in order to achieve compliance with the SMB TMDL.

The natural canyons conveying drainage from the City in the Santa Monica Bay tributary area are very steep and treacherous, making entry for the purpose of discharge monitoring unsafe and more dangerous to enter than the seven canyons monitored in the Machado Lake watershed. Pictures illustrating the Rolling Hills drainage toward Santa Monica Bay are included in Appendix B. To utilize the compliance methodology of the Machado Lake tributary area within the City of Rolling Hills as representative of the compliance status of the tributary area to the Santa Monica Bay is a conservative assumption which underestimates compliance and thus is protective of Santa Monica Bay. The reasons this is a conservative assumption include:

- The area of the city tributary to Santa Monica Bay has an even lower density of development than the area tributary to Machado Lake. This is because land movement results in a greater number of vacant unbuildable lots, and the lots themselves are larger.
- There are no public roadways along the City's southern boundary in the Santa Monica Bay watershed like there are in the Machado Lake drainage area, thus there is less opportunity for generating nonpoint source trash which could be carried into the canyons tributary to Santa Monica Bay.
- The drainage area of the City which is tributary to the Santa Monica Bay is small. According to the Regional Board staff report for the SMBTMDL, there is only 0.64 square miles of the City of Rolling Hills within the Santa Monica Bay watershed. By comparison the area of the City tributary to Machado Lake is 1.3 square miles and all seven canyons in this watershed are being monitored under the TMRP (100% coverage). Thus, the monitoring sites for Machado Lake will be sufficiently representative of the area in Santa Monica Bay, albeit conservatively so.

- The area is an active landslide that inhibits access and activity, and it impedes confines and limits construction.

To comply with the ML TMDL requirements, Rolling Hills initiated the trash monitoring in July 2009 by conducting semi-annual trash collections on residential road/ equestrian trails (during the rainy season and dry season) in order to calculate the Annual Trash Generation Rate as specified in the approved TMRP. The Annual Trash Generation Rate used in this report is the average of two previous years' monitoring data (July 2009-July 2011). This data along with the calculation of the trash generation rate is included in Appendix C. In addition to the streets and trails monitoring, seven sub-drainage canyons tributary to Machado Lake were monitored on a quarterly basis and after an inclement weather event using an MFAC program to determine the Annual Trash Discharge Rate. Monitoring at canyon locations was implemented on a quarterly basis for two and a half years, then reduced to semi-annually and immediately following the first major storm event of the year, as approved by the Regional Board.

Baseline Waste Load Allocation

The SMB TMDL requires all responsible parties to reduce their Baseline WLAs by 20% per year beginning four years from the effective date of the TMDL until zero trash discharge is achieved. The TMDL establishes an eight-year schedule for the complete elimination of trash discharges from point sources in the Santa Monica Bay watershed. The City has a baseline WLA of 515 gallons of dry uncompressed trash. A summary of the TMDL schedule, compliance dates, required reductions and current levels based on this baseline WLA are presented in Figure 1.

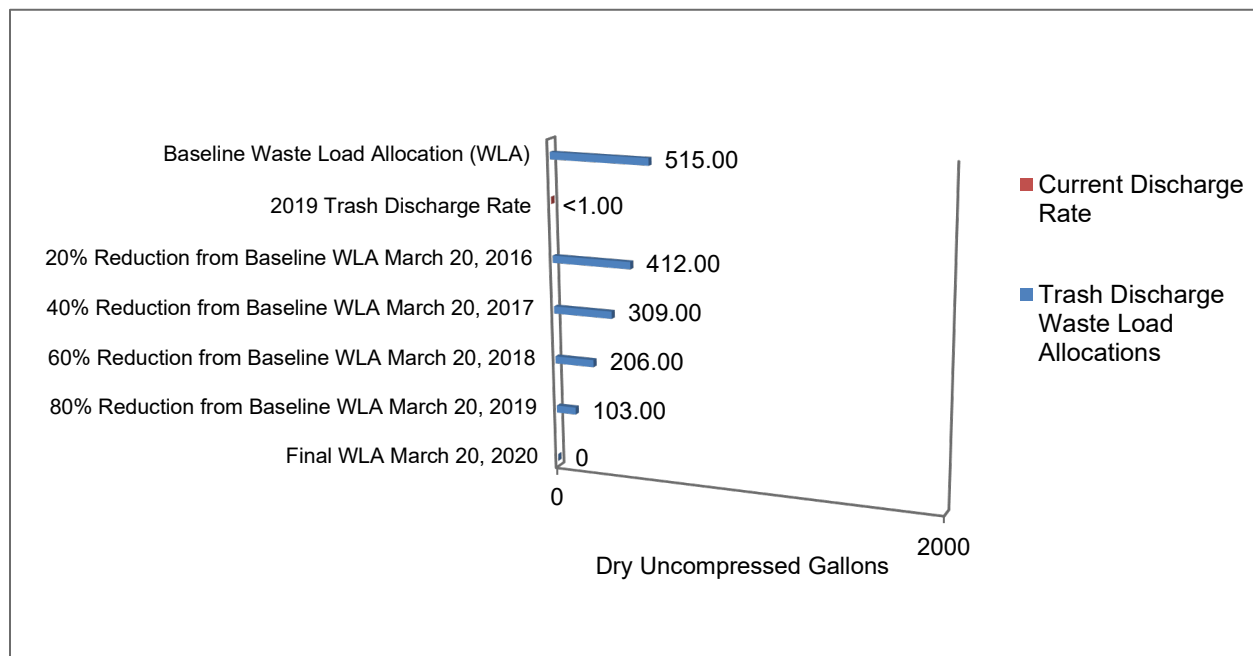


FIGURE 1. IMPLEMENTATION SCHEDULE FOR BASELINE WASTELOAD ALLOCATION

Trash Discharge Rates

The City of Rolling Hills has implemented a TMRP including an MFAC program and calculated a modified Daily Generation Rate (DGR) to determine its annual trash discharge and generation rates respectively. These rates were then used to determine the effectiveness of the City's current BMP program and to demonstrate compliance with the TMDL WLAs.

Generation Rate Methodology

The previous monitoring ML TMDL reports explain the details of the Generation Rate Methodology. Trash generation rate data from previous annual reports was averaged, and this average was used to determine the City-specific "Annual Trash Generation Rate" used in this report (see data in Appendix C).



FIGURE 2. BLACK WATER CANYON
ON DECEMBER 10, 2019

Discharge Rate Methodology

The annual trash discharge rate from the City of Rolling Hills was determined through an MFAC program conducted at the mouth of all seven sub-drainage canyons tributary to Machado Lake. At each of these canyons, a 6-foot section was measured and recorded using GPS and trail marking tape beginning at the furthest downstream section of each canyon. These same sections of canyons were monitored during each subsequent collection event for consistency³. Since these natural, soft bottom canyons receive 100% of the runoff from the portion of the city draining to Machado Lake, they fully characterize the discharge from the City. Due to steep terrain and the presence of dense vegetation, RHCA staff does not conduct trash pickups in these canyons. Therefore, the trash collected under this TMRP during each collection event was assumed to accurately characterize all the accumulation since the last collection event. Canyon collection events were conducted biannually and following the first major storm event of the year as directed by the Regional Board. The annual trash discharge rate was calculated as the sum of the trash collected during these events scaled to obtain an annual discharge rate. All collected data including the calculation of the trash discharge rate is included in Appendix D.

Field Collection and Quantification:

During this year's monitoring events, a plastic bottle was observed during the September 24, 2019 Dry Season event at Unnamed Canyon #2 and a plastic cup was observed during the December 10, 2019 After Rain event at Unnamed Canyon #3. No trash was observed at other canyons within the study areas or during the December 20, 2019 Wet Season event. The methodology outlined below was followed for trash collection and quantification during monitoring events.

Trash was collected manually based on the Surface Water Ambient Monitoring Program (SWAMP) Rapid Trash Assessment Method (RTAM)⁴ protocol. The collected trash was then taken back to the RHCA maintenance area where it was sorted and measured using the following procedures:

1. Standard safety precautions outlined in the Health and Safety Plan included as an amendment to the TMRP were always followed during the trash monitoring and collection operations.

³ Details on monitoring locations can be found in the approved City of Rolling Hills Trash Monitoring and Reporting Plan which is included as an addendum in the Trash Monitoring and Reporting Plan prepared by the Machado Lake Trash TMDL Jurisdictional Group and received by the Regional Board on September 5, 2008

⁴ The modified SWAMP RTAM protocol is outlined in the approved City of Rolling Hills Trash Monitoring and Reporting Plan which is included as an addendum in the Trash Monitoring and Reporting Plan prepared by the Machado Lake Trash TMDL Jurisdictional Group and received by the Regional Board on September 5, 2008.

2. All collected trash and debris were disposed of properly in accordance with all applicable laws and regulations.
3. Non-anthropogenic debris and vegetative matter was separated from the trash and disposed of appropriately.
4. The collected trash was sorted manually, only pieces larger than ¼ inch were counted.
5. A digital scale was used to weigh the trash and a 5-gallon bucket was used to estimate its volume in dry uncompressed gallons. All figures were rounded to the nearest half gallon.
6. Each full bucket of anthropogenic trash was weighed and sorted in order to characterize the contents by type of constituent (plastic, paper, glass, metal, and other).

Characterization

For the purposes of the SMB and ML TMDL, trash was defined as man-made litter and was tallied using the following criteria:

- Litter consisted of all improperly discarded waste material as defined in the TMDL
- Any piece of trash equal to or greater than ¼ inch was collected and tallied
- Vegetative debris was not considered trash

The characterization of trash was done by separating it according to constituent. Examples of the different types of constituents collected throughout the past years are described below.

- Plastic: bags, bottles, jugs, Styrofoam, straws, food wrappers
- Paper: bags, newspaper, scraps, wrappers
- Glass: bottles, scraps, broken windows
- Metal: aluminum foil, aluminum and steel cans, bottle caps, auto parts, wires
- Other: Baseballs, tennis balls, golf balls, fabric clothing items

Results

Discharge Rate

The cumulative volume of trash collected from the outlet of the drainage canyons was <1 gallon of dry uncompressed anthropogenic trash during the three collection events. It should be noted that these monitoring locations are situated at the bottom of natural drainage canyons which are intersected by a major roadway just outside the City boundary. As previously noted in past reports, there was a minimal amount of trash accumulation observed along the road just outside the study area and City boundaries. Therefore, it is important to point out that this year and the past years' very low discharge rates are most likely an overestimate due to the likelihood of trash from the road outside the City boundary entering the study area via wind transport. Appendix D displays the collection data along with the calculation methodology for the trash discharge rate.

The effectiveness of the current BMP program in place in the City is demonstrated through the following equation proposed in the approved City of Rolling Hills Trash Monitoring and Reporting Plan, which is included as an addendum in the Trash Monitoring and Reporting Plan prepared by the Machado Lake Trash TMDL Jurisdictional Group received by the Regional Board on September 5, 2008:

$G_a = 2,860 \text{ gal/year}$ *Annual Trash Generation Rate*

$D_a = <1.0 \text{ gal/year}$ *Annual Trash Discharge Rate*

Percent Reduction of Trash in City
$$\frac{[G_a - D_a]}{G_a} * 100$$
$$\frac{[2,860 - 1.0]}{2,860} * 100$$

Final Percent Reduction of Trash in City = 99.97% \approx 100%*

*Figure rounded to the nearest hundredth of a percent

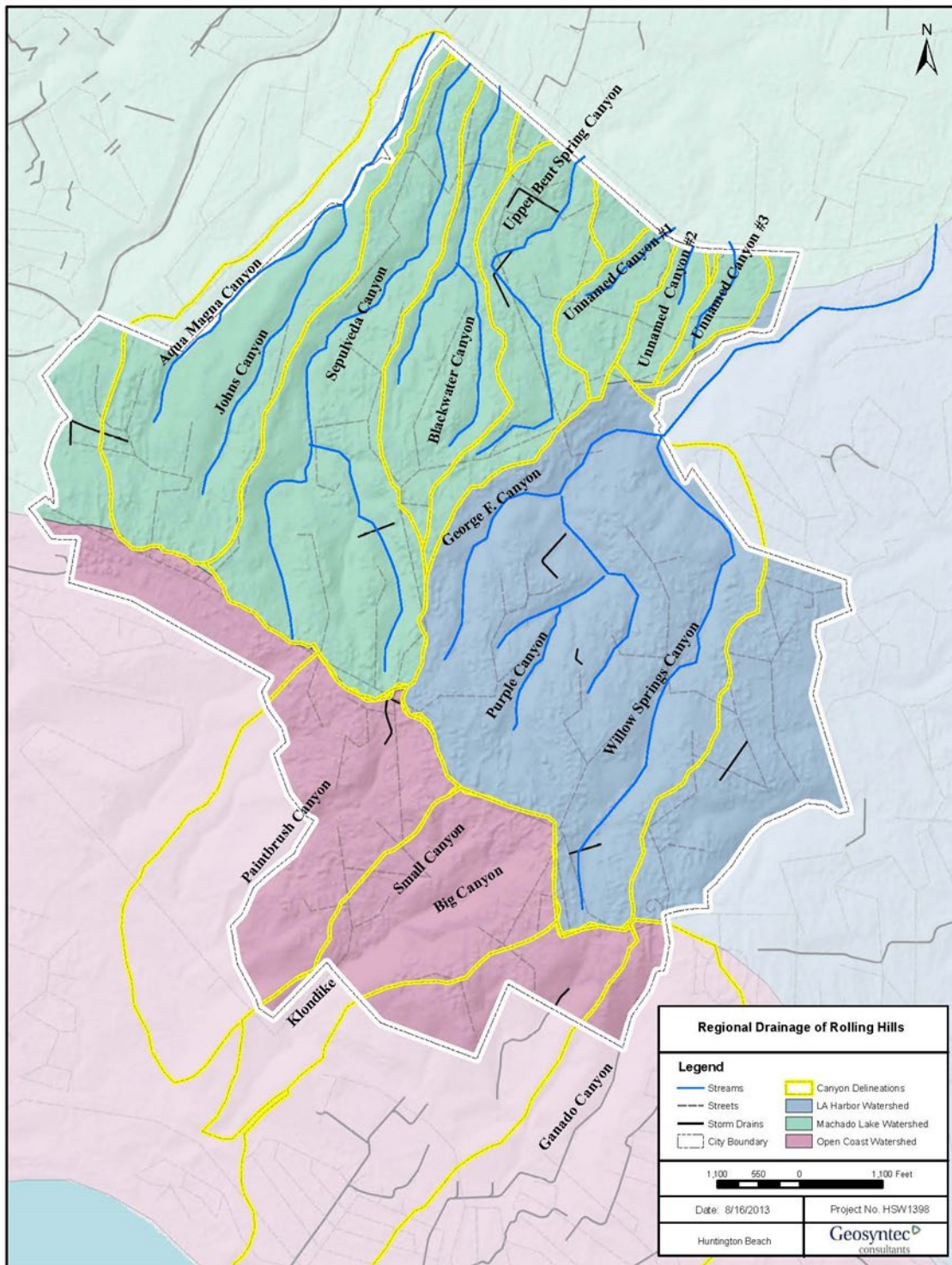
Conclusion

The results obtained during this study indicate an effective implementation of existing institutional and source controls such as weekly collection of trash (with additional pickup as needed) along roads and equestrian trails by the RHCA maintenance crew, strict enforcement of litter laws, enforcement of ordinances requiring solid waste enclosures, and close oversight of the solid waste hauler.

Discharge rates at the canyon outlets were essentially undetectable, which is consistent with previous years' data. The densely vegetated natural canyons effectively function as full capture filters for trash generated within the City. The collected data demonstrates that the City is effectively reducing its generated trash by 100% through its current BMP program. In addition, when compared to the baseline WLA of 515 gallons per year, the City is meeting the waste load allocation of zero trash discharge to Machado Lake and Santa Monica Bay. Based on the outcome of this additional year of study, the City is able to demonstrate achievement of the final waste load allocation, and continued compliance with the Santa Monica Bay Nearshore and Offshore Debris TMDL.

Appendix A

Drainage Map of City of Rolling Hills



Appendix B

Pictures of Rolling Hills Drainage Toward Santa Monica Bay

Rolling Hills drainage toward Santa Monica Bay

Paint Brush Canyon



Klondike Canyon

Appendix C

Calculation of Trash Discharge Rate

TABLE 1. CALCULATIONS OF ANNUAL TRASH GENERATION RATE⁵

Date of WGR Sampling	Land Use Sampled	Trash Collected from Representative Area in Gallons (T_c)*	Miles Surveyed (M)	Total Miles Draining to Machado Lake (M_t)	Total Trash Generated Weekly within Representative Area in gallons (T_g)	Weekly Trash Generation Rates per Collection Event (T_w)
7/15/2009	Street	1.5	1	11	$[T_c * M * M_t] = 16.5$	21.5
7/15/2009	Equestrian Trail	0.5	1	10	$[T_c * M * M_t] = 5$	
1/13/2010	Street	5	1	11	$[T_c * M * M_t] = 55$	65
1/13/2010	Equestrian Trail	1	1	10	$[T_c * M * M_t] = 10$	
7/15/2010	Street	7.5	1	11	$[T_c * M * M_t] = 82.5$	82.5
7/15/2010	Equestrian Trail	0	1	10	$T_c * M * M_t * D = 0$	
1/20/2011	Street	5	1	11	$[T_c * M * M_t] = 55$	65
1/20/2011	Equestrian Trail	1	1	10	$[T_c * M * M_t] = 10$	
7/20/2011	Street	3	1	11	$[T_c * M * M_t] = 36$	41
7/20/2011	Equestrian Trail	0.5	1	10	$[T_c * M * M_t] = 5$	

Average Weekly Trash Generation Rate (G_w)

$$[T_1^w + T_2^w + T_3^w + T_4^w + T_5^w] / 5 = 55$$

Annual Trash Generation Rate (G_a)

$$[G_w * 52] = 2,860 \text{ Gal/year dry uncompressed trash}$$

* All Figures have been rounded to the nearest half gallon of dry uncompressed trash.

⁵ 2010 and 2011 figures included for reference.

Appendix D

Calculation of Trash Discharge Rate

TABLE 2. CALCULATIONS OF ANNUAL TRASH DISCHARGE RATE

	Area Draining to this location	9/24/19 (Dry Season)	12/10/19 (After Rain Event)	2/20/19 (Wet Season)	Total Discharge Collected
#1 Sepulveda Canyon	0.4 sq miles	0	0	0	0
#2 Black Water Canyon	0.2 sq miles	0	0	0	0
#3 Upper Bent Spring Canyon	0.2 sq miles	0	0	0	0
#4 Unnamed Canyon 1	0.06 sq miles	0	0	0	0
#5 Unnamed Canyon 2	0.04 sq miles	<0.5gal	0	0	<0.5gal
#6 Unnamed Canyon 3	0.04 sq miles	0	<0.5gal	0	<0.5gal
#7 Aqua Magnon Canyon	0.4 sq miles	0	0	0	0
TOTALS	1.3 sq miles	<0.5gal	<0.5gal	0	<1 gal
Annual Trash Discharge Rate (D_a)					<1 gal/year

*All Figures were rounded to the nearest quarter gallon of dry uncompressed trash.

Re: Submittal confirmation: City of Rolling Hills Individual Annual Report

Kathleen McGowan <Kathleen@mcgowan.consulting>

Tue 12/15/2020 12:18 PM

To: Meredith Elguira <melguira@cityofrh.net>

Cc: Elaine Jeng <ejeng@cityofrh.net>; Susan Robinson <Susan@mcgowan.consulting>

 1 attachments (5 MB)

RollingHills_AR_individual_2020_(2020-12-10).pdf;

Meredith,

Attached for the City's records is a copy of the uploaded Individual Annual Report.

The final IMCR should be available a little later today—we received the final draft revisions from JLHA late last night and sent back a few recommended clarifications this morning—Jacqueline is working on finalizing.

Kathleen McGowan

From: Meredith Elguira <melguira@cityofrh.net>

Date: Tuesday, December 15, 2020 at 11:43 AM

To: Kathleen McGowan <Kathleen@mcgowan.consulting>

Subject: RE: Submittal confirmation: City of Rolling Hills Individual Annual Report

Thank you!

Meredith T. Elguira

From: Kathleen McGowan <Kathleen@mcgowan.consulting>

Sent: Tuesday, December 15, 2020 11:35 AM

To: WB-RB4-MS4StormwaterRB4 <MS4StormwaterRB4@waterboards.ca.gov>

Cc: Ivar Ridgeway <ivar.ridgeway@waterboards.ca.gov>; Meredith Elguira <melguira@cityofrh.net>; Susan Robinson <Susan@mcgowan.consulting>

Subject: Submittal confirmation: City of Rolling Hills Individual Annual Report

Good morning Los Angeles Regional Water Quality Control Board Staff:

This email is to inform you that the Rolling Hills 2019-2020 Individual Annual Report has been submitted via the Regional Board's FTP site as instructed in the "Submittal of Annual Reports and Semi-Annual Monitoring Results Pursuant to the Los Angeles County Municipal Separate Storm Sewer System (MS4) Permit (NPDES Permit No. CAS004001; Order No. R4-2012-0175)" memo from Ivar Ridgeway distributed to Permittees on November 19, 2020.

The City of Rolling Hills is participating in the Palos Verdes Peninsula CIMP and as such, the Integrated Compliance Monitoring Report referenced in the City's Individual Annual Report will be uploaded separately along with the Peninsula Watershed Annual Report.

Thank you and best wishes for a safe and happy holiday season.

Kathleen McGowan, P.E., ENV SP

Kathleen@McGowan.Consulting

310-213-4979

This communication may contain confidential information that may not be released or disclosed to entities other than the intended recipient without prior authorization by the sender or sender's client.

RE: submittal confirmation: Palos Verdes Peninsula Watershed Annual Report and Individual Annual Reports

Shahnazarian, Angineh@Waterboards <Angineh.Shahnazarian@Waterboards.ca.gov>
on behalf of

WB-RB4-MS4StormwaterRB4 <MS4StormwaterRB4@waterboards.ca.gov>

Tue 12/15/2020 2:42 PM

To: Kathleen McGowan <Kathleen@mcgowan.consulting>; Ridgeway, Ivar@Waterboards <Ivar.Ridgeway@waterboards.ca.gov>

Cc: Charles Eder <CharlesE@rpvca.gov>; David Wahba <davidw@ci.rolling-hills-estates.ca.us>; Elaine Jeng <ejeng@cityofrh.net>; Greg Grammer <gregg@ci.rolling-hills-estates.ca.us>; Mercedes Passanisi <mpassanisi@dpw.lacounty.gov>; Ron Dragoo <RonD@rpv.com>; Thuan Nguyen <thunguyen@dpw.lacounty.gov>; John Hunter <jhunter@jlha.net>; Jacqueline Mak <jmak@jlha.net>; Susan Robinson <Susan@mcgowan.consulting>; Meredith Elguira <melguira@cityofrh.net>; Aaron Chiang <achiang@dpw.lacounty.gov>; Michelle Staffield <mstaffield@jlha.net>; Ken Rukavina <krukavina@rpvca.gov>; Tim Jonasson <tjonasson.hrgreen@pvestates.org>; Brianna Rindge <brindge@pvestates.org>; Elizabeth Becerra <ebecerra.hrgreen@pvestates.org>

Thank you. We are in receipt of your submittal.

Best,



[Angineh Shahnazarian](#)

Environmental Scientist

Los Angeles Regional Water Quality Control Board

320 West 4th Street, Suite 200, Los Angeles, CA 90013

Tel: (213) 576-6635

Angineh.Shahnazarian@waterboards.ca.gov

Due to COVID-19, I am teleworking on a full-time basis. E-mail is the best way to reach me for immediate assistance.

From: Kathleen McGowan <Kathleen@mcgowan.consulting>

Sent: Tuesday, December 15, 2020 2:37 PM

To: WB-RB4-MS4StormwaterRB4 <MS4StormwaterRB4@waterboards.ca.gov>; Ridgeway, Ivar@Waterboards <Ivar.Ridgeway@waterboards.ca.gov>

Cc: Charles Eder <CharlesE@rpvca.gov>; David Wahba <davidw@ci.rolling-hills-estates.ca.us>; Elaine Jeng <ejeng@cityofrh.net>; Greg Grammer <gregg@ci.rolling-hills-estates.ca.us>; Mercedes Passanisi <mpassanisi@dpw.lacounty.gov>; Ron Dragoo <RonD@rpv.com>; Thuan Nguyen <thunguyen@dpw.lacounty.gov>; John Hunter <jhunter@jlha.net>; Jacqueline Mak <jmak@jlha.net>; Susan Robinson <Susan@mcgowan.consulting>; Meredith Elguira <melguira@cityofrh.net>; Aaron Chiang <achiang@dpw.lacounty.gov>; Michelle Staffield <mstaffield@jlha.net>; Ken Rukavina <krukavina@rpvca.gov>; Tim Jonasson <tjonasson.hrgreen@pvestates.org>; Brianna Rindge <brindge@pvestates.org>; Elizabeth Becerra <ebecerra.hrgreen@pvestates.org>

Subject: submittal confirmation: Palos Verdes Peninsula Watershed Annual Report and Individual Annual Reports

EXTERNAL:

Good afternoon Los Angeles Regional Water Quality Control Board Staff:

This email is to inform you that the Palos Verdes Peninsula WMG 2019-2020 Watershed Annual Report has been submitted via the Regional Board's FTP site, as instructed in the "Submittal of Annual Reports and Semi-Annual Monitoring Results Pursuant to the Los Angeles County Municipal Separate Storm Sewer System (MS4) Permit

(NPDES Permit No. CAS004001; Order No. R4-2012-0175)" memo from Ivar Ridgeway distributed to Permittees on November 19, 2020.

The Palos Verdes Peninsula 2019-2020 Watershed Annual Report submittal includes the following files:

- Volume I Palos Verdes Peninsula Annual Watershed Report: Sections 1-5 and 7
- Volume II Palos Verdes Peninsula Annual Watershed Report: Section 6 Integrated Monitoring Compliance Report and Excel data tables
- Volume III Rancho Palos Verdes Individual Annual Report 2019-2020
- Volume IV Palos Verdes Estates Individual Annual Report 2019-2020
- Volume V Rolling Hills Estates Individual Annual Report 2019-2020
- Volume VI County of Los Angeles Individual Annual Report 2019-2020

Thank you and Happy Holidays!

Kathleen McGowan, P.E., ENV SP

Kathleen@McGowan.Consulting

310-213-4979

This communication may contain confidential information that may not be released or disclosed to entities other than the intended recipient without prior authorization by the sender or sender's client.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.I
Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE COMMENT LETTERS TO THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD ON THE DRAFT MS4 PERMIT AND THE MACHADO LAKE TMDLs.

DATE: January 11, 2021

BACKGROUND:

The Los Angeles Regional Water Quality Control Board (Regional Board) will be reviewing the Tentative Resolution No. R21-001 along with a Basin Plan Amendment for consideration on February 11, 2021 or soon after. The consideration includes extensions of certain TMDL deadlines. Like many cities in the Southbay, the City of Rolling Hills discharges stormwater runoff to the Machado Lake and as such is required to meet water quality objectives in the Machado Lake for Nutrient and Pest & PCB TMDLs. The Regional Board provides time periods for municipalities to meet the water quality objectives. The deadline to meet the Nutrient and Pest & PCB TMDLs for Machado Lake was in 2019. The implementation of the Torrance Airport Infiltration Project was aimed to meet that water quality objective for Nutrient and Pest & PCB TMDLs for Machado Lake.

Separately, on August 24, 2020, the Regional Board released a Tentative Regional Municipal Separate Storm Sewer System (MS4) Permit for public comments. The Regional Board in response to verbal and written requests, extended the comment period deadline to December 7, 2020.

DISCUSSION:

The Palos Verdes Peninsula Watershed Management Group (Peninsula WMG), comprised of the Cities of Rancho Palos Verdes, Rolling Hills Estates, Rolling Hills and Palos Verdes Estates and the County of Los Angeles submitted a joint letter requesting that the final deadlines for the Nutrient and Pest & PCB TMDLs extended to July 15, 2026. This will provide the group ample time to develop, design and complete approved projects. The Peninsula WMG asserts that granting extension of the final deadlines for these Machado Lake TMDLs is consistent with the regulator's rationale for extending the final deadlines of other TMDLs as provided for in the Tentative Resolution No. R21-001.

Similar to the TMDL deadline extension request, the Peninsula WMG collectively drafted a comment letter providing input to the Tentative MS4 Permit addressing proposed changes in Annual Reports, permit compliance metrics and methods, increases in frequency of certain tests, and increases in

tracking and reporting activities.

FISCAL IMPACT:

McGowan Consulting and John L Hunter & Associates assisted the City with the drafting of the comment letters. Fees for their annual services are included in the adopted budget for Fiscal Year 2020-2021. Additionally, the fee to prepare the comment letters are split among the members of the Peninsula Watershed Management Group.

RECOMMENDATION:

Receive and file comment letter.

ATTACHMENTS:

[AFinal Draft PVP watershed MS4 comments \(Signed\).pdf](#)

[PVPCCommentLetter_TMDLExtensions\(Final\).pdf](#)



Palos Verdes Peninsula Watershed Management Group

December 07, 2020

Transmitted electronically to
MS4StormwaterRB4@waterboards.ca.gov

Rene Purdy, Executive Officer
Regional Water Quality Control Board, Los Angeles Region

Attention: Ivar Ridgeway
Subject: **Comments on the Tentative MS4 Permit**

The Palos Verdes Peninsula Group (PVP Group) includes the cities of Rancho Palos Verdes, Palos Verdes Estates, Rolling Hills Estates, and Rolling Hills, along with the County of Los Angeles and the Los Angeles County Flood Control District. The PVP Group appreciates the opportunity to comment on the tentative order of the Regional Phase I MS4 Permit (Order R4-2020-XXXX). The PVP Group has authorized the comments below.

1. During the Regional Board Workshop on October 15, 2020, a number of proposals were made by commentators on the manner in which TMDLs could be incorporated into the Tentative Regional MS4 Permit. The proposals focused on creating achievable pathways to compliance with clear metrics for accountability along a specific timeline that takes into account the dedicated funding now available to LA County permittees from the Safe Clean Water Program. The Peninsula WMG is in concurrence with the recommendations made by Mr. Shahram Kharaghani on behalf of the City of Los Angeles, both in verbal testimony provided at the October 15, 2020 workshop and in the City of Los Angeles' comment letter on the Working Proposal dated February 20, 2020 and comment letter on the Tentative MS4 Permit to be submitted by December 7, 2020. Key elements of City of Los Angeles' recommended framework that the Peninsula WMG supports are:
 - a. Specific language should be included in the Regional MS4 Permit referencing the authority for integrated planning in the Clean Water Act that allows municipalities to develop integrated stormwater and wastewater management plans, through Public Law 115-436 Water Infrastructure Improvement Act approved on January 14, 2019. This clear statutory authority was not present at the time of E/WMP development. Furthermore, the recent authority granted to the Sanitation Districts of Los Angeles County (LACSD) by SB 485 now allows LACSD to use their facilities and expertise to help member agencies (including all agencies of the Peninsula WMG) to meet MS4 permit requirements. Thus, the door for diversion and treatment of stormwater via the sanitary sewer system has opened and allowed the Peninsula WMG, in collaboration with other permittees, to pursue two key regional diversion projects that would support attainment of TMDLs. These projects have both received Safe Clean Water Regional Program funding. Inclusion of language referencing the Integrated Planning authority in the Regional MS4 Permit will facilitate



Palos Verdes Peninsula Watershed Management Group

the inclusion of an integrated approach to managing stormwater as a resource in the updated E/WMPs and will help to build effective, resilient, and sustainable solutions in our communities.

- b. The E/WMPs and reasonable assurance analyses need to be updated to incorporate the significant body of stormwater outfall data that has been compiled over four years of Coordinated Integrated Monitoring to: account for the findings of feasibility investigations and planning/design efforts for regional multi-benefit projects identified in the initial E/WMPs; include completed regional and green street projects; and account for regional multi-benefit projects that have been funded for planning, design and/or construction by Watershed Area Steering Committees through the FY2021 Safe Clean Water Stormwater Investment Plans.
 - c. The updated E/WMPs will identify necessary stormwater capture and treatment volumes and associated projects to accomplish TMDL targets, with projects identified in a 5-10 year capital improvement program based on the level of funding available from the Safe Clean Water Program and programmed by the Watershed Area Steering Committees through a transparent stakeholder driven process subject to strict public accountability. Permittees would be deemed in compliance with TMDL waste load allocations and receiving water limitations based on implementation of these projects and yearly reports to the Regional Board by tracking and documenting progress on this implementation.
2. The Tentative Regional MS4 Permit Fact Sheet, Attachment F, includes an economic analysis conducted by Regional Board staff of the cost of compliance with TMDLs. Regional Board staff estimated the 20-year implementation cost of complying with TMDLs using two methods: (1) the first based on Regional Board staff reports prepared during the development of the TMDLs, and (2) the second based on costs outlined in approved EWMPs and other sources of information. Method 1 costs were compiled from Regional Board staff reports prepared in support of some thirty-two (32) TMDLs developed over a period of nearly two decades beginning in 2001. The state of practice of stormwater management has advanced significantly since the first decade of TMDL development, and the technological and cost assumptions on which they were based are, in some instances, no longer valid. Method 2 costs were based on costs reported in EWMPs that were developed during the 2015-2016 timeframe. Although both sets of costs were normalized to 2019 dollars, the Method 1 costs estimated for structural BMPs (\$13.4 billion) were significantly lower, some 24% lower, than more recent Method 2 costs (\$17.6 billion). Given that Method 2 estimations are based on much more current cost and implementation information, only the Method 2 costs should be retained in the Fact Sheet.
3. The Regional Board's financial analysis of the costs to comply with the Tentative Regional MS4 Permit did not properly estimate Permittee's costs for ongoing monitoring nor did it analyze



Palos Verdes Peninsula Watershed Management Group

the effect of the Tentative Regional MS4 Permit on these costs. Regional Board staff's estimate of Permittee's annual stormwater program implementation costs averaged the expenditures reported in LA County Permittees' annual reports from reporting years 2012-13 through 2017-18. Since many LA County watershed management groups' coordinated monitoring programs were not approved until Fiscal Year 2015-16 and not fully implemented until Fiscal Year 2016-17, four of the six reporting years included in this average did not include the full cost of Permittee's monitoring programs. Additionally, no projection was made to determine the increase in monitoring costs that would be incurred under the Tentative Regional MS4 Permit by requiring the use of more sensitive analytical methods to achieve lower reporting limits for many constituents or the additional cost associated with monitoring current use pesticides. We request modifying the analysis of stormwater program implementation costs to include only reporting years 2016-17, 2017-18 and 2018-19 to properly represent the current costs of implementation, including monitoring and reporting. Furthermore, Regional Board staff should augment the information gathered from local laboratories on the availability of more sensitive analytical methods and monitoring for current use pesticides with information on the cost of these analyses to project the increased costs for Permittees associated with these increased monitoring efforts.

4. The effective date for this permit on Page 7, Table 4 is currently undetermined; however, the effective date should be July 1 to coincide with the annual reporting cycle.
5. Prohibition of "Any discharge from the MS4 into surface waters in concentrations acutely or chronically toxic to animal or plant life" as shown in Section III A, Page 12 should be expanded by adding the wording "excluding invasive species and vectors."
6. The Annual Report Form (Attachment H) fiscal section information request is exhaustive for any Permittee, considering MS4 NPDES program implementation involves multiple staff and contractors across multiple independent divisions and departments. Collecting nine fields of data across 21 subprograms-- 189 information requests--across these disparate sources is a significant administrative burden that should only be pursued if it is believed that the information gleaned will provide a value worthy of the time investment. For MS4 NPDES subprograms of modest to intermediate budgets, this seems unlikely. It is suggested that this level of detail relate only to infrastructure projects, projects of a certain cost, or some other constraint that will eliminate smaller subprograms.
7. The State Board adopted an Order on November 17, 2020, requiring the Regional Board to add language to the MS4 permit, which would require Permittees to report on past and present compliance. This is potentially an important item; however, the PVP Group is unable to fully comment on this as the Regional Board has not written this language yet. The PVP Group wishes to provide input regarding this issue prior to incorporation into the MS4 Permit.



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8. The proposed increase in frequency of Test Species Sensitivity Screening has the potential to change the most sensitive species on a more regular basis, introducing an element of inconsistency that would hinder long-term evaluations. Watershed groups should be able to select one sensitive species through the five-year monitoring cycle. For example, there is an effort underway to restore abalone and their reef and kelp bed ecosystems off the PVP coast. The PVP Group should be allowed to choose abalone larvae as the sensitive species through the five-year monitoring cycle of the next Permit.
9. Experience has shown that relying on a predicted rainfall amount of 0.25 inches results in numerous false starts. Raising the sampling trigger to a prediction of greater than 0.33 inches (within a set period such as 6 to 8 hours) would reduce the number of false starts and reduce unnecessary mobilization expenses.
10. The MS4 Permit should acknowledge, as reported recently in the Los Angeles Times, that considerable and widespread illegal dumping of thousands of 55-gallon drums containing DDT and DDT-related materials off the Palos Verdes Peninsula coastline occurred decades ago. PVP Permittees should explicitly not be responsible for conducting investigations that may be triggered by or as a result of detection of elevated levels of DDT and related materials in the ocean receiving waters.
11. The requirement in Attachment E, Section XV. F.1. TMDL Reporting for Permittees subject to the Dominguez Channel and Los Angeles and Long Beach Harbor Waters Toxic Pollutants TMDLs to submit a Phase II Implementation Report on the status of implementation and scope, and the schedule of remaining Phase II implementation actions by March 23, 2022, is redundant with the WMP and EWMP updates that are due June 30, 2021. The Peninsula WMG suggests the Board include language to clarify that participation in the update of an approved WMP or EWMP would satisfy this requirement and that a separate standalone report is not necessary.
12. The Tentative Regional MS4 Permit increases and prescribes tracking requirements for construction sites disturbing less than one acre and requires the creation of a database with specific fields to be tracked, e.g., dates of site inspections, lists of LID project features, pre- and post-runoff volumes, size of project, and area of soil disturbance. In jurisdictions where the majority of construction sites are less than one acre, this will create a significant additional administrative effort. Permittees will need to modify their building permit tracking systems (or create an entirely separate tracking system for stormwater inspections) to enable tracking of prescribed data fields that are not currently tracked or available in existing building permit tracking software used by Permittees. The Tentative Regional MS4 Permit will also require Permittees to keep track of BMP violations for annual reporting purposes at construction sites less than one (1) acre whereas under the 2012 LA MS4 Permit this is only required for sites one acre or greater. We do not believe that the additional administrative burden associated with increased tracking and documentation of small construction site BMPs will result in



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meaningful data. Furthermore, the increased cost associated with establishing and implementing these tracking processes will not yield dividends in terms of water quality improvement. The Peninsula WMG has found that monitoring total suspended solids in stormwater outfalls and evaluating results in comparison with Municipal Action Levels, as currently required by the Peninsula Coordinated Integrated Monitoring Program, provides sufficient data by which to evaluate the effectiveness of construction site BMP implementation and strongly petitions modifying the Tentative Regional MS4 Permit to revert back to the 2012 LA MS4 Permit requirements for construction sites less than one acre of disturbed area.

These comments have been collectively authorized by the PVP Group. Individual permittees within the PVP Group may submit comments separately and the Regional Board is urged to review and consider those comments as well.

Thank you for your consideration of these comments.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Charles Eder'.

Charles Eder, PE
Senior Engineer, City of Rancho Palos Verdes
Chair of Palos Verdes Peninsula Watershed Management Group

cc: Renee Purdy, Executive Officer, LARWQCB, Renee.Purdy@waterboards.ca.gov
Jenny Newman, LARWQCB, Assist. Exec. Officer, Jenny.Newman@waterboards.ca.gov
Ivar Ridgeway, LARWQCB, Chief of Municipal Stormwater Permitting Unit,
Ivar.Ridgeway@waterboards.ca.gov
PVP Watershed Permittees



Palos Verdes Peninsula Watershed Management Group

January 11, 2021

Los Angeles Regional Water Quality Control Board
320 West 4th Street, Suite 200
Los Angeles, CA 90013

Via email: losangeles@waterboards.ca.gov

Attn: Jessica Pearson (Jessica.Pearson @waterboards.ca.gov)

RE: Comments on Basin Plan Amendment on Final TMDL Implementation Deadline Extensions

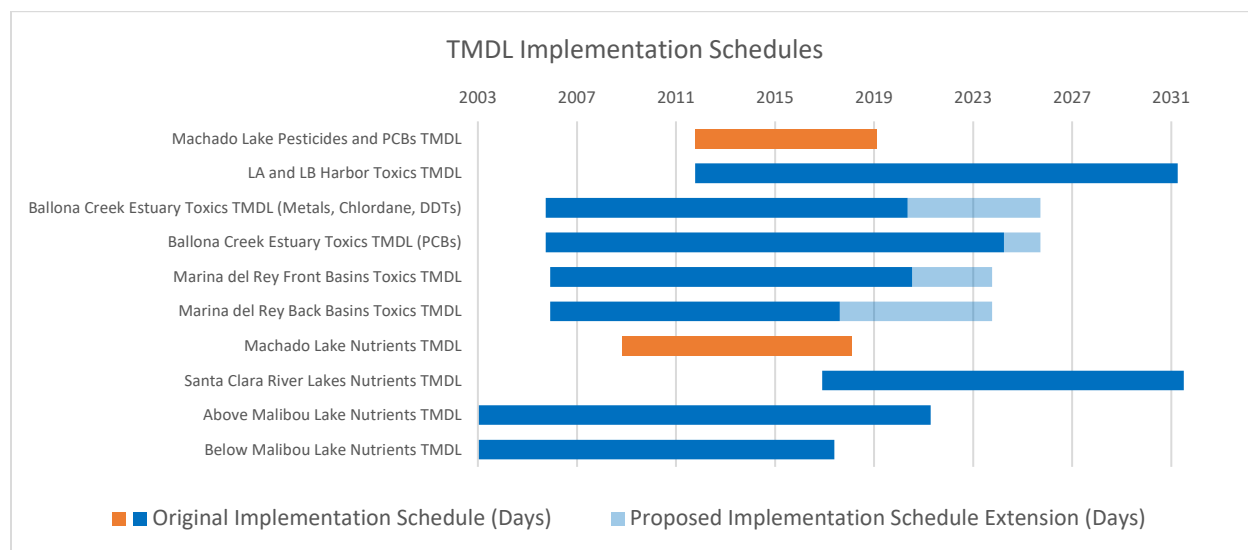
Dear Chair Muñoz and Members of the Los Angeles Regional Water Quality Control Board:

The Palos Verdes Peninsula Watershed Management Group (Peninsula WMG), comprised of the Cities of Rancho Palos Verdes, Rolling Hills Estates, Rolling Hills and Palos Verdes Estates and the County of Los Angeles, have demonstrated a good faith effort in the implementation of programs and projects to address the Machado Lake Nutrient TMDL and the Machado Lake Pesticides and PCBs TMDL. Two additional regional projects are planned and have received funding from the Safe Clean Water Program, but will require additional time to develop, design and complete. The Peninsula WMG respectfully requests that the final deadlines for the Machado Lake Nutrient TMDL (ML Nutrient TMDL) and the Machado Lake Pesticides and PCBs TMDL (ML Pest&PCB TMDL) be extended until July 15, 2026, and that these extensions be included in Tentative Resolution No. R21-001 along with a Basin Plan Amendment for consideration by the Los Angeles Regional Water Quality Control Board (Regional Board) on February 11, 2021 or very soon thereafter. Extension of the final deadlines for these Machado Lake TMDLs is consistent with Regional Board staff's rationale for extending the final deadlines of other TMDLs as discussed in the staff report accompanying Tentative Resolution No. R21-001.

The ML Nutrient and Pest&PCB TMDLs are both wet weather TMDLs. The ML Nutrient TMDL waste load allocations (WLAs) are based on the average annual stormwater runoff to the lake, while the ML Pest&PCB TMDL WLAs are based on meeting storm borne sediment pollutant concentrations in the discharge. Neither of the Machado Lake TMDLs is solely a dry weather TMDL and therefore neither should be precluded from consideration for schedule extensions according to the criteria for such consideration detailed in the Regional Board staff report. Furthermore, as discussed below and depicted in the subsequent chart, the original

implementation schedules for these Machado Lake TMDLs were much shorter than comparable TMDLs in other watersheds and they have not previously been considered for schedule extensions:

- The original ML Pest&PCB TMDL implementation schedule was only 7.5 years in contrast to the LA Harbor Toxics TMDL schedule of 20 years and the Ballona Creek Estuary Toxics TMDL schedule of 15 years for the same legacy pesticides. The Ballona Creek Estuary Toxics TMDL is now being recommended for an extension of 5 additional years¹. The Marina del Rey Harbor Toxics TMDL was initially given a short implementation schedule and is also being proposed for additional time in the Tentative Resolution No. R21-001 and Basin Plan Amendment.
- The original ML Nutrient TMDL implementation schedule was 9.5 years in contrast to the Santa Clara Lakes Nutrient TMDL schedule of 15 years and the Malibu Creek Nutrients TMDL schedule of 14 years above and 18 years below Malibou Lake².



As depicted above, the responsible agencies for the Machado Lake TMDLs were afforded much shorter implementation schedules than responsible agencies for comparable TMDLs. The Peninsula WMG has demonstrated good faith in adhering to the implementation schedules for the Machado Lake TMDLs by the timely submittal of monitoring and implementation plans and initiating monitoring and implementation activities well before the TMDLs were enforceable through the 2012 LA MS4 Permit. While significant implementation progress has been made to-date, more time is needed to complete additional projects to address these challenging TMDLs.

By January 2018 prior to the final compliance deadline for either of the Machado Lake TMDLs, the Peninsula WMG completed two regional projects, Chandler Ranch/RHCC and Casaba Estates, which capture more than the 85th%, 24-hour storm runoff volume from a combined 736 acres of tributary area to Machado Lake. The two other regional projects identified in the Palos Verdes

¹ Los Angeles Regional Water Quality Control Board, November 2020. Consideration of Extension of Final TMDL Implementation Deadlines for Certain TMDLs in the Los Angeles Region. Page 68, Table 38

² Los Angeles Regional Water Quality Control Board, November 2020. Consideration of Extension of Final TMDL Implementation Deadlines for Certain TMDLs in the Los Angeles Region. Page 68, Table 38

Peninsula Enhanced Watershed Management Program (EWMP) for addressing Machado Lake TMDLs were investigated and determined to be technically infeasible due to geotechnical hazards. In response to this finding of infeasibility, the Peninsula WMG investigated alternative project concepts within its jurisdiction, including evaluation of opportunities to divert stormwater to the sanitary sewer, but due to geotechnical difficulties and insufficient capacity in sanitary sewer lines on the Palos Verdes Peninsula, feasible alternative opportunities for significant regional projects could not be identified. Likewise, opportunities for infiltration BMPs via green street projects are also limited due to unfavorable soils and steep slopes on the Palos Verdes Peninsula and current biofiltration technology with underdrains does not feasibly attain the numeric concentration-based targets for nitrogen and phosphorous required by the ML Nutrient TMDL.

The Peninsula WMG has also found based on four years of sediment-borne sampling³ that use of the legacy pesticides Chlordane and DDT was ubiquitous on the Palos Verdes Peninsula, and residuals of these constituents are present in sediments throughout the watershed at concentrations above the TMDL targets. This outfall monitoring data from the Palos Verdes Peninsula generally supports the underlying assumption in the ML Pest&PCB TMDL that a three-year averaging period would provide a means to meet concentration-based sediment targets for Dieldrin and PCBs, but the same assumption has not been borne out by the data for DDT and its breakdown products (DDX) and Chlordane. As a result, the only feasible means to comply with ML Pest&PCB TMDLs for DDX and Chlordane based on the current concentration-based WLAs is via 85%, 24-hr runoff capture, per the deemed compliance provision in the MS4 Permit.

As a result of these obstacles and technical challenges and to attempt to address runoff from the remaining tributary areas to Machado Lake, the Peninsula WMG has pursued two additional collaborative regional projects in downstream jurisdictions outside the Palos Verdes Peninsula:

Torrance Airport Regional Project - All members of the Peninsula WMG contributed matching costs for the preliminary engineering, geotechnical investigation and preliminary design of the Torrance Airport Regional Project; the balance of design costs are being funded by a combination of Safe Clean Water Regional Infrastructure funds and a Prop 1 Stormwater Planning Grant. The Torrance Airport Regional Project design concept is to provide an estimated 120 acre-feet per year of stormwater capture that would be diverted to the sanitary sewer for treatment at the Los Angeles County Sanitation District's (LACSD) Joint Water Pollution Control Plant (JWPCP) in Carson. This capacity would also address 100% of the baseline flows from the Palos Verdes Peninsula due to natural rising groundwater entering the MS4.

Harbor City Park Multi-Benefit Stormwater Capture Project - A second potential downstream project being pursued by the Peninsula WMG, the Harbor City Park Multi-Benefit Stormwater Capture Project, is being led by the County of Los Angeles. This

³ After the initial two years of ML Pest&PCBs TMDL monitoring, it became clear that a storm-by-storm sediment sampling methodology could not provide sufficient sample for accurate analysis, the Peninsula WMG requested to modify its sampling methodology to enable more effective sediment-borne sample collection, compositing and analysis across the entire storm year which was approved with the Peninsula CIMP approval in 2016 and has been utilized since reporting year 2016-2017.

project recently received Safe Clean Water Technical Resources funding to complete a feasibility study. The concept for this potential regional stormwater capture project is to divert dry and wet weather flows from the storm drain into subsurface storage galleries under a park located within an underserved community. The water would then either be infiltrated (if feasible) or diverted to the nearby JWPCP in Carson for treatment. A robust community engagement plan for the project will necessarily take time, including collaboration with the local community and park management to facilitate meetings and workshops to understand the community's needs and to maintain that engagement throughout the project feasibility, conceptualization, design and construction process.

This regional project has the potential to serve as a downstream collector of stormwater from an interconnected system of upstream regional stormwater capture/detention projects, including the Torrance Airport Regional Project and the existing Waleria Detention Basin managed through a centralized control system. Water from these upstream regional projects could be stored and then released back into the storm drain system after a storm has passed by a smart control system and intercepted downstream where it would ultimately be routed for either infiltration (if feasible) or to the JWPCP in Carson for treatment and use as recycled water.

When the Peninsula EWMP was developed, SB 485, which authorizes LACSD to manage and treat captured stormwater, had not yet been enacted. Now with the authority of SB 485, LACSD is allowed to use their facilities and expertise to help member agencies meet MS4 Permit requirements, and given the proximity and key location of the the Carson JWPCP downstream within the Machado Lake watershed, the door for diversion and treatment via the sanitary sewer system has been opened and can be pursued via solutions such as the potential regional projects described above, but additional time is needed to develop and implement such projects. The Peninsula WMG is committed to supporting and facilitating the development of these alternative projects but does not have jurisdiction over them.

In conclusion, the Peninsula WMG has demonstrated a good faith effort to implement the ML Nutrient and ML Pest&PCBs TMDLs and, like the other TMDLs proposed for extension by Tentative Resolution No. R21-001, should also be eligible for implementation schedule extensions based on the justifying factors in Section B of the Regional Board staff report:

- a. Water Quality Status – significant water quality improvement is still needed to meet the ML Nutrient and Pest & PCBs TMDL WLAs.
- b. Meaningful Progress - the Peninsula WMG agencies have: i) completed two feasible regional stormwater capture projects identified in the EWMP, ii) have identified and assisted in securing Safe Clean Water funding for the planning and design of two alternative downstream regional projects.
- c. Significant Additional Time Needed - given the need for collaboration on downstream projects, the challenges of the Covid-19 pandemic, and competing demands for Safe Clean Water funding.

Accordingly, the Peninsula WMG requests an extension of the final implementation deadlines of the ML Nutrient and ML Pest&PCBs TMDLs, until at least July 15, 2026, consistent with the schedule extensions afforded to other similar TMDLs. As has been acknowledged both in the staff report for the proposed Basin Plan Amendment as well as in verbal statements made by Regional Board staff at the recent TMDL Extension workshop⁴, even five years will not be sufficient time to complete all of the capital projects necessary to meet final TMDL WLAs, but it will provide time to complete planning, community engagement and design of the projects to enable the establishment of a more certain schedule for attainment of the TMDL WLAs.

The Peninsula WMG appreciates the opportunity to provide comments and your consideration of our request. We are prepared to provide additional information to support this request if needed.

Sincerely,

Charles Eder, P.E.
Senior Engineer, City of Rancho Palos Verdes

Copies:

Jenny Newman, Assistant Executive Officer (Jenny.Newman@waterboards.ca.gov)
LB Nye, PhD, Chief of Regional Programs (LB.Nye@waterboards.ca.gov)
Jun Zhu, Senior Environmental Scientist (Jun.Zhu@waterboards.ca.gov)
Ken Rukavina, Director of Community Development, City of Rancho Palos Verdes
(KRukavina@RPVCA.gov)
Greg Grammer, City Manager, City of Rolling Hills Estates (GregG@RollingHillsEstatesCA.gov)
David Wahba, Director of Community Development and Public Works, City of Rolling Hills
Estates (DavidW@RollingHillsEstatesCA.gov)
Laura Guglielmo, City Manager, City of Palos Verdes Estates (LGuglielmo@PVEstates.org)
Tim Jonasson, Interim City Engineer, City of Palos Verdes Estates
(TJonasson.hrgreen@pvestates.org)
Elaine Jeng, City Manager, City of Rolling Hills (EJeng@CityofRH.net)
Meredith Elguira, Planning Director, City of Palos Verdes Estates (MElguira@CityofRH.net)
Mercedes Passanisi, Los Angeles County Public Works (MPassanisi@dpw.lacounty.gov)

⁴Public Workshop on the Extension of Final TMDL Implementation Deadlines for Certain TMDLs in the Los Angeles Region, held December 16, 2020.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.J
Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONTRACT AMENDMENT FOR CSG PLANNING CONSULTANT.

DATE: January 11, 2021

BACKGROUND:

CSG Consulting's initial contract agreement was approved on July 29, 2019 for \$30,000. It was subsequently amended on November 12, 2019 to increase the contract amount by \$5,800 to cover the preparation of the SB2 Housing Grant application, see attachment. The proposed second amendment will extend the current term to July 29, 2021 and further increase the contract amount by \$35,000 to cover the environmental assessment needed for the revision of the 5th Cycle Housing Element and for any additional as needed services. The scope of service will not change. Preparation of environmental documents is currently part of the consultant's scope of work.

DISCUSSION:

CSG Consulting was hired in 2019 to help augment staffing in the Planning Department. The Department is now down to one personnel from 2 to 2.5 employees from previous years. In the meantime, the Department's workload has continuously increased with updating three General Plan elements simultaneously, facilitating the Eastfield utility undergrounding project, processing zoning cases, updating Zoning codes, improving records retention, writing grants, providing daily counter and over the phone services and inspecting projects. Amending the contract will provide the necessary help to complete some of the projects mentioned above while maintaining good customer service.

FISCAL IMPACT:

The \$35,000 will be covered by the savings incurred from the two vacant positions funded in Fiscal Year 2020-2021.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[CSG 11-12-19__First Amendment to the Professional Services Agreement with CSG Consultants Inc..pdf](#)
[Second Amendment to Agreement for Planning Services-c1.DOCX](#)

First Amendment to Professional Services Agreement Planning Services

This First Amendment, effective ~~11/12~~ 11/12/2019, modifies the Agreement for Professional Services that was executed by the City of Rolling Hills ("City") and CSG Consultants, Inc. ("Consultant") on July 29, 2019 ("Agreement"). A copy of the Agreement is attached as Exhibit A.

BACKGROUND


- A. The scope of Consultant's services includes some grant writing, in addition to many other planning services ("Original Scope of Services").
- B. Since entering into the Agreement, the City's need for grant-writing assistance has increased beyond that of the Original Scope of Services to include SB2 grants.
- C. The City desires for the Consultant to perform the Original Scope of Services, as well as to provide additional SB2 grant-writing services to meet the City's increased need.
- D. The Consultant is willing to increase the scope of services in the Agreement to include the SB2 grant-writing in exchange for a reasonable increase in compensation of \$5,700.00.
- E. Paragraph 9.15 of the Agreement requires the parties to make any changes to the Agreement "in writing appropriately executed by both the City and Consultant."

TERMS AND CONDITIONS


- 1. **Increased Scope of Services.** The Scope of Services of the Agreement is hereby amended to add SB2 Planning grant application assistance, as described in Exhibit B to this First Amendment.
- 2. **Increased Compensation for Services.** The compensation for services in the Agreement is hereby increased by \$5,700.00, for a total not-to-exceed amount of \$35,700.00. The basis for the increase is set forth in Exhibit B to this First Amendment.
- 3. **No Other Change.** All other terms of the Agreement remain unchanged by this First Amendment.

(Signatures on following page)

CITY
City of Rolling Hills

By: 
Elaine Jeng, City Manager

CONSULTANT
CSG Consultants, Inc.

By: 
President

Attest:

By: 
Yohana Coronel, City Clerk

Approved as to Form:

By: 
Michael Jenkins, City Attorney

Exhibit A
Copy of Agreement

(follows this page)

AGREEMENT FOR PROFESSIONAL SERVICES

PLANNING SERVICES

This Agreement is made and entered into by and between the City of Rolling Hills (hereinafter referred to as the "City"), and CSG Consultants, Inc. (hereinafter referred to as "Consultant").

RECITALS

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

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

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

D. The City desires to contract with the Consultant to perform the services as described in Exhibit A of this Agreement.

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

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

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

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

4.0 COMPENSATION FOR SERVICES. The City shall pay the Consultant for its professional services rendered and costs incurred pursuant to this Agreement in accordance with Exhibit B, the Scope of Work's fee and cost schedule for the services attached to and made part of this Agreement subject to a do not exceed amount in the

amount of \$30,000. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager, or her designee.

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

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

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

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

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

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

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

of this Agreement and any payments due under this Agreement may be withheld to offset anticipated damages.

7.0 INSURANCE.

7.1 Without limiting Consultant's obligations arising under paragraph 5 - Indemnity, Consultant shall not begin work under this Agreement until it obtains policies of insurance required under this section. The insurance shall cover Consultant, its agents, representatives, and employees in connection with the performance of work under this Agreement, and shall be maintained throughout the term of this Agreement. Insurance coverage shall be as follows:

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

7.1.2 Automobile Liability Insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the work to be performed under this Agreement in an amount of not less than \$1,000,000 combined single limit for each occurrence. If Consultant or Consultant's employees will use personal automobiles in any way on this project, Consultant shall obtain evidence of personal automobile liability coverage for each such person.

7.1.3 Worker's Compensation Insurance for all Consultant's employees to the extent required by the State of California. If the Consultant has no employees for the purposes of this Agreement, the Consultant shall sign a "Certificate of Exemption from Workers' Compensation Insurance". Consultant shall similarly require all authorized subcontractors pursuant to this Agreement to provide such compensation insurance for their respective employees.

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

agents during the time this Agreement was in effect.

7.2 Deductibility Limits for policies referred to in subparagraphs 7.1.1 and 7.1.2 shall not exceed \$5,000 per occurrence, with exception to Consultant's Professional Liability Insurance Policy which shall not exceed \$50,000 per occurrence.

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

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

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

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

9.0 GENERAL TERMS AND CONDITIONS.

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

9.2 Non-Discrimination. The Consultant shall not discriminate as to race, creed, gender, color, national origin or sexual orientation in the performance of its

services and duties pursuant to this Agreement, and will comply with all applicable laws, ordinances and codes of the federal, state, county and city governments.

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

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

9.4.1 The Consultant shall be an independent contractor, and shall have no power to incur any debt or obligation for or on behalf of the City. Neither the City nor any of its officers or employees shall have any control over the conduct of the Consultant, or any of the Consultant's employees, except as herein set forth, and the Consultant expressly warrants not to, at any time or in any manner, represent that it, or any of its agents, servants, or employees are in any manner employees of the City, it being distinctly understood that the Consultant is and shall at all times remain to the City a wholly independent contractor and the Consultant's obligations to the City are solely such as are prescribed by this Agreement. Each Consultant employee shall remain in the fulltime employ of Consultant, and the City shall have no liability for payment to such Consultant employee of any compensation or benefits, including but not limited to workers' compensation coverage, in connection with the performance of duties for the City.

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

9.6 Legal Construction.

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

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

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

9.6.4 Whenever in this Agreement the context may so require, the

masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

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

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

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

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

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

9.12 Mitigation of Damages. In all such situations arising out of this

Agreement, the parties shall attempt to avoid and minimize the damages resulting from the conduct of the other party.

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

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

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

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

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

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

CONSULTANT:
Ethan Edwards, AICP
Director of Planning Services
3707 W. Garden Grove Blvd, Suite 100
Orange, CA 92868
TEL (714) 568-1010
FAX (714) 568-1028

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

11.1 Disclosure Required. By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by

the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City's Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City's Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant's disclosure obligations in accordance with the City's Conflict of Interest Code.

City Initials EJH
Consultant Initials CK

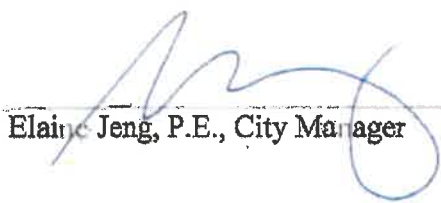
11.2 Disclosure Not Required. By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a "consultant" for the purpose of the California Political Reform Act because Consultant's duties and responsibilities are not within the scope of the definition of consultant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

City Initials _____
Consultant Initials _____

This Agreement is executed on July 29, 2019, at City of Rolling Hills, California.

CITY OF ROLLING HILLS:

CONSULTANT:


Elaine Jeng, P.E., City Manager


By: Cyrus Kianpour, President

ATTES:


Elaine Jeng, P.E., City Clerk

APPROVED AS TO FORM:


Michael Jenkins, City Attorney

EXHIBIT A

SCOPE OF SERVICES

- Task 1: Processing of planning entitlements and projects (entitlement permitting, conditional use permits, lot line adjustments, subdivisions, peer review of CEQA docs, etc.).
- Task 2: Plan preparation (General Plan, Housing Element, Transportation/Circulation Plan, Local Hazard Mitigation Plan).
- Task 3: Grant writing/grant research including coordination with outside agencies and data collection.
- Task 4: Special studies and research relating to Planning Department activities.
- Task 5: Records management and project documentation.
- Task 6: Monthly status meetings/conference calls with City staff.

EXHIBIT B

FEE AND COST SCHEDULE

REVIEW TYPE / ROLE	ALL INCLUSIVE FEE / HOURLY RATE
Planning Technician	\$65
Assistant Planner	\$80
Associate Planner	\$100
Senior Planner	\$120
Principal Planner	\$140
Planning Manager	\$150
Planning Director	\$165

The partner planner approach will not incur additional billing. These hourly fees include all expenses, consisting of all incidental travel and parking, attendance at meetings, and miscellaneous costs, including but not limited to office costs, such as copying, printing, etc. Consultant may bill 1.5x the hourly rate indicated in the table above for any Consultant employee that works more than eight (8) hours per day on City projects.

Exhibit B
SB2 Planning Grant Application
Scope of Services

(follows this page)



Employee-Owned

3707 W Garden Grove Blvd, Suite 100
Orange, CA 92868
phone 714.568.1010
fax 714.568.1028

www.csgegr.com

November 6, 2019

Yolanta Schwartz
Planning Director
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Re: SB 2 Planning Grant Application

CSG Consultants, Inc. (CSG) is pleased to present this Proposal for planning services to prepare a SB 2 Planning Grant Application for the City of Rolling Hills (City). Services include, but are not limited to: application preparation; coordination with the City and HCD, preparation of current and/or recent HCD annual report(s), preparation of a resolution, preparation of a project timeline and budget for the SB 2 grant eligible activity, and compilation and/or preparation of materials demonstrating that the City achieved significant progress toward meeting the 5th cycle housing element requirements. CSG can provide these services with our specialized expertise, proximity, and knowledgeable, highly experienced staff.

This scope excludes tasks related to preparing and/or updating the housing element. If requested, CSG can assist in the 5th and/or 6th cycle housing element update(s) on a time and materials basis.

CSG's estimated number of hours and proposed Not-to-Exceed budget are provided in the below table. If the requested services exceed the estimated hours, the client will be billed on a time and material basis, upon mutual agreement. CSG will mail an invoice at the beginning of every month for services rendered during the previous month.

SCOPE OF SERVICES

CSG understands the City is looking for consultants to complete the following services:

- SB 2 Planning Grant application preparation
- Preparation of 2018 and/or 2019 HCD annual progress report
- Coordination with HCD
- Coordination with City
- Preparation of a resolution authorizing application for and receipt of SB 2 grant funds
- Preparation of a project timeline and budget for SB 2 eligible activities
- Compilation and preparation of materials demonstrating significant progress toward 5th cycle Housing Element

REVIEW TYPE / ROLE	HOURLY RATE	ESTIMATE NO. OF HOURS	ESTIMATE NOT-TO-EXCEED FEE
Senior Planner	\$120	30	\$3,600
Principal Planner	\$140	15	\$2,100
	TOTAL	45	\$5,700



Employee-Owned

3707 W Garden Grove Blvd. Suite 100

Orange, CA 92868

phone 714.568.1010

fax 714.568.1028

www.csgegr.com

If you require additional information or would like to further discuss our qualifications, please contact Ethan Edwards, AICP, Director of Planning Services:

Ethan Edwards, AICP
Director of Planning Services
(714) 568-1010 Office | (714) 699-4297 Mobile
ethane@csgegr.com

We appreciate the opportunity to continue and expand our professional planning services for the City of Rolling Hills.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cyrus Kianpour', is written over a horizontal line.

Cyrus Kianpour, PE
President, CSG Consultants, Inc.

SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

PLANNING SERVICES

This Second Amendment to Agreement for Professional Services ("Second Amendment") is made and entered into by and between the City of Rolling Hills (hereinafter referred to as the "City"), and CSG Consultants, Inc. (hereinafter referred to as "Consultant").

RECITALS

A. On July 29, 2019, the City and Consultant entered into an agreement for consulting services for certain projects relating to planning ("Agreement").

B. On November 12, 2019, City and Consultant entered into the First Amendment to the Agreement for consulting services for certain projects relating to grant writing assistance with SB2 grants ("First Amendment").

C. City and Consultant now desire to amend the Agreement for a second time to expand the scope of work, clarify the term, and increase the cost so that Consultant may provide additional consulting services for certain projects relating to planning ("Second Amendment"); and

D. The City does not have the personnel able and available to perform the services required.

E. The Consultant warrants to the City that it has the qualifications, experience, and facilities to perform properly and timely the services.

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 Agreement.

1. City and CONSULTANT agree to replace Exhibit A that was attached to the Agreement with Exhibit A that is attached to this Second Amendment and incorporated herein by reference.

2. City and CONSULTANT agree to replace Exhibit B that was attached to the Agreement with Exhibit B that is attached to this Second Amendment and incorporated herein by reference.

3. Paragraph 2 (TERM OF AGREEMENT) is amended to read as follows:

2.0 TERM OF AGREEMENT. This Agreement will become effective upon execution by both parties and will remain in effect until July 31, 2021 unless otherwise expressly extended and agreed to by both parties or terminated by either party as provided herein.

4. Paragraph 4 (COMPENSATION FOR SERVICES) is amended to read as follows:

4.0 COMPENSATION FOR SERVICES.

4.1 The City shall pay the Consultant for its professional services rendered and costs incurred pursuant to this Agreement in accordance with Exhibit B, the Scope of Work's fee and cost schedule for the services attached to and made part of this Agreement subject to a do not exceed amount in the amount of \$70,700. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager, or her designee.

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

5. All terms and conditions of the Agreement not amended by this Second Amendment remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment on the date and year written below, and this Second Amendment is effective as of July 28, 2020.

CITY OF ROLLING HILLS:

CONSULTANT:

Elaine Jeng, P.E., City Manager

By: Ethan Edwards, AICP

DATE: _____

DATE: _____

ATTEST:

Elaine Jeng, P.E., Acting City Clerk

APPROVED AS TO FORM:

Michael Jenkins, City Attorney

EXHIBIT A

SCOPE OF SERVICES

PART 1:

- Task 1: Current and advance planning projects such as entitlements processing (site plan review, conditional use permits, lot line adjustments, subdivisions, creation of new/updating existing APRs, peer review of CEQA docs, etc.) and activities related to General Plan and other long range planning documents.
- Task 2: Plan preparation (such as the General Plan, Housing Element, Transportation/Circulation Plan, Local Hazard Mitigation Plan).
- Task 3: Preparation of CEQA documents (IS/MND or IS/ND) to analyze changes to the City's General Plan Elements in order to comply with the City's Housing Element (4th, 5th, and 6th Cycle, as needed.)
- Task 4: Grant writing/grant research including coordination with outside agencies and data collection.
- Task 5: Special studies and research relating to Planning Department activities.
- Task 6: Records management and project documentation.
- Task 7: Status meetings/conference calls with City staff.
- Task 8: Attendance at one (1) Planning Commission and one (1) City Council meeting, for any planning and environmental tasks.

PART 2:

SCOPE OF SERVICES

CSG understands the City is looking for consultants to complete the following services:

- SB 2 Planning Grant application preparation
- Preparation of 2018 and/or 2019 HCD annual progress report
- Coordination with HCD
- Coordination with City
- Preparation of a resolution authorizing application for and receipt of SB 2 grant funds
- Preparation of a project timeline and budget for SB 2 eligible activities
- Compilation and preparation of materials demonstrating significant progress toward 5th cycle Housing Element

EXHIBIT B

FEE AND COST SCHEDULE

PART 1:

REVIEW TYPE / ROLE	ALL INCLUSIVE FEE / HOURLY RATE
Planning Technician	\$65
Assistant Planner	\$80
Associate Planner	\$100
Senior Planner	\$120
Principal Planner	\$140
Planning Manager	\$150
Planning Director	\$165

The partner planner approach will not incur additional billing. These hourly fees include all expenses, consisting of all incidental travel and parking, attendance at meetings, and miscellaneous costs, including but not limited to office costs, such as copying, printing, etc. Consultant may bill 1.5x the hourly rate indicated in the table above for any Consultant employee that works more than eight (8) hours per day on City projects.

PART 2:

REVIEW TYPE / ROLE	HOURLY RATE	ESTIMATE NO. OF HOURS	ESTIMATE NOT-TO-EXCEED FEE
Senior Planner	\$120	30	\$3,600
Principal Planner	\$140	15	\$2,100
	TOTAL	45	\$5,700

IS/MND November 2020								
CSG Team		CSG						Total
Staff	Director	Principal Planner	Senior Planner	Assoc Planner	Asst Planner	Admin	Total Hours	Labor Total
Hourly Rate	\$165	\$140	\$120	\$100	\$80	\$65		Subtotals
Project Management	0	2	2	16	0	0	20	\$2,120
Total Fees	\$0	\$280	\$240	\$1,600	\$0	\$0	\$0	\$2,120

IS/MND November 2020								
CSG Team		CSG						Total
Staff	Director	Principal Planner	Senior Planner	Assoc Planner	Asst Planner	Admin	Total Hours	Labor Total
Hourly Rate	\$165	\$140	\$120	\$100	\$80	\$65		Subtotals
Project Management	0	4	120	140	0	0	264	\$28,960
Total Fees	\$0	\$560	\$14,400	\$14,000	\$0	\$0	\$0	\$28,960



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.A

Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH PECKHAM AND MCKENNEY INC. FOR RECRUITMENT SERVICES.

DATE: January 11, 2021

BACKGROUND:

In recent years, many staffing changes occurred at City Hall. In late 2017, the City Clerk serving the City for close to ten years left to work for another city. In late 2018, long time Administrative Assistant serving the City for over fifteen years retired. Long time Planning Director serving the City for twenty-years retired in late 2019. In 2019, the succeeding City Clerk resigned, and the Senior Planner resigned. The Senior Planner position was reallocated to a new position titled Senior Management Analyst.

In 2019 and 2020, there were numerous recruitments for the Planning Director, the City Clerk, the Senior Management Analyst, the Code Enforcement Officer, and part-time Administrative Clerk.

In mid-2019, a new City Clerk was hired but subsequently separated from the City in mid-2020. A Senior Management Analyst was hired in January 2020 but resigned in February 2020. Another Senior Management Analyst was hired in November 2020 but resigned after two weeks of employment. A verbal offer was made to a new City Clerk but that recruitment fell through. However, there were successful recruitments for the Planning and Community Services Director, the Code Enforcement Officer and the part-time Administrative Clerk.

Recruitments were continuous in 2019 and 2020. All recruitments were conducted internally by staff. Recruitments include preparing the job announcement, coordinating with publications to advertise the position, accepting applications, reviewing applications, screening applications, conducting interviews, corresponding with candidates, calling references, and drafting employment offer letters. Absent of a Human Resources Department and the expertise of human resources, recruitment activities were shared among available staff with reduced workforce at City Hall.

DISCUSSION:

The reduction in workforce (33%) is requiring all staff to take on additional duties. Coupled with the

added load, more activities are taking place at City Hall from years past. Notably, the reinstatement of the Block Captain Program, increased wildfire mitigation work, successful grant pursuits resulting in numerous projects, city initiated capital improvement projects (sewer main, ADA improvements), infrastructure work such as records management, technology deployment and compliance activities relating to the 5th cycle Housing Element mandate. The COVID pandemic also added layers of obstacles, including staff being infected with the virus.

To meet business needs, the critical path is to fill the current vacancies. In response to the unsuccessful rounds of recruitments for the City Clerk and the Senior Management Analyst positions, staff researched the option to use a professional recruiter. A professional recruiter will provide the much needed human resources expertise and at the same time alleviate the workload of overextended staff, providing more availability of internal staff to serve the community.

Recruitment for an organization requires knowledge of the organization and the culture to be able to match up with the appropriate candidate. After his career in local government, former Rolling Hills City Manager Tony Dahlerbruch transitioned into the private sector and is currently employed by Peckham & McKenney Inc. (PMI), a firm providing local municipalities with executive recruitments. Most recently, through PMI, Mr. Dahlerbruch conducted recruitments for the cities of Mountain View, Moorepark, Westlake Village, Indo, San Dimas, and Camarillo. As a former City Manager, Mr. Dahlerbruch has inside knowledge of the challenges of a municipality and intimate workings of a small organization, making PMI an ideal recruiter for the City of Rolling Hills.

After an initial consultation with PMI, Mr. Dahlerbruch was asked to provide a proposal for recruitment services for the City Clerk and the Senior Management Analyst positions. PMI's proposal includes Mr. Dahlerbruch as the lead in this effort, with a backing of a recruitment team. PMI's approach includes initial understanding of the City's needs, and timetable, followed by the development of candidate profile, deployment of an outreach campaign, preliminary interviews with candidates, recommendations of candidates/selection of finalists, facilitate final interviews and most importantly conduct a thorough background check of the selected candidates. Mr. Dahlerbruch will personally contact professional references and generate a full report to the City. The cost of PMI's services is \$26,000 per recruitment. Because of Mr. Dahlerbruch's familiarity of the City, the fee was reduced to \$22,500 per recruitment.

Recruitment service is a significant expense but staffing and finding the right personnel is such an indispensable part to providing excellent services to the community that the expense may a worthwhile investment for the City.

FISCAL IMPACT:

The adopted budget for Fiscal Year 2020-2021 did include budget for recruitment services. Vacancies in Fiscal Year 2019-2020 resulted a salary savings of \$103,000. Vacancies in Fiscal Year 2020-2021 to November 2020 resulted in salary savings of \$58,000. Additional anticipated salary savings from December 2020 to March 2021 is projected to be \$66,805. PMI's fees of \$45,000 for the recruitment of a City Clerk, and a Senior Management Analyst can be sufficiently funded using the salary savings for Fiscal Year 2020-2021.

RECOMMENDATION:

Staff recommends that the City Council approve an agreement with Peckham and McKenney Inc. to recruit a City Clerk and a Senior Management Analyst.

ATTACHMENTS:

[City of Rolling Hills City Clerk and Sr Mngt Analyst Recruitment Proposal by Peckham &](#)

McKenney.pdf

Peckham & McKenney, Inc. Recruitment of City Clerk and Senior Management Analyst-c1-c1.pdf



December 24, 2020

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

Via email/PDF to: EJeng@CityofRH.net

RE: Recruitment Services –City Clerk and Senior Management Analyst

Dear Ms. Jeng,

Thank you for the opportunity to submit a proposal for conducting the City of Rolling Hills search for City Clerk and Senior Management Analyst. Peckham & McKenney is exceptionally prepared and well-positioned to conduct these recruitments and implement the process leading to the successful placement of candidates that “fit” the organization.

Knowing the uniqueness of Rolling Hills, the City’s challenges finding successful candidates, the competitiveness among cities for qualified professionals, and what is involved in conducting an effective search for professional positions, it appears that Rolling Hills would benefit from engaging a professional recruiting firm. In turn, our recruitment team provides a very unique combination of expertise and knowledge for these recruitments. As your recruiter, and as you know, I have over 30 years of experience working in city government, maintain a vast network of connections with local government professionals, searched and hired these positions, understand the qualities of the successful candidates, and am directly knowledgeable about the City of Rolling Hills. Moreover, with the firm of Peckham & McKenney, I am with a successful team that is recognized as having the experience, resources, network, and knowledge for finding candidates as well as dedicating the time to conduct a thorough outreach and recruitment for finding the right “fit” for our clients.

Attached is our proposal for the City Clerk and Senior Management Analyst recruitments. To conduct these recruitments, we believe the recruitment process as represented in the proposal is

necessary. However, to accommodate the City, we have reduced our regular fee. If/when you engage us, we would be able to begin the project immediately upon executing an agreement.

I/we would be honored to have the opportunity to work with you and represent the City of Rolling Hills in the search for City Clerk and Senior Management Analyst. Please feel free to call or email me at if you have any questions. We look forward to hearing back from you.

Sincerely,

A handwritten signature in blue ink that reads "Tony".

Anton "Tony" Dahlerbruch
Executive Recruiter
Peckham & McKenney, Inc.
www.peckhamandmckenney.com
Tony@PeckhamandMckenney.com
310.567.1554 (direct)
866.912.1919 (toll-free)

Enclosure:

City of Rolling Hills City Clerk and Senior Management Analyst Recruitment Proposal

Attachment:

1. Example Candidate Profiles for Mountain View City Clerk and Moorpark Assistant City Manager



Proposal

Recruitment for City of Rolling Hills City Clerk and Senior Management Analyst

December 24, 2020

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THE FIRM

Peckham & McKenney, Inc.

Peckham & McKenney provides executive search services to local government agencies throughout the western United States and is headquartered in Roseville, California with offices in Los Angeles and Colorado Springs, CO. The firm was established as a partnership in June 2004 and incorporated in 2014 by Bobbi Peckham and Phil McKenney, who serve as the firm's President and Chief Operating Officer, respectively. Our team of Executive Recruiters brings over 100 years of experience in local government and executive search. We are supported by administrative and research specialists, marketing and design professionals, a web technician, and distribution staff.

Since 2004, we have conducted nearly 600 executive level recruitments in the states of Arizona, California, Colorado, Idaho, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. On behalf of elected Councils, Boards, and Commissions throughout the West, we have successfully placed hundreds of City and County Managers, Chief Administrative Officers, Executive Directors, General Managers, Administrators, and Legal Counsel, as well as their Assistants and Deputies. In addition, we have placed hundreds of executives and organizational leaders in the areas of public safety (police and fire), community development and planning, economic development, public works and engineering, finance, human resources, city clerk, information technology, library services, parks and recreation, and community services. The complete list of completed recruitments is available on request, and our current recruitments can be viewed at www.PeckhamandMcKenney.com.

"All about fit"

We recognize that every agency and community we serve is unique, and the candidate you ultimately select must "fit." We take the time to become familiar with your community, organizational culture, and issues and challenges in order to identify and recruit the best candidates for your consideration. Nearly 89% of our placements stay in those positions for over five years, which is a testament to their "fit."

Our Approach

When you retain Peckham & McKenney, you are guaranteed a Recruiter that is fully responsible for the success of the recruitment process and a support team of experienced administrative, research, and marketing specialists to achieve a positive outcome. We apply ourselves and our resources to provide a thorough recruitment process, honorably and accurately represent the community and position, maintain regular communications with our client and applicants, and give the attention necessary to achieve a successful "fit" for the organization. In support of this, by the way, we self-impose a limit on the number of our active searches to maintained focused on our client.

YOUR RECRUITMENT TEAM

Every Peckham & McKenney search has the full-backing, support, and resources of the entire team of Peckham & McKenney recruiters.

Your Recruiter

Anton (Tony) Dahlerbruch, Executive Recruiter

Prior to joining Peckham & McKenney in 2019, Tony Dahlerbruch worked in local government for over 30 years. As a problem solver, Mr. Dahlerbruch worked in most every city department in Beverly Hills, California (ultimately as Deputy City Manager); Scottsdale and Phoenix, Arizona; and Rockville, Maryland, before subsequently serving a combined 12 years as City Manager in Rolling Hills and Palos Verdes Estates, California. With direct and personal experience in the diverse aspects of city services, Tony has knowledge in the many disciplines of city management including finance/budget, human resources, planning, public works, and public safety. During his city management career, he was recognized for his integrity, hard work, responsiveness, focus on service, and ethics.

Mr. Dahlerbruch has additionally served in numerous leadership positions in state and national/international professional organizations. Noting his commitment to professional local government management, Tony has represented the City Managers Department of the League of California Cities as a two-term Director on the League's Executive Board, President of City Managers Department of the League of California Cities, numerous League Policy Committees, and a variety of other positions over the years. He has also served as a Regional Vice President on the Executive Board of the International City/County Management Association (ICMA) and other various ICMA committees. Other professional activities have included leadership positions in the Municipal Management Assistants Association of Southern California (MMASC) and the Arizona Municipal Management Association (AMMA).

Mr. Dahlerbruch holds a Bachelor of Arts in Political Science from the University of California at Santa Barbara and a Master of Public Administration from The American University in Washington, D.C.

Your Team

Joyce Johnson, Operations Manager

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region

headquarters of 2 national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

Joyce Masterson, Research Assistant

Joyce Masterson brings nearly 30 years' experience working in the City Manager's office and as Director of Economic Development & Community Relations with the City of Escondido. She brings Peckham & McKenney extensive experience in general government administration, media relations, public information, and customer service. She has been active in various organizations over the years including the Municipal Management Assistants of Southern California and California Association of Public Information Officials. Ms. Masterson holds a Bachelor of Arts degree in Telecommunications from Brooklyn College, NY.

Kevin Johnson, Research Assistant

Kevin Johnson has been a member of the Peckham & McKenney team since 2009 and currently serves as a Research Assistant. He supports the firm's Recruiters through his research of local government agencies and networks, potential candidates, and current candidates prior to recommendation to our clients. Mr. Johnson mastered his researching abilities while obtaining a Bachelor of Arts in Economics from Willamette University.

Linda Pucilowski, Graphic Designer

With nearly 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a Bachelor's degree from California State University, Sacramento.

Rachel Moran, Website & Social Media Assistant

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her Bachelor's Degree in Fine Arts with a concentration in Graphic Design.

THE SEARCH PROCESS

A standard search process takes 12 to 14 weeks, and the candidates would most likely begin employment with the City of Rolling Hills approximately 4 weeks later (16 to 18 weeks in total, or approximately 4 to 5 months). We will customize the search and project schedule to fit the specific interests and needs of the City of Rolling Hills. The search process typically includes the following steps:

Project Organization – Prior to beginning the recruitment, necessary documentation (contract, insurance, business license, retainer invoice, etc.) will be processed. We will work with the City Manager as the single point of contact throughout the recruitment for providing necessary information to us, responding to our questions, and receiving and distributing all correspondence.

Although we are familiar with the City of Rolling Hills, we will begin with a conference call with Ms. Jeng to discuss the process, listen to specific desires and expectations, and respond to any questions or concerns. Specifically, we will also:

- ✓ Discuss the expected parameters of each search, the search timeline, and schedule future meeting dates,
- ✓ Discuss and determine the extent of involvement of other individuals in the search process,
- ✓ Discuss the finalist interview process and the various components to be considered,
- ✓ Confirm the job description and compensation (as described in the prior recruitment ads) and request information pertaining to the budget and city projects, and
- ✓ Request high-resolution photos to be used in an attractive brochure to market the two positions.

Please note that decisions on the extent of involvement of others as well as additional components to the finalist interview process will impact the search, search timeline, and ultimately the cost of the recruitment process.

Development of Candidate Profile (virtual meeting #1) – This step provides for the development of both Candidate Profiles. Each Candidate Profile serves as a guide in the identification of potential candidates, outreach and recruitment efforts, screening and selection of your next City Clerk and Senior Management Analyst. The Candidate Profile includes information relating to the City of Rolling Hills; current and future issues and opportunities; expectations, goals, and objectives leading to the success of the new City Clerk and Senior Management Analyst; and the background and experience, leadership style, skills and abilities, and personality traits of the ideal candidates.

The Candidate Profiles will be prepared following a conversation with Ms. Jeng and other individuals identified in the initial conference call (see Project Organization above). This proposal includes up to 2 days of telephonic or Zoom meetings to develop the Candidate Profiles.

The draft Candidate Profiles will be provided to Ms. Jeng for review. We ask that all revisions and corrections be returned to us in a timely manner in order to maintain the agreed-upon search timeline. Our marketing and design professional will then prepare an attractive marketing brochure incorporating each Candidate Profile. Upon completing the Candidate Profiles, the brochure will be electronically distributed to up to 500 identified industry professionals, posted on the Peckham & McKenney website, and provided to the City for posting on the City website.

Advertisements will be placed in the appropriate industry publications and websites, and our firm will assume responsibility for presenting your opportunity in an accurate and professional manner. Social media, including LinkedIn and other platforms, will be used as appropriate.

Recruitment – A focus of our outreach will be direct phone contact with quality potential candidates. We will connect with local and regional applicants as part of our comprehensive search. With decades of executive search experience, we have developed an extensive candidate database and resources that are continuously updated, and we are well connected to seasoned professionals for finding well-qualified referrals. We take pride in the placement of women and applicants of diversity, and are known for long, successful tenures of candidates selected by the agency. Our recruiting efforts will be consistent with the conversations and plans / goals for finding the ideal candidate and focused on individuals aligned with the experience, background and knowledge as determined during the Candidate Profile Development.

Throughout this active search process, we will regularly update Ms. Jeng about the recruitment status and share questions, concerns, and comments received from potential candidates as they consider the opportunity. By doing so, we “team” with the City to ensure that all issues and concerns of candidates are discussed and understood thereby eliminating “surprises” once the resume filing deadline has occurred.

As resumes are received, they will be promptly acknowledged within 48 hours, and we will personally respond to all inquiries. Once the resume filing deadline has passed, we will update the City on the status of the recruitment, the number of resumes received, and our intent for preliminary interviews.

Preliminary Interviews – Upon our review of the resumes received, supplemental questionnaires will be sent to candidates who appear to meet their respective Candidate Profile. The supplemental questionnaire is intended to learn more about the applicant’s ability to perform the respective job, ascertain the applicant’s familiarity with the City of Rolling Hills, and observe their writing ability; applicants will be asked to address a few questions pertaining to the position that are based on information learned during Candidate Profile Development.

Following a thorough review of the supplemental questionnaires, we will conduct preliminary interviews with the individuals that most closely align with the Candidate Profile. Internet research will also be conducted so that we may probe the candidate regarding any areas of concern.

Candidates will be advised of the search schedule and updated regularly as to their status.

Recommendation of Candidates/Selection of Finalists (virtual meeting #2) – A report will be transmitted electronically (PDF) to Ms. Jeng prior to our meeting to discuss our recommendation of leading candidates. This report will include a full listing of all candidates who applied for each position, as well as the cover letters, resumes, and supplemental questionnaires of the recommended group of candidates for further consideration. We may include a first and second tier of candidates within our recommendation.

Mr. Dahlerbruch will meet telephonically or by Zoom with Ms. Jeng to provide an overview of the recommended candidates for each position, as well as share any concerns or negative information. Once a group of finalists has been selected by the City, we will revisit early decisions relating to the finalist interview process. For each position, a 1 day finalist interview process is standard for initial finalist interviews (with the leading 4 to 8 candidates). The City may want to include a City tour as part of this process. Mr. Dahlerbruch will again provide recommendations on the finalist interview process.

Peckham & McKenney will notify all candidates of their status. Those candidates selected as finalists will be notified and provided with all necessary information to attend finalist interviews with the City. We will prepare an interview schedule and confirm with Ms. Jeng all necessary details.

If necessary, finalists will make their own travel plans and reservations. As such, if there are candidates from outside the region that the City selects for an interview, it is customary that the City reimburse finalists for round-trip airfare, car rental, and lodging necessary to attend the interviews with the City. We will confirm this with Ms. Jeng at our meeting to recommend candidates.

Finalist Interview Process (on-site or virtual meeting #3) – Whether in-person or virtual (over Zoom), Mr. Dahlerbruch will provide facilitation during the finalist interview process. If the interviews are held in-person, we will discuss the appropriate physical distancing and cleaning necessary for the interviews.

An orientation session will be held at the beginning of the process, and we will facilitate a review and discussion of the finalists at the end of the day. Interview materials, including suggested interview questions, evaluation and ranking sheets will be provided. Again, a standard finalist interview process of the leading 4 to 8 candidates for each position is typically conducted within 1 day. Should the process desired by the City require more than 1 day with Mr. Dahlerbruch, an additional fee will be charged.

If a second interview with a subset of finalists from the prior interviews is conducted by the City, it is typically coordinated and conducted directly by the City. If Mr. Dahlerbruch facilitates and is involved in a second-day interview process is desired, an additional fee will be charged.

Qualification – Once the finalist candidate for each position has been selected and a conditional offer has been made by the City of Rolling Hills, a thorough background check will be conducted that is compliant with the Fair Credit Reporting Act and Investigative Consumer Reporting Agencies Act. Peckham & McKenney utilizes the services of Sterling Talent Solutions (www.sterlingtalentsolutions.ca), the world's largest company focused entirely on conducting background checks. This investigation will verify professional work experience; degree verification; certifications; and criminal, civil, credit, and motor vehicle records. We encourage our clients to consider further vetting the candidate through a Department of Justice LiveScan (California clients) in order to ensure that all known criminal history records (beyond seven years) are investigated.

Mr. Dahlerbruch will also personally contact professional references, and a full report will be provided. This comprehensive process ensures that only the most thoroughly screened candidate is hired. In addition, negotiation assistance will be provided as requested by the City of Rolling Hills.

Peckham & McKenney's qualification process of internet-based research, background checking through Sterling Talent Solutions, and reference checking has proven successful for our clients through the years. In addition to relying on our services, clients are encouraged to utilize the background checking protocols they normally would use in hiring a position of this type. Enhanced reference checking and background investigation, if any, beyond the scope of this proposal is the client's responsibility.

Our ultimate goal is to exceed your expectations and successfully place a candidate who "fits" your organization and community's needs now and into the future.

SEARCH SCHEDULE

This sample schedule anticipates a 12 week process for each recruitment. It can/will be tailored to achieve the interests of the City of Rolling Hills relative to receiving input in preparation of the Candidate Profile, a longer recruitment timeframe, and the interview process.

We ask that the City work with us to identify the meeting dates that will be published in the Candidate Profiles. This will ensure that the momentum of each search process is consistent and that all parties are available thereby leading to a successful and timely outcome.

<u>ACTIVITY</u>	<u>TIME FRAME</u>
I. Project Organization <ul style="list-style-type: none">• Conference call discussion of recruitment process• Formalize project schedule	Pre-Recruitment
II. Development of Candidate Profile <ul style="list-style-type: none">• <u>Virtual meeting #1</u> with the City to discuss Candidate Profiles• Develop Candidate Profiles/Marketing Brochures and obtain approval• Develop advertising and recruiting plan	Two Weeks
III. Recruitment <ul style="list-style-type: none">• Advertise, network, and electronically post in appropriate platforms• Distribute candidate profile to up to 500 identified industry professionals• Post opportunities on Peckham & McKenney on City websites• Focused outreach to individuals within the parameters of the Candidate Profile• Respond to all inquiries and acknowledge all resumes received within 48 hours	Four Weeks
IV. Preliminary Interviews <ul style="list-style-type: none">• Screen resumes and conduct Internet research• Identify leading candidates and request supplemental questionnaires• Review supplemental questionnaires• Conduct preliminary interviews with leading candidates	Two Weeks
V. Recommendation of Candidates/Selection of Finalists <ul style="list-style-type: none">• Provide PDF document of recommendations of candidates• <u>Virtual meeting #2</u> to provide overview of recommended candidates• City selects finalist candidates for finalist interview process• Peckham & McKenney notifies all candidates of status in recruitment process	One Week
VI. Finalist Interview Process <ul style="list-style-type: none">• <u>On-site or virtual meeting #3</u> to facilitate finalist interviews• Assist City throughout process and provide recommendations• City conducts second interview process if desired	Two Weeks
VII. Qualification <ul style="list-style-type: none">• Conduct thorough background and reference checks on leading candidate• Provide negotiation assistance• Exceed expectations and successfully place candidate who “fits.”	One Week

COST OF SERVICES

Peckham & McKenney is unique among recruiting firms for several reasons including having a fixed all-inclusive fee. Over years of experience, we have found that an all-inclusive fee is simpler, cost-effective, and efficient. Our all-inclusive fee includes professional fees and expenses (out-of-pocket costs associated with advertising, consultant travel, administrative support / printing / copying / postage / materials, telephone / technology, partial background checks on recommended candidates, and full background check on selected finalist only).

Knowing the uniqueness of Rolling Hills, City's past challenges finding successful candidates, the competitiveness among cities for qualified professionals, and what is involved in conducting an effective search for a City Clerk and other professional positions, we believe that the complete recruitment process represented herein is necessary. However, knowing the City, we are reducing our customary rate for conducting an individual recruitment from \$26,000 to \$22,500 per recruitment (\$45,000 in total for 2 recruitments).

Additional Service Costs

The following "menu" details fees for additional requested services. Some fees may be negotiated.

Facilitation of Community Forum	\$1,500
Community Survey & Analysis of Results	\$1,500
Additional meeting day (up to four days as detailed herein are included)	\$500 - \$1,000/mtg
Each additional full background check after the first per recruitment	\$300/each
Additional placement within organization*	\$5,000 (if selected within 1 year)

*If the City of Rolling Hills hires additional candidates from among those recommended for another position within 1 year of the close of the recruitment(s), a fee of \$5,000 will be charged to the City.

Process of Payment

One-third of the all-inclusive fee is due as a retainer upon execution of the agreement. This retainer covers upfront and necessary expenses incurred by Peckham & McKenney on the City's behalf for consultant travel and advertising. If the retainer is not received by Peckham & McKenney within 30 days of execution of the agreement, we will suspend the recruitment process until payment is received. The second one-third of the full payment will be invoiced 1 month from contract execution, and it is due within 30 days following the invoice date. The final one-third of the full payment will be invoiced 2 months from contract execution, and it is due within 30 days following the invoice date.

If the City of Rolling Hills requires a different payment schedule, this must be agreed upon within the contract. Peckham & McKenney expects payment of all invoices in a timely manner.

Insurance

Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit), Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products) and Automobile Liability Insurance (\$1,000,000). Our Insurance Broker is Wells Fargo Insurance, Inc., Charlotte, NC, and coverage is provided by Sentinel Insurance Company and Hiscox Insurance Co. Limited.

Necessary insurance documentation will be provided to the City of Rolling Hills in a timely manner.

GUARANTEE AND ETHICS

Placement Guarantee

Our placement record is particularly strong in that 89% of the candidates we have placed remain in those positions for over 5 years. In the unlikely event, however, that a candidate recommended by our firm (external candidates only) leaves your employment ***for any reason within the first year*** (except in the event of budgetary cutbacks, promotion, position elimination, or illness/death), we agree to provide a one-time replacement at no additional charge, except expenses.

Reopening the Recruitment

Throughout the recruitment process, all of our efforts are made to ensure a successful placement of a candidate who fits the Candidate Profile. It is extremely rare that our recruitment process fails to produce a preferred candidate in the first instance. If the search process, however, does not produce a successful placement, and there is an understanding that the City of Rolling Hills and Peckham & McKenney each take responsibility for whatever errors may have been made, we will conduct a second recruitment process for the cost of expenses only (approximately \$7,500).

As Albert Einstein said, the definition of insanity is “doing the same thing over and over again and expecting different results.” Prior to reopening the recruitment again, we will thoroughly review with the City what adjustments in approach, compensation, or other variables may be necessary to ensure a successful outcome.

Ethics

Time and again, we receive unsolicited comments from clients and candidates relating to our integrity and high ethics.

- First, we believe in honesty. No client should ever appoint an individual without being fully knowledgeable of the candidate’s complete background and history. Conversely, no candidate should ever enter into a new career opportunity without full disclosure of any organizational “issues.”
- We strive to keep everyone involved in a recruitment process informed of the status. Not only do we provide regular updates to our clients, but we also have a reputation for keeping our candidates posted.
- As recruitment professionals, we do not recruit our placements -- ***ever***. Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. However, if they become a finalist, we ask that they speak to their supervisor to alert them of their intent.
- During an active engagement, we do not recruit staff from our client agencies for another recruitment. Nor do we “parallel process” a candidate, thereby pitting 1 client against another for the same candidate.
- We are retained only by client agencies and not by our candidates. While we have a reputation for being actively involved in the profession and providing training, workshops, and general advice to candidates, we represent only our clients. In addition, we ***always*** represent and speak of our clients in a positive manner; during the recruitment engagement as well as years after.

CLIENT REFERENCES

Please feel free to contact any of the following current and recent clients to inquire about their experience with Anton “Tony” Dahlerbruch. In addition, we would be pleased to furnish the client contact and phone numbers for any past clients listed in this proposal.

City of Agoura Hills, CA – Community Development Director

Nathan Hamburger, City Manager, or Celeste Bird, Personnel/Risk Administrative Analyst
818.597.7308; nhamburger@agourahillscity.org or 818.597.7306; cbird@agourahillscity.org

City of Camarillo, CA – City Manager

Mayor Tony Trembley and/or Members of the City Council, or Carmen Nichols, Asst City Mgr
805.701.9768; atrebley1956@gmail.com or 805.388.5307; cvnichols@cityofcamarillo.org

City of Jurupa Valley, CA – Community Development Director

Rod Butler, City Manager
951.934.8441; rbutler@jurupavalley.org

City of Manhattan Beach, CA - Community Development Director

Bruce Moe, City Manager, or Lisa Jenkins, Human Resources Director
424.237.4268; bmoe@citymb.info or 310.802.5252; ljenkins@citymb.info

City of Moorpark, CA – Assistant City Manager

Troy Brown, City Manager
805.517.6212; tbrown@moorparkca.gov

City of San Dimas, CA – City Manager

Mayor Emmett Badar, Members of the City Council and / or City Attorney Jeffrey Malawy
909.394.6200; ebadar@sandimasca.gov or 310.801.9529; jmalawy@awattorneys.com

City of San Marino, CA - Finance Director and Community Services Director

Dr. Marcella Marlowe, City Manager
626.300.0700; mmarlowe@cityofsanmarino.org

City of Santa Barbara, CA – Economic Development Manager and Finance Director

Paul Casey, City Administrator, or Wendy Levy, Human Resources Manager
805.564.5301; pcasey@santabarbaraca.gov or 805.564.5313; wlevy@santabarbaraca.gov

City of West Hollywood, CA – Property Development Manager

Clarice Kokubun, Human Resources Analyst, or Susan Schumacher, Human Resources Mgr.
323.848.6418; ckokubun@weho.org or 323.848.6325, sschumacher@weho.org

DIVERSITY STATEMENT

Peckham & McKenney, Inc., is committed to diversity in its broadest possible definition in every aspect of each executive recruitment our firm provides.

Peckham & McKenney does not discriminate on the basis of race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all of our recruitments.

Since forming Peckham & McKenney in 2004, we have placed nearly 650 executives with local government agencies throughout the 10 western states. In our 17th year as Peckham & McKenney, we are proud to say that since 2015, 53% are women and/or people of color.

Also, for over 30 years, firm principal and founder Bobbi Peckham has been a champion of women seeking executive leadership positions within local government, succeeding in the field as few other women have. As a “minority” owner of her own firm, Ms. Peckham and her partner and co-founder, Phil McKenney, have gone to great lengths to support the management profession, women, minorities, and all involved in the recruitment and hiring processes.

In addition to all other outreach methods, our firm utilizes the National Diversity Network, which ensures placement of your opportunity with the following online platforms.

- African American Job Network
- Asian Job Network
- Disability Job Network
- Latino Job Network
- LGBT Job Network
- Retirement Job Network
- Veteran Job Network
- Women’s Job Network

Peckham & McKenney
"All about fit"

PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

City Clerk

CITY OF MOUNTAIN VIEW, CALIFORNIA



THE COMMUNITY

Located between the Santa Cruz Mountains and San Francisco Bay, Mountain View spans just over 12 square miles in the center of the Silicon Valley (10 miles north of San Jose and 35 miles south of San Francisco). The City is home to over 82,000 residents and many internationally known corporations, such as Google, Microsoft, Intuit, and LinkedIn, as well as the NASA Ames Research Park and a thriving small business base. While leading the region in innovation and ideas, Mountain View remains committed to the traditional values of strong neighborhoods and resident involvement.

Mountain View prides itself on providing excellent public services and facilities that meet the needs of a caring and diverse community in a financially responsible manner. In the heart of the City, Mountain View's historic and active downtown offers a wide range of attractions including a vibrant restaurant and shopping scene, cultural events, concerts and a weekly farmers' market. The Civic Center, built around Pioneer Park, has one of the finest performing arts facilities in Northern California, as well as a 60,000 square foot, newly renovated library.

Mountain View's 41 City parks and extensive trail system provide an array of opportunities for recreation and active living. Shoreline at Mountain View is a regional park with stunning views along San Francisco Bay, featuring an 18-hole golf course, sailing lake, and 9.7 miles of trails. Shoreline Amphitheater boasts an exciting concert season bringing top-name performing artists to Mountain View.

Mountain View is served by excellent public and private schools. Our proximity to some of the best universities in the nation, including Stanford, Santa Clara University, UC Berkeley, UC Santa Cruz, and Carnegie Mellon–West, provides top-notch advanced education and opportunities for lifelong learning.

To learn more about the City of Mountain View, please visit www.mountainview.gov.

THE ORGANIZATION

The City of Mountain View is a progressive, full-service city, operating under the Council- Manager form of government. The seven Councilmembers are elected at-large for four-year terms that are staggered, with elections held in even-numbered years. Service on the Council is limited to two consecutive full terms, with the ability to run again after a two-year hiatus. Each January, the Council elects one of its members as Mayor and another as Vice Mayor. Assisting the City Council in an advisory capacity is a variety of boards, commissions, and committees.

The Mountain View City Council has a well-earned reputation for taking the lead on challenging regional issues, working together with civility and treating members of the community and City staff with respect. Every two years, the Council adopts priority goals that provide a focus for the organization's workplan and drive progress on important community issues. Council goals for 2020/21 are:

- Promote a Community for All with a focus on strategies to protect vulnerable populations and preserve Mountain View's socioeconomic and cultural diversity;

- Improve the quantity, diversity, and affordability of housing by providing opportunities for subsidized, middle-income, and ownership housing;
- Develop and implement comprehensive and innovative transportation strategies to achieve mobility, connectivity, and safety for people of all ages; and
- Promote environmental sustainability and quality of life for the enjoyment of current and future generations with a focus on measurable outcomes.

The City Council appoints the City Clerk, City Attorney and City Manager, who oversees the departments of Community Development, Community Services, Finance and Administrative Services, Fire, Information Technology, Library, Police and Public Works. The three Council appointees enjoy a close working relationship as part of a highly collaborative, goal-oriented department head team. Mountain View's sound fiscal practices, strong budget discipline, and diversified revenue base, have allowed the City to maintain its AAA credit rating. In fiscal year 2020-21, the City's work in the community is supported by a total expenditure budget of \$346.2 million and 661.25 employees. The City is very intentional regarding maintaining a robust and vibrant organizational culture. This demanding yet rewarding environment is suitable for professionals who are at, or striving to be, at the top of their game.



The Mountain View team has established the following organizational values that guide their work:

- Provide exceptional service.
- Act with integrity.
- Treat others with respect.

OFFICE OF THE CITY CLERK

The City Clerk's Office receives strong support from the City Council with an atmosphere of teamwork. The Clerk's Office provides administrative support to the Council, is the election official for the City, maintains the City Code, is custodian of the City Seal and legislative history, administers oaths or affirmations, and executes City contracts and agreements. The Office also maintains official City records; administers the recruitment process for positions on boards, commissions and committees; and assists and provides information to the public regarding the legislative operations of government. In addition, the Office maintains records of all Council proceedings, meets all requirements regarding public postings, legal advertising, recordations, and mailing of public hearing notices, and processes Assessment Districts, annexations, deeds, tax cancellations, appeals, and election petitions.

The Mountain View Clerk's Office consolidates elections with the County Clerk, and the City Clerk's Office conducts all City elections and administers campaign and financial disclosure laws. In addition, the City Clerk is responsible for facilitating the conduct of business by the Council and fulfilling legal requirements as set forth in the Charter, City Code, and State Law. The Office also provides reception services to the offices of the City Manager, City Attorney, and City Clerk.

In addition to the City Clerk, the Office has a Deputy City Clerk, one Secretary, and one Office Assistant III. The fiscal year 2020-21 budget is \$1,113,458.



THE POSITION

The new City Clerk will lead the Office by example, fostering a strong customer service culture in serving the City Council, City organization, and the community. Modeling a positive, can-do approach, the City Clerk will encourage collegiality, collaboration, and professionalism within the Office.

The City Clerk will have a propensity for accuracy, attention to detail, and timely communication and responsiveness, thereby ensuring a high-quality work product. Ensuring accountability within the Office, the City Clerk will set and clearly communicate expectations, provide timely feedback to staff, and support staff development and engagement.

As one of three City Council appointees, the City Clerk will work collaboratively with the City Manager and City Attorney. In addition, it is expected that the City Clerk will support other City departments, provide necessary training and information, and serve as an integral member of the City's Executive Team. The individual selected by the City Council will possess excellent interpersonal skills, will be open to new ideas, and will be approachable and helpful in their interface with residents and others.

The new City Clerk will bring proven experience in running a smooth election process as well as providing competent, neutral service to candidates and proponents/opponents of ballot measures. The City Clerk's Office also serves as central staff support to all departments in their work with boards and commissions and provides orientation and training for new members as well as assists advisory body liaisons with the automated agenda system and records retention.

The City Council is seeking an individual who has exceptional knowledge and experience in state-of-the-art technology and automation in relation to the duties of the City Clerk's Office. In light of current challenges from COVID-19, the ideal candidate will identify systems and technology that will provide the organization and the public with timely and accurate electronic access to information. While the current City Clerk's Office has made significant technological strides, the new City Clerk will continue to assess operations and identify innovative improvements to create future efficiencies and enhancements to public records access.

The new City Clerk will continue to administer the City-wide records retention program, work to streamline the Public Records Request process and enhance the automated agenda procedures, meeting organization, and related activities. In addition, he/she will continue to educate Council candidates and election committees in the use of the campaign finance electronic filing system. The City Clerk will also consider opportunities for closed caption information for the community's Spanish-speaking residents.

The City Council looks forward to a supportive relationship with the City Clerk and will thereby empower the new City Clerk to assess the resources of the current office and directly communicate with the Council any future needs that will enhance efficiencies.





This position requires knowledge of the procedures of a City Clerk's office, principles and practices of municipal government administration, Brown Act, legal and administrative procedures relating to municipal record keeping and records management, regulatory issues, and campaign disclosure requirements. Desirable experience will include the equivalent of two years of college as well as a minimum of two years' experience as a City Clerk, Deputy City Clerk, or similar. Certification as a Municipal Clerk (CMC) is desirable, however it is not required at time of appointment. The ability to obtain a Municipal Clerk Certification is expected.

THE COMPENSATION

The annual salary range is \$145,000 to \$180,000, and appointment will be made depending upon qualifications. Benefits include:

CALPERS RETIREMENT – 2.7% at 55 for classic members; 2.0% at 62 for new members; employee contribution to CalPERS is 11.5% for classic members; 10.5% for new members; with no Social Security deduction.

VACATION LEAVE – 12 days per year increasing up to 24 days depending on years of service. Annual vacation cash-out program available.

SICK LEAVE – Accrues at 12 days per year. Additional 4 hours of vacation leave is granted for each quarter when sick leave is not used.

MANAGEMENT LEAVE – 15 days per fiscal year; paid out at end of fiscal year if unused.

MEDICAL – Up to 4 health plans available: 2 HMOs, one PPO and a High Deductible Health Plan. The City's medical plans include vision care. The City pays the full premium of vision coverage and full dental premiums for the employee as well as a significant portion of the dependent coverage. Short and long-term disability, life, and accidental death and dismemberment insurances are provided and paid for by the City.

WELLNESS – Wellness minded culture, including access to an onsite employee gym and incentive pay for participating in the City's wellness program.

RETIREE HEALTH PROGRAM – Employees have the option to choose between a City-funded defined benefit plan or a defined contribution retiree health plan.

DEFERRED COMP – Deferred compensation plans are available for voluntary employee contributions.

TUITION REIMBURSEMENT – Tuition funds up to \$2,000 annually, plus up to \$10,000 annually with a \$20,000 lifetime maximum toward completion of a job-related bachelor's or master's degree or approved leadership program.

MANAGEMENT DEVELOPMENT – \$1,000 per year in addition to regularly budgeted travel and training.

HOUSING ASSISTANCE PROGRAMS – Low interest loan is available for purchase of a primary residence in Mountain View or within a 10-mile radius of Mountain View.

RELOCATION – Relocation assistance may be provided.

OTHER BENEFITS – City offers an Employee Assistance Program (EAP), IRS Section 125 flexible benefits or pretax childcare.

SEARCH SCHEDULE

Filing Deadline December 21, 2020

Preliminary Interviews January 4-8, 2021

Recommendation of Candidates ... January 19, 2021

Interview Process January 28 and 29, 2021

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

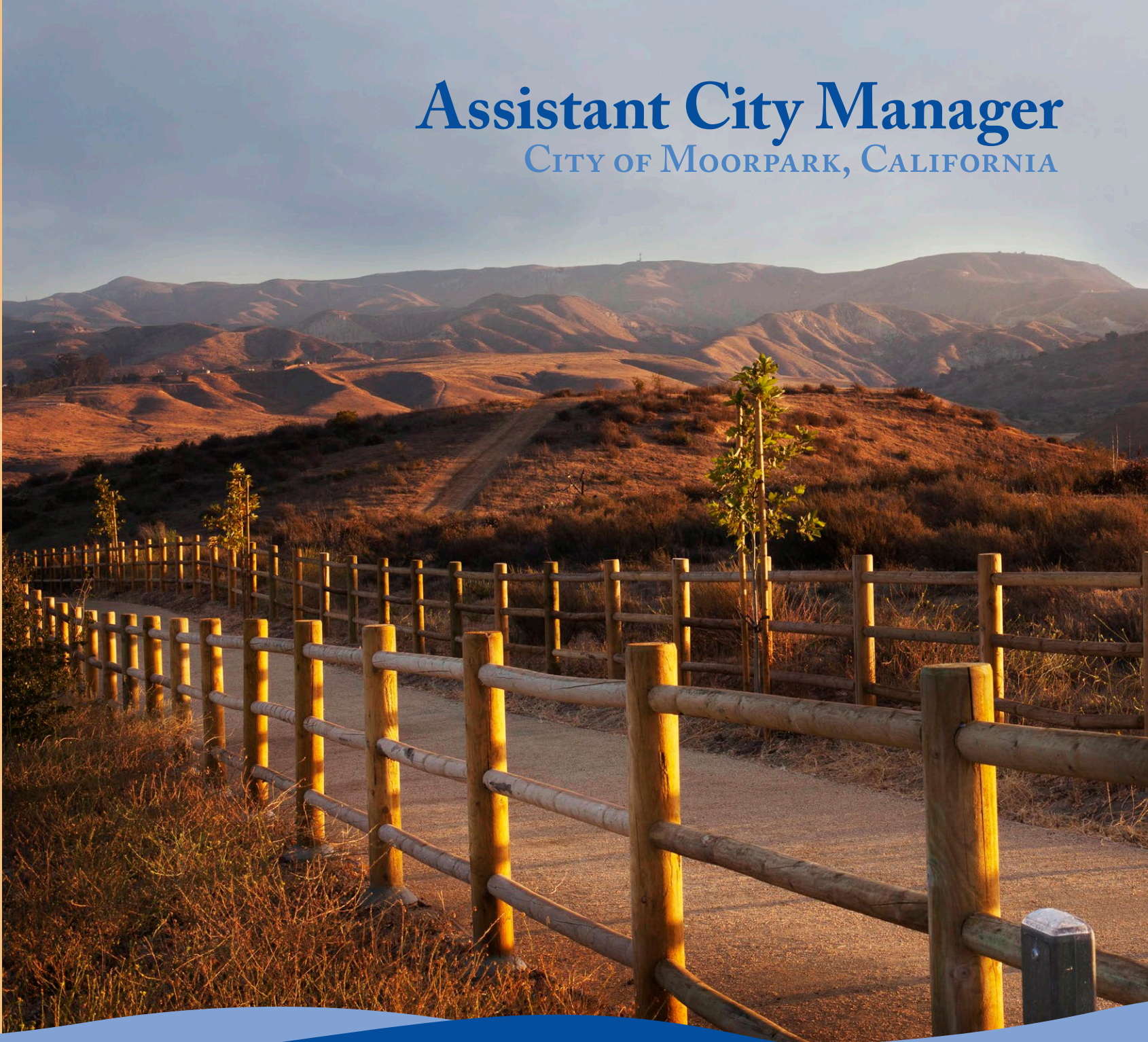
Please do not hesitate to contact Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



www.peckhamandmckenney.com

Assistant City Manager

CITY OF MOORPARK, CALIFORNIA



Peckham & McKenney
"All about fit"

PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

THE COMMUNITY

Nestled in a bucolic valley and conveniently located in the southeastern part of Ventura County, the Moorpark community enjoys a perpetual vacation climate that provides an outstanding environment for raising a family, conducting business, and recreational and cultural activities. The City of Moorpark is home to a historic downtown, a vibrant local economy consisting of small business and corporate headquarters, outstanding schools including an exceptional community college, and readily accessible transportation amenities. With its direct connections to transportation corridors for access to neighboring major urban centers and recreational amenities, lower than the California average housing costs, and long history of being the safest City in Ventura County and among the safest in the United States, the City of Moorpark is recognized as one of "America's Top Rated Smaller Cities" and enjoys a livability rating of 75/100 (www.areavibes.com).

The City comprises a total of 13 square miles with a culturally diverse population of approximately 37,000. Residents have a variety of neighborhoods, shopping, dining, and entertainment venues to choose among. In addition, within 30- to 50-minutes from Moorpark, the region offers a variety of amenities ranging from the deep-water port at the Port of Hueneme to venues in Santa Barbara and Los Angeles. Residents enjoy the local community classes, youth leagues, celebrations, and cultural events.

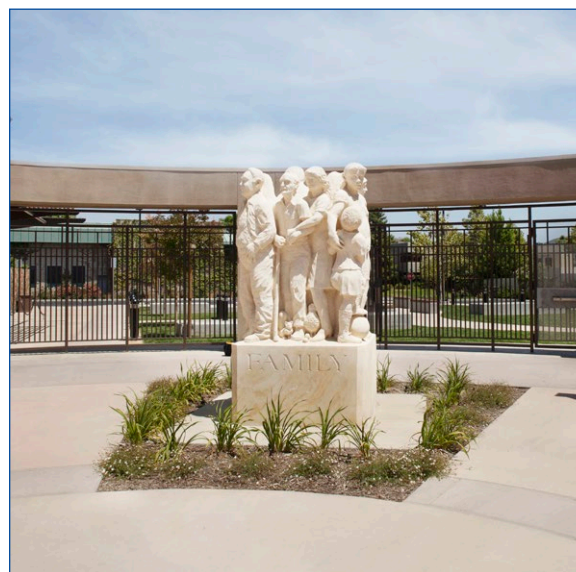
The City of Moorpark is known for its annual "Moorpark Country Days" enjoyed by families and friends. The celebration encompasses a parade and street fair along the City's Historic High Street featuring entertainment, a children's village and "overall just plain fun." The City of Moorpark is also home to the Moorpark Community College. The accredited college which consistently ranks among the Best Community Colleges in the America not only attracts students to its beautiful 150-acre campus because of its academic excellence, but to its Exotic Animal Training and Management Curriculum which is dubbed as America's Teaching Zoo. Moorpark College is attended by 15,000 students ranging in age from about 11 to over 70. Approximately 150 foreign students from 52 different countries are enrolled in Moorpark College. Recognizing the high quality of life for employees, several companies have located headquarters or offices in Moorpark; they include PennyMac, Test Equity, Laritech, Pentair, and Warehouse Discount Center.

For more information about the City of Moorpark, please visit <https://www.moorparkca.gov>.

THE ORGANIZATION

Moorpark is managed by the Council/City Manager form of government. Under the leadership of City Manager Troy Brown as set forth in the organization's goals and strategic plan, and with the enthusiastic support of the Mayor and City Council, the City is building a strong, dedicated team of local government professionals to lead the City and organization into the future.

The five-member City Council will be elected by district with the 2020 election and serve staggered four-year terms. The Mayor, who is elected at-large, serves a two-year term. The Executive Team consists of the Assistant City Manager and four Department Heads who oversee a total of 54 full-time staff and 12.5 part-time staff among the departments of the City Manager's Office; Community Development; Finance; City Engineer/Public Works; and Parks, Recreation & Community Services. Public safety is provided by the Ventura County Sheriff's Office through a contract with the City, and by



the Ventura County Fire Department through services of a special district formed in 1928. For fiscal year 2019/2020, the City has operating revenues of \$19.6 million and expenditures of \$19.5 million. The Capital Improvement Program includes \$19.3 million for 12 street/road and building/facility projects.

The City is a "high touch" organization that provides an extraordinary level of customer service to, and engagement with, residents on all matters. City personnel interact and engage directly with residents, community organizations, and local businesses on a regular basis for providing public service. For enhancing and maintaining the City's high performing team, and for bringing forward "best practices" for service delivery, the Assistant City Manager is responsible for organizational development, building and sustaining a



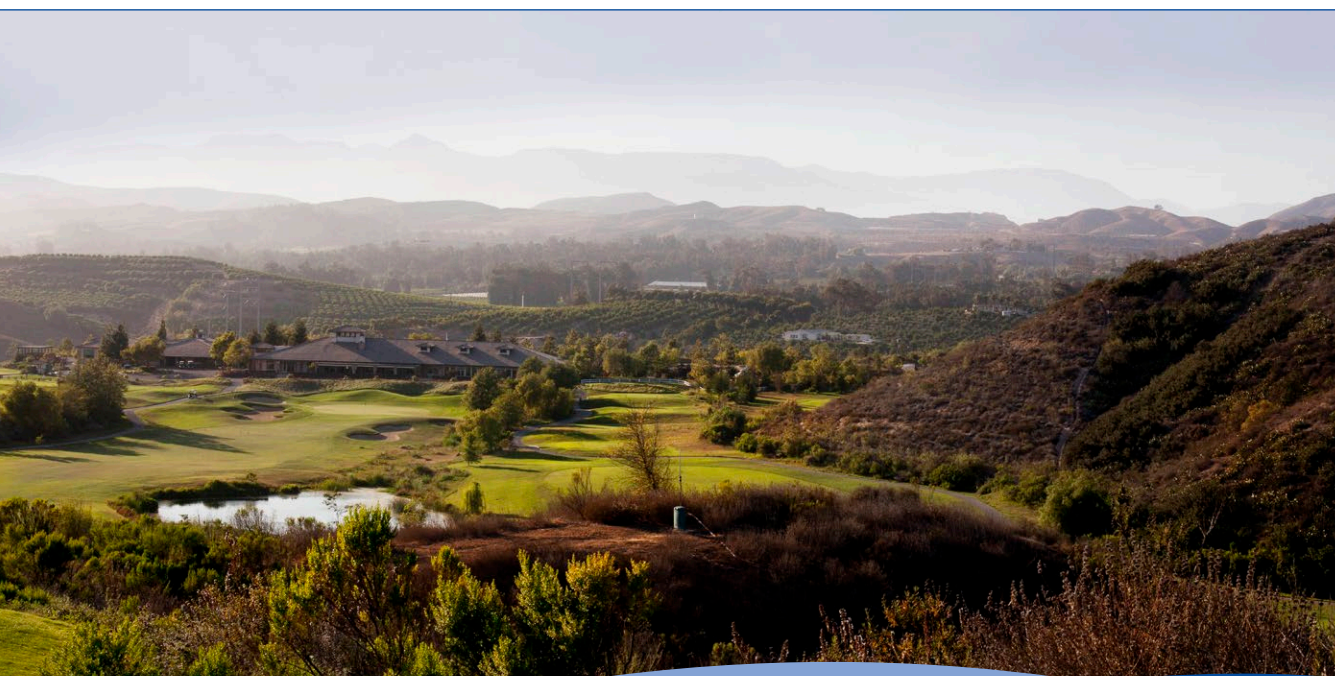
collaborative working relationship among personnel, aligning the organization to achieve goals with outcomes, and leading improvements in organization processes. The Executive Team embraces the goal oriented, collaborative, team approach established by the City Manager that will be facilitated by the Assistant City Manager.

THE POSITION

Appointed by and reporting to the City Manager who is seeking an individual to serve as his abled partner and Chief Operating Officer of the organization, the Assistant City Manager will have broad responsibility of providing leadership and working with the City Manager in a variety of areas pertaining to the administration of City services, human resources, economic development, community engagement and organizational development. The position specifically has direct oversight of the City Clerk's office, Human Resources and Risk Management. Other functional areas of responsibility may additionally be assigned.

The successful candidate will have a generalist background in local government with a customer service orientation, excellent judgement, attention to detail with a macro-perspective, superb communication skills, and a hands-on approach to producing work products. The position serves as a resource to others, and provides leadership within and outside the organization. The Assistant City Manager should be a self-starter, problem solver, and team player to address organizational improvements and have the professional aspiration of serving as a City Manager. As such, the Assistant City Manager will be routinely partnered with the City Manager for a variety of internal and external projects and activities, strategic planning, and community engagement. The position is for an approachable individual who recognizes the value of being visible and providing organizational leadership in support of the City Manager.

Requirements include ten years of increasingly responsible experience in municipal government including a minimum of four years of administrative and supervisory responsibility, and a Bachelor's Degree from an accredited four-year college. The ideal candidate will have specific knowledge and experience in Human Resources and Risk Management practices, specifically the hiring, discipline, class and compensation and best practices in staff development, and is seasoned in the overall management and operations of local government for improving a variety of organizational processes. Knowledge and background in Information Technology, Finance and Administration is a plus.





THE COMPENSATION

The annual salary range of the position is \$146,764 to \$197,412. An appointment will be made depending upon the qualifications of the selected candidate. The Assistant City Manager is an exempt position. The City provides an excellent benefit package that includes:

RETIREMENT: PERS Miscellaneous formula: “Classic” members: 2% @ 55 with no required employee contribution; the City pays 7% for classic members of base salary on employees CalPERS contribution. “New” members: 2% @ 62; employee contributes 6.75% of salary. The City does not participate in Social Security.

MEDICARE: Employee pays 1.45% of salary towards future Medicare benefits.

ADMINISTRATIVE LEAVE: 3.70 hours are accrued per pay period up to 96 hours in a calendar year.

ANNUAL LEAVE: 25 to 32 eight (8) hour days per calendar year.

CATASTROPHIC LEAVE: Up to 30 days with the first 36 months.

HOLIDAYS: 11.5 holidays (92 hours) are observed per calendar year.

HEALTH INSURANCE (MEDICAL, DENTAL AND VISION BENEFITS): 100% dental and vision for employee and dependents are paid by City for employees and dependents. The majority of medical insurance through CalPERS is paid by the City at the family rate. The City also provides compensation for comprehensive physical after one-year of service.

LONG-TERM DISABILITY: City-paid coverage.

SHORT-TERM DISABILITY: City-paid coverage.

TUITION REIMBURSEMENT: Provided for courses pre-approved by the City Manager.

LIFE INSURANCE: City-paid \$150,000 term life insurance.

DEFERRED COMPENSATION SAVINGS PLAN: 2.5% of base salary paid by City.

VEHICLE ALLOWANCE: \$310 per month.

CELL PHONE ALLOWANCE: \$70 per month.

RELOCATION: The City will provide an allowance toward relocation.

SEARCH SCHEDULE

Filing Deadline:..... January 10, 2020

Preliminary Interviews:..... January 15 – 24, 2020

Recommendation of Candidates:.. January 28, 2020

Finalist Interview Process: February 10, 2020

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website:

Peckham & McKenney
www@peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Anton “Tony” Dahlerbruch at 310.567.1554 or toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com

**AGREEMENT FOR RECRUITMENT SERVICES BETWEEN
CITY OF ROLLING HILLS**

AND

PECKHAM & MCKENNEY, INC.

This Agreement for Recruitment Services (“Agreement”), effective immediately, is entered into by and between PECKHAM & MCKENNEY, INC. (hereinafter referred to as “CONSULTANT”) at 300 Harding Boulevard, Suite 203D, Roseville, CA 95678 and the CITY OF ROLLING HILLS, a California municipal corporation (hereinafter referred to as “CITY”).

R E C I T A L S

- A. CITY has a need for the assistance of an recruitment specialist to assist it in filling the vacancy in the Clerk Clerk and Senior Management Analyst position.
- B. CONSULTANT has the training, experience and competence to perform the specialized services required by the CITY.
- C. CITY has the authority under state law to engage CONSULTANT’s services for that purpose.

NOW THEREFORE, in consideration of the foregoing and the promises herein contained, the parties to this Agreement do hereby mutually agree as follows:

I.

DUTIES OF CONSULTANT

1.1 CONSULTANT will perform any and all necessary work in order to assist the CITY in recruiting and hiring a qualified CITY CLERK AND SENIOR MANAGEMENT ANALYST in accordance with the Scope of Services attached hereto as Exhibit A and incorporated herein by reference, except that, to the extent that any provision in Exhibit A conflicts with this Agreement, the provisions of this Agreement shall govern. Work to be performed includes:

- a) CONSULTANT to perform project organization and consult with City Manager and others as directed by the City Manager to assess the CITY’S needs and formalize the project schedule.

Time Frame: one week.

- b) CONSULTANT will develop a candidate profile for the City Clerk and Senior Management Analyst positions (including attend virtual meeting #1 with CITY to

discuss candidate profiles, develop candidate profiles/marketing brochures acceptable to CITY, and develop advertising and recruiting plans) for the CITY.

Time Frame: two weeks.

- c) CONSULTANT will recruit candidates for the City Clerk and Senior Management Analyst positions (including advertise, network, and electronically post regarding positions in appropriate platforms, distribute candidate profiles to up to 500 identified industry professionals for each position, post opportunities on Peckham & McKenney and CITY websites, perform focused outreach to individuals within parameters of candidate profiles, and respond to all inquiries and acknowledge all resumes received within 48 hours of receipt).

Time Frame: four weeks.

- d) CONSULTANT will conduct preliminary screening of applicants and preliminary interviews with leading candidates (including screen resumes and conduct internet research to eliminate candidates who do not possess minimum required qualifications, identify leading candidates and request supplemental questionnaires from such candidates, review supplemental questionnaires, and conduct preliminary interviews with leading candidates) for CITY. CONSULTANT will make application materials of all candidates available to CITY upon request.

Time Frame: two weeks.

- e) CONSULTANT will recommend candidates to CITY for the selection of finalists (including provide PDF document of candidates recommendations accompanied by detailed written report, attend virtual meeting #2 to provide overview of recommended candidates, and notify all candidates of status in recruitment process after CITY selects candidates for finalist interview process).

Time Frame: one week.

- f) CONSULTANT will assist CITY in finalist interview process (including attend on-site or virtual meeting #3 to facilitate finalist interviews, assist CITY throughout process and provide recommendations, and assist CITY in second finalist interview process, if requested by City Manager).

Time Frame: two weeks.

- g) CONSULTANT will work with the CITY to ensure qualification of finalists (including conduct thorough background and reference checks on leading candidate, provide negotiation assistance, and successfully place candidate).

- h) CONSULTANT will notify all unsuccessful candidates.

Time Frame: one week.

- i) All work on this assignment will be performed by Anton (Tony) Dahlerbruch and staff of Peckham & McKenney.

1.2 Status as Independent Contractor

A. CONSULTANT is, and shall at all times remain as to CITY, a wholly independent contractor. CONSULTANT shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's employees, except as set forth in this Agreement. 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 City.

B. CONSULTANT agrees to pay all required taxes on amounts paid to CONSULTANT under this Agreement, and to indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. In the event that City is audited by any Federal or State agency regarding the independent contractor status of CONSULTANT and the audit in any way fails to sustain the validity of a wholly independent contractor relationship between City and CONSULTANT, then CONSULTANT agrees to reimburse City for all costs, including accounting and attorney's fees, arising out of such audit and any appeals relating thereto.

C. CONSULTANT shall fully comply with the workers' compensation law regarding CONSULTANT and CONSULTANT's employees. CONSULTANT further agrees to indemnify and hold City harmless from any failure of CONSULTANT to comply with applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to CONSULTANT under this Agreement any amount due to City from CONSULTANT as a result of CONSULTANT's failure to promptly pay to City any reimbursement or indemnification arising under this Section.

D. CONSULTANT shall, at CONSULTANT's sole cost and expense fully secure and comply with all federal, state and local governmental permit or licensing requirements, including but not limited to the City of Rolling Hills, South Coast Air Quality Management District, and California Air Resources Board. CONSULTANT further agrees to indemnify and hold City harmless from any failure of CONSULTANT to comply with the requirements in this Section. Additionally, the City shall have the right to offset against the amount of any fees due to CONSULTANT under this Agreement for any amount or penalty levied against the City for CONSULTANT's failure to comply with this Section.

1.3 Standard of Performance. CONSULTANT shall perform all work at the standard of care and skill ordinarily exercised by members of the profession under similar conditions.

1.4 Insurance. CONSULTANT shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company authorized to do business in the State of California and approved by the City (1) a policy or policies of broad-form comprehensive general liability insurance with minimum limits of \$2,000,000.00 combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts by CONSULTANT, its officers, employees, agents, and independent contractors in performance of services under this Agreement; (2) property damage insurance with a minimum limit of \$500,000.00; (3) automotive liability insurance, with minimum combined single limits coverage of \$1,000,000.00; (4) professional liability insurance (errors and omissions) to cover or partially cover damages that may be the result of errors, omissions, or negligent acts of CONSULTANT, in an amount of not less than \$1,000,000 per occurrence and at least \$1,000,000 aggregate; and (5) worker's compensation insurance with a minimum limit of \$500,000.00 or the amount required by law, whichever is greater. City, its officers, employees, attorneys, and volunteers shall be named as additional insureds on the policy(ies) as to comprehensive general liability, property damage, and automotive liability. The policy (ies) as to comprehensive general liability, property damage, and automobile liability shall provide that they are primary, and that any insurance maintained by the City shall be excess insurance only.

A. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving City thirty (30) day's prior written notice thereof. CONSULTANT agrees that it will not cancel, reduce or otherwise modify the insurance coverage.

B. All policies of insurance shall cover the obligations of CONSULTANT pursuant to the terms of this Agreement; shall be issued by an insurance company which is authorized to do business in the State of California or which is approved in writing by the City; and shall be placed with a current A.M. Best's rating of no less than A VII.

C. CONSULTANT shall submit to City (1) insurance certificates indicating compliance with the minimum worker's compensation insurance requirements above, and (2) insurance policy endorsements indicating compliance with all other minimum insurance requirements above, not less than one (1) day prior to beginning of performance under this Agreement. Endorsements shall be executed on City's appropriate standard forms entitled "Additional Insured Endorsement," or a substantially similar form which the City has agreed in writing to accept.

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

the policy, City may include such amounts as damages in any action against Owner for breach of this Agreement in addition to any other damages incurred by City due to the breach.

1.5 Ownership of Materials. All materials provided by CONSULTANT in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. CONSULTANT may, however, make and retain such copies of said documents and materials as CONSULTANT may desire.

1.6 Termination. City may terminate this Agreement with or without cause upon fifteen (15) days' written notice to the other party. The effective date of termination shall be upon the date specified in the notice of termination, or, in the event no date is specified, upon the fifteenth (15th) day following delivery of the notice. In the event of such termination, City agrees to pay CONSULTANT for reimbursable expenses incurred prior to the effective date of termination. Immediately upon receiving written notice of termination, CONSULTANT shall discontinue performing services. This Agreement is not terminable by CONSULTANT.

1.7 Personnel. CONSULTANT represents that it has, or will secure at its own expense, all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed by CONSULTANT or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. CONSULTANT reserves the right to determine the assignment of its own employees to the performance of CONSULTANT's services under this Agreement, but City reserves the right, for good cause, to require CONSULTANT to exclude any employee from performing services on City's premises.

1.8 Non-Discrimination and Equal Employment Opportunity.

A. CONSULTANT shall not discriminate as to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation, in the performance of its services and duties pursuant to this Agreement, and will comply with all rules and regulations of City relating thereto. Such nondiscrimination shall include but not be limited to the following: employment, upgrading, demotion, transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

B. CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of CONSULTANT, state either that it is an equal opportunity employer or that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

C. CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts approved under this Agreement for any work covered by this Agreement except contracts or subcontracts for standard commercial supplies or raw materials.

1.9 Assignment and Subcontracting. CONSULTANT shall not assign or transfer any interest in this Agreement nor the performance of any of CONSULTANT's obligations

hereunder or subcontract any portion of this Agreement, without the prior written consent of City, and any attempt by CONSULTANT to so assign or subcontract this Agreement or any rights, duties, or obligations arising hereunder shall be void and of no effect.

1.10 Compliance with Laws. CONSULTANT shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments.

1.11 Mediation. Any dispute or controversy arising under this Agreement, or in connection with any of the terms and conditions hereof, shall be referred by the parties hereto for mediation. A third party, neutral mediation service shall be selected, as agreed upon by the parties and the costs and expenses thereof shall be borne equally by the parties hereto. In the event the parties are unable to mutually agree upon the mediator to be selected hereunder, the City Council shall select such a neutral, third party mediation service and the City Council's decision shall be final. The parties agree to utilize their good faith efforts to resolve any such dispute or controversy so submitted to mediation. It is specifically understood and agreed by the parties hereto that referral of any such dispute or controversy, and mutual good faith efforts to resolve the same thereby, shall be conditions precedent to the institution of any action or proceeding, whether at law or in equity with respect to any such dispute or controversy.

1.12 Notices. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during regular business hours or by facsimile before or during regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses heretofore set forth in the Agreement, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this section.

CITY:

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

CONSULTANT:

Anton (Tony) Dahlerbruch
Executive Recruiter
300 Harding Boulevard, Suite 203D
Roseville, CA 95678
TEL (310) 567-1554
FAX

II.

DUTIES OF CITY

2.1 CITY shall cooperate with CONSULTANT in the performance of this Agreement as follows:

- a) Providing all information reasonably accessible to CITY which may be helpful to CONSULTANT in the performance of services, and
- b) Make staff available for interviews/consultation, etc.

- c) Providing clerical and stenographic assistance as CONSULTANT may reasonably require on-site, and
- d) Providing a suitable location where interview sessions may be conducted.

III.

CONSIDERATION

3.1 The CITY shall pay the CONSULTANT for its professional services rendered and costs incurred pursuant to this Agreement in accordance with Exhibit B, the Scope of Work's fee and cost schedule, for the services attached to and made part of this Agreement. The professional services rendered and costs incurred for the recruitment of the City Clerk and Senior Management Analyst are subject to a do not exceed amount of \$45,000. Permitted additional service costs are subject to a do not exceed amount of \$9,900. The City Manager, or her designee, must authorize the additional service costs in writing. The total do not exceed amount for this Agreement is \$54,000. No additional compensation shall be paid for any other expenses incurred, unless agreed to in writing and signed by both parties by way of written amendment to this Agreement.

3.2 For the professional services rendered and costs incurred for the recruitment of the City Clerk and Senior Management Analyst, one-third (1/3) of the all-inclusive fee (\$15,000) is due as retainer upon execution of this Agreement; the second one-third (1/3) of the all-inclusive fee (\$15,000) will be invoiced one month after execution of this Agreement and CITY shall pay CONSULTANT all uncontested amounts set forth in the CONSULTANT's invoice within 30 days of receipt of the invoice; and the third one-third (1/3) of the all-inclusive fee (\$15,000) will be invoiced two months after execution of this Agreement and CITY shall pay CONSULTANT all uncontested amounts set forth in the CONSULTANT's invoice within 30 days following receipt of the invoice. For permitted additional service costs, as identified in Exhibit B, CONSULTANT shall submit to CITY, by no later than the 10th day of a month, its bill for services itemizing the fees and costs incurred during the previous month. CITY shall pay the CONSULTANT all uncontested amounts set forth in the CONSULTANT's invoice within 30 days following receipt of the invoice.

IV.

INDEMNITY

CONSULTANT shall indemnify, defend, and hold harmless the CITY, its officers, agents and employees against any and all liability, claims, actions, causes of actions or demands whatsoever against them, or any of them, for injury to or death of persons or damage to property arising out of, connected with, or caused by CONSULTANT, CONSULTANT'S employees, agents or independent contractors or companies in the performance of (or in any way arising from) the terms and provisions of this Agreement.

V.

ENTIRE AGREEMENT

This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.

PECKHAM & MCKENNEY, INC.

CITY OF ROLLING HILLS

Bobbi Peckham

Jeff Pieper, Mayor

Dated: _____

Dated: _____

EXHIBIT A
SCOPE OF SERVICES

THE SEARCH PROCESS

A standard search process takes 12 to 14 weeks, and the candidates would most likely begin employment with the City of Rolling Hills approximately 4 weeks later (16 to 18 weeks in total, or approximately 4 to 5 months). We will customize the search and project schedule to fit the specific interests and needs of the City of Rolling Hills. The search process typically includes the following steps:

Project Organization – Prior to beginning the recruitment, necessary documentation (contract, insurance, business license, retainer invoice, etc.) will be processed. We will work with the City Manager as the single point of contact throughout the recruitment for providing necessary information to us, responding to our questions, and receiving and distributing all correspondence.

Although we are familiar with the City of Rolling Hills, we will begin with a conference call with Ms. Jeng to discuss the process, listen to specific desires and expectations, and respond to any questions or concerns. Specifically, we will also:

- ✓ Discuss the expected parameters of each search, the search timeline, and schedule future meeting dates,
- ✓ Discuss and determine the extent of involvement of other individuals in the search process,
- ✓ Discuss the finalist interview process and the various components to be considered,
- ✓ Confirm the job description and compensation (as described in the prior recruitment ads) and request information pertaining to the budget and city projects, and
- ✓ Request high-resolution photos to be used in an attractive brochure to market the two positions.

Please note that decisions on the extent of involvement of others as well as additional components to the finalist interview process will impact the search, search timeline, and ultimately the cost of the recruitment process.

Development of Candidate Profile (virtual meeting #1) – This step provides for the development of both Candidate Profiles. Each Candidate Profile serves as a guide in the identification of potential candidates, outreach and recruitment efforts, screening and selection of your next City Clerk and Senior Management Analyst. The Candidate Profile includes information relating to the City of Rolling Hills; current and future issues and opportunities; expectations, goals, and objectives leading to the success of the new City Clerk and Senior Management Analyst; and the background and experience, leadership style, skills and abilities, and personality traits of the ideal candidates.

The Candidate Profiles will be prepared following a conversation with Ms. Jeng and other individuals identified in the initial conference call (see Project Organization above). This proposal includes up to 2 days of telephonic or Zoom meetings to develop the Candidate Profiles.

The draft Candidate Profiles will be provided to Ms. Jeng for review. We ask that all revisions and corrections be returned to us in a timely manner in order to maintain the agreed-upon search timeline. Our marketing and design professional will then prepare an attractive marketing brochure incorporating each Candidate Profile. Upon completing the Candidate Profiles, the brochure will be electronically distributed to up to 500 identified industry professionals, posted on the Peckham & McKenney website, and provided to the City for posting on the City website.

Advertisements will be placed in the appropriate industry publications and websites, and our firm will assume responsibility for presenting your opportunity in an accurate and professional manner. Social media, including LinkedIn and other platforms, will be used as appropriate.

Recruitment – A focus of our outreach will be direct phone contact with quality potential candidates. We will connect with local and regional applicants as part of our comprehensive search. With decades of executive search experience, we have developed an extensive candidate database and resources that are continuously updated, and we are well connected to seasoned professionals for finding well-qualified referrals. We take pride in the placement of women and applicants of diversity, and are known for long, successful tenures of candidates selected by the agency. Our recruiting efforts will be consistent with the conversations and plans / goals for finding the ideal candidate and focused on individuals aligned with the experience, background and knowledge as determined during the Candidate Profile Development.

Throughout this active search process, we will regularly update Ms. Jeng about the recruitment status and share questions, concerns, and comments received from potential candidates as they consider the opportunity. By doing so, we “team” with the City to ensure that all issues and concerns of candidates are discussed and understood thereby eliminating “surprises” once the resume filing deadline has occurred.

As resumes are received, they will be promptly acknowledged within 48 hours, and we will personally respond to all inquiries. Once the resume filing deadline has passed, we will update the City on the status of the recruitment, the number of resumes received, and our intent for preliminary interviews.

Preliminary Interviews – Upon our review of the resumes received, supplemental questionnaires will be sent to candidates who appear to meet their respective Candidate Profile. The supplemental questionnaire is intended to learn more about the applicant’s ability to perform the respective job, ascertain the applicant’s familiarity with the City of Rolling Hills, and observe their writing ability; applicants will be asked to address a few questions pertaining to the position that are based on information learned during Candidate Profile Development.

Following a thorough review of the supplemental questionnaires, we will conduct preliminary interviews with the individuals that most closely align with the Candidate Profile. Internet research will also be conducted so that we may probe the candidate regarding any areas of concern.

Candidates will be advised of the search schedule and updated regularly as to their status.

Recommendation of Candidates/Selection of Finalists (virtual meeting #2) – A report will be transmitted electronically (PDF) to Ms. Jeng prior to our meeting to discuss our recommendation of leading candidates. This report will include a full listing of all candidates who applied for each position, as well as the cover letters, resumes, and supplemental questionnaires of the recommended group of candidates for further consideration. We may include a first and second tier of candidates within our recommendation.

Mr. Dahlerbruch will meet telephonically or by Zoom with Ms. Jeng to provide an overview of the recommended candidates for each position, as well as share any concerns or negative information. Once a group of finalists has been selected by the City, we will revisit early decisions relating to the finalist interview process. For each position, a 1 day finalist interview process is standard for initial finalist interviews (with the leading 4 to 8 candidates). The City may want to include a City tour as part of this process. Mr. Dahlerbruch will again provide recommendations on the finalist interview process.

Peckham & McKenney will notify all candidates of their status. Those candidates selected as finalists will be notified and provided with all necessary information to attend finalist interviews with the City. We will prepare an interview schedule and confirm with Ms. Jeng all necessary details.

If necessary, finalists will make their own travel plans and reservations. As such, if there are candidates from outside the region that the City selects for an interview, it is customary that the City reimburse finalists for round-trip airfare, car rental, and lodging necessary to attend the interviews with the City. We will confirm this with Ms. Jeng at our meeting to recommend candidates.

Finalist Interview Process (on-site or virtual meeting #3) – Whether in-person or virtual (over Zoom), Mr. Dahlerbruch will provide facilitation during the finalist interview process. If the interviews are held in-person, we will discuss the appropriate physical distancing and cleaning necessary for the interviews.

An orientation session will be held at the beginning of the process, and we will facilitate a review and discussion of the finalists at the end of the day. Interview materials, including suggested interview questions, evaluation and ranking sheets will be provided. Again, a standard finalist interview process of the leading 4 to 8 candidates for each position is typically conducted within 1 day. Should the process desired by the City require more than 1 day with Mr. Dahlerbruch, an additional fee will be charged.

If a second interview with a subset of finalists from the prior interviews is conducted by the City, it is typically coordinated and conducted directly by the City. If Mr. Dahlerbruch facilitates and is involved in a second-day interview process is desired, an additional fee will be charged.

Qualification – Once the finalist candidate for each position has been selected and a conditional offer has been made by the City of Rolling Hills, a thorough background check will be conducted that is compliant with the Fair Credit Reporting Act and Investigative Consumer Reporting Agencies Act. Peckham & McKenney utilizes the services of Sterling Talent Solutions (www.sterlingtalentsolutions.ca), the world’s largest company focused entirely on conducting background checks. This investigation will verify professional work experience; degree verification; certifications; and criminal, civil, credit, and motor vehicle records. We encourage our clients to consider further vetting the candidate through a Department of Justice LiveScan (California clients) in order to ensure that all known criminal history records (beyond seven years) are investigated.

Mr. Dahlerbruch will also personally contact professional references, and a full report will be provided. This comprehensive process ensures that only the most thoroughly screened candidate is hired. In addition, negotiation assistance will be provided as requested by the City of Rolling Hills.

Peckham & McKenney’s qualification process of internet-based research, background checking through Sterling Talent Solutions, and reference checking has proven successful for our clients through the years. In addition to relying on our services, clients are encouraged to utilize the background checking protocols they normally would use in hiring a position of this type. Enhanced reference checking and background investigation, if any, beyond the scope of this proposal is the client’s responsibility.

Our ultimate goal is to exceed your expectations and successfully place a candidate who “fits” your organization and community’s needs now and into the future.

GUARANTEE AND ETHICS

Placement Guarantee

Our placement record is particularly strong in that 89% of the candidates we have placed remain in those positions for over 5 years. In the unlikely event, however, that a candidate recommended by our firm (external candidates only) leaves your employment ***for any reason within the first year*** (except in the event of budgetary cutbacks, promotion, position elimination, or illness/death), we agree to provide a one-time replacement at no additional charge, except expenses.

Reopening the Recruitment

Throughout the recruitment process, all of our efforts are made to ensure a successful placement of a candidate who fits the Candidate Profile. It is extremely rare that our recruitment process fails to produce a preferred candidate in the first instance. If the search process, however, does not produce a successful placement, and there is an understanding that the City of Rolling Hills and Peckham & McKenney each take responsibility for whatever errors may have been made, we will conduct a second recruitment process for the cost of expenses only (approximately \$7,500).

As Albert Einstein said, the definition of insanity is “doing the same thing over and over again and expecting different results.” Prior to reopening the recruitment again, we will thoroughly review with the City what adjustments in approach, compensation, or other variables may be necessary to ensure a successful outcome.

Ethics

Time and again, we receive unsolicited comments from clients and candidates relating to our integrity and high ethics.

- First, we believe in honesty. No client should ever appoint an individual without being fully knowledgeable of the candidate’s complete background and history. Conversely, no candidate should ever enter into a new career opportunity without full disclosure of any organizational “issues.”
- We strive to keep everyone involved in a recruitment process informed of the status. Not only do we provide regular updates to our clients, but we also have a reputation for keeping our candidates posted.
- As recruitment professionals, we do not recruit our placements -- ***ever***. Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. However, if they become a finalist, we ask that they speak to their supervisor to alert them of their intent.
- During an active engagement, we do not recruit staff from our client agencies for another recruitment. Nor do we “parallel process” a candidate, thereby pitting 1 client against another for the same candidate.
- We are retained only by client agencies and not by our candidates. While we have a reputation for being actively involved in the profession and providing training, workshops, and general advice to candidates, we represent only our clients. In addition, we ***always*** represent and speak of our clients in a positive manner; during the recruitment engagement as well as years after.

EXHIBIT B
FEE AND COST SCHEDULE

COST OF SERVICES

Peckham & McKenney is unique among recruiting firms for several reasons including having a fixed all-inclusive fee. Over years of experience, we have found that an all-inclusive fee is simpler, cost-effective, and efficient. Our all-inclusive fee includes professional fees and expenses (out-of-pocket costs associated with advertising, consultant travel, administrative support / printing / copying / postage / materials, telephone / technology, partial background checks on recommended candidates, and full background check on selected finalist only).

Knowing the uniqueness of Rolling Hills, City's past challenges finding successful candidates, the competitiveness among cities for qualified professionals, and what is involved in conducting an effective search for a City Clerk and other professional positions, we believe that the complete recruitment process represented herein is necessary. However, knowing the City, we are reducing our customary rate for conducting an individual recruitment from \$26,000 to \$22,500 per recruitment (\$45,000 in total for 2 recruitments).

Additional Service Costs

The following "menu" details fees for additional requested services. Some fees may be negotiated.

Facilitation of Community Forum	\$1,500
Community Survey & Analysis of Results	\$1,500
Additional meeting day (up to four days as detailed herein are included)	\$500 - \$1,000/mtg
Each additional full background check after the first per recruitment	\$300/each
Additional placement within organization*	\$5,000 (if selected within 1 year)

*If the City of Rolling Hills hires additional candidates from among those recommended for another position within 1 year of the close of the recruitment(s), a fee of \$5,000 will be charged to the City.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.B

Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ALAN PALERMO, PROJECT MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE AN APPLICATION TO THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA) FOR A LOAN TO FUND THE CITY HALL AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENTS

DATE: January 11, 2021

BACKGROUND:

Preparation of the ADA Transition Plan began in 2017 when the California Joint Powers Insurance Authority (CPJIA) supported the effort in hiring a consultant to draft an ADA Transition Plan for the City. Disability Access Consultants Corp (DAC) was engaged and performed inspections of the City Hall campus and access to the location. Based on inspections, DAC prepared the Accessibility Survey Transition Plan.

On January 14, 2019 staff provided an update to City Council on the status of the Accessibility Survey Transition Plan, the database compiled by DAC of identified ADA barriers, and the next steps in addressing identified ADA barriers. In December 2019, based on the Accessibility Survey Transition Plan, the City released a Request for Proposal for architectural and engineering design services to prepare ADA improvement plans for City Hall, excluding building exterior path of travel. On January 13, 2020, four proposals were received. Based on the RFP evaluation criteria, Pacific Architecture and Engineering, Inc. (PAE) was identified as being the most qualified firm based on their overall experience with municipalities and previous ADA compliance work. At the January 27, 2020 City Council Meeting, City Council engaged the services of PAE to prepare ADA improvement plans. PAE has commenced design and is proceeding with preparation of construction documents.

The California Joint Powers Insurance Authority (JPIA) is committed to helping members reduce risk by providing a variety of resources. Through the Executive Committee's authorization, the Authority's ADA Financing Program will make financing available to members on an as-needed basis each year for the development of a current ADA barrier removal projects. The financing provided through this

program is intended to encourage members to complete ADA barrier removal projects for the purposes of reducing risk exposure. All financing requests will go through an approval process by the Executive Committee.

Members selected to receive funds must repay the amount, plus interest, with level annual payments of principal and interest over a five-year term. The preliminary estimate of the interest rate of the financing is 1.91%, based on the Authority's portfolio return rate (1.41%; as of September 30, 2020), plus 50 basis points (0.50%). The Authority reserves the right to review and adjust the rate at the beginning of the year for each year in which financing is issued. While the interest rate may change in subsequent program years, all financing disbursed in a particular year will maintain that fixed rate throughout the repayment period. Members who receive funding through this program are welcome to apply in following years, but funding priority will generally be given to members that have not received previous funding from the Authority for this program.

The application deadline for the current financing program is January 13, 2021.

DISCUSSION:

Prior to March 2020, the interest rates that the Finance Department reported from banking institutions for Certificate of Deposits (CD)s hovered above 2 to 2.5%. CDs make a big percentage of the City's investment portfolio. When the City Council decided to move forward with the engineering design of the ADA improvements for City Hall, staff started to review financing options because it was anticipated that the City would also be implementing other capital improvements such as the tennis court improvements, the 8" sewer main along Portuguese Bend Road/Rolling Hills Road, and City Hall campus site improvements, around the same time. The financing option, prior to March 2020, presented a low interest rate loan (versus the interest rate if the funds were invested) and would alleviate the cash flow by spreading the expenditure over a period of five years, allowing other capital improvements to be implemented simultaneously. The lender is also a reliable source that has the utmost interest to eliminate liability risks to the city. In all, the financing option provided by the CJPIA was good option.

Since March 2020, the Finance Department has reported that the interest rates on CDs have dropped to below 1%. CJPIA specified that the current rate of the loan is 1.91%. While the difference in interest rates alone does not present a financial advantage for the City, the loan will allow the City to spread the expenditure over a five year period. In the five year period the interest rates may change again but the interest rate would be locked in per the rate of the fund disbursement year allowing the City to plan for future year expenses with certainty.

FISCAL IMPACT:

The construction of the ADA improvements for City Hall is anticipated to be funded using General Fund. Obtaining a loan to fund this project will spread the impact to the General Fund over several years at locked-in interest rate.

RECOMMENDATION:

Staff recommends that the City Council move to approve submitting an application to the California Joint Powers Insurance Authority for a loan to fund the City Hall ADA Improvements.

ATTACHMENTS:

[ADA-Financing-Program-Year-Three-Application_2020.01.07.pdf](#)

ADA Financing Program

OVERVIEW

The Authority is committed to helping members reduce risk by providing a variety of resources. Through the Executive Committee's authorization, the Authority's ADA Financing Program will make financing available to members on an as-needed basis each year for the development of a current and complete ADA Transition Plan and ADA barrier removal projects.

The financing provided through this program is intended to encourage members to complete ADA Transition Plan development or ADA barrier removal projects for the purposes of reducing risk exposure. All financing requests will go through an approval process by the Executive Committee.

Members selected to receive funds must repay the amount, plus interest, with level annual payments of principal and interest over a five-year term.

Members who receive funding through this program are welcome to apply in following years, but funding priority will generally be given to members that have not received previous funding from the Authority for this program.

REQUIREMENTS

In order to be eligible for the ADA Financing Program, members must meet the following requirements at the time of application:

- The agency must be current on any other payment plans with the Authority.
- If applying for a barrier removal project, the proposed work must be identified in the agency's current and complete ADA transition plan. *[Note: This requirement does not apply if your agency is applying for ADA Transition Plan financing.]*



INSTRUCTIONS

The deadline for submitting a complete application for consideration during this cycle of funding is **January 13, 2021**.

Please submit a completed application and any supporting documentation via e-mail (with the e-mail subject title of “ADA Financing Program Application”) to Abraham Han, Administrative Analyst: ahan@cjpia.org

APPLICATION REVIEW

The allocation of financing will be determined based on set application review criteria. Authority staff and the Executive Committee will review and evaluate applications based on the following significant considerations:

- Total funding amount requested by the member
- Total amount of funding requested from all applicants during each funding cycle
- Readiness to begin work
- Information of member’s past ADA claim(s) and its relevance to the proposed project
- Financial need
- Member has attempted to access and leverage other funding sources for the proposed project
- Risk associated with not doing the project

The application review period is expected to be completed within 60 days of the application deadline.

NOTIFICATION AND AWARD OF FUNDS

Generally, the funding threshold for each eligible project is expected to be approved in the range of \$100,000 to \$300,000. However, approved financing by the Executive Committee may exceed that amount.

Before the financing is disbursed, the member must adopt a resolution (a resolution template is available upon request) approving participation in the program, and review and execute either (i) a promissory note for the financing if the member’s source of repayment is not subject to the debt limit clause of the California Constitution; or (ii) lease and lease-back documentation if the source of repayment is subject to the constitutional debt limit clause. The documentation will be prepared by special counsel to the Authority and will include the parties involved, the principal amount borrowed, the interest rate for the financing, repayment terms, etc.



QUESTIONS

Questions about the ADA Financing Program and the application process may be directed to Abraham Han, Administrative Analyst at ahan@cjpia.org or (562) 467-8778.



MEMBER INFORMATION

Agency Name City of Rolling Hills

Primary Contact

Name: Elaine Jeng
Title: City Manager
Phone: (310) 377-1521
E-mail: ejeng@cityofrh.net

Alternate Contact

Name: Meredith Elguira
Title: Planning and Community Services Director
Phone: (310) 377-1521
E-mail: melguira@cityofrh.net



FUNDING REQUEST

Is your agency's funding request for: 1) the development of a complete and current ADA Transition Plan (a prerequisite in applying for funding for barrier removal projects), or 2) a barrier removal project (*check one*)?

☐

ADA Transition Plan Development

☒

Barrier Removal Project

300,000

Total Requested Funding from California JPIA:

\$

350,000

Estimated Total Cost of Project (*include funding from all sources*):

\$

PROPOSED ADA TRANSITION PLAN DEVELOPMENT INFORMATION

Note: If your agency already has a current and complete ADA Transition Plan, please skip this section and proceed to the next section ("Proposed Barrier Removal Project Information").

The development of an ADA Transition Plan will involve an ADA consultant conducting an overall diagnostic of the agency, performing inspections (e.g., buildings, facilities, public rights of way, etc.), and assisting in the development of a complete ADA Transition Plan.

Project Description/Justification (maximum 500 words) – *Please include: 1) general description of project or work, 2) statement of readiness, and 3) whether there are alternate sources of funding for this work if funds are not granted by the Authority.*



PROPOSED BARRIER REMOVAL PROJECT INFORMATION

Note: If your funding request is for ADA Transition Plan development, please skip this section and complete the previous section ("Proposed ADA Transition Plan Development Information").

Project Title: _____

Is this a new ADA project or a continuation of an existing ADA project (*check one*)?

☒

New Project

☐

Continuation of Existing Project

Has the proposed project or work been approved by your governing body, if applicable, pending financing approval from the California JPIA (*check one*)?

☒

Yes

☐

No

What financing amount has your agency approved and authorized from the California JPIA for this project or work?

300,000

\$ _____

July 2021

Estimated Project Start Date:

December 2021

Estimated Project Completion Date: _____

Project Description/Justification (maximum 500 words) – Please include: 1) general description of project or work, 2) statement of readiness, and 3) whether there are alternate sources of funding for this work if funds are not granted by the Authority.

Preparation of construction documents and specifications for improvements to public facilities for ADA compliance including, but not limited to, entryways to facilities, restrooms, public areas, and signage. Specifically, The City of Rolling Hills is looking to make improvements to comply with ADA requirements for the City Hall building as surveyed and identified in the draft ADA Accessibility Survey/Transition Plan with the goal of implementing these improvements beginning in FY2020.

Upon completion and approval of the construction documents, the City will solicit bids from contractors and engage the winning bidder to construct the improvements for City Hall to bring the building in compliance with ADA requirements.

The City has retained a Professional Services firm to prepare the construction documents, this work is currently under way and the City expects the documents to be approved for bidding in early second quarter 2021.

The City will use General Fund monies to fund the construction work if it's ADA



REPAYMENT AND RELATED MATTERS

Please describe the source of funds to be used to repay the borrowing (e.g., general fund of the member, enterprise revenues, etc.):

The City will use General Fund of the Member to repay the money borrowed for this project.

If the source of repayment is subject to the debt limit clause of the California Constitution, please identify a facility, or a site improved with a facility, that the member owns that has an insured or replacement value at least equal to the amount of requested funding, which facility, or site and facility, can be the subject of a lease-leaseback financing structure:

Note that the facility, or the site and facility, must not be encumbered, for any real property to be leased.

GENERAL TERMS AND CONDITIONS

Below are the general financing terms and conditions for the ADA Financing Program. More detailed financing terms and conditions will be provided to members with Authority funding-approved projects through the execution and delivery of appropriate documentation, and adoption by the member's governing board of authorizing legislation in a form provided by the Authority, before financing disbursement.

Interest Rate: The preliminary estimate of the interest rate of the financing is **1.91%**, based on the Authority's portfolio return rate (1.41%; as of September 30, 2020), plus 50 basis points (0.50%). The Authority reserves the right to review and adjust the rate at the beginning of the year for each year in which financing is issued. While the interest rate may change in subsequent program years, all financing disbursed in a particular year will maintain that fixed rate throughout the repayment period.

Administration Fee: Members will be responsible for fees related to administering the ADA Financing Program. Fees are one-time per financing, and they are determined based on the agency's financing category.

Financing Category	Fee Amount	Note(s)
Promissory Note	\$2,500	Non-debt limit entity or special revenue repayment source
Lease Agreement & Property Lease	\$4,000	Debt limit entity leasing facilities only
Lease Agreement & Site and Facilities Lease	\$5,000	Debt limit entity leasing real property and facilities

Repayment: Members will repay the financing to the Authority within five years of the date of financing disbursement. Therefore, five years is the maximum repayment term for the financing. Members will receive an annual invoice from the Authority for one-fifth of the total financing amount every year for five years. The Authority will periodically evaluate the appropriateness of annual invoicing and make adjustments, if needed.

Proof of Completed Work: Members will need to provide proof that the project or work outlined for the financing has been completed. Members may provide either copies of invoices or a written statement of completed work. If the member opts to submit a written statement, it should be on official agency letterhead and signed by the chief executive.

Late or Delinquent Payments: Fees and penalties will be assessed on late payments.



ACKNOWLEDGMENT

I acknowledge that I understand the general requirements and guidelines of the ADA Financing Program. I am authorized to sign and submit this application on behalf of my agency. If I am the authorized officer of the agency executing this application, but have not directly completed the application, then I acknowledge that I have reviewed all information in the application for accuracy and applicability.

I also acknowledge that the submittal of an application does not guarantee ADA financing, and I further acknowledge that the Authority will conduct an application review to determine which proposed work will be selected for funding. I agree to provide any additional documentation requested by the Authority for the purposes of application review.

Furthermore, I understand that an incomplete application may result in a delay in processing the application.

Chief Executive

Signature:

Printed Name:

Title:

Agency Name:

Date:



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.C

Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ALAN PALERMO, PROJECT MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE AN AMENDED AGREEMENT WITH PACIFIC ARCHITECTURE AND ENGINEERING INC. TO PROVIDE DESIGN OF AN EMERGENCY STANDBY GENERATOR FOR THE CITY HALL CAMPUS.

DATE: January 11, 2021

BACKGROUND:

The current emergency standby generator is outdated and no longer functioning properly. Over the past few years City staff has enlisted several maintenance firms to service the existing generator. The existing emergency standby generator is at the end of its life cycle and the City is looking to replace the existing equipment with a new emergency standby generator.

Repair activities for the current generator was presented to the City Council on October 26, 2020. Based on the information provided, the City Council directed staff to seek professional expertise to assist staff with unit replacement.

DISCUSSION:

Pacific Architecture and Engineering Inc. (PAE) is currently working on the design of Americans with Disabilities Act (ADA) improvements at City Hall. As a part of the scope, PAE already has a Mechanical, Electrical and Plumbing (ME) team supporting the effort. The ADA improvements include the relocation of the electrical panel and the relocation of the transfer switch for the standby generator. Since this component would need to be coordinated with the standby generator, economically it would be advantageous for the City to amend PAE's scope of work to include the design of a new standby generator for City Hall campus.

In discussions with PAE to assist with the City's current needs, PAE recommended to initiate the work on the standby generator by conducting an assessment/schematic design to include the following tasks:

- Review the load required of the generator (all uses that need to be powered by the generator);
- Evaluate the health and condition of all connections from the generator to all uses serviced by the generator;
- Identify the appropriate AQMD permits (by tier);

- Survey the nearby uses (such as schools) for notification as required by AQMD;
- Size the generator until based on constraints and requirements including selecting from a list of units pre-approved by AQMD; and
- Survey mechanical needs and evaluate the existing health and condition of the existing housing for necessary plumbing piping needs

PAE estimates the assessment will require 8 weeks to complete. Design of the system will require another 12 weeks of development. Given this timeframe, staff has secured pricing for mobile generator a backup until a new unit is implemented.

FISCAL IMPACT:

The adopted budget for FY2020-2021 had \$20,000 for repairs and maintenance for the City Hall campus. This budget can be used partially to fund the assessment/schematic and final design. The shortfall can be funded within the adopted budget from salary savings

RECOMMENDATION:

Staff recommends that the City Council approve an amended agreement with Pacific Architecture and Engineering Inc. to provide assessment/schematic and final design for a standby generator for the City Hall campus.

ATTACHMENTS:

[8AStaffReport_October262020.pdf](#)

[20201229_rolling hills generator_.pdf](#)

[Amendment to PSA - Architectural and Engineering Services-c1_2021-01-08.pdf](#)



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.A
Mtg. Date: 10/26/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER THE PROPOSALS FOR A NEW STANDBY GENERATOR TO REPLACE A NON-WORKING STANDBY GENERATOR FOR CITY HALL, CONSIDER OPTIONS FOR EQUIPMENT REPLACEMENT AND PERMITTING, AND PROVIDE DIRECTION TO STAFF.

DATE: October 26, 2020

BACKGROUND:

The standby generator serving City Hall is not operable. Below is a list of repair activities since February 2019.

- February through April, 2019. Affordable Generator Services (AGS) performed an annual maintenance on the standby generator. AGS replaced fuel line, primed fuel circuit, started engine to find the area that was welded as a temporarily repair, still leaks when unit is running. AGS removed the fuel line to attempt a different welding process to try and repair the obsolete fuel line. Councilmember Pat Wilson provided pro bono mechanic services to repair the broken fuel line by fabricating a new line, welding the line to the unit and cleaned up coolant and liquid under generator.
- April 2019. AGS continued maintenance activities after the repair of the fuel line and conducted a load bank test. AGS found large amounts of coolant under engine, unplugged block heater and provided spare parts for the enclosure.
- June 2019. City staff does not have the expertise to validate the remarks and recommendations by AGS so staff requested another service provider Duthie Power to perform an assessment of the unit. Duthie Power recommended that the unit should not be repaired because with age, the unit will need more repairs and more replacement parts to marginally prolong the useful life of the unit. Duthie Power provided a quote for a new generator.
- September 2019 To understand the operability of the components relating to unit, Duthie Power was asked to conducted a test on the automatic transfer switch (ATS). After the test, Duthie Power reported that the injection pump is failing and needs to be pulled out to be rebuilt/repared. Duthie Power forwarded an estimate with the recommended repair.
- November 2019 Duthie Power added 15 gallons of AQMD approved low sulfur red dyed diesel fuel to generator belly tank , bringing level to 95% full. Duthie Power also disabled battery

charger, removed & dispose of hazmat material associated with the batteries. Duthie Power installed two GRP8D starting batteries and applied terminal protective coating, enable battery charger, adjust as needed.

- June 2020: AGS was requested to validate the repairs performed by Duthie Power but AGS declined to provide service. Epic Power was requested to inspect the unit to validate Duthie Power's work. Epic Power reported one gauge is broken, noted that there was oil in radiator, reported that the switch is good but board and relay need to be replaced. Epic Power reported several unsuccessful attempts to locate replacement parts.

DISCUSSION:

Observations and recommendations from several generator service companies, the standby generator continues to deteriorate. Each maintenance call results in another inoperable part and or non-working status. The staff does not have the expertise to validate the observations and recommendations of vendors and as such have used a two vendor system to validate the work performed on the unit. With multiple vendors noting that the existing unit has reached its useful life and recommended replacement, staff requested estimates from vendors to replace the unit but the unit would require a permit from Air Quality Management District (AQMD).

Only two vendors submitted proposals: Duthie Power and Sun Electric. Both vendors recommended a 80KW diesel generator. Sun Electric proposed to also remove the existing automatic transfer switch (ATS) and install one 400 amp ATS while Duthie Power noted that ATS replacement and breaker replacement are excluded from the proposal. In review the proposals, and lacking expertise in this area, staff questions the following:

- Does the ATS need replacement?
- Does a structural engineer need to review the anchor to the new unit?
- Is 80KW appropriate for City Hall given that over the years, the facility added multiple devices needing power?
- Does the electrical panel need to be upgraded?
- Which brand of generator is best for a facility like City Hall?

In lieu of moving forward with replacing the unit with the most economical proposal, staff is recommending that the City Council solicit the services of a Mechanical, Electrical and Plumbing (MEP) consultant to assist staff with development of unit specifications most appropriate for the City Hall campus and identify other ancillary work for a complete repair of the system.

FISCAL IMPACT:

The adopted budget for FY20-21 includes \$20,000 for contractual services for repairs and maintenance to City Hall. This budget can be used for the services of a MEP professional to assist City staff with the scope to repair the standby generator system.

RECOMMENDATION:

Staff recommends that the City Council review the proposals to replace the existing standby generator, consider the options for replacement and permitting and provide instructions to staff.

ATTACHMENTS:

Duthie_City of Rolling Hills quote for 80KW.pdf
Sun Electric_Generator Quote 75KW.pdf



PACIFIC ARCHITECTURE AND ENGINEERING, INC.

730 ARIZONA AVE, SANTA MONICA CA 90401
(424)330-1721

December 23, 2020

Subject: Proposal for City of Rolling Hills Generator Replacement Assessment and Design

Pacific Architecture and Engineering, Inc., is pleased to submit this proposal for engineering services for the replacement of the generator at City Hall.

Scope of Work:

Engineers will survey the existing generator system, make recommendation of generator options and create engineered drawings for plancheck and pricing. Proximity to school and residential area may limit the generator to EPA Tier 4 compliant. AQMD Certified Permit Processor will assist in permitting the generator.

1. Electrical

- a. Evaluate existing building loads and estimate new future back up power loads with facilities engineers and management.
- b. Generate electrical single line diagram of existing facility system based on electrician's tracing and investigation of the current system.
- c. Specify and size the new generator, along with associated back up ATS and distribution panels.
- d. Prepare plans and calculations for review by facilities engineers, plan check and budgeting.

2. Mechanical

- a. Provide calculations for heat load of new generator system.
- b. Design exhaust and/or cooling system for the generator equipment.
- c. Specify all new HVAC equipment for generator system ventilation/cooling.

3. Plumbing

- a. Evaluate existing conditions of fuel piping.
- b. Provide specification and design an any new fuel piping and pump system required for the new generator.

We are assuming no modifications are needed at the structure where generator is housed.

AQMD Certified Permit Processor

- a. Provide review of proposed engine
- c. AQMD permitting

Exclusions: Notifications letter, labels, labels, postage, shall be produced and mailed by City. Hours may be moved within tasks. City Electrician may need to provide a trace.

Fee

Rolling Hills Generator			
ASSESSMENT			\$ 4,096.43
DESIGN DEVELOPMENT & COST ESTIMATE			\$ 13,336.50
CONSTRUCTION DOCUMENTS & COST ESTIMATE			\$ 8,226.10
AQMD CERTIFIED PERMIT PROCESSOR			\$ 6,421.50
CONSTRUCTION ADMINISTRATION			\$ 7,148.80
REIMBURSABLES			\$ 500.00
GRAND TOTAL			\$ 39,729.33

ASSESSMENT			
	Rates	Hours	Total
Project Manager	\$ 171.00	4	\$ 684.00
Engineer Project Manager V	\$ 186.83	2	\$ 373.66
Engineer V	\$ 153.86	14	\$ 2,154.04
Designer V	\$ 126.39	7	\$ 884.73
SUBTOTAL			\$ 4,096.43

DESIGN DEVELOPMENT & COST ESTIMATE			
Project Manager	\$ 171.00	8	\$ 1,368.00
Designer III	\$ 127.50	20	\$ 2,550.00
Engineer Project Manager V	\$ 186.83	8	\$ 1,494.64
Engineer V	\$ 153.86	40	\$ 6,154.40
Designer V	\$ 126.39	14	\$ 1,769.46
SUBTOTAL			\$ 13,336.50

CONSTRUCTION DOCUMENTS & COST ESTIMATE			
Project Manager	\$ 171.00	8	\$ 1,368.00
Designer III	\$ 127.50	20	\$ 2,550.00
Engineer Project Manager V	\$ 186.83	8	\$ 1,494.64
Engineer V	\$ 153.86	15	\$ 2,307.90
Designer V	\$ 126.39	4	\$ 505.56
SUBTOTAL			\$ 8,226.10

AQMD CERTIFIED PERMIT PROCESSOR		Hours	
Project Manager	\$ 171.00	4	\$ 684.00
Designer III	\$ 127.50	45	\$ 5,737.50
SUBTOTAL			\$ 6,421.50

CONSTRUCTION ADMINISTRATION		Hours	
Project Manager	\$ 171.00	8	\$ 1,368.00
Engineer Project Manager V	\$ 186.83	8	\$ 1,494.64
Engineer V	\$ 153.86	18	\$ 2,769.48
Designer V	\$ 126.39	12	\$ 1,516.68
SUBTOTAL			\$ 7,148.80

Time and Material Not to exceed \$39,729.33

We appreciate the opportunity to present 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

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

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

THIS FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT ("First Amendment") is made and entered into this ____ day of January 2021 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 corporation (hereinafter the "CONSULTANT").

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; and

B. City and Consultant now desire to amend the Agreement to expand the scope of work, clarify the term, and increase the cost so that Consultant may provide engineering services for the replacement of the generator at City Hall; and

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

D. 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 Agreement.

1. CITY and CONSULTANT agree to replace Exhibit A that was attached to the Agreement with Exhibit A that is attached to this First Amendment and incorporated herein by reference.

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 as set forth in Exhibit A subject to an amount not to exceed \$76,473.49. This fee 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. Paragraph 9 (TERM OF CONTRACT) of the Agreement is amended to read as follows:

9. TERM OF CONTRACT

This Agreement shall be valid until the completion of the construction based on the plans prepared pursuant to Project 1 (Architectural and Engineering Design Services to Prepare ADA Improvements for City) identified in Exhibit A.

4. All terms and conditions of the Agreement not amended by this First Amendment remain in full force and effect.

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

CITY OF ROLLING HILLS

**PACIFIC ARCHITECTURE AND
ENGINEERING, INC.**

CITY MANAGER:

PRINCIPAL PROJECT MANAGER

ELAINE JENG

JUN FUJITA HALL

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

MICHAEL JENKINS
CITY ATTORNEY

EXHIBIT A
Scope of Work

PROJECT 1: ARCHITECTURAL AND ENGINEERING DESIGN SERVICES TO PREPARE ADA IMPROVEMENTS FOR CITY

Task 1 – Programming

The PAC team will first conduct a site visit, field measure and create as-builts that capture the dimensions required for ADA compliant upgrades as identified in the third party survey.

The new 2019 California Building Code Chapter 11b shall be applied towards ADA upgrades and the Design Team will recommend the most feasible way to complete ADA upgrades. There may be more than one way to achieve ADA compliance and the Design Team will discuss alternatives with the City. Please note that ADA compliance not listed in the survey may be triggered.

The concept plans shall show the plan of the building with notes for the Upgrades and Design Team will obtain approval of the design from the City Project Manager.

The restroom reconfiguration will require relocation of wall partitions, and may also include relocation of mechanical vents, as well as lighting fixtures. From the survey we understand the ADA upgrade work to include 50 doors, a counter, signage, restrooms, assembly areas, break room, and sink ADA upgrades.

If Cost Estimate is beyond City's expectations, City and Design Team will discuss options for the Scope of Work.

- Review of draft Accessibility Survey/Transition Plan, research code, site visits, field measurements
- Schematic plans/concept plans
- Coordination and up to 3 meetings with City Staff / City's designated Project Manager
- A preliminary cost estimate (order of magnitude) will be prepared on schematic/concept plans approved by the City.

Task 2 – Construction Documents(Plans), Specifications, Estimates

In this phase the drawings will be further developed, with a demolition plan, door schedule, door hardware, threshold details, new restroom plans, restroom partition details, fixture details, ADA mounting heights, ADA signage details, accessory details, door relocation details, door dimensions, door clearance details. When exterior openings are modified, waterproofing details shall be shown. Visual warning system shall be provided as a design build specification.

The restroom reconfiguration shall show relocation of fixtures requiring trenching of of slab on grade, relocation of partitions, electrical fixtures and venting if necessary.

The design team will discuss construction phasing expectations for the project with the City.

- Provide 90% Construction Documents, Specifications, and Construction Cost Estimate based on approved Schematic Plans for City review
- Provide a draft construction phasing plan to allow the City to implement the entirety of improvements in phases



- Provide 100% Construction Documents, Specifications, and Construction Cost Estimate addressing City comments on the 90% submittal City review and approval
- Provide final 100% Construction Documents, Specifications, and Construction Cost Estimate address any City comments on the 100% submittal
- Provide final construction phasing plan
- Coordination and up to 2 meetings with City Staff / City's designated Project Manager

Task 3 – Bid Support

Assist the City in preparation of Bid Package and provide responses to questions received during the bid phase.

Task 4 – Construction Support

Construction Support services during construction of the improvements from the approved final

Construction Documents and Specifications including but not limited to.:

- Attend 3 meetings during construction phase
- Respond to Requests for Information (RFI)
- General Plan interpretation not requiring a RFI
- Review and provide recommendations to Change Order requests
- Prepare as-builts

Task 5 – Space Planning Optional

Optional service/task unrelated to the ADA improvement, the City is interested in creating an additional meeting room at the City Hall facility.

This will most likely require structural, electrical and mechanical engineering for the new space. Finishes will also be selected to match existing finish palette. Our team may also select furniture (approved by the City) and will provide a furniture plan.

- Coordination and 3 meetings with City Staff / City's designated Project Manager
- Field measurements required to prepare space plan for additional meeting room
- Consultant to prepare construction documents to the additional meeting room coordinated with the ADA improvements

Schedule:

Week 1-2 Task 1

Week 3 City review

Week 4-6 Task 2

Week 7 City review

Week 8 Task 2 Complete

Task 5 may be combined into this schedule above

Notes: This proposal assumes the project has no federal funding or is associated with any Federal Entity. Geotechnical Report, Lead and Asbestos Testing and Remediation, Title 24 Calculations, Civil Engineering are not included.



PACIFIC ARCHITECTURE AND ENGINEERING, INC.

City to determine if electric meters in outside closet are abandoned or in use

This proposal assumes there are no major structural modifications necessary and no bearing walls are affected, and whole building structural calculations are not necessary. Door adjustments for strikeside clearance are assumed to be non-load bearing framing adjustments.

Task 5 Planning of Meeting Room assumes interior room, with allowances for Electrical and Mechanical engineering.



PACIFIC ARCHITECTURE AND ENGINEERING HOURLY FEE PROPOSAL

FEE			
TASK 1 PROGRAMMING			\$5,736.00
TASK 2 CONSTRUCTION DOCUMENTS PLANS ESTIMATE			\$21,305.15
TASK 3 BID SUPPORT			\$1,321.42
TASK 4 CONSTRUCTION SUPPORT			\$3,154.72
TASK 5 SPACE PLANNING			\$4,426.87
REIMBURSABLES			\$800.00
GRAND TOTAL			\$36,744.16

TASK 1 PROGRAMMING			
	Contract Rates	Hours	Total
Project Architect	\$171.00	16	\$2,736.00
Project Manager	\$165.00	0	\$0.00
Senior Engineer II	\$145.00	8	\$1,160.00
Designer II	\$95.00	0	\$0.00
Senior Engineer III	\$161.00	0	\$0.00
Designer III	\$125.00	8	\$1,000.00
Engineer II	\$105.00	8	\$840.00
Designer I	\$85.00	0	\$0.00
Engineer I	\$75.00	0	\$0.00
Engineering Aide	\$55.00	0	\$0.00
Total		40	\$5,736.00

TASK 2 CONSTRUCTION DOCUMENTS PLANS ESTIMATE			
	Contract Rates		Total
Project Architect	\$171.00	25	\$4,275.00
Project Manager	\$165.00	0	\$0.00
Senior Engineer II	\$145.00	24	\$3,480.00
Designer II	\$95.00	0	\$0.00
Senior Engineer III	\$161.00	0	\$0.00
Designer III	\$125.00	0	\$0.00
Engineer II	\$105.00	13	\$1,365.00
Designer I	\$85.00	16	\$1,360.00
Engineer I	\$75.00	0	\$0.00
Engineering Aide	\$55.00	0	\$0.00
Specialists I	\$259.36	0	\$0.00
Specialists II	\$214.31	0	\$0.00
Specialists III	\$115.40	0	\$0.00
Specialist IV	\$208.81	0	\$0.00
Specialist VI Life Safety	\$289.04	0	\$0.00



PACIFIC ARCHITECTURE AND ENGINEERING, INC.

Sr Engineer IV Struct	\$236.29	0	\$0.00
Engineer PM IV Struct	\$164.85	24	\$3,956.40
Drafter IV Struct	\$137.38	10	\$1,373.75
Engineer PM V MEP	\$186.83	0	\$0.00
Engineer V MEP	\$153.86	16	\$2,461.76
Designer V MEP	\$126.39	24	\$3,033.24
	Total	152	\$21,305.15

TASK 3 BID SUPPORT			
	Contract Rates	Hours	Total
Project Architect	\$171.00	4	\$684.00
Project Manager	\$165.00	0	\$0.00
Senior Engineer II	\$145.00	0	\$0.00
Designer II	\$95.00	0	\$0.00
Senior Engineer III	\$161.00	0	\$0.00
Designer III	\$125.00	0	\$0.00
Engineer II	\$105.00	0	\$0.00
Designer I	\$85.00	0	\$0.00
Engineer I	\$75.00	0	\$0.00
Engineering Aide	\$55.00	0	\$0.00
Sr Engineer IV Struct	\$236.29	0	\$0.00
Engineer PM IV Struct	\$164.85	2	\$329.70
Drafter IV Struct	\$137.38	0	\$0.00
Engineer PM V MEP	\$186.83	0	\$0.00
Engineer V MEP	\$153.86	2	\$307.72
	Total	8	\$1,321.42

TASK 4 CONSTRUCTION SUPPORT			
	Contract Rates	Hours	Total
Project Architect	\$171.00	8	\$1,368.00
Project Manager	\$165.00	0	\$0.00
Senior Engineer II	\$145.00	0	\$0.00
Designer II	\$95.00	4	\$380.00
Senior Engineer III	\$161.00	0	\$0.00
Designer III	\$125.00	0	\$0.00
Engineer II	\$105.00	0	\$0.00
Designer I	\$85.00	0	\$0.00
Engineer I	\$75.00	0	\$0.00
Engineering Aide	\$55.00	0	\$0.00
Sr Engineer IV Struct	\$236.29	0	\$0.00
Engineer PM IV Struct	\$164.85	4	\$659.40



Drafter IV Struct	\$137.38	0	\$0.00
Engineer PM V MEP	\$186.83	4	\$747.32
Engineer V MEP	\$153.86	0	\$0.00
Designer V MEP	\$126.39	0	\$0.00
Total		20	\$3,154.72

TASK 5 SPACE PLANNING			
	Contract Rates	Hours	Total
Project Architect	\$171.00	6	\$1,026.00
Project Manager	\$165.00	0	\$0.00
Senior Engineer II	\$145.00	6	\$870.00
Designer II	\$95.00	2	\$190.00
Senior Engineer III	\$161.00	0	\$0.00
Designer III	\$125.00	0	\$0.00
Engineer II	\$105.00	0	\$0.00
Designer I	\$85.00	0	\$0.00
Engineer I	\$75.00	0	\$0.00
Engineering Aide	\$55.00	0	\$0.00
Specialists I	\$259.36	0	\$0.00
Specialists II	\$214.31	0	\$0.00
Specialists III	\$115.40	0	\$0.00
Specialist IV Waterproofomg	\$208.81	0	\$0.00
Specialist VI	\$197.82	0	\$0.00
Sr Engineer IV Struct	\$236.29	0	\$0.00
Engineer PM IV Struct	\$164.85	4	\$659.40
Engineer V MEP	\$153.86	6	\$923.16
Designer V MEP	\$126.39	6	\$758.31
Total		30	\$4,426.87



PROJECT 2: ENGINEERING SERVICES FOR THE REPLACEMENT OF THE GENERATOR AT CITY HALL

Scope of Work:

Engineers will survey the existing generator system, make recommendation of generator options and create engineered drawings for plancheck and pricing. Proximity to school and residential area may limit the generator to EPA Tier 4 compliant. AQMD Certified Permit Processor will assist in permitting the generator.

1. Electrical

- a. Evaluate existing building loads and estimate new future back up power loads with facilities engineers and management.
- b. Generate electrical single line diagram of existing facility system based on electrician's tracing and investigation of the current system.
- c. Specify and size the new generator, along with associated back up ATS and distribution panels.
- d. Prepare plans and calculations for review by facilities engineers, plan check and budgeting.

2. Mechanical

- a. Provide calculations for heat load of new generator system.
- b. Design exhaust and/or cooling system for the generator equipment.
- c. Specify all new HVAC equipment for generator system ventilation/cooling.

3. Plumbing

- a. Evaluate existing conditions of fuel piping.
- b. Provide specification and design an any new fuel piping and pump system required for the new generator.

We are assuming no modifications are needed at the structure where generator is housed.

AQMD Certified Permit Processor

- a. Provide review of proposed engine
- c. AQMD permitting

Exclusions: Notifications letter, labels, labels, postage, shall be produced and mailed by City. Hours may be moved within tasks. City Electrician may need to provide a trace.

Fee

Rolling Hills Generator			
ASSESSMENT			\$ 4,096.43
DESIGN DEVELOPMENT & COST ESTIMATE			\$ 13,336.50
CONSTRUCTION DOCUMENTS & COST ESTIMATE			\$ 8,226.10
AQMD CERTIFIED PERMIT PROCESSOR			\$ 6,421.50
CONSTRUCTION ADMINISTRATION			\$ 7,148.80
REIMBURSABLES			\$ 500.00
GRAND TOTAL			\$ 39,729.33

ASSESSMENT			
	Rates	Hours	Total
Project Manager	\$ 171.00	4	\$ 684.00
Engineer Project Manager V	\$ 186.83	2	\$ 373.66
Engineer V	\$ 153.86	14	\$ 2,154.04
Designer V	\$ 126.39	7	\$ 884.73
SUBTOTAL			\$ 4,096.43

DESIGN DEVELOPMENT & COST ESTIMATE			
Project Manager	\$ 171.00	8	\$ 1,368.00
Designer III	\$ 127.50	20	\$ 2,550.00
Engineer Project Manager V	\$ 186.83	8	\$ 1,494.64
Engineer V	\$ 153.86	40	\$ 6,154.40
Designer V	\$ 126.39	14	\$ 1,769.46
SUBTOTAL			\$ 13,336.50

CONSTRUCTION DOCUMENTS & COST ESTIMATE			
Project Manager	\$ 171.00	8	\$ 1,368.00
Designer III	\$ 127.50	20	\$ 2,550.00
Engineer Project Manager V	\$ 186.83	8	\$ 1,494.64
Engineer V	\$ 153.86	15	\$ 2,307.90
Designer V	\$ 126.39	4	\$ 505.56
SUBTOTAL			\$ 8,226.10

AQMD CERTIFIED PERMIT PROCESSOR		Hours	
Project Manager	\$ 171.00	4	\$ 684.00
Designer III	\$ 127.50	45	\$ 5,737.50
SUBTOTAL			\$ 6,421.50

CONSTRUCTION ADMINISTRATION		Hours	
Project Manager	\$ 171.00	8	\$ 1,368.00
Engineer Project Manager V	\$ 186.83	8	\$ 1,494.64
Engineer V	\$ 153.86	18	\$ 2,769.48
Designer V	\$ 126.39	12	\$ 1,516.68
SUBTOTAL			\$ 7,148.80

Time and Material Not to exceed \$39,729.33



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.D

Mtg. Date: 01/11/2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: DISCUSS AND EVALUATE CURRENT LIST OF CITY COUNCIL AD HOC SUBCOMMITTEES

DATE: January 11, 2021

BACKGROUND:

Annually, when the City Council re-organizes and selects a new Mayor and Mayor Pro Tem, the City Council also re-organizes the committee assignments. The last re-organization of the committee assignments was approved by the City Council on May 11, 2020. The current committee assignments include three Ad Hoc Subcommittees as follows:

1. Housing Ad Hoc Subcommittee
2. Fire Fuel Reduction Ad Hoc Subcommittee
3. Single Utility Pole Underground Ad Hoc Subcommittee

DISCUSSION:

The Single Utility Pole Underground Ad Hoc Subcommittee was created to draft a policy establishing criteria for monetary contributions to undergrounding utility poles that are not a part of assessment districts. The contribution is purposed to incentivize property owners to take on utility undergrounding projects. The subcommittee presented a policy and the policy was adopted by the City Council on July 27, 2020. Having met the goal of the subcommittee, the City Council dissolved the subcommittee on July 27, 2020.

The Housing Ad Hoc Subcommittee was created to determine the location most appropriate for multi-family zoning as required by the State. The Housing Ad Hoc Subcommittee was engaged as recently as mid-December 2020 evaluating the State's feedback on the proposed site for an overlay zone for multi-family. The Housing Ad Hoc Subcommittee would reach its goal once the revised 5th Cycle Housing Element is submitted to the State for review and certification. The submittal and certification is anticipated in February/March 2021.

According to City records, the Fire Fuel Reduction Ad Hoc Subcommittee has been in existence since

2010. Records in 2010 also showed that the goal of the Fire Fuel Reduction Subcommittee is to determine the measures the City should take with regard to fire prevention strategies and consider and recommend programs to the City Council.

As a matter of best practices, an ad hoc subcommittee should be dissolved once its specific task has been completed. Fire fuel management and abatement appears to be an on-going concern for the community as fire fuel present risks of wildfires. It may be most appropriate to create a standing committee to address the issue in lieu of an ad hoc subcommittee. Staff recommends that the City Council dissolve the Fire Fuel Reduction Ad Hoc Subcommittee and create a standing committee to address wildfire prevention strategies and to recommend programs to the City Council.

FISCAL IMPACT:

This is no fiscal impact to evaluate the City Council committee assignments and implement best practices.

RECOMMENDATION:

Staff recommends that the City Council dissolve the Fire Fuel Reduction Ad Hoc Subcommittee and create a standing committee to address wildfire prevention strategies and to recommend programs to the City Council.

ATTACHMENTS:

[20-21 Committee Assignments_2020-05-11_final.pdf](#)

[10-11 Committee Assignments.pdf](#)

[10-11 Committee mtg schedules & objectives.pdf](#)

CITY OF ROLLING HILLS CITY COUNCIL COMMITTEE ASSIGNMENTS 2020/2021

1. OFFICIAL COMMITTEES/BOARDS

COMMITTEE LIAISON	BLACK	DIERINGER	MIRSCH	PIEPER	WILSON
a. CALIFORNIA CONTRACT CITIES ASSOCIATION		D			A
b. LEAGUE OF CA CITIES		D			A
c. SOUTH BAY CITIES COUNCIL OF GOVERNMENTS		D			
d. LA SANITATION DISTRICT NO. 5		A			D
e. VECTOR CONTROL DISTRICT					
f. SMBRC - WATERSHED ADVISORY COUNCIL (RALPH SCHMOLLER-D)					
g. PEN. REG. LAW ENFORCEMENT COM./PUBLIC SAFETY		D			D
h. PENINSULA CITIES MAYORS COMMITTEE		A			D
i. LOS ANGELES COUNTY CITY SELECTION COMMITTEE		A			D
j. SOUTHERN CALIFORNIA ASSOC. OF GOVERNMENTS (SCAG)		A			D

2. CITY COUNCIL COMMITTEES (STANDING)

COMMITTEE	BLACK	DIERINGER	MIRSCH	PIEPER	WILSON
a. PERSONNEL			X		X
b. FINANCE/BUDGET/AUDIT	X			X	
c. PLANNING COMMISSION LIAISON			X		
d. EMERGENCY SERVICES/DISASTER PREPAREDNESS		X			X
e. TENNIS CLUB LIAISON				X	
f. CABALLEROS LIAISON			X		
g. INSURANCE COMMITTEE (CJPIA)		D		A	
h. WOMEN'S COMMUNITY CLUB LIAISON			X		
i. TRAFFIC COMMISSION REPRESENTATIVE					X
j. SOLID WASTE/RECYCLING			X		X
k. CITY/ASSOCIATION LIAISON				X	
l. UNDERGROUND UTILITY			X	X	

3. AD HOC SUBCOMMITTEES (FYI ONLY)

COMMITTEE	BLACK	DIERINGER	MIRSCH	PIEPER	WILSON
a. HOUSING AD HOC SUBCOMMITTEE				X	X
b. FIRE FUEL REDUCTION AD HOC SUBCOMMITTEE		X	X		
c. SINGLE UTILITY POLE UNDERGROUND AD HOC SUBCOM			X	X	

D = Delegate A = Alternate X = Representative

Draft: Apr, 17, 2020

P:\CITY COUNCIL MEETINGS\2021 CITY COUNCIL AGENDAS\01-11-2021\20-21 Committee Assignments_2020-05-11_final

CITY OF ROLLING HILLS CITY COUNCIL COMMITTEE ASSIGNMENTS 2010/2011

1 OFFICIAL COMMITTEES/BOARDS REQUIRING DELEGATE AND ALTERNATE

COMMITTEE LIAISON	BLACK	HEINSHEIMER	HILL	LAY	PERNELL
a. CALIFORNIA CONTRACT CITIES ASSOCIATION				A(I)	D(I)
b. LA SANITATION DISTRICT NO. 5				A	D
c. SOUTH BAY CITIES COUNCIL OF GOVERNMENTS		D(A)			
d. VECTOR CONTROL DISTRICT (Loren DeRoy)					
e. PEN. REG. LAW ENFORCEMENT COM./PUBLIC SAFETY			D(I)		D(I)
f. PENINSULA CITIES MAYORS' COMMITTEE				A	D

2 CITY COUNCIL COMMITTEES (STANDING)

COMMITTEE	BLACK	HEINSHEIMER	HILL	LAY	PERNELL
a. PERSONNEL		X(I)	X(I)		
b. FINANCE/BUDGET				X	X
d. PLANNING COMMISSION LIAISON	X(I)				
e. EMERGENCY SERVICES/DISASTER PREPAREDNESS			X(I)		X
f. TENNIS CLUB LIAISON					X(I)
g. CABALLEROS LIAISON				X(I)	
h. INSURANCE COMMITTEE (CJPIA)	A(I)				D(I)
i. WOMEN'S COMMUNITY CLUB LIAISON			D(I)		
j. TRAFFIC COMMISSION REPRESENTATIVE			X(I)		
k. SOLID WASTE/RECYCLING		X		X(I)	
l. CITY/ASSOCIATION LIAISON	X(I)				
m. UNDERGROUND UTILITY	X(I)	X			

3 AD HOC SUBCOMMITTEES (FYI ONLY)

COMMITTEE	BLACK	HEINSHEIMER	HILL	LAY	PERNELL
a. FIRE CODE AD HOC SUBCOMMITTEE	X		X		
b. FIRE FUEL REDUCTION AD HOC SUBCOMMITTEE		X	X		

REV. APPROVED 03-08-10

D = Delegate A = Alternate X = Representative I = Incumbent

**CITY OF ROLLING HILLS
COMMITTEE MEETING SCHEDULES and OBJECTIVES**

1. OFFICIAL COMMITTEES/BOARDS REQUIRING DELEGATE AND ALTERNATE

COMMITTEE	MEETING TIME	MEETING LOCATION	MISSION OF ORGANIZATION
CALIFORNIA CONTRACT CITIES ASSOCIATION (310) 861-3908	3rd Wednesday of each month 6:30 p.m. Social; 7:00 p.m. Dinner/Meeting	Rotates, as different cities host the meeting	Focus on issues specific to contracting for municipal services and broader issues affecting all contract cities.
L.A. COUNTY SANITATION DISTRICT NO. 5 (213) 685-5217	3rd Wednesday of each month 1:30 p.m.	Torrance City Hall-3rd Floor Assembly Room 3031 Torrance Blvd. Torrance	Serves to collect, treat and dispose of wastewater and provide for the disposal and management of solid wastes in a cost effective and environmentally sound manner.
SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (310) 374-1819	4th Thursday of each month 7:00 p.m.	Various Locations	Serves to provide a forum to ensure that cities retain local control, and obtain desired outcomes from federal, state, and regional agencies.
VECTOR CONTROL DISTRICT (310) 915-7370	2nd Thursday of each month 7:00 p.m.	District Office 6750 Centinela Ave. Culver City	Serves to control insect vectors and surveillance of vector-borne diseases.
PENINSULA REGIONAL LAW ENFORCEMENT COMMITTEE	Quarterly – 2 nd Thursday in February, April, October & November 8:00 a.m.	City of Rolling Hills City Council Chambers 2 Portuguese Bend Road Rolling Hills	Make important decisions related to deployment of law enforcement in Peninsula region.
PENINSULA CITIES MAYORS COMMITTEE	3rd Wednesday of each month before the Sanitation District Meeting; 12:00 noon Luncheon	The Depot 1250 Cabrillo Avenue Torrance	Discuss matters of concern to Peninsula Cities.

2. CITY COUNCIL COMMITTEES

COMMITTEE	MEETING FREQUENCY	ROLE	PURPOSE/GOALS/OBJECTIVES
Personnel	<ol style="list-style-type: none"> 1. As needed for consideration of the appointment of Commissioners and Committee members. 2. A minimum of 1x/yr for review of the City Manager's contract. 3. Generally called at request of City Manager. 	Recommend a course of action to the City Council.	<ul style="list-style-type: none"> • Consider candidates for Commissions and Committees. • Respond to compensation matters recommended by the City Manager.
Finance/Budget	<ol style="list-style-type: none"> 1. A minimum of 1x/yr for review of the annual audit findings, review of the City's investment and financial policies and review of the proposed fiscal year budget. 2. Generally called at request of City Manager. 3. As needed to respond to financial concerns or fiscal irregularities. 	Recommend a course of action to the City Council.	<ul style="list-style-type: none"> • Evaluate and consider budget and financial matters to maintain the City in a positive and safe fiscal position.
Planning Commission Liaison	As needed to address items of mutual interest between the City Council and Planning Commission.	Serve as a conduit on matters between the City Council and Planning Commission.	<ul style="list-style-type: none"> • Provide the Commission with a perspective of the City Council.
Emergency Services / Disaster Preparedness Representative	As needed, meets the 4 th Wednesday of every month.	Serves as Co-Chair of the Disaster Preparedness Committee	<ul style="list-style-type: none"> • Provide staff with information and guidance for the direction of the Committee. • Chair meetings.
Tennis Club Liaison	As needed to address items of mutual interest between the City Council and Tennis Club.	Serve as a conduit on matters between the City Council and Tennis Club.	<ul style="list-style-type: none"> • Represent the City at social events of the Club. • Provide event-related information from the Club to the City Council. • Represent the City before the Club on specific topics as directed by the City Council.

CITY COUNCIL COMMITTEES (continued)

COMMITTEE	MEETING FREQUENCY	ROLE	PURPOSE/GOALS/OBJECTIVES
Caballeros Liaison	As needed to address items of mutual interest between the City Council and Caballeros.	Serve as a conduit on matters between the City Council and Caballeros.	<ul style="list-style-type: none"> • Represent the City at social events of the organization. • Provide event-related information from the organization to the City Council. • Represent the City before the organization on specific topics as directed by the City Council.
Insurance Committee (CJPIA)	One meeting per year.	Represent Rolling Hills at the annual Board meeting.	<ul style="list-style-type: none"> • Represent the City before the organization. • Provide information from the organization to the City Council.
Women's Community Club Liaison	As needed to address items of mutual interest between the City Council and Women's Club.	Serve as a conduit on matters between the City Council and Women's Club.	<ul style="list-style-type: none"> • Represent the City at social events of the organization. • Provide event-related information from the organization to the City Council. • Represent the City before the organization on specific topics as directed by the City Council.
Traffic Commission Representative	4 th Thursday of odd months.	Serves as Chair of the Traffic Commission	<ul style="list-style-type: none"> • Chair meetings.
Solid Waste/Recycling	As needed.	Serve as a conduit between the solid waste hauler(s) and the City Council.	<ul style="list-style-type: none"> • Evaluate and consider financial matters, service levels and regulation related to the collection and disposal of solid waste.
City/Association Liaison	As needed to address items between the City Council and the Rolling Hills Community Association (RHCA).	Serve as a conduit for the dissemination of information between the City Council and RHCA.	<ul style="list-style-type: none"> • Represent the City at social events of the organization. • Provide event-related information from the organization to the City Council. • Represent the City before the organization on specific topics as

			directed by the City Council.
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CITY COUNCIL COMMITTEES (continued)

COMMITTEE	MEETING FREQUENCY	ROLE	PURPOSE/GOALS/OBJECTIVES
Underground Utility	As needed.	Address topics related to the undergrounding of utilities and present recommendations to the City Council.	<ul style="list-style-type: none">• Evaluate opportunities and programs for undergrounding utilities.• Consider and recommend programs to the City Council.

3. CITY COUNCIL AD HOC SUBCOMMITTEES

COMMITTEE	MEETING FREQUENCY	ROLE	PURPOSE/GOALS/OBJECTIVES
Fire Code	As needed.	Address topics related to the application of the Fire Code and present recommendations to the City Council.	<ul style="list-style-type: none">• Evaluate and decide if the City should follow the State or County Fire Code• Make a recommendation to the City Council
Fire Fuel Reduction	As needed.	Address topics related to the reduction of the fire fuel load in the City and present recommendations to the City Council.	<ul style="list-style-type: none">• Determine what measures the City should take with regard to fire prevention strategies• Consider and recommend programs to the City Council