



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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

## **AGENDA REGULAR MEETING**

**CITY COUNCIL  
MONDAY, OCTOBER 14, 2019**

**CITY OF ROLLING HILLS  
7:00 P.M.**

*Next Resolution No. 1245*

*Next Ordinance No. 363*

### **1. CALL TO ORDER**

### **2. ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **3. OPEN AGENDA - PUBLIC COMMENT WELCOME**

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

### **4. CONSENT CALENDAR**

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

A. MINUTES – REGULAR MEETING OF SEPTEMBER 09, 2019.

**RECOMMENDATION: APPROVE AS PRESENTED**

B. PAYMENT OF BILLS.

**RECOMMENDATION: APPROVE AS PRESENTED**

C. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR AUGUST 2019.

**RECOMMENDATION: APPROVE AS PRESENTED**

D. FINANCIAL STATEMENT FOR THE MONTH OF AUGUST & SEPTEMBER 2019.

**RECOMMENDATION: APPROVE AS PRESENTED**

### **5. COMMISSION ITEMS**

NONE.

### **6. PUBLIC HEARINGS**

NONE.

**7. OLD BUSINESS**

NONE.

**8. NEW BUSINESS**

- A. CONSIDER AND APPROVE PROPOSAL FROM THE PALOS VERDES PENINSULA LAND CONSERVANCY TO REMOVE ACACIA SHRUB AND MUSTARD PLANT NEAR THE BORDER OF THE CITY OF ROLLING HILLS AND THE NATURE PRESERVE.
- B. CONSIDER AND APPROVE JOINT FEASIBILITY STUDY PROPOSED BY THE CITY OF RANCHO PALOS VERDES TO INSTALL SEWER MAIN LINES NEAR THE FLYING TRIANGLE AREA.
- C. CONSIDERATION AND APPROVAL THE PROJECT SPECIFICATIONS FOR THE FY 2019-2020 SIGNING AND STRIPING PROJECT AND AUTHORIZE STAFF TO ADVERTISE FOR CONSTRUCTION BIDS.
- D. CONSIDER CALOES DESIGNATION OF SUBRECIPIENT'S AGENT AND FEDERAL FUNDING ACCOUNTABILITY.  
CONSIDER ALLOCATION OF FUNDS FOR THE PREPARATION OF SAFETY ELEMENT TO BE REIMBURSED AT 75%.

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

- A. DISCUSS ON-GOING CUSTOMER SERVICE ISSUES WITH COX REPRESENTATIVE.

**10. MATTERS FROM STAFF**

- A. RECEIVE AND FILE THIRD QUARTER 2019 REPORT ON FIRE FUEL ABATEMENT ENFORCEMENT CASES.
- B. UPDATE ON TENNIS COURT IMPROVEMENTS (ORAL).

**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

## **12. ADJOURNMENT**

Next meeting: Monday, October 28, 2019 at 7:00 a.m. at 2 Portuguese Bend Road, Rolling Hills, California.

*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.*

**MINUTES OF  
A REGULAR MEETING  
OF THE  
CITY COUNCIL OF THE  
CITY OF ROLLING HILLS, CALIFORNIA  
MONDAY, SEPTEMBER 09, 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 7:03p.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, and Wilson.
Councilmembers Absent:	Black
Others Present:	Elaine Jeng, P.E., City Manager. Yolanta Schwartz, Planning Director Yohana Coronel, City Clerk Michael Jenkins, City Attorney Alfred Visco, 15 Cinchuring Sue Breiholz, 6 Upper Blackwater Canyon Road David McKinney, President of RHCA

**3. OPEN AGENDA - PUBLIC COMMENT WELCOME**

Alfred Visco, resident of 15 Cinchring gave an update on his contacts with Ranch Palos Verdes and the Land conservancy. He stated that a fire fuel reduction and modifications plan would be presented to the Rancho Palos Verdes Board on September 17, 2019 by RPV staff. He urged the Council and the Rolling Hills Community Association to attend the meeting for this item. Mr. Visco also gave a review of the land conservancy ongoing projects and suggested that Council agendize this item for further discussion.

Mayor Mirsch thanked Mr. Visco for his comments and ongoing efforts. Mayor Mirsch reminded Mr. Visco of the time constraints Council faces daily with their schedules but also assured Mr. Visco that Council continues to have an open line of communication with Rancho Palos Verdes City Council, ongoing conversations with the land conservancy and discussions with the Rolling Hills Community Association.

Mrs. Breiholz, 6 Upper Blackwater Canyon Road, requested more lighting outside of City Hall. She also requested an update on the dead vegetation ordinance. She stated she is stressed over the enormous amount of dead vegetation around the city and requested this item be agendized for a future meeting.

Mayor Mirsch agreed to agendize the item and asked City Manager Elaine Jeng for a brief update.

City Manager Jeng stated Council receives a quarterly report about code enforcement cases relating to dead vegetation. The last report submitted was a couple of meetings ago and it covered the months of June, July and August. City Manager Jeng informed Mrs. Breiholz that the City has data listing all the dead vegetation cases and the outcome. She stated that generally most residents are compliant but some have challenged the city on whether or not a plant is dead. In those cases, an arborist was called to give an opinion. For the most part, residents follow suggestions from staff and become compliant. City Manager Jeng noted that the current Code Enforcement Officer increased her hours from 12 hours to 19 hours per week. Once the recruitment is done to hire a full time code enforcement officer, the hours will increase to 40 hours a week.

Mrs. Breiholz suggested asking residents to report on dead vegetation and asked if more publicity and reminders could be sent out to residents about the importance of addressing dead vegetation.

City Manager Jeng reported the city will continue to publish information regarding dead vegetation on the blue newsletter, ask the Block Captains to spread information about the matter to their designated zones and ask the Rolling Hills Community Association to help spread the information.

#### **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.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- B. PAYMENT OF BILLS.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- C. REVIEW AND APPROVE PLANNING/TRAFFIC COMMISSIONS  
RECRUITMENT/APPOINTMENT SCHEDULE FOR TERMS EXPIRING IN  
JANUARY 2020.  
**RECOMMENDATION: APPROVE AS PRESENTED**

Councilmember Dieringer requested pulling item 4A to make corrections.

City Manager Jeng requested adding the date and time of October 30, 2019, 6PM to the calendar of events for item 4C.

Councilmember Dieringer moved to pull item 4A and have the City Council approve the consent items as presented along with corrections noted to item 4C. Councilmember Pieper seconded the motion and the motion carried without objection by a voice vote as follows:

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

ABSENT: COUNCILMEMBERS: Black  
ABSTAIN: COUNCILMEMBERS: None.

[DID COUNCILMEMBERS TAKE A MOTION TO APPROVE THE CORRECTED MINUTES?? IF SO, IT NEEDS TO BE ADDED HERE.]

**5. COMMISSION ITEMS**

NONE.

**6. PUBLIC HEARINGS**

NONE.

**7. OLD BUSINESS**

- A. CONSIDER AMENDING MEMORANDUM OF UNDERSTANDING (MOU) WITH ROLLING HILLS COMMUNITY ASSOCIATION TO COST SHARE DESIGN FEES ASSOCIATED WITH ASSESSMENT DISTRICT PROJECTS TO INCLUDE OTHER CONSULTING FEES.

City Manager eng noted this item has been brought to Council many times before and reminded Council of the approved decisions made on March 11, 2019 with regards to policies for contributing funds for undergrounding projects. After several discussions it was decided on May 29, 2019 that the City Council would cost share the design fee with the Rolling Hills Community Association (RHCA) and the residents by paying a third of the design fee. During those discussions it was brought to Council on whether they wanted to contribute to designs fees while also contributing to assessment engineer fees and bond counsel fees. Feedback to staff from Council was no, Council wanted to limit their contribution to the design fee only since that was a critical part on getting the project started. Since then, the MOU has been executed between the City and the Rolling Hills Community Association.

City Manager Jeng pointed out to Council the presence of the President David McKinney of the Rolling Hills Community Association in the audience. In a recent coordination meeting between the Mayor and the RHCA President it was discussed that the Board did not know that the MOU just included design fees and did not include other consulting fees. Once realized the MOU only include design fees, the Board President then requested the City to agendize this item for further discussion. The Board held a meeting on Thursday September 5<sup>th</sup>, 2019 and requested the MOU be amended to include the other cost. It was noted that if the City Council were not interested in amending the MOU, the Association would withdraw from the MOU.

City Manager Jeng deferred to President McKinney to further articulate the request of the Association.

Mr. McKinney gave a brief background of the undergrounding projects. He stated Eastfield project goes back five years with Marcia and Mike Schoettle being one of the first people to look

at a large scale, multi-home undergrounding project. They started off with 35 homes but have dropped off to 12 homes. Details of their initial definition for the project was approved by Council back in November 2016 and since then multiple discussions have happened with information gathered by the City Manager. The initial discussion was to set up a policy where the City and the Association help support start an undergrounding process and with each project, have the City and the Association contribute a third of the front end cost which was assumed to be the cost which gets the project to a vote as to whether to go forward or not. All those cost were generally considered to be utility, assessment engineer, construction, and bond counsel. It was his understanding that less than 100% of the fee for a bond counsel is needed upfront, prior to a vote from the homeowners, so that homeowners can be informed on what they are voting on. Therefore, the assessment engineering needs to complete all of their work, making this the basis for the front-end cost, not just the engineering assessment. He furthered stressed that has always been the case with projects he has worked on.

Mr. McKinney proceeded to highlight his top two concerns, 1) making sure all frontend cost are covered and 2) making sure homeowners understand additional monies maybe needed. Mr. McKinney stated when the MOU was approved by the Association he made an oversight and stated he did not focus on engineering only and was not aware of the discussion Council had about not including some of what he thought was the front end cost. It was then discussed by the Association at a prior meeting that what the Rolling Hills Community Association understood when they voted on cost sharing was ALL of the front end cost which they understood to be utility, assessment engineer, construction, and bond counsel. President McKinney also reminded Council that was the agreement he talked about with the previous City Manager Ray Cruz and it is what he understood and what he defined to the homeowners.

Councilmember Dieringer pointed out that looking at the MOU signed by President McKinney on June 13, it clearly talks about the preliminary design for each assessment district and it is what Council had been discussing.

Mr. McKinney responded that it is not what was originally talked about and it is not the basis for which the Eastfield group cost sharing was based on.

Councilmember Dieringer stated that she did not recall giving anything more than for the preliminary design cost.

Mayor Mirsch stated Council had paid for more than the design fee in the past but did not realized they had done so when they voted. She also stated she does not recall bond fee, and assessment district were included in design fees. If Council would have had a discussion about it she would have voted against it and it may or may not have passed.

Councilmember Dieringer asked if she could be shown a copy of the past paper work.

City Manager Jeng pointed out the staff reports presented to Council on November 14, 2016 details the engineering design cost for each utility provider along with a rough estimate of benefits study from the assessment district consultant.

Councilmember Dieringer asked if this was part of the engineering design cost.

City Manager Jeng and Mayor Mirsch both answered no.

Mr. McKinney pointed out the terminology is one of the problems he found troublesome.

Councilmember Dieringer stated her intent and her understanding of the Mayors intent, was to only include design cost and any other cost would be up to the homeowners.

Mr. McKinney stated Councilmember Dieringer could define the terms however she saw fit, but that has not always been the case.

Councilmember Dieringer answered terms were always clear when Council discussed it.

Mayor Mirsch stated she understood that how the terminology caused a misunderstanding.

Mr. McKinney stated one of the directors on the Association board directed him to be clear about the terms going forward.

Councilmember Dieringer asked Mr. McKinney for clarification on the board's vote. Did the board vote to contribute 1/3 of the cost to additional items - the benefit study and a bond counsel - with the condition that Council would pay for those two additional costs along with the design.

Mr. McKinney answered yes. He pointed out that it was stated at the bottom of his document submitted to Council and approved by the Association.

Councilmember Dieringer stated her understanding from speaking with City Manager Jeng was, the Rolling Hills Community Association discussed that if the City Council did not agree to pay for 1/3 of the additional cost, they were not going to pay for 1/3 of the design study. She asked if this was correct.

Mr. McKinney answered, no. The Association Board stated they were willing to stand by the commitment to contribute 1/3 of the pre-vote cost but felt the MOU did not clearly state the cost. If the City Council did not agree to it, they were going to exercise their right to pull out of the MOU.

Discussion ensued among Council and staff about the cost of the overall project and how much money Council agreed to spend on projects.

Mayor Pro Tem Pieper commented that Council wanted something that was predictable and reminded everyone the cap of \$50,000 on any one project. He also stated he would like to really understand the cost for this types of project and not knowing what the cost is does not bring him comfort.

Mr. McKinney suggested Council take no action on the item because more information may need to be reviewed.



Mayor Pro Tem Pieper stated he feared the budget will get out of control and therefore a cap needed to be set. He stated his other fear is the project will not be completed and gave the example of the Eastfield Project. Eastfield started with 30 houses and is currently down to 12. He understood the confusion with the MOU and suggested shelving this item until the numbers for the Eastfield project come in see what the cost will be. Mayor Pro Tem Pieper stated he felt Council does not have enough information to alter the MOU and felt more information is needed.

Mr. McKinney suggested looking at the Eastfield Project closely to have a better definition about what the cost will be for assessment engineering.

Mayor Pro Tem Pieper pointed out when the memo for the Eastfield Project was presented it included 35 houses. Since then the project has lost 2/3 of the homes, bringing the total to 12 houses. He also stated that if they can complete the project for a third of \$75,000, that is money well spent in his eyes. He would like for Council to understand the project a little better and he is willing to spend the money, but once the project reaches a vote, he would like a clear definition of what "all in" means because he felt no one really understood what was meant by that. He suggested shelving the item until everyone understands what it all means.

Councilmember Wilson asked what percentage is the additional cost going to be.

Mr. McKinney stated he put a model together but does not trust his memory of what the numbers are. He does not know what the bond counsel or engineering cost is going to be.

City Manager Jeng pointed out the engineering numbers are in and included in the staff report item 8A. She highlighted the additional \$28,000 needed in addition to the design money already collected and explained that the bond counsel numbers would not be available until Edison goes out to bid. City Manager Jeng gave a brief overview of how bond counsels and assessment engineering work and briefly explained bond counsels base their cost on the size of the bond which will not be known until the bids are in whereas assessment engineering base their cost on size of the assessment district.

Mayor Mirsch thanked the City Manager for her brief explaining and stated that it was helpful for not only herself but for others that are not familiar on how bond counsel and assessment engineering works.

Mr. McKinney asked the City Manager if she had a fee from the bond Counsel and continued to state he believed the bond counsel fee might come in two parts. He again suggested trying to "nail down" the front end cost so the homeowners are fully informed of the estimate cost, then letting the Association and the City determine how to split the cost.

Mayor Pro Tem Pieper suggested tabling the MOU for now and informed Mr. McKinney the Association is free to undo the agreement. He would like to see an undergrounding project to the end to better understand the cost. He also stated that if Council spends the money they are spending on the Eastfield project and the project does not come through then Council needs to revisit their whole philosophy on the approach of these projects.

Councilmember Dieringer agreed with Mayor Pro Tem Pieper about tabling the MOU for now because she also felt she did not fully understand there was a separate cost called an assessment engineering. Now knowing an assessment engineering depends on the size of the district, she is against paying for certain pieces, for example, design, assessment engineering and bond counsel with no curtailment about how much the ultimate amount is. She pointed out what Council does for one project, they would do for all projects. She pointed out the Eastfield Project is a different entity and Council has another pot of money that can be used to contribute. All other projects qualify as a major thorough fair are limited to only undergrounding fund and Council needs to make sure there is enough for everyone.

Mr. McKinney stated that Council adopted a policy but the Association's understanding of policy was different than Council's definition and admitted the Association missed some of the details and assumed some things were there. He proceeded to state that homeowners should expect that policies are set up to be followed consistently by both agencies. He asked Council to set a policy, make a commitment and live by it.

Councilmember Dieringer stated she felt like the MOU was clear.

Mr. McKinney admitted he misrepresented the Association and missed details in the MOU. He admitted that it was his fault and that it is why he took the MOU back to the Board and asked them what their understanding of it was. The Board reported to him that they understood that everything was to be included before the vote. Mr. McKinney stated that was what he recalled in his mind and missed the meetings that happened in March, April and May of 2019 and he pointed out that Council had some misunderstandings.

Mayor Mirsch explained that was the purpose of the MOU. When the Eastfield Project came before the Council, they realized they did not have a memorialized policy. The MOU was to help Council memorialize a policy so going forward Council could be consistent with all projects. Mayor Mirsch added the Council is worlds ahead of understanding the process since City Manager Jeng has come on board and brought her wealth of knowledge. She proceeded to clarify the purpose of tonight's discussion was to focus on what she understood to be the issue and it was to amend the MOU. She stated as this time there was no motion to amend the MOU. She asked for a motion from Council and/or to provide staff with directions.

Councilmember Dieringer moved that the City Council table the item to some future date when more information is available to revisit the issue. 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, and Wilson  
NOES: COUNCILMEMBERS: None.  
ABSENT: COUNCILMEMBERS: Black  
ABSTAIN: COUNCILMEMBERS: None.

## **8. NEW BUSINESS**

- A. CONSIDER ENGAGING NV5 TO PREPARE PETITION PACKAGE AND PROVIDE ASSESSMENT DISTRICT FORMATION SERVICES AND POST FORMATION SERVICES FOR THE EASTFIELD UNDERGROUNDING PROJECT (FROM INTERSECTION OF OUTRIDER ROAD AND EASTFIELD DRIVE TO SOUTH OF CHUCKWAGON ROAD, ALONG EASTFIELD DRIVE)

City Manager Jeng stated that given the last item discussed, she felt enough information has been provided and proceeded to give a brief summary of the difficulties staff encountered on engaging an assessment engineer as it is a specialty. City Manager Jeng informed Council she looked at neighboring cities like Newport Beach and Manhattan Beach because those two cities are very aggressive in completing projects. Jeff Cooper from NV5 submitted a proposal, which she felt answered a lot of questions that have come up tonight. For example, what does an assessment engineer do? What do they produce and how are they involved? City Manager Jeng asked Council to refer to pages 21 and 23 of the staff report. Pages 21 and 23 of the staff report detailed the workflow of district formation and fee schedule for assessment engineering work for the Eastfield project.

Mayor Pro Tem Pieper asked if the \$28,000 plus the \$77,000ish the entire cost of the project.

City Manager Jeng answered yes, it is all the monies needed to get to the vote. She then proceeded to explain a bond counsel could also serve to to put a petition together, so we can either pay the assessment engineer or the bond counsel to do the petition. Although she is not clear if the assessment engineer performs the petition work if there is some legal document that is needed. She also pointed out there may be some left over piece from bond counsel work that may enter into this from the front end.

Mayor Pro Tem Pieper asked the numbers presented to them was the final numbers.

City Manager Jeng stated the actual number the City started with was \$75,200. She pointed that it has gone over by \$15,000. The original numbers submitted by Frontier dramatically increased from \$800.00 to \$16,000.00.

Mayor Pro Tem Pieper asked if monies have been paid out. His understanding is Council has committed to paying \$25,066, which is a third of the \$75,200 which he is fine with. But inquired if Council had to approve paying a third of the \$15,000 and a third of the \$28,000.

City Manager Jeng answered of the \$75,200 that was collected from all three parties; the City has \$4,700 left in the escrow account. She pointed out that it is insufficient to pay for NV5 assessment cost of \$28,000 and change.

Mayor Pro Tem Pieper asked about the \$15,000 overrun.

City Manager Jeng responded it was paid for out of the collection and ate into the benefit study.

Planning Director Yolanta Schwartz clarified that the \$75,000 did include engineer to do a cost benefit assessment, but not a bond counsel. This only included the engineering cost by utility companies, plus \$28,000 of the benefit analysis from the engineer and nothing pass that. She went on to explain when Frontier came back with \$16,000 up-front fee for their engineering we took that money from the \$75,000 that included \$20,00 and gave it to the three utility companies, which left the City with \$46,000.

Mayor Pro Tem Pieper again stated he is still all in and really wants to see the Eastfield Project all the way through to the end. He felt that seeing the project through would give Council a better idea of what is going on moving forward. He is aware that it is going to cost more money but is willing to do it anyways. He also stated that if he were expected to make a motion to approve paying a third more than he would like to know what that third is. He then asked City Manager Jeng to confirm the number.

City Manager Jeng responded if Council continues with a 1/3 contribution the amount is \$8,100.

Mayor Mirsch asked for clarification on what is being voted on.

City Manager Jeng explained that she was operating under the premise that the contribution policy discussed earlier this year remains consistent in that Council would only contribute to design fees and NOT contribute to assessment engineer or bond counsel. The action being asked by Council is to approve the city engage NV5 based on their proposal and then engage the assessment district group to collect the necessary funds to pay for NV5.

Mayor Pro Tem Pieper asked if Council agrees to pay for 1/3 would that cover everything except for the bond counsel part. If Council continues to pay for 1/3 of it all, this would get them all the way through at \$8,100 additional funds. He stated he feels confident the Eastfield Project is their best shot and therefore he is willing to make a motion to approve Council uses this company because they are properly bonded and they got all the right paper work.

### **1<sup>ST</sup> Motion**

Mayor Pro Tem Pieper moved that the City Council approve to use NV5. Councilmember Dieringer seconded the motion and the motion carried without objection by a voice vote as follows:

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper, Dieringer, and Wilson

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: Black

ABSTAIN: COUNCILMEMBERS: None.

Mayor Mirsch asked Mayor Pro Tem Pieper if he was sure he was comfortable making a motion to agree to pay for services when the amount of the bond counsel is still unknown with no discussion.

Mayor Pro Tem Piper answered yes, he was comfortable as he can be.

Minutes

City Council Meeting

09-09-19

## **2<sup>nd</sup> Motion**

Mayor Pro Tem Pieper moved that the City Council approve to pay 1/3 up to \$9,000 for the assessment engineer. Councilmember Dieringer seconded the motion and the motion carried without objection by a voice vote as follows:

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper, Dieringer, and Wilson

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: Black

ABSTAIN: COUNCILMEMBERS: None.

### **B. REPORT ON THE REGIONAL HOUSING NEEDS ASSESSMENT (RHNA) METHODOLOGY AND DETERMINATION BY THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) OF THE PROJECTED HOUSING NEED FOR THE 6TH CYCLE OF THE HOUSING ELEMENT FOR THE SCAG REGION.**

Planning Director Schwartz gave a PowerPoint presentation of the Regional Housing Needs Assessment methodology. She proceeded to walk Council through what is being asked of the City of Rolling Hills by the California Department of Housing and Community Development.

City Manager Jeng gave clarification of what COG means. The State describe regions of California as Council of Governments. When they describe the SCAG region, it is the six counties described by the Planning Director in the PowerPoint presentation. It is not to be confused with South Bay COG or the Westside COG.

City Manager Jeng mentioned staff used SCAG's toolbox to run the city's numbers, entered the statistics from other cities populations and wanted to clarified the numbers being shown on the PowerPoint presentation are not produced by SCAG. She also answered Councilmember Dieringer question earlier about where the information the Planning Director referred to came from. The info came from SCAG 6<sup>TH</sup> RHNA Cycle book.

Councilmember Dieringer stated given that Council is being asked to pick either door one, two or three she felt Council should have been given the raw data the housing department used to make their determination and not the conclusion drawn from the data. She also pointed out that thirty days is not enough time for Council to review all the information. She expressed Council would be able to respond they had the raw data and extend the deadline to comment.

Councilmember Wilson asked about the average income of LA County and whether it was \$60,000.

City Manager Jeng and Planning Director Schwartz answered yes.

Planning Director Schwartz explained a factor called the housing burden: if a person puts 30% of their income or more into rent or mortgage, you are considered burdened.

Councilmember Dieringer expressed the numbers for “vacant” was questionable because she felt it is one thing to refer to a vacant apartment building with vacant units that could be filled verses someone sharing time between the Rolling Hills Community and another community. She felt these are the sort of issues that affected the numbers for Rolling Hills.

Mayor Mirsch expressed she shares Councilmember Dieringer’s concerns and Council can take positions on how things were calculated and argue about the calculations but she also pointed out those are State issues. She pointed out the purpose of the staff report was to be informational. Mayor Mirsch asked if Council had the ability to request Councilmember Dieringer’s suggestions to ask for additional time.

City Manager Jeng responded staff would make the request.

Discussion ensued among Council about the data presented to them by Planning Director Schwartz, the deadline of September 13, 2019 and how to respond.

Mayor Mirsch asked for public comment.

Fred Visco agreed to send a letter to request more time and to focus on zoning capacity.

Mayor Mirsch thanked Mr. Visco for his comments

Mayor Mirsch asked Council if there was interest in forming an Ad Hoc Committee of the Council. She asked Council to decide among themselves who would serve on the committee or she could come up with a method.

Mayor Pro Tem Pieper stated that he owned apartment buildings and looks at this sort of data all day long. He felt confident in processing the information.

Councilmember Wilson expressed he had the ability and the time to dedicate to the committee.

Mayor Pro Tem Pieper moved that the City Council approve to appoint Councilmember Wilson and himself to an Ad Hoc Committee of the Council. Councilmember Wilson seconded the motion and the motion carried without objection by a voice vote as follows:

AYES: COUNCILMEMBERS: Mayor Mirsch, Pieper, Dieringer, and Wilson

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: Black

ABSTAIN: COUNCILMEMBERS: None.

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

NONE

## **10. MATTERS FROM STAFF**

Minutes

City Council Meeting

09-09-19

NONE.

## **11. 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 Monday, September 23, 2019 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

Respectfully submitted,

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Yohana Coronel, MBA  
City Clerk

Approved,

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Leah Mirsch  
Mayor

## CITY OF ROLLING HILLS

10/14/2019 CHECK RUN A

CHECK NO.	CHECK DATE	PAYEE	DESCRIPTION	AMOUNT
26092	9/24/2019	REPUBLIC SERVICES	WASTE SERVICES JANUARY TO JUNE 2019	397,060.26
26093	10/14/2019	ALAN PALERMO CONSULTING	SEPTEMBER 2019 CIP PROJECT MANAGEMENT	800.00
26094	10/14/2019	BILL PRIEBE	REFUNDABLE DEPOSIT - 1 EL CONCHO LANE	750.00
26095	10/14/2019	California Water Service Co.	8/27/19 TO 9/25/19 WATER USAGE	1,235.13
26096	10/14/2019	Cox Communications	SEPTEMBER 2019 INTERNET AND PHONE SERVICES	480.84
26097	10/14/2019	CSG CONSULTANTS, INC.	PLANNING CONSULTANT SERVICES 7/27/19 TO 8/30/19	2,670.00
26098	10/14/2019	Daily Breeze	26 WEEK RENEWAL	330.93
26099	10/14/2019	Delta Dental	OCTOBER 2019 DENTAL INS	538.94
26100	10/14/2019	Executive Suite Services Inc.	SEPTEMBER 2019 JANITORIAL SERVICES	600.00
26101	10/14/2019	FORUM INFO-TECH, INC./LEVELLOUD	BILLABLE OTHER CHARGES	12,640.50
26102	10/14/2019	Honeycutt Companies	REFUNDABLE DEPOSIT - 33 PORTUGUESE BEND ROAD	750.00
26103	10/14/2019	VOID		0.00
26104	10/14/2019	VOID		0.00
26105	10/14/2019	County of Los Angeles	AUGUST 2019 SERVICES	80.01
26106	10/14/2019	County of Los Angeles	AUGUST 2019 COTYOTE CONTROL	1,998.23
26107	10/14/2019	County of Los Angeles	BUILDING AND SAFETY SERVICES DECEMBER 2018	1,188.81
26108	10/14/2019	LOS ANGELES COUNTY DEPARTMENT OF REGIONAL PLANNING	LOT LINE ADJUSTMENT - BUGGY WHIP REIMBURSEMENT	898.98
26109	10/14/2019	McGowan Consulting	AUGUST 2019 SERVICES	4,798.88
26110	10/14/2019	MSW CONSULTANTS	JUNE 2019 WASTE DIVERSION COMPLIANCE AUDIT CONSULTANT	3,406.25
26111	10/14/2019	Neopost USA Inc.	2019/2020 ANNUAL MAINTENANCE CONTRACT - FOLDING MACHINE	1,097.51
26112	10/14/2019	Pitney Bowes	SEPTEMBER 2019 POSTAGE	1,563.69
26113	10/14/2019	Rogers, Anderson, Malody & Scott, LLP	AUGUST 2019 BOOKKEEPING SERVICES	7,275.00
26114	10/14/2019	Southern California Edison	USAGE 8/16/19 TO 9/17/19	2,685.25
26115	10/14/2019	Standard Insurance Company	OCTOBER 2019 INSURANCE	86.73
26116	10/14/2019	STATE TREASURERS OFFICE	LAIF CONFERENCE 2019	150.00
26117	10/14/2019	Terminix	AUGUST 2019 PEST CONTROL	54.00
26118	10/14/2019	USCM	DEFERRED COMPENSATION 10-11-19	600.00
26119	10/14/2019	Vantagepoint Transfer Agents - 306580	DEFERRED COMPENSATION 10-11-19	988.80
26120	10/14/2019	Vision Service Plan - (CA)	OCTOBER 2019 VISION INS	94.62
26121	10/14/2019	Willdan Inc.	RH SEWER LINE STUDY P2	4,696.00
26122	10/14/2019	Xerox Corporation	SEPTEMBER 2019 MONTHLY CHARGE	46.00
26123	10/11/2019	KARLA RANGEL	PR CHECK DATE 10/11/19	822.69
26124	10/11/2019	KARLA RANGEL	PR CHECK DATE 10/25/19	360.16
EFT	10/7/2019	CALPERS	RETIREMENT - SEPTEMBER 2019	5,616.69
EFT	10/1/2019	CALPERS	HEALTH INSURANCE - OCTOBER 2019	5,999.86
* PR LINK	9/27/2019	PR LINK - PAYROLL PROCESSING	PROCESSING FEE	63.70
* PR LINK	9/27/2019	PR LINK - PAYROLL 8 & PR TAXES	PAY PERIOD - SEPTEMBER 11, 2019 THROUGH SEPTEMBER 24, 2019	17,574.52
* PR LINK	10/1/2019	PR LINK - PAYROLL PROCESSING	PROCESSING FEE	68.35
* PR LINK	10/1/2019	PR LINK - PAYROLL 8 & PR TAXES	PAY PERIOD - SEPTEMBER 25, 2019 THROUGH OCTOBER 8, 2019	16,928.46
				\$ 496,999.79
				462,364.76

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 \$496,999.79 of the payment of above items.

Elaine Jeng, P.E., City Manager

10/08/19



# CITY OF ROLLING HILLS RESIDENTIAL ALLIED WASTE RECYCLE NOW REPORT

Report Date:

2019

MONTH	RECYCLED (tons)	GREEN WASTE (tons)	C&D Recycled	C&D Disposed	Disposal Tonnage	Diversion %	MONTHLY TOTALS (tons)
2019							
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	-	-	-	-	-	0.00%	0.00
October	-	-	-	-	-	0.00%	0.00
November	-	-	-	-	-	0.00%	0.00
December	-	-	-	-	-	0.00%	0.00
Year to Date Totals:	336.04	969.68	296.57	120.14	1,101.02	56.75%	2,823.45
Average Monthly Totals:							
2019	48.01	121.21	37.07	15.02	137.63	56%	352.93

CITY OF ROLLING HILLS  
BALANCE SHEET  
August 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	PRECLOSING BEGINNING OF YEAR TOTAL
<b>ASSETS</b>											
Cash & cash equivalents	\$ 5,215,943	\$ 1,303	\$ 55,316	\$ 11,255	\$ 260,374	\$ 551,066	\$ -	\$ 152,967	\$ 787,905	\$ 7,036,129	\$ 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	-	-	-	-	145,945	-	-	-	185,812	314,309
Prepaid expense & deposits	31,331	-	-	-	-	-	-	-	-	31,331	6,207
<b>TOTAL ASSETS</b>	<b>\$ 5,670,113</b>	<b>\$ 1,303</b>	<b>\$ 55,316</b>	<b>\$ 11,255</b>	<b>\$ 260,374</b>	<b>\$ 697,011</b>	<b>\$ -</b>	<b>\$ 152,967</b>	<b>\$ 1,463,200</b>	<b>\$ 8,311,539</b>	<b>\$ 8,603,035</b>
<b>LIABILITIES</b>											
Accounts & Contract payable	\$ 611	\$ -	\$ -	\$ -	\$ -	\$ 534,650	\$ -	\$ -	\$ -	\$ 535,261	\$ 682,021
Employee Benefits Payable	4,680	-	-	-	-	-	-	-	-	4,680	2,956
Deposits	7,964	1,303	-	-	-	-	-	-	-	9,267	9,267
Deferred revenues	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>13,255</b>	<b>1,303</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>534,650</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>549,208</b>	<b>694,244</b>
<b>FUND BALANCE</b>											
Restricted Fund Balance	382,972	-	55,316	-	-	-	-	152,967	-	591,255	583,595
Unassigned Fund Balance	5,273,886	-	-	11,255	260,374	162,361	-	-	1,463,200	7,171,076	7,323,196
<b>TOTAL UNASSIGNED FUND BALANCE</b>	<b>5,656,858</b>	<b>-</b>	<b>55,316</b>	<b>11,255</b>	<b>260,374</b>	<b>162,361</b>	<b>-</b>	<b>152,967</b>	<b>1,463,200</b>	<b>7,762,331</b>	<b>7,908,791</b>
<b>TOTAL UNASSIGNED FUND BALANCE &amp; LIABILITIES</b>	<b>\$ 5,670,113</b>	<b>\$ 1,303</b>	<b>\$ 55,316</b>	<b>\$ 11,255</b>	<b>\$ 260,374</b>	<b>\$ 697,011</b>	<b>\$ -</b>	<b>\$ 152,967</b>	<b>\$ 1,463,200</b>	<b>\$ 8,311,539</b>	<b>\$ 8,603,035</b>

COMPOSITION OF CASH

Petty Cash	\$ 1,500
OPUS Bank - Checking Account	10,350
OPUS Bank - Money Market	87,443
OPUS Bank - Checking Account	1,053,416
Calif. State Local Agency Investment Fund	2,693,420
Malaga Bank /Preferred - CD's	3,190,000
	<b>\$ 7,036,129</b>

Prepared By:

Date

10-7-19

Terry Shea, Finance Director

Approved By:

Date

Elaine Jeng, P.E., City Manager

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

<u>Fund</u>	This Year	Last Year	This Year Better (Worse)	Annual Budget & Adj.	Remaining Budget
<b>GENERAL</b>					
Revenues	\$ 62,627	\$ 74,827	\$ (12,200)	2,278,300	\$ 2,215,673
Expenditures	210,930	192,844	(18,086)	2,233,600	2,022,670
Net Revenue before transfers	(148,303)	(118,017)	(30,286)	44,700	193,003
Transfers in (out)	4,000	4,000	-	(374,000)	(378,000)
Net Revenue	(144,303)	(114,017)	(30,286)	(329,300)	(184,997)
<b>CITIZENS' OPTION FOR PUBLIC SAFETY (COPS)</b>					
Revenues	-	-	-	140,125	140,125
Expenditures	13,215	9,583	(3,632)	162,700	149,485
Net Revenue before transfers	(13,215)	(9,583)	(3,632)	(22,575)	(9,360)
Transfers in (out)	-	-	-	-	0
Net Revenue	(13,215)	(9,583)	(3,632)	(22,575)	(9,360)
<b>CAPITAL IMPROVEMENT FUND</b>					
Revenues	-	-	-	10,000	10,000.00
Expenditures	-	-	-	350,000	350,000
Net Revenue before transfers	-	-	-	(340,000)	(340,000)
Transfers in (out)	-	-	-	340,000	340,000
Net Revenue	-	-	-	-	-
<b>COMMUNITY FACILITIES</b>					
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)
<b>MUNICIPAL SELF-INSURANCE</b>					
Revenues	-	-	-	-	-
Expenditures	-	-	-	3,000	3,000
Net Revenue before transfers	-	-	-	(3,000)	(3,000)
Transfers in (out)	-	-	-	-	-
Net Revenue	-	-	-	(3,000)	(3,000)
<b>REFUSE COLLECTION</b>					
Revenues	126,354	128,601	(2,247)	840,900	714,546
Expenditures	137,514	132,366	(5,148)	890,089	752,575
Net Revenue before transfers	(11,160)	(3,765)	(7,395)	(49,189)	(38,029)
Transfers in (out)	(4,000)	(4,000)	-	(24,000)	(20,000)
Net Revenue	(15,160)	(7,765)	(7,395)	(73,189)	(58,029)
<b>TRAFFIC SAFETY</b>					
Revenues	-	-	-	50	50
Expenditures	-	1,407	1,407	54,550	54,550
Net Revenue before transfers	-	(1,407)	1,407	(54,500)	(54,500)
Transfers in (out)	-	-	-	54,500	54,500
Net Revenue	-	(1,407)	1,407	-	-
<b>TRANSIT - PROPOSITION A, C &amp; M</b>					
Revenues	20,875	12,857	8,018	124,650	103,775
Expenditures	-	-	-	-	-
Net Revenue before transfers	20,875	12,857	8,018	124,650	103,775
Transfers in (out)	-	-	-	-	-
Net Revenue	20,875	12,857	8,018	124,650	103,775
<b>LA COUNTY MEASURE W</b>					
Revenues	-	-	-	120,900	120,900
Expenditures	-	-	-	120,000	120,000.00
Net Revenue before transfers	-	-	-	900	900
Transfers in (out)	-	-	-	-	-
Net Revenue	-	-	-	900	900
<b>UTILITY FUND</b>					
Revenues	-	-	-	-	-
Expenditures	-	-	-	172,000	172,000
Net Revenue before transfers	-	-	-	(172,000)	(172,000)
Transfers in (out)	-	-	-	-	-
Net Revenue	-	-	-	(172,000)	(172,000)
<b>TOTAL ALL FUNDS</b>					
Revenues	209,856	216,285	(6,429)	3,515,025	3,184,269
Expenditures	361,659	336,200	(25,459)	4,000,939	3,519,280
Net Revenue before transfers	(151,803)	(119,915)	(31,888)	(485,914)	(335,011)
Transfers in (out)	-	-	-	-	-
Net Revenue	\$ (151,803)	\$ (119,915)	\$ (31,888)	\$ (485,914)	\$ (335,011)

**CITY OF ROLLING HILLS  
BALANCE SHEET  
September 30, 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	PRECLOSING BEGINNING OF YEAR TOTAL
<b>ASSETS</b>											
Cash & cash equivalents	\$ 5,115,424	\$ 1,303	\$ 96,363	\$ 11,255	\$ 260,374	\$ 552,666	\$ -	\$ 163,232	\$ 787,905	\$ 6,988,522	\$ 7,224,252
Cash & cash equivalents - Capital Project Fund	-	-	-	-	-	-	-	-	-	-	-
PARS Section 115 Trust	382,972	-	-	-	-	-	-	-	-	-	-
Rule 20A	-	-	-	-	-	-	-	-	-	382,972	382,972
Accounts receivable	39,867	-	-	-	-	209,470	-	-	675,295	675,295	675,295
Prepaid expense & deposits	28,819	-	-	-	-	-	-	-	-	249,337	314,309
										28,819	6,207
<b>TOTAL ASSETS</b>	<b>\$ 5,567,082</b>	<b>\$ 1,303</b>	<b>\$ 96,363</b>	<b>\$ 11,255</b>	<b>\$ 260,374</b>	<b>\$ 762,136</b>	<b>\$ -</b>	<b>\$ 163,232</b>	<b>\$ 1,463,200</b>	<b>\$ 8,324,945</b>	<b>\$ 8,603,035</b>
<b>LIABILITIES</b>											
Accounts & Contract payable	\$ 611	\$ -	\$ -	\$ -	\$ -	\$ 603,407	\$ -	\$ -	\$ -	\$ 604,018	\$ 682,021
Employee Benefits Payable	2,376	-	-	-	-	-	-	-	-	2,376	2,956
Deposits	7,964	1,303	-	-	-	-	-	-	-	9,267	9,267
Deferred revenues	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>10,951</b>	<b>1,303</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>603,407</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>615,661</b>	<b>694,244</b>
<b>FUND BALANCE</b>											
Restricted Fund Balance	382,972	-	96,363	-	-	-	-	163,232	-	642,567	583,595
Unassigned Fund Balance	5,173,159	-	-	11,255	260,374	158,729	-	-	1,463,200	7,066,717	7,325,196
<b>TOTAL UNASSIGNED FUND BALANCE</b>	<b>5,556,131</b>	<b>-</b>	<b>96,363</b>	<b>11,255</b>	<b>260,374</b>	<b>158,729</b>	<b>-</b>	<b>163,232</b>	<b>1,463,200</b>	<b>7,709,284</b>	<b>7,908,791</b>
<b>TOTAL UNASSIGNED FUND BALANCE &amp; LIABILITIES</b>	<b>\$ 5,567,082</b>	<b>\$ 1,303</b>	<b>\$ 96,363</b>	<b>\$ 11,255</b>	<b>\$ 260,374</b>	<b>\$ 762,136</b>	<b>\$ -</b>	<b>\$ 163,232</b>	<b>\$ 1,463,200</b>	<b>\$ 8,324,945</b>	<b>\$ 8,603,035</b>

**COMPOSITION OF CASH**

Petty Cash	\$ 1,500
OPUS Bank - Checking Account	443,879
OPUS Bank - Money Market	83,996
OPUS Bank - Checking Account	1,055,727
Calif. State Local Agency Investment Fund	2,213,420
Malaga Bank /Preferred - CD's	3,190,000
	<b>\$ 6,988,522</b>

Prepared By:

Date

10-7-19

Terry Sheeh, Finance Director

Approved By:

Date

Elaine Jeng, P.E., City Manager

**CITY OF ROLLING HILLS**  
**SUMMARY STATEMENT OF REVENUES AND EXPENDITURES**  
**Actual Compared to Annual Budget**  
**July 1, 2019 to September 30, 2019**

<u>Fund</u>	This Year	Last Year	This Year Better (Worse)	Annual Budget & Adj.	Remaining Budget
<b>GENERAL</b>					
Revenues	\$ 75,606	\$ 86,035	\$ (10,429)	2,278,300	\$ 2,202,694
Expenditures	326,638	356,133	29,495	2,233,600	1,906,962
Net Revenue before transfers	(251,032)	(270,098)	19,066	44,700	295,732
Transfers in (out)	6,000	6,000	-	(374,000)	(380,000)
Net Revenue	(245,032)	(264,098)	19,066	(329,300)	(84,268)
<b>CITIZENS' OPTION FOR PUBLIC SAFETY (COPS)</b>					
Revenues	55,948	-	55,948.00	140,125	84,177
Expenditures	28,115	29,378	1,263	162,700	134,585
Net Revenue before transfers	27,833	(29,378)	57,211	(22,575)	(50,408)
Transfers in (out)	-	-	-	-	0
Net Revenue	27,833	(29,378)	57,211	(22,575)	(50,408)
<b>CAPITAL IMPROVEMENT FUND</b>					
Revenues	-	-	-	10,000	10,000.00
Expenditures	-	-	-	350,000	350,000.00
Net Revenue before transfers	-	-	-	(340,000)	(340,000.00)
Transfers in (out)	-	-	-	340,000	340,000.00
Net Revenue	-	-	-	-	-
<b>COMMUNITY FACILITIES</b>					
Revenues	-	-	-	100	100
Expenditures	-	-	-	15,000	15,000
Net Revenue before transfers	-	-	-	(14,900)	(14,900)
Transfers in (out)	-	-	-	3,500	3,500.00
Net Revenue	-	-	-	(11,400)	(11,400)
<b>MUNICIPAL SELF-INSURANCE</b>					
Revenues	-	-	-	-	-
Expenditures	-	-	-	3,000	3,000.00
Net Revenue before transfers	-	-	-	(3,000)	(3,000.00)
Transfers in (out)	-	-	-	-	-
Net Revenue	-	-	-	(3,000)	(3,000.00)
<b>REFUSE COLLECTION</b>					
Revenues	193,479	192,751	728	840,900	647,421
Expenditures	206,271	198,549	(7,722)	890,089	683,818
Net Revenue before transfers	(12,792)	(5,798)	8,450	(49,189)	(36,397)
Transfers in (out)	(5,000)	(6,000)	-	(24,000)	(18,000)
Net Revenue	(18,792)	(11,798)	8,450	(73,189)	(54,397)
<b>TRAFFIC SAFETY</b>					
Revenues	-	-	-	50	50
Expenditures	-	1,407	1,407	54,550	54,550
Net Revenue before transfers	-	(1,407)	(1,407)	(54,500)	(54,500)
Transfers in (out)	-	1,035	(1,035)	54,500	54,500
Net Revenue	-	(372)	(2,442)	-	0
<b>TRANSIT - PROPOSITION A, C, M &amp; TDA</b>					
Revenues	31,141	31,705	(564)	124,650	93,509
Expenditures	-	-	-	-	-
Net Revenue before transfers	31,141	31,705	(564)	124,650	93,509
Transfers in (out)	-	-	-	-	-
Net Revenue	31,141	31,705	(564)	124,650	93,509
<b>LA COUNTY MEASURE W</b>					
Revenues	-	-	-	120,900	120,900
Expenditures	-	-	-	120,000	120,000.00
Net Revenue before transfers	-	-	-	900	900
Transfers in (out)	-	-	-	-	-
Net Revenue	-	-	-	900	900
<b>UTILITY FUND</b>					
Revenues	-	-	-	-	-
Expenditures	-	17,500	(17,500)	172,000	172,000.00
Net Revenue before transfers	-	(17,500)	(17,500)	(172,000)	(172,000.00)
Transfers in (out)	-	-	-	-	-
Net Revenue	-	(17,500)	(17,500)	(172,000)	(172,000.00)
<b>TOTAL ALL FUNDS</b>					
Revenues	356,174	310,491	45,683	3,515,025	3,037,951
Expenditures	561,024	602,967	6,943	4,000,939	3,319,915
Net Revenue before transfers	(204,850)	(292,476)	38,740	(485,914)	(281,964)
Transfers in (out)	-	1,035	(1,035)	-	-
Net Revenue	\$ (204,850)	\$ (293,511)	\$ 39,775	\$ (485,914)	\$ (281,964)



*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: 10/14/2019**

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

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

**SUBJECT: CONSIDER AND APPROVE PROPOSAL FROM THE PALOS VERDES PENINSULA LAND CONSERVANCY TO REMOVE ACACIA SHRUB AND MUSTARD PLANT NEAR THE BORDER OF THE CITY OF ROLLING HILLS IN THE PALOS VERDES NATURE PRESERVE.**

**DATE: OCTOBER 14, 2019**

**ATTACHMENT:**

- 1. PROPOSAL TO THE CITY OF ROLLING HILLS FUEL LOAD REDUCTION IN 2019 SUBMITTED BY THE PALOS VERDES PENINSULA LAND CONSERVANCY**

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## **BACKGROUND**

At the City Council meetings of July 8, 2019 and July 22, 2019, members of the community expressed concerns relating to the presence of fire fuel along the border of the City of Rolling Hills and the Nature Preserve, in areas owned by the City of Rancho Palos Verdes and co-managed by the Palos Verdes Peninsula Land Conservancy (Land Conservancy). The City Council expressed the need to abate fire fuel on both sides of the border and noted the willingness to contribute funds to assist with abating fire fuel vegetation outside of the city, adjacent to areas where past wildfires originated.

At the July 8, 2019 meeting a staff member of the Land Conservancy attended the City Council meeting and discussed an upcoming project to remove Acacia in the nature preserve. Since the July 8, 2019 meeting, the Land Conservancy was provided \$200,000 one-time grant from the City of Rancho Palos Verdes to remove Acacia in several places

in the Nature Preserve. One of the locations for Acacia removal is south of Fire Station 56, in the lower Portuguese Canyon. On September 10, 2019, the Acacia removal work commenced in areas near Narcissa and Vanderlip Drive. The Land Conservancy prioritized Acacia shrub removal due to LA County Fire Department identification of Acacia as a high hazard plant due to their combustible nature (Acacia shrub contain an estimated 90% dry plant matter and volatile resins) and their prevalence throughout the Nature Preserve. This project was initiated quickly in response to letters from community members about the concern of mustard and Acacia near neighborhoods.

Staff contacted the Land Conservancy and inquired if there is an opportunity to conduct Acacia removal work further north, in areas closer to the border with the City of Rolling Hills. In early October 2019, the Land Conservancy provided staff with a proposal for the following:

1. 2 acres of Acacia removal within the northeastern portion of Portuguese Bend Reserve along the Rim Trail, and along the border with the City of Rolling Hills. Crews are proposed to enter the area on foot and remove shrubs with chainsaws and small equipment through Fire Station Trail or Ishibashi Trail. Acacia will be chipped in designated areas and treated to prevent re-growth. The site will be monitored for seed germination and removal. The removal work will take approximately 9 working-days and cost approximately \$27,000.
2. 16 acres of invasive mustard plant removal will consist of mowing 14 acres around the Grapevine Trail, 1 acre around Rim Trail South, and 0.5 acre of Rim Trail North. This work will take approximately 6 work-days and cost approximately \$7,200.
3. 16 acres of annual, springtime mustard mowing and monitoring of acacia to prevent regrowth. This work will commence in Spring/Summer 2020 and continue for 3 years until spring/summer 2022. The annual moving and acacia monitoring removal project will take approximately 10 work-days and cost approximately \$12,000 per year. After three years, the Land Conservancy will reassess the fire threat potential of the area (assuming that mustard may be depleted and facilitate the natural return of beneficial vegetation) and provide recommendations for additional vegetation management moving forward.

The Land Conservancy's proposal is included with this report as Attachment 1.

## **DISCUSSION**

In response to staff's request, the Land Conservancy identified locations for the proposed Acacia removal due to prior fires occurring in those areas, proximity to homes and risk to community as well as ecological benefits of invasive plant removal. Additionally, in Los Angeles County Fire Department recently updated "Read! Set!

Go!” pamphlet, Acacia is a highly flammable plant that should be removed wherever possible. Furthermore, the Land Conservancy recognized the lack of resources to continually perform mustard plant removal and devised a short term and long-term plan to reduce populations of mustard plant along the border of the City of Rolling Hills and the Nature Preserve.

In discussion with the City of Rancho Palos Verdes, the landowner of the Nature Preserve, the Land Conservancy can undertake the proposed work in the Nature Preserve per the Natural Communities Conservation Plan (NCCP) and the authority provided under the City of RPV/PVPLC Management Agreement to perform habitat restoration work. The Land Conservancy noted to Rolling Hills City staff that once funding is secured, the work can commence and be completed within the fire season 2019. The entire scope can be completed within three to four weeks by simultaneously contracting with multiple companies for Acacia removal and dry brush mowing.

### **FISCAL IMPACT**

The Acacia shrub and mustard plant removal proposed by the Land Conservancy for fire season 2019 will cost approximately \$34,200. In Fiscal Year 2019-2020, \$340,000 is budgeted for the tennis courts ADA improvements, tennis courts lighting upgrade and ADA improvements at City Hall. Based on discussions with the Rolling Hills Community Association (RHCA), and the logistics of performing the ADA improvements with the amenities proposed by the RHCA at the tennis courts, there is a likelihood that the both sets of improvements may not be ready for construction until next fiscal year. The cost of the tennis court lighting upgrade came in slightly less than the \$10,000 budgeted for the work resulting in savings in the capital improvement fund.

### **RECOMMENDATION**

Staff recommends the City Council approve the Land Conservancy’s proposal for fire fuel reduction in the Nature Preserve and fund the work using monies set aside for capital improvements for Fiscal Year 2019-2020.

Staff also recommends the City Council direct staff to draft an agreement with the Land Conservancy to fund the annual mowing and Acacia monitoring/removal project for fiscal years 2020-2021, 2021-2022, and 2022-2023.





## **Proposal to the City of Rolling Hills Fuel Load Reduction in 2019**

Submitted by the Palos Verdes Peninsula Land Conservancy

The Palos Verdes Peninsula Land Conservancy (Conservancy) is intimately aware of the fire concerns on the Palos Verdes Peninsula, and has discussed measures to reduce fire risk with the four peninsula cities. Conservancy staff members are currently working with City of Rolling Hills staff to implement fuel modification work as required by County Department of Agriculture Weights and Measures as part of landowner responsibilities for fuel modification near adjacent homes. Additionally, the Conservancy clears over 90 acres of weeds in restoration sites within the Palos Verdes Nature Preserve and clears 30+ miles of trails annually. This weeding approach is very specialized and must be accomplished while complying with the NCCP/HCP implementation guidelines and respecting the natural resources on the preserve. We understand that the city desires to prioritize efforts to reduce fuel load in Preserve areas, and the Conservancy understands that vegetation exists beyond current fuel mod zones that pose fire threats. Therefore, the Conservancy is offering technical expertise to aid the City and augment city staff in the effort to reduce fuel load vegetation by targeting the removal of invasive plants such as Acacia which in turn improves habitat for local wildlife, including the federally threatened coastal California gnatcatcher and the cactus wren, a state species of concern.

This proposal outlines the potential areas for this extra 2019 work. The areas identified in Portuguese Bend Reserve include the areas abutting Rolling Hills between Portuguese Canyon and Paintbrush Canyon. **In total 18 acres are proposed for fuel load reduction in the Preserve. This work can be completed in 3-4 weeks by simultaneously contracting with multiple companies for Acacia removal and dry brush mowing in order to complete this work in a timely manner during fire season. For these additional efforts, the Conservancy requests a one-time grant from the city up to \$34,200 for the proposed work outlined herein.** The Conservancy understands the city's timing considerations and would be prepared to begin the work as soon as funding is made available.

The Conservancy has identified the priority removal of tall Acacia shrubs due to their combustible nature (Acacia shrub contain an estimated 90% dry plant matter and volatile resins) and their prevalence throughout the Preserve and border areas. The locations for the proposed Acacia removal were chosen due to prior fires occurring in those areas, proximity to homes and risk to the community as well as the ecological benefits of invasive plant removal. Fire agencies agree that Acacia is a highly flammable plant and that it should be removed wherever possible. It was included as a high-hazard plant in the L.A. County Fire Department's recently published "Ready! Set! Go!" pamphlet.

The Conservancy, as Habitat Managers for the Preserve, has qualified experts on staff with the experience required to oversee the work to be performed and will assure the correct and safe removal of the invasive plants using the best techniques at the most efficient cost. The results of this work will be shared with the City provided at the conclusion of the work performed.

Where possible and with simpler tasks, volunteers will be deployed to augment the work volume and control costs. In ongoing maintenance activities, the Conservancy will create internship and volunteer opportunities for invasive plant management to keep the Acacia from re-invading the areas and to assist in monitoring activities. In this way, additional valuable learning opportunities will be made available to local youth.

As projects are completed and conditions are assessed, restoration in these locations may be appropriate and funding may be pursued, since this proposal does not include replanting in the Acacia removal sites.

## **Acacia Removal**

Approximately 2 acres

The Acacia removal site is situated within the northeastern portion of Portuguese Bend Reserve along the Rim Trail, and located along the border with the city of Rolling Hills. A fire occurred at this location in 2009 burning approximately 230 acres. Much of the vegetation was burned, including the non-native Acacia, which has since begun to grow back from stump sprouting and seed germination.

It is recommended that crews enter the area on foot and remove shrubs with chainsaws and small equipment (ie. mower) is brought in via the Fire Station Trail or Ishibashi Trail as needed. Acacia should be chipped in designated areas and treated to prevent regrowth. Acacia stumps will need to be treated to prohibit any regrowth and the site will be monitored for seed germination and removal.

The Acacia in this area totals approximately 2 acres. This site is known habitat of the federally threatened coastal California gnatcatcher and the cactus wren, a state species of concern.





Acacia adjacent to Rolling Hills city boundary



Acacia in Ishibashi Canyon



## Mowing Areas

There are a few large stands of invasive mustard in Portuguese Bend that are now dry and can be mowed if access is possible. These sites were historically farmed and were disked in subsequent years, so the loose soils have provided a disturbance regime which is particularly favorable to mustard and non-native grasses and weeds. In response to community concern about the vast expanse of dry mustard growth at Portuguese Bend Reserve, the Conservancy will oversee mowing throughout 16 acres.

### Grapevine Trail

Approximately 14 acres of dry mustard and grasses with native plants interspersed in between.



Rim Trail South

Approximately 1 acre of dry mustard.





Rim Trail North Mowing Area  
Approximately 0.5 acre of dry mustard





Looking South at Mowing Area

### Annual Springtime Mowing

Since mustard is an annual, these plants will regrow from seed after winter rains and present a recurring problem and threat of fire. The Conservancy is equipped to provide a service to the Cities of Rolling Hills and Ranch Palos Verdes to mow the combined 16 acre slope area currently invaded by mustard for the next three years to reduce the seed bank and monitor the land recovery. If desired by the City of RPV, the Conservancy crew can also mow the fuel modification zone area on this slope for a fee in order to provide efficiency to the required work in this area. After three years, the Conservancy would reassess the fire threat potential of the area, assuming that mustard may be depleted and the return of beneficial vegetation, and provide recommendations for additional vegetation management moving forward.

### Budget

The budget reflects a typical detailed tree and shrub removal project within the preserve with minimal disturbance to native habitat and to the surrounding vegetation, following NCCP/HCP protocols. Careful non-native tree removals proposed in this project, increase the habitat value for the federally threatened coastal California gnatcatcher and cactus wren, a state species of concern, as well as other native species while providing public benefit. These costs reflect competitive bids acquired from three different arborist companies, the estimated time it would take the contractors to complete the project using hand tools and machinery to either chip tree material or haul plant material offsite, stump treat the cut Acacia to prevent regrowth, and oversight and bird monitoring by Conservancy biologists to assure that best management practices are implemented (ie. minimization and avoidance measures such as nesting bird surveys are required by the NCCP/HCP).



These costs are based on best estimates provided by contractors for day rates to remove the 2 acres of Acacia targeted for removal since the exact number of labor hours required to achieve the project are speculated. If the projects are completed under budget, the Acacia removal areas will be expanded to appropriately areas which generate the most impact, with approval from the city of Rancho Palos Verdes and Rolling Hills. The cost for mowing mustard is also a day rate that includes Conservancy staff time and cost to provide mechanical equipment to execute the 16 acre mustard removal work. If any cost savings are possible, an expanded area will create a bigger impact to the fuel load on the peninsula and concurrently increase habitat on the preserve.

<b>Fuel Load Reduction Budget</b>			
<b>Site</b>	<b>Acres</b>	<b>Work Days*</b>	<b>Budget</b>
Acacia Removal	2	9	\$ 27,000
Mowing	16	6	\$ 7,200
<b>One-time Project Total</b>	<b>18</b>	<b>15</b>	<b>\$ 34,200</b>
<b>Annual Mowing and Acacia Monitoring/Removal Project</b>	<b>16</b>	<b>10</b>	<b>\$12,000</b>

\*Day rate for Acacia removal includes work crews and rental costs for equipment, as well as PVPLC staff time to monitor biological resources and birds and manage the contractors. These services total \$3000 per day.

\*\*Mowing dry mustard will take 6 days and cost \$1200 per day and includes work crews and rental cost for equipment as well as PVPLC staff time to monitor biological resources and manage the contractors.

\*\*\* Annual mowing is the cost to mow green mustard prior to senescence to reduce threat of fire that dry mustard promotes, and will begin in spring/summer 2020. This work requires more days to execute in order to monitor for breeding birds and to flag and avoid beneficial annual native plants.

## **Other Project Considerations**

This project is based on competitive bids and is a worthwhile investment into the long-term benefit of the communities adjacent to the open space and wildlife within. While more costly per acre to implement new, labor-intensive work than annual fuel modification weed whacking efforts, removing Acacia is a positive, visible impact to the landscape and a one-time project cost to the City in these target areas. This is unlike areas of mustard which, while needed to reduce fire threat, require annual treatment and ongoing maintenance costs. To help ensure that this investment is successful, the Conservancy recommends annual monitoring of areas to prevent regrowth. This project strategy is supported by the Fire Department, which has identified Acacia removal as a priority effort to reduce fire fuel load in the Preserve. This project is also responding to the nearby community requests to respond to nuisance Acacia and mustard near homes on the Preserve border.

## **Community Partnerships**

As part of the Conservancy's collaborative approach, we partner with various organizations to complete projects and provide various benefits to the community. If the timing and logistics are appropriate, we would work with some of our partner organizations to add to the costs savings. We work with the Los Angeles Zoo and Botanical Gardens which accept fresh Acacia greenery for the enhancement of their animal's physical and mental health. We will save many of the straight long branches from the Acacia tree for delineation of trails and to provide ground snags for lizards and insects. We also have a partnership with the local schools that offer woodworking classes for instructional teaching. Lastly, if the material does not contain seeds, we will use the chipped wood as a mulch in fuel modification zones to keep weeds down into the future.

The Conservancy will also engage the local colleges with applicable internships which allow students to gain a better understanding of the natural world, resource management and gain experience to prepare to enter the workforce. In 2019 to date, the Conservancy has received over 1000 hours of intern assistance with projects, and counting. By engaging these students who span from across the globe, we are creating a lasting experience and leaving a lasting impression of the great natural habitat that exists on the peninsula.

## **Potential for Restoration and Supplemental Work**

As these projects are completed, the cleared land can provide opportunity for habitat restoration and enhancement. A species that is potentially applicable to many of the local habitat types of Palos Verdes, is our local cactus. While no plant is fireproof, there are certain characteristics which make some plants more resistive to fire, such as cactus. Where applicable,

cactus can be planted and maintained until establishment, if supplemental funding is available. Mature cactus holds a mutual relationship with the cactus wren, a state species of concern, since the cacti needles protect young nestlings from predators, providing the best habitat.

To make a larger impact, the Conservancy typically plants mature cactus that is appropriate for immediate nesting, giving us more value per dollar spent. The approximate cost for planting and maintaining a 1 acre cactus restoration project over a 5 year span is approximately \$30,000, and the Conservancy would be pleased to provide a restoration plan for lands along the Rolling Hills border of the Preserve for the benefit of community and wildlife.



*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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

**Agenda Item No.: 8B**  
**Mtg. Date: 10/14/2019**

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

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

**SUBJECT: CONSIDER AND APPROVE JOINT FEASIBILITY STUDY PROPOSED BY THE CITY OF RANCHO PALOS VERDES TO INSTALL SEWER MAIN LINES NEAR THE FLYING TRIANGLE AREA.**

**DATE: OCTOBER 14, 2019**

**ATTACHMENT:**

- 1. CITY OF RANCHO PALOS VERDES ROLLING HILLS SEWER CONNECTION CONCEPT DESIGN PROPOSAL BY NV5 DATED OCTOBER 7, 2019.**

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## **BACKGROUND**

In July 2019, the City of Rancho Palos Verdes proposed to conduct a joint feasibility study to determine if sewer main lines can be constructed in the Flying Triangle area. The City of Rancho Palos Verdes suggested that existing downstream sewer mains in Rancho Palos Verdes can be used to convey discharge from Rolling Hills to the Los Angeles County Sanitation District.

At the August 12, 2019 City Council meeting, members of the City Council discussed the proposed joint feasibility study and inquired how much would the joint effort cost the City of Rolling Hills. Between late August and early October 2019, the City of Rancho Palos Verdes solicited consultant proposals to perform the feasibility study. In early October, Rancho Palos Verdes presented a proposal from NV5.

The scope of services by NV5 is summarized as follows:

- Desktop evaluation of topography in the project area.
- Estimate proposed peak wastewater flows.
- Prepare concept design to include pipeline alignments, sewer profiles, required lift stations, force mains and capacity of existing downstream sewer lines and lift stations to accept the proposed flows.
- Prepare an Opinion of Probable Cost.
- Prepare a Technical Memorandum summarizing opinions and findings.

The cost of NV5's services is \$11,785. Rancho Palos Verdes is proposing to split the cost 50/50. Rolling Hills' share would be approximately \$5,900. NV5's proposal is included as a part of this report as Attachment 1.

## **DISCUSSION**

City Hall records show that in the 1990s, the City explored constructing sewer mains for the entire city. Since then, there have been smaller projects undertaken by property owners to transition from septic tank to sewer main through existing pipelines in adjacent communities. In May 2019, the City Council authorized phase II of the feasibility study for a potential sewer main along Portuguese Bend Road/Rolling Hills Road. Results of the phase II feasibility study will be available in December 2019. The City of Rancho Palos Verdes' proposal would initiate exploration of sewer main lines on the south side of Rolling Hills.

## **FISCAL IMPACT**

In Fiscal Year 2019-2020, \$340,000 is budgeted for the tennis courts ADA improvements, tennis courts lighting upgrade and ADA improvements at City Hall. Based on discussions with the Rolling Hills Community Association (RHCA), and the logistics of performing the ADA improvements with the amenities proposed by the RHCA at the tennis courts, there is a likelihood that the both sets of improvements may not be ready for construction until next fiscal year. The cost of the tennis court lighting upgrade came in slightly less than the \$10,000 budgeted for the work resulting in savings in the capital improvement fund. The joint feasibility study with Rancho Palos Verdes can be funded using available budget in the capital improvement fund.

## **RECOMMENDATION**

Staff recommends the City Council approve Rancho Palos Verdes' proposal for a joint feasibility study and fund half of NV5's fees for the scope of services outlined in NV5's October 7, 2019 proposal using the capital improvement fund.

Staff also recommends the City Council to direct staff to draft an agreement with the City of Rancho Palos Verdes for the joint effort with the City of Rancho Palos Verdes taking the lead on the study.

October 7, 2019

# **City of Rancho Palos Verdes** **Rolling Hills Sewer Connection Concept Design** **SCOPE OF SERVICES**

## **I. Project Description**

The Rolling Hills residences adjacent to the Portuguese Bend area currently utilize on-site septic disposal systems for wastewater disposal. RPV Department of Public Works is exploring the feasibility of providing sewer service to the subject parcels in Rolling Hills.

## **II. Brief Description of the work to be performed**

NV5 will evaluate the concept of a sewer connection to include required conveyance and pumping facilities to provide discharge of wastewater generated in portions of Rolling Hills tributary to the existing RPV collection system. The first task will be to define the specific area within the “Flying Triangle” to be potentially served based on the location of septic systems, existing topography and input from Rolling Hills regarding the extent of service desired. Facilities to be considered within the defined area include:

- A. Connection of existing residences to local collection sewers
- B. Trunk sewer connection to nearest RPV sewer system
- C. Required lift station/s, and associated power
- D. Easements and access roads for all facilities

General requirements for sewer facility implementation will be identified, and an opinion of total construction and project costs.

## **III. NV5 will perform the following tasks:**

### **1. Project Management and Meetings**

- A. Meetings: We anticipate attending a kickoff meeting, and one additional meeting to review findings and submittals.
- B. Project management efforts are included in each task.

### **2. Data Review and Compilation**

- A. Available information regarding the Rolling Hills area to be served will be obtained and compiled, including number of residences and vacant parcels to be served.
- B. Proposed peak wastewater flows will be estimated.
- C. NV5 will perform a desktop evaluation of topography in the project area.

### **3. Concept Design Development**

- A. Prepare a facilities concept design to provide sewer service to areas of Rolling Hills tributary to the existing RPV system, to include:
  - 1. Proposed pipeline alignments
  - 2. Schematic evaluation of proposed sewer profiles

3. Required lift station/s and force mains
4. Capacity of existing downstream sewers and lift stations to accept the proposed flows.

- B. Identify permits required for the project, including CEQA compliance.
- C. Identify the mechanism to provide maintenance of the new facilities.

**4. Opinion of Probable Cost (OPC)**

NV5 will prepare an OPC including the following:

- A. On-site construction in Rolling Hills to connect septic systems to a new gravity sewer
- B. Abandonment of existing septic systems
- C. Construction of a new gravity sewer
- D. Construction of new lift stations/s
- E. Provision of power to the lift station/s
- F. Easements and access roads
- G. Permits
- H. Engineering and construction management
- I. DPW administrative, legal and engineering costs
- J. Operation and Maintenance costs
- K. Present value cost of concept design project.

**5. Technical Memorandum**

NV5 will prepare a Technical Memorandum (TM) summarizing our findings and recommendations, and a Final TM addressing DPW comments.

**IV. NV5 will utilize the following personnel to accomplish the Services:**

- A. Jeffrey M. Cooper, PE, Project Director
- B. Charlie McKinley, PE, Project Manager
- C. David Maher, PE, QSD/QSP, Project Engineer
- D. Nhan Ly, Assistant Engineer

**V. Schedule**

NV5 will submit a draft TM within four weeks of Notice To Proceed.

**VI. Fee**

Our proposed time and materials, not to exceed fee for the Rolling Hills Sewer Connection Concept Design is \$11,785. We have enclosed our work/hour break down, and fee schedule for your reference.

**NV5**



Jeffrey M. Cooper, PE  
Director of Infrastructure  
(Authorized Signer)



Charlie McKinley, PE  
Director of Water/Wastewater

PN: P27019-0005048.00

**NV5**



## FEE PROPOSAL

RANCHO PALOS VERDES DEPARTMENT OF PUBLIC WORKS  
ROLLING HILLS SEWER CONNECTION CONCEPT DESIGN



TASK NO.	WORK DESCRIPTION	PRINCIPAL ENGINEER \$225		PROJECT MANAGER \$180		PROJECT ENGINEER \$130		ASSOCIATE ENGINEER \$115		TOTAL	
		HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	FEE
1	Project Management & Meetings										
A.	Kick Off & Progress Meeting	2	\$450	4	\$720	4	\$520	0	\$0	10	\$1,690
	Task 1 Subtotal	2	\$450	4	\$720	4	\$520	0	\$0	10	\$1,690
2	Data Review and Compilation										
A.	Data Review and Compilation	0	\$0	2	\$360	12	\$1,560	12	\$1,380	26	\$3,300
	Task 2 Subtotal	0	\$0	2	\$360	12	\$1,560	12	\$1,380	26	\$3,300
3	Concept Design Development										
A.	Schematic Sewer Facilities	1	\$225	4	\$720	8	\$1,040	12	\$1,380	25	\$3,365
	Task 3 Subtotal	1	\$225	4	\$720	8	\$1,040	12	\$1,380	25	\$3,365
4	Opinion of Probable Cost										
A.	OPC	1	\$225	2	\$360	4	\$520	0	\$0	7	\$1,105
	Task 4 Subtotal	1	\$225	2	\$360	4	\$520	0	\$0	7	\$1,105
5	Technical Memorandum										
A.	Draft TM	1	\$225	2	\$360	4	\$520	0	\$0	7	\$1,105
B.	Final TM	0	\$0	1	\$180	8	\$1,040	0	\$0	9	\$1,220
	Task 5 Subtotal	1	\$225	3	\$540	12	\$1,560	0	\$0	16	\$2,325
	TOTAL PROJECT	5	\$ 1,125	15	\$ 2,700	40	\$ 5,200	24	\$ 2,760	84	\$ 11,785



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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

**Agenda Item No: 8C**  
**Mtg. Date: 10/14/2019**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**  
**FROM: ELAINE JENG, P.E., CITY MANAGER**  
**SUBJECT: CONSIDERATION AND APPROVAL THE PROJECT SPECIFICATIONS FOR THE FY 2019-2020 SIGNING AND STRIPING PROJECT AND AUTHORIZE STAFF TO ADVERTISE FOR CONSTRUCTION BIDS**

**DATE: OCTOBER 14, 2019**

**ATTACHMENT:**

- 1. SIGNAGE AND STRIPING BID SCHEDULE FOR MIDDLE RIDGE LANE NORTH, MIDDLE RIDGE LANE SOUTH, WILLIAMSBURG LANE, AND UPPER BLACKWATER CANYON ROAD**
- 2. CAA SIGNAGE AND STRIPING RECOMMENDATIONS FOR HORSE CROSSINGS**
- 3. SIGNAGE AND STRIPING RECOMMENDATIONS AND BID SCHEDULE FOR CREST ROAD EAST**
- 4. CAA RECOMMENDATION FOR ALL-WAY STOP CONTROL AT WILLIAMSBURG LANE AND UPPER BLACKWATER CANYON ROAD**

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**RECOMMENDATION**

Staff recommends the following:

Approval of the project specifications and authorize staff to advertise for construction bids for the Fiscal Year 2019-2020 signing and striping project. The project is comprised of the following components:

- a. Traffic signing, striping and pavement marking for the segments of Middleridge Lane North, Middleridge Lane South, Williamsburg Lane and Lower Blackwater Canyon Road. These streets were resurfaced by the Rolling Hills Community Association (RHCA) in March 2019.
- b. Traffic signing, striping and pavement marking for the segment of Crest Road East from Portuguese Bend Road to the easterly terminus in Rolling Hills. This street is scheduled to be resurfaced by the Rolling Hills Community Association (RHCA) in October 2019.
- c. Traffic signing, striping and pavement marking for horse crossings. These crossings were requested by the RHCA and the Caballeros.
- d. Traffic signing, striping and pavement markings for the intersection of Williamsburg Lane and Lower Black Water Canyon. A resident on Williamsburg Lane noted the unsafe condition at the subject intersection.

## **BACKGROUND**

Roads in Rolling Hills are under the control of the Rolling Hills Community Association (RHCA). RHCA selects streets within the City to be rehabilitated on a regular basis. The City is responsible for the safety elements including the signing, striping, and pavement markings for the entire City. Typically, RHCA informs staff of the project locations planned for resurfacing and City staff prepares a project specification identifying the linear footage of striping, square footage of pavement markings and their locations to solicit construction bids.

In March 2019, RHCA repaved four streets: Williamsburg Lane, Lower Blackwater Canyon Road, Middleridge Lane North and Middleridge Lane South.

In anticipation of the pavement work, the City conducted an inventory of the signage and striping for the four streets. The inventory was taken to the City Council for approval. In January 2019, the City Council directed staff to remove the replacement of signs as a part of the project and instructed staff to advertise for construction bids to implement the striping. In February and March 2019, City Hall experienced loss of staff and the striping of the four streets was delayed.

In July 2019, the City hired a Project Manager Alan Palermo Consulting to assist with capital improvement projects including the Fiscal Year 2019-2020 Signing and Striping Project. The Fiscal Year 2019-2020 Signing and Striping Project will include the proposed signing and striping of horse crossings, the signing and striping of Crest Road East, and the signage and striping of the proposed all-way stop control at Williamsburg Lane and

Lower Blackwater Canyon Road. The signing and striping of the four streets (Middleridge Lane North, Middleridge Lane South, Williamsburg Lane and Lower Blackwater Canyon Road) are proposed to be added to the Fiscal Year 2019-2020 Signing and Striping Project.

## **DISCUSSION**

Alan Palermo Consulting reviewed the bid-schedule for the four streets and is recommending adjustments to the signage as directed by City Council in January 2019. In January 2019 City Council directed staff to remove the replacement of signs as part of the project. The revised bid schedule for the four streets removed replacement of signs as directed. The revised bid schedule reflects this change in scope and is included as Attachment 1 to this report.

In May 2019, the Traffic Commission recommended to the City Council to have staff conduct an inventory of horse crossings for the City and establish a maintenance schedule. In September 2019, Charles Abbot & Associates (CAA) conducted an inventory and provided recommendations for signing and striping horse crossings within the City. CAA's recommendation for the horse crossings is included as Attachment 2 to this report.

In late August 2019, RHCA Manager informed City staff that they are planning to repave Crest Road East on October 2019. City staff worked with CAA to inventory the signage and striping and completed a bid schedule for Crest Road East between Portuguese Bend Road and the eastern limits. CAA's inventory and bid schedule is included as Attachment 3 to this report.

In mid-September 2019, a resident on Williamsburg Lane requested City staff to review the intersection of Williamsburg Lane and Lower Blackwater Canyon Road. The resident noted the inability to see the on-coming traffic along Upper Blackwater Canyon Road from Williamsburg Lane. CAA reviewed the intersection and recommended to install an ALL-WAY stop control at the subject intersection. CAA's recommendation is included as Attachment 4 to this report.

Modifications to the previous bid schedule for signing and striping on four streets resurfaced in March 2019 by RHCA, signing and striping recommendations for horse crossings, signage and striping bid schedule for Crest Road East, and the recommendation for an all-way stop control at Williamsburg Lane and Upper Blackwater Canyon Road were taken to the Traffic Commission on October 3, 2019. The Traffic Commission recommended to remove all thermoplastic from the project in consideration for horses. The Traffic Commission noted that thermoplastic are proven to be slippery for horses and requested to use paint for all pavement markings and striping. Staff is including a revised bid schedule that eliminates thermoplastic from the project scope.

With the elimination of thermoplastic from the project, the Traffic Commission recommended the City Council approve the proposed scope of work for construction.

### **FISCAL IMPACT**

In Fiscal Year 2019-2020, \$40,000 is budgeted in the Traffic Safety Fund for road striping and signage. Staff expects the construction cost for the signing, striping, pavement marking work for the aforementioned scope will be less than the budgeted amount for road striping and signage.

### **NOTIFICATION**

The Rolling Hills Community Association (RHCA), President of Caballeros, and residents along Williamsburg Lane have been advised that the Traffic Commission will consider the scope of the FY 19-20 Signing and Striping Project.

### **RECOMMENDATION**

Staff recommends City Council to approve the scope of work for the Fiscal Year 2019-2020 Signage and Striping Project.

**BID SCHEDULE**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Remove Existing Sign	2	EA	\$	\$
2	Install R1-1 Sign	1	EA	\$	\$
3	Repost Existing Sign	5	EA	\$	\$
4	Install R28 (CA) Sign with Arrow	2	EA	\$	\$
5	Install W14-1 Sign	2	EA	\$	\$
6	Install W5-1 Sign	0	EA	\$	\$
7	Install Type 2 Object Marker	1	EA	\$	\$
8	Install OM1-3 Object Marker	0	EA	\$	\$
9	Install W3-1 Sign	0	EA	\$	\$
10	Install OM4-3 Object Marker	1	EA	\$	\$
11	Install W1-1 Sign	0	EA	\$	\$
12	Install W13-1P (15) Sign	0	EA	\$	\$
13	Install 8" edgeline per Caltrans Standard Plan A20B, Detail 27B	14,050	LF	\$	\$
14	Install Two-Direction No Passing Zone per Caltrans Standard Plan A20A, Detail 22	465	LF	\$	\$
15	Install Skip Yellow Centerline per Caltrans Standard Plan A20A, Detail 2	2,800	LF	\$	\$
16	Install Ladder Crosswalk per Caltrans Standard Plan A24F	1	EA	\$	\$
17	Install White Limit Line per Caltrans Standard Plan A24E	3	EA	\$	\$
18	Install "STOP" Pavement Marking per Caltrans Standard Plan A24D	3	EA	\$	\$
19	Install "STOP AHEAD" Pavement Marking per Caltrans Standard Plan A24D	1	EA	\$	\$
20	Install Blue Raised Reflective Pavement Marker	13	EA	\$	\$
<b>TOTAL BASE BID (In Figures)</b>					\$
<b>TOTAL BASE BID (In Words)</b>					

**NOTES:**

1. All amounts and totals given in the Bid Schedule will be subject to verification by the Contractor. In case of variation between the unit cost and amount shown by bidder, the unit cost will be considered to be his/her bid.
2. Quantities shown in the above Bid Schedule are estimated quantities for bidding purposes only. Actual quantities shall be determined from field measurements.

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September 24, 2019

Elaine Jeng, P.E.  
City Manager  
City of Rolling Hills  
No. 2 Portuguese Bend Road  
Rolling Hills, CA 90274

**EQUESTRIAN CROSSING EVALUATION  
CITY OF ROLLING HILLS**

Dear Ms. Jeng:

As requested, we have performed an evaluation of 29 existing and proposed equestrian crossing locations within the City of Rolling Hills. The crossing locations, as indicated in Attachment A, were provided by City representatives. Maps identifying the 12 proposed locations and 17 existing locations are illustrated in Attachment B. The included recommendations for modifications are intended to comply with requirements and guidelines in the California Vehicle Code (CVC), Caltrans Standard Plans and the current edition of the California Manual on Uniform Traffic Control Devices (CA MUTCD). The recommendations are based on an understanding that the City prefers to limit the number of traffic control signs to an appropriate degree for the semi-rural nature of the community.

The general approach to determining equestrian crossing recommendations includes the following:

- Crossing locations will be identified by the use of standard crosswalk markings, consisting of two transverse white stripes, 12 inches each in width, spaced at 10 feet on-center.
- Crossings that are controlled by stop signs will have no additional advance signage or pavement markings to identify the crossing, other than the crosswalk lines. This includes those few crossings that, due to geometrics and equestrian path locations, are situated slightly in advance of the stop sign.
- Advance pavement markings ("HORSE XING") will be used in advance of all crossings that are not controlled by stop signs. The pavement markings will generally be placed with the top of the "XING" marking located 100 feet in advance of the crosswalk. Pavement word marking size and spacing should be installed per current Caltrans Standard Plan A24D (adjust for "HORSE" marking).






- For crossings where visibility is limited to less than the stopping sight distance for the roadway speed limit (200 feet for 30 mph, 150 feet for 25 mph), equestrian symbol signs (W11-7) and "AHEAD" plaques (W16-9P) will be used. Advance signs are recommended instead of signs at the crossing to reduce the potential for conflict between the signs and the horses and their riders.

Recommendations for the 29 proposed and existing equestrian crossing locations are illustrated in Attachment C. Also included is Location 30, on Poppy Trail, which is an existing crossing that was not included in the City-provided list.

Please feel free to contact me at (562) 252-2511 or [jackrydell@caaprofessionals.com](mailto:jackrydell@caaprofessionals.com) if you have any questions regarding these recommendations. It has been a pleasure to provide you with this traffic engineering service.

Sincerely,

Charles Abbott Associates

  
Jack Rydell, P.E., T.E.  
Senior Traffic Engineer

JR: Equestrian Crossing Evaluation Report - 9-24-19

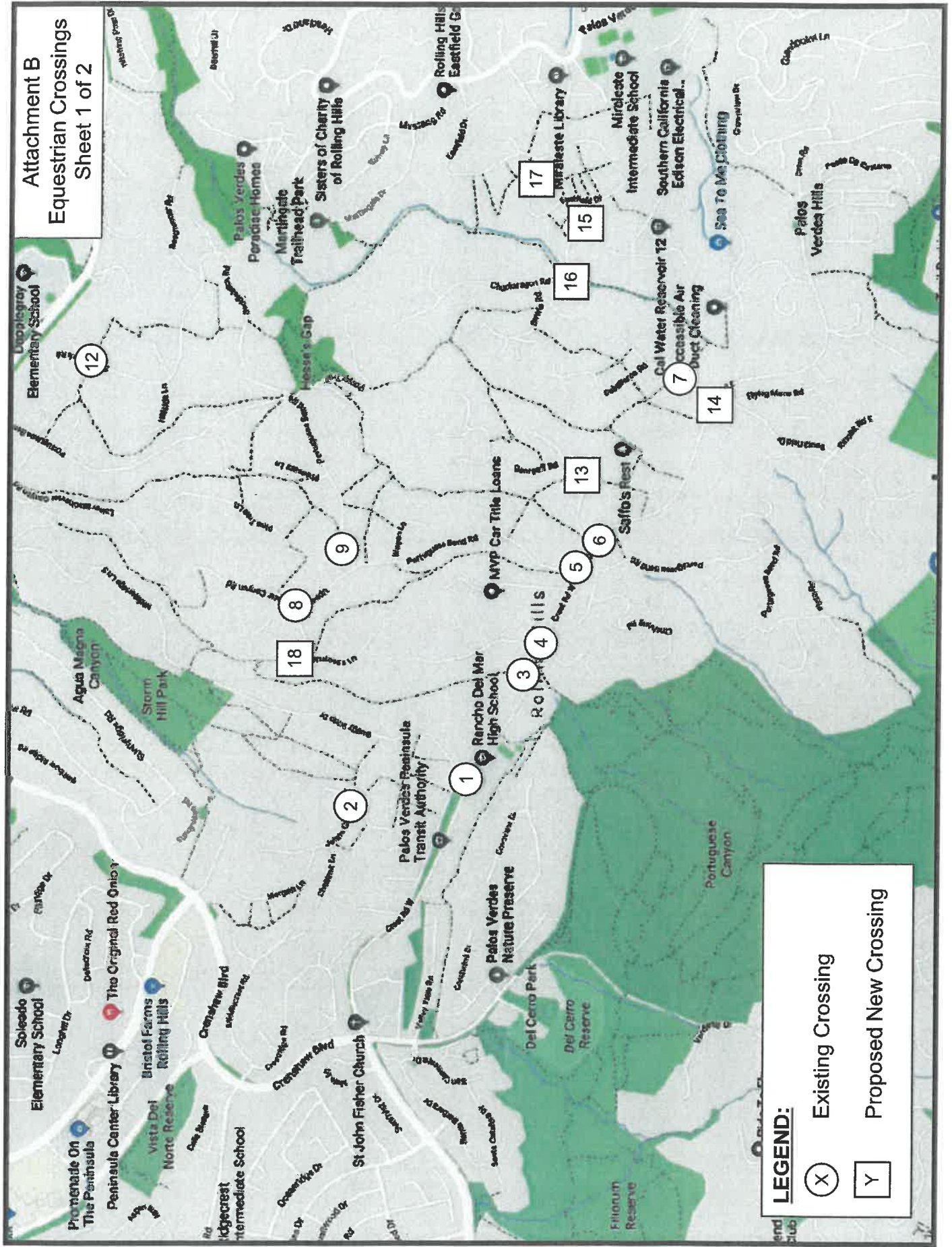
Attach.



NO.	ADDRESS/ INTERSECTION	New Crossing	Existing Crossing	GOOD	NEEDS TO BE ROUGHED	NEEDS TO BE PAINTED	Priority (2019)	NOTES / COMMENTS / QUESTIONS
	<b>PRIORITY</b>							
1	Entrance to Buggy Whip Dr (Crest Rd. West)	X			✓	✓	Yes	Confirm Crossing location is in Buggy Whip Dr
2	#5 Johns Canyon	X			✓	✓	Yes	There are 4 Bridle Trails in the Vicinity of #5 Johns Canyon. Confirm location for this crossing
3	Crest Road West at #5 (Entrance to Glory Trail)	X			✓	✓	Yes	Confirming location is just west of #5 Crest Road West Crossing in Crest Road West
4	Entrance to Quail Ridge South (Portuguese Bend Road)	X			✓	✓	Yes	Confirm Crossing location is in Quail Ridge South
5	Portuguese Bend/ Crest Rd. West crosswalks on all streets	X			✓	✓	Yes	May be in area that will receive pavement improvement in 2019 Confirming 4 Crossings being requested
6	Entrance to Georgeff Rd. (Crest Rd. East)	X			✓	✓	Yes	May be in area that will receive pavement improvement in 2019 Confirm Crossing location is in Georoff Rd
7	Caballeros Rd./ Purple Canyon to Willow Springs	X			✓	✓	Yes	Verify Location for Crossing - Just south of #6 Caballeros Rd?
8	Upper Blackwater Road/ Appaloosa Rd.	X				✓	Yes	Appaloosa Lane (not Road)? There is an existing horse crossing approximately 150 feet to the north of Upper Blackwater Road/Appaloosa Lane intersection. Confirming the request for another crossing.
9	Entrance to Pine Tree Lane @ Portuguese Bend Rd. street entrance	X			✓	✓	Yes	Confirm Crossing location is in Pine Tree Lane
10	Middleridge Lane (at entrance to Sis trail)	X	X		✓		Yes	Need location confirmed (Middleridge Road at Lower SI's Trail?) at the bend in road? There is an existing crossing at this location?
11	Entrance to Williamsburg Lane/ Middleridge Lane	X			✓	✓	Yes	Confirm Crossing location is in Williamsburg Lane
12	Saddleback/ Parnelli Trail at #26	X			✓	✓	Yes	Need location confirmed, is this for the trail crossing just south of 26 Saddleback Road?
13	Georgeff Road / Fuld's Furlong Crossing (Existing)		X		✓	✓	Yes	
14	Entrance to Caballeros Rd. (Crest Rd. East) (Existing)	??	??		✓		Yes	May be in area that will receive pavement improvement in 2019 New Crossing in Caballeros Rd or Roughing existing Crossing across Crest Road East?
15	Eastfield Trail #49 (Existing)		X		✓		Yes	Confirming this is crossing just west of 49 Eastfield Drive?
16	Chuckwagon/ Upper Lower Willow (Existing)		X		✓		Yes	Existing Crossing
17	#20 Eastfield (Existing)		X		✓		Yes	Existing crossing just west of 20 Eastfield Drive
18	Appaloosa Road (Existing)		??		✓	✓	Yes	Appaloosa Lane (not Road)? Where on Appaloosa Lane? Confirm at Lower SI's Trail?
19	Association Entrance (existing)		X	✓			No	Confirming existing crossing at Gatehouse?
20	Acacia/ Portuguese Bend Road (existing)				✓		Yes	Confirming Acacia Lane (Acacia Road does not cross PB Road), Crossing just south of Gatehouse, North of Acacia Lane
21	Middleridge Lane/ Blackwater Trail (existing)		X		✓	✓	Yes	Shouldn't this be Lower Blackwater Canyon Road / Blackwater Trail?
22	Middleridge Lane South & North (existing)				✓		Yes	Is this the crossing on Middleridge Lane South or is the intent for this crossing to cross Middleridge Lane North?
23	Davidson Trail/ Saddleback (existing)					✓	Yes	Verify location for crossing - I could not find it. Crossing Saddleback Road, connecting Davidson Trail to Saddleback Trail?
24	Saddleback/ Poppy Trail (existing)		X	✓			No	
25	Poppy Trail (existing) (fine)		X	✓			No	
26	Portuguese Bend Above Poppy Trail (existing)		X	✓			No	
27	Portuguese Bend/ Pheasant Trail		X	✓			No	
28	Wagon Lane/ Portuguese Bend Road (Fine)		X	✓			No	
29	Upper Blackwater/ Sagebrush Lane (Fine)		X	✓			No	

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Attachment B  
Equestrian Crossings  
Sheet 1 of 2



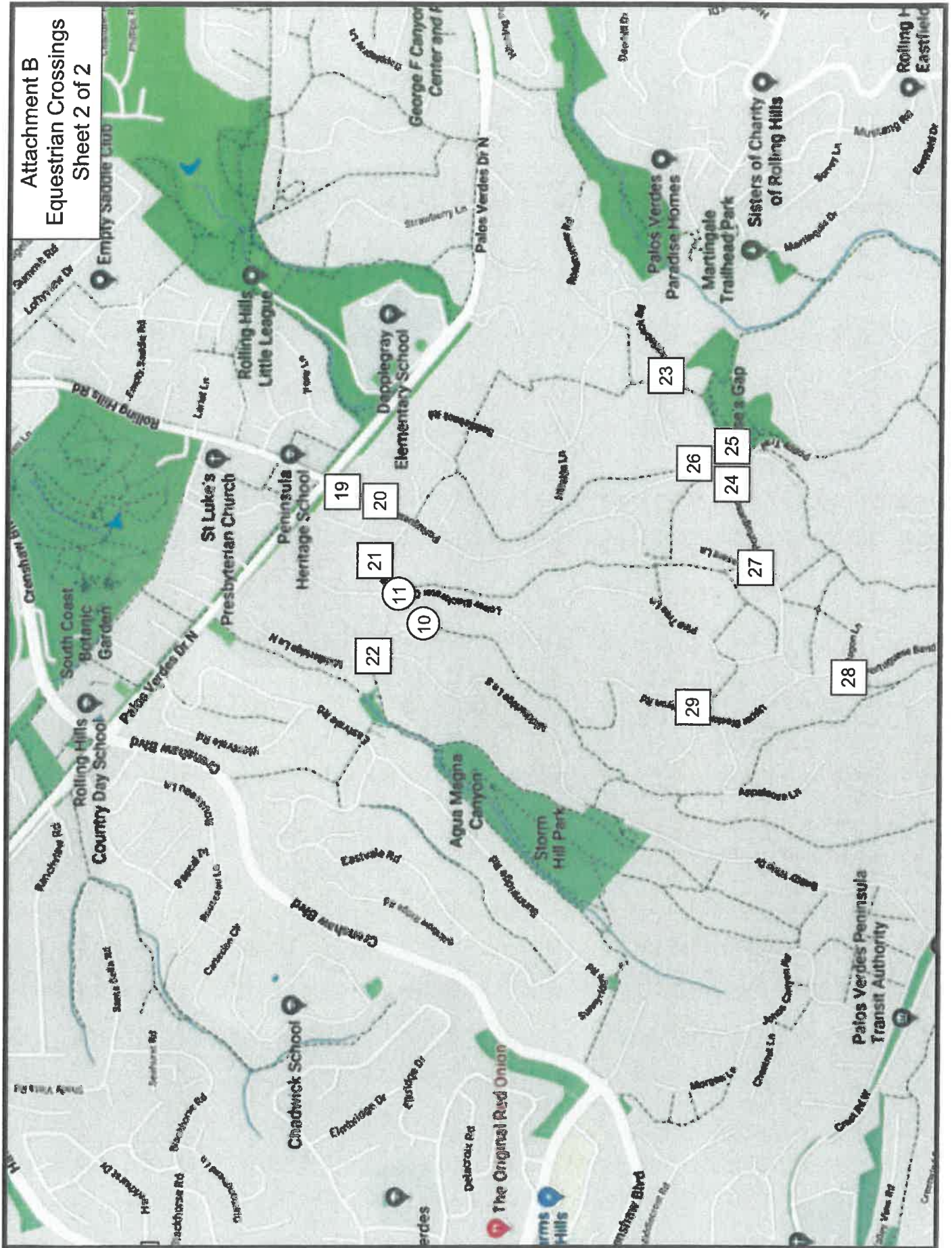
**LEGEND:**

(X) Existing Crossing

(Y) Proposed New Crossing

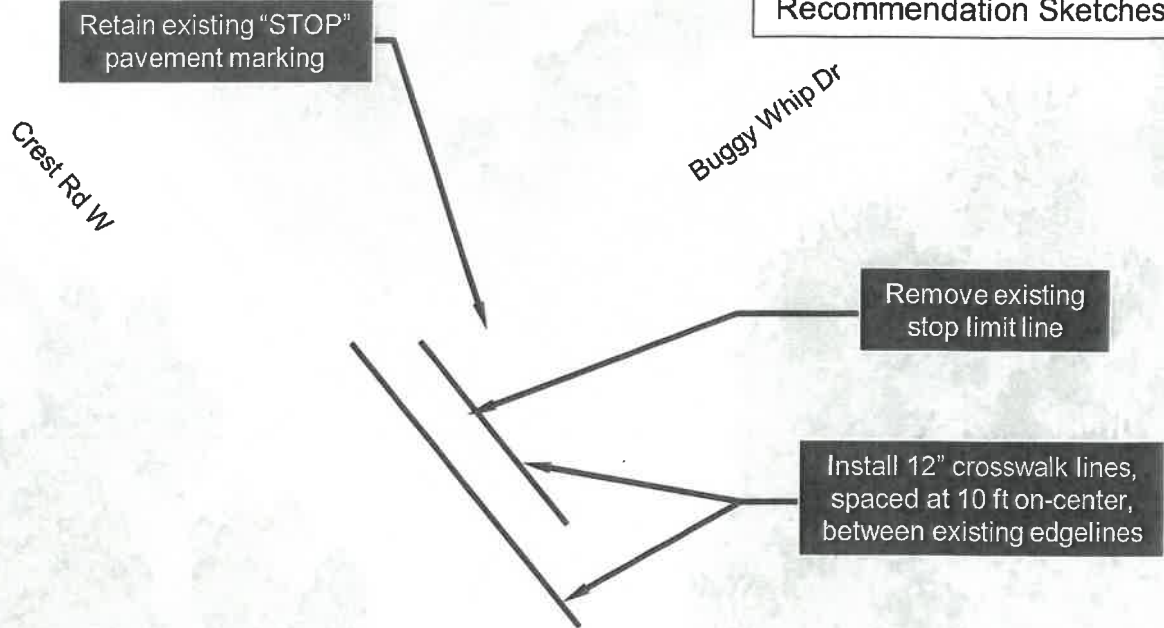


Attachment B  
Equestrian Crossings  
Sheet 2 of 2



# Attachment C Recommendation Sketches

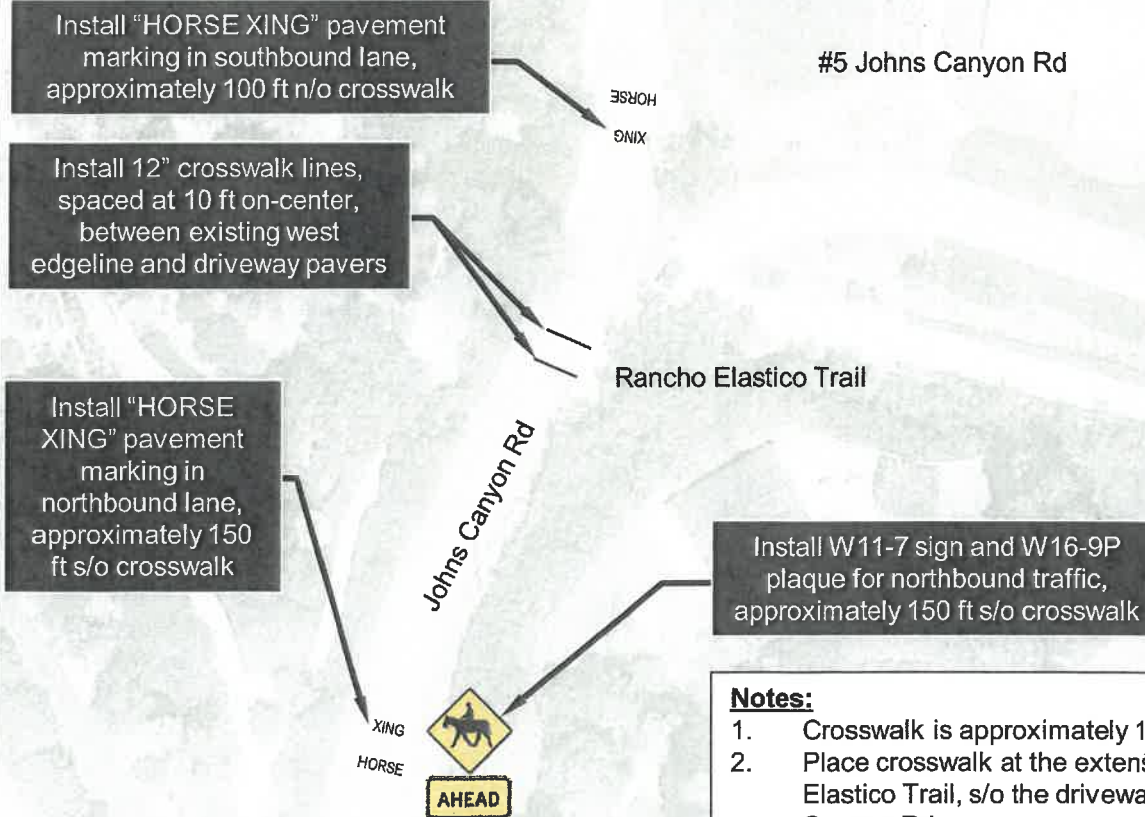
Loc 1



## Notes:

1. Crosswalk is approximately 60 ft long.
2. Place back edge of crosswalk approximately 2 ft from Crest Rd W edgeline extension.

Loc 2

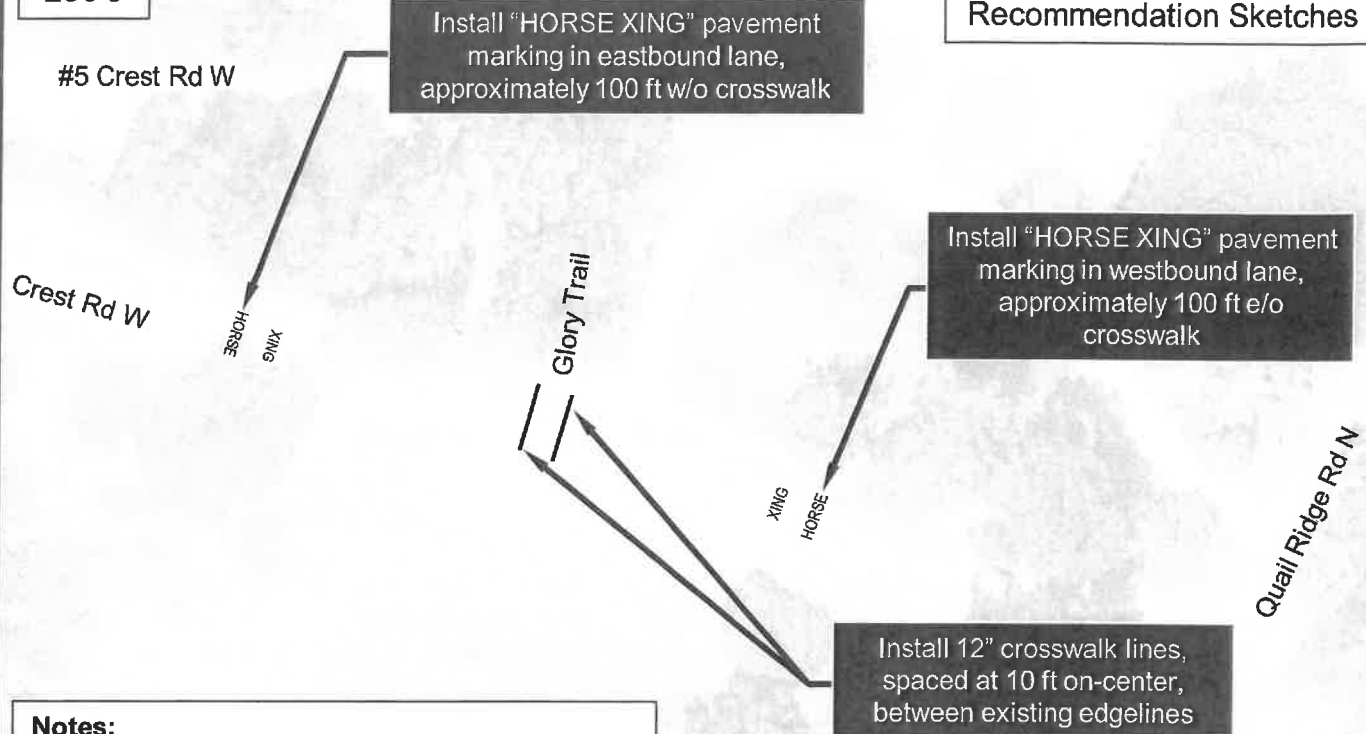


## Notes:

1. Crosswalk is approximately 18 ft long.
2. Place crosswalk at the extension of Rancho Elastico Trail, s/o the driveway for #5 Johns Canyon Rd.

# Attachment C Recommendation Sketches

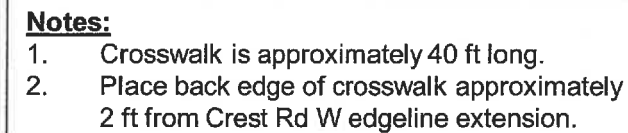
Loc 3



## Notes:

1. Crosswalk is approximately 22 ft long.
2. Place crosswalk at the extension of Glory Trail, e/o the driveway for #5 Crest Rd W.

Loc 4



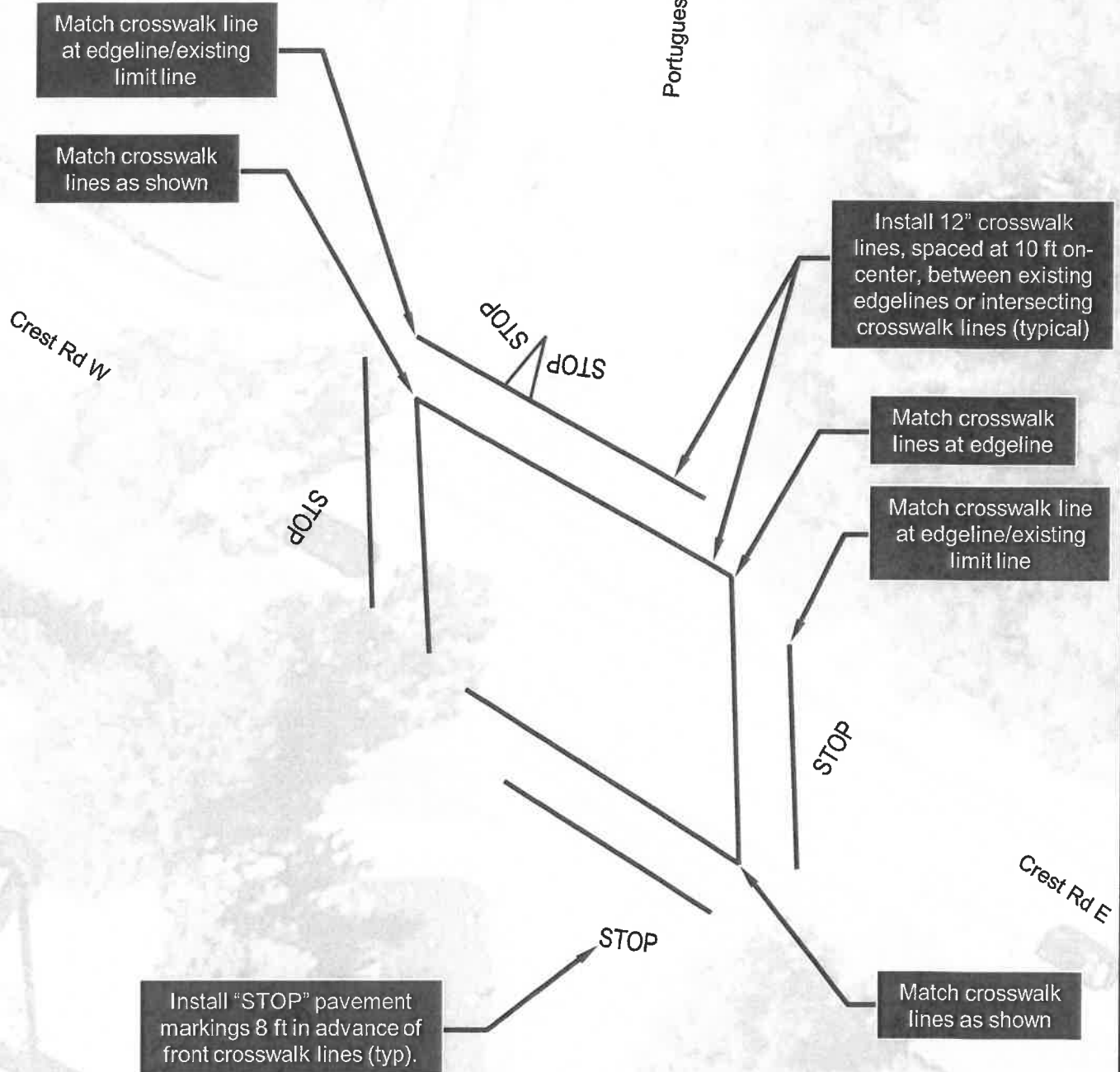
## Notes:

1. Crosswalk is approximately 40 ft long.
2. Place back edge of crosswalk approximately 2 ft from Crest Rd W edgeline extension.



Loc 5

Attachment C  
Recommendation Sketches



**Notes:**

1. Crosswalk approximate lengths are as indicated below:  
North Leg – 71 ft;  
East Leg – 41 ft;  
South Leg – 48 ft;  
West Leg – 46 ft.
2. Angle crosswalks as shown.
3. Remove existing "STOP" markings, limit lines and conflicting gore striping (north approach).

# Attachment C Recommendation Sketches

Loc 6

Remove existing  
stop limit line

Georget Rd

Retain existing "STOP"  
pavement marking

Install 12" crosswalk lines,  
spaced at 10 ft on-center,  
between existing edgelines

## Notes:

1. Crosswalk is approximately 49 ft long.
2. Place front edge of crosswalk at the existing stop limit line.

Crest Rd W

Loc 7

Install 12" crosswalk  
lines, spaced at 10 ft  
on-center, between  
existing edgelines

Install "HORSE XING"  
pavement marking in  
northbound lane,  
approximately 100 ft  
s/o crosswalk

Caballeros Rd

Install "HORSE XING"  
pavement marking in  
southbound lane,  
approximately 100 ft  
n/o crosswalk

XING  
HORSE

XING  
HORSE

Caballeros Trail

Purple Canyon Trail

## Notes:

1. Crosswalk is approximately 27 ft long.
2. Angle crosswalk between Caballeros Trail on the east and Purple Canyon Trail on the west. The west end of the crosswalk should be placed between the fire hydrant and the storm drain inlet.

Loc 8

Install 12" crosswalk lines,  
spaced at 10 ft on-center,  
between existing edgelines

Install "STOP" pavement  
marking 8 ft in advance  
of front crosswalk line.

STOP

Upper Blackwater Canyon Rd

Appaloosa Ln

**Notes:**

1. Crosswalk is approximately 45 ft long.
2. Place back edge of crosswalk approximately 2 ft from Upper Blackwater Canyon Rd edgeline.

Loc 9

Trim vegetation on the  
northwest corner of the  
intersection to provide  
adequate equestrian clearance.

Pine Tree Ln

Install 12" crosswalk lines,  
spaced at 10 ft on-center,  
between existing edgelines

Blackwater Canyon Trail

Relocate stop sign  
approximately 4 ft southerly.

Portuguese Bend Rd

**Notes:**

1. Crosswalk is approximately 25 ft long.
2. Angle crosswalk between Blackwater Canyon Trail on the east and the existing stop sign location on the west. The crosswalk will be located in advance of the "STOP" pavement marking.

Loc 10

Middleridge Ln

## Attachment C Recommendation Sketches

### Notes:

1. Crosswalk is approximately 19 ft long.
2. Place crosswalk at the extension of Si's Trail.

Install "HORSE XING" pavement marking in eastbound lane, approximately 150 ft w/o crosswalk.

HORSE XING

Si's Trail

Install 12" crosswalk lines, spaced at 10 ft on-center, between existing edges of rolled curb

Trim vegetation on inside of the curve, approximately 200 ft e/o crosswalk, that restricts visibility of the crosswalk for westbound traffic.

HORSE XING

Install "HORSE XING" pavement marking in westbound lane, approximately 150 ft e/o crosswalk.

Loc 11

Install "STOP" pavement marking 8 ft in advance of front crosswalk line.

stop

Williamsburg Ln

Install 12" crosswalk lines, spaced at 10 ft on-center, between existing edges of rolled curb

Middleridge Ln

### Notes:

1. Crosswalk is approximately 50 ft long.
2. Place back edge of crosswalk approximately 2 ft from Middleridge Ln edge of pavement.

Attachment C  
Recommendation Sketches

Loc 12

Install 12" crosswalk lines, spaced at 10 ft on-center, between existing edgelines

Install "HORSE XING" pavement marking in southbound lane, approximately 100 ft n/o crosswalk.

Install "HORSE XING" pavement marking in northbound lane, approximately 100 ft s/o crosswalk. Remove or relocate existing "SLOW CURVE" pavement marking

**Notes:**

1. Crosswalk is approximately 25 ft long.
2. Angle crosswalk between the east and west extensions of Saddleback Trail, south of the driveway to 26 Saddleback Rd.

Loc 13

Refresh existing "HORSE XING" pavement markings and crosswalk

Loc 14

Attachment C  
Recommendation Sketches

Crest Rd E

Caballeros Rd



Refresh existing  
crosswalk

Loc 15

SWR

SWR

#49 Eastfield Dr

//

246G

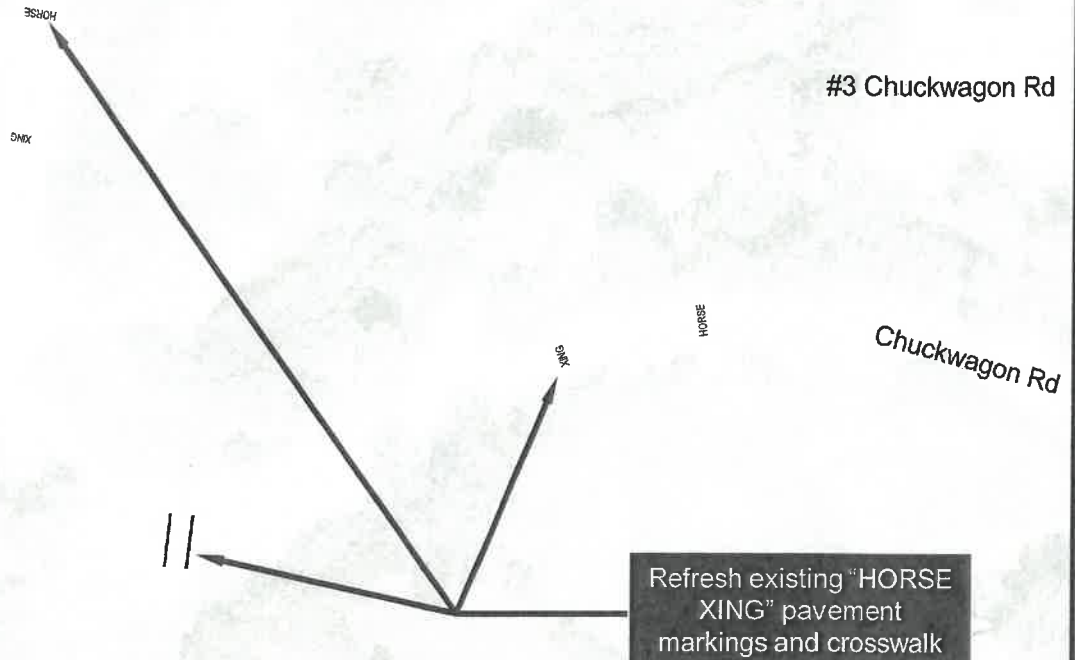
1408E

Refresh existing "HORSE  
XING" pavement  
markings and crosswalk

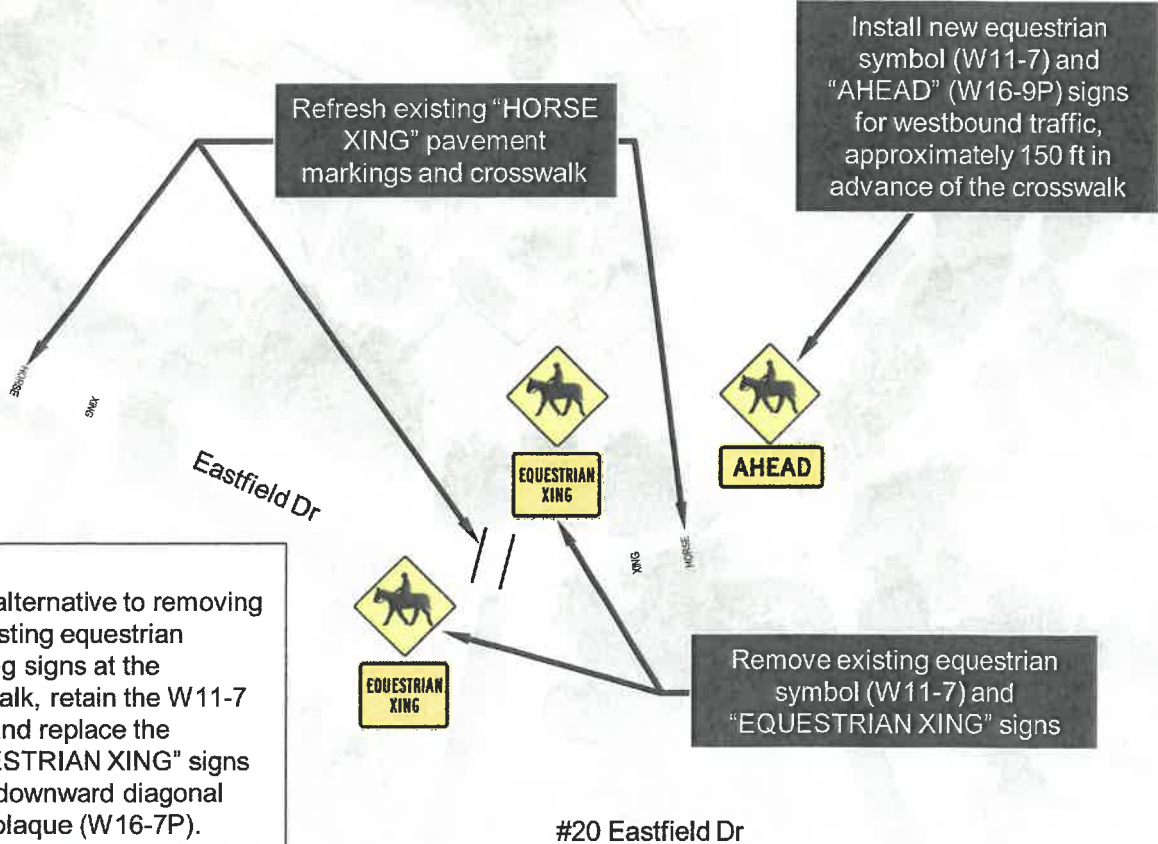
Eastfield Dr

Loc 16

Attachment C  
Recommendation Sketches



Loc 17



**Note:**

1. As an alternative to removing the existing equestrian crossing signs at the crosswalk, retain the W11-7 signs and replace the "EQUESTRIAN XING" signs with a downward diagonal arrow plaque (W16-7P).



# Attachment C Recommendation Sketches

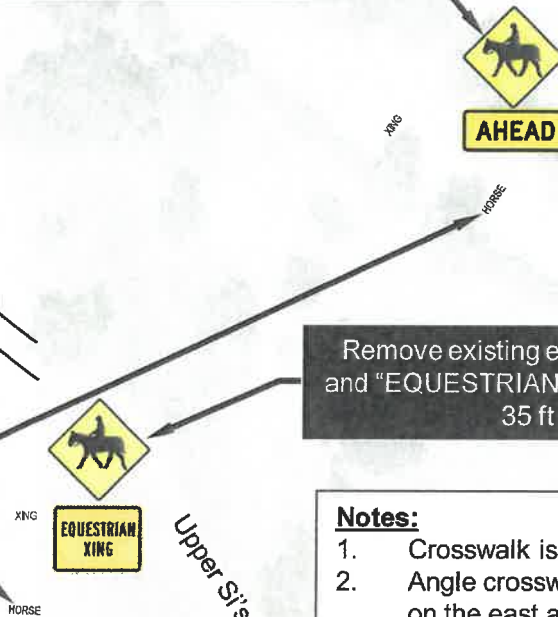
Loc 18

Relocate existing equestrian symbol (W11-7) sign for westbound traffic to approximately 400 ft in advance of the new crosswalk location. Replace the existing "EQUESTRIAN XING" sign with an "AHEAD" (W16-9P) sign.

#3 Appaloosa Ln

Install 12" crosswalk lines, spaced at 10 ft on-center, between existing edgelines.

Refresh existing "HORSE XING" pavement markings



Remove existing equestrian symbol (W11-7) and "EQUESTRIAN XING" signs approximately 35 ft south of trail

## Notes:

1. Crosswalk is approximately 35 ft long.
2. Angle crosswalk between Upper Si's Trail on the east and the north end of the AC curb on the west.

Loc 19

Refresh existing crosswalk

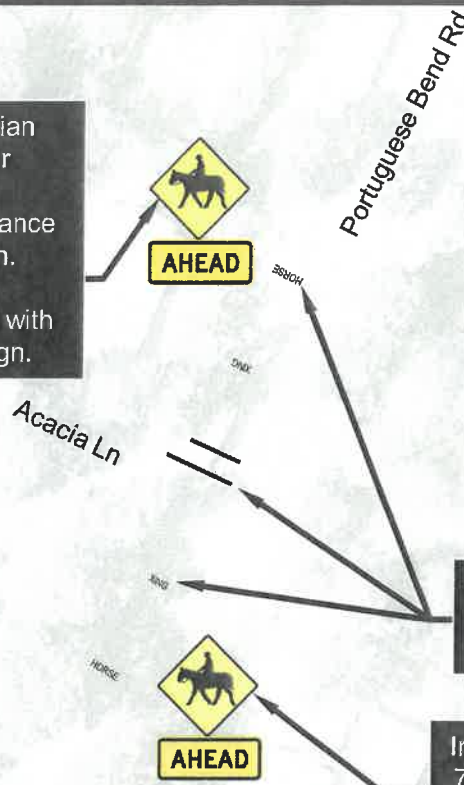
Portuguese Bend Rd

City Hall

STOP

Loc 20

Relocate existing equestrian symbol (W11-7) sign for southbound traffic to approximately 100 ft in advance of the crosswalk location.  
Replace the existing "EQUESTRIAN XING" sign with an "AHEAD" (W16-9P) sign.



Refresh existing "HORSE XING" pavement markings and crosswalk

Install new equestrian symbol (W11-7) and "AHEAD" (W16-9P) signs for northbound traffic, approximately 100 ft in advance of the crosswalk.

Loc 21

Reinstall 12" crosswalk lines, spaced at 10 ft on-center, between existing edgelines

Install "HORSE XING" pavement marking in eastbound lane, approximately 150 ft w/o crosswalk.

Remove existing equestrian symbol (W11-7) and "EQUESTRIAN XING" signs approximately 100 ft e/o reinstalled crosswalk

Williamsburg Ln

Lower Blackwater Canyon Rd

Replace the existing "EQUESTRIAN XING" sign with an "AHEAD" (W16-9P) sign for eastbound traffic, approximately 180 ft w/o crosswalk



Install "HORSE XING" pavement marking in westbound lane, approximately 100 ft n/o crosswalk



**Note:**

1. Crosswalk is approximately 30 ft long.

# Attachment C Recommendation Sketches

Loc 22

Middleridge Ln N

Reinstall 12" crosswalk lines, spaced at 10 ft on-center, between existing edgelines

## Notes:

1. Crosswalk is approximately 30 ft long.
2. Place back edge of crosswalk approximately 2 ft from Middleridge Rd edge of pavement.

Middleridge Ln S

Middleridge Rd

Loc 23

Install "HORSE XING" pavement marking in eastbound lane, approximately 235 ft w/o new crosswalk location.



Replace the existing "EQUESTRIAN XING" sign with an "AHEAD" (W16-9P) sign for eastbound traffic, approximately 235 ft w/o new crosswalk location.

Install new equestrian symbol (W11-7) and "AHEAD" (W16-9P) signs for westbound traffic, approximately 150 ft in advance of the new crosswalk location.



Install 12" crosswalk lines, spaced at 10 ft on-center, between existing edgelines.

Saddleback Rd

Install "HORSE XING" pavement marking in westbound lane, approximately 150 ft e/o new crosswalk location.

Saddleback Trail

Davidson Trail

#86  
Saddleback Rd

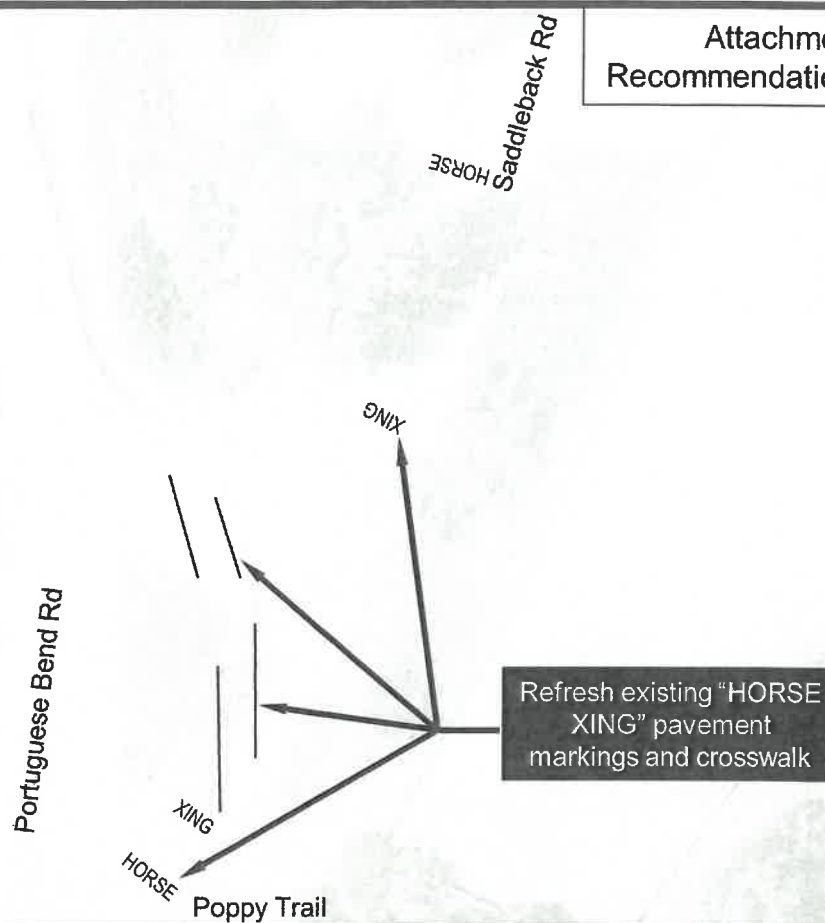
## Notes:

1. Crosswalk is approximately 50 ft long.
2. Angle crosswalk between Davidson Trail on the south and Saddleback Trail on the north.

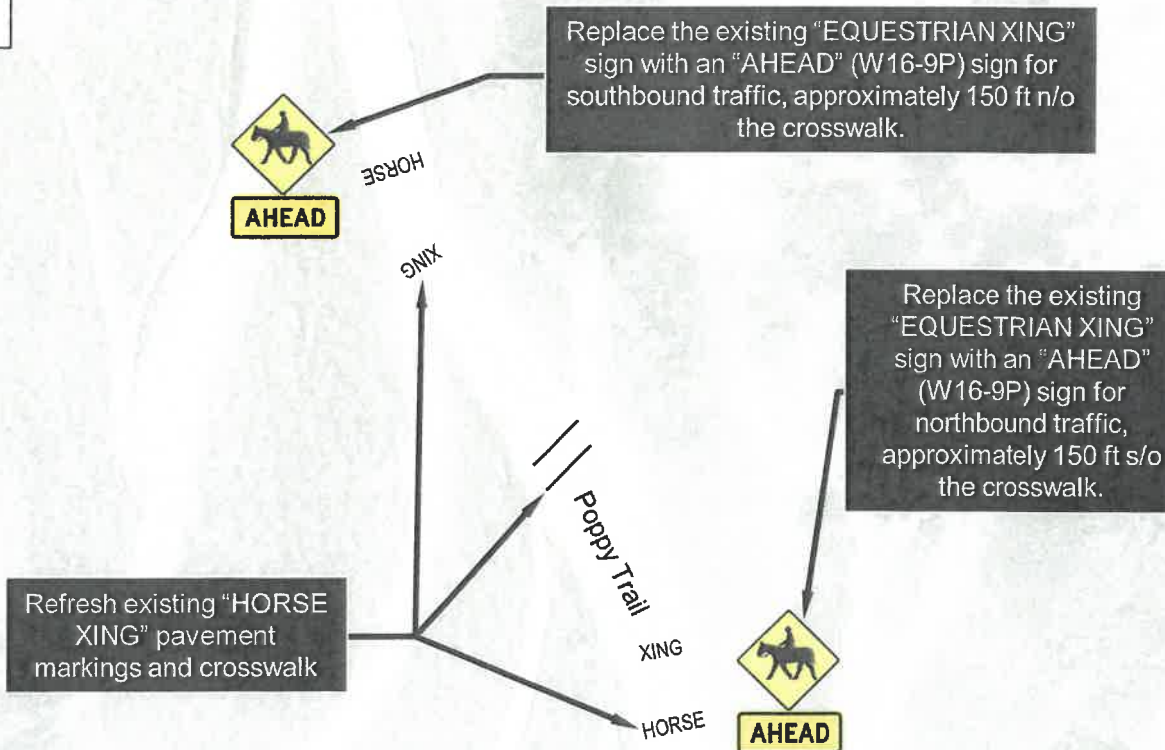


Loc 24

Attachment C  
Recommendation Sketches



Loc 25



Loc 26

Attachment C  
Recommendation Sketches

Install new equestrian symbol (W11-7) and "AHEAD" (W16-9P) signs for southbound traffic, approximately 200 ft in advance of the crosswalk.

Refresh existing "HORSE XING" pavement markings and crosswalk



AHEAD

Portuguese Bend Rd  
HORSE

XING

XING

HORSE

Poppy Trail

Loc 27

Pheasant Ln

HORSE

XING

XING

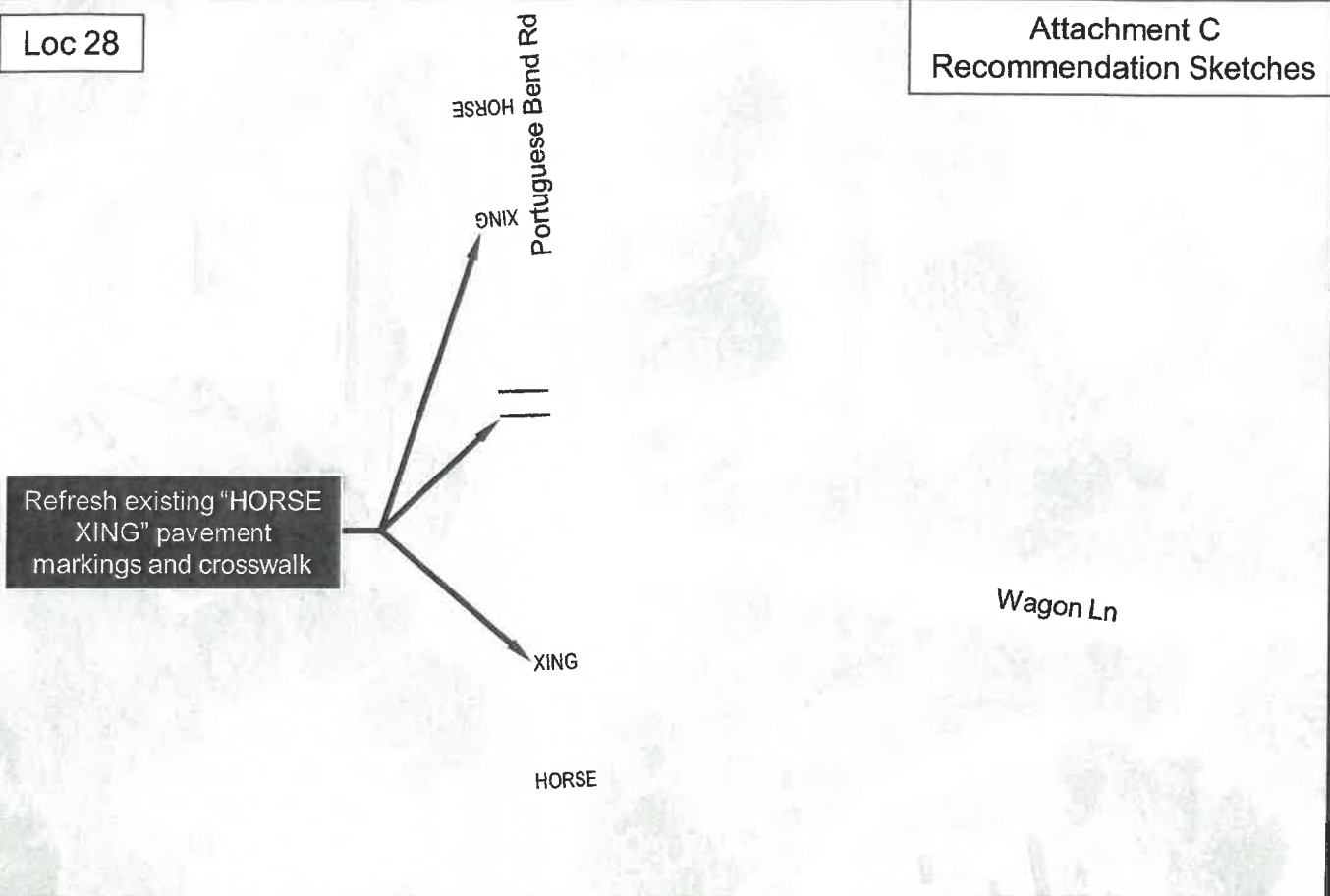
HORSE

Portuguese Bend Rd

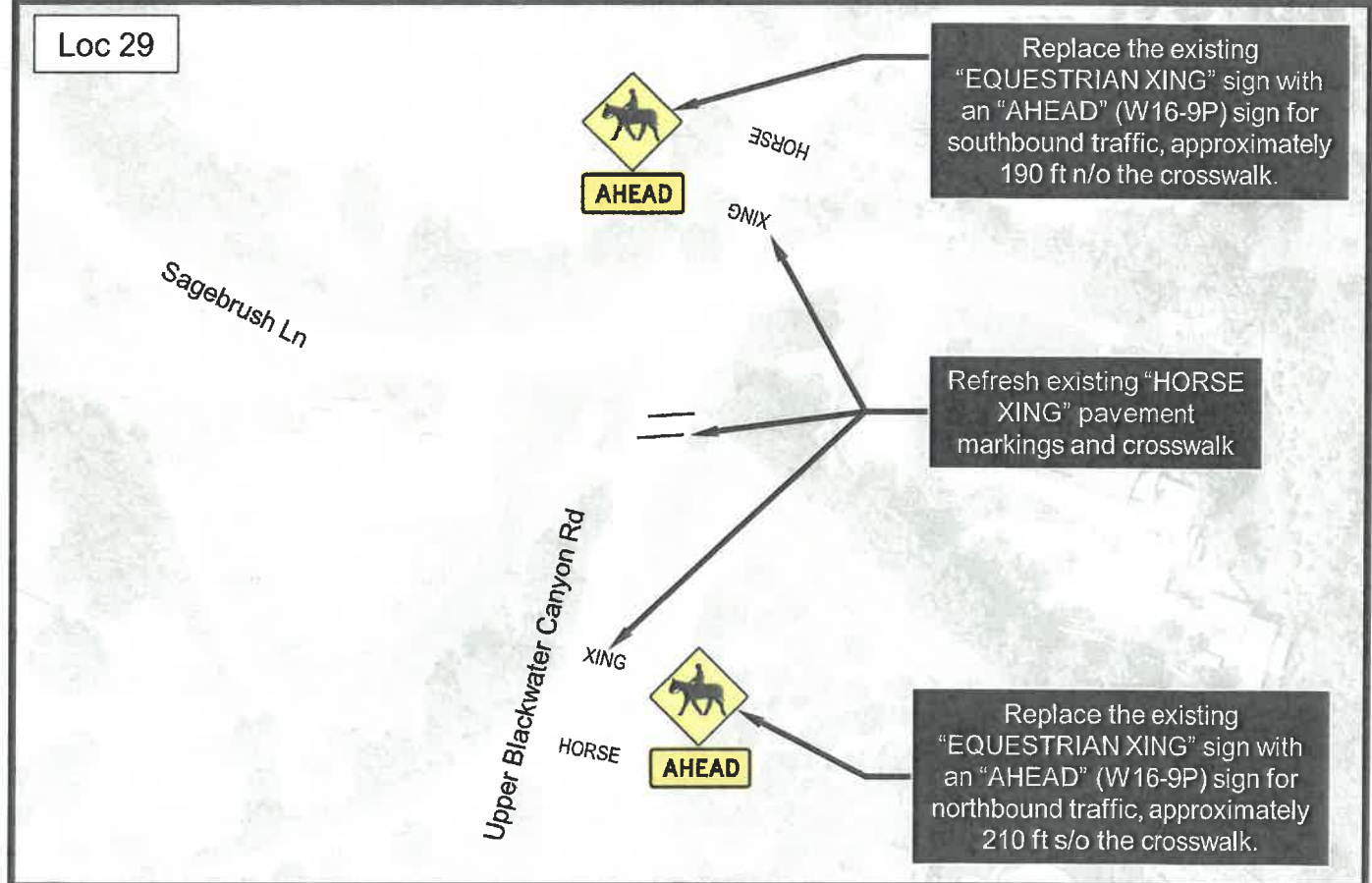
Refresh existing "HORSE XING" pavement markings and crosswalk

Attachment C  
Recommendation Sketches

Loc 28



Loc 29



Loc 30

# Attachment C Recommendation Sketches

Replace the existing "EQUESTRIAN XING" sign with an "AHEAD" (W16-9P) sign for southbound traffic, approximately 150 ft n/o the crosswalk.



HORSE

Replace the existing "EQUESTRIAN XING" sign with an "AHEAD" (W16-9P) sign for southbound traffic, approximately 180 ft n/o the crosswalk.



HORSE

XING

XING

Refresh existing "HORSE XING" pavement markings and crosswalk

#4 Poppy Trail

## Note:

1. This existing crossing location was not included in the list provided by the City.



W11-7



EQUESTRIAN  
XING



AHEAD



W16-7P

W16-9P



Prepared by:

Jack Rydell

9/24/19

Date



October 8, 2019

Elaine Jeng, P.E.  
City Manager  
City of Rolling Hills  
No. 2 Portuguese Bend Road  
Rolling Hills, CA 90274

**TRAFFIC SIGNING, STRIPING AND PAVEMENT MARKING EVALUATION  
CREST ROAD EAST**

Dear Ms. Jeng:

Thank you for this opportunity to perform this traffic signing, striping and pavement marking evaluation on Crest Road East within the City of Rolling Hills. The included recommendations for modifications are intended to comply with requirements and guidelines in the California Vehicle Code (CVC), Caltrans Standard Plans and the current edition of the California Manual on Uniform Traffic Control Devices (CA MUTCD). The recommendations are based on an understanding of the City's semi-rural nature and a desire to limit new traffic controls to an appropriate degree for the community. Also included in the evaluation is a review of the horizontal alignment on Crest Road East to determine the need for warning signs and advisory speed plaques.

**INVENTORY**

A field inventory of Crest Road East was conducted on September 19, 2019. The existing signage is indicated in Attachment A and the existing pavement markings are indicated in Attachment B. A separate evaluation of equestrian crossings is also being conducted and will be issued independent of this report. However, there are two existing equestrian crossings on Crest Road East (at Georgeff Road and at Caballeros Road) and the traffic controls associated with these crossings are included in this evaluation as well as the separate equestrian crossing report.

**HORIZONTAL ALIGNMENT WARNING SIGNS**

Crest Road East has several horizontal curves between Portuguese Bend Road and its easterly terminus (Attachment C). The CA MUTCD specifies in Sections 2C.06 through 2C.15 the application of the warning signs as well the use of advisory speed plaques to alert motorists of the horizontal alignment change. Advisory speeds are determined through a ball-bank indicator analysis. In determining the need for curve or turn warning signs, consideration should be given to driver expectancy based on the driving environment. If the curve can be driven at a legal speed without discomfort, there is

normally no need for a sign. A curve warning sign should be considered in advance of any curve that produces a reading of 10 degrees on a Ball Bank Indicator at speeds lower than the approach speed. If a curve warning sign is needed, it should be supplemented with an advisory speed message.

The method for conducting a ball-bank indicator evaluation, which was conducted on September 14, 2019, is contained in CA MUTCD Section 2C.08. For the 30 mph speed limit on Crest Road East, a ball-bank indicator reading of 14 or more would suggest that a warning sign and advisory speed plaque are appropriate. The results are as follows:

<u>Curve #</u>	<u>Ball-Bank Reading (Average – Both Directions)</u>	<u>Warning Sign Required</u>
1	7	NO
2	6	NO
3	6	NO
4	9	NO

## RECOMMENDATIONS

The following recommendations will provide compliance with current CA MUTCD standards. They also incorporate the details contained in the most current Caltrans Standard Plans, issued in 2018. For items not included in the following recommendations, the existing traffic controls should be reinstalled/retained. All installations should be consistent with installation requirements of the CA MUTCD and Caltrans Standard Plans. Based on the field investigation and ball-bank indicator evaluation, the following recommendations are provided:

1. Do not install horizontal alignment warning signs or advisory speed plaques on Crest Road East.
2. Consider raising the height of traffic control signs to provide the CA MUTCD guidance of a 7-foot clearance between the bottom of the sign and the surrounding ground surface.
3. Replace all existing 4" wide white edgeline and 4" yellow centerline striping with 6" stripes to comply with current Caltrans Standard Plans.
4. Replace all existing stop signs (R1-1) with new, retroreflective 30" x 30" signs.
5. Install new All-Way Plaques (R1-3P) below each of the stop signs (R1-1) at the intersections of Portuguese Bend Road and Crest Road East, and at Crest Road East and Eastfield Drive.



PROFESSIONAL BUILDING & SAFETY ENGINEERING INFRASTRUCTURE MANAGEMENT

6. Replace the existing "CLOSED TO THROUGH TRAFFIC" warning sign on the south side of Crest Road East, approximately 36 feet east of Eastfield Drive with an R11-4 regulatory sign.
7. Reinstall all existing thermoplastic pavement markings with paint.

#### **BID SCHEDULE**

A roadway resurfacing bid schedule of the signing, striping and markings on Crest Road East is included as Attachment C. The bid schedule includes existing traffic controls to be reinstalled/retained and the recommendations included above. All traffic controls should be installed per requirements of the current CA MUTCD and Caltrans Standard Plans.

Please feel free to contact me at (562) 252-2511 or [jackrydell@caaprofessionals.com](mailto:jackrydell@caaprofessionals.com) if you have any questions regarding these recommendations. It has been a pleasure to provide you with this traffic engineering service.

Sincerely,

Charles Abbott Associates

Jack Rydell, P.E., T.E.  
Senior Traffic Engineer

JR: Crest Rd East Signing and Striping Inventory Report - 10-8-19

Attach.



**CITY OF ROLLING HILLS  
Sign Inventory**

**Attachment A**

SIGN ID	Main Street	Location	Cross Street	Approximate Location	MUTCD Sign Code	Sign Notes	Sign Height	Sign Width	Sign Orientation	Sign Condition
1	Crest Road East	N/S	Portuguese Bend Road	E/L	R1-1		30"	30"	Facing Westbound Traffic	Acceptable - Sign mounted 4 1/2 ft above ground
2	Crest Road West	S/S	Portuguese Bend Road	W/L	R1-1		30"	30"	Facing Eastbound Traffic	Acceptable - Sign mounted 4 1/2 ft above ground
3	Portuguese Bend Road	W/S	Crest Road West	N/L	R1-1		30"	30"	Facing Southbound Traffic	Acceptable - Sign mounted 4 1/2 ft above ground
4	Portuguese Bend Road	E/S	Crest Road East	S/L	R1-1		30"	30"	Facing Northbound Traffic	Acceptable - Sign mounted 4 1/2 ft above ground
5	Georgeff Road	W/S	Crest Road East	N/L	R1-1		30"	30"	Facing Southbound Traffic	Acceptable - Sign mounted 4 1/2 ft above ground
6	Crest Road East	S/S	Georgeff Road	150' E/O	R2-1	30 MPH	30"	24"	Facing Eastbound Traffic	Acceptable - Sign mounted 4 1/2 ft above ground
7	Crest Road East	S/S	Caballeros Road	300' W/O	W3-1		30"	30"	Facing Eastbound Traffic	Acceptable - Sign mounted 3 ft above ground
8	Crest Road East	S/S	Caballeros Road	W/L	R1-1		24"	24"	Facing Eastbound Traffic	Replace with 30" x 30" sign. Sign mounted 3 ft above ground
9	Caballeros Road	W/S	Crest Road East	N/L	R1-1		24"	24"	Facing Southbound Traffic	Replace with 30" x 30" sign. Sign mounted 3 ft above ground
10	Crest Road East	N/S	Southfield Drive	E/L	R1-1		24"	24"	Facing Westbound Traffic	Replace with 30" x 30" sign. Sign mounted 3 ft above ground
11	Southfield Drive	E/S	Crest Road East	S/L	R1-1		24"	24"	Facing Northbound Traffic	Replace with 30" x 30" sign. Sign mounted 3 ft above ground
12	Crest Road East	N/S	Southfield Drive	330' E/O	W3-1		30"	30"	Facing Westbound Traffic	Acceptable - Sign mounted 4 ft above ground
13	Crest Road East	S/S	Southfield Drive	465' E/O	R2-1	30 MPH	30"	24"	Facing Eastbound Traffic	Acceptable - Sign mounted 4 1/2 ft above ground
14	Crest Road East	N/S	Eastfield Drive	260' W/O	R2-1	30 MPH	30"	24"	Facing Westbound Traffic	Acceptable - Sign mounted 4 1/2 ft above ground
15	Crest Road East	S/S	Eastfield Drive	225' W/O	W3-1		30"	30"	Facing Eastbound Traffic	Acceptable - Sign mounted 4 1/2 ft above ground

# CITY OF ROLLING HILLS Sign Inventory

Attachment A

SIGN ID	Main Street	Location	Cross Street	Approximate Location	MUTCD Sign Code	Sign Notes	Sign Height	Sign Width	Sign Orientation	Sign Condition
16	Crest Road East	S/S	Eastfield Drive	W/L	R1-1		24"	24"	Facing Eastbound Traffic	Replace with 30" x 30" sign. Sign mounted 3 ft above ground
17	Eastfield Drive	W/S	Crest Road East	N/L	R1-1		24"	24"	Facing Southbound Traffic	Replace with 30" x 30" sign. Sign mounted 3 ft above ground
18	Crest Road East	N/S	Eastfield Drive	E/L	R1-1		24"	24"	Facing Westbound Traffic	Replace with 30" x 30" sign. Sign mounted 3 ft above ground
19	Crest Road East	S/S	Eastfield Drive	36' E/O	"CLOSED TO THROUGH TRAFFIC"	Non-Standard Sign	24"	24"	Facing Eastbound Traffic	Existing sign is a warning sign. Replace with R11-4 regulatory sign.
20	Crest Road East	S/S	Eastfield Drive	140' E/O	W31A (CA)		30"	30"	Facing Eastbound Traffic	Acceptable - Sign mounted 4 1/2 ft above ground
21	Crest Road East	N/S	Eastfield Drive	445' E/O	R26 (CA)	"NO PARKING FIRE LANE"	18"	12"	Facing South	Acceptable - Sign mounted on fence
22	Crest Road East	N/S	Eastfield Drive	500' E/O	R26 (CA)	"NO STOPPING FIRE LANE"	18"	12"	Facing North	Acceptable - Sign mounted on utility pole
23	Crest Road East	S/S	Eastfield Drive	550' E/O	R26 (CA)	"NO STOPPING FIRE LANE"	18"	12"	Facing South	Acceptable - Sign mounted on fence
24	Crest Road East	Head-On	Eastfield Drive	580' E/O	W31 (CA)		30"	30"	Facing Eastbound Traffic	Acceptable - Sign mounted on fence
25	Crest Road East	Head-On - North of W31 (CA)	Eastfield Drive	580' E/O	OM4-3		24"	24"	Facing Eastbound Traffic	Acceptable - Sign mounted on fence
26	Crest Road East	Head-On - South of W31 (CA)	Eastfield Drive	580' E/O	OM4-3		24"	24"	Facing Eastbound Traffic	Acceptable - Sign mounted on fence

**CITY OF ROLLING HILLS**  
**Pavement Marking Inventory**

**Attachment B**

**Replace Thermoplastic with Paint**

MARKING ID	Main Street	Location	Cross Street	Approximate Location	Caltrans Standard Plan	Marking Notes	Marking Width	Marking Length	Marking Material
1	Crest Road East	Westbound Approach	Portuguese Bend Road	E/L	A24E	White Limit Line	12"	15 ft	Thermoplastic
2	Crest Road East	Westbound Approach	Portuguese Bend Road	E/L	A24D	"STOP"	N/A	N/A	Thermoplastic
3	Crest Road East	Centerline	Portuguese Bend Road	E/L	A20A - Detail 22	Two-Direction No Passing Zone	4"	315 ft	Paint
4	Crest Road East	Centerline	Portuguese Bend Road	E/L	A20A - Type D marker (Two-way yellow retroreflective)	Two-way yellow retroreflective pavement marker - 4 per every 24 ft of centerline stripe, each set spaced at 8 ft (56 markers total)	N/A	315 ft	N/A
5	Crest Road East	North Edge of Pavement	Portuguese Bend Road	E/L	A20B - Detail 27B	Edgeline	4"	320 ft	Paint
6	Crest Road East	South Edge of Pavement	Portuguese Bend Road	E/L	A20B - Detail 27B	Edgeline	4"	2,950 ft	Paint
7	Crest Road East	Eastbound Lane	Georgeff Road	110' W/O	A24D/E	"HORSE XING"	N/A	N/A	Thermoplastic
8	Crest Road East	Westbound Lane	Georgeff Road	45' W/O	A24D	"STOP AHEAD"	N/A	N/A	Thermoplastic
9	Crest Road East	ON	Georgeff Road	W/L	A24F - Basic	White Crosswalk - 10 ft Wide	12"	35 ft	Thermoplastic
10	Crest Road East	Centerline	Georgeff Road	E/L	A20A - Detail 22	Two-Direction No Passing Zone	4"	160 ft	Paint
11	Crest Road East	Westbound Lane	Georgeff Road	160' W/O	A24D/E	"HORSE XING"	N/A	N/A	Thermoplastic
12	Crest Road East	North Edge of Pavement	Georgeff Road	E/L	A20B - Detail 27B	Edgeline	4"	2,500 ft	Paint
13	Crest Road East	Eastbound Lane	Georgeff Road	290' E/O	A20A - Type D (Blue)	Blue raised reflective pavement marker	N/A	N/A	N/A
14	Crest Road East	Centerline	Georgeff Road	160' E/O	A20A - Detail 2	Skip Yellow Centerline	4"	2,200 ft	Paint
15	Crest Road East	Eastbound Lane	Georgeff Road	970' E/O	A20A - Type D (Blue)	Blue raised reflective pavement marker	N/A	N/A	N/A
16	Crest Road East	Eastbound Lane	Caballeros Road	970' W/O	A20A - Type D (Blue)	Blue raised reflective pavement marker	N/A	N/A	N/A
17	Crest Road East	Eastbound Lane	Caballeros Road	420' W/O	A20A - Type D (Blue)	Blue raised reflective pavement marker	N/A	N/A	N/A
18	Crest Road East	Eastbound Lane	Caballeros Road	300' W/O	A24D	"STOP AHEAD"	N/A	N/A	Thermoplastic
19	Crest Road East	Centerline	Caballeros Road	W/L	A20A - Detail 22	Two-Direction No Passing Zone	4"	150 ft	Paint
20	Crest Road East	Eastbound Approach	Caballeros Road	W/L	A24D	"STOP"	N/A	N/A	Thermoplastic
21	Crest Road East	ON	Caballeros Road	W/L	A24F - Basic	White Crosswalk - 10 ft Wide	12"	45 ft	Thermoplastic
22	Crest Road East	North Edge of Pavement	Caballeros Road	E/L	A20B - Detail 27B	Edgeline	4"	2,400 ft	Paint
23	Crest Road East	Westbound Approach	Southfield Drive	E/L	A24E	White Limit Line	12"	12 ft	Thermoplastic
24	Crest Road East	Westbound Approach	Southfield Drive	E/L	A24D	"STOP"	N/A	N/A	Thermoplastic
25	Crest Road East	Centerline	Southfield Drive	E/L	A20A - Detail 22	Two-Direction No Passing Zone	4"	160 ft	Paint

**CITY OF ROLLING HILLS**  
**Pavement Marking Inventory**

Attachment B

MARKING ID	Main Street	Location	Cross Street	Approximate Location	Caltrans Standard Plan	Marking Notes	Marking Width	Marking Length	Marking Material
26	Crest Road East	South Edge of Pavement	Southfield Drive	E/L	A208 - Detail 27B	Edgeline	4"	2,800 ft	Paint
27	Crest Road East	Centerline	Southfield Drive	160' E/O	A20A - Detail 2	Skip Yellow Centerline	4"	1,900 ft	Paint
28	Crest Road East	Eastbound Lane	Southfield Drive	350' E/O	A24D	"STOP AHEAD"	N/A	N/A	Thermoplastic
29	Crest Road East	Eastbound Lane	Southfield Drive	495' E/O	A20A - Type D (Blue)	Blue raised reflective pavement marker	N/A	N/A	N/A
30	Crest Road East	Eastbound Lane	Southfield Drive	1,100' E/O	A20A - Type D (Blue)	Blue raised reflective pavement marker	N/A	N/A	N/A
31	Crest Road East	Centerline	Eastfield Drive	W/L	A20A - Detail 22	Two-Direction No Passing Zone	4"	250 ft	Paint
32	Crest Road East	Eastbound Lane	Eastfield Drive	210' E/O	A24D	"STOP AHEAD"	N/A	N/A	Thermoplastic
33	Crest Road East	Eastbound Approach	Eastfield Drive	W/L	A24E	White Limit Line	12"	12 ft	Thermoplastic
34	Crest Road East	Eastbound Approach	Eastfield Drive	W/L	A24D	"STOP"	N/A	N/A	Thermoplastic
35	Crest Road East	Westbound Approach	Eastfield Drive	E/L	A24E	White Limit Line	12"	35 ft	Thermoplastic
36	Crest Road East	Westbound Approach	Eastfield Drive	E/L	A24D	"STOP"	N/A	N/A	Thermoplastic
37	Crest Road East	North Edge of Pavement	Eastfield Drive	E/L	A208 - Detail 27B	Edgeline	4"	400 ft	Paint
38	Crest Road East	Centerline	Eastfield Drive	E/L	A20A - Detail 22	Two-Direction No Passing Zone	4"	160 ft	Paint
39	Crest Road East	Eastbound Lane	Eastfield Drive	80' E/O	A24D/E	"ROAD ENDS 500 FEET"	N/A	N/A	Thermoplastic
40	Crest Road East	Centerline	Eastfield Drive	160' E/O	A20A - Detail 2	Skip Yellow Centerline	4"	230 ft	Paint
41	Crest Road East	Eastbound Lane	Eastfield Drive	360' E/O	A24D/E	"ROAD ENDS"	N/A	N/A	Thermoplastic
42	Crest Road East	North Edge of Pavement	Eastfield Drive	430' E/O	A20A - Detail 21	Two-Direction No Passing Zone	4"	160 ft	Paint



**BID SCHEDULE**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Remove Existing Sign	13	EA	\$	\$
2	Install R1-1 Sign	12	EA	\$	\$
3	Install R1-3P Sign	12	EA	\$	\$
4	Install R11-4 Sign	1	EA	\$	\$
5	Install 8" edgeline per Caltrans Standard Plan A20B, Detail 27B	11,370	LF	\$	\$
6	Install Two-Direction No Passing Zone per Caltrans Standard Plan A20A, Detail 22	1,195	LF	\$	\$
7	Install Two-Direction No Passing Zone per Caltrans Standard Plan A20A, Detail 21	160	LF	\$	\$
8	Install Type D marker (Two-way yellow retroreflective)	56	EA	\$	\$
9	Install Skip Yellow Centerline per Caltrans Standard Plan A20A, Detail 2	4,330	LF	\$	\$
10	Install Basic Crosswalk per Caltrans Standard Plan A24F	2	EA	\$	\$
11	Install White Limit Line per Caltrans Standard Plan A24E	4	EA	\$	\$
12	Install "STOP" Pavement Marking per Caltrans Standard Plan A24D	5	EA	\$	\$
13	Install "HORSE XING" Pavement Marking per Caltrans Standard Plan A24D/E	2	EA	\$	\$
14	Install "STOP AHEAD" Pavement Marking per Caltrans Standard Plan A24D	4	EA	\$	\$
15	Install "ROAD ENDS 500 FEET" Pavement Marking per Caltrans Standard Plan A24D/E	1	EA	\$	\$
16	Install "ROAD ENDS" Pavement Marking per Caltrans Standard Plan A24D/E	1	EA	\$	\$
17	Install Blue Raised Reflective Pavement Marker	6	EA	\$	\$
<b>TOTAL BASE BID (In Figures)</b>					\$
<b>TOTAL BASE BID (In Words)</b>					

**NOTES:**

1. All amounts and totals given in the Bid Schedule will be subject to verification by the Contractor. In case of variation between the unit cost and amount shown by bidder, the unit cost will be considered to be his/her bid.
2. Quantities shown in the above Bid Schedule are estimated quantities for bidding purposes only. Actual quantities shall be determined from field measurements.

September 25, 2019

Elaine Jeng, P.E.  
City Manager  
City of Rolling Hills  
No. 2 Portuguese Bend Road  
Rolling Hills, CA 90274

**MIDDLERIDGE ROAD AND WILLIAMSBURG LANE/LOWER BLACKWATER  
CANYON ROAD  
ALL-WAY STOP CONTROLS**

Dear Ms. Jeng:

**RECOMMENDATIONS**

1. Consider the installation of all-way stop controls at Middleridge Lane and Williamsburg Lane/Lower Blackwater Canyon Road.

**BACKGROUND**

As requested I reviewed the intersection of Middleridge Road and Williamsburg Lane/Lower Blackwater Canyon Road with respect to the need for all-way stop controls and offer the following comments. Due to the proximity of Williamsburg Lane and Lower Blackwater Canyon Road, this area is being evaluated as a single intersection.



**DISCUSSION**

Middleridge Road in the subject vicinity is classified as a local roadway in the current functional classification map (California Roadway System Map 13V52) and runs east-west. It has one lane in each direction and has no posted speed limit in the subject vicinity. The vertical alignment is rolling with multiple horizontal curves between points west of Williamsburg Lane and east of Lower Blackwater Canyon Road.

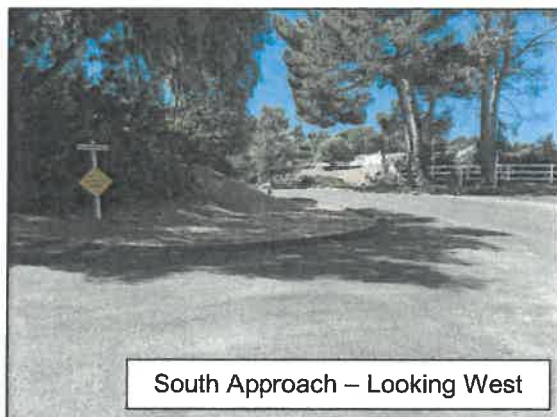
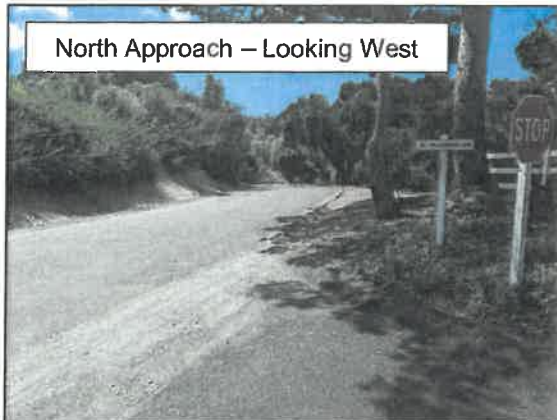
CHARLES ABBOTT ASSOCIATES, INC.

27401 LOS ALTOS • SUITE 220 • MISSION VIEJO, CA 92691

TOLL FREE: (866) 530-4980 • PHONE: (949) 367-2850 • FAX: (949) 367-2852

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Williamsburg Lane and Lower Blackwater Canyon Road are both local roadways that run north-south with one lane in each direction. Williamsburg Lane is a cul-de-sac that terminate on the south at Middleridge Road and has stop control. Lower Blackwater Canyon Road is stop controlled at Middleridge Road, and then continues easterly.



Williamsburg Lane and Lower Blackwater Canyon Road are approximately 70 feet apart, with Williamsburg Lane on the west and Lower Blackwater Canyon Road on the east. There is rural residential development on all roadways in the area.

A field review was conducted on September 19, 2019. Traffic volumes on all roadways were observed to be extremely light. A review of the available SWITRS data at this intersection revealed no reported collisions since 2014 that could be correctable with the installation of all-way stop controls.

For the assumed legal speed limit of 25 mph on Middleridge Road, the minimum stopping sight distance per Table 201.1 of the California Highway Design Manual is 150 feet. Field

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measurements revealed that visibility for Williamsburg Lane looking west and Lower Blackwater Canyon Road looking east exceeds the minimum stopping sight distance. However, visibility for Williamsburg Lane looking east was measured at approximately 125 feet and visibility for Lower Blackwater Canyon Road looking west was measured at approximately 110 feet. The visibility restrictions are due to geographic features that are not easily mitigated.

The California Manual on Uniform Traffic Control Devices (CA MUTCD) provides guidance for the installation of all-way stop controls. It suggests that all-way stop controls may be considered when:

- **Warrant A** - Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- **Warrant B** - There is a crash problem, as indicated by 5 or more reported crashes in a 12-month period that are susceptible to correction by all-way stop installation. Such crashes include right- and left-turn collisions as well as right-angle collisions.
- **Warrant C** - Where the vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour. When the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, as it does at this intersection, the minimum vehicular volume warrants may be reduced to 70 percent of the above values.
- **Warrant D** - Where none of the above Warrants are satisfied, but Warrants B and C are satisfied 80 percent. For this warrant, the 70 percent reduction for Warrant D cannot be applied.

The CA MUTCD also provides other criteria that may be considered, including:

- The need to control left-turn conflicts;
- The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;



- Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and,
- An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where all-way stop control would improve traffic operational characteristics of the intersection.

Warrant A would clearly not be satisfied as a traffic signal is not appropriate for this location. The lack of reported crashes do not satisfy Warrant B. As indicated previously, the traffic volumes for Middleridge Road, Williamsburg Lane and Lower Blackwater Canyon Road are far below the minimum thresholds in Warrant C. The reported crashes and traffic volumes also do not satisfy Warrant D.

With regards to the additional criteria allowed for consideration in the CA MUTCD, the following criterion appears applicable to justify all-way stop controls at this intersection.

**Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop** – Visibility for motorists on the north approach of Williamsburg Lane viewing traffic approaching from the east, and visibility on the south approach of Lower Blackwater Canyon Road viewing traffic approaching from the west is limited due to the roadway curvature and vertical alignment. The minimum stopping sight distance of 150 feet for 25 mph cannot be provided and can create conflict for motorists attempting to enter Middleridge Road.

## **CONCLUSION**

Due to the restricted visibility for motorists on the north and south approaches viewing approaching traffic on Middleridge Road and application of the additional criteria regarding visibility issues, the installation of all-way stop controls could be justified.

JR: Middleridge Rd and Williamsburg Ln-  
Lower Blackwater Canyon Rd All-Way Stop  
Control Analysis - 9-25-19



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*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.: 8D**  
**Mtg. Date: 10/14/2019**

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

**FROM: YOLANTA SCHWARTZ, PLANNING DIRECTOR**

**THRU: ELAINE JENG P.E., CITY MANAGER**

**SUBJECT: CONSIDER CALOES DESIGNATION OF SUBRECIPIENT'S AGENT  
AND FEDERAL FUNDING ACCOUNTABILITY.  
CONSIDER ALLOCATION OF FUNDS FOR THE PREPARATION OF  
SAFETY ELEMENT TO BE REIMBURSED AT 75%.**

**ATTACHMENT:**

- 1. NOTIFICATION OF SUBAPPLICATION GRANT APPROVAL FOR SAFETY ELEMENT.**
- 2. PROGRAM AGENT DESIGNATION FORM.**
- 3. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) FINANCIAL DISCLOSURE.**
- 4. PROJECT ASSURANCES FOR FEDERAL ASSISTANCE.**

---

**BACKGROUND**

The City submitted six grant applications to California Governor's Office of Emergency Services (Cal OES) under the Hazard Mitigation Grants Program in August 2018 and in April 2019. Two out of six grant applications are currently under review and consideration by Cal OES, one is on FEMA's waitlist for funding, and two others have been forwarded to FEMA for consideration.

On September 23, 2019 the City was informed that FEMA approved one of six applications in the amount of \$63,499 to update the Safety Element of the General Plan. The Safety Element focuses on the reduction and/or prevention of injuries, loss of life, property damage and economic and social disruption due to natural and man-induced hazards, and formulation of programs to reduce risks associated with such hazards.



The Safety Element is a required component of the General Plan and of the Hazard Mitigation Plan adopted by the City in January 2019. The City's Hazard Mitigation Plan commits the City to updating its Safety Element in order to be eligible for disaster funds. The City's General Plan, including the Safety Element, was last updated in 1990. The Housing Element of the General Plan was updated in 2014. It is not required to update all of the elements of the General Plan simultaneously or consecutively. With funding available, staff can undertake the update to the Safety Element with outsourced help.

The City's required match fund for updating the Safety Element is \$15,875 (25% of the grant) and the work must be completed before May 9, 2022. To accept the award of the grant, the City has 30-days from the award letter, dated September 18, 2019, to submit required authorization forms and related documents.

## **DISCUSSION**

Staff submitted authorization of agent form to CalOES as part of the application process for grant funding but due to the staffing changes the submitted form must be updated and signed again by a representative of the Governing Body. The City is also required to submit an executed Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure Form and Project Assurances for Federal Assistance authorization to enter into an agreement with CalOES

## **FISCAL IMPACT**

On June 10, 2019, the City Council adopted the Fiscal Year 2019-2020 budget without consideration for the grants because staff could not anticipate notifications of successful applications. There are insufficient funds in the approved Fiscal Year 2019-2020 budget to commence work on the Safety Element.

Preparation and adoption of the Safety Element is a lengthy process and staff does not anticipate completion of the Safety Element during the current Fiscal Year. However, the project can commence in FY 2019-20. Staff recommends a budget amendment to allocate half of the project funds or approximately \$31,750 from the City's General Fund Reserves.

## **RECOMMENDATION**

Staff recommends that the City Council approve the forms required to be submitted to CalOES to accept the grant. Staff also recommends that the City Council consider a budget amendment to allocate \$31,750 from the City's General Fund Reserves to commence the project.



September 18, 2019

RECEIVED

SEP 23 2019

City of Rolling Hills  
By \_\_\_\_\_

Yolanta Schwartz  
Interim City Manager  
Rolling Hills, City of  
2 Portuguese Bend Road  
Rolling Hills, CA 90274

Subject: **Notification of Subapplication Approval**  
Hazard Mitigation Grant Program  
FEMA-4344-DR-CA, Project #**PL0521**, FIPS #**037-62602**

Dear Ms. Schwartz:

The California Governor's Office of Emergency Services (Cal OES) received notification that the Federal Emergency Management Agency (FEMA) has approved your organization's subaward application in the amount of **\$47,624.25**. A copy of the FEMA award package is enclosed for your records.

In order to receive payment, all subrecipients must have a current (within the last 3 years), valid Governing Body Resolution and updated Grant Assurances on file with our office (sample copies enclosed). These forms may be downloaded in an electronic format at [www.caloes.ca.gov](http://www.caloes.ca.gov) following the links: *Cal OES Divisions; Recovery; Disaster Mitigation & Technical Support; 404 Hazard Mitigation Grant Program; HM Post Obligation Documents*. An active DUNS Number registration with the federal System for Award Management (SAM) website is also required for obtaining payment for the duration of this grant subaward. For your convenience, information regarding completing and renewing a SAM registration is included in this package. Please complete the electronic forms as well as the enclosed Supplemental Grant Subaward Information sheet and return them to the address below within 30 days. Payments will be made on a reimbursement basis using the Hazard Mitigation Reimbursement Request Form. A ten percent (10%) retention will be withheld from all reimbursement payments and will be released as part of the subaward closeout process.

Reimbursements can be made only for items listed on the approved subaward application; expenditures for any other work should be separately maintained and are the sole responsibility of the subrecipient. Any funds received in excess of current needs or approved amounts, or those found owed as a result of a final inspection or audit, must be refunded to the State within 30 days of receipt of an invoice from Cal OES.



For further assistance, please contact the Recovery Grants Processing Unit at (916) 845-8110 for payment related questions, or Hazard Mitigation Grants at (916) 845-8150 for program related questions.

Recovery Grants Processing Unit

Enclosures

c: Applicant's File



3650 SCHRIEVER AVENUE • MATHER, CA 95655  
RECOVERY GRANTS PROCESSING UNIT  
(916) 845-8110

**DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION**  
**Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

BE IT RESOLVED BY THE City Council OF THE City of Rolling Hills  
(Governing Body) (Name of Applicant)

THAT City Manager OR  
(Title of Authorized Agent)  
Planning and Community Services Director OR  
(Title of Authorized Agent)  
\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the CITY OF ROLLING HILLS, a public entity  
(Name of Subrecipient)  
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service,  
for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief  
and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the CITY OF ROLLING HILLS, a public entity established under the laws of the State of California,  
(Name of Subrecipient)  
hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state  
disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

☒ This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval  
below.

☐ This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) \_\_\_\_\_

Passed and approved this 14th day of October, 2019

Leah Mirsch, Mayor  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Yohana Coronel, duly appointed and City Clerk of  
(Name) (Title)  
City of Rolling Hills, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the City Council of the City of Rolling Hills  
(Governing Body) (Name of Applicant)

on the 14th day of October, 2019.

\_\_\_\_\_  
(Signature)

City Clerk  
(Title)



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

Cal OES ID No: 037-62602

DUNS No.: \_\_\_\_\_

## **Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure**

Public Law (PL) 109-282 Federal Funding Accountability and Transparency Act of 2006, as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (PL 110-252), which is outlined in the U.S. Department of Homeland Security, Federal Emergency Management Agency's Grant Program Directorate Information Bulletin No. 350, dated November 23, 2010 ([www.fsis.gov](http://www.fsis.gov)).

Entity Name: Rolling Hills, City of

You are subject to FFATA Financial Disclosure and must complete the below table if you can answer YES to ALL of the below criteria:

- Received 80% or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements in the preceding calendar year
- \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements
- The public does not have access to information about the compensation of your senior executives.

Executive Name	Title	Annual Salary	Annual Dollar Value of Benefits	Total Compensation

☒ Not subject to FFATA Financial Disclosure.

Elaine Jeng, P.E.

Printed Name of Authorized Agent

City Manager

Title of Authorized Agent

Signature of Authorized Agent

Date

# **PROJECT ASSURANCES FOR FEDERAL ASSISTANCE HAZARD MITIGATION GRANTS**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact California Governor's Office of Emergency Services (Cal OES). Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

***As the duly authorized representative of the applicant, I certify that the applicant:***

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.



9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and (j) the requirements on any other nondiscrimination statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
  - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
  - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
  - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.
21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension.

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly

authorized by CITY OF ROLLING HILLS  
(Name of Organization)

to enter into this agreement for and on behalf of said subrecipient, and by my signature do bind the subrecipient to the terms thereof.

Elaine Jeng, P.E.  
Printed Name of Authorized Applicant's Agent

City Manager  
Title

\_\_\_\_\_  
Signature of Authorized Applicant's Agent

\_\_\_\_\_  
Date

### Authorization

I, Elaine Jeng, do hereby certify as the authorized representative or  
Printed Name

officer of CITY OF ROLLING HILLS, that the information contained in this  
Name of Organization

application is true and correct.

City Manager  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



*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.: 10A**  
**Mtg. Date: 10/14/2019**

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

**FROM: DELIA ARANDA, CODE ENFORCEMENT OFFICER**

**THRU: YOLANTA SCHWARTZ, PLANNING DIRECTOR**

**SUBJECT: RECEIVE AND FILE THIRD QUARTER 2019 REPORT ON FIRE FUEL ABATEMENT ENFORCEMENT CASES**

**DATE: OCTOBER 14, 2019**

**ATTACHMENTS:**

- 1. FIRE FUEL ABATEMENT CASES**
- 2. ALL ACTIVE CODE ENFORCEMENT CASES**

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### **THIRD QUARTER 2019 REPORT**

The City Council directed staff to actively enforce the Fire Fuel Abatement Municipal Code section starting on July 1, 2018. Since then, 28 cases were logged. Of the 28 cases logged, 14 have been resolved. Four cases needed the expertise of an arborist for fire fuel abatement. To date, \$1,600 have been spent on arborist expertise to resolve fire fuel abatement enforcement cases. Fourteen fire fuel abatement violations are outstanding, and staff is working on resolving them with property owners.

In third quarter of 2019 (July 1, 2019 through September 30, 2019), two fire fuel abatement violations were observed and reported. During this period, eight fire fuel abatement violations reported in previous periods were resolved. During this period, the City received four new complaints unrelated to fire fuel abatement violations.

Attachment 1 to this report is a log of all fire fuel abatement enforcement cases. Attachment 2 to this report is a log of all enforcement cases including fire fuel abatement violations.

## **RECOMMENDATION**

Staff recommends that the City Council receive and file the third quarter 2019 report on fire fuel abatement code enforcement cases.

### Fire Fuel Abatement Cases 2019

Rcvd Date	No.	Street	Inquiry/Complaint/Issue	Category	Status	Date Resolved	Comments
5/16/16	17	Cinchring Road	Dead vegetation	Vegetation	Resolved	8/20/19	Property owner is addressing dead vegetation and addressing the violation.
4/17/17	38	Portuguese Bend Road	Letter to remove dead trees	Vegetation	Resolved		Resolved.
2/6/18	1	Crest Road West	Dead Tree	Vegetation	Resolved	8/19/19	Has been resolved.
2/6/18	4	Quail Ridge Road North	Dead Tree	Vegetation	Active		Monitoring
2/6/18	25	Crest Road West	Dead Tree	Vegetation	Active		Monitoring
2/6/18	92	Saddleback Road	Dead Tree	Vegetation	Active		Monitoring
2/7/18	11	Bowie Road	Dead Tree	Vegetation	Resolved	8/13/19	Resolved.
2/14/18	1	Concho Lane	Dead Trees	Vegetation	Active		Monitoring
2/14/18	1	Williamsburg Lane	Dead Vegetation	Vegetation	Resolved	8/13/19	Resolved
2/14/18	2	Appaloosa Lane	Dead Tree	Vegetation	Unfounded	9/4/19	Resolved
2/14/18	4	Middleridge Lane South	Dead Tree	Vegetation	Resolved	8/13/19	Resolved
2/14/18	4	Storm Hill Lane	Dead Tree	Vegetation	Resolved	8/13/19	Resolved
2/14/18	6	Packsaddle Road East	Dead Tree	Vegetation	Active		Monitoring
2/14/18	12	Upper Blackwater Canyon Road	Dead Tree	Vegetation	Resolved	8/13/19	Resolved
2/14/18	14	Johns Canyon Road	Dead Tree	Vegetation	Active		Monitoring
2/14/18	17	Crest Road East	Dead Tree	Vegetation	Active		Monitoring
2/14/18	19	Portuguese Bend Road	Dead Tree	Vegetation	Resolved	8/13/19	Resolved
2/14/18	20	Buggy Whip Drive	Dead Tree	Vegetation	Active		Monitoring
2/14/18	27	Buggy Whip Drive	Dead Tree	Vegetation	Resolved	9/11/19	Resolved
2/14/18	29	Crest Road East	Dead Tree	Vegetation	Resolved	9/24/19	Resolved
2/14/18	68	Saddleback Road	Dead Tree	Vegetation	Active		Monitoring
2/14/18	88	Saddleback Road	Dead Tree	Vegetation	Active		Monitoring
6/18/18	3	Appaloosa Lane	Dead vegetation	Vegetation	Active		Sent property owner a letter of dead vegetation and is addressing the violation.
6/20/18	77	Portuguese Bend Road	Dead vegetation along trail	Vegetation	Resolved	10/2/19	Resolved.
7/31/18	16	Buggy Whip Drive	Dead tree in the front yard	Vegetation	Resolved	6/19/19	Monitoring
7/31/18	85	Saddleback Road	Dead vegetation along roadway next to utility pole	Vegetation	Resolved	6/7/19	Has been resolved.
9/12/18	11	Georgeff Road	Dead Tree	Vegetation	Active		Monitoring



### Fire Fuel Abatement Cases 2019

Rcvd Date	No.	Street	Inquiry/Complaint/Issue	Category	Status	Date Resolved	Comments
12/14/18	24	Portuguese Bend Road	Dead Tree	Vegetation	Resolved	8/13/19	Resolved
2/4/19	20	Portuguese Bend Road	Dead Tree	Vegetation	Resolved	6/7/19	Resolved
2/4/19	21	Portuguese Bend Road	Dead Tree	Vegetation	Resolved	3/15/19	Resolved
2/4/19	32	Portuguese Bend Road	Dead Tree	Vegetation	Resolved	5/6/19	Resolved
2/8/19	11	Upper Blackwater Canyon Road	Dead trees	Vegetation	Resolved	6/14/19	Resolved
2/8/19	19	Southfield Drive	Dead Trees	Vegetation	Resolved	4/18/19	Resolved.
2/12/19	1	Sagebrush	Dead tree	Vegetation	Resolved	6/14/19	Resolved
2/12/19	34	Portuguese Bend Road	Tree branches down on property; tree branches in	Vegetation	Active		Utility company evaluating.
2/26/19	15	Upper Blackwater Canyon Road	Dead Trees	Vegetation	Active		Outstanding
2/26/19	28	Chuckwagon Rd	Dead tree	Vegetation	Resolved	6/7/19	Resolved
5/3/19	20	Cinching Road	Dead Tree	Vegetation	Resolved	6/7/19	Resolved
5/3/19	14/15	Portuguese Bend Road	Tree	Vegetation	Resolved	6/13/19	Resolved
5/16/19	20	Cinching Road	Dead vegetation	Vegetation	Resolved	6/7/19	Resolved
5/24/19	5	Pine Tree Lane	Dead vegetation /construction	Vegetation	Active		Monitoring
6/4/19	26	Crest Road East	Dead vegetation	Vegetation	Active		Monitoring
6/12/19	20	Buggy Whip Drive	Dead vegetation	Vegetation	Active		Monitoring
6/14/19	2	Pheasant Lane/25 Portuguese Bend Rd	Dead Vegetation	Vegetation	Resolved	9/25/19	Resolved
6/14/19	14	Upper Blackwater Canyon Road	Dead vegetation	Vegetation	Active		Monitoring
6/14/19		Cal Water Property	Dead vegetation	Vegetation	Active		Most of the vegetation has been cleared, I am in contact with the water company.
6/26/19	7	Ranchero	Dead vegetation/tree	Vegetation	Active		Mr. Mok is working with the City and the HOA and has addressed most of the dry vegetation. Mr. Mok is keeping in contact with City staff with the progress.
7/22/19	14	Portuguese Bend Road	Dead vegetation/tree	Vegetation	Active	9/25/19	Resolved

### Fire Fuel Abatement Cases 2019

Rcvd Date	No.	Street	Inquiry/Complaint/Issue	Category	Status	Date Resolved	Comments
8/13/19	2	Portuguese Bend Road	Dead Vegetation/tree/Maintenance	Vegetation	Active		Monitoring
9/4/19	18	Cinchring Road	Dead Vegetation	Vegetation	Active		Monitoring
9/24/19	23	Crest Road East	Dead Vegetation	Vegetation	Active		Monitoring
9/24/19	16	Cinchring Road	Dead Vegetation	Vegetation	Active		Monitoring
9/24/19	4	Ranchero	Dead Vegetation	Vegetation	Active		Monitoring

### Code Enforcement Cases 2019

Rcvd Date	No.	Street	Inquiry/Complaint/Issue	Category	Status	Date Resolved	Comments
3/1/16	38	Portuguese Bend Road	Stairs, walls, and water feature being built without permits. Slope remediation from dumping dirt.	Illegal Construction	Active		Permits have been obtained work in progress.
8/1/17	8	Bowie Road	Concrete work and possibly caissons being constructed illegally; Illegal construction, possibly involving pool	Illegal Construction/ Permits	Active		Sent property owner a letter of non compliance for permits
12/4/17	15	Portuguese Bend Road	Trellis construction	Illegal Construction	Active		Inquiry if trellis.
2/6/18	4	Quail Ridge Road North	Dead Tree	Vegetation	Active		Monitoring
2/6/18	25	Crest Road West	Dead Tree	Vegetation	Active		Monitoring
2/6/18	92	Saddleback Road	Dead Tree	Vegetation	Active		Monitoring
2/14/18	1	Concho Lane	Dead Trees	Vegetation	Active		Monitoring
2/14/18	6	Packsaddle Road East	Dead Tree	Vegetation	Active		Monitoring
2/14/18	14	Johns Canyon Road	Dead Tree	Vegetation	Active		Monitoring
2/14/18	17	Crest Road East	Dead Tree	Vegetation	Active		Monitoring
2/14/18	20	Buggy Whip Drive	Dead Tree	Vegetation	Active		Monitoring
2/14/18	68	Saddleback Road	Dead Tree	Vegetation	Active		Monitoring
2/14/18	88	Saddleback Road	Dead Tree	Vegetation	Active		Monitoring
4/17/18	7	Chuckwagon Road	Trailer storage in front yard	Vehicle	Active		Resolved
6/18/18	3	Appaloosa Lane	Dead vegetation	Vegetation	Active		Sent property owner a letter of dead vegetation and is addressing the violation.
6/20/18	2950	Palos Verdes Dr. N	Building buckling and slope failing	Health & Safety	Active		Property owner is moving forward with permits.
8/8/18	0	Poppy Trail	Storage of a boat, materials, and story poles	Nuisance	Active		Under Construction.
9/12/18	11	Georgeff Road	Dead Tree	Vegetation	Active		Monitoring
9/13/18	1	Ringbit Road West	Interior improvements to stable w/o permits	illegal Construction	Active		Monitoring
2/8/19	4	Buckboard Lane	Screening of sports court	Screening	Active	10/02/19 next inspection will be set up in mid September of 2020.	Monitoring
2/8/19	5	Johns Canyon Road	Illegal lighting	Light	Active		Resolved
2/12/19	34	Portuguese Bend Road	Tree branches down on property; tree branches in	Vegetation	Active		Utility company evaluating.

### Code Enforcement Cases 2019

Rcvd Date	No.	Street	Inquiry/Complaint/Issue	Category	Status	Date Resolved	Comments
2/26/19	15	Upper Blackwater Canyon Road	Dead Trees	Vegetation	Active		Outstanding
2/26/19	49	Eastfield Drive	Illegal conversion of stable to Rec. rm.	Illegal Construction	Active		Property owner is in the process of obtaining permits.
4/18/19	8	Georgeff Road	Maintenance	Property Maintenance	Active		Property owners are addressing all violations and keeping in contact via email.
5/3/19	2	Possum	feeding animals	Animal	Active		Outstanding
5/16/19	67	Portuguese Bend Road	Foundation Construction	Construction	Active		Owner discussed with building department and safety.
5/16/19	77	Saddleback Road	Noise	Noise	Active	10/7/19	Resolved
5/23/19	5	Chesterfield	Solar Panel/dry weed	plans	Active		Property owner has taken care of the glare, case will be closed once the chain-link fence is installed and dry vegetation is cleared.
5/24/19	5	Pine Tree Lane	Dead vegetation /construction	Vegetation	Active		Monitoring
5/24/19	15	Portuguese Bend Road	Illegal Construction	Permits	Active		Resolved
6/1/19	77	Saddleback Road	Drainage	Drainage	Active		Monitoring
6/4/19	26	Crest Road East	Dead vegetation	Vegetation	Active		Monitoring
6/12/19	20	Buggy Whip Drive	Dead vegetation	Vegetation	Active		Monitoring
6/14/19	6	Pine Tree Lane	Dead Tree	Dead Tree	Active		Monitoring
6/14/19	14	Upper Blackwater Canyon Road	Dead vegetation	Vegetation	Active		Monitoring

### Code Enforcement Cases 2019

Rcvd Date	No.	Street	Inquiry/Complaint/Issue	Category	Status	Date Resolved	Comments
6/14/19		Cal Water Property	Dead vegetation	Vegetation	Active		Most of the vegetation has been cleared, I am in contact with the water company.
6/26/19	7	Ranchero	Dead vegetation/tree	Vegetation	Active		Mr. Mok is working with the City and the HOA and has addressed most of the dry vegetation. Mr. Mok is keeping in contact with City staff with the progress.
6/28/19	1	Buggy Whip Drive	View	View	Active		Corresponded sent to owner. Owner is addressing the violation.
7/11/19	21	Buggy Whip Drive	Foundation		Active		Property owner is clearing the trellis.
7/18/19	40	Eastfield Drive	plans and permit. Unpermitted wall inside setback.	Plans and permit	Active		Property Owner addressing the violation.
7/22/19	1	Pinto Lane	Bright lights	Lighting	Active		Monitoring
7/22/19	14	Portuguese Bend Road	Dead vegetation/tree	Vegetation	Active	9/25/19	Resolved
8/12/19	18	Poppy Trail	Permits illegal Trenching/retaining wall.	Excavation/digging/trenching	Active		Monitoring
8/13/19	2	Portuguese Bend Road	Dead Vegetation/tree/Maintenance	Vegetation	Active		Monitoring
9/4/19	18	Cinchring Road	Dead Vegetation	Vegetation	Active		Monitoring
2/14/18	18	Pine Tree Lane	Dead Tree	Dead Tree	Active		Monitoring
9/24/19	23	Crest Road East	Dead Vegetation	Vegetation	Active		Monitoring
9/24/19	16	Cinchring Road	Dead Vegetation	Vegetation	Active		Monitoring
9/24/19	4	Ranchero	Dead Vegetation	Vegetation	Active		Monitoring