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 | **CITY COUNCIL** | **CITY OF ROLLING HILLS**
REGULAR MEETING | **Monday, November 25, 2019** | **7:00 P.M.**
Next Resolution No. 1246 | *Next Ordinance No. 363*

1. CALL TO ORDER

2. ROLL CALL

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE WILL BE LED BY GUEST OF THE MAYOR, 5TH GRADE ELEMENTARY SCHOOL STUDENT MATEYA JENG.

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.

A. MINUTES – REGULAR MEETING OF OCTOBER 28, 2019.
RECOMMENDATION: APPROVE AS PRESENTED

B. PAYMENT OF BILLS.
RECOMMENDATION: APPROVE AS PRESENTED

C. FINANCIAL STATEMENT FOR THE MONTH OF OCTOBER 2019.
RECOMMENDATION: APPROVE AS PRESENTED

D REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR OCTOBER 2019.
RECOMMENDATION: APPROVE AS PRESENTED

5. COMMISSION ITEMS

NONE.

6. PUBLIC HEARINGS

NONE.

7. OLD BUSINESS

A. CONSIDER AND APPROVE A RESOLUTION OF THE CITY COUNCIL AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SB 2 PLANNING GRANTS PROGRAM FUNDS.

8. NEW BUSINESS

A. CONSIDER AND APPROVE THE REQUEST FOR PROPOSALS FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PREPARE ADA IMPROVEMENT PLANS FOR CITY HALL.

B. CONSIDER AND APPROVE SPECIAL CITY COUNCIL MEETING ON MONDAY, DECEMBER 9, 2019 AT 2PM.

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

A. PERSONNEL COMMITTEE: STATUS REPORT ON REVISIONS TO EMPLOYEE HANDBOOK (ORAL).

B. SOLID WASTE COMMITTEE: STATUS REPORT ON NEW SOLID WASTE CONTRACT WITH REPUBLIC SERVICES (ORAL).

10. MATTERS FROM STAFF

A. UPDATE ON PORTUGUESE BEND ROAD/ROLLING HILLS ROAD SEWER FEASIBILITY STUDY PHASE II (ORAL).

B. RECEIVE AND FILE A PRESENTATION ON RECENT HOUSING LAW CHANGES, COMMENTS FROM THE STATE ON THE CITY'S 5TH CYCLE HOUSING ELEMENT AND THE SCHEDULE OF EVENTS FOR THE 6TH CYCLE HOUSING ELEMENT.

11. ADJOURNMENT

THE MEETING WILL BE ADJOURNED IN MEMORY OF JIM PIEPER, FATHER OF MAYOR PRO TEM OF THE CITY OF ROLLING HILLS JEFF PIEPER WHO PASSED AWAY IN THE MONTH OF NOVEMBER 2019.

Next Adjourned Regular Meeting: Monday, December 9, 2019 at 2:00 p.m. at Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

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.

Agenda Item No.: 4A
Mtg. Date: 11/25/2019

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA MONDAY, OCTOBER 28, 2019

1. CALL TO ORDER

A regular meeting of the City Council of the City of Rolling Hills was called to order by Mayor Mirsch at 7:02p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

2. ROLL CALL

Councilmembers Present:	Mayor Mirsch, Pieper, Dieringer, Black and Wilson.
Councilmembers Absent:	None
Others Present:	Elaine Jeng, P.E., City Manager.
	Yolanta Schwartz, Planning Director
	Meredith Elguira, Planning and Community Services Director
	Yohana Coronel, City Clerk
	Michael Jenkins, City Attorney
	Alfred Visco, 15 Cinchuring
	Ed Smith, 85 Eastfield Drive
	Debbie Morris, HF&H Consultant

3. OPEN AGENDA - PUBLIC COMMENT WELCOME

Alfred Visco, resident of 15 Cinchring reported to the Council his interactions with RPV with regards to his parcel. He stated that Finley Arborist was awarded the contract to remove the large acacia. He stated that the reason why they were given the contract was because they were the only ones that were able to figure out how to get a chipper in the gully. He also informed the Council that he has done some research with regards to the 7 Ranchero property and submitted his findings in a letter submitted to the Council. He stated that he felt that the owners of 7 Ranchero had been given more than enough notice to comply with the dead vegetation ordinance. He also felt that there was still not enough done by the owner and recommended to the Council that the City should move forward with whatever the next steps may be with the property owner.

Mayor Mirsch thanked Mr. Visco for his comments.

Ed Smith, 85 Eastfield Drive, inquired about the City's coyote policy. He also asked what happened to the peacocks.

Mayor Mirsch responded to Mr. Smith and stated that for two seasons the City authorized trappings of peacocks during certain times of the year. They were then relocated and after two seasons of trapping the peacocks did not come back.

Mr. Smith asked why the peacocks were trapped.

Mayor Pro Tem Pieper answered that it was at the request of the residents.

Mr. Smith further inquired if there was a meeting with the residents about who wanted the peacocks trapped and which residents did not.

Mayor Mirsch stated that this topic was an agendized item on a past council agenda. She also stated that the Council took the comments from the audience and tried to make the best decision based on their input.

Mr. Smith stated that he did not recall getting any notification for this item.

Mayor Mirsch stated that notifications were sent out via the back of the blue newsletter.

Councilmember Wilson stated that not all peacocks were trapped.

Mayor Pro Tem Pieper addressed Mr. Smith's question about the City's coyote policy. He stated that the City of Rolling Hills is the most aggressive city when it comes to coyote trapping. He also stated that the City has a budget dedicated to coyote trapping and also stated that residents have the option of contacting private trappers.

Councilmember Black reminded Mr. Smith to submit the coyote trapping consent form.

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.

A. MINUTES – REGULAR MEETING OF JULY 22, 2019, REGULAR MEETING OF SEPTEMBER 09, 2019 AND REGULAR MEETING OF SEPTEMBER 23, 2019.
RECOMMENDATION: APPROVE AS PRESENTED

B. PAYMENT OF BILLS.
RECOMMENDATION: APPROVE AS PRESENTED

C. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR SEPTEMBER 2019.
RECOMMENDATION: APPROVE AS PRESENTED

D. INVITATION LIST FOR 2019 HOLIDAY PARTY
RECOMMENDATION: APPROVE AS PRESENTED

Councilmember Dieringer requested pulling consent items 4A and 4D.

Mayor Pro Tem Pieper suggested that item 4A be brought back to the Council to allow Councilmember Dieringer time to review the edits to the minutes.

Councilmember Black moved that the City Council approve consent items 4B and 4C as presented. Mayor Pro Tem Pieper seconded the motion and the motion carried without objection by a voice vote as follows:

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

Councilmember Dieringer asked if consent item 4D should be discussed now or could it be postponed until the next meeting. She noted that some invitees on the list are no longer serving in the capacity and the list should be updated.

Discussion ensued among the Council about the invitees on the invitation list.

Mayor Pro Tem Pieper suggested to the Council that each member mark their edits and submit them to the City Manager. Mayor Pro Tem Pieper moved that the City Council approve consent item 4D with corrections and suggestions made by Councilmembers. Councilmember Wilson seconded the motion and the motion carried without objection by a voice vote as follows:

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

5. COMMISSION ITEMS

NONE.

6. PUBLIC HEARINGS

NONE.

7. OLD BUSINESS

NONE.

8. NEW BUSINESS

Mayor Mirsch suggested moving item 8C to the front because there was a representative from HF&H present in the audience.

C. CONSIDER AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH HF&H CONSULTANTS TO ASSIST THE CITY WITH THE AMENDMENT AND EXTENSION OF THE SOLID WASTE FRANCHISE AGREEEMNT BETWEEN THE CITY AND REPUBLIC SERVICES.

City Manager Jeng gave an overview of the professional services agreement with HF&H Consultants. HF&H was asked to assist the City with drafting a revised franchise agreement with Republic Services. Republic Services offered to cost share the consultant's service fee of thirty thousand dollars. She informed the Council if the City executes an amended franchise agreement with Republic Services, then Republic Services will reimburse the City for the other half of the fee and effectively pay the entire consultant service fees.

Councilmember Dieringer inquired if the City had used this vendor to help negotiate the primary terms of the contract. She questioned how the City can be assured that they were given a good deal and good terms.

City Manager Jeng responded that the Solid Waste Committee members took the lead and discussed what would be acceptable terms going forward. She then stated that the City asked HF&H to help develop an opinion on those terms in comparison to the market.

Councilmember Wilson clarified that this is the same consultant that helped the City during the rates negotiation process.

City Manager Jeng clarified that HF&H did not help the City with negotiating the rates but they were hired to serve as an advisor to the City.

Councilmember Black inquired about HF&H's scope of work.

City Manager Jeng replied that the scope of work for HF&H is included in the staff report. City Manager Jeng also pointed out that the contract the City is currently operating under is fifteen years old and that there has been a lot of legislative changes that need to be addressed. She also stated that based on the negotiated terms, updates to other areas of the contract are needed. She also stated that there was a representative from HF&H present in the audience who could cover the scope of work in more detail.

Mayor Mirsch stated that she found that the consultants were very useful when it came to areas of compliance and reporting.

Debbie Morris, HF&H Consultant, explained that the City's Agreement was drafted in 2010. Then an amendment was added in 2014 and since then certain state regulations have come into effect. Some do not affect the City since the City has no commercial businesses. She proceeded to inform the Council that the City will be impacted by Senate Bill (SB) 1383. It was her opinion that the City should have language in the Agreement to safe guard itself from risks being placed on the City. SB 1383 states that every generator of organic waste in the State of California must divert their organic waste (food and yard waste) from landfills. The City will need to make sure that the food and yard waste programs are properly rolled out to its residents. Other examples of

requirements under this bill are determining the color of carts, route audits, and lid-tip test to check for contamination. She stated that it is important that the contract is properly written otherwise the City could face a ten-thousand dollar-a-day fine, at minimum. She also pointed out that it is important to have good plan to roll out the new service rates. Future service rates will be adjusted based on indices with a specified minimum and maximum percentage, Ms. Morris recommended to the Council that it is imperative that calculations are presented to the City for verification because she has seen clerical errors that compound over the years. Ms. Morris informed the Council that HF&H would create a contract profile highlighting the terms and recommend alternatives and best practices to terms. The next step would be to meet with the City Manager and staff to go over the Agreement and determine what the City wants in the Agreement. HF&H would then redline the Agreement to be reviewed by the City Attorney, City staff and Republic Services. The final Agreement will be presented to the Council for approval.

Councilmember Dieringer asked if Debbie Morris was an attorney or if the consultants drafting the Agreement were attorneys.

Ms. Morris responded no, she is not an attorney but added that she and her office have conducted this type of work for over thirty years. Solid waste agreements are their specialty but HF&H always have attorneys that review the agreements.

Mayor Pro Tem Pieper asked City Attorney Michael Jenkins if he does this sort of work.

City Attorney Jenkins replied no and added that the advantage of having HF&H Consultants is that they do many of these types of agreements. They are subject matter specialists and have a great data base for reference.

Councilmember Wilson agreed that having HF&H Consultants was a big help because they were able to bring recent examples of how other cities dealt with increases and helped to determine who is responsible for SB 1378. He stated he was not fully knowledgeable about the different legislations.

Mayor Pro Tem Pieper proceeded to lay out the Council's options: retain HF&H Consultants, assign it to the City Attorney or choose another consulting firm who will have to go back to the City Attorney for review. He felt comfortable making a motion to approve the professional agreement with HF&H Consultants.

Councilmember Dieringer asked if cost sharing was a common practice and for the hauler to pay for the fee.

Ms. Morris responded that normally when her firm negotiates an agreement or assist with a competitive bid, the fee is built into the agreement. The vast majority of time the haulers pay for the development and the negotiation of the Agreement.

Councilmember Dieringer asked if the haulers have an expectation of having certain provisions that they do not want added to the agreement because they are paying for part and or all the cost.

Ms. Morris reminded Councilmember Dieringer that the Solid Waste Committee had already negotiated the terms of the Agreement. Republic Services cannot come back and state that they no longer want to pick up the City's trash because they are having to pay for the trash. She stated that she has worked with Republic Services many times over the years with different cities.

Mayor Mirsch reminded the Council that Republic Services offered their own in-house staff to help draft the contract and that the Solid Waste Committee felt it was not advisable. Mayor Mirsch expressed that there is an extra layer of protection with HF&H and did not see issues with expectations from Republic Services.

Mayor Pro Tem Pieper reminded the Council that the City Attorney's Office will review the contract very carefully and determine if there are any issues with the contract.

City Manager Jeng wanted to add that when the City did the audit compliance, Republic Services paid half. The City hired and paid for the vendor, then Republic Services deposited funds in the City's account. She stated that Republic Services did not interact with compliance audit vendor. City Manager Jeng assured the Council that the same process will be followed with HF&H.

Mayor Pro Tem Pieper moved that the City Council approve a professional services agreement with HF&H Consultants and authorize the City Manager to execute the agreement. Councilmember Wilson seconded the motion and the motion carried by a voice vote as follows:

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

A. CONSIDER AND APPROVE THE MEMORANDUM OF UNDERSTANDING WITH THE PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT TO COST SHARE TWO SCHOOL RESOURCE OFFICERS FOR FY 2019-2020.

Councilmember Dieringer inquired about how long the MOU will be in effect.

City Manager Jeng pointed out that on page 3 of 35, under section 2, Terms, "this MOU shall remain in effect for one year from the effective date."

Councilmember Dieringer asked what will happen after the first year is up.

City Manager Jeng replied that the Agreement is for one year.

Councilmember Dieringer expressed concerns about the role of the School Resource Officer. The information provided to the Council is broader than she would like. Even after asking for several months the specific information have not been provided. There has been discussions about this subject matter in the Regional Law Committee meetings for months before this came to the Council. There has always been a request for more information about the role of this officer and the expectations of the City. She stated it is a one year Agreement that has to be renewed every year.

City Manager Jeng stated that the MOU attachment found on page 32 of 35 was provided by PVPUSD showing the guidelines of the school resource officer. She noted that attachment 2, between the District and L.A. Universal also has guidelines for SRO.

Councilmember Dieringer stated that not all the questions were answered but understood it is not enough to hold up the process. She wanted the record to reflect that there were some specifics that were asked at the Regional Law meeting that were not addressed. She felt that the District kept delaying answering the questions and then all of a sudden it was handled among the cities and then a MOU was developed. Now it is being requested to be approved where as she would have preferred more information upfront before receiving the MOU.

Councilmember Wilson inquired about how the City will be invoiced, in the rears or advance.

City Manager Jeng responded that the City will be invoiced in the rears and on a quarterly basis. She informed the Council that the SRO would work during school hours between 8 a.m. through 4 p.m. however there may be overtime. The District assured the Cities they would clearly define the hours worked by the SRO.

Councilmember Wilson asked that he be notified when the City gets invoiced for this contract.

Councilmember Black stated that he would like to correct the record about when this discussion started. He stated that this has been in the works for many years. He recalled this discussion going back to 2006 or 2008 and the Council and Schools were presented with the initial officers. The Council then insisted that the police department be present after one of the school shootings. He stated that this item is years in the making. He recalled asking the Sheriff's Department in 2010 or 2012 to come and present on officers' duties. He wanted the record to reflect that this item has been in the works six to eight years and that this is a big accomplishment.

Councilmember Dieringer clarifiedher comments and stated she was specifically referring to the Palos Verdes Regional Law Committee. She was not talking about the first time anyone mentioned this concept but rather, only when it was discussed as an agenda item on the Palos Verdes Regional Law Committee. She noted that Councilmember Wilson is the other member of the committee.

Councilmember Black moved that the City Council approve the attached memorandum of understanding between PVPUSD and the Peninsula cities and fund the School Resource Officer Program. Mayor Pro Tem Pieper seconded the motion and the motion carried without objection by a voice vote as follows:

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

B. CONSIDER AND APPROVE PROPOSED DATES FOR THE CITY COUNCIL STRATEGIC PLANNING WORKSHOPS IN 2020.

City Manager Jeng noted that during the last budget session it was discussed to hold strategic planning sessions to provide a road map to next fiscal year's expenditures. It was discussed then to have these meetings in March of 2020. City Manager Jeng noted this is too late in the year for budget planning and proposed to move it up to January 2020. She proceeded to provide dates and recommended to the Council to approve the strategic planning workshop dates.

Discussion ensued among the Council. The City Council directed the City Manager to send out dates between the January 13th and the 27th, 2020 for consideration

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

A. REPORT FROM PERSONNEL COMMITTEE ON ACTIVITIES RELATING TO TRAFFIC AND PLANNING COMMISSIONS RECRUITMENT AND APPOINTMENT PROCESS (ORAL).

City Manager Jeng stated that the City received a total of four applications for the Planning Commission and a total of two applications for the Traffic Commission. The two applications received for the Traffic Commission were incumbents. The Personnel Committee decided not to hold interviews for the incumbents. Out of the four applications received for the Planning Commission, two were incumbents and two were new applicants. One applicant withdrew his application leaving one new applicant. The Personnel Committee decided to hold interviews with all the applicants for the Planning Commission. The interviews were scheduled for Wednesday, October 30th. She noted that one of the incumbents did not participate in the interviews but was considered for appointment.

Mayor Mirsch wanted to share that there was a difference of opinion whether the incumbents should be interviewed. Councilmember Dieringer felt the interviews presented an opportunity to get feedback about the contributions the incumbents made. Councilmember Dieringer also wanted to make sure that there was an even level playing field and fairness to both the incumbents and the new applicants.

Mayor Mirsch noted that she had enough information to consider the incumbents without having to interview them. Mayor Mirsch recalled the conversation with Councilmember Dieringer: Councilmember Dieringer expressed she did not have the luxury of attending Planning Commission meetings due to her schedule and thus she was not as knowledgeable about the incumbents' performances. Responding to Mayor Mirsch's comment that it would be perceived unfavorably by the existing commissioners to be interviewed, Councilmember Dieringer responded that commissioners should understand that the Personnel Committee has the right to ask questions. To address the difference in opinion, Councilmember Dieringer suggested to seek the City Attorney's opinion.

Mayor Mirsch reached out to the City Attorney and stated that she would respect whatever direction the City Attorney provided.

Councilmember Dieringer stated that she felt this situation is different because there are new applicants applying for the incumbents' positions therefore to be fair, she felt that all applicants should be interviewed. She stated that she did not have the same level of comfort or experience with the incumbents as she did not have the same opportunity that Mayor Mirsch had with attending all the Planning Commission meetings and observing them in their process. She stated that her primary concern was to do the right thing so that residents would be encouraged to apply in the future. There should be an expectation going into an interview that the Personnel Committee is not biased or favor incumbents simply because the incumbents have been doing the job. She stated that this is why legal was consulted because it was a matter of ethics. City Attorney Michael Jenkins recommended that the best practice would be to interview all the candidates regardless whether they are incumbents or they are new applicants.

Mayor Mirsch noted that an incumbent who is willing to continue to serve but chooses not to be interviewed should still be considered.

Councilmember Wilson inquired if there had been a discussion about not considering incumbents that chose not to be interviewed.

Councilmember Dieringer stated there was no discussion about it.

Mayor Pro Tem Pieper recalled that in past practice, incumbents were not asked to be interviewed.

City Clerk, Yohana Coronel noted in researching past practice, she reached out to the previous City Clerk, Heidi Luce. Ms. Luce recalled that incumbents were not interviewed and only new applicants were interviewed.

City Manage Jeng suggested establishing a policy going forward.

10. MATTERS FROM STAFF

NONE.

The City Council went into closed session at 8:08pm.

11. CLOSED SESSION

A. ANTICIPATED LITIGATION
The City Council finds, based on advice from the City Attorney, that discussion in open session of the following described matter will prejudice the position of the City in anticipated litigation:

ANTICIPATION OF LITIGATION: Government Code section 54956.9(d)(2) and (e)(5)

A point has been reached where, in the opinion of the City Council on the advice of its legal counsel, there is a significant exposure to litigation against the City.

Number of Potential Cases: One matter of threatened litigation

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

City Attorney Michael Jenkins stated there was no reportable action for both close session items.

12. ADJOURNMENT

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 9:10p.m. The next regular meeting of the City Council is scheduled to be held on Tuesday, November 12, 2019 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

Respectfully submitted,

_____
Yohana Coronel, MBA
City Clerk

Approved,

_____
Leah Mirsch
Mayor

CITY OF ROLLING HILLS

11/25/2019 CHECK RUN B

	CHECK DATE	PAYEE	DESCRIPTION	AMOUNT
26158	11/25/2019	ABILA	NOVEMBER 2019 SERVICES	175.00
26159	11/25/2019	ALAN PALERMO CONSULTING	OCTOBER 2019 SERVICES	2,160.00
26160	11/25/2019	BENNET LANDSCAPE	NOVEMBER 2019 SERVICES	977.52
26161	11/25/2019	BEST BEST & KRIEGER	OCTOBER 2019 SERVICES	5,662.00
26162	11/25/2019	CELL BUSINESS EQUIPMENT	OFFICE SUPPLIES	183.95
26163	11/25/2019	CIVICPLUS	QUARTERLY FEE - WEBSITE	1,564.40
26164	11/25/2019	DAILY BREEZE	ADVERTISING-PUBLIC HEARING ZONING	110.75
26165	11/25/2019	FORUM INFO TECH	HARDWARE LICENCES	3,501.75
26166	11/25/2019	THE GAS COMPANY	10/7/19 TO 11/5/19 GAS USAGE	39.49
26167	11/25/2019	COVERNMENT FINANCE OFCRS ASSN	2020 MEMBERSHIP RENEWAL	150.00
26168	11/25/2019	KONICA MINOLTA	OCTOBER 2019 MAINTENANCE AGREEMENT	405.85
26169	11/25/2019	LA COUNTY SHERIFFS DEPARTMENT	OCTOBER 2019 LAW ENFORCEMENT SERVICES	32,669.91
26170	11/25/2019	LOS ANGELES TIMES	ANNUAL SUBSCRIPTION	401.05
26171	11/25/2019	LANCE, SOLL & LUNGHARD, LLP	2019 GOVERNMENT AUDIT SERVICES	14,140.00
26172	11/25/2019	MCGOWAN CONSULTING	OCTOBER 2019 SERVICES	4,314.40
26173	11/25/2019	OPUS BANK	OCTOBER 2019 CREDIT CARD EXPENSES	3,984.69
26174	11/25/2019	REMOTE SATELLITE SYSTEMS	OCTOBER 2019 AIRTIME AND DECEMBER SERVICES	108.00
26175	11/25/2019	CITY OF RANCHO PALOS VERDES	7% MONTHLY ALRP CAMERA CONNECTIVITY COST	133.04
26176	11/25/2019	USCM	DEFERRED COMPENSATION - NOVEMBER	1,300.00
26177	11/25/2019	VANTAGEPOINT TRANSFER	DEFERRED COMPENSATION - NOVEMBER	1,767.60
26178	11/25/2019	WILDAN INC	JULY AND OCTOBER 2019 SERVICES	5,956.25
26179	11/25/2019	XEROX CORPORATION	OCTOBER 2019 SERVICES	46.00
26180	12/1/2019	DELTA DENTAL INS	DECEMBER 2019 INSURANCE	1,141.42
26181	12/1/2019	STANDARD INSURANCE COMPANY	DECEMBER 2019 INSURANCE	354.04
26182	12/1/2019	VISION SERVICE PLAN	DECEMBER 2019 INSURANCE	94.62
EFT	12/2/2019	CALPERS	DECEMBER 2019 INSURANCE	6,845.92
				$ 88,187.65
				88,187.65

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 $88,187.65 or the payment of above items.

11/21/2019

Elaine Jeng, P.E., City Manager

Agenda Item No.: 4B
Mtg Date: 11/25/2019

CITY OF ROLLING HILLS
BALANCE SHEET
October 31, 2019

	GENERAL & CAPITAL FUND	DEPOSIT FUND	COPS & CLEEP	COMMUN. FACILITIES	MUNICIPAL SELF-INSUR.	REFUSE COLLECT.	TRAFFIC SAFETY	TRANSIT PROP A, C, M & TDA	UTILITY FUND	YTD TOTAL	BEGINNING OF YEAR TOTAL
ASSETS											
Cash & Cash Equivalents	$ 5,006,543	$ 42,174	$ 101,952	$ 11,255	$ 260,374	$ 158,056	$ (4,050)	$ 174,575	$ 795,616	$ 6,546,495	$ 7,224,252
Cash & Cash Equivalents - Capital Project Fund	-	-	-	-	-	-	-	-	-	-	-
PARS Section 115 Trust	382,972	-	-	-	-	-	-	-	-	382,972	382,972
Rule 20A	-	-	-	-	-	-	-	-	675,295	675,295	675,295
Accounts Receivable	39,867	-	-	-	-	272,995	-	-	-	312,862	314,309
Prepaid Expense & Deposits	26,306	-	-	-	-	-	-	-	-	26,306	6,207
TOTAL ASSETS	**$ 5,455,688**	**$ 42,174**	**$ 101,952**	**$ 11,255**	**$ 260,374**	**$ 431,051**	**$ (4,050)**	**$ 174,575**	**$ 1,470,911**	**$ 7,943,930**	**$ 8,603,035**
LIABILITIES											
Accounts & Contract Payable	$ 611	$ -	$ -	$ -	$ -	$ 275,103	$ -	$ -	$ -	$ 275,714	$ 682,021
Employee Benefits Payable	2,912	-	-	-	-	-	-	-	-	2,912	2,956
Deposits	7,964	42,174	-	-	-	-	-	-	-	50,138	9,267
Deferred revenues	-	-	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	11,487	42,174	-	-	-	275,103	-	-	-	328,764	694,244
FUND BALANCE											
Restricted Fund Balance	-	-	101,952	-	-	155,948	-	174,575	-	432,475	583,595
Unassigned Fund Balance	5,444,201	-	-	11,255	260,374	-	(4,050)	-	1,470,911	7,182,691	7,325,196
TOTAL UNASSIGNED FUND BALANCE	5,444,201	-	101,952	11,255	260,374	155,948	(4,050)	174,575	1,470,911	7,615,166	7,908,791
OTAL UNASSIGNED FUND BALANCE & LIABILITI	**$ 5,455,688**	**$ 42,174**	**$ 101,952**	**$ 11,255**	**$ 260,374**	**$ 431,051**	**$ (4,050)**	**$ 174,575**	**$ 1,470,911**	**$ 7,943,930**	**$ 8,603,035**

COMPOSITION OF CASH

Petty Cash	$ 1,500
OPUS Bank - Checking Account	63,798
OPUS Bank - Money Market	53,554
Opus Bank Interest Checking	1,057,809
Calif. State Local Agency Investment Fund	2,179,834
Malaga Bank -MBS- Preferred Bank - CD's	3,190,000
	$ 6,546,495

Prepared By: _____ Date 11/20/19
Terry Shea Finance Director

Approved By: _____ Date 11/21/2019
Elaine Jeng, P.E., City Manager

1/2

Agenda Item No.: 4C
Mtg Date: 11/25/2019

CITY OF ROLLING HILLS
SUMMARY STATEMENT OF REVENUES AND EXPENDITURES
Actual Compared to Annual Budget
July 1, 2019 to October 31, 2019

Fund	This Year	Last Year	This Year Better (Worse)	Annual Budget & Adj.	Remaining Budget
GENERAL					
Revenues	$ 157,245	$ 139,978	$ 17,267	$ 2,278,300	$ 2,121,055
Expenditures	522,206	470,556	(51,650)	2,233,600	1,711,394
Net Revenue before transfers	(364,961)	(330,578)	(34,383)	44,700	409,661
Transfers in (out)	8,000	8,000	-	(374,000)	(382,000)
Net Revenue	(356,961)	(322,578)	(34,383)	(329,300)	27,661
CITIZENS' OPTION FOR PUBLIC SAFETY (COPS)					
Revenues	75,993	68,029	7,964	140,125	64,132
Expenditures	42,572	41,218	(1,354)	162,700	120,128
Net Revenue before transfers	33,421	26,811	6,610	(22,575)	(55,996)
Transfers in (out)	-	-	-	-	0
Net Revenue	33,421	26,811	6,610	(22,575)	(55,996)
CAPITAL IMPROVEMENT FUND					
Revenues	-	-	-	10,000	10,000
Expenditures	-	-	-	350,000	350,000
Net Revenue before transfers	-	-	-	(340,000)	(340,000)
Transfers in (out)	-	-	-	340,000	340,000
Net Revenue	-	-	-	-	-
COMMUNITY FACILITIES					
Revenues	-	-	-	100	100
Expenditures	-	-	-	15,000	15,000
Net Revenue before transfers	-	-	-	(14,900)	(14,900)
Transfers in (out)	-	-	-	3,500	3,500
Net Revenue	-	-	-	(11,400)	(11,400)
MUNICIPAL SELF-INSURANCE					
Revenues	-	-	-	-	-
Expenditures	-	-	-	3,000	3,000
Net Revenue before transfers	-	-	-	(3,000)	(3,000)
Transfers in (out)	-	-	-	-	-
Net Revenue	-	-	-	(3,000)	(3,000)
REFUSE COLLECTION					
Revenues	261,454	257,026	4,428	840,900	579,446
Expenditures	275,028	264,732	(10,296)	890,089	615,061
Net Revenue before transfers	(13,574)	(7,706)	(5,868)	(49,189)	(35,615)
Transfers in (out)	(8,000)	(8,000)	-	(24,000)	(16,000)
Net Revenue	(21,574)	(15,706)	(5,868)	(73,189)	(51,615)
TRAFFIC SAFETY					
Revenues	-	-	-	50	50
Expenditures	4,050	1,407	(2,643)	54,550	50,500
Net Revenue before transfers	(4,050)	(1,407)	(2,643)	(54,500)	(50,450)
Transfers in (out)	-	-	-	54,500	54,500
Net Revenue	(4,050)	(1,407)	(2,643)	-	4,050
TRANSIT - PROPOSITION A, C & M					
Revenues	42,483	43,484	(1,001)	124,650	82,167
Expenditures	-	-	-	-	-
Net Revenue before transfers	42,483	43,484	(1,001)	124,650	82,167
Transfers in (out)	-	-	-	-	-
Net Revenue	42,483	43,484	(1,001)	124,650	82,167
LA COUNTY MEASURE W					
Revenues	-	-	-	120,900	120,900
Expenditures	-	-	-	120,000	120,000
Net Revenue before transfers	-	-	-	900	900
Transfers in (out)	-	-	-	-	-
Net Revenue	-	-	-	900	900
UTILITY FUND					
Revenues	7,711	-	7,711	-	(7,711)
Expenditures	-	17,500	17,500	172,000	172,000
Net Revenue before transfers	7,711	(17,500)	25,211	(172,000)	(179,711)
Transfers in (out)	-	-	-	-	-
Net Revenue	7,711	(17,500)	25,211	(172,000)	(179,711)
TOTAL ALL FUNDS					
Revenues	544,886	508,517	36,369	3,515,025	2,849,239
Expenditures	843,856	795,413	(48,443)	4,000,939	3,037,083
Net Revenue before transfers	(298,970)	(286,896)	(12,074)	(485,914)	(187,844)
Transfers in (out)	-	-	-	-	-
Net Revenue	**$ (298,970)**	**$ (286,896)**	**$ (12,074)**	**$ (485,914)**	**$ (187,844)**

CITY OF ROLLING HILLS RESIDENTIAL
ALLIED WASTE RECYCLE NOW REPORT

Report Date:

2019

MONTH 2019	RECYCLED (tons)	GREEN WASTE (tons)	C&D Recycled	C&D Disposed	Disposal Tonnage	Diversion %	MONTHLY TOTALS (tons)
January	23.07	114.12	13.57	7.30	137.12	51.07%	**295.18**
February	15.09	98.95	33.37	7.09	122.07	53.30%	**276.57**
March	67.62	92.91	23.36	10.01	91.16	64.51%	**285.06**
April	100.00	170.26	112.64	56.93	68.18	75.37%	**508.01**
May	48.00	156.77	27.12	3.45	150.00	60.18%	**385.34**
June	60.00	85.23	5.95	3.20	149.81	49.70%	**304.19**
July	22.26	125.59	13.13	4.98	154.38	50.25%	**320.34**
August	-	125.85	67.43	27.18	228.30	43.07%	**448.76**
September	-	163.46	1.94	0.52	177.90	48.11%	**343.82**
October	-	-	-	-	-	0.00%	**0.00**
November	-	-	-	-	-	0.00%	**0.00**
December	-	-	-	-	-	0.00%	**0.00**
Year to Date Totals:	**336.04**	**1,133.14**	**298.51**	**120.66**	**1,278.92**	**55.81%**	**3,167.27**
Average Monthly Totals: 2019	48.01	125.90	33.17	13.41	142.10	55%	351.92

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 Item No.: 7A
Mtg. Date 11/25/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH T. ELGUIRA, PLANNING AND COMMUNITY SERVICES DIRECTOR

THROUGH: ELAINE JENG, P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE A RESOLUTION OF THE CITY COUNCIL AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SB 2 PLANNING GRANTS PROGRAM FUNDS.

DATE: NOVEMBER 25, 2019

ATTACHMENT:
1. RESOLUTION NUMBER 1246.

BACKGROUND

In 2017, Governor Brown signed a 15-bill housing package to address the state's housing shortage and high housing costs. The approval included the Building Homes and Jobs Act (SB 2), which established a $75 recording fee on real estate documents to increase the supply of affordable homes in California. Because the number of real estate transactions recorded in each county will vary from year to year, the revenues collected will fluctuate.

The state is currently in Year 1 (2019) of the funding cycle which is intended to fund planning grants and homelessness programs. Year 2 (2020) and beyond will include funding for locally administered affordable housing (70% of funds) and State Administered affordable housing (30% of funds).

The Year 1 funding is intended to provide funding and technical assistance to all local governments in California to help cities and counties prepare, adopt, and implement

plans and process improvements that streamline housing approvals and accelerate housing production.
At the November 12, 2019 City Council meeting, staff was directed to pursue SB2 grant funds with the assistance of the City's on-call Planning Consultant CSG Consultants.

DISCUSSION

The current SB 2 PGP funding is considered "over the counter" and is not competitive. If the City of Rolling Hills is awarded the grant (up to $160,000), funding will be disbursed upon the completion of an application which must include a resolution from the City Council authorizing the submittal and receipt of the funds (Attachment 1). A report to the state for the use of funds will be required.

Article III, Section 300 of the PGP Guidelines sets forth the eligible activities and uses of SB 2 PGP funding. Eligible activities must demonstrate a nexus to accelerating housing production and may include updates to general plans, community plans, specific plans, local planning related to implementation of sustainable communities strategies, or local coastal plans, and local process improvements that improve and expedite local planning. The current zoning ordinance amendment and General Plan amendment, in conjunction with the Housing Element update are considered eligible activities for which PGP funds may be used, because such activities will designate areas for new development and housing in the City. The City's planning consultant, CSG Consultants, is currently preparing a grant application including an analysis showing the nexus between the City's proposed planning process leading towards Housing Element amendment and housing production.

Article II, Section 201 of the PGP Guidelines sets forth the eligibility and threshold criteria for PGP funding. The City does not meet the grant baseline threshold requirements to receive PGP funds because the City's current Housing Element is not within substantial compliance of the HCD's requirements. However, per the guidelines, applicants not meeting Housing Element requirements may be considered to meet this threshold requirement at the discretion of the Department and based on factors such as significant progress in meeting housing element requirements. CSG Consultants verified eligibility guidelines with HCD Technical Assistance. The City has coordinated with HCD to develop an action plan with steps to bring the Housing Element into compliance and is proceeding to meet the thresholds specified in the action plan.

FISCAL IMPACT

The grant would have a net positive fiscal impact to the City of up to $160,000 and will help offset the costs of its efforts to comply with the Housing Element law and the preparation of the fifth and sixth cycle Housing Elements

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 1246 authorizing the application and receipt of SB 2 Funds.

RESOLUTION NO. 1246

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SB 2 PLANNING GRANTS PROGRAM FUNDS.

WHEREAS, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (NOFA) dated March 28, 2019, for its Planning Grants Program (PGP); and

WHEREAS, the City Council of the City of Rolling Hills desires to submit a project application for the PGP program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and SB 2 Planning Grants Program Guidelines released by the Department for the PGP Program; and

WHEREAS, the Department is authorized to provide up to $123 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)) related to the PGP Program.

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

SECTION 1. The City Council is hereby authorized and directed to apply for and submit to the Department the 2019 Planning Grants Program application in the amount of $160,000.00.

SECTION 2. In connection with the PGP grant, if the application is approved by the Department, the Planning and Community Services Director is authorized to enter into, execute, and deliver a State of California Agreement (Standard Agreement) for the amount of $160,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the City's obligations related thereto, and all amendments thereto (collectively, the "PGP Grant Documents").

SECTION 3. The City shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The City Council hereby agrees to use the funds for eligible uses in the manner presented in the application as approved by the Department and in accordance with the Planning Grants NOFA, the Planning Grants Program Guidelines, and 2019 Planning Grants Program Application.

SECTION 4. The Planning and Community Services Director is authorized to execute the City of Rolling Hills' Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the City as required by the Department for receipt of the PGP Grant.

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of the City of Rolling Hills, California, as follows:

1. That the above recitations are true and correct.

2. That the City of Rolling Hills hereby elects to Authorize an application for and receipt of SB 2 Planning Grants Program Funds.

PASSED, APPROVED AND ADOPTED this 25th day of November, 2019.

_____
LEAH MIRSCH
MAYOR

ATTEST:

_____
YOHANA CORONEL
CITY CLERK

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

The foregoing Resolution No. 1246 entitled:

> A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SB 2 PLANNING GRANTS PROGRAM FUNDS.

was approved and adopted at a regular meeting of the City Council on November 25, 2019 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

YOHANA CORONEL
CITY CLERK

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 Item No.: 8A
Mtg. Date: 11/25/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE THE REQUEST FOR PROPOSALS FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PREPARE ADA IMPROVEMENT PLANS FOR CITY HALL.

DATE: NOVEMBER 25, 2019

ATTACHMENT:

1. DRAFT RFP FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PREPARE ADA IMPROVEMENT PLANS FOR CITY HALL

BACKGROUND

At the January 14, 2019 City Council meeting, staff provided background and status of the Rolling Hills Americans with Disabilities (ADA) Transition Plan. The January 14, 2019 staff report is attached for reference.

Per Title II of ADA law, municipalities are required to remove barriers to services, physical infrastructure, and policies that do not meet the requirements of the mandate.

DISCUSSION

At the July 8, 2019 City Council meeting, Alan Palermo Consulting (APC) was hired to provide project management services, including the drafting of the Request for Proposals (RFP) for architectural and engineering services to prepare ADA improvement plans for City Hall based on barriers identified in the City's ADA transition plan.

The draft RFP is attached to this report. The scope of architectural and engineering services listed in the RFP are summarized as follows:

- City Hall restrooms retrofit;
- City Hall public counter retrofit;
- City Hall front door retrofit;
- City Hall door hardware retrofit; and
- Space planning for City Hall (optional task).

If the City Council approves the draft RFP, the RFP will be advertised on the City's website on the week of December 2, 2019 and the deadline to submit proposals will be set to close on Monday, January 13, 2020. Staff anticipates to return to the City Council to select an architectural/engineering professional to prepare improvement plans at the January 27, 2020 meeting. As discussed during the budget session for Fiscal Year 2019-2020, the goal is to complete the preparation of ADA improvement plans before the end of this fiscal year to have precise construction cost estimates for Fiscal Year 2020-2021 budget. Staff anticipates the preparation of improvement plans will take approximately three to four months. Assuming the preparation of improvement plans to commence in February 2020, it is anticipated that the improvement plans will be completed in May orJune 2020.

FISCAL IMPACT

Fiscal Year 2019-2020 budget includes $30,000 for architectural and engineering services to prepare ADA improvement plans for City Hall.

RECOMMENDATION

Staff recommends the City Council approve the RFP for architectural and engineering services to prepare ADA improvement plans for City Hall.

City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

REQUEST FOR PROPOSALS
ARCHITECTURAL AND ENGINEERING SERVICES TO PREPARE ADA IMPROVEMENT PLANS
FOR ROLLING HILLS CITY HALL

PROPOSALS DUE 3 PM, JANUARY 13, 2020

SECTION 1 BACKGROUND

The City of Rolling Hills is requesting proposals from qualified firms to provide professional services to prepare construction documents for improvements to the City Hall Facility to bring this building in compliance with ADA requirements.

The Americans with Disabilities Act (ADA) became Federal law on January 26, 1990. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA required state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities (buildings and sidewalks, etc.).

The City engaged a Consultant (Disability Access Consultants) in 2017 to perform a site inspection for ADA compliance and prepare an Accessibility Survey/Transition Plan for the City Hall Building located at 2 Portuguese Bend Road, Rolling Hills, California to bring this facility in compliance with ADA requirements This survey/plan is organized into several categories. It is the City's intent to proceed with preparation of construction documents for the majority of the items stated in this plan (see Scope of Services). The draft Accessibility Survey/Transition Plan is included as Attachment A.

SECTION 2 SCOPE OF SERVICES

The City of Rolling Hills is requesting proposals from qualified companies that have experience in preparing 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 if 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.

The Scope of Work shall be to prepare a program, plans and specifications for ADA (Americans with Disabilities Act) compliance per the draft Disability Access Consultants Accessibility Survey / Transition Plan dated August 14, 2017. This plan identifies items in several categories and the following categories from that plan are included in this RFP. The categories from the draft ADA Accessibility Survey/Transition Plan included in this RFP are:

Category	No. of Items
Doors	50
Counter	1
Signage	9
Restrooms	59
Assembly Areas	1
Emergency Warning System	1
Break/Conf. Room	7
Sinks	6

Note: The Parking and Path of travel categories in the draft Accessibility Survey / Transition Plan are not included in this RFP

Task 1 - Programming:

Consultant will prepare schematic/concept plans that will show the non-compliant facilities to be updated to current ADA standards. Included in this task:

- 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.
- All other services required to complete this task

Task 2 - Construction Documents (Plans), Specifications, Estimates:

- 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:

- Provide 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):

- As an optional service/task unrelated to the ADA improvement, the City is interested in creating an additional meeting room at the City Hall facility.
- Coordination and 3 meetings with City Staff / City's designated Project Manager
- Consultant to perform 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

SECTION 3 PROPOSAL REQUIREMENTS

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

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

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

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

SECTION 4 PROPOSAL PROCEDURE

All proposals are due no later than 3 pm on January 13, 2020. The City reserves the right to extend the deadline. The City will respond to request for clarification in written RFP addendum(s) as needed. All inquiries shall be directed to Project Manager Alan Palermo at alanmpal@gmail.com by 5 pm on January 6, 2020. Please submit the proposal via email to

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

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

SECTION 5 SELECTION CRITERIA

Proposals will be selected based on sound approach to meeting the scope of work, the ability to demonstrate efficiency use of resources, the relevant experience of proposed personnel, and dedication of personnel to complete the project within Fiscal Year 2019/2020. Consultants may be asked to participate in an interview with the City. If necessary, interviews are tentatively scheduled for the week of January 20, 2020.

SECTION 6 ATTACHMENTS

Attachment 1 – Draft Accessibility Survey / Transition Plan prepared by Disability Access Consultants dated August 14, 2017.
Attachment 2 – Sample Professional Services Agreement

Attachment 1
Draft ADA Transition Plan

Accessibility Survey

Transition Plan

Administration Building

2 Portuguese Bend Road
Rolling Hills, CA 90274

Date of Inspection
8/14/2017

Prepared By
Disability Access Consultants

Parking - Exterior : Parking Lot , Parking Space

Parking Lot

Accessible Space Across from Administration Building

Finding

The bottom edge of the wall-mounted signage designating accessible parking is not at the required height.

On-Site Finding 27.00 inches

Recommendation

Remount the wall-mounted signage designating the accessible parking space so that it is installed at the required height. The sign shall be located so that it cannot be obscured by a vehicle parked in the space.

Recommendation At least 60.00 inches

Record Number:	31285	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$158.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Parking - Exterior : Parking Lot , Parking Space

Parking Lot

Accessible Space Across from Administration Building

Finding

There is no additional signage marked "van accessible" at the van accessible parking space.

On-Site Finding None Found

Recommendation

Van accessible parking spaces shall provide additional signage that states "van accessible" .

Recommendation See Recommendation

Record Number:	31286	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$250.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Parking - Exterior : Parking Lot , Parking Space

Parking Lot

Accessible Space Across from Administration Building

Finding

The access aisle exceeds maximum slope.

On-Site Finding 12.50 percent

Recommendation

Pave the parking lot to provide a level surface.

Recommendation Up to 2.08 percent

Record Number:	31288	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$3,800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Parking - Exterior : Parking Lot , Parking Space

Parking Lot

Accessible Space Across from Administration Building

Finding

The surface of the accessible parking space has a slope greater than allowed.

On-Site Finding 4.20 percent

Recommendation

Pave the parking lot to provide a level surface.

Recommendation Up to 2.08 percent

Record Number:	31282	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$3,800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Parking - Exterior : Parking Lot , Parking Space

Parking Lot

Accessible Space Across from Administration Building

Finding

The accessible parking space provided in the parking lot does not meet the minimum requirement for length.

On-Site Finding 214.50 inches

Recommendation

Re-stripe the accessible parking space.

Recommendation At least 216.00 inches

Record Number:	31283	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$350.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Parking - Exterior : Parking Lot , Warning Signage

Parking Lot

Accessible Space Across from Administration Building

Finding

There is no $250.00 fine sign at the parking space.

On-Site Finding Not Found

Recommendation

Provide a $250.00 fine sign at the parking space below the International Symbol of Accessibility.

Recommendation See Recommendation

Record Number:	31284	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$300.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Parking - Exterior : Parking Lot , Warning Signage

Parking Lot

Warning Sign

Finding

There is no warning signage posted regarding unauthorized use of accessible parking spaces in the parking lot.

On-Site Finding Not Found

Recommendation

Post a sign in a conspicuous place to the entrance of the parking lot, or immediately adjacent to and visible from each accessible parking space. The warning sign shall measure at least 17 inches by 22 inches in size and consist of lettering at least 1 inch in height that clearly and conspicuously states the following; "Unauthorized vehicles parked in designated accessible spaces not displaying distinguishing placards or license plates issued for persons with disabilities will be towed away at owner's expense. Towed vehicles may be reclaimed at ____ or by telephoning ____ ." Fill in the blank spaces with appropriate information as a permanent part of the sign and maintain the currency of the information.

Recommendation See Recommendation

Record Number:	31289	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$250.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Path of Travel - Exterior : Path Of Travel , Vehicular Traffic

Sidewalk from Portuguese Bend Road - Left

Horse Trail Crosswalk

Finding

There are no detectable warnings where the pedestrian route crosses vehicular traffic.

On-Site Finding None Found

Recommendation

Provide detectable warnings.

Recommendation See Recommendation

Record Number:	31272	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$190.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

Sidewalk from Portuguese Bend Road - Left

Exterior Walkway

Finding

There are slopes greater than allowed maximum slope on the primary path of travel.

On-Site Finding 20.00 percent for 30.00 feet

Recommendation

Provide a compliant path of travel.

Recommendation Up to 5.00 percent

Record Number:	31270	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$3,600.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Administration Building

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

Sidewalk from Portuguese Bend Road - Left

Exterior Walkway

Finding

There are cross slopes greater than allowed on the primary path of travel.

On-Site Finding 11.30 percent for 30.00 feet

Recommendation

Provide a compliant path of travel.

Recommendation Up to 2.08 percent

Record Number:	31271	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$3,600.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

Sidewalk from Portuguese Bend Road - Right

Change in Level

Finding

There is a change in elevation greater than recommended value.

On-Site Finding 0.50 inches

Recommendation

Ensure that the change in elevation is within the recommended value.

Recommendation Up to 0.25 inches

Record Number:	31345	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$150.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

Sidewalk from Portuguese Bend Road - Right

Change in Level

Finding

There is a change in elevation greater than recommended value.

On-Site Finding 1.75 inches

Recommendation

Ensure that the change in elevation is within the recommended value.

Recommendation Up to 0.25 inches

Record Number:	31346	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$150.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Path of Travel - Exterior : Path Of Travel , Vehicular Traffic

Sidewalk from Portuguese Bend Road - Right

Crosswalk from the Public Right of Way

Finding

There are no detectable warnings where the pedestrian route crosses vehicular traffic.

On-Site Finding None Found

Recommendation

Provide detectable warnings.

Recommendation See Recommendation

Record Number:	31347	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$190.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Path of Travel - Exterior : Path Of Travel , Vertical Hazards

Sidewalk from Portuguese Bend Road - Right

Structural Supports

Finding

The vertical clearance height is less than required.

On-Site Finding 79.00 inches

Recommendation

Provide recommended vertical clearance.

Recommendation At least 80.00 inches

Record Number:	31348	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$540.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

Sidewalk from Portuguese Bend Road - Right

Exterior Walkway

Finding

There are slopes greater than allowed maximum slope on the primary path of travel.

On-Site Finding 9.10 percent for 30.00 feet

Recommendation

Provide a compliant path of travel.

Recommendation Up to 5.00 percent

Record Number:	31343	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$3,600.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

Sidewalk from Portuguese Bend Road - Right

Exterior Walkway

Finding

There are cross slopes greater than allowed on the primary path of travel.

On-Site Finding 5.70 percent for 30.00 feet

Recommendation

Provide a compliant path of travel.

Recommendation Up to 2.08 percent

Record Number:	31344	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$3,600.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Path of Travel - Exterior : Path Of Travel , Vehicular Traffic

Sidewalk from the Accessible Space Across from Administration Building

Crosswalk from the Access Aisle

Finding

There are no detectable warnings where the pedestrian route crosses vehicular traffic.

On-Site Finding None Found

Recommendation

Provide detectable warnings.

Recommendation See Recommendation

Record Number:	31314	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$190.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Administration Building

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

Sidewalk from the Accessible Space Across from Administration Building

Exterior Walkway

Finding

There are slopes greater than allowed maximum slope on the primary path of travel.

On-Site Finding 7.90 percent for 30.00 feet

Recommendation

Provide a compliant path of travel.

Recommendation Up to 5.00 percent

Record Number:	31312	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$3,600.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

Sidewalk from the Accessible Space Across from Administration Building

Exterior Walkway

Finding

There are cross slopes greater than allowed on the primary path of travel.

On-Site Finding 3.70 percent for 3.00 feet

Recommendation

Provide a compliant path of travel.

Recommendation Up to 2.08 percent

Record Number:	31313	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$3,600.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Threshold

Administration Building Main Entrance

Finding

The height of the threshold at the entrance door is greater than allowed.

On-Site Finding 1.25 inches

Recommendation

Modify or replace the threshold to provide the recommended height.

Recommendation Up to 0.50 inches

Record Number:	31310	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$436.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Threshold

Administration Building Rear Entrance

Finding

The height of the threshold at the entrance door is greater than allowed.

On-Site Finding 1.25 inches

Recommendation

Modify or replace the threshold to provide the recommended height.

Recommendation Up to 0.50 inches

Record Number:	31291	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$436.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Latch Side Clearance

Administration Building Rear Entrance

Pull Side

Finding

There is less than the required latch side clearance on the pull side of the door.

On-Site Finding 2.75 inches

Recommendation

Provide required latch side clearance on the pull side of the door.

Recommendation At least 24.00 inches

Record Number:	31293	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,921.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Administration Building Rear Entrance

Pull Side

Finding

There is no level landing at this door.

On-Site Finding 2.70 percent

Recommendation

Provide a level landing.

Recommendation Up to 2.08 percent

Record Number:	31294	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,500.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Administration Building Rear Entrance

Pull Side

Finding

An unstable floor mat is provided at the door landing.

On-Site Finding Not Compliant

Recommendation

Provide a compliant floor mat for the door.

Recommendation See Recommendation

Record Number:	31295	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$126.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

Administration Building Rear Entrance

Push Bar Round

Finding

The door opening hardware is not accessible.

On-Site Finding Not Accessible

Recommendation

Provide accessible hardware on the door.

Recommendation See Recommendation

Record Number:	31290	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Latch Side Clearance

Administration Building Rear Entrance

Push Side

Finding

There is less than the required latch side clearance on the push side of the door.

On-Site Finding 3.50 inches

Recommendation

Provide the recommended latch side clearance on the push side of the door. Otherwise, install an automatic door opening device.

Recommendation At least 12.00 inches

Record Number:	31292	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,921.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

City Manager Next to Finance Director

Pull Side

Finding

There is not enough clear floor space provided at the pull side of the door.

On-Site Finding 42.00 inches

Recommendation

Provide the recommended clear floor space on the pull side of the door.

Recommendation At least 60.00 inches

Record Number:	31280	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,921.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

City Manager Next to Finance Director

Single Knob

Finding

The door opening hardware is not accessible.

On-Site Finding Not Accessible

Recommendation

Provide accessible hardware on the door.

Recommendation See Recommendation

Record Number:	31279	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

City Manager Next to Finance Director

Finding

The clear opening width of the door is less than required.

On-Site Finding 29.25 inches

Recommendation

Widen the door opening and install a door that provides at least the minimum clear width with the door open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31278	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Latch Side Clearance

City Manager Next to Lobby

Pull Side

Finding

There is less than the required latch side clearance on the pull side of the door.

On-Site Finding 5.25 inches

Recommendation

Provide required latch side clearance on the pull side of the door.

Recommendation At least 18.00 inches

Record Number:	31354	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

City Manager Next to Lobby

Single Knob

Finding

The door opening hardware is not accessible.

On-Site Finding Not Accessible

Recommendation

Provide accessible hardware on the door.

Recommendation See Recommendation

Record Number:	31353	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

City Manager Next to Lobby

Finding

The clear opening width of the door is less than required.

On-Site Finding 29.25 inches

Recommendation

Widen the door opening and install a door that provides at least the minimum clear width with the door open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31352	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Copy Room

Push Side

Finding

There is not enough clear floor space provided at the push side of the door .

On-Site Finding 31.00 inches

Recommendation

Provide the recommended clear floor space on the push side of the door.

Recommendation At least 48.00 inches

Record Number:	31306	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

Copy Room

Single Knob

Finding

The door opening hardware is not accessible.

On-Site Finding Not Accessible

Recommendation

Provide accessible hardware on the door.

Recommendation See Recommendation

Record Number:	31305	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

Copy Room

Finding

The clear opening width of the door is less than required.

On-Site Finding 29.25 inches

Recommendation

Widen the door opening and install a door that provides at least the minimum clear width with the door open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31956	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

Council Chambers Lobby Entrance

Push / Pull

Finding

The door opening force for this door is greater than allowed.

On-Site Finding 14.00 pounds

Recommendation

Adjust the closer on the door to meet the door opening force requirements.

Recommendation Up to 5.00 pounds

Record Number:	31350	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$25.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

Council Chambers Lobby Entrance

Finding

The clear opening width of the door is less than required.

On-Site Finding 30.00 inches

Recommendation

Widen the door opening and provide a compliant door.

Recommendation At least 32.00 inches

Record Number:	31349	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Latch Side Clearance

Council Chambers Staff Entrance

Pull Side

Finding

There is less than the required latch side clearance on the pull side of the door.

On-Site Finding 12.75 inches

Recommendation

Provide required latch side clearance on the pull side of the door.

Recommendation At least 18.00 inches

Record Number:	31403	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

Council Chambers Staff Entrance

Single Knob

Finding

The door opening hardware is not accessible.

On-Site Finding Not Accessible

Recommendation

Provide accessible hardware on the door.

Recommendation See Recommendation

Record Number:	31402	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

Council Chambers Staff Entrance

Finding

The clear opening width of the door is less than required.

On-Site Finding 28.62 inches

Recommendation

Widen the door opening and install a door that provides at least the minimum clear width with the door open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31401	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Latch Side Clearance

Finance Director

Pull Side

Finding

There is less than the required latch side clearance on the pull side of the door.

On-Site Finding 3.25 inches

Recommendation

Provide required latch side clearance on the pull side of the door.

Recommendation At least 18.00 inches

Record Number:	31379	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Finance Director

Pull Side

Finding

There is not enough clear floor space provided at the pull side of the door.

On-Site Finding 53.50 inches

Recommendation

Provide the recommended clear floor space on the pull side of the door.

Recommendation At least 60.00 inches

Record Number:	31380	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,921.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

Finance Director

Single Knob

Finding

The door opening hardware is not accessible.

On-Site Finding Not Accessible

Recommendation

Provide accessible hardware on the door.

Recommendation See Recommendation

Record Number:	31378	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

Finance Director

Finding

The clear opening width of the door is less than required.

On-Site Finding 29.25 inches

Recommendation

Widen the door opening and install a door that provides at least the minimum clear width with the door open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31377	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Mens Restroom Next to Staff Break Room - Inner

Pull Side

Finding

There is not enough clear floor space provided at the pull side of the door.

On-Site Finding 43.25 inches

Recommendation

Provide the recommended clear floor space on the pull side of the door.

Recommendation At least 60.00 inches

Record Number:	31385	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,921.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

Mens Restroom Next to Staff Break Room - Inner

Push / Pull

Finding

The door opening force for this door is greater than allowed.

On-Site Finding 11.00 pounds

Recommendation

Adjust the closer on the door to meet the door opening force requirements.

Recommendation Up to 5.00 pounds

Record Number:	31382	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$25.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Mens Restroom Next to Staff Break Room - Inner

Push Side

Finding

There is not enough clear floor space provided at the push side of the door .

On-Site Finding 42.00 inches

Recommendation

Provide the recommended clear floor space on the push side of the door.

Recommendation At least 48.00 inches

Record Number:	31383	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Mens Restroom Next to Staff Break Room - Inner

Push Side

Finding

There is not enough clear floor space provided at the push side of the door .

On-Site Finding 34.25 inches

Recommendation

Provide the recommended clear floor space on the push side of the door.

Recommendation At least 36.00 inches

Record Number:	31384	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

Mens Restroom Next to Staff Break Room - Inner

Finding

The clear opening width of the door is less than required.

On-Site Finding 29.25 inches

Recommendation

Widen the door opening and install a door that provides at least the minimum clear width with the door open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31381	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Latch Side Clearance

Mens Restroom Next to Staff Break Room - Outer

Pull Side

Finding

There is less than the required latch side clearance on the pull side of the door.

On-Site Finding 2.50 inches

Recommendation

Provide required latch side clearance on the pull side of the door.

Recommendation At least 18.00 inches

Record Number:	31245	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Mens Restroom Next to Staff Break Room - Outer

Pull Side

Finding

There is not enough clear floor space provided at the pull side of the door.

On-Site Finding 42.00 inches

Recommendation

Provide the recommended clear floor space on the pull side of the door.

Recommendation At least 60.00 inches

Record Number:	31246	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,921.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

Mens Restroom Next to Staff Break Room - Outer

Push / Pull

Finding

The door opening force for this door is greater than allowed.

On-Site Finding 9.00 pounds

Recommendation

Adjust the closer on the door to meet the door opening force requirements.

Recommendation Up to 5.00 pounds

Record Number:	31244	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$25.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

Mens Restroom Next to Staff Break Room - Outer

Finding

The clear opening width of the door is less than required.

On-Site Finding 29.25 inches

Recommendation

Widen the door opening and install a door that provides at least the minimum clear width with the door open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31243	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Office Next to Finance Director

Pull Side

Finding

There is not enough clear floor space provided at the pull side of the door.

On-Site Finding 37.50 inches

Recommendation

Provide the recommended clear floor space on the pull side of the door.

Recommendation At least 60.00 inches

Record Number:	31361	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,921.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

Office Next to Finance Director

Single Knob

Finding

The door opening hardware is not accessible.

On-Site Finding Not Accessible

Recommendation

Provide accessible hardware on the door.

Recommendation See Recommendation

Record Number:	31360	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

Office Next to Finance Director

Finding

The clear opening width of the door is less than required.

On-Site Finding 29.25 inches

Recommendation

Widen the door opening and install a door that provides at least the minimum clear width with the door open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31359	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

Planning Department

Single Knob

Finding

The door opening hardware is not accessible.

On-Site Finding Not Accessible

Recommendation

Provide accessible hardware on the door.

Recommendation See Recommendation

Record Number:	31269	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

Planning Department

Finding

The clear opening width of the door is less than required.

On-Site Finding 28.00 inches

Recommendation

Widen the door opening and install a door that provides at least the minimum clear width with the door open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31268	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

Staff Break Room

Finding

The clear opening width of the doorway is not compliant.

On-Site Finding 31.00 inches

Recommendation

Provide a compliant doorway at the location.

Recommendation At least 32.00 inches

Record Number:	31296	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Staff Gate in Lobby

Pull Side

Finding

There is not enough clear floor space provided at the pull side of the door.

On-Site Finding 50.50 inches

Recommendation

Provide the recommended clear floor space on the pull side of the door.

Recommendation At least 60.00 inches

Record Number:	31316	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,921.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Womens Restroom Next to Council Chambers - Inner

Pull Side

Finding

There is not enough clear floor space provided at the pull side of the door.

On-Site Finding 44.75 inches

Recommendation

Provide the recommended clear floor space on the pull side of the door.

Recommendation At least 60.00 inches

Record Number:	31277	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,921.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

Womens Restroom Next to Council Chambers - Inner

Push / Pull

Finding

The door opening force for this door is greater than allowed.

On-Site Finding 9.00 pounds

Recommendation

Adjust the closer on the door to meet the door opening force requirements.

Recommendation Up to 5.00 pounds

Record Number:	31274	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$25.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Womens Restroom Next to Council Chambers - Inner

Push Side

Finding

There is not enough clear floor space provided at the push side of the door .

On-Site Finding 45.75 inches

Recommendation

Provide the recommended clear floor space on the push side of the door.

Recommendation At least 48.00 inches

Record Number:	31275	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Womens Restroom Next to Council Chambers - Inner

Push Side

Finding

There is not enough clear floor space provided at the push side of the door .

On-Site Finding 34.00 inches

Recommendation

Provide the recommended clear floor space on the push side of the door.

Recommendation At least 36.00 inches

Record Number:	31276	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

Womens Restroom Next to Council Chambers - Inner

Finding

The clear opening width of the door is less than required.

On-Site Finding 29.00 inches

Recommendation

Widen the door opening and install a door that provides at least the minimum clear width with the door open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31273	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Latch Side Clearance

Womens Restroom Next to Council Chambers - Outer

Pull Side

Finding

There is less than the required latch side clearance on the pull side of the door.

On-Site Finding 2.50 inches

Recommendation

Provide required latch side clearance on the pull side of the door.

Recommendation At least 18.00 inches

Record Number:	31357	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Clear Floor Space

Womens Restroom Next to Council Chambers - Outer

Pull Side

Finding

There is not enough clear floor space provided at the pull side of the door.

On-Site Finding 42.00 inches

Recommendation

Provide the recommended clear floor space on the pull side of the door.

Recommendation At least 60.00 inches

Record Number:	31358	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,921.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door , Hardware

Womens Restroom Next to Council Chambers - Outer

Push / Pull

Finding

The door opening force for this door is greater than allowed.

On-Site Finding 9.00 pounds

Recommendation

Adjust the closer on the door to meet the door opening force requirements.

Recommendation Up to 5.00 pounds

Record Number:	31356	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$25.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Doors - Administration Building : Door

Womens Restroom Next to Council Chambers - Outer

Finding

The clear opening width of the door is less than required.

On-Site Finding 29.25 inches

Recommendation

Widen the door opening and install a door that provides at least the minimum clear width with the door open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31355	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,750.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Counters - Administration Building : Counter

Administration Building Lobby

Finding

The height of the counter or desk does not comply with height requirements. No equivalent facilitation is provided in the area.

On-Site Finding 42.00 inches

Recommendation

Provide a portion of counter at the compliant height.

Recommendation 28.00 - 34.00 inches

Record Number:	31400	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$3,500.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Signage - Administration Building : Signage , Signage

Administration Building Main Entrance

Finding

There is no room signage.

On-Site Finding None Found

Recommendation

Install accessible room signage.

Recommendation See Recommendation

Record Number:	31308	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$158.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Signage - Administration Building : Signage , Signage

Administration Building Rear Entrance

Finding

There is no room signage.

On-Site Finding None Found

Recommendation

Install accessible room signage.

Recommendation See Recommendation

Record Number:	31311	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$158.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Signage - Administration Building : Signage

Council Chambers Lobby Entrance

Finding

There is no room identification signage.

On-Site Finding None Found

Recommendation

Install room identification signage.

Recommendation See Recommendation

Record Number:	31399	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$158.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Signage - Administration Building : Signage

Council Chambers Staff Entrance

Finding

There is no room identification signage.

On-Site Finding None Found

Recommendation

Install room identification signage.

Recommendation See Recommendation

Record Number:	31351	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$158.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Signage - Exterior : Signage , Signage

Directional Signage from Portuguese Bend Road

Finding

There is no directional signage.

On-Site Finding None Found

Recommendation

Install directional signage to each accessible element or room.

Recommendation See Recommendation

Record Number:	31247	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$316.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Signage - Administration Building : Signage

Office Next to Finance Director, Finance Director, City Manager Next to Finance Director, City Manager Next to Lobby, Copy Room

Finding

There is no room identification signage.

On-Site Finding None Found

Recommendation

Install room identification signage.

Recommendation See Recommendation

Record Number:	31266	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$790.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Signage - Administration Building : Signage

Planning Department

Finding

There is no room identification signage.

On-Site Finding None Found

Recommendation

Install room identification signage.

Recommendation See Recommendation

Record Number:	31240	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$158.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Signage - Administration Building : Signage

Staff Break Room

Finding

There is no room identification signage.

On-Site Finding None Found

Recommendation

Install room identification signage.

Recommendation See Recommendation

Record Number:	31309	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$158.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Visual and Audible Communications - Administration Building : Assembly Area

Council Chambers

Finding

There is an ALS system available, though no signage notifying individuals of the availability of assistive listening device systems is provided in the assembly area.

On-Site Finding None Found

Recommendation

Signage notifying individuals of the availability of assisted listening systems shall be posted in the assembly area with an ISA symbol at the main office.

Recommendation See Recommendation

Record Number:	31241	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$58.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Door Signage

Mens Restroom Next to Staff Break Room

Door Sign - Male

Finding

There is no gender use signage on the entrance door.

On-Site Finding None Found

Recommendation

Post gender use signage on the center of the door at the required height.

Recommendation See Recommendation

Record Number:	31262	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$158.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Mens Restroom Next to Staff Break Room

Lavatory

Finding

The faucet controls on the lavatory require tight grasping, pinching, or twisting of the wrist and are not accessible.

On-Site Finding Not Accessible

Recommendation

Install accessible faucet controls. Lever-operated, push-type, touch-type or electronically controlled mechanisms are acceptable elements. If self-closing valves are used the faucet shall remain open for at least 10 seconds.

Recommendation See Recommendation

Record Number:	31251	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$392.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Mens Restroom Next to Staff Break Room

Lavatory

Finding

The apron height under the lavatory is less than the required minimum height.

On-Site Finding 28.25 inches

Recommendation

Raise or replace the lavatory to provide the minimum required apron height.

Recommendation At least 29.00 inches

Record Number:	31252	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,500.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Mens Restroom Next to Staff Break Room

Lavatory

Finding

The knee clearance space under the lavatory is less than the required minimum height.

On-Site Finding 25.50 inches

Recommendation

Raise or replace the lavatory to provide the minimum required knee clearance.

Recommendation At least 27.00 inches

Record Number:	31253	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,286.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Mens Restroom Next to Staff Break Room

Lavatory

Finding

There is not sufficient clear floor space provided to allow an accessible forward approach.

On-Site Finding 47.75 inches

Recommendation

Relocate the lavatory to provide clear floor space.

Recommendation At least 48.00 inches

Record Number:	31254	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,261.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Mens Restroom Next to Staff Break Room

Lavatory

Finding

The pipes under the lavatory do not provide protection against contact.

On-Site Finding Pipes not wrapped.

Recommendation

Insulate or otherwise configure pipes under the lavatory to protect against contact. Make certain there are no sharp or abrasive surfaces under the lavatory.

Recommendation See Recommendation

Record Number:	31255	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$149.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Mens Restroom Next to Staff Break Room

Lavatory

Finding

Supply lines are not wrapped at the lavatory.

On-Site Finding Not Wrapped

Recommendation

Wrap the supply lines around lavatory according to compliance.

Recommendation See Recommendation

Record Number:	31256	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$149.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Dispensers

Mens Restroom Next to Staff Break Room

Paper Towel

Finding

The height of the controls and operating mechanisms for the dispenser is not at the correct height.

On-Site Finding 48.00 inches

Recommendation

Relocate the dispenser to the correct height.

Recommendation Up to 40.00 inches

Record Number:	31250	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$277.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Urinal

Mens Restroom Next to Staff Break Room

Finding

The height of the urinal rim in the restroom is greater than 17 inches above the finished floor.

On-Site Finding 24.00 inches

Recommendation

Lower the urinal designated to be accessible in the restroom so that the rim height is not more than 17 inches above the finished floor.

Recommendation Up to 17.00 inches

Record Number:	31257	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,397.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Urinal

Mens Restroom Next to Staff Break Room

Finding

The height of the urinal flush control in the restroom is greater than the required maximum height.

On-Site Finding 49.00 inches

Recommendation

Lower the flush control valve on the urinal to a height not greater than the required maximum height.

Recommendation Up to 44.00 inches

Record Number:	31258	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$227.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Urinal

Mens Restroom Next to Staff Break Room

Finding

There is less than the required clear floor space provided in front of the urinal in the restroom to allow an accessible forward approach.

On-Site Finding 27.87 inches

Recommendation

Provide the required minimum clear floor space in front of the urinal designated to be accessible in the restroom, for a forward approach.

Recommendation At least 30.00 inches

Record Number:	31260	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,707.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Urinal

Mens Restroom Next to Staff Break Room

Finding

The width between urinal shields in the restroom is less than required.

On-Site Finding 27.87 inches

Recommendation

Modify or replace the urinal shields in the restroom to provide the required shield-width clearance.

Recommendation At least 30.00 inches

Record Number:	31261	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$230.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Wall Signage

Mens Restroom Next to Staff Break Room

Wall Sign

Finding

There is no signage indicating accessibility on the latch side of the entry door of the restroom.

On-Site Finding None Found

Recommendation

Provide compliant signage on latch side of door.

Recommendation See Recommendation

Record Number:	31265	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$158.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet

Mens Restroom Next to Staff Break Room

Finding

The distance from the center of the toilet to the nearest side wall does not meet the required distance.

On-Site Finding 18.25 inches on center

Recommendation

Relocate the toilet so the distance from the center line of the toilet to the nearest side wall meets the required distance.

Recommendation 17.00 - 18.00 inches

Record Number:	31329	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,500.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet

Mens Restroom Next to Staff Break Room

Finding

The height of the toilet seat is not at the required height.

On-Site Finding 15.00 inches

Recommendation

Adjust or modify the toilet so the seat height is at the required accessible height.

Recommendation 17.00 - 19.00 inches

Record Number:	31330	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,707.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet

Mens Restroom Next to Staff Break Room

Finding

The flush control on the toilet is not on the wide (approach) side of the toilet.

On-Site Finding Wrong Side of Toilet

Recommendation

Relocate the flush control so it is on the wide (approach) side of the toilet area. Flush controls shall be hand-operated or automatic mechanisms.

Recommendation See Recommendation

Record Number:	31332	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$127.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Administration Building

Restrooms - Administration Building : Restroom , Toilet

Mens Restroom Next to Staff Break Room

Finding

The toilet is not located in a space which provides the minimum required distance from a fixture or the minimum required clear space from a wall at the wide side.

On-Site Finding 16.75 inches

Recommendation

Locate the toilet in a space which provides the required clearances.

Recommendation At least 42.00 inches

Record Number:	31333	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,500.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet

Mens Restroom Next to Staff Break Room

Finding

There is less than the required minimum space in front of the toilet.

On-Site Finding 29.00 inches

Recommendation

Create the required minimum clear space in front of the toilet.

Recommendation At least 48.00 inches

Record Number:	31334	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$3,500.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Grab Bars

Mens Restroom Next to Staff Break Room

Finding

The distance from the back wall to the front of the grab bar is less than required.

On-Site Finding 51.00 inches

Recommendation

Install or move the grab bar to create the required distance from the back wall to the front of the grab bar.

Recommendation At least 54.00 inches

Record Number:	31335	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$267.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Compartment Door

Mens Restroom Next to Staff Break Room

Finding

The door to the compartment does not have an accessible handle on both sides.

On-Site Finding Not on both sides.

Recommendation

Provide an accessible handle mounted on the door of the compartment near the latch.

Recommendation See Recommendation

Record Number:	31338	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$250.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom

Mens Restroom Next to Staff Break Room

Finding

The compartment door is located in front of the water closet.

On-Site Finding Not Located

Recommendation

Reconfigure the toilet compartment to provide a compliant door that is located adjacent to the water closet.

Recommendation See Recommendation

Record Number:	31339	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Compartment Door

Mens Restroom Next to Staff Break Room

Finding

Door does not close automatically.

On-Site Finding Missing Hardware

Recommendation

Provide an automatic door closer, spring hinge, pull bar or accessible handle mounted on the inside of the compartment door to the compartment designated to be accessible in the restroom.

Recommendation See Recommendation

Record Number:	31340	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$269.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom

Mens Restroom Next to Staff Break Room

Finding

The inside handle is not located near the latch.

On-Site Finding None Found

Recommendation

Adjust the inside handle so that it is located near the latch.

Recommendation See Recommendation

Record Number:	31341	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$129.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Mens Restroom Next to Staff Break Room

Finding

The coat hook is not mounted at the correct height.

On-Site Finding 64.00 inches

Recommendation

Mount the coat hook at the recommended height.

Recommendation 15.00 - 48.00 inches

Record Number:	31342	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$50.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom

Mens Restroom Next to Staff Break Room

Finding

There is not sufficient clear floor space in the restroom to accommodate an individual in a wheelchair.

On-Site Finding 47.75 inches

Recommendation

Modify the restroom to provide sufficient clear floor space for a turning radius in the restroom to accommodate an individual in a wheelchair.

Recommendation At least 60.00 inches

Record Number:	31248	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$14,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom

Mens Restroom Next to Staff Break Room

Finding

The entrance door swings into the turning space within the restroom.

On-Site Finding 12.00 inches

Recommendation

Reverse the door swing, or modify the restroom to provide sufficient clear floor space for a turning radius in the restroom to accommodate an individual in a wheelchair.

Recommendation At least 48.00 inches

Record Number:	31249	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$8,200.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Mens Restroom Next to Staff Break Room

Finding

The location of the seat cover dispenser does not provide sufficient clear floor space.

On-Site Finding Not Accessible

Recommendation

Relocate the seat cover dispenser so it provides sufficient clear floor space and does not interfere with the use of a grab bar. Make certain that the height of all operable parts of the seat cover dispenser is within reach range above the finished floor.

Recommendation See Recommendation

Record Number:	31323	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$277.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Mens Restroom Next to Staff Break Room

Finding

There is no toilet paper dispenser provided on the narrow side wall.

On-Site Finding None Found

Recommendation

Install a compliant toilet paper dispenser.

Recommendation See Recommendation

Record Number:	31324	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$277.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Mens Restroom Next to Staff Break Room

Finding

There is insufficient clear floor space in the compartment.

On-Site Finding 35.00 inches

Recommendation

Modify or replace the compartment to provide adequate clear floor space.

Recommendation At least 60.00 inches

Record Number:	31325	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Grab Bars

Mens Restroom Next to Staff Break Room

Finding

There is no back grab bar at the toilet compartment.

On-Site Finding None Found

Recommendation

Install the required grab bars in the toilet compartment.

Recommendation See Recommendation

Record Number:	31326	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$267.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Mens Restroom Next to Staff Break Room

Finding

There is insufficient clear floor space in the compartment.

On-Site Finding 55.50 inches

Recommendation

Modify or replace the compartment to provide adequate clear floor space.

Recommendation At least 56.00 inches

Record Number:	31327	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Mens Restroom Next to Staff Break Room

Finding

The height of the operable parts of the seat cover dispenser is greater than the allowed maximum height.

On-Site Finding 57.50 inches

Recommendation

Lower the seat cover dispenser so the height of all operable parts meets the required accessible height. Make certain that the location of the seat cover dispenser does not interfere with the use of a grab bar.

Recommendation Up to 40.00 inches

Record Number:	31328	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$277.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet

Womens Restroom Next to Council Chambers

Finding

The toilet is not located in a space which provides the minimum required distance from a fixture or the minimum required clear space from a wall at the wide side.

On-Site Finding 17.75 inches

Recommendation

Locate the toilet in a space which provides the required clearances.

Recommendation At least 42.00 inches

Record Number:	31369	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,500.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet

Womens Restroom Next to Council Chambers

Finding

There is less than the required minimum space in front of the toilet.

On-Site Finding 29.87 inches

Recommendation

Create the required minimum clear space in front of the toilet.

Recommendation At least 48.00 inches

Record Number:	31370	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$3,500.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Grab Bars

Womens Restroom Next to Council Chambers

Finding

The distance from the back wall to the front of the grab bar is less than required.

On-Site Finding 51.25 inches

Recommendation

Install or move the grab bar to create the required distance from the back wall to the front of the grab bar.

Recommendation At least 54.00 inches

Record Number:	31371	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$267.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Compartment Door

Womens Restroom Next to Council Chambers

Finding

The door to the compartment does not have an accessible handle on both sides.

On-Site Finding Not on both sides.

Recommendation

Provide an accessible handle mounted on the door of the compartment near the latch.

Recommendation See Recommendation

Record Number:	31372	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$250.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Compartment Door

Womens Restroom Next to Council Chambers

Finding

The clear opening width of the doorway to the compartment is less than required.

On-Site Finding 30.25 inches

Recommendation

Widen the doorway to provide a compliant clear opening width when the door is open 90 degrees.

Recommendation At least 32.00 inches

Record Number:	31373	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom

Womens Restroom Next to Council Chambers

Finding

The compartment door is located in front of the water closet.

On-Site Finding Not Located

Recommendation

Reconfigure the toilet compartment to provide a compliant door that is located adjacent to the water closet.

Recommendation See Recommendation

Record Number:	31374	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom

Womens Restroom Next to Council Chambers

Finding

The inside handle is not located near the latch.

On-Site Finding None Found

Recommendation

Adjust the inside handle so that it is located near the latch.

Recommendation See Recommendation

Record Number:	31375	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$129.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Womens Restroom Next to Council Chambers

Finding

The coat hook is not mounted at the correct height.

On-Site Finding 64.25 inches

Recommendation

Mount the coat hook at the recommended height.

Recommendation 15.00 - 48.00 inches

Record Number:	31376	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$50.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Door Signage

Womens Restroom Next to Council Chambers

Door Sign - Female

Finding

There is no gender use signage on the entrance door.

On-Site Finding None Found

Recommendation

Post gender use signage on the center of the door at the required height.

Recommendation See Recommendation

Record Number:	31395	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$158.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Womens Restroom Next to Council Chambers

Lavatory

Finding

The apron height under the lavatory is less than the required minimum height.

On-Site Finding 28.25 inches

Recommendation

Raise or replace the lavatory to provide the minimum required apron height.

Recommendation At least 29.00 inches

Record Number:	31389	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,500.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Womens Restroom Next to Council Chambers

Lavatory

Finding

The knee clearance space under the lavatory is less than the required minimum height.

On-Site Finding 25.37 inches

Recommendation

Raise or replace the lavatory to provide the minimum required knee clearance.

Recommendation At least 27.00 inches

Record Number:	31390	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,286.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Womens Restroom Next to Council Chambers

Lavatory

Finding

The lavatory does not meet the minimum required distance to the center line of the fixture, when located adjacent to a side wall, partition or fixture.

On-Site Finding 17.50 inches on center

Recommendation

Replace or remount lavatory to meet the minimum required distance to the center line of the fixture, when located adjacent to a side wall or partition.

Recommendation At least 18.00 inches on center

Record Number:	31391	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,500.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Womens Restroom Next to Council Chambers

Lavatory

Finding

There is not sufficient clear floor space provided to allow an accessible forward approach.

On-Site Finding 46.50 inches

Recommendation

Relocate the lavatory to provide clear floor space.

Recommendation At least 48.00 inches

Record Number:	31392	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,261.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Womens Restroom Next to Council Chambers

Lavatory

Finding

The pipes under the lavatory do not provide protection against contact.

On-Site Finding Pipes not wrapped.

Recommendation

Insulate or otherwise configure pipes under the lavatory to protect against contact. Make certain there are no sharp or abrasive surfaces under the lavatory.

Recommendation See Recommendation

Record Number:	31393	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$149.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Lavatory

Womens Restroom Next to Council Chambers

Lavatory

Finding

Supply lines are not wrapped at the lavatory.

On-Site Finding Not Wrapped

Recommendation

Wrap the supply lines around lavatory according to compliance.

Recommendation See Recommendation

Record Number:	31394	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$149.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Dispensers

Womens Restroom Next to Council Chambers

Paper Towel

Finding

The height of the controls and operating mechanisms for the dispenser is not at the correct height.

On-Site Finding 58.00 inches

Recommendation

Relocate the dispenser to the correct height.

Recommendation Up to 40.00 inches

Record Number:	31388	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$277.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Wall Signage

Womens Restroom Next to Council Chambers

Wall Sign

Finding

There is no signage indicating accessibility on the latch side of the entry door of the restroom.

On-Site Finding None Found

Recommendation

Provide compliant signage on latch side of door.

Recommendation See Recommendation

Record Number:	31398	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$158.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Womens Restroom Next to Council Chambers

Finding

The location of the seat cover dispenser does not provide sufficient clear floor space.

On-Site Finding Not Accessible

Recommendation

Relocate the seat cover dispenser so it provides sufficient clear floor space and does not interfere with the use of a grab bar. Make certain that the height of all operable parts of the seat cover dispenser is within reach range above the finished floor.

Recommendation See Recommendation

Record Number:	31362	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$277.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Womens Restroom Next to Council Chambers

Finding

There is no toilet paper dispenser provided on the narrow side wall.

On-Site Finding None Found

Recommendation

Install a compliant toilet paper dispenser.

Recommendation See Recommendation

Record Number:	31363	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$277.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Womens Restroom Next to Council Chambers

Finding

There is insufficient clear floor space in the compartment.

On-Site Finding 35.00 inches

Recommendation

Modify or replace the compartment to provide adequate clear floor space.

Recommendation At least 60.00 inches

Record Number:	31364	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Grab Bars

Womens Restroom Next to Council Chambers

Finding

There is no back grab bar at the toilet compartment.

On-Site Finding None Found

Recommendation

Install the required grab bars in the toilet compartment.

Recommendation See Recommendation

Record Number:	31365	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$267.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Womens Restroom Next to Council Chambers

Finding

There is insufficient clear floor space in the compartment.

On-Site Finding 55.62 inches

Recommendation

Modify or replace the compartment to provide adequate clear floor space.

Recommendation At least 56.00 inches

Record Number:	31366	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$4,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom , Toilet Compartment

Womens Restroom Next to Council Chambers

Finding

The height of the operable parts of the seat cover dispenser is greater than the allowed maximum height.

On-Site Finding 58.25 inches

Recommendation

Lower the seat cover dispenser so the height of all operable parts meets the required accessible height. Make certain that the location of the seat cover dispenser does not interfere with the use of a grab bar.

Recommendation Up to 40.00 inches

Record Number:	31367	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$277.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom

Womens Restroom Next to Council Chambers

Finding

There is not sufficient clear floor space in the restroom to accommodate an individual in a wheelchair.

On-Site Finding 46.50 inches

Recommendation

Modify the restroom to provide sufficient clear floor space for a turning radius in the restroom to accommodate an individual in a wheelchair.

Recommendation At least 60.00 inches

Record Number:	31386	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$14,000.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Restrooms - Administration Building : Restroom

Womens Restroom Next to Council Chambers

Finding

The entrance door swings into the turning space within the restroom.

On-Site Finding 14.00 inches

Recommendation

Reverse the door swing, or modify the restroom to provide sufficient clear floor space for a turning radius in the restroom to accommodate an individual in a wheelchair.

Recommendation At least 48.00 inches

Record Number:	31387	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$8,200.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Assembly Areas - Administration Building : Assembly Area

Council Chambers

Finding

There are not enough accessible seats at the location with respect to the total number of seats available.

On-Site Finding None Found

Recommendation

Provide compliant accessible seating at the location.

Recommendation At least 2.00 seats

Record Number:	31242	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$600.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Emergency Warning Systems - Administration Building : Emergency Warning Systems

Visual Alarms

Finding

There are no visual warning devices at the facility.

On-Site Finding None Found

Recommendation

Install visual warning devices integrated with the facility's alarm system in all common areas such as hallways, classrooms and general use rooms, and in accessible restrooms and other accessible rooms.

Recommendation See Recommendation

Record Number:	31267	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$2,200.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Break/Conference Room - Administration Building : Break Room

Staff Break Room

Paper Towel

Finding

The height of the controls and operating mechanisms for the dispenser is not at the correct height.

On-Site Finding 54.00 inches

Recommendation

Relocate the dispenser to the correct height.

Recommendation Up to 40.00 inches

Record Number:	31303	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$110.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Break/Conference Room - Administration Building : Break Room

Staff Break Room

Sink

Finding

Sink counter height does not meet the standards.

On-Site Finding 36.00 inches

Recommendation

Provide compliant sink.

Recommendation Up to 34.00 inches

Record Number:	31297	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Break/Conference Room - Administration Building : Break Room

Staff Break Room

Sink

Finding

The toe kick for the sink in break/conference room is not removed.

On-Site Finding Not Removed

Recommendation

Remove the toe kick for the sink.

Recommendation See Recommendation

Record Number:	31298	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$612.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Break/Conference Room - Administration Building : Break Room

Staff Break Room

Sink

Finding

The pipes are not wrapped for the sink.

On-Site Finding Not Wrapped

Recommendation

Insulate or otherwise configure the water supply and drain pipes under the sink to protect against contact. Make certain there are no sharp or abrasive surfaces under the sink.

Recommendation See Recommendation

Record Number:	31299	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$149.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Break/Conference Room - Administration Building : Break Room , Sink

Staff Break Room

Sink

Finding

There is not enough clear floor space at the sink.

On-Site Finding 38.00 inches

Recommendation

Provide enough clear floor space at the location.

Recommendation At least 48.00 inches

Record Number:	31300	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$900.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Break/Conference Room - Administration Building : Break Room , Sink

Staff Break Room

Sink

Finding

There is not enough clear floor space at the sink.

On-Site Finding 16.75 inches

Recommendation

Provide enough clear floor space at the location.

Recommendation At least 30.00 inches

Record Number:	31301	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$900.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Break/Conference Room - Administration Building : Break Room , Sink

Staff Break Room

Sink

Finding

Supply lines are not wrapped for the break/conference room sink.

On-Site Finding Not Wrapped

Recommendation

Make sure that the supply lines are fully wrapped and insulated for the sink.

Recommendation See Recommendation

Record Number:	31302	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$149.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Sinks - Administration Building : Sink

Sink in Copy Room

Finding

Sink counter height is not compliant.

On-Site Finding 36.00 inches

Recommendation

Provide compliant sink.

Recommendation Up to 34.00 inches

Record Number:	31317	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$1,800.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Sinks - Administration Building : Sink

Sink in Copy Room

Finding

There is not enough toe clearance at the sink.

On-Site Finding 7.00 inches

Recommendation

Provide minimum required toe clearance.

Recommendation At least 9.00 inches

Record Number:	31318	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$900.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Sinks - Administration Building : Sink

Sink in Copy Room

Finding

The pipes are not wrapped for the sink.

On-Site Finding Not Wrapped

Recommendation

Insulate or Otherwise configure pipes under the sink to protect against contact. Make certain there are no sharp or abrasive surfaces under the sink.

Recommendation See Recommendation

Record Number:	31319	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$149.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Sinks - Administration Building : Sink

Sink in Copy Room

Finding

The toe kick for the sink is not removed.

On-Site Finding Toe Kick Exists

Recommendation

Make sure there is no toe kick at the sink.

Recommendation See Recommendation

Record Number:	31320	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$420.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Sinks - Administration Building : Sink

Sink in Copy Room

Finding

There is not enough clear floor space at the sink.

On-Site Finding 32.00 inches

Recommendation

Provide enough clear floor space at the location.

Recommendation At least 48.00 inches

Record Number:	31321	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$900.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

Sinks - Administration Building : Sink

Sink in Copy Room

Finding

Supply lines are not wrapped for the sink.

On-Site Finding Not Wrapped

Recommendation

Make sure that the supply lines are fully wrapped and insulated for the sink.

Recommendation See Recommendation

Record Number:	31322	Resolution :	None		
Progress :	None				
Projected Date :		Completed Date :		Priority :	None
Estimated Cost :	$149.00	Actual Cost :	$0.00		
Designated Staff:			Contractor:		
Comments :	No Comments				

CITY OF ROLLING HILLS
PROFESSIONAL SERVICES AGREEMENT

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

1. RECITALS:

A. The CITY desires to contract the CONSULTANT for _____

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

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

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

2. SCOPE OF WORK

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

3. COST

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

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

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

4. METHOD OF PAYMENT

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

5. SUBCONTRACTING

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

6. COMMENCEMENT OF WORK

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

7. PERFORMANCE TO SATISFACTION OF CITY

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

8. COMPLIANCE WITH LAW

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

9. ACCOUNTING RECORDS

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

10. OWNERSHIP OF DATA

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

11. TERM OF CONTRACT

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

12. TERMINATION

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

13. ASSIGNABILITY

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

14. AMENDMENT

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

15. NON-SOLICITATION CLAUSE

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

16. INDEMNITY

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

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

If CONSULTANT should subcontract all or any portion of the SERVICES to be performed under this AGREEMENT, CONSULTANT shall require each subcontractor to indemnify, hold harmless and defend CITY and each of its officers, officials, employees,

agents and volunteers in accordance with the term of the preceding paragraph. This section shall survive termination or expiration of this AGREEMENT.

17. INSURANCE

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

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

ii. Public Liability and Property Damage Insurance, insuring CITY its elected and appointed officers and employees from claims for damages for personal injury, including death, as well as from claims for property damage which may arise from CONSULTANT'S actions under this AGREEMENT, whether or not done by CONSULTANT or anyone directly or indirectly employed by CONSULTANT. Such insurance shall have a combined single limit of not less than $500,000.

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

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

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

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

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

E. Evidence of Insurance. Consultant shall furnish CITY, prior to the execution of this AGREEMENT, satisfactory evidence of the insurance required, issued by an insurer authorized to do business in California, and an endorsement to each such

policy of insurance evidencing that each carrier is required to give CITY at least 30 days prior written notice of the cancellation of any policy during the effective period of the AGREEMENT. All required insurance policies are subject to approval of the City Attorney. Failure on the part of CONSULTANT to procure or maintain said insurance in full force and effect shall constitute a material breach of this AGREEMENT or procure or renew such insurance, and pay any premiums therefore at CONSULTANT'S expense.

18. ENFORCEMENT OF AGREEMENT

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

19. CONFLICTS OF INTEREST

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

20. INDEPENDENT CONTRACTOR

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

21. ENTIRE AGREEMENT OF THE PARTIES

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

22. NOTICES.

All written notices required by, or related to this AGREEMENT shall be sent by Certified Mail, Return Receipt Requested, postage prepaid and addressed as listed

below. Neither party to this AGREEMENT shall refuse to accept such mail; the parties to this AGREEMENT shall promptly inform the other party of any change of address. All notices required by this AGREEMENT are effective on the day of receipt, unless otherwise indicated herein. The mailing address of each party to this AGREEMENT is as follows:

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

CONSULTANT: _____

23. GOVERNING LAW

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

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

CITY OF ROLLING HILLS CONSULTANT

CITY MANAGER

_____ _____

ELAINE JENG, PE

DATE:_____ DATE:_____

ATTEST:

_____

CITY CLERK

APPROVED AS TO FORM:

_____

MICHAEL JENKINS, CITY ATTORNEY

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 Item No: 8B
Mtg. Date: 11/25/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH T. ELGUIRA, PLANNING & COMMUNITY SERVICES DIRECTOR

THROUGH: ELAINE JENG, P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE THE CITY COUNCIL MEETING ON MONDAY, DECEMBER 9, 2019 AT 2PM.

DATE: NOVEMBER 25, 2019

BACKGROUND

Effective January 1, 2020, local building departments will be required to enforce the 2019 Edition of the California Building Standards Codes for all building occupancies. In the past, the City of Rolling Hills has adopted the state codes as amended by Los Angeles County with minor modifications relating to grading requirements and building code definitions necessitated by the City's unique topographic, geologic and climatic conditions. In order for the City of Rolling Hills to avoid a gap in compliance with the 2019 State Building Code, as amended by LA County, the City must adopt the new Building Code with minor modifications unique to the City by December 31, 2019.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the City Council continue the November 25, 2019 City Council meeting to Monday, December 9, 2019 at 2:00 PM and conduct the necessary public hearing to adopt the 2019 Building Code.

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 Item No: 10B
Mtg. Date: 11/25/2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH T. ELGUIRA, PLANNING & COMMUNITY SERVICES DIRECTOR

THROUGH: ELAINE JENG, P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE A PRESENTATION ON RECENT HOUSING LAW CHANGES, COMMENTS FROM THE STATE ON THE CITY'S 5TH CYCLE HOUSING ELEMENT AND THE SCHEDULE OF EVENTS FOR THE 6TH CYCLE HOUSING ELEMENT.

DATE: NOVEMBER 25, 2019

BACKGROUND

The Housing Element is one of seven required elements of the General Plan. A general plan is the local government's long-term blueprint for the community's vision of future growth. State law requires each local government to update its Housing Element every eight years. The periodic updates to the Housing Elements are called "Cycles". The Housing Element is the only element reviewed and certified by the State for compliance with State law. The Department of Housing and Community Development (HCD) is the State department responsible for certifying the Housing Element.

The purpose of the Housing Element is to identify and analyze existing and projected housing needs in order to preserve, improve, and develop housing for all economic segments of the community. The Housing Element consists of two parts: the Background Report and the Policy Document. The Background Report identifies the nature and extent of the city's housing needs, which in turn provides the basis for the City's response to those needs in the Policy Document.

Since 1969, California has required that all local governments, through their land use and zoning regulations, make adequate provisions to address housing needs of all economic segments of the community. Each city in California is required to plan for its fair share of the region's housing need. This fair share is determined through a process called the Regional Housing Need Allocation (RHNA). HCD identifies the total housing need for each region of the state. The City of Rolling Hills falls within the Southern California Association of Governments (SCAG) region which comprises of six counties (Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura). Once a local government has received its RHNA, it must revise its Housing Element to show how it plans to accommodate its portion of the region's housing need.

RHNA Allocation

Based on the regional determination provided by HCD, SCAG must develop a RHNA for each city and county within the six county region and a methodology for the distribution. The RHNA establishes the total number of housing units that each city and county must provide sufficient zoning capacity for within the eight-year planning period. Once the RHNA is finalized and adopted by SCAG and approved by HCD, each city and county must update its housing element to demonstrate how the jurisdiction will meet the expected growth in housing need over this eight-year planning period.

It is important to note that each jurisdiction is responsible for providing sufficient zoning capacity for the units allocated to all four economic income categories, but the City is not responsible for the construction of these units. The intent of the Housing Element Law is to ensure that jurisdictions do not impede the construction of housing in any income category.

4TH and 5th Cycles Housing Element

The City of Rolling Hills has filed five Housing Elements to date and all have been deemed non-compliant by HCD. In December 2018, HCD contacted the City requiring responses to comments on the City's 5th Cycle Housing Element. In February 2019, Governor Gavin Newsom's office published a list of cities that do not have a compliant housing element. Shortly thereafter, Governor Newsom invited the mayors of those cities to meet to discuss ways in which the State can assist with compliance. In and around the same timeframe, the State brought a suit against the City of Huntington Beach for non-compliance with the Housing Law.

The 4th and 5th Cycles cover the planning period of October 2006 through October 2013 and October 2013 through October 2021, respectively.

Income Category	4th Cycle	5th Cycle
Extremely Low (0-30% County Median Income+ (CIM))	3*	1*

Very Low (31-50% CIM)	3*	1*
Low (51-80% CIM)	4*	1*
Moderate (81-120% CIM)	4*	1*
Above Moderate (over 120% CIM)	8	2
Total Housing Units Needed	22	6

+The median household income is based on a four-person household; and LA County was $64,000 in 2013

*Required affordable units (18 units)

Based on the table above, Rolling Hills satisfied the Above Moderate category for the 4th and 5th Cycles. HCD is requiring the City to identify sites that will accommodate a total of 18 units for all the other categories for both cycles. In February of 2019, staff met with HCD representatives to discuss a plan of action that can lead to compliance with state requirements. Subsequently in May 2019, staff submitted a proposal outlining benchmarks for compliance with the 4th and 5th Cycles.

Per the requirements of the 4th and 5th Cycles, the City must include an inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment within the planning period. In addition, the City is required to demonstrate the availability of zoning to provide a variety of housing types including, but not limited to, multifamily rental, emergency shelters, supportive housing, and single room occupancy. The 4th and 5th Cycles require zoning allowing for multi-family housing that could accommodate 18 affordable units. To date, staff has inventoried potential sites for rezoning for multi-family residential development.

1. City Hall Complex – 1.22 acres zoned Public Facilities
2. Tennis Courts – 0.86 acres zoned Public Facilities
3. PVP Unified School District – 27 acres zoned RAS-2
4. Daughters of Mary and Joseph Retreat Center – 2 acres zoned RAS-2
5. Vacant lot at the end Johns Canyon Road – 1.7 acres zoned RAS-2
6. Hesses Gap Riding Ring – 13 acres zoned RAS-2
7. Lot adjacent to Hesses Gap Riding Ring – 0.73 acres zoned RAS-2
8. Hix Ring – 2.4 acres zoned RAS-2
9. Storm Hill Park – 8 acres zoned RAS-2

Recent Changes to State Laws

There have been a number of changes to state law, but the overall structure of RHNA and Housing Element law remain the same. Some of the changes to state law affect what may be counted towards RHNA in the Housing Element, requires to address new factors, such as rate of overcrowding, loss of units during emergency and provides for consequences of jurisdictions not meeting their allocations in a timely manner.

As of July of 2019, municipalities found to have Housing Elements not in substantial compliance with the state law could be fined $10,000 to $600,000 per month and the court may require the State Controller to intercept any state and local funds until the Housing Element is brought into substantial compliance.

Effective January 2020, AB 671 and AB 139 require Housing Elements to promote and incentivize the creation of ADUs for affordable rent. HCD must provide state grants and financial incentives for ADU developers and operators by the end of 2020. The benefit to Rolling Hills is that affordable ADUs may count toward fulfilling RHNA requirements.

6th Cycle Housing Element

Cities throughout California are currently preparing to meet the statewide housing needs for the 6th cycle of Regional Housing Needs Assessment (RHNA); the 6th cycle covers the planning period from October 2021 through October 2029. On October 16, 2019, the Southern California Association of Governments (SCAG) received its latest regional housing needs determination of 1,341,827 units split across four income categories (very low income, low income, moderate income, and above moderate income). The latest number is based on a draft RHNA Allocation Methodology, fifth iteration, introduced by City of Riverside representative Mayor Rusty Bailey. The latest Methodology shifts housing needs closer to job centers and high quality transit to minimize urban sprawl. The California Department of Housing and Community Development (HCD) has 60 days to review and make comments to SCAG's draft RHNA Allocation Methodology. After considering HCD's input, SCAG's Regional Council will vote to adopt a final RHNA Allocation Methodology in early Spring 2020.

Using the latest draft Allocation Methodology, the City of Rolling Hills' 6th cycle RHNA requirement is 44 units with 38 units split between very low income and moderate income units. RHNA's requirements is to be addressed in the City's Housing Element that needs to be certified by October 2021.

Income Category	6th Cycle
Very Low (<50% County Median Income+ (CIM))	19*
Low (51-80% CIM)	9*
Moderate (81-120% CIM)	11*
Above Moderate (over 120% CIM)	6
Total Housing Units Needed	44

*38 Required Affordable Units

DISCUSSION

There is no debating the fact that there is a housing crisis in California. The City of Rolling Hills' latest allocation of 44 with 38 units split between very low and moderate income

and the previously unmet 18 affordable units from 4th and 5th Cycles are undoubtedly going to be difficult to achieve due to topographic constraints, geotechnical and high fire hazards, and lack of accessibility to potentially available sites. Out of approximately 34 unimproved or publicly owned parcels in the City, nine are in an area of the City that is determined to be geotechnical hazardous, which could not support multifamily development. Several other parcels are landlocked, others are very steep and not likely favorable for development, especially at higher than single-family residential density. These parcels are not available for additional growth and could not be "counted" as sites towards RHNA. AB 1397 specifies that Housing Elements can only list land as potential site to accommodate new housing if that land is suitable and realistic and demonstrate potential for redevelopment. Given the requirements of AB 1397, Hesses Gap, lot adjacent to Hesses Gap, and Storm Hill Park have been eliminated due to lack of accessibility.

Rolling Hills has other constraints that are not considered by HCD. Lack of sewers or the built out nature of the City is no longer an acceptable reason for not to adequately zone properties for affordable housing. HCD considers these constraints as not beyond the City's control.

FISCAL IMPACT

There is no fiscal impact for staff to prepare the presentation to City Council. Responses to HCD's comments and updates to the 5th Cycle Housing Element are anticipated to cost $50,000 to $70,000. Staff is currently pursuing grant funds to defray the expense. The update to the 6th Cycle Housing Element will be required in Fiscal Year 2021-2022 and is anticipated to cost $100,000 to $120,000

RECOMMENDATION

Staff recommends the City Council pose questions to staff, solicit feedback from the public and receive and file this report.