



# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

## AGENDA REGULAR COUNCIL MEETING

CITY COUNCIL  
Monday, January 13, 2020

CITY OF ROLLING HILLS  
7:00 PM

1. **CALL TO ORDER**

2. **ROLL CALL**

**PLEDGE OF ALLEGIANCE**

3. **PRESENTATION**

RECOGNITION BY THE CITY COUNCIL OF THE CITY OF ROLLING HILLS THE EXCELLENT VOLUNTEER WORK BY LEAD BLOCK CAPTAINS ARLENE AND GENE HONBO ON RE-ESTABLISHING THE BLOCK CAPTAIN PROGRAM AND THEIR EFFORTS ON WILDFIRE MITIGATION.

4. **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.*

5. **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.*

5.A **APPROVAL OF CITY COUNCIL MEETING MINUTES.  
RECOMMENDATION:APPROVE AS PRESENTED.**

[10-14-19CCDraftMinutes](#)

[10-28-19CCDraftMinutes](#)

[11-12-19CCDraftMinutes](#)

[11-25-19CCDraftMinutes](#)

[12-23-19CCDraftMinutes](#)

5.B **PAYMENT OF BILLS.  
RECOMMENDATION:APPROVE AS PRESENTED.**

[5B.pdf](#)

5.C **FINANCIAL STATEMENT FOR THE MONTH OF NOVEMBER 2019.  
RECOMMENDATION:APPROVE AS PRESENTED.**

[5C.pdf](#)

5.D **REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR NOVEMBER 2019.  
RECOMMENDATION:APPROVE AS PRESENTED.**

[5D.pdf](#)

5.E **CONSIDER AND APPROVE THE ANNUAL VENDOR LIST.**

**RECOMMENDATION:**

**It is recommended that the City Council approve the Annual Vendor List designating preferred vendors for certain City purchases.**

5.F **CONSIDER AND APPROVE CITY COUNCIL MEETING DATES FOR CALENDAR YEAR 2020  
RECOMMENDATION:**

It is recommended that members of the City Council approve the Calendar of 2020 Meeting Dates & Holidays. There is one holiday that lands on regularly scheduled City Council meetings; May 25, 2020 Memorial Day.

Staff is recommending to reschedule the May 25<sup>th</sup> meeting to Tuesday, May 26<sup>th</sup> or Wednesday, May 27<sup>th</sup>. The Holiday Party will be held on the second Monday of the month, December 14<sup>th</sup> as years past, and holding a Regular City Council Meeting on December 21<sup>st</sup> 2020, which will fall on the third Monday of the month.

[Item4F\\_Attach01\\_2020CityCouncilMeetingDates.xlsx](#)

5.G **CONSIDER AND APPROVE CITY COUNCIL BUDGET CALENDAR FISCAL YEAR 2020-2021  
RECOMMENDATION:**

It is recommended that members of the City Council approve the Budget Calendar of Fiscal Year 2020-2021.

[Item4G\\_Attach01\\_BudgetCalendarFY20-21v3.docx](#)

5.H **RESOLUTION 1247: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS  
AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF  
THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.  
RECOMMENDATION:**

It is recommended that members of the City Council adopt Resolution No. 1247 authorizing the destruction of certain City records as provided by Section 34070 of the Government Code of the State of California.

[Item4H\\_Attach02\\_DestructionFormsOfRecords.docx.pdf](#)

[Item4H\\_Attach01\\_ResolutionApprovingDestructionOfRecordsv1.docx](#)

6. **COMMISSION ITEMS**

6.A **CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-16 FROM THE PLANNING COMMISSION  
GRANTING APPROVAL OF A LOT LINE ADJUSTMENT BETWEEN FOUR PARCELS ALONG STORM HILL  
LANE IN ZONING CASE NO. 949, (STORM PROPERTIES, INC.)  
RECOMMENDATION:**

It is recommended that the City Council receive and file this report.

[PC Reso 2019-16.pdf](#)

6.B **CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-17 FROM THE PLANNING COMMISSION  
GRANTING APPROVAL FOR GRADING FOR A NEW ROAD TO SERVE PROPERTIES ON STORM HILL  
LANE; AND ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND  
REPORTING PROGRAM REQUEST IN ZONING CASE NO. 950; AND APPROVING REQUEST FOR ONE-YEAR  
TIME EXTENSION OF SCHEDULE A THROUGH E (STORM PROPERTIES, INC.)  
RECOMMENDATION:**

It is recommended that the City Council receive and file this report from the Planning Commission and approve the one-year extension request from the current deadline date of June 8, 2020.

[PC Reso 2019-17.pdf](#)

[PC Report 11.19.19.pdf](#)

[Item 5B\\_Attach03 4th Amendment.doc](#)

6.C **CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-18 FROM THE PLANNING COMMISSION  
GRANTING APPROVAL TO CONSTRUCT A 1,789 SQUARE FOOT HOUSE ADDITION AND 324 SQUARE  
FOOT GARAGE ADDITION, AND TO ATTACH AN EXISTING 978 SQUARE FOOT GUEST HOUSE TO THE  
RESIDENCE FOR A TOTAL OF 7,519 SQUARE FOOT RESIDENCE AND 1,030 SQUARE FOOT GARAGE AND  
GRADING OF 50 CUBIC YARDS OF DIRT; AND A CONDITIONAL USE PERMIT (CUP) TO CONSTRUCT A 799  
SQUARE FOOT GUEST HOUSE AT A PROPERTY LOCATED AT 13 EASTFIELD DRIVE (LOT 53-EF)  
ROLLING HILLS, CA, (BIRKETT).  
RECOMMENDATION:**

It is recommended that the City Council receive and file this report.

[Reso2019-18\\_13Eastfield\\_ZC960.docx](#)

7. **PUBLIC HEARINGS**  
NONE.

8. **OLD BUSINESS**

8.A **CONSIDERATION AND APPROVAL TO AWARD A CONSTRUCTION CONTRACT TO PCI FOR THE FY 2019-2020 TRAFFIC SIGNING, STRIPING, AND PAVEMENT MARKING PROJECT FOR AN AMOUNT OF \$40,479.50 FOR WORK INCLUDED IN SCHEDULE A.**

**RECOMMENDATION:**Staff recommends that the City Council move to award the construction contract to PCI for work included in Schedule A of the Request for Bid for an amount of \$40,479.50 and allocate an additional \$4,048 for 10% contingency for a total of \$44,527.50. Staff also recommends that the City Council direct staff to solicit pricing from the Los Angeles County Public Works Department to perform the work outlined in Schedule B.

[Item7A\\_Attach01\\_12-19-19\\_PCI Bid\\_2019-12-23.pdf](#)

[Item7A\\_Attach02\\_12-19-19\\_Sterndahl Bid\\_2019-12-23.pdf](#)

[Item7A\\_Attach03\\_Construction Agreement for PCI\\_2019-12-23.doc](#)

9. **NEW BUSINESS**

9.A **CONSIDER AND APPROVE A CONTRACT AMENDMENT WITH ROGERS, ANDERSON, MALODY & SCOTT, LLP TO PROVIDE FINANCIAL DATA ENTRY SERVICES FOR A MAXIMUM FEE OF \$26,750.**  
**RECOMMENDATION:**

**It is recommended the City Council authorize the City Manager to approve a contract amendment with Rogers, Anderson, Malody & Scott, LLP to record the financial activity for Fiscal Years 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19 into the new Finance Department Accounting Software.**

[Engagement Letter and Support.pdf](#)

9.B **CONSIDER AND APPROVE STRATEGIC PLANNING WORKSHOP AGENDA.**  
**RECOMMENDATION:**Staff recommends that the City Council approve the strategic planning workshop agenda for the January 25, 2020 meeting.

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

11. **MATTERS FROM STAFF**

11.A **RECEIVE AND FILE FOURTH QUARTER 2019 REPORT ON FIRE FUEL ABATEMENT ENFORCEMENT CASES.**

**RECOMMENDATION:**

**Staff recommends that the City Council receive and file the Fourth Quarter 2019 report on Code Enforcement and Fire Fuel Abatement cases.**

[Item10A\\_Attch01\\_Active VegetationCases.pdf](#)

[10A\\_Attachment 2 Comprehensive.pdf](#)

12. **ADJOURNMENT**

THE MEETING WILL BE ADJOURNED IN MEMORY OF FRANK HILL, FORMER COUNCILMEMBER OF THE CITY OF ROLLING HILLS. HE PASSED AWAY ON DECEMBER 02, 2019.

Next regular meeting: Monday, January 27, 2020 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

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

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

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



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.A  
Mtg. Date: 01/13/2020

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

**FROM:** YOHANA CORONEL,

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

**SUBJECT:** APPROVAL OF CITY COUNCIL MEETING MINUTES.

**DATE:** January 13, 2020

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**BACKGROUND:**  
NONE.

**DISCUSSION:**  
NONE.

**RECOMMENDATION:**  
APPROVE AS PRESENTED.

**ATTACHMENTS:**

[10-14-19CCDraftMinutes](#)

[10-28-19CCDraftMinutes](#)

[11-12-19CCDraftMinutes](#)

[11-25-19CCDraftMinutes](#)

[12-23-19CCDraftMinutes](#)



**MINUTES OF  
A REGULAR MEETING  
OF THE  
CITY COUNCIL OF THE  
CITY OF ROLLING HILLS, CALIFORNIA  
MONDAY, OCTOBER 14, 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 7:00p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

**2. ROLL CALL**

|                         |   |
|-------------------------|---|
| Councilmembers Present: | Mayor Mirsch, Pieper, Dieringer, Black and Wilson.  |
| Councilmembers Absent:  | None  |
| Others Present:         | Elaine Jeng, P.E., City Manager<br>Yolanta Schwartz, Planning Director<br>Meredith Elguira, Planning and Community Services Director<br>Yohana Coronel, City Clerk<br>Michael Jenkins, City Attorney<br>Alfred Visco, 15 Cinchring<br>Arval Witte,<br>Carol Witte,<br>Cris Sarabia, Palos Verdes Peninsula Land Conservancy<br>James O'Neill, City of Rancho Palos Verdes |

Mayor Mirsch introduced Meredith Elguira, the City's new Planning and Community Services Director. Meredith will be replacing long time Planning Director Yolanta Schwartz.

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

There were no public comments.

**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**

Councilmember Black moved that the City Council approve the items on the consent calendar except for item 4A. Mayor Pro Tem Pieper seconded the motion and the motion carried without objection by a voice vote as follows:

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

Mayor Mirsch pointed to page 7 of the meeting minutes, and identified that “Rule 20A” has been added to the minutes. Mayor Mirsch asked for confirmation that Rule 20A was properly added and referenced. Councilmember Wilson moved that the City Council pull the minutes and bring the minutes back to the City Council at the next meeting. Councilmember Dieringer seconded the motion and the motion carried without objection by a voice vote as follows:

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

**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.

City Manager Jeng referenced this agenda item to several previous City Council meetings where the City Council expressed the desire to reach out to the Palos Verdes Peninsula Land Conservancy to discuss fuel modification. Staff reached out to the Conservancy Executive Director Adrienne

Mohan and conducted several meetings discussing opportunities to extend the Conservancy's current fuel modification work to the border between Rolling Hills and the Conservancy. City Manager Jeng reported that in response, Adrienne provided a proposal. Staff also discussed with Adrienne if there is a possibility for eradication of Mustard plants rather than funding on-going work on an annual basis. City Manager Jeng stated that the Conservancy has experience elsewhere eliminating Mustard plants via the mow-and-kill method for a period of three years. Adrienne included a long term plan to eradicate Mustard Plant in her proposal. After the three-year period, the Conservancy would assess if replanting is appropriate based on the amount of seeding removed through the mow-and-kill process. City Manager Jeng noted that the proposal for consideration is comprised of two things: the first is immediate action to remove fire fuel along the border in the Preserve. The second is the long term work shown on page 7 through 14 of the Conservancy's proposal. City Manager Jeng introduced a staff from the City of Rancho Palos Verdes and from the Palos Verdes Peninsula Land Conservancy in the audience who are available to answer questions.

Councilmember Black pointed out on page 8 of 14 of the proposal and noted that the proposed location of the work is too far from the City. Councilmember Black expressed desire to do the fuel modification work proposed but preferred the work to be along the east-west direction rather than along the north-south direction.

Mayor Pro Tem Pieper agreed with Councilmember Black that the fuel modification is important.

Mayor Mirsch asked to hear from the representative from the Conservancy. City Manager Jeng introduced Cris Sarabia from the Conservancy.

Councilmember Black re-stated his preference for the locations of work for Mr. Sarabia. Mainly the locations expressed are along the east-west directions along the border of Rolling Hills and the Conservancy.

Mr. Sarabia responded that he would have to revisit the site to determine if the preferred locations can allow a tractor mower to traverse the subject area. Areas with pockets of native plants cannot be worked on with the mower but rather require a field crew to use smaller equipment to maneuver around the native plants.

Mayor Pro Tem Pieper inquired if the Conservancy will perform the work or have a contractor perform the work.

Mr. Sarabia responded that the Conservancy is exploring both options. The reason for the identified locations is to provide flexibility as the selected areas allow large machinery and continuous work.

Discussion ensued between Councilmember Black and Mr. Sarabia with respect to fuel modification work locations depicted in several pages of the Conservancy's proposal. James O'Neill, Public Works Department, City of Rancho Palos Verdes assisted in the discussion with information related to the locations of recent fuel modification work conducted by Rancho Palos Verdes.

Mr. Oneil provided a possible explanation for Councilmember Black's observation of the patches of fuel modification work near Mr. Alfred Visco's property. Mr. Oneil noted that per the Fire Department's requirement of 200 feet of clearance from structures, there may be a 30-foot distance of the required 200-foot radius closest to the structure referenced while the remaining is within the Nature Preserve.

Councilmember Black expressed that he does not feel that the 150-foot radius per the Fire Department is adequate.

Mr. Oneil inquired the width of the barrier strip desired.

Mayor Pro Tem Pieper responded the wider the better. If 200 feet is the starting point, start with that and move on to the next 200 feet.

Councilmember Wilson inquired about the eradication of the Mustard Plant and the optimal timeframe for mowing, for budgeting purposes.

Mr. Sarabia responded that the Conservancy has extensive experience with eradicating Mustard Plant. It is a long term process. Outlining the process, Mr. Sarabia noted that before the Mustard Plant flower, the Conservancy will mow the plant before the seeds are dropped. Mowing now when the Mustard Plant is dry will not help the seed bank but will eliminate the fuel load. But next year, the Mustard Plant will be mowed before becoming dry and before the seeds are dropped to reduce the seed bank. Mr. Sarabia noted that depending on the rainy season, the mowing are scheduled for the Spring, Spring into Summer and Summer.

City Manager Jeng confirmed with Mr. Sarabia that there is \$12,000 budget set aside per year. The \$12,000 covers the mowing prior to the rainy season but if there is second mowing needed in that rainy season, the \$12,000 would cover the second mowing.

Councilmember Dieringer inquired if Rancho Palos Verdes would be willing to cost share the work since locations of the proposed work is not quite the desired areas of work. Also, the proposed areas of work are all located in the Conservancy.

Mr. Oneil responded that Rancho Palos Verdes' areas of responsibility are dictated by the Fire Department's requirement of 200-foot radius from structures. The City of Rancho Palos Verdes already fulfilled their responsibilities this year and will continue on an annual basis. Mr. Oneil noted that the City Council's desire is to create a fire strip outside of the areas of the 200-foot radius from structures. In response to Councilmember Dieringer's inquiry, Mr. Oneil clarified that the City of Rancho Palos Verdes will perform fuel modification within 200 feet radius of structures in Rolling Hills within the Nature Preserve with considerations for native habitat, if any is present.

Mayor Mirsch inquired if the native vegetation within the 200-foot radius is dead, would the dead vegetation be removed.

Mr. Sarabia responded that the dead native vegetation would be removed.

In response to Councilmember Dieringer's inquiry, Mr. Oneil responded that he could not respond on behalf of the City of Rancho Palos Verdes City Council on the monetary contribution for additional fuel modifications beyond the Fire Department's requirements.

Councilmember Black noted that the City should facilitate access to sites from the City of Rolling Hills.

Mayor Mirsch clarified with Councilmember Black that access should be provided to the City of Rancho Palos Verdes not only for the fuel modification work paid for by Rolling Hills but also for the fuel modification work performed with the City of Rancho Palos Verdes on an annual basis.

Councilmember Dieringer inquired how long it would take to have a cost figure to provide a fire strip along the border. She also inquired if there is a guarantee that three years of mow-and-kill would eradicate the Mustard Plant.

Mr. Sarabia responded that it will take about two weeks to have a cost estimate for the fire strip along the border. The Conservancy will not provide a guarantee for the expressed timeframe to eradicate the Mustard Plant. It all depends on the type of seed bank.

Discussion ensued on the action to be taken by the City Council.

Councilmember Dieringer inquired about quality assurance about the scope of work that would be performed. She also inquired about the time needed for the City of Rancho Palos Verdes to respond to the request to cost share the fuel modification work.

Mr. Sarabia responded that photographs and monitoring documentation will be provided. The Conservancy has an interest to eradicate the Mustard Plant. Mr. Oneil responded that he will discuss the cost share request with his City Manager.

Mayor Mirsch inquired if there is value to conduct a site visit with the Land Conservancy.

Councilmember Black expressed he does not want to slow the process down.

Alfred Visco, 15 Cinchring Road expressed that it is his understanding that the proposed work does not need to go back to the City of Rancho Palos Verdes for approval for the work. He asked for confirmation. Mr. Visco pointed to the pages of the proposal showing his property. He is intimately aware of the fuel modification work adjacent to his property including giving permission to the City of Rancho Palos Verdes to conduct the fuel modification work. Mr. Visco provided his understanding of the Rancho Palos Verdes' fuel modification requirements. Mr. Visco recommended to perform the annual mowing and Acacia removal right now. Anything performed this year would be helpful. The City of Rancho Palos Verdes and the Land Conservancy have completed their fire fuel modificationmodification for the year and will not be taking additional action on this front. Mr. Visco also expressed that the City Council should take legal remedies against the City of Rancho Palos Verdes.

Arval Witte expressed that we are close to a breakthrough. Mr. Witte provided information on homes lost in past fires in the City of Rolling Hills. Mr. Witte also noted that he contributed to the Land Conservancy.

Carol Witte noted that she walked down from the fire station, (Rim Trail) and she observed a lot of fire fuel. It would take a spark to affect her home. Please do something about the fire fuel near the fire station.

Mayor Pro Tem Pieper moved to approve the proposal as presented excluding the long term work. The motion did not get a second.

Councilmember Black moved to approve the dollar amount including the on-going three year annual work but modify the locations of work to be closer to and along the border of Rolling Hills. Mayor Pro Tem Pieper seconded the motion.

Discussions ensued on the proposed motion.

Mr. Sarabia clarified that the Conservancy only looked into the scope of work as far as Paint Brush Trail.

City Manager Jeng expressed that the City Council appeared to be agreeable to page 9 of 14 and page 10 of 14. She suggested that the City Council move forward with the scope of work that is agreeable. She spoke with Cris and suggested to readjust the work on page of 8 of 14 to swing it closer to the City border. The dollar amount dedicated to page 8 of 14, if it is reallocated may not go far since the work is closer to the border which would need more manual labor and it would be more costly. City Manager Jeng suggested to allow staff to further discuss with the Conservancy regarding modified areas of work as requested by the City Council.

Discussions ensued on the modified areas of work.

Mayor Pro Tem Pieper expressed that any removal of fire fuel will be helpful. He expressed why would the City not remove the big swath of Mustard Plant for \$7,000. Mayor Pro Tem Pieper noted that the City Council should approve as presented and the action might be approving a few thousand dollars beyond what the City wanted but the work will eliminate fire fuel. If the work is piecemealed, Mayor Pro Tem Pieper expressed that the City Council will continue to talk about the matter and it will be weeks before any work commences. Mayor Pro Tem Pieper noted that the only question is when the work will start.

Councilmember Black withdrew his motion.

Mr. Sarabia stated that he can mobilize crews to start the work within the next 10 days.

Mayor Mirsch asked the Conservancy to expedite the mobilization as soon as possible.

Mayor Pro Tem Pieper motioned to approve the item as presented. Mayor Mirsch seconded the motion.

Discussions ensued on re-directing work to the east-west direction as much as possible.

City Clerk Coronel repeated the motion as follows: Mayor Pro Tem Pieper motioned to approve the item as presented. Councilmember Wilson seconded the motion and the motion carried without objection by a voice vote as follows:

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

**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.**

City Manager Jeng informed the Council that City of Rancho Palos Verdes reached out to discuss opportunities for a joint sewer project that would address RPV's land movement and Rolling Hills' desire for sewer mains. A subcommittee of the City Council of RPV requested several meetings with two members of the City Council of Rolling Hills. Subsequent to Council's meeting with RPV, RPV provided a proposal from the engineering consultant NV5 to perform a feasibility for sewer main lines in the Flying Triangle area. RPV requested to cost share NV5's fees.

Councilmember Black motioned to approve the item as presented and approved the cost share amount. Mayor Pro Tem Pieper seconded the motion.

Mayor Mirsch asked for public comments.

Mr. Visco expressed that the City should leverage any money given to RPV. Mr. Visco suggested to the City Council to go back to RPV to ask for money for fire fuel modification work.

Councilmember Wilson inquired if there is any anticipated impact with RPV's City Manager retiring and asked for confirmation that the fee is a fixed cost.

City Manager Jeng responded that she spoke with City Manager Doug Wilmore but could not anticipate impacts that may come on the RPV side with a change of staff and change of Council. The current Council is very interested in completing the feasibility study. City Manager Jeng confirmed that NV5's fee is a fixed cost.

Councilmember Dieringer inquired about the duration for the study and any other obligations on the part of the City from contributing to the study.

City Manager Jeng responded that there would be no other obligations other than contributing to the study. Councilmember Wilson noted that the proposal noted the study will be completed four weeks from notice to proceed.

The motion carried without objection by a voice vote as follows:

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

C. CONSIDERATION AND APPROVAL THE PROJECT SPECIFICATIONS FOR THE FY 2019-2020 SIGNING AND STRIPING PROJECT AND AUTHORIZE STAFF TO ADVERTISE FOR CONSTRUCTION BIDS.

City Manager Jeng informed the City Council that staff has requested the Council to approve advertisement for striping for the four streets paved by the Association earlier in the year. She apologized for not completing the project. With the Association planning to pave Crest Road East in a few days, there is opportunity to combine the project and advertise for construction bid for a bigger project. The project also included striping horse crossings per the traffic engineer's recommendations and addressing safety issues at one intersection in the City.

Mayor Pro Tem Pieper motion to approve the item as presented. The motion was seconded by Councilmember Wilson.

Mayor Mirsch inquired limit lines, horse crossing and duplications.

City Manager Jeng pointed to the Attachment A of the staff report and that inventory was put together by the Association and Caballeros. The traffic engineer used the initial list to conduct his site visits and provided his recommendations. In general if the horse crossing is located in an isolated location, the traffic engineer would recommend striping. In general if the horse crossing is located at an existing stop controlled location, the traffic engineer would not recommend additional striping for the horse crossing because there is already a limit line at the intersection.

Councilmember Dieringer inquired about the removal of thermoplastic from the project.

City Manager Jeng responded that there was an extensive discussion at the Traffic Commission to eliminate the use of thermoplastic everywhere to protect horses as the thermoplastic is slippery for the horses.

Mayor Pro Tem Pieper requested to be consistent along the edge of pavement.

Councilmember Wilson inquired if the Los Angeles County would be asked to provide a cost estimate.



City Manager Jeng responded that staff can request the County for a cost estimate but the staff intends to put the project out for competitive bids.

The motion carried without objection by a voice vote as follows:

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

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%.

Planning Director Schwartz reported that the City was awarded a grant application for the preparation of the Safety Element from CalOES. As part of the acceptance of the grant there are several forms required by CalOES. Planning Director Schwartz requested the City Council to approve the form to designate the subrecipient's agent, the City Manager. With the designation, going forward, other required forms can be signed by the City Manager. Planning Director Schwartz requested an allocation of half of the project cost to be spent this year.

Councilmember Dieringer motion to approve the item as presented. Mayor Pro Tem Pieper seconded the motion and the motion carried without objection by a voice vote as follows:

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

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

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

City Manager Jeng stated that at the last City Council meeting, Dr. Black requested an agenda item to discuss customer service issues with COX. City Manager Jeng invited two members of the COX team to the meeting. City Manager Jeng introduced Kristen Camuglia, the Government and Regulatory Affairs Liaison and Rey Castro, Construction Supervisor for the Peninsula.

Mr. Castro informed the City Council that the company is investing in a five-year plan to improve customer service.

Ms. Camuglia and Mr. Castro provided a presentation of the company with specific statistics for

the four Peninsula cities.

Councilmember Black requested confirmation that there is one group of technicians that address the plant miles to the tap and another group of technicians that address from the tap to the home. Councilmember Black inquired if there is another group that addresses issues within the home?

Mr. Castro responded yes they are the universal home technicians.

Mayor Mirsch inquired the contractors and if the level of service of the contractor should be the same as technicians?

Mr. Castro responded yes the level of service should be consistent.

Councilmember Wilson noted that Rolling Hills is a gated community and trucks entering the City showing COX on the truck is not a problem. However if the service truck does not have COX on the truck, the truck would be turned away at the gate house.

Mr. Castro stated the company provides magnetic logo to contractors and the contractors are required to have the magnetic logos on all trucks. COX inspects contractors' trucks for logos. Mr. Castro will follow up on this matter.

Ms. Camuglia added that the contractors need to have an annual permit with the Association in order to operate in the City.

Mayor Mirsch inquired if COX is converting to fiber in Rolling Hills.

Mr. Castro responded yes COX is conducting conversion to fiber in Rolling Hills.

Councilmember Black inquired if the conversion would replace existing poles.

Mr. Castro responded that COX does not own poles and rents pole for equipment.

Discussions ensued on customer site visit requests, missed visits, and COX's service window.

Mr. Castro informed the City Council that he can pull up specific service calls and address customer service issues.

Councilmember Wilson outlined an incident that required six service requests to successfully troubleshoot the issue. Councilmember Black discussed that COX equipment (panoramic wifi) does not work for one story homes.

Ms. Camuglia informed the City Council data showing intermittent service in the Peninsula is primarily due to squirrel chew and moisture depending on the time of day.

Councilmember Black inquired about the diagnostic process from squirrel chew and deteriorating wires from moisture.

Ms. Camuglia informed the City Council that the COX company is a franchise of the State of California. The California Public Utilities Commission left the customer oversight with the City Council. On COX's bill, the City Hall's number is listed for customer complaints. COX has an escalation program with a dedicated email and phone numbers to take service calls. Ms. Camuglia will email the dedicated email and phone numbers to all City Councilmembers.

Mr. Castro offered to conduct a service study for Rolling Hills.

City Manager Jeng informed the City Council Rey was instrumental in starting the monthly utility meetings aimed at moving forward with undergrounding project. City Manager Jeng suggested that if Rey can have staff stay after the monthly utility meeting to have an outlet for residents to get face to face customer service.

Mr. Castro committed to being available monthly to address existing customer service issues.

Councilmember Dieringer inquired if a secondary call is made, immediately after a technician leaves a site, does the service call go back in the queue?

Ms. Camuglia recognized this has been the issue: the repeat call for service gets placed back into the queue. Ms. Camuglia outlined a program that is changing the computer system to recognize follow up calls should not be designed as tier one (introductory) calls.

Councilmember Black inquired what the City Council can do if COX does not follow up on these customer issues.

Ms. Camuglia noted that the City of Rolling Hills Estates implemented a service standard. It is in the ordinance.

City Manager Jeng said that staff will focus on addressing residents' customer service issues through the monthly meetings and coordinate with the City of Rolling Hills Estates and the other Peninsula cities on a regional effort to establishing service standards.

## **10. MATTERS FROM STAFF**

### **A. RECEIVE AND FILE THIRD QUARTER 2019 REPORT ON FIRE FUEL ABATEMENT ENFORCEMENT CASES.**

Planning Director Schwartz reported that there were data errors in the City Council's packet and the errors were corrected. The corrected data was provided on the dais. Planning Director Schwartz provided statistics on the code cases for the quarter. There were four dead vegetation enforcement cases that required the expertise of the arborist.

Mayor Mirsch inquired about the date the Code Enforcement Officer was employed on a full time basis.

City Manager Jeng responded on October 9, 2019.

Mr. Visco discussed the location of the property at 7 Ranchero Road. Mr. Visco reported that the said property showed little progress in eliminating fire fuel and discussed the adverse impact of the lack of progress to the surrounding properties. Mr. Visco also reported that the City is being too easy on Mr. Mok and he needs to comply with the City's dead vegetation ordinance. Mr. Visco informed the City Council that he will sue someone to motivate progress on the said property.

Councilmember Black inquired about the code enforcement case on 2 Appaloosa.

Planning Director responded that the case should have noted the compliant unfounded.

Mayor Mirsch commented that there are 10 cases over one year old that are being monitored. This is unacceptable. There needs to be more information beyond monitoring. Who does Delia report to?

City Manager Jeng responded that Delia reports to the Planning Director. City Manager Jeng reported that the previous Senior Planner created the initial list and there have been multiple lists created by different staff. With more people working on code enforcement cases, it was discovered that staff's nomenclature are different. One address may have multiple cases. Staff used addresses as the reference. Of the multiple enforcement cases at an address, the address would be designated active even though cases have been closed. The address would be designated closed only if all cases on the address are closed. In the future staff will keep cases as separate line items to capture the true duration of open cases.

The City Council received and file the item.

#### B. UPDATE ON TENNIS COURT IMPROVEMENTS (ORAL).

City Manager Jeng stated that she does not have new information to report on the cost of the amenities proposed by the Association. Based on the conversation with the Association Manager in the afternoon, the cost estimate requested would depend on if prevailing wage is required. City Manager Jeng also reported that she had a conversation with the City Attorney with respect to prevailing wage. If the Association requests contribution from the City, the project would have to pay prevailing wage. If the projects were kept separate, the City would be required to pay prevailing wage but the Association can proceed in the matter of their choice.

Mayor Pro Pieper inquired if there could be clear delineation of the projects.

City Manager Jeng outlined the components of the overall project and the sequence of the components and reported that the Association Manager informed her that she will be taking the project to the Association Board to confirm if they will be requesting contribution from the City. More discussion is needed depending on the Association Board's vote.

In response to Mayor Mirsch's inquiries, City Attorney Jenkins questioned if there is sufficient

savings from separating the project with having to manage the logistics needed to keep the projects separate and successfully completed.

Discussions ensued on project sequencing.

City Manager Jeng noted that the lease agreement required the Association to get approval from the City Council to move forward with the proposed amenities. City Manager Jeng reminded the City Council that the decision was delayed to get cost estimate information on the proposed amenities.

Mayor Pro Tem Pieper suggested that the Association provide the City a clear delineation of the projects to move forward with constructing the projects separately.

Councilmember Dieringer inquired if it is possible for the City to move forward with the ADA component of the project.

City Manager Jeng responded that yes it is feasible for the City to move forward with the ADA component in advance of the Association's proposed amenities however the new improvement may be cut into in order for the Association to place the septic tank and the plumbing needed for the above ground amenities. City Manager Jeng outlined a sequence of work potentially to separate the projects into three components.

City Manager Jeng noted that in the agenda items discussed earlier in the meeting, except for the signing and striping, have been approved for funding from the budget set aside for the tennis court improvement project. Given the status on the tennis court project it is unlikely that the budget set aside for the project will be expended this fiscal year hence the recommendations to use the funds for other priorities such as the Mustard Plant removal with the Conservancy.

City Manager Jeng noted that she will bring the item back once additional information is provided by the Association.

The City Council received and filed the item.

At 10:14pm, the City Council took a 10 minute recess.

## 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

City Attorney Jenkins reported that there is no reportable action from closed session.

## 12. ADJOURNMENT

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 11:23p.m. The next regular meeting of the City Council is scheduled to be held on Monday, October 28, 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

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

**1. CALL TO ORDER**

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

**2. ROLL CALL**

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

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

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

Mayor Mirsch thanked Mr. Visco for his comments.

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

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

Mr. Smith asked why the peacocks were trapped.

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

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

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

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

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

Councilmember Wilson stated that not all peacocks were trapped.

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

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

#### **4. CONSENT CALENDAR**

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

- A. MINUTES – REGULAR MEETING OF JULY 22, 2019, REGULAR MEETING OF SEPTEMBER 09, 2019 AND REGULAR MEETING OF SEPTEMBER 23, 2019.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- B. PAYMENT OF BILLS.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- C. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR SEPTEMBER 2019.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- D. INVITATION LIST FOR 2019 HOLIDAY PARTY  
**RECOMMENDATION: APPROVE AS PRESENTED**

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

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

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

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

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

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

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

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

#### **5. COMMISSION ITEMS**

NONE.

#### **6. PUBLIC HEARINGS**



NONE.

**7. OLD BUSINESS**

NONE.

**8. NEW BUSINESS**

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

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

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

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

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

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

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

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

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

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

Debbie Morris, HF&H Consultant, explained that the City's Agreement was drafted in 2010. Then an amendment was added in 2014 and since then certain state regulations have come into effect. Some do not affect the City since the City has no commercial businesses. She proceeded to inform the Council that the City will be impacted by Senate Bill (SB) 1383. It was her opinion that the City should have language in the Agreement to safe guard itself from risks being placed on the City. SB 1383 states that every generator of organic waste in the State of California must divert their organic waste (food and yard waste) from landfills. The City will need to make sure that the food and yard waste programs are properly rolled out to its residents. Other examples of requirements under this bill are determining the color of carts, route audits, and lid-tip test to check for contamination. She stated that it is important that the contract is properly written otherwise the City could face a ten-thousand dollar-a-day fine, at minimum. She also pointed out that it is important to have a good plan to roll out the new service rates. Future service rates will be adjusted

based on indices with a specified minimum and maximum percentage. Ms. Morris recommended to the Council that it is imperative that calculations are presented to the City for verification because she has seen clerical errors that compound over the years. Ms. Morris informed the Council that HF&H would create a contract profile highlighting the terms and recommend alternatives and best practices to terms. The next step would be to meet with the City Manager and Solid Waste Subcommittee to go over the Agreement and determine what the City wants in the Agreement. HF&H would then redline the Agreement to be reviewed by the City Attorney, the Solid Waste Committee, and Republic Services. The final Agreement will be presented to the Council for approval.

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

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

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

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

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

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

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

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

Councilmember Dieringer asked if the haulers have an expectation of having certain provisions for HF&H that they want added to the agreement because they are paying for part and or all the cost.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Councilmember Dieringer stated that she felt that the Personnel Committee situation was different than the Traffic Commission because there were new applicants applying for the incumbents' positions. Therefore, to be fair, she felt that all applicants should be interviewed. She stated that

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

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

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

Councilmember Dieringer stated there was no discussion about it.

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

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

City Manager Jeng suggested establishing a policy going forward.

## **10. MATTERS FROM STAFF**

NONE.

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

## **11. CLOSED SESSION**

### **A. ANTICIPATED LITIGATION**

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

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

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

Number of Potential Cases: One matter of threatened litigation

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

The City Council convened into closed session at 8:08 p.m. and the City Clerk left the Council Chambers.

The City Council reconvened back to the regular meeting at 9:10 p.m.

City Attorney Michael Jenkins noted that there was no reportable action from both closed session items.

## **12. ADJOURNMENT**

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 9:10p.m. The next regular meeting of the City Council is scheduled to be held on Tuesday,

November 12, 2019 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

Respectfully submitted,

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Yohana Coronel, MBA  
City Clerk

Approved,

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Leah Mirsch  
Mayor

**MINUTES OF  
A REGULAR MEETING  
OF THE  
CITY COUNCIL OF THE  
CITY OF ROLLING HILLS, CALIFORNIA  
MONDAY, NOVEMBER 12, 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 7:00p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

**2. ROLL CALL**

**PLEDGE OF ALLEGIANCE**

|                         |   |
|-------------------------|---|
| Councilmembers Present: | Mayor Mirsch, Pieper, Dieringer, Black and Wilson.  |
| Councilmembers Absent:  | None  |
| Others Present:         | Elaine Jeng, P.E., City Manager<br>Yolanta Schwartz, Planning Director<br>Meredith Elguira, Planning and Community Services Director<br>Yohana Coronel, City Clerk<br>Todd Leishman, Assistant City Attorney<br>Alfred Visco, 15 Cinchuring Road West<br>Dr. Richard Krauthamer, 41 Crest Road West<br>Dr. Richard Henke, 7 Crest Road East<br>V'Etta Virtue, 4 Maverick Lane |

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

Dr. Richard Krauthamer, resident of 41 Crest Road West, addressed the Council about an article he read in the Daily Breeze Newspaper in regards to the Housing Element. He asked the Council what the City plans on doing and did the City plan on resisting the strategies of the State, like the City of Huntington Beach was stated to have done.

Mayor Pro Tem Pieper responded by stating that it is unfortunate that this item cannot be discussed by the Council because it is not an agendized item. He then deferred to the City Manager.

City Manager Elaine Jeng responded that the Council is in discussions about what the City can do to comply with mandated State laws but also try to maintain the character of the City. She further stated that there will be future City Council meetings coming up discussing the Housing Element. She requested Mr. Krauthamer to leave his contact information in order for staff to notify him of when the topic is agendized.

Mr. Krauthamer expressed his concerns about his security, his family's security and his real estate values.

Mayor Leah Mirsch stated that she and the Council share some of his concerns. She also stated that the Council is exploring their option but reminded him that the Council is not allowed to discuss the topic because they are regulated by the Brown Act.

Assistant City Attorney Todd Leishman introduced himself and stated that the Brown Act does preclude any discussion because the item is not on the agenda. He stated that Mr. Krauthamer has provided enough information to give the Council the opportunity to agendize the item for later discussion. He further stated that it sounded to him that the item is already slated to be discussed at a future date.

Councilmember Black wanted to clarify that the actual number of units is 48 not 44. He also made a request to the Mayor that the item be agendized for the following City Council meeting.

Mayor Mirsch agreed and stated that the topic should be agendized as soon as possible and added

that she would like to have rumor control in place to assure the residents are being provided with accurate information.

Mr. Krauthamer requested that the Council address what is being done by the City to protect its residents. He stated he has been a resident of Rolling Hills for over 30 years and Rolling Hills does not have homeless people therefore the homeless would be shipped in from somewhere else.

Councilmember Black made a motion to have the Housing Element agenda item moved for the next City Council meeting.

Assistant City Attorney Leishman stated that the Council can simply direct staff to place the item on the agenda.

City Manager Jeng stated the next Council meeting is scheduled for November 25, 2019.

Mayor Mirsch thanked Mr. Krauthamer for his comments.

Alfred Visco, resident of 15 Cinchring, reported on 7 Ranchero Road, Paint Bruch Canyon. He stated that the Mr. Mok was allegedly told by the Department of Fish and Wildlife that he cannot do anything on his property, as far as ceasing to maintain the fire hazard nuisance, because it is nesting season. He found it hard to believe that it is nesting season in November and that this applies to all Mr. Mok's 4.2 acres and not just the 50 feet along the blue line stream. He stated that allowing Mr. Mok to interact with the Department of Fish and Wildlife without oversight and follow up from the City is simply allowing the "fox to guard the hen house". He felt that Mr. Mok has no incentive to do any of the work and would continue to come up with an excuse. He stated that everyone needs to focus on the gullies that were declared, by an expert witness, as a fire hazard.

Mayor Mirsch thanked Mr. Visco for his comments.

#### **4. CONSENT CALENDAR**

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

- A. MINUTES – REGULAR MEETING OF JULY 22, 2019, REGULAR MEETING OF SEPTEMBER 09, 2019 AND REGULAR MEETING OF SEPTEMBER 23, 2019.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- B. PAYMENT OF BILLS.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- C. CONSIDER AND APPROVE PROPOSED DATES FOR THE CITY COUNCIL STRATEGIC PLANNING WORKSHOPS IN 2020.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- D. RESOLUTION 1245: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- E. RECEIVE AND FILE ANNUAL REPORT FOR FISCAL YEAR 2018-2019 TO THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD AS MANDATED BY THE LOS ANGELES COUNTY MUNICIPAL STORM WATER PERMIT ORDER NO. R4-2012-0175, AMENDED BY ORDER NO. WQ 2015-0075.  
**RECOMMENDATION: APPROVE AS PRESENTED**

Mayor Mirsch requested to pull item 4C because she felt it needed to be discussed. Councilmember Dieringer requested to pull item 4D.

Mayor Pro Tem Pieper moved that the City Council approve consent items 4A, 4B and 4E as



presented. Councilmember Black seconded the motion and the motion carried without objection by a voice vote as follows:

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

#### **Item 4D**

Councilmember Dieringer inquired about the item listed for destruction. She asked if the items listed for destruction referred to paper copies and digital copies. She also asked how many of the items listed had a digital copy, and why the City needed to destroy the records.

City Manager Jeng answered that the items listed for destruction are primarily paper copies. Digital copies are not being destroyed. She also stated that majority of the files listed for destruction are paper copies only. She furthered explained what journal entries and financial statements are and what was itemized on both.

Mayor Pro Tem Pieper explained that all the records listed for destruction had met their records retention deadline. He furthered explained that all the records listed are so ancient that they hold no value and that the destruction of records this old is entirely normal.

#### **Item 4C**

City Manager Jeng reminded the Council that in the previous meeting, it was proposed to hold a Strategic Planning workshop on January 11, 2020. However there were scheduling conflicts among two of the Councilmembers. City Manager Jeng suggested scheduling the workshop on either Saturday, January 18<sup>th</sup>, 2020 or Saturday, January 25<sup>th</sup>, 2020. She did note that the January 18<sup>th</sup> date is the Saturday before the Monday, Martin Luther King Holiday.

Councilmember Pieper stated that unfortunately Saturday meetings do not work for him so it is unlikely he will be able to attend.

Discussion ensued among the Council and it was decided that it would be unfair to the staff to schedule a meeting before a long weekend. It was then decided that January 25<sup>th</sup> would be the most suitable date to schedule the workshop.

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

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

### **PRESENTATION**

#### *Recognition of Planning Director, Yolanta Schwartz*

City Manager Jeng recognized Planning Director, Yolanta Schwartz, as she prepares to retire. Planning Director Schwartz was hired on November 29, 2000 and served the City of Rolling Hills for 19 years. She proceeded to give a brief history of Planning Director Schwartz's work history and the many accomplishments and major projects she completed with the City.

Discussion ensued among the Council and every Councilmember shared fond memories of Planning Director Schwartz. Each Councilmember took a turn to talk about all the moments they shared with Planning Director Schwartz. The Council proceeded to thank Mrs. Schwartz for all her dedicated years of service to the City of Rolling Hills and expressed how much she would be missed by the Council and the Rolling Hills community.

Mayor Mirsch opened the item for public comment.

Dr. Richard Henke, 7 Crest Road West, former Planning Commissioner, thanked Planning Director Schwartz for all the years of service to the community and the years they shared while he served as a Commissioner.

V'Etta Virtue, 4 Maverick Lane, current Traffic Commissioner, spoke as a resident and stated that she admired Planning Director Schwartz's poise, control, confidence and calmness when dealing with difficult situations. She stated that the Planning Director would be missed but also wished her the very best in her future endeavors.

Mayor Mirsch shared how she first met Planning Director Schwartz. She proceeded to recount that they met while the Mayor was a resident and came to City Hall with questions about a project. She stated she was extremely happy to have found someone at City Hall who was so helpful and knowledgeable. Fifteen years later when she served on the Planning Commission and then later as a Councilmember, is where she felt she was able to see the Planning Director's dedication, integrity, professionalism and her incredible memory that stored every ordinance, project and the chronology of each item. She recalled how patient the Planning Director was with her as a newly appointed Commissioner and Councilmember. She recalled how supportive Planning Director Schwartz was and how she always kept her well informed of any City business. She thanked her for her many years of service and stated she would always remember her, but especially, as a kind person.

Planning Director Schwartz stated that she was very appreciative of the Council and their kind words. She stated she loved working for the City and hoped she made a difference and a positive contribution. She shared that she has lived on the Peninsula for over 34 years. She thanked the Council for their support and for allowing her the opportunity to serve as Interim City Manager. She also thanked those who spoke for their kind words.

### **RECESS TO RECEPTION**

The City Council went into recess at 7:41pm.

The City Council reconvened back to the regular meeting at 7:54 p.m.

## **5. COMMISSION ITEMS**

- A. RECEIVE AND FILE RESOLUTION NO. 2019-14 FROM THE PLANNING COMMISSION GRANTING APPROVAL FOR A SITE PLAN REVIEW TO CONSTRUCT AN ABOVE GRADE DECK IN ZONING CASE NO. 958 AT 3 ROUNDUP ROAD (LOT 67-A-EF) ROLLING HILLS, CA, (BOGDANOVICH).

Planning Director Schwartz gave an overview of Zoning Case No. 958 at 3 Roundup Road. The applicants propose to construct a 792 square foot pool decking, of which 285 square feet would be up to 5' above the existing descending slope. The portion of the deck that is out of grade requires a Site Plan Review. Also proposed, is 65 square-foot barbeque and serving island and 544 square-foot swimming pool with pool equipment area, which can be approved administratively. No grading is proposed for the project, other than excavation for the swimming pool and posts for the deck. She proceeded to highlight parts of the project via a PowerPoint presentation.

Mayor Pro Tem Pieper moved that the City Council receive and file the proposed resolution. Councilmember Black seconded the motion and the motion carried by a voice vote as follows:

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

## **6. PUBLIC HEARINGS**

NONE.

**7. OLD BUSINESS**

NONE.

**8. NEW BUSINESS**

- A. CONSIDER RECOMMENDATION FROM THE PERSONNEL COMMITTEE FOR APPOINTMENTS TO THE PLANNING COMMISSION AND TRAFFIC COMMISSION.

Planning Director Schwartz gave an overview of the Planning and Traffic Commission appointment process. She informed the Council that four commission seats expire in January 2020, two for the Planning Commission and two for the Traffic Commission. She proceeded to report that on September 2019, upon direction from the City Council, the staff began advertising for letters of interest from residents desiring to serve on the Planning and Traffic Commissions. In response to the notice, incumbent Planning Commissioners Brad Chelf and Sean Cardenas submitted letters expressing interest in continuing to serve on the Planning Commission along with three other letters from residents. She pointed out that one of the letters of interest for the Planning Commission was withdrawn by the resident. For the Traffic Commission, incumbents Val Margeta and V'Etta Virtue submitted letters expressing interest in continuing to serve on the Traffic Commission. No other letters of interest were received for the Traffic Commission. On October 30, 2019, the City Council Personnel Committee conducted interviews with two Planning Commission candidates. No interviews were held for the Traffic Commission vacancies as both applicants were incumbents wishing to fill the two vacancies. Planning Director Schwartz reported that the Personnel Committee recommended that the Council re-appoint the incumbents for the Planning Commission and the Traffic Commission.

Councilmember Black moved that the City Council re-appoint Brad Chelf and Sean Cardenas for a four-year term on the Planning Commission and re-appoint V'Etta Virtue and Val Margeta for a four-year term on the Traffic Commission. Councilmember Wilson seconded the motion and the motion carried by a voice vote as follows:

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

- B. CONSIDER MEETING WITH THE PLANNING COMMISSION ON A THREE-YEAR FREQUENCY.

Planning Director Schwartz, reported that in past-practice the City Council would hold meetings with the Planning Commission through the years and it happens to occur every three to four years. The last meeting was held in November 2016, and since then the City Council has expressed interest in holding another meeting with the Planning Commission. Staff is recommending adopting a policy that states the Council will hold meetings with the Planning Commission every three years. Staff also recommends that the Council direct staff to bring back a resolution to memorialize the policy and consider the following dates for the upcoming meeting: Monday, February 24, 2020, Monday, March 9<sup>th</sup>, 2020 or Monday, March 23, 2020. In the past, the Council has discussed certain topics of concern or interest to both bodies. For example, there was a discussion about the 40% disturbance and whether it was adequate and what happens to the slopes resulted in the City adopting an Ordinance allowing greater disturbance if the applicant can provide lesser slopes. Every joint meeting that occurred between the two bodies has resulted in a change that the Planning Director felt was for the better of the entire community. Planning Director Schwartz hoped to discuss this with the Planning Commission and concurrently have the Council and the Planning Commission choose some topics for discussion. The Council can then prioritize which topics to discuss. She recommends that the City Council adopt a formal policy, set the meetings to occur about every three years and set a date for the joint City Council and Planning Commission meeting.

City Manager Jeng informed the Council that the strategic planning sessions are also scheduled for Monday, February 24<sup>th</sup>, 2020 and proposed eliminating that potential date.

Mayor Mirsch asked if the potential dates fall on City Council meeting nights.

Planning Director Schwartz responded yes, and stated that in the past the Council would conduct joint meetings with the Planning Commission at 5 p.m. an hour before the regularly scheduled City Council meetings.

Councilmember Black moved that the City Council hold a joint meeting with the Planning Commission on March 9<sup>th</sup>, 2020 or March 23<sup>rd</sup>, 2020. Mayor Pro Tem Pieper seconded the motion and the motion carried by a voice vote as follows:

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

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: None.

ABSTAIN: COUNCILMEMBERS: None.

C. CONSIDER AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH PACIFIC LAND CONSULTANTS, INC. FOR LAND SURVEYING SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$13,250.

Planning & Community Services Director Meredith Elguira gave an overview of the professional services agreement with Pacific Land Consultants Inc. for land surveying services. Staff sought bids from three surveying companies and two responded. PLC was chosen based on providing the same scope of work at a much lower cost. Funding will be covered under the approved Fiscal Year 2020 planning consultant fees. Staff recommends that the City Council approve the professional services agreement to provide land surveying services on a parcel located at 38 Crest Road West for an amount not-to-exceed \$13,250.00.

Mayor Mirsch opened the item for public comment.

Alfred Visco, 15 Cinchring Road, inquired if the City would be surveying the entire Unified School District property or just a portion of it.

Mayor Pro Tem Pieper responded that the entire lot would be surveyed.

Mayor Mirsch closed the item for public comment.

Councilmember Dieringer moved that the City Council approve the professional services agreement with PCL to provide land surveying services. Mayor Pro Tem Pieper seconded the motion and the motion carried by a voice vote as follows:

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

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: None.

ABSTAIN: COUNCILMEMBERS: None.

D. CONSIDER AND APPROVE THE PURSUIT OF SB2 PLANNING GRANT FUNDS AND AMEND THE PROFESSIONAL SERVICES AGREEMENT WITH CSG CONSULTANTS TO PREPARE THE GRANT APPLICATION FOR AN AMOUNT NOT-TO-EXCEED \$5,700.

Planning and Community Services Director Elguira gave an overview of Senate Bill (SB2) Building Homes and Jobs Act, which was signed by Governor Brown as part of the 15-bill housing package aimed at addressing California's housing shortage and high housing cost. SB2 establishes a \$75 recording fee on real estate documents to increase the supply of affordable homes in California. The program will provide grants through a non-competitive, over the counter process to eligible cities. One of the requirements is that a city has a Housing Element that is compliant with HCD. Grant funds may be used to update plans including the Housing Element. The applications are due on November 29, 2019. The City currently has an existing contract with CSG

to provide planning services on an as-needed basis for an amount not-to-exceed \$30,000.00. City staff has asked CSG to make inquiries on eligibility requirements and if Rolling Hills would be eligible to apply for the SB2 grant. CSG went to HCD and they received a positive response and were informed Rolling Hills would be eligible.

Planning and Community Services Director Elguira reminded the Council that in the approved budget for Fiscal Year 2019-2020, the City Council approved \$105,000.00 for consulting fees for the Planning Department. Of that \$105,000.00, \$30,000.00 is set aside for on-call support for the Planning Department with CSG Consultants. Of the remaining \$75,000.00, approximately \$13,500.00 will be used for surveying potential sites for the Housing Element. The remaining \$61,500.00 is set aside for the fee associated with revising the Housing Element. Given the City already has an agreement with CSG Consultants and the short timing of the grant submittal, staff recommends that the City Council consider amending the existing agreement with CSG to include an additional \$5,700.00 for the additional task of grant writing services.

Councilmember Dieringer asked what is the most the City can get out of the SB2 Grant if the City were to be awarded the grant.

Planning Director Elguira responded that the City would be awarded \$160,000.00 and the City would be informed within six to eight weeks of submitting the application.

Mayor Pro Tem Pieper moved that the City Council pursue SB2 planning grant funds and approve an amendment to the Professional Services Agreement with CSG Consultants. Councilmember Dieringer seconded the motion and the motion carried by a voice vote as follows:

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

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

Mayor Pro Tem Pieper inquired if the City is spending enough money to remove the coyotes from the City. He stated he has had several sightings on his property.

City Manager Jeng responded yes and reminded him that he can request for Fernando, the Wildlife Trapper, conduct a walk-through and set traps around his property.

Councilmember Black stated he hiked along the conservancy to see the progression the Land Conservancy had made with clearing out the brush. He stated that he was really impressed with the work done by the Conservancy and spent the entire day admiring it. He also mentioned that it seemed that they had stopped along Rim Trail, as if that was the end, and continued south. He pointed out that there was still an area on the north side of the trail, which was very accessible and flat, which he felt they should have also cleared. He stated that Paint Brush is still a problem and is accessible with the machine the Land Conservancy used and not too steep like they have claimed before. Councilmember Black also stated that he had a difficult time determining which was Rolling Hills property and which was the Land Conservancy property. He added that this presents a problem because property owners of Rolling Hills should be required to clear their dead brush and vegetation.

City Manager Jeng responded it was her understanding that the border drops off in the area Councilmember Black is referring to so the Land Conservancy can only work on their side. She also pointed out that there is a vacant property in that area owned by a couple of residents. There is developed housing beyond the fence and then there are two separate parcels that are owned by two separate owners that are also vacant, making it hard to tell where the borderline lies. It is her understanding that the Land Conservancy has a mobile device with GPS that guides them as to where the borderlines lie.

Councilmember Wilson inquired if the property owners of the vacant lots have been notified by the Fire Department and the City that they need to clear their brush.

City Manager Jeng responded yes.

Mayor Mirsch pointed out that the City now has a full time compliance officer and requested getting the mentioned properties on the non-compliance properties list. She also mentioned that maybe the Council might want to consider agendaizing this item for a future meeting.

Councilmember Black stated that it was reported that there was a blue line stream by the area that went down where there was Acacia by Paint Brush. It is his belief that there is no stream there and inquired if Fish and Wildlife has visited the site. He also mentioned that it has been his experience that Fish and Wildlife has always been very responsive and reasonable when dealing with these situations.

Planning Director Elguira responded that she has spoken with Code Enforcement Officer Aranda and she reported that after several attempts to reach Fish and Wildlife, they finally returned her call about Mr. Mok's property. It seems as though Mr. Mok misunderstood what Fish and Wildlife told him, thus going forward Code Enforcement Officer Aranda will be communicating with Mr. Mok about what Fish and Wildlife would require of him. Mr. Mok communicated that he has a landscaper lined up for the next five years to clear his area. He is currently waiting for Fish and Wildlife to determine what vegetation he can remove and which must remain on his property.

Mayor Mirsch announced that the City is actively working on clearing the dead vegetation and reminded everyone that it is an ongoing issue. She also stated that she appreciates everything the staff and the Code Enforcement Officer is doing.

#### **10. MATTERS FROM STAFF**

NONE.

#### **11. ADJOURNMENT**

THE MEETING WILL BE ADJOURNED IN MEMORY OF DR. MICHAEL ISHAK, A 40 YEAR RESIDENT OF ROLLING HILLS. HE WAS FAMOUS FOR HIS ROSE BUSHES WHICH HE DONATED TO MANY RESIDENTS OF ROLLING HILLS.

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 8:25p.m. The next regular meeting of the City Council is scheduled to be held on Monday, November 25, 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

**MINUTES OF  
A REGULAR MEETING  
OF THE  
CITY COUNCIL OF THE  
CITY OF ROLLING HILLS, CALIFORNIA  
MONDAY, NOVEMBER 25, 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 7:06p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California.

**2. ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**PLEDGE OF ALLEGIANCE WAS LED BY GUEST OF THE MAYOR, 5<sup>TH</sup> GRADE  
ELEMENTARY SCHOOL STUDENT MATEYA JENG.**

|                         |  |
|-------------------------|--|
| Councilmembers Present: | Mayor Mirsch, Pieper, Dieringer, Black and Wilson.   |
| Councilmembers Absent:  | None   |
| Others Present:         | Elaine Jeng, P.E., City Manager.<br>Meredith Elguira, Planning and Community Services Director<br>Yohana Coronel, City Clerk<br>Michael Jenkins, City Attorney<br>Carrie & Jim Holland, Ambassadors with OneLegacy.<br>Vahe Avedissian, 14 Caballeros<br>Jack Shoemaker, 9 Maverick Lane<br>Beate Kirmse, 2 Chuckwagon Road<br>Bern Galvin, 2 Chuckwagon Road<br>Diana Howard, 85 Eastfield Drive<br>Dr. Richard Krauthamer, 41 Crest Road West<br>Roger Hawkins, 37 Crest Road West<br>Alfred Visco, 15 Cinchuring Road<br>Mark Stetson, 71 Saddleback Road |

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

Carrie & Jim Holland, Ambassadors with OneLegacy. Mrs. Holland stated she came to follow up on an email invitation that was sent to the Council inviting them to an exclusive first look of the Donate Life Rose Parade Float. Mrs. Holland described the float in detail and provided a date and time for the early viewing. Mrs. Holland emphasized the importance of advocating and educating the public on organ, eye and tissue donation. Mrs. Holland shared her personal connection to the organization; her husband, Jim, was a liver transplant recipient and her younger brother, Marty, who passed away and donated his kidneys, saving two strangers' lives.

Mayor Mirsch thanked Mrs. Holland for her comments.

Vahe Avedissian, 14 Caballeros, commented on the ordinance regarding view preservation. Mr. Avedissian referenced the City's ordinance that protects a residents views from vegetation, however, he was shocked that the current ordinance does not offer the same protection from homes that are being built under one thousand square feet. Mr. Avedissian stated it provides an unintended loophole, allowing properties of fewer than one thousand square feet an exemption; allowing them not to comply with the current view preservation ordinance. Mr. Avidissian requested the subject matter be agendized for a future Council meeting.

Mayor Mirsch thanked Mr. Avidissian for his comments and responded that the Council cannot take action on an item not on the agenda. Mayor Mirsch informed Mr. Avedissian that Planning & Community Services Director, Meredith Elguira, would reach out and provide him with pertinent 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 OCTOBER 28, 2019.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- B. PAYMENT OF BILLS.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- C. FINANCIAL STATEMENT FOR THE MONTH OF OCTOBER 2019.  
**RECOMMENDATION: APPROVE AS PRESENTED**
- D. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR OCTOBER 2019.  
**RECOMMENDATION: APPROVE AS PRESENTED**

Mayor Mirsch stated that Council had updated minutes.

Councilmember Dieringer pulled consent item 4A and requested it be presented at a future meeting, allowing Council to review and make suggestions on the item.

Mayor Pro Tem Pieper moved that the City Council approve consent items 4B, 4C and 4D as presented. Councilmember Black seconded the motion. The motion passed unanimously by voice vote.

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

#### **5. COMMISSION ITEMS**

Minutes  
City Council Meeting  
11-25-19



NONE.

## **6. PUBLIC HEARINGS**

NONE.

Mayor Mirsch moved item 10B, Matters From Staff, due to the large number of public comment speakers present.

### **10B. RECEIVE AND FILE A PRESENTATION ON RECENT HOUSING LAW CHANGES, COMMENTS FROM THE STATE ON THE CITY'S 5<sup>TH</sup> CYCLE HOUSING ELEMENT AND THE SCHEDULE OF EVENTS FOR THE 6<sup>TH</sup> CYCLE HOUSING ELEMENT.**

Planning and Community Services Director, Meredith Elguira, presented on the recent housing law changes in California. Planning Director Elguira defined the Housing Element, which is one of the seven elements of a City's General Plan. Planning Director Elguira described the role of the Housing Element in the City's General Plan and the requirements of certification, made every eight years, by the State of California. Planning Director Elguira highlighted the following: the Housing Element requires cities to provide a fair share of housing for all economic segments of the community; the Department of Housing and Community Development (HCD) identifies housing needs for each region, certifies the Housing Element and reports non-compliant cities to the Attorney General; Southern California Association of Governments (SCAG) is comprised of six counties, including the City of Rolling Hills; and the Regional Housing Needs Assessment (RHNA) quantifies the need for housing within each jurisdiction.

RHNA determines the regional number and establishes the number of housing units that each city and county must provide along with zoning capacity for the required units for the eight year planning period. SCAG and HCD adopt and approve RHNA numbers, then the City and County must update its Housing Element to comply with RHNA. Planning Director Elguira emphasized its importance, as the City has not been in compliance since 1969. HCD ordered the City of Rolling Hills to comply in the current and previous cycles. Per new State legislation, the City must now comply with previous (2006-2013) and current (2013-2021) cycles, meaning the City must provide 18 affordable units. The cycle to follow covers the planning period, October 2021 through October 2029. The State is ordering the City of Rolling Hills to be compliant in the following cycle by identifying physical sites for affordable housing within City limits to accommodate 44 units. This must include very low to moderate income units and lots for development and redevelopment. As the State does not require the City to construct affordable housing, Planning Director Elguira, explained the path the City would take to comply with the current cycle. Planning Director Elguira reminded the Council that the City has to respond to State comments within a certain time frame; additionally the City is ordered to rezone and identify lots within its boundaries, and resubmit a revised Housing Element by October 2020.

Planning Director Elguira presented and highlighted potential sites within the City to Council, utilizing a 2013 map produced by SCAG. There are 43 vacant lots, 34 unimproved lots, 7 Rights-of-Way lots, 7 publicly owned lots, (6 City properties, 1 School owned, and 1 outside the gates), and 4 parcels located outside the gate (2 City Owned, Civic Center and Tennis Courts, 1 School property, and 1 privately owned Daughters of Mary Joseph Retrieve Center “DMJRC”). She proceeded to state that staff is working to protect the City’s character and maintain single-family zoning and low density. She highlighted the pros and cons as well as an overview of the analysis for four potential sites: the Tennis Court, Civic Center, DMJRC and the PVPUSD school. Planning Director Elguira reviewed the City’s timeline and restated the State’s requirement to submit a revised 5<sup>th</sup> cycle Housing Element by October 2020. The City has to prove their revised Housing Element hit certain milestones in an effort to be compliant with State law.

In response to the housing crisis, the State has passed legislations fining municipalities out of compliance, between \$10,000 to \$600,000 per month, additionally, the court may require the State Controller to intercept any State and local funds until substantial compliance is reached. In an effort to increase the supply of housing, the State passed Assembly Bill 671 and Bill 139 to promote and incentivize creation of Accessory Dwelling Units (ADU) to be used for affordable rental units. City staff is currently exploring possibilities between ADUs and City’s RHNA requirements, which may allow the City to avoid rezoning. City staff is in the process of applying for a SB2 Grant to offset the General Fund and cover the Housing Element expenses.

Councilmember Black clarified that the City was not involved in the decision of the amount of units proposed to be built. He noted he has been on the Council since 2002 and has known that the City has been out of compliance and it was his belief that the Council purposely did not zone for low-income housing.

Councilmember Dieringer stated it was her belief, that at the time, the Council believed to be in compliance with all necessary requirements. She added that it was her understanding that in order to be compliant, the City had given away monies to other cities with the purpose of building affordable housing.

Councilmember Black clarified that the City did not give money to other cities.

City Manager Elaine Jeng further clarified that the money Councilmember Dieringer is referring to, was a block grant from the State, not the City.

Mayor Mirsch thanked the staff and Planning Director Elguira for putting together the informative presentation. She asked for public comments to be limited to under 3 minutes to assure everyone present had time to speak.

Jack Shoemaker, 9 Maverick Lane, inquired if property owners could designate part of their parcel for ADU to satisfy the State’s requirements.

City Attorney Michael Jenkins suggested that answers to public comment questions be answered after the public comment is closed.

Mayor Mirsch thanked and concurred with City Attorney Jenkins' suggestion.

Beate Kirmse, 2 Chuckwagon Road, spoke about building an ADU but was denied by the Planning Department. She was informed a guesthouse was permissible if it was not rented out. She added that she would happily convert part of her property to an ADU and in an effort to help the City count it as part of the required units.

Bern Galvin, 2 Chuckwagon Road, inquired about the formula for the low-income housing units with respect to ADUs.

Diana Howard, 85 Eastfield Drive, inquired about the amount of converted barns into residences. She suggested legitimizing and counting them as part of required units. She asked if the City would have to purchase the PVPUSD land.

Dr. Richard Krauthamer, 41 Crest Road West, asked when the first unit had to be built, rezoning for PVPUSD and zoning restrictions for the developer. Dr. Krauthamer requested the City restrict the developer and not allow the developer to build an access road behind the gate. Dr. Krauthamer mentioned the lack of public transportation, medical health facilities, drug addiction centers, and job opportunities. He suggested the other options mentioned by Planning Director Elguira are more visible, accessible and closer to public transportation. Dr. Krauthamer inquired about the process for determining the low-income people and whether residents have a vote in the process.

Roger Hawkins, 37 Crest Road West, asked for the number of cities currently not compliant in the State of California. Mr. Hawkins also asked whether the Engine Company 56 lot could be considered to satisfy some of the building requirements.

Alfred Visco, 15 Cinchuring Road, asked if Council considered rezoning properties that site outside the City's gates, along PV Drive North.

Mark Stetson, 71 Saddleback Road, asked if the following cycle, 44 units include units required from the previous and current cycle.

Mayor Mirsch thanked the public for their participation and closed the public comment. She stated the Council resides in Rolling Hills and share the same concerns addressed by residents.

City Manager Jeng shared that Governor Gavin Newsom invited noncompliant cities to a meeting in Long Beach in February of 2019. Mayor Pat Wilson, then Mayor, learned 47 out of 500 cities that were noncompliant. City staff inquired about the ADU Ordinance and how it can help the City with its RHNA numbers. State representatives could not provide a concrete answer and further explained that in order for an ADU unit to qualify to meet a RHNA category unit, the City would need to review an ADU rental agreement and income category to determine compliance. City Manager Jeng and Planning Director Elguira researched other cities and their Housing Elements, and learned the State has an ADU policy and permitted some cities to use ADUs to count in their RHNA numbers. Unfortunately, the State's position on ADUs is not concretely known, as there is additional level of requirements to have ADUs count towards cities RHNA numbers.

City Manager Jeng proceeded to answer the question of when the first affordable housing unit must be built. She stated that there is no requirement on the City to build. It is more of a planning exercise and a planning document that would allow a developer to build these units.

Planning Director Elguira answered the following questions:

- 1) Can property owners designate part of their parcel(s) as an ADU to satisfy the State requirements?

Planning Director Elguira stated that there would be new State legislation that will be more lenient towards building ADUs, but currently the City has not received confirmation that it will count for RHNA numbers.

City Attorney Michael Jenkins added that if an ADU is to count towards the RHNA numbers for low to moderate income housing, then the property would more than likely, have to be covenanted to control the rent to satisfy the State's requirements.

- 2) What is the formula for offsetting one ADU to one affordable housing unit?

Planning Director Elguira answered yes, assuming that it satisfies the States regulations and it be moderate to very low income.

- 3) Can residents legitimize converted inhabitable space that is currently unpermitted structures that have been converted to habitable space?

Planning Director Elguira replied in the affirmative, explaining the City has ADU regulations that can be used to legalize unpermitted work. Plans would need to be reviewed by the Planning Department to verify that the structure meets building and zoning code requirements.

- 4) Who owns the school site and does the City need to purchase the land?

Planning Director Elguira answered she was unsure and expected the school district owns the land and the City would not need to purchase the land. The City is only required to provide zoning to comply with State requirements.

- 5) What if the developer decides to overdevelop?

Planning Director Elguira answered the City holds the right to provide a maximum density per site.

- 6) Are the 44 units from the following cycle in addition to the previous and current cycles?

City Manager Jeng answered in the affirmative, the City must add 38 units from the previous cycle and 18 units from the current cycle and add 44 units of the following cycle to meet required RHNA numbers.

City Attorney Jenkins addressed the process for choosing tenants of affordable housing units. He stated that if a developer were to build a multi-family zone there would be many City constraints, for example; the property is expensive, public transportation is very limited and access to needed services is also limited. A developer would need to enter into an affordable housing covenant with the City, that guarantee the units are rented to income eligible tenants. Additionally, a waiting list would be created, in order to check financial backgrounds of tenants. City Attorney Jenkins explained that it was his understanding that the Fire Station land is owned by the County of Los Angeles, making exempt from City zoning, due to its institutional use.

7) If the City rezones outside the City would the units still be within the City?

Planning Director Elguira confirmed that the units would be within City boundaries. She also touched on the question of developers building an access road from Crest Road into the City.

City Attorney Jenkins added that the City would need to investigate further; however, it is his opinion it would not be permissible as the road is owned by the Rolling Hills Community Association.

Mr. Hawkins provided a brief history of the school district property. Mr. Hawkins explained that the Palos Verdes Corporation donated land to the Palos Verdes (PV) College. PV College defaulted on the property by not complying with requirements. PVPUSD condemned the property via a motion and acquired the property through a deed entered by a Los Angeles Superior Court Judge. Mr. Hawkins stated that the question before them now is whether the deed has CC&R's and would it allow PVPUSD to resell the lot. If there is no right-to-revert to the original grantor, PV Corporation, it could create potential problems. He also inquired whether the number of units to be built can create problems for the current sewer system.

Mayor Mirsch once again thanked everyone for their comments and reiterated the Council share the residents' concerns and are working towards the best solution.

The City Council went into recess at 8:15pm.

The City Council reconvened back to the regular meeting at 8:19 p.m.

## **7. OLD BUSINESS**

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

Planning Director Elguira gave an overview of the SB2 Planning Grants Program Funds. She referenced the November 12, 2019 City Council meeting where staff was directed to pursue SB2 grant funds with the assistance of the City's on-call Planning Consultant CSG Consultants. If awarded the grant, the City can receive up to \$160,000.00; funds will be disbursed upon the completion of an application and must include a resolution from the City Council authorizing the

submittal and receipt of said funds. The grant would have a net positive fiscal impact and help offset the general fund in preparing the Housing Element. City staff recommends the Council adopt a resolution, authorizing the application and receipt of SB2 Funds.

Mayor Pro Tem Pieper moved that the City Council approve the item as presented. Councilmember Dieringer seconded the motion and the motion passed unanimously by voice vote as follows:

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

## **8. NEW BUSINESS**

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

City Manager Jeng provided an overview of the Request for Proposal (RFP) for architectural and engineering services to prepare ADA improvement plans for City Hall. City Manager Jeng reminded the Council that California JPI Insurance company paid a consultant to conduct a survey of City Hall, along with other City-owned facilities, to determine if they are ADA compliant. City Manager Jeng referred to the attachment in the RFP, prepared by DAC Consultants, cataloging all recommended improvements for City Hall. City Manager Jeng provided a timeline and estimated date of completion, for the project, as provided by City staff.

Mayor Pro Tem Pieper asked if Council would receive a total cost of the project.

Councilmember Black commented on the high cost of architectural and engineering services.

Councilmember Wilson inquired about page 4 of 90 in the staff report. Councilmember Wilson requested clarification on the percentages in section Task-2. He asked if the project included the RHCA building.

City Manager Jeng responded an RFP is segmented to allow the client, the City, to review as they make progress. She further explained that the percentages refer to the progress in the plans and it allows the City to review them and provide comments. City Manager Jeng explained that the City owns the land, but ownership of the building is not known but does know that the RHCA is responsible for maintaining their own building.

Mayor Pro Tem Pieper asked if the Council could add storm water components in conjunction with ADA compliance improvements.

City Manager Jeng replied affirmatively and reminded Council that there is an accumulation of Measure W, R, and M funds.

Mayor Pro Tem Pieper moved that the City Council approve the RFP as presented. Councilmember Dieringer seconded the motion and the motion passes unanimously by voice vote as follows:

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

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

Discussion ensued among the Council about the approval of a special City Council Meeting on Monday, December 09, 2019 at 2 p.m. The Council discussed changing the time but decided against it as the time was previously advertised to the public and did not want to cause confusion. The Council took into account the 2019 Holiday Open House being scheduled for December 9<sup>th</sup> at 4 p.m. and wanted to ensure that staff had enough preparation time. The Council also discussed that an urgency ordinance requires a four-fifths vote to approve, requiring a quorum to be present.

Councilmember Dieringer reminded the Council of potential meeting dates, December 16<sup>th</sup> or possibly the December 18<sup>th</sup>, were previously suggested.

City Manager Jeng responded that potential dates were only suggested but the dates were never finalized.

Mayor Pro Tem Pieper moved that the City Council meet on their regularly scheduled meeting date of January 13<sup>th</sup> 2020. Councilmember Dieringer seconded the motion and the motion passed by a voice vote as follows:

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

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

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

City Manager Jeng reported on the status of revisions to the employee handbook, going into effect January 1<sup>st</sup>, 2020. Unfortunately as no Council meetings are scheduled for that date, staff has more time to review the updates. City Manager Jeng predicts finishing and finalizing the employee handbook in March 2020 and have it go into effect July 1<sup>st</sup>, 2020.

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

City Manager Jeng reported on the Solid Waste Committee's progress on the new solid waste contract with Republic Services. City Manager Jeng stated that the City and the Solid Waste Committee have hosted two meetings with HF&H. City Manager Jeng reported that they are done culminating the terms of the contract and HF&H asked the Committee members for edits and feedback. HF&H will prepare a redline summary of the meetings which will go back to the Committee for review and confirmation. Once the Committee confirms, HF&H will start on the edits. It would then be given back to the Committee for review and be brought back to the Council. During this time, the summary will also be provided to Republic Services for their feedback. City Manager Jeng hopes to have a finalized agreement to present to the Council on the second meeting of February 2020.

Mayor Pro Tem Pieper requested information on the delta differences between where the City was and where it is in terms of the agreement.

Mayor Mirsch praised HF&H Consultants and found them valuable.

Councilmember Wilson stated that an aspect the City did not previously have was performance metrics, meaning if Republic Services does not meet their performance objectives, the City will have the ability to liquidate for damages.

## **10. MATTERS FROM STAFF**

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

City Manager Jeng updated the Council on the Portuguese Bend Road/Rolling Hills Road Sewer Feasibility Study. City Manager Jeng reminded the Council that they reconsidered and budgeted for the Feasibility Study Phase II and it has since made progress. She happily reported the City received a will-serve letter from the District on November 05, 2019 for discharges from City Hall campus and the tennis courts. City Manager Jeng provided a history of the project, task list, and timeline that thus far met had been met. She pointed out that a segment of pipes that needs to be upgraded (based on the Districts design standard) to accept flows from Rolling Hills. The next steps are to coordinate with the City of Torrance, Los Angeles County Sanitation District and the City of Rolling Hills Estates. These entities are included because going down Rolling Hills Road, we enter Rolling Hills Estates and further down by Crenshaw we enter the City of Torrance. Then away from Torrance, we go into the truck lane, which is owned by LA County Sanitation District. The City would then, receive comments from RHE on the Sewer Area Study. The City of Torrance is to provide comments by the second week of December 02, 2019. The City is in the process of submitting a will-serve letter application to the Los Angeles County Sanitation District for discharge from 235 homes along the south of PBR/PVDN. City Manager Jeng expects to submit the final Sewer Area Study (with will-serve letters) to the District for approval and have a final report for the City Council in January 2020.

Mayor Pro Tem Pieper asked if the will-serve letter is received, can District return and restrict the number of homes that can be added.



City Manager Jeng responded that it is her understanding that a will-serve letter is a commitment from the District to service, with the caveat that present and future problems that may arise are resolved.

Councilmember Dieringer asked how far west the sewer line goes.

City Manager Jeng responded that she did not have it mapped out on the present map before them but could show Councilmember Dieringer on a different map after the meeting.

Councilmember Black moved that the City Council receive and file the report as presented. Mayor Pro Tem Pieper seconded the motion and the motion passed unanimously by a voice vote as follows:

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

NOES: COUNCILMEMBERS: None.

ABSENT: COUNCILMEMBERS: None.

ABSTAIN: COUNCILMEMBERS: None.

Mayor Mirsch asked if the Council had any other comments to share.

Councilmember Wilson announced that out of all the Peninsula Cities, City Manager Jeng is now the most senior City Manager on the Peninsula.

The City Council wished everyone a Happy Thanksgiving.

## 11. ADJOURNMENT

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

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 8:55p.m. The next regular meeting of the City Council is scheduled to be held on Monday, January 13, 2020 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

**MINUTES OF  
A REGULAR MEETING  
OF THE  
CITY COUNCIL OF THE  
CITY OF ROLLING HILLS, CALIFORNIA  
MONDAY, DECEMBER 23, 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 7:00p.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.  
Meredith Elguira, Planning & Community Services Director  
Yohana Coronel, City Clerk  
Michael Jenkins, City Attorney

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

There were no public comments.

**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.*

NONE.

**5. COMMISSION ITEMS**

NONE.

**6. PUBLIC HEARINGS**

NONE.

**7. OLD BUSINESS**

NONE.

**8. NEW BUSINESS**

A. CONSIDERATION AND APPROVAL TO AWARD A CONSTRUCTION

47

**CONTRACT TO PCI FOR THE FY 2019-2020 TRAFFIC SIGNING, STRIPING,  
AND PAVEMENT MARKING PROJECT FOR AN AMOUNT OF \$40,479.50  
FOR WORK INCLUDED IN SCHEDULE A.**

City Manager Elaine Jeng gave an overview of the striping and pavement marking project. She stated that staff came before the Council in October for authorization to release a construction bid for the project. She pointed out that in the bid, the project is separated into two sections. The first section is labeled Schedule A, which includes the signing and striping of streets that were paved back in March 2019. Schedule A includes Williamsburg Lane, Lower Blackwater Canyon Road, Middleridge Lane North, Middleridge Lane South and Crest Road. The second section is labeled Schedule B which consists of the equestrian crossings, an intersection at Williamsburg Lane and Lower Blackwater Canyon. Those intersection were included on the recommendation from the City's Traffic Engineer, Vanessa Munoz. It is proposed to be switched from a two-way stop to a four-way stop for safety reasons. It was the intention of staff to focus on Schedule A as a priority and place Schedule B as an alternate, unfortunately, that was not captured in the bid. City Manager Jeng explained to the Council that the choices before them were the following: the Council could choose to award the contract to the lowest apparent bidder, in this case PCI or they could reject all bids and check with Los Angeles County Public Works Department to do the striping. She proceeded to review the process and timeline of the bid and referred to the information given to the Council in their staff reports.

City Manager Jeng reported that two bids were submitted (PCI and SternDALH). She highlighted the pricing component and stated that if the Council were to look at each schedule individually or combine Schedule A and B, PCI would still be the lowest apparent bidder. She further explained that staff looked into the unit prices because all jobs vary in size which can lead to the cost being very different. The way to equalize it is by looking at the unit prices. Staff compared PCI's unit prices with the engineer's estimate. It showed on the average, PCI's bid is approximately 2.7 times more than the Engineer's Estimate. Bids are reflective of current market conditions. Comparison of the bids received show the highest bid for Schedule A is approximately 75% more than the lowest bid. The highest bid for Schedule A and B is approximately 91% more than the lowest bid.

City Manager Jeng stated that staff recommends the Council to award the contract to PCI as the lowest responsive bidder. She pointed out that because of the way the bid was comprised, the Council must award the entire bid, with both Schedule A and B. City Manager Jeng contacted the contractor along with the legal department, to see if it was possible to eliminate Schedule B under this award, both responded yes. She reported that the quickest PCI can begin the project, with 10 days for contract execution, is 2.5 weeks to have technicians on site. Bringing the start date to approximately the end of January.

Councilmember Wilson asked why the prices came in higher than the Engineers estimate. Why was the variance between the two bids so high?

City Manager Jeng answered, that she believed the Engineer's estimate came in low and did not

know why the variance is so high. Her guess was SternDALH has never bid on a job or worked in the City of Rolling Hills which may account for the variance. SternDALH may not be familiar with the streets and how business is conducted. She also reported not having enough time to collect data for unit prices from other facilities due to holiday season.

Councilmember Wilson asked who has recently done striping in the City.

City Manager Jeng answered J&N Striping.

Mayor Pro Tem Pieper asked if they had compared previous cost with what was received and if there was an expected number.

City Manager Jeng responded that the County data they had did not break down the linear footage. What staff did, based on past practices, was to inform the County that the City would like to have five streets striped. This would then lead to each street having a cost estimate but would be listed as one single price by the County. She stated that it is hard to compare previous cost with current cost because she would have to add up the linear footage based on whether it is a white stripe, and/or a double stripe which is difficult to do.

Mayor Pro Tem Pieper stated that he was not comfortable awarding the contract without having the County's pricing. He inquired when the City would know what the County pricing is.

City Manager Jeng stated that the County informed staff they could give pricing in 10 days.

Mayor Pro Tem Pieper recommended waiting an additional 10 days in order to have the County's pricing.

Mayor Mirsch stated she had placed some time constraints on this project in the hopes of getting the project going. She was optimistic but was not anticipating the bid coming in with high numbers. She wanted to expedite the project because of the rain coming and the complaints from the residents who live on Crest Road and Lower Blackwater Canyon. She believed that it would have been a small effort on the City to expedite this project but she was not interested in wasting the residents' money in order to have the project start two weeks early.

Mayor Pro Tem Pieper asked if the Council needed to take action on the item.

City Manager Jeng replied no.

Councilmember Dieringer asked if the bids had an expiration date.

City Manager Jeng replied yes, however she could not recall the date but did know that the bids were valid for the next thirty days.

Mayor Mirsch asked if there were to be an accident, could the City be liable.

City Attorney Michael Jenkins replied that it was his opinion that both, the City and the RHCA,

could be sued but other considerations would be taken into account. For example, was the driver speeding? Was it a foggy night? Was the driver under the influence? He also reminded the Council that the City has insurance in place to help protect it from these sorts of claims.

Mayor Mirsch stated that she believed that it was the right thing to do, to have the City's business done expeditiously. She added that she believed it would be foolish on the City's part to spend extra money when it is not necessary. She also asked if the County's pricing usually comes in higher than private pricing.

Councilmember Wilson stated that he recalled that they did not the last time.

Mayor Pro Tem Piper wanted to confirm if the City had a linear footage for this project. He asked if the City knew how much the County charges per foot? And what fee was considered normal for striping.

City Manager Jeng replied no, the County does not give out unit pricing. They instead take it as a service request based on the scope of work the City provides to them.

Councilmember Dieringer asked if they could require the County to provide unit pricing.

City Manager Jeng stated that in past practice the City would submit a service request. The County takes that request as an internal department request. She explained that the County does not bid on other agency's projects. They provide the City the service based on the fact that Rolling Hill is a contract city, much like Building and Safety service they provide. Therefore they cannot be treated like a regular vendor. She also reported that the Planning Director heard back from the County inquiring if the City was asking for their pricing in order to compare it to other bids. They proceeded to remind the Planning Director that the County is not interested in competing with vendors.

Councilmember Wilson asked if the bid included replacing the broken dots and if there was an accurate number of how many dots the City has in place. He wanted to confirm that if the replacement of the dots were only for the streets that were recently paved.

City Manager Jeng answered yes. The dots being replaced are only for the streets identified in the bid.

Mayor Pro Tem Pieper moved that the City Council take no action on the item and have staff bring it back on the next Regular Council Meeting on January 13<sup>th</sup>, 2020 along with the County pricing. 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**

10. **MATTERS FROM STAFF**

NONE.

12. **ADJOURNMENT**

Hearing no further business before the City Council, Mayor Mirsch adjourned the meeting at 7:35p.m. The next regular meeting of the City Council is scheduled to be held on Monday, January 13, 2020 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*

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.B  
Mtg. Date: 01/13/2020

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT  
**THRU:** ELAINE JENG P.E., CITY MANAGER  
**SUBJECT:** PAYMENT OF BILLS.  
**DATE:** January 13, 2020

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**BACKGROUND:**  
NONE.

**DISCUSSION:**  
NONE.

**RECOMMENDATION:**  
APPROVE AS PRESENTED.

**ATTACHMENTS:**

[5B.pdf](#)




CITY OF ROLLING HILLS

1/13/2020 CHECK RUN A

| CHECK NO. | CHECK DATE | PAYEE                          | DESCRIPTION  | AMOUNT           |
|-----------|------------|--------------------------------|--|------------------|
| 26239     | 1/13/2020  | CALIFORNIA WATER SERVICE CO.   | WATER USAGE 11/13/19 TO 11/23/19                         | 366.19           |
| 26240     | 1/13/2020  | COX COMMUNICATIONS             | DECEMBER 2019 SERVICES                                   | 434.35           |
| 26241     | 1/13/2020  | DAILY BREEZE                   | ADV-NOTICE OF HEARING                                    | 418.37           |
| 26242     | 1/13/2020  | DAILY BREEZE                   | CLASSIFIED - STRIPING BID                                | 379.60           |
| 26243     | 1/13/2020  | FORUM INFO-TECH INC            | JANUARY 2020 BILLING                                     | 3,076.75         |
| 26244     | 1/13/2020  | JOHN L HUNTER & ASSOC., INC.   | SEPTEMBER 2019 SERVICES                                  | 2,015.00         |
| 26245     | 1/13/2020  | MCGOWAN CONSULTING             | NOVEMBER 2019 SERVICES                                   | 2,388.80         |
| 26246     | 1/13/2020  | PITNEY BOWES                   | DECEMBER 2019 POSTAGE                                    | 1,005.00         |
| 26247     | 1/13/2020  | REMOTE SATELLITE SYS INT'L     | FEBRUARY 2020 SERVICES AND DEC 2019 AIRTIME              | 108.00           |
| 26248     | 1/13/2020  | TERMINIX                       | DECEMBER 2019 SERVICES                                   | 54.00            |
| 26249     | 1/13/2020  | USCM                           | DEFERRED COMPENSATION 1/3/2019                           | 50.00            |
| 26250     | 1/13/2020  | VANTAGEPOINTE                  | DEFERRED COMPENSATION 1/3/2019                           | 826.13           |
| 26251     | 1/13/2020  | WILLDAN                        | OCTOBER TO DECEMBER 2019 SERVICES                        | 3,278.00         |
| PR LINK   | 1/3/2020   | PR LINK - PAYROLL PROCESSING   | PROCESSING FEE   | 62.95            |
| PR LINK   | 1/3/2020   | PR LINK - PAYROLL 1 & PR TAXES | PAY PERIOD - DECEMBER 18, 2019 THROUGH DECEMBER 31, 2019 | 19,109.75        |
|           |            |                                |  | <u>33,572.89</u> |
|           |            |                                |  | 14,400.19        |

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 \$33,572.89 or the payment of above items.

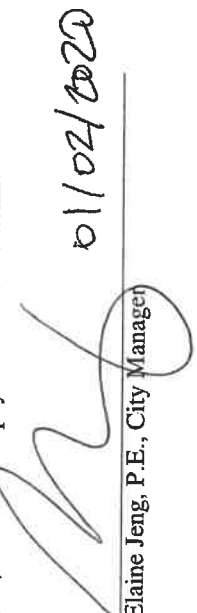
 01/08/2020  
Elaine Jeng, P.E., City Manager

## CITY OF ROLLING HILLS

12/31/2019 CHECK RUN D

| CHECK NO. | CHECK DATE | PAYEE  | DESCRIPTION   | AMOUNT    |
|-----------|------------|--|---|-----------|
| 26224     | 12/31/2019 | Abila  | DECEMBER 2019 SERVICES                                  | 175.00    |
| 26225     | 12/31/2019 | Complete Fire Service Inc.                   | 2019 ANNUAL FIRE EXTINGUISHER SERVICE                   | 139.95    |
| 26226     | 12/31/2019 | Executive Suite Services Inc.                | 2019 DECEMBER SERVICE AND ANNUAL DETAIL CLEANING        | 1,300.00  |
| 26227     | 12/31/2019 | The Gas Company                              | 11/5/2019 TO 12/6/2019 USAGE                            | 140.12    |
| 26228     | 12/31/2019 | Government Finance Ofc Assn                  | MEMBERSHIP DUES - DIRECGTOR OF FINANCE                  | 160.00    |
| 26229     | 12/13/2019 | HF&H CONSULTANTS, LLC                        | NOVEMBER 2019 SERVICES- RH FRANCHISE NEGOTIATION        | 6,785.92  |
| 26230     | 12/31/2019 | John L. Hunter & Assoc., Inc.                | MACHADO LAKE - TMRP                                     | 358.75    |
| 26231     | 12/31/2019 | County of LA Dept of Animal Care and Control | NOVEMBER 2019 SERVICES AND OCTOBER 2019 CREDIT          | 387.21    |
| 26232     | 12/31/2019 | County of Los Angeles Agricultural           | NOVEMBER 2019 SERVICES                                  | 105.17    |
| 26233     | 12/31/2019 | LA County Sheriff's Department               | LMT TRAFFIC ENFORCEMENT ROLLING HILLS                   | 1,152.96  |
| 26234     | 12/31/2019 | Palos Verdes Security Sys, Inc.              | 1ST QTR 2020 BILLING                                    | 192.00    |
| 26235     | 12/31/2019 | Remote Satellite Sys Int'l                   | JAN 2020 SERVICE AND NOV 2019 AIRTIME                   | 108.00    |
| 26236     | 12/31/2019 | Southern California Edison                   | USAGE 11/18/19 TO 12/23/19                              | 999.10    |
| 26237     | 12/31/2019 | Women's Community Club of Rolling Hills      | FY 19-20 50% REIMBURSEMENT FOR ANNUAL SNOW PARTY        | 2,341.05  |
| 26238     | 12/31/2019 | State Water Resources Control Board          | ANNUAL PERMIT FEE -10/1/19 TO 9/30/2020                 | 5,692.00  |
| EFT       | 1/1/2020   | CALPERS                                      | RETIREMENT DECEMBER 2019                                | 7,557.97  |
| PR LINK   | 12/20/2019 | PR LINK - PAYROLL PROCESSING                 | PROCESSING FEE  | 69.10     |
| PR LINK   | 12/20/2019 | PR LINK - PAYROLL 26 & PR TAXES              | PAY PERIOD - DECEMBER 4, 2019 THROUGH DECEMBER 17, 2019 | 35,431.30 |
|           |            |  |   | 63,095.60 |
|           |            |  |   | 27,595.20 |

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 \$63,095.60 or the payment of above items.

  
Elaine Jeng, P.E., City Manager

## CITY OF ROLLING HILLS

12/17/2019 CHECK RUN C

| CHECK NO. | CHECK DATE | PAYEE                                      | DESCRIPTION   | AMOUNT              |
|-----------|------------|--|---|---------------------|
| 26213     | 12/17/2019 | Konica Minolta Business Solutions USA Inc. | NOVEMBER 2019 SERVICES  | 359.35              |
| 26214     | 12/17/2019 | LA County Sheriff's Department             | NOVEMBER 2019 LAW ENFORCEMENT SERVICES                            | 29,654.48           |
| 26215     | 12/17/2019 | Rogers, Anderson, Malody & Scott, LLP      | NOVEMBER 2019 SERVICES  | 7,275.00            |
| 26216     | 12/17/2019 | City of Torrance                           | — AREA G FISCAL YEAR JULY 2019- JUNE 2020 (Disaster Preparedness) | 627.00              |
| 26217     | 12/17/2019 | USCM                                       | DEFERRED COMPENSATION 12/20/2019                                  | 1,300.00            |
| 26218     | 12/17/2019 | Vantagepoint Transfer Agents - 306580      | DEFERRED COMPENSATION 12/20/201                                   | 1,767.60            |
| 26219     | 1/1/2020   | Delta Dental                               | JANUARY 2020 DENTAL INSURANCE                                     | 840.18              |
| 26220     | 1/1/2020   | Opus Bank                                  | NOVEMBER 2019 CREDIT CARD EXPENSES                                | 2,831.83            |
| 26221     | 1/1/2020   | Standard Insurance Company                 | JANUARY 2020 INSURANCE  | 240.74              |
| 26222     | 1/1/2020   | USCM                                       | DEFERRED COMPENSATION YOLANTA 1/3/2020                            | 600.00              |
| 26223     | 1/1/2020   | Vision Service Plan - (CA)                 | JANUARY 2020 VISION INSURANCE                                     | 126.75              |
| EFT       | 12/17/2019 | CALPERS                                    | HEALTH INSURANCE JANUARY 2020                                     | 7,318.18            |
|           |            |  |   | <u>\$ 52,941.11</u> |
|           |            |  |   | 52,941.11           |

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 \$52,941.11 or the payment of above items.

Elaine Jeng, P.E., City Manager

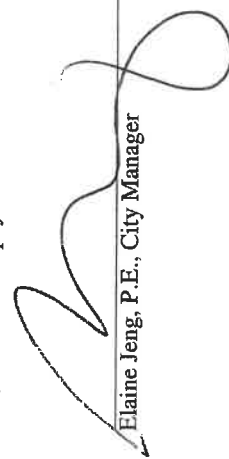
12/23/19

## CITY OF ROLLING HILLS

12/09/2019 CHECK RUN B

| CHECK NO. | CHECK DATE | PAYEE                            | DESCRIPTION   | AMOUNT    |
|-----------|------------|----------------------------------|---|-----------|
| 26200     | 12/9/2019  | 1 HOUR PHOTO ETC.                | RUSH SIGN- YOLANTA SCHWARTZ                             | 125.00    |
| 26201     | 12/9/2019  | BEST BEST & KRIEGER LLP          | NOVEMBER 2019 SERVICES - CITY OF ROLLING HILLS          | 11,577.50 |
| 26202     | 12/9/2019  | DELL INC                         | ADDITIONAL COMPUTER - STEPHANIE                         | 888.88    |
| 26203     | 12/9/2019  | EXECUTIVE SUITE SERVICES, INC.   | NOVEMBER 2019 SERVICES - JANITORIAL                     | 750.00    |
| 26204     | 12/9/2019  | HF&H CONSULTANTS, LLC            | JULY TO AUGUST 15, 2019 SERVICES                        | 1,498.07  |
| 26205     | 12/9/2019  | ICMA                             | ICMA MEMBERSHIP RENEWAL 2020- CITY MANAGER              | 1,400.00  |
| 26206     | 12/9/2019  | PITNEY BOWES GLOBAL FINANCIAL    | NOVEMBER 2019 LEASING CHARGES                           | 599.55    |
| 26207     | 12/9/2019  | PENINSULA SEPTIC SERVICE, INC.   | SERVICE CALL - SEPTIC TANK                              | 590.00    |
| 26208     | 12/9/2019  | PALOS VERDES FLORIST             | FLOWERS FOR HOLIDAY PARTY                               | 645.78    |
| 26209     | 12/9/2019  | ROGERS, ANDERSON, MALODY & SCOTT | FEBRUARY 2019 SERVICES                                  | 7,275.00  |
| 26210     | 12/9/2019  | STEPHENS PLUMBING HEATING & AC   | CITY HALL REPAIRS                                       | 150.00    |
| 26211     | 12/9/2019  | WILDAN, INC.                     | NOVEMBER 2019 SERVICES                                  | 582.10    |
| 26212     | 12/9/2019  | MARK TOWLE                       | HOLIDAY OPEN HOUSE BEVERAGES                            | 512.91    |
| EFT       | 12/9/2019  | CALPERS                          | NOVEMBER 2019 RETIREMENT                                | 7,557.97  |
| PR LINK   | 12/6/2019  | PR LINK - PAYROLL PROCESSING     | PROCESSING FEE  | 179.45    |
| PR LINK   | 12/6/2019  | PR LINK - PAYROLL 25 & PR TAXES  | PAY PERIOD - NOVEMBER 20, 2019 THROUGH DECEMBER 3, 2019 | 22,472.19 |
|           |            |                                  | \$  | 56,804.40 |
|           |            |                                  |   | 34,152.76 |

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 \$56,804.40 or the payment of above items.

 12/18/2019  
Elaine Jeng, P.E., City Manager

## CITY OF ROLLING HILLS

12/03/2019 CHECK RUN A

| CHECK NO.          | CHECK DATE | PAYEE  | DESCRIPTION   | AMOUNT               |
|--------------------|------------|--|---|----------------------|
| 26183              | 12/3/2019  | Armstrong Corporate                            | TREES AND WREATHS FOR HOLIDAY OPEN HOUSE 2019         | 716.05               |
| 26184              | 12/3/2019  | California Water Service Co.                   | 10/25/19 TO 11/22/19 WATER USAGE                      | 870.78               |
| 26185              | 12/3/2019  | Cox Communications                             | DECEMBER 2019 SERVICES                                | 455.88               |
| 26186              | 12/3/2019  | DUTHIE POWER SERVICES                          | REPLACED BATTERIES FOR EMERGENCY EQUIPMENT            | 7,264.04             |
| 26187              | 12/3/2019  | Executive Suite Services Inc.                  | OCTOBER 2019 JANITORIAL SERVICES                      | 600.00               |
| 26188              | 12/3/2019  | Janet Faria                                    | 2019 HOLIDAY OPEN HOUSE CATERING                      | 2,800.00             |
| 26189              | 12/3/2019  | FORUM INFO-TECH. INC./LEVELLOUD                | DECEMBER 2019 SERVICES                                | 3,076.75             |
| 26190              | 12/3/2019  | County of Los Angeles                          | OCTOBER 2019 SERVICES LESS SEPTEMBER CREDIT           | 290.16               |
| 26191              | 12/3/2019  | County of Los Angeles                          | OCTOBER 2019 SERVICES                                 | 1,787.89             |
| 26192              | 12/3/2019  | Pitney Bowes                                   | 10/23/2019 TO 11/23/2019 POSTAGE                      | 1,054.99             |
| 26193              | 12/3/2019  | Palos Verdes Peninsula Unified School District | BUSINESS CARDS  | 89.79                |
| 26194              | 12/3/2019  | Rogers, Anderson, Malody & Scott, LLP          | OCTOBER 2019 SERVICES                                 | 7,275.00             |
| 26195              | 12/3/2019  | Republic Services                              | JULY TO DECEMBER 2019 RESIDENTIAL SERVICES            | 412,544.70           |
| 26196              | 12/3/2019  | Southern California Edison                     | 10/23/19 TO 11/22/19 USAGE                            | 1,615.00             |
| 26197              | 12/3/2019  | Vision Service Plan - (CA)                     | COVERAGE FOR NEW EMPLOYEES                            | 89.18                |
| 26198              | 12/3/2019  | Xerox Corporation                              | NOVEMBER 2019 SERVICES                                | 46.00                |
| 26199              | 12/3/2019  | PETTY CASH                                     | PETTY CASH FOR HOLIDAY OPEN HOUSE                     | 500.00               |
| PR LINK 11/22/2019 |            | PR LINK - PAYROLL PROCESSING                   | PROCESSING FEE  | 63.70                |
| PR LINK 11/22/2019 |            | PR LINK - PAYROLL 22 & PR TAXES                | PAY PERIOD - OCTOBER 9, 2019 THROUGH OCTOBER 22, 2019 | 23,215.35            |
|                    |            |  |   | <u>\$ 464,355.26</u> |
|                    |            |  |   | 441,076.21           |

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 \$464,355.26 or the payment of above items.

Elaine Jeng, P.E., City Manager

12/09/2019



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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Agenda Item No.: 5.C  
Mtg. Date: 01/13/2020

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT  
**THRU:** ELAINE JENG P.E., CITY MANAGER  
**SUBJECT:** FINANCIAL STATEMENT FOR THE MONTH OF NOVEMBER 2019.  
**DATE:** January 13, 2020

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**BACKGROUND:**  
NONE.

**DISCUSSION:**  
NONE.

**RECOMMENDATION:**  
APPROVE AS PRESENTED.

**ATTACHMENTS:**

[5C.pdf](#)

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

**Agenda Item**  
**Mtg. Date: 01/13/2020**



| <b>Fund</b>  | <b>This Year</b> | <b>Last Year</b> | <b>This Year<br/>Better<br/>(Worse)</b> | <b>Annual<br/>Budget &amp; Adj.</b> | <b>Remaining<br/>Budget</b> |
|--|------------------|------------------|---|-------------------------------------|-----------------------------|
| <b>GENERAL</b>                                       |                  |                  |   |                                     |                             |
| Revenues   | \$ 203,178       | \$ 221,839       | \$ (18,661)                             | 2,278,300                           | \$ 2,075,122                |
| Expenditures   | 671,760          | 650,006          | (21,754)                                | 2,233,600                           | 1,561,840                   |
| Net Revenue before transfers                         | (468,582)        | (428,167)        | (40,415)                                | 44,700                              | 513,282                     |
| Transfers in (out)                                   | 10,000           | 10,000           | -                                       | (374,000)                           | (384,000)                   |
| Net Revenue  | (458,582)        | (418,167)        | (40,415)                                | (329,300)                           | 129,282                     |
| <b>CITIZENS' OPTION FOR<br/>PUBLIC SAFETY (COPS)</b> |                  |                  |   |                                     |                             |
| Revenues   | 103,527          | 92,043           | 11,484                                  | 140,125                             | 36,598                      |
| Expenditures   | 62,571           | 52,884           | (9,687)                                 | 162,700                             | 100,129                     |
| Net Revenue before transfers                         | 40,956           | 39,159           | 1,797                                   | (22,575)                            | (63,531)                    |
| Transfers in (out)                                   | -                | -                | -                                       | -                                   | 0                           |
| Net Revenue  | 40,956           | 39,159           | 1,797                                   | (22,575)                            | (63,531)                    |
| <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   | 323,679          | 321,176          | 2,503                                   | 840,900                             | 517,221                     |
| Expenditures   | 343,785          | 330,915          | (12,870)                                | 890,089                             | 546,304                     |
| Net Revenue before transfers                         | (20,106)         | (9,739)          | (10,367)                                | (49,189)                            | (29,083)                    |
| Transfers in (out)                                   | (10,000)         | (10,000)         | -                                       | (24,000)                            | (14,000)                    |
| Net Revenue  | (30,106)         | (19,739)         | (10,367)                                | (73,189)                            | (43,083)                    |
| <b>TRAFFIC SAFETY</b>                                |                  |                  |   |                                     |                             |
| Revenues   | -                | -                | -                                       | 50                                  | 50                          |
| Expenditures   | 10,316           | 2,375            | (7,941)                                 | 54,550                              | 44,234                      |
| Net Revenue before transfers                         | (10,316)         | (2,375)          | (7,941)                                 | (54,500)                            | (44,184)                    |
| Transfers in (out)                                   | -                | -                | -                                       | 54,500                              | 54,500                      |
| Net Revenue  | (10,316)         | (2,375)          | (7,941)                                 | -                                   | 10,316                      |
| <b>TRANSIT - PROPOSITION A, C, M &amp; TDA</b>       |                  |                  |   |                                     |                             |
| Revenues   | 52,844           | 51,151           | 1,693                                   | 124,650                             | 71,806                      |
| Expenditures   | -                | -                | -                                       | -                                   | -                           |
| Net Revenue before transfers                         | 52,844           | 51,151           | 1,693                                   | 124,650                             | 71,806                      |
| Transfers in (out)                                   | -                | -                | -                                       | -                                   | -                           |
| Net Revenue  | 52,844           | 51,151           | 1,693                                   | 124,650                             | 71,806                      |
| <b>LA COUNTY MEASURE W</b>                           |                  |                  |   |                                     |                             |
| Revenues   | -                | -                | -                                       | 120,900                             | 120,900                     |
| Expenditures   | -                | -                | -                                       | 120,000                             | 120,000                     |
| Net Revenue before transfers                         | -                | -                | -                                       | 900                                 | 900                         |
| Transfers in (out)                                   | -                | -                | -                                       | -                                   | -                           |
| Net Revenue  | -                | -                | -                                       | 900                                 | 900                         |
| <b>UTILITY FUND</b>                                  |                  |                  |   |                                     |                             |
| Revenues   | 7,711            | -                | 7,711                                   | -                                   | (7,711.00)                  |
| Expenditures   | -                | 17,500           | 17,500                                  | 172,000                             | 172,000                     |
| Net Revenue before transfers                         | 7,711            | (17,500)         | 25,211                                  | (172,000)                           | (179,711)                   |
| Transfers in (out)                                   | -                | -                | -                                       | -                                   | -                           |
| Net Revenue  | 7,711            | (17,500)         | 25,211                                  | (172,000)                           | (179,711)                   |
| <b>TOTAL ALL FUNDS</b>                               |                  |                  |   |                                     |                             |
| Revenues   | 690,939          | 686,209          | 4,730                                   | 3,515,025                           | 2,703,186                   |
| Expenditures   | 1,088,432        | 1,053,680        | (34,752)                                | 4,000,939                           | 2,792,507                   |
| Net Revenue before transfers                         | (397,493)        | (367,471)        | (30,022)                                | (485,914)                           | (89,321)                    |
| Transfers in (out)                                   | -                | -                | -                                       | -                                   | -                           |
| Net Revenue (Deficit)                                | \$ (397,493)     | \$ (367,471)     | \$ (30,022)                             | \$ (485,914)                        | \$ (89,321)                 |

**CITY OF ROLLING HILLS  
BALANCE SHEET  
November 30, 2019**

|   | GENERAL &<br>CAPITAL FUND | DEPOSIT<br>FUND  | COPS &<br>CLEEP   | COMMUN.<br>FACILITIES | MUNICIPAL<br>SELF-<br>INSUR. | REFUSE<br>COLLECT. | TRAFFIC<br>SAFETY  | TRANSIT<br>PROP A, C, R, M<br>& TDA | UTILITY<br>FUND     | YTD<br>TOTAL        | BEGINNING<br>OF YEAR<br>TOTAL |
|---|---------------------------|------------------|-------------------|-----------------------|------------------------------|--------------------|--------------------|-------------------------------------|---------------------|---------------------|-------------------------------|
|   |                           |                  |                   |                       |                              |                    |                    |                                     |                     |                     |                               |
| <b>ASSETS</b>   |                           |                  |                   |                       |                              |                    |                    |                                     |                     |                     |                               |
| Cash & Cash Equivalents                               | \$ 4,907,881              | \$ 42,174        | \$ 109,486        | \$ 11,255             | \$ 260,374                   | \$ 159,895         | \$ (10,316)        | \$ 184,935                          | \$ 795,616          | \$ 6,461,300        | \$ 7,224,252                  |
| Cash & Cash Equivalents - Capital Project Fund        | -                         | -                | -                 | -                     | -                            | -                  | -                  | -                                   | -                   | -                   | -                             |
| PARS Section 115 Trust                                | 382,972                   | -                | -                 | -                     | -                            | -                  | -                  | -                                   | -                   | 382,972             | 382,972                       |
| Rule 20A  | -                         | -                | -                 | -                     | -                            | -                  | -                  | -                                   | 675,295.00          | 675,295             | 675,295                       |
| Accounts Receivable                                   | 39,867                    | -                | -                 | -                     | -                            | 331,381            | -                  | -                                   | -                   | 371,248             | 314,309                       |
| Prepaid Expense & Deposits                            | 23,794                    | -                | -                 | -                     | -                            | -                  | -                  | -                                   | -                   | 23,794              | 6,207                         |
| <b>TOTAL ASSETS</b>                                   | <b>\$ 5,354,514</b>       | <b>\$ 42,174</b> | <b>\$ 109,486</b> | <b>\$ 11,255</b>      | <b>\$ 260,374</b>            | <b>\$ 491,276</b>  | <b>\$ (10,316)</b> | <b>\$ 184,935</b>                   | <b>\$ 1,470,911</b> | <b>\$ 7,914,609</b> | <b>\$ 8,603,035</b>           |
| <b>LIABILITIES</b>                                    |                           |                  |                   |                       |                              |                    |                    |                                     |                     |                     |                               |
| Accounts & Contract Payable                           | \$ 611                    | \$ -             | \$ -              | \$ -                  | \$ -                         | \$ 343,860         | \$ -               | \$ -                                | \$ -                | \$ 344,471          | \$ 682,021                    |
| Employee Benefits Payable                             | 3,359                     | -                | -                 | -                     | -                            | -                  | -                  | -                                   | -                   | 3,359               | 2,956                         |
| Deposits  | 7,964                     | 42,174           | -                 | -                     | -                            | -                  | -                  | -                                   | -                   | 50,138              | 9,267                         |
| Deferred revenues                                     | -                         | -                | -                 | -                     | -                            | -                  | -                  | -                                   | -                   | -                   | -                             |
| <b>TOTAL LIABILITIES</b>                              | <b>11,934</b>             | <b>42,174</b>    | <b>-</b>          | <b>-</b>              | <b>-</b>                     | <b>343,860</b>     | <b>-</b>           | <b>-</b>                            | <b>-</b>            | <b>397,968</b>      | <b>694,244</b>                |
| <b>FUND BALANCE</b>                                   |                           |                  |                   |                       |                              |                    |                    |                                     |                     |                     |                               |
| Restricted Fund Balance                               | -                         | -                | 109,486           | -                     | -                            | -                  | -                  | 184,935                             | -                   | 294,421             | 583,595                       |
| Unassigned Fund Balance                               | 5,342,580                 | -                | -                 | 11,255                | 260,374                      | 147,416            | (10,316)           | -                                   | 1,470,911           | 7,222,220           | 7,325,196                     |
| <b>TOTAL UNASSIGNED FUND BALANCE</b>                  | <b>5,342,580</b>          | <b>-</b>         | <b>109,486</b>    | <b>11,255</b>         | <b>260,374</b>               | <b>147,416</b>     | <b>(10,316)</b>    | <b>184,935</b>                      | <b>1,470,911</b>    | <b>7,516,641</b>    | <b>7,908,791</b>              |
| <b>OTAL UNASSIGNED FUND BALANCE &amp; LIABILITIES</b> | <b>\$ 5,354,514</b>       | <b>\$ 42,174</b> | <b>\$ 109,486</b> | <b>\$ 11,255</b>      | <b>\$ 260,374</b>            | <b>\$ 491,276</b>  | <b>\$ (10,316)</b> | <b>\$ 184,935</b>                   | <b>\$ 1,470,911</b> | <b>\$ 7,914,609</b> | <b>\$ 8,603,035</b>           |

**COMPOSITION OF CASH**

|   |                     |
|---|---------------------|
| Petty Cash                                | \$ 1,500            |
| OPUS Bank - Checking Account              | 46,816              |
| OPUS Bank - Money Market                  | 85,390              |
| Opus Bank Interest Checking               | 1,059,760           |
| Calif. State Local Agency Investment Fund | 2,077,834           |
| Certificate of Deposits                   | 3,190,000           |
| <b>Total</b>                              | <b>\$ 6,461,300</b> |

Prepared By:  Date: 12/28/2019  
 Terry Shea, Finance Director  
 Approved By:  Date: 01/09/2020  
 Elaine Jeng, P.E., City Manager





# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.D  
Mtg. Date: 01/13/2020

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

**FROM:** CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

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

**SUBJECT:** REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR NOVEMBER 2019.

**DATE:** January 13, 2020

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**BACKGROUND:**  
NONE.

**DISCUSSION:**  
NONE.

**RECOMMENDATION:**  
APPROVE AS PRESENTED.

**ATTACHMENTS:**

[5D.pdf](#)

# CITY OF ROLLING HILLS RESIDENTIAL ALLIED WASTE RECYCLE NOW REPORT

Report Date:

2019

| MONTH                   | RECYCLED<br>(tons) | GREEN WASTE<br>(tons) | C&D<br>Recycled | C&D<br>Disposed | Disposal<br>Tonnage | Diversion<br>% | MONTHLY<br>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               | -                  | 163.46                | 1.94            | 0.52            | 177.90              | 48.11%         | 343.82                   |
| October                 | -                  | 177.44                | 4.36            | 1.46            | 181.59              | 49.83%         | 364.85                   |
| November                | -                  | 68.90                 | 12.92           | 5.10            | 239.82              | 25.04%         | 326.74                   |
| December                | -                  | -                     | -               | -               | -                   | 0.00%          | 0.00                     |
| Year to Date Totals:    | 336.04             | 1,379.48              | 315.79          | 127.22          | 1,700.33            | 52.64%         | 3,858.86                 |
| Average Monthly Totals: | 2019 48.01         | 125.41                | 28.71           | 11.57           | 154.58              | 52%            | 350.81                   |



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

**Agenda Item No.: 5.E**  
**Mtg. Date: 01/13/2020**

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

**FROM: CONNIE VIRAMONTES, ADMINISTRATIVE ASSISTANT**

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

**SUBJECT: CONSIDER AND APPROVE THE ANNUAL VENDOR LIST.**

**DATE: January 13, 2020**

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## **BACKGROUND:**

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

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

While significantly most of the City's purchases are accommodated by (1), (2), (3), (4) and (5) above, staff recommends annual approval of the updated "City Council Approved Vendor's List" as listed in (6) to facilitate purchases from known vendors.

The updated Vendor List is comprised of vendors who have consistently provided excellent service to the City. This is based on City standards for quality and the cost of materials meaning that they have traditionally been the lowest bidder, they can deliver goods or services on time, and/or they consistently meet or exceed product/service specifications.

## **DISCUSSION:**

While substantial purchases made by the City are best served by bidding or by obtaining competitive quotes, there may be situations where working with a preferred vendor is desired and/or more efficient. Preferred providers who are familiar with the City can expedite items, be personally involved in achieving the desired outcome as well as be competitive in pricing. Bidding, on the other hand, can result in products from an unknown vendor, time delays and poor quality.

For purchases where bidding is determined, with approval of the City Manager, not to be expedient or in the best interest of the City, the attached vendors are proposed for inclusion on the "City Council Approved Vendor's List." The vendors identified meet the definition or qualifications for being on the Vendor List.

## **FISCAL IMPACT**

There is no financial impact with adoption of the proposed vendor list. Staff will be cost conscious and mindful of the spending of City funds when determining when to bid a purchase or utilize a preferred vendor.

**CONCLUSION**

It is not intended that a particular vendor will be used for the purchase of items solely because the vendor is on the preferred vendor list. However, with a preferred vendor list, staff will have one additional tool available for making purchases if the situation or specific product is best addressed through a particular vendor.

**RECOMMENDATION:**

It is recommended that the City Council approve the Annual Vendor List designating preferred vendors for certain City purchases.

**ATTACHMENTS:**

[2020 Vendor List.docx](#)

“2020 PROPOSED “CITY COUNCIL APPROVED VENDOR LIST”

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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Agenda Item No.: 5.F  
Mtg. Date: 01/13/2020

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

**FROM:** YOHANA CORONEL,

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

**SUBJECT:** CONSIDER AND APPROVE CITY COUNCIL MEETING DATES FOR CALENDAR YEAR 2020

**DATE:** January 13, 2020

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**BACKGROUND:**  
NONE.

**DISCUSSION:**  
NONE.

**RECOMMENDATION:**

It is recommended that members of the City Council approve the Calendar of 2020 Meeting Dates & Holidays. There is one holiday that lands on regularly scheduled City Council meetings; May 25, 2020 Memorial Day.

Staff is recommending to reschedule the May 25<sup>th</sup> meeting to Tuesday, May 26<sup>th</sup> or Wednesday, May 27<sup>th</sup>. The Holiday Party will be held on the second Monday of the month, December 14<sup>th</sup> as years past, and holding a Regular City Council Meeting on December 21<sup>st</sup> 2020, which will fall on the third Monday of the month.

**ATTACHMENTS:**

[Item4F\\_Attach01\\_2020CityCouncilMeetingDates.xlsx](#)

## 2020 City Council Meeting Dates and City Holidays

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

| Scheduled Date     | Holiday Conflict   | Holiday Date | Re-scheduled Date/Time    |
|--------------------|--------------------|--------------|---------------------------|
| January 13, 2020   |                    |              |                           |
| January 27, 2020   |                    |              |                           |
| February 10, 2020  |                    |              |                           |
| February 24, 2020  |                    |              |                           |
| March 9, 2020      |                    |              |                           |
| March 23, 2020     |                    |              |                           |
| April 13, 2020     |                    |              |                           |
| April 27, 2020     |                    |              |                           |
| May 11, 2020       |                    |              |                           |
| May 25, 2019       | Memorial Day       | May 25       | Rescheduled to 5/26, 27?? |
| June 8, 2020       |                    |              |                           |
| June 22, 2020      |                    |              |                           |
| July 13, 2020      |                    |              |                           |
| July 27, 2020      |                    |              |                           |
| August 10, 2020    |                    |              |                           |
| August 24, 2020    |                    |              |                           |
| September 14, 2020 |                    |              |                           |
| September 28, 2020 |                    |              |                           |
| October 12, 2020   |                    |              |                           |
| October 26, 2020   |                    |              |                           |
| November 9, 2020   |                    |              |                           |
| November 23, 2020  |                    |              |                           |
| December 14, 2019  | Holiday Open House | N/A          | N/A                       |
| December 21, 2019  | N/A                | N/A          | Regular Council Meeting   |

### 2020 Holidays Observed (City Hall Closed)

### Other Holidays:

|                      |                            |                       |                     |
|----------------------|----------------------------|-----------------------|---------------------|
| January 1, 2020      | New Year's Day (observed)  | March 16-20, 2020     | PVPUSD Spring Break |
| January 20, 2020     | Martin Luther King Jr. Day | April 16-18, 2020     | Passover            |
| February 17, 2020    | President's Day            | September 18-20, 2020 | Rosh Hashanah       |
| May 25, 2020         | Memorial Day               | September 27-28, 2020 | Yom Kippur          |
| July 4, 2020         | Independence Day           |                       |                     |
| September 7, 2020    | Labor Day                  |                       |                     |
| November 11, 2020    | Veterans Day               |                       |                     |
| November 26-27, 2020 | Thanksgiving Holiday       |                       |                     |
| December 24, 2020    | Christmas Eve (Observed)   |                       |                     |
| December 25, 2020    | Christmas Day              |                       |                     |





# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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**Agenda Item No.: 5.G**  
**Mtg. Date: 01/13/2020**

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

**FROM:** YOHANA CORONEL,

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

**SUBJECT:** CONSIDER AND APPROVE CITY COUNCIL BUDGET CALENDAR FISCAL YEAR 2020-2021

**DATE:** January 13, 2020

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**BACKGROUND:**  
NONE.

**DISCUSSION:**  
NONE.

**RECOMMENDATION:**

It is recommended that members of the City Council approve the Budget Calendar of Fiscal Year 2020-2021.

**ATTACHMENTS:**

[Item4G\\_Attach01\\_BudgetCalendarFY20-21v3.docx](#)



# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

## BUDGET CALENDAR FISCAL YEAR 2020/2021

|                   |  |
|-------------------|--|
| January 13, 2020  | Finance/Budget/Audit Committee meeting with Auditor to review FY 2018/19 Comprehensive Annual Financial Report (CAFR).   |
| January 13, 2020  | City Council receive, review and approve FY 2020/2021 budget calendar.   |
| January 25, 2020  | City Council Strategic Planning Session #1 with staff for FY 2020/2021 and beyond.   |
| January 27, 2020  | City Council receive and review FY 2018/2019 Audited Financial Statements.   |
| February 10, 2020 | City Council Strategic Planning Session #2 with staff for FY 2020/2021 and beyond.   |
| February 24, 2020 | City Council Strategic Planning Session #3 with staff for FY 2020/2021 and beyond.   |
| March 09, 2020    | City Council receive and review FY 2019/2020 mid-year budget report and appropriations.  |
| April 13, 2020    | Finance/Budget/Audit Committee review Financial and Investment Policies; and review and discuss Schedule of Fees and Charges.  |
| April 13, 2020    | City Council discussion of FY 2020/2021 budget priorities.   |
| May 07, 2020      | If the annualized CPI exceeds 7.5% as of March 2019, public notice sent to all property owners advertising a public hearing for an increase in the solid waste collection fee. Also, as directed, public notice is required for updates to Schedule of Fees & Charges (by June 8, 2020). |
| April 15, 2020    | Staff review of FY 2019/2020 year-end expenditure projections with City Manager.   |



# 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

- |                |  |
|----------------|--|
| April 27, 2020 | City Council review of FY 2019/2020 year-end revenue and expenditure projections, Schedule of Fees and Charges, annual CPI projections, and Financial and Investment Policies.   |
| April 29, 2020 | Staff proposed FY 2020/2021 Budget Requests and discussion with City Manager.  |
| May 06, 2020   | Final Staff proposed FY 2020/2021 Budget Requests with City Manager.   |
| May 14, 2020   | Finance/Budget/Audit Committee review of FY 2020/2021 staff proposed budget.   |
| June 08, 2020  | City Council budget public hearing, adoption of FY 2020/2021 budget, and approval of Gann Limit. <b>If necessary, City Council public hearing on proposed update(s) to solid waste collection fee and/or Schedule of Fees and Charges.</b> |



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

**Agenda Item No.: 5.H**  
**Mtg. Date: 01/13/2020**

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

**FROM:** YOHANA CORONEL,

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

**SUBJECT:** RESOLUTION 1247: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AS PROVIDED BY SECTION 34090 OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA.

**DATE:** January 13, 2020

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## **BACKGROUND:**

Government Code Section 34090 provides for the destruction of certain city records by resolution and the written consent of the City Attorney. It states "The head of a city department may destroy city record, document, instrument, book or paper, under his or her charge, without making a copy thereof, after the same is no longer required." This section does not authorize the destruction of:

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

Staff and the City Attorney have reviewed the records listed on Exhibit A of the attached Resolution No. 1247 and have determined that they are not among the above exceptions. Further, staff has reviewed the listed records to assure that they do not have any historical or research value to the City. Therefore, staff has determined that they are eligible for destruction. Similar action on older City records was taken by the City Council on August 23, 2010 by the adoption of Resolution No. 1089

**DISCUSSION:**  
NONE.

## **RECOMMENDATION:**

It is recommended that members of the City Council adopt Resolution No. 1247 authorizing the destruction of certain City records as provided by Section 34070 of the Government Code of the State of California.

## **ATTACHMENTS:**

[Item4H\\_Attach02\\_DestructionFormsOfRecords.docx.pdf](#)

[Item4H\\_Attach01\\_ResolutionApprovingDestructionOfRecordsv1.docx](#)



# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

## RECORDS DESTRUCTION AUTHORIZATION FORM

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

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

(List records below or attach list)

| FILE # | RECORD DESCRIPTION           | START DATE | END DATE | BOX #  | RETENTION # | RET. PERIOD |
|--------|------------------------------|------------|----------|--------|-------------|-------------|
|        | 2013 Election Materials      |            |          | Box #1 |             |             |
|        | Sample Ballot Box            | 03/03/2013 | 03/03/13 |        | CC-018      | 2 YEARS     |
|        | Ballot Seals                 | 03/03/2013 | 03/03/13 |        | CC-018      | 2 YEARS     |
|        | Ballots (copies)             | 03/03/2013 | 03/03/13 |        | CC-018      | 2 YEARS     |
|        | Ballot Facsimile             | 03/03/2013 | 03/03/13 |        | CC-018      | 2 YEARS     |
|        | Privacy Sleeve               | 03/03/2013 | 03/03/13 |        | CC-018      | 2 YEARS     |
|        | Provisional Sleeves          | 03/03/2013 | 03/03/13 |        | CC-018      | 2 YEARS     |
|        | Provisional Ballot Envelopes | 03/03/2013 | 03/03/13 |        | CC-018      | 2 YEARS     |
|        | Provisional Voter Receipt    | 03/03/2013 | 03/03/13 |        | CC-018      | 2 YEARS     |
|        | I Voted Stickers             | 03/03/2013 | 03/03/13 |        | CC-018      | 2 YEARS     |

⑥ Shredding Required (Documents contain private information.)

page 1 of 2

### LIST OF DOCUMENTS HAS BEEN REVIEWED AND APPROVED FOR DESTRUCTION:

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

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

\_\_\_\_\_  
Date





# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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

## RECORDS DESTRUCTION AUTHORIZATION FORM

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

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

(List records below or attach list)

| FILE # | RECORD DESCRIPTION           | START DATE | END DATE | BOX #         | RETENTION # | RET. PERIOD |
|--------|------------------------------|------------|----------|---------------|-------------|-------------|
|        | <b>Audio Cassettes Tapes</b> |            |          | <b>Box #4</b> |             |             |
|        | City Council Meetings        | 07/13/87   | 07/13/87 |               | CC-047      | 5 YRS       |
|        | City Council Meetings        | 07/27/87   | 07/27/87 |               | CC-047      | 5 YRS       |
|        | City Council Meetings        | 02/29/88   | 02/29/88 |               | CC-047      | 5 YRS       |
|        | City Council Meetings        | 09/20/88   | 09/20/88 |               | CC-047      | 5 YRS       |
|        | Sewer Advisory Meeting       | 01/24/89   | 01/24/89 |               | CC-047      | 5 YRS       |
|        | Sewer Advisory Meeting       | 02/28/89   | 02/28/89 |               | CC-047      | 5 YRS       |
|        | Joint Study Session          | 06/22/92   | 06/22/92 |               | CC-047      | 5 YRS       |
|        | Joint Study Session          | 07/13/92   | 07/13/92 |               | CC-047      | 5 YRS       |
|        | Joint Study Session          | 08/29/94   | 08/29/94 |               | CC-047      | 5 YRS       |

⑥ Shredding Required (Documents contain private information.)

page 1 of 3

### LIST OF DOCUMENTS HAS BEEN REVIEWED AND APPROVED FOR DESTRUCTION:

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

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

\_\_\_\_\_  
Date

| FILE # | RECORD DESCRIPTION                         | START DATE | END DATE | BOX # | RETENTION # | RET. PERIOD |
|--------|--|------------|----------|-------|-------------|-------------|
|        | City Council & Planning Comm. Mtg.         | 02/03/97   | 02/03/97 |       | CC-047      | 5 YRS       |
|        | City Council Undergrounding Mtg.           | 03/26/01   | 03/26/01 |       | CC-047      | 5 YRS       |
|        | Planning Commission Mtg.                   | 01/21/03   | 01/21/03 |       | PL-017      | 5 YRS       |
|        | Planning Commission Mtg.                   | 08/19/03   | 08/19/03 |       | PL-017      | 5 YRS       |
|        | Planning Commission Mtg.                   | 05/18/04   | 05/18/04 |       | PL-017      | 5 YRS       |
|        | Planning Commission Mtg.                   | 03/15/05   | 03/15/05 |       | PL-017      | 5 YRS       |
|        | Planning Commission Mtg.                   | 05/17/05   | 05/17/05 |       | PL-017      | 5 YRS       |
|        | Planning Commission Mtg.                   | 09/20/05   | 09/20/05 |       | PL-017      | 5 YRS       |
|        | Planning Commission Mtg.                   | 06/19/07   | 06/19/07 |       | PL-017      | 5 YRS       |
|        | Planning Commission Mtg.                   | 04/21/09   | 04/21/09 |       | PL-017      | 5 YRS       |
|        | City Council Meetings                      | 03/14/05   | 03/14/05 |       | CC-047      | 5 YRS       |
|        | City Council Meetings                      | 03/28/05   | 03/28/05 |       | CC-047      | 5 YRS       |
|        | City Council Meetings                      | 04/11/05   | 04/11/05 |       | CC-047      | 5 YRS       |
|        | City Council Meetings                      | 04/25/05   | 04/25/05 |       | CC-047      | 5 YRS       |
|        | City Council Meetings                      | 05/09/05   | 05/09/05 |       | CC-047      | 5 YRS       |
|        | City Council Meetings                      | 01/09/06   | 01/09/06 |       | CC-047      | 5 YRS       |
|        | City Council Meetings                      | 01/23/16   | 01/23/16 |       | CC-047      | 5 YRS       |
|        | City Council Meetings                      | 02/13/06   | 02/13/06 |       | CC-047      | 5 YRS       |
|        | City Council Meetings                      | 02/27/06   | 02/27/06 |       | CC-047      | 5 YRS       |
|        | City Council Meetings                      | 03/13/06   | 03/13/06 |       | CC-047      | 5 YRS       |
|        | City Council Meetings                      | 03/27/06   | 03/27/06 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 03/27/06   | 03/27/06 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 04/10/06   | 04/10/06 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 04/24/06   | 04/24/06 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 05/08/06   | 05/08/06 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 05/23/06   | 05/23/06 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 06/13/05   | 06/13/05 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 06/27/06   | 06/27/06 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 07/11/06   | 07/11/06 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 07/25/06   | 07/25/06 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 08/22/06   | 08/22/06 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 09/12/05   | 09/12/05 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 09/26/05   | 09/26/05 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 10/10/06   | 10/10/06 |       | CC-047      | 5 YRS       |
|        | City Council and Planning Comm. Joint Mtg. | 10/24/06   | 10/24/06 |       | CC-047      | 5 YRS       |







*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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

## RECORDS DESTRUCTION AUTHORIZATION FORM

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

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

(List records below or attach list)

| FILE # | RECORD DESCRIPTION   | START DATE | END DATE | BOX # | RETENTION # | RET. PERIOD |
|--------|----------------------|------------|----------|-------|-------------|-------------|
|        | A/P Invoices Posting | 07/01/99   | 06/30/00 | 20    | FN-022      | 5 YEARS     |
|        | Journals             | 07/01/00   | 06/30/01 | 20    | FN-022      | 5 YEARS     |
|        | Journals             | 07/01/01   | 06/30/02 | 20    | FN-022      | 5 YEARS     |
|        | Journals             | 07/01/03   | 06/30/04 | 20    | FN-022      | 5 YEARS     |
|        | Journals             | 07/01/04   | 06/30/05 | 20    | FN-022      | 5 YEARS     |
|        | Journals             | 07/01/05   | 06/30/06 | 20    | FN-022      | 5 YEARS     |
|        | Journals             | 07/01/06   | 06/30/07 | 20    | FN-022      | 5 YEARS     |
|        | Journals             | 07/01/07   | 06/30/08 | 20    | FN-022      | 5 YEARS     |
|        | Journals             | 07/01/96   | 06/30/97 | 20    | FN-022      | 5 YEARS     |
|        | Journals             | 07/01/97   | 06/30/98 | 20    | FN-022      | 5 YEARS     |

⑥ Shredding Required (Documents contain private information.)

page 1 of 2

### LIST OF DOCUMENTS HAS BEEN REVIEWED AND APPROVED FOR DESTRUCTION:

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

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

\_\_\_\_\_  
Date





*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

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

## RECORDS DESTRUCTION AUTHORIZATION FORM

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(List records below or attach list)

| FILE # | RECORD DESCRIPTION            | START DATE | END DATE | BOX # | RETENTION # | RET. PERIOD |
|--------|-------------------------------|------------|----------|-------|-------------|-------------|
|        | A/P Invoices Posting Journals | 07/01/02   | 06/30/03 | 21    | FN-022      | 5 YEARS     |
|        | Vendor Transactions           | 01/01/92   | 12/31/92 | 21    | FN-022      | 5 YEARS     |
|        | Vendor Transactions           | 01/01/93   | 12/31/93 | 21    | FN-022      | 5 YEARS     |
|        | Vendor Transactions           | 01/01/94   | 12/31/94 | 21    | FN-022      | 5 YEARS     |
|        | Vendor Transactions           | 01/01/95   | 12/31/95 | 21    | FN-022      | 5 YEARS     |
|        | Vendor Transactions           | 01/01/96   | 12/31/96 | 21    | FN-022      | 5 YEARS     |
|        | Vendor Transactions           | 01/01/97   | 12/31/97 | 21    | FN-022      | 5 YEARS     |
|        | Vendor Transactions           | 01/01/98   | 12/31/98 | 21    | FN-022      | 5 YEARS     |
|        | Bank Reconciliations          | 07/01/92   | 06/30/93 | 21    | FN-022      | 5 YEARS     |
|        | Bank Statements               | 07/01/92   | 06/30/93 | 21    | FN-022      | 5 YEARS     |

© Shredding Required (Documents contain private information.)

page 1 of 3

### LIST OF DOCUMENTS HAS BEEN REVIEWED AND APPROVED FOR DESTRUCTION:

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

| FILE # | RECORD DESCRIPTION      | START DATE | END DATE | BOX # | RETENTION # | RET. PERIOD                               |
|--------|-------------------------|------------|----------|-------|-------------|---|
|        | Financial Statements    | 07/01/92   | 06/30/93 | 21    | FN-022      | 5 YEARS                                   |
|        | General Ledger          | 07/01/92   | 06/30/93 | 21    | FN-022      | 5 YEARS                                   |
|        | Duplicate Audit Reports |            | 06/30/75 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/76 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/77 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/78 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/79 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/81 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/84 | 21    | CW-008      | COPIES -<br>When no<br>longer<br>required |
|        | Duplicate Audit Reports |            | 06/30/85 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/87 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/88 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/89 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/90 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/91 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/93 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/94 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/95 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/97 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/98 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |
|        | Duplicate Audit Reports |            | 06/30/99 | 21    | CW-008      | COPIES -<br>When no longer<br>required    |

|  |                         |  |          |    |        |  |
|--|-------------------------|--|----------|----|--------|--|
|  | Duplicate Audit Reports |  | 06/30/00 | 21 | CW-008 | COPIES -<br>When no longer<br>required |
|  | Duplicate Audit Reports |  | 06/30/01 | 21 | CW-008 | COPIES -<br>When no longer<br>required |
|  | Duplicate Audit Reports |  | 06/30/02 | 21 | CW-008 | COPIES -<br>When no longer<br>required |
|  | Duplicate Audit Reports |  | 06/30/03 | 21 | CW-008 | COPIES -<br>When no longer<br>required |
|  | Duplicate Audit Reports |  | 06/30/04 | 21 | CW-008 | COPIES -<br>When no longer<br>required |
|  | Duplicate Audit Reports |  | 06/30/05 | 21 | CW-008 | COPIES -<br>When no longer<br>required |
|  | Duplicate Audit Reports |  | 06/30/06 | 21 | CW-008 | COPIES -<br>When no longer<br>required |
|  | Duplicate Audit Reports |  | 06/30/07 | 21 | CW-008 | COPIES -<br>When no longer<br>required |
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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

## RECORDS DESTRUCTION AUTHORIZATION FORM

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

(List records below or attach list)

| FILE # | RECORD DESCRIPTION    | START DATE | END DATE | BOX # | RETENTION # | RET. PERIOD |
|--------|-----------------------|------------|----------|-------|-------------|-------------|
|        | Financial Statements  | 07/01/84   | 06/30/96 | 22    | FN-022      | 5 YEARS     |
|        | Accounts Payable Reg. | 07/01/84   | 06/30/89 | 23    | FN-022      | 5 YEARS     |
|        | Vendor Posting        | 07/01/92   | 06/30/93 | 24    | FN-022      | 5 YEARS     |
|        | Accounts Payable      | 07/01/90   | 06/30/91 | 24    | FN-022      | 5 YEARS     |
|        | Accounts Payable      | 07/01/89   | 06/30/90 | 24    | FN-022      | 5 YEARS     |
|        | G/L + Source Journal  | 07/01/88   | 06/30/91 | 25    | FN-022      | 5 YEARS     |
|        | Bank Statements       | 07/01/91   | 06/30/92 | 26    | FN-022      | 5 YEARS     |
|        | Accounts Payable      | 07/01/94   | 06/30/95 | 26    | FN-022      | 5 YEARS     |
|        | Transactions          | 07/01/91   | 06/30/92 | 26    | FN-022      | 5 YEARS     |
|        | Transactions          | 07/01/92   | 06/30/93 | 26    | FN-022      | 5 YEARS     |

\_\_\_ Shredding Required (Documents contain private information.)

page 1 of 2

**LIST OF 06/30/92 DOCUMENTS HAS BEEN REVIEWED AND APPROVED FOR DESTRUCTION:**

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

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

\_\_\_\_\_  
Date





RESOLUTION NO. 1247

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

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

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED this 13<sup>th</sup> day of January, 2020.

---

LEAH MIRSCH  
MAYOR

ATTEST:

---

YOHANA CORONEL  
CITY CLERK

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

I certify that the foregoing Resolution No. 1247 entitled:

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

was approved and adopted at a regular meeting of the City Council on January 13, 2020 by the following  
roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

YOHANA CORONEL  
CITY CLERK

### **CONSENT TO DESTRUCTION OF RECORDS**

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

Dated \_\_\_\_\_

---

MICHAEL JENKINS  
CITY ATTORNEY



# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 6.A  
Mtg. Date: 01/13/2020

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

**FROM:** MEREDITH ELGUIRA, PLANNING DIRECTOR

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

**SUBJECT:** CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-16 FROM THE PLANNING COMMISSION GRANTING APPROVAL OF A LOT LINE ADJUSTMENT BETWEEN FOUR PARCELS ALONG STORM HILL LANE IN ZONING CASE NO. 949, (STORM PROPERTIES, INC.)

**DATE:** January 13, 2020

## BACKGROUND:

The Planning Commission at their November 19, 2019 meeting adopted Resolution No. 2019-16 granting a lot line adjustment between four parcels along Storm Hill Lane. The parcels were originally created by a subdivision of a 67.6 acres of two lots into 4 parcels, Parcel Map No. 26356 and recorded in 2005. No new lots are being created and no new development is being proposed with this application. The lots are located in the RAS-2 zoning district and currently three of the lots are vacant and one is developed, (4 Storm Hill Lane).

One of the conditions of the Storm Hill Lane parcel map required that the applicants construct certain improvements prior to filing a Final Map, or enter into a secured agreement with the City to complete the improvements and land development work. In 2005, prior to finalizing and recording the subdivision map, the owners chose to bond for the improvements, rather than construct them. The City is still holding the financial obligations for the improvements. In addition, the City required that the owners agree to not to further subdivide the lots; and a covenant agreement was recorded to that effect.

Under a separate application, in Zoning Case No. 950, the applicants request a Site Plan Review to construct the required improvements, which includes a shorter road than originally approved. In order to construct the revised (shorter) road, the lot lines of the current parcels must be adjusted to meet the City's requirements for access to lots.

## CEQA CONSIDERATIONS

The lot line adjustment application project is considered a minor lot line adjustment that will not result in the creation of new parcels and qualifies as an exemption from CEQA review (CEQA Guidelines Article 19 Section 15305, Minor Alterations in Land Use Limitations).

## LOT LINE ADJUSTMENT

The lot sizes will change as shown in the tables below. The lots are very large and the lot line adjustments will not cause any non-conformity and all of the lots will meet the 2 acres net lot size requirement for the RAS-2 zone.

### PARCEL 1

| APN: 7570-024-014                  | EXISTING   | PROPOSED   |
|------------------------------------|------------|------------|
| Gross lot area                     | 8.42 acres | 7.58 acres |
| Net lot area as calculated by City | 6.75 acres | 6.13 acres |

### PARCEL 2

| APN: 7570-024-015                  | EXISTING    | PROPOSED    |
|------------------------------------|-------------|-------------|
| Gross lot area                     | 36.94 acres | 35.05 acres |
| Net lot area as calculated by City | 34.74 acres | 33.45 acres |

### PARCEL 3

|                                    |                 |                 |
|------------------------------------|-----------------|-----------------|
| <b>APN: 7570-024-016</b>           | <b>EXISTING</b> | <b>PROPOSED</b> |
| Gross lot area                     | 15.91 acres     | 17.28 acres     |
| Net lot area as calculated by City | 14.72 acres     | 15.80 acres     |

#### **PARCEL 4**

|                                    |                 |                 |
|------------------------------------|-----------------|-----------------|
| <b>APN: 7570-024-017</b>           | <b>EXISTING</b> | <b>PROPOSED</b> |
| Gross lot area                     | 6.44 acres      | 7.79 acres      |
| Net lot area as calculated by City | 5.42 acres      | 6.86 acres      |

#### **DISCUSSION:**

##### **MUNICIPAL CODE AND SUBDIVISION MAP ACT COMPLIANCE**

City's design standards for new lots, Section 16.16.050 of the Subdivision ordinance, allows up to two lots to front on the turning radius of a cul-de-sac. A 64-foot diameter turn around (cul-de-sac) as required by the Fire Department, will be constructed at the end of the road. Parcels 2 and 3 would have access from the cul-de-sac. Parcel 3, once developed, will have a very long driveway leading from the cul-de-sac roadway easement to the building pad. Parcels 1 and 4 will take access from the straight portion of the road, Storm Hill Lane.

Section 16.16.090 requires that all new streets have not less than a 60-foot wide right of way. The adjusted lot lines will allow for a 60-foot wide roadway easement, of which 38 feet would be located on Parcel 1 and 22 feet would be located on Parcel 4 and will be developed with a minimum of 30-foot wide paved road, entirely on Parcel 1. An 8-foot wide bridle trail is proposed on each side of the improved road. The 64-foot diameter cul-de-sac at the end of the road is in its entirety located on Parcel 1.

There are no variances associated with this application. The application was evaluated as to conformance with all applicable zoning and subdivision standards. The transfer will not result in creating any non-conformity. The three vacant parcels are of substantial size to meet the zoning requirements for development and the already developed lot will remain conforming.

##### **OTHER AGENCIES**

Approval from the Rolling Hills Community Association (RHCA) is also required for this lot line adjustment. The Los Angeles County Regional Planning Land Development Division, under a contract with the City, reviewed the legal descriptions of the newly configured lots and approved them. Staff will prepare the appropriate Certificate of Compliance documents for recordation of the newly configured lots.

The applicants are in consultation with the RHCA regarding the bridle trails and where the existing trails would be relocated.

##### **RECOMMENDATION**

It is recommended that the City Council receive and file this report.

##### **APPLICANT'S STATEMENT:**

The main purpose of the LLAs is to adjust the lot lines for the shorter road design.

##### **Shorter Road Justification**

Original longer road

- Required approx. 12,000 CY of soil to be stockpiled and pads created on lots 1, 2 & 3 to accept the excess soil.
- Required far more natural vegetation disturbance
- Created a "Road to No Where" with the end of the road downhill, out of sight – creating a fire danger until any sale or development of lots 2 & 3.

Shorter Road Justification

- Requires approx. 2,450 CY of excess soil to be stockpiled; (approximately 20% of the previous proposal)
- Disturbance of only one lot (Lot 1)
- Minimal vegetation impacted.
- Grading pads for lots 1, 2 & 3 will not take place until lots sell in the future and are designed and approved.

##### **RECOMMENDATION:**

It is recommended that the City Council receive and file this report.

**ATTACHMENTS:**

[PC Reso 2019-16.pdf](#)

## RESOLUTION NO. 2019-16

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF A LOT LINE ADJUSTMENT BETWEEN FOUR PARCELS ALONG STORM HILL LANE IN ZONING CASE NO. 949, (STORM PROPERTIES, INC.)

THE PLANNING COMMISSION DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. An application was duly filed by Storm Properties, Inc., with respect to real property located at 4 Storm Hill Lane and applying for a Lot Line Adjustment between the four (4) parcels of land which were created by a subdivision, Parcel Map No. 26356. The parcels under consideration have APN#s: 7569-024-014, 7569-024-015, 7569-024-016, AND 7569-024-017. No new lots are being created and no new development is being proposed with this application.

Section 2. California Government Code Subsection 66412(d) authorizes lot line adjustments without requiring a tentative map, parcel map or final map if: (A) The lot line adjustment involves four existing adjacent parcels, where land is proposed to be taken from one parcel and added to an adjacent parcel; (B) A greater number of parcels than originally existed is not thereby created; (C) The lot line adjustment will create parcels that conform to local zoning and building ordinances; and (D) The lot line adjustment is approved by the City. The City may impose conditions on the Lot Line Adjustment in order to make the lot conform to local zoning and building ordinances, to require the prepayment of real property taxes prior to the approval of the Lot Line Adjustment or to facilitate the relocation of existing infrastructure or easements. (*Id.*)

Section 3. The Rolling Hills Municipal Code also provides a procedure for the preparation, filing, processing, and approval or denial of a lot line adjustment application consistent with the policies of the General Plan and the requirements of the Subdivision Map Act (*See* Chapter 16.44 of the Rolling Hills Municipal Code-RHMC). The Planning Commission, in approving a lot line adjustment, shall adopt conditions only as necessary to conform the adjusted parcels comply with the requirements of Title 17 (Zoning) or to facilitate the relocation of existing utilities, infrastructure, trails or easements. (*See* RHMC Section 16.44.040.)

Section 4. The Planning Commission conducted duly noticed public hearings to consider the application on October 23, 2018 and at a field trip on December 12, 2018. Following a delay in order to address CEQA requirements for a road construction, which is to be accomplished in conjunction with the lot line adjustment application, the Planning Commission conducted a duly noticed public hearing at the October 15, 2019 regular Planning Commission meeting. At that time, the Planning Commission directed staff to prepare a Resolution of Approval. Neighboring residents inquired about the proposed lot line adjustment and voiced concerns about obstruction of views. As the approval would be for a lot line adjustment, the Planning Commission conveyed to the residents that obstruction of views will not be a concern as no new development is being proposed at this time.

Section 5. The Planning Commission finds that the project is categorically exempt pursuant to Section 15305, Class 5 of the California Environmental Quality Act (CEQA).

Section 6. RHMC Section 16.44.040 requires the Planning Commission to make findings in order to approve a lot line adjustment application. The Planning Commission has considered the evidence, both written and oral, in connection with this application and with respect to the lot line adjustment application, the Planning Commission makes the following findings:

A. The adjustment will not have the effect of creating a greater number of parcels than existed before the adjustment.

B. The parcels resulting from the adjustment will not conflict with any applicable regulations of the zoning ordinance. The lots are very large and the lot line adjustments will not cause any non-conformities. All of the subject parcels are in the RAS-2 zone and after the lot line adjustment will remain under the two net acre minimum lot size required by the zone.

C. The adjustment will not result in an increase in the number of nonconforming parcels. All four (4) subject parcels will have an area over the two net acre requirement in RAS-2 zone.

Section 7. Pursuant to Section 16.44.030 of the RHMC, lot line adjustments shall be processed in compliance with the procedures specified in Chapter 17.46 (Site Plan Review) of the RHMC. Section 17.46.050 of RHMC requires the Commission make findings in order to approve a site plan review application. The Planning Commission has considered the evidence, both written and oral, in connection with this application and with respect to the Site Plan application for the lot line adjustment, the Planning Commission makes the following findings:

A. The proposed lot line adjustment is compatible with the General Plan, the Zoning Ordinance and surrounding uses because it meets the requirements of the criteria for approving of a lot line adjustment and there are no new structures being proposed with this application. The lot line adjustment will not affect the developed lot as the existing structures will continue to maintain sufficient setbacks to provide buffers between them and the future residential uses.

B. The lot line adjustment substantially preserves the natural and undeveloped state of the lot as there is no additional development proposed at this time.

C. The existing conditions of the lots are harmonious in scale with the neighborhood, and the lots are much larger than surrounding lots. Since the lot line adjustment will not change the level of development on the properties, the lot line adjustment will not result in any less consistency with the scale of the neighborhood.

D. The lot line adjustment is compatible with the rural character of the community and makes no change to the existing conditions because no development is proposed with the lot line adjustment.

E. The proposed lot line adjustment is sensitive and not detrimental to the convenience and safety of circulation for pedestrians and vehicles because the proposed new road approved under a separate application has taken into consideration the convenience and safety for pedestrians and vehicles and has been recommended for approval by the City's Traffic Commission.

Section 8. With respect to the Sit Plan approval, the Planning Commission imposes the following conditions:

A. The approval shall expire within two years from the effective date of approval as defined in Section 17.46.070, unless otherwise extended pursuant to the requirements of this section.

C. The lot line adjustment approval shall not in any way constitute any representation that the adjusted lots can be developed even if in compliance with current zoning and building ordinance standards. No development, including study of soils, geology, hydrology, grading, and other requirements, shall occur on the properties

without first complying with all applicable City Building and Zoning requirements and other applicable rules and regulations.

D. The lot line adjustment shall not in any respect limit or impair the City's application of the Site Plan Review Ordinance to the lots at such time as an application is made for development.

E. The applicants shall execute an Affidavit of Acceptance of all conditions of this Resolution for approval to be effective.

F. There shall be easements within the adjusted boundaries of the lots, as required by the Rolling Hills Community Association.

G. The Certificate of Compliance shall not be issued until a legal description complying with the delineation of adjustment are submitted to, and approved by the City. Upon the City's approval of the legal descriptions of the new adjusted lines a Certificate of Compliance shall be issued by the City, shall be recorded by the property owner in the offices of the Los Angeles County Recorder, and evidence of the recordation shall be returned to the City.

H. The applicant shall record the deeds of the properties effectuating the transfer concurrently with the Certificate of Compliance for the Lot Line Adjustment and shall submit proof of such recordation to the City of Rolling Hills.

PASSED, APPROVED AND ADOPTED ON THE 19th DAY OF NOVEMBER, 2019.

  
BRAD CHELE, CHAIRMAN

ATTEST:

  
YOHANA CORONEL, CITY CLERK



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

I certify that the foregoing Resolution No. 2019-16 entitled:

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
ROLLING HILLS GRANTING APPROVAL OF A LOT LINE ADJUSTMENT  
BETWEEN FOUR PARCELS ALONG STORM HILL LANE IN ZONING  
CASE NO. 949, (STORM PROPERTIES, INC.).

was approved and adopted at a regular meeting of the Planning Commission on  
November 19, 2019 by the following roll call vote:

AYES:               COOLEY, SEABURN, AND CHAIRMAN CHELF.

NOES:              NONE.

ABSENT:           CARDENAS AND KIRKPATRICK.

ABSTAIN:          NONE.

and in compliance with the laws of California was posted at the following:

Administrative Offices

  
\_\_\_\_\_  
YOHANA CORONEL, CITY CLERK



## *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

**Agenda Item No.: 6.B**  
**Mtg. Date: 01/13/2020**

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

**FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR**

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

**SUBJECT: CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-17 FROM THE PLANNING COMMISSION GRANTING APPROVAL FOR GRADING FOR A NEW ROAD TO SERVE PROPERTIES ON STORM HILL LANE; AND ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM REQUEST IN ZONING CASE NO. 950; AND APPROVING REQUEST FOR ONE-YEAR TIME EXTENSION OF SCHEDULE A THROUGH E (STORM PROPERTIES, INC.)**

**DATE: January 13, 2020**

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### **BACKGROUND:**

The applicants, Storm Properties, Inc. have requested a Site Plan Review for grading and construction of a private road with substructures. Construction of the improvements was a requirement of a subdivision application in Parcel Map No. 26356, known as Storm Hill Lane, which was finalized and recorded in 2005. The required improvements included construction of a road, undergrounding utility lines, fire hydrant, water lines, gas lines, monuments (for property lines markings), sewer line with stub out for future use and a mitigation, restoration and maintenance agreement for re-vegetation of plants, (on lot 3 only), that would be lost to grading, when the lot is developed. Prior to finalizing the Parcel Map instead of constructing the improvements, the owners opted to deposit construction bonds with the City in the amount that it would cost to design and construct these improvements and entered into an agreement with the City that the improvements were to be completed within 3-years, or prior to either sale or development of any of the 3-vacant parcels. The development agreement was extended several times since 2005; the latest agreement is expiring in June 2020. The property owners do not have a time frame for development of the lots, although they're considering a sale of Parcel 1-adjacent to Johns Canyon Rd., which would trigger the implementation of the subdivision agreement; whereas before there was no reason to construct the road and all of the appurtenant structures. Once the improvements are completed, the City would be able to release the security bonds.

Concurrently, in Zoning Case No. 949, the applicants have requested a Lot Line Adjustment between the four parcels of land, which were created by the subdivision. Other than the road, no new development is being proposed with this application.

### **DISCUSSION:**

The originally approved road would be approximately 1,130 feet long and would start at the junction of Johns Canyon Road and Storm Hill Lane and continue between the property lines (in the roadway easements) of Parcels 1 and 4 and 1 and 2 ending with a hammerhead at the boundary of the property line of Parcel 3. The grading for this road was approved at 12,000 cubic yards of cut and 500 cubic yards of fill on parcels 1 and 2; and would be balanced on those parcels if the pads were being created at the same time as the road. Otherwise, 11,500 cubic yards of the dirt was proposed to be spread and some stockpiled on those two parcels.

The proposed project entails construction of a 564-foot long by 30 feet wide paved road within a 60-foot wide roadway easement with a 64-foot diameter cul-de-sac and 8' bridle trails easement on either side of the paved road; meeting the requirements of the Fire Department and City's code, as well as RHCA requirement for bridle trail along the road. The entire road and the cul-de-sac will be located on Parcel 1. The road will be constructed to LA County road construction standards. The grading will be entirely for the construction of the road and not for the building pads and will entail 2,800 cubic yards (CY) of cut of which 350 CY will be used for fill on lot 1 (for the road). The remaining dirt is planned to be spread roughly 2' high over an area of approximately 49,000 SF or 140' x 350' (shown as the oval area on the plans) on lot 1. This area will be compacted and hydroseeded but will not be prepared for construction.

Very little disturbance, (0.17%), is proposed on Parcels 2, and 3 each; 2.31% of parcel 4 will be disturbed and 19.79% (65,340 SF) of parcel 1 will be disturbed for the road and stockpiling.

## **TRAFFIC COMMISSION**

The proposed road meeting Johns Canyon Road, will be moved approximately 30 feet east of the location approved with the subdivision, and will be 40' wide. The road will vary in slope from 3% to 15%, which is permitted. The Traffic Commission reviewed the project, after each commissioner independently visited the site, and at their November 21, 2019 meeting recommended approval. The Traffic Engineer visited the site as well and prepared a recommendation to the Traffic Commission. The Traffic Engineer's report is included.

## **ENVIRONMENTAL REVIEW**

An environmental review of the entire project was prepared with the subdivision request in 2000. At that time it was determined that the project, with mitigation measures, will not have a significant negative effect on the environment. With several revisions in CEQA law since 2000, it was determined that the proposed revised road and its proposed location constitute a new project and is subject to a new CEQA review.

Pursuant to the requirements of the California Environmental Quality Act, (CEQA), Mitigated Negative Declaration was prepared for this project. It was determined that with the proposed mitigation measures no significant environmental effects will result from this project. A copy of the Initial Study/Mitigated Negative declaration was provided to the Planning Commissioners on a thumb drive, **and is also being provided to the City Council**, and can be found on City's website at <http://www.rolling-hills.org/DocumentCenter/View/1438> or at City Hall.

The applicant's consultants prepared an Initial Study and determined that the project would have significant environmental effects. However, with mitigation measures developed by the applicant's consultant and approved by City staff, all of the potential negative environmental effects of the project will be diminished to a level of less than significant, and a Mitigated Negative Declaration for this project was prepared. As required by (CEQA), proper notices were provided to residents within 1,000-foot radius of the site, local cities, the local library and school district, County agencies and other local agencies for their comments. A copy was also posted on the City's website. In response to the City's notice of availability of the Initial Environmental Study and Mitigated Negative Declaration, (MND), several comments/letters were received. Attached to this report are copies of the comments received as a result of the CEQA process. A Mitigation Monitoring and Reporting Program (MMRP) was developed, which addresses the comments that were submitted, (Attachment D).

The MMRP includes some of the conditions from the 2000 Conditions of Approval for the road construction and were incorporated into the Resolution of approval.

## **ONE-YEAR TIME EXTENSION**

The applicant requests that the extension to construct the infrastructure to these lots be granted to June 8, 2021, as the project was put on hold while a new environmental assessment was prepared. The preparation of the environmental document caused a significant delay to the project schedule and thus, shortening the time for the applicant to comply with Schedules A through E. However, the applicant has taken the risk to move forward with plan check to still try to meet the original deadline and save time.

### ***Applicants' description and statement of justification of the project:***

"We are submitting for Site Plan Review (SPR) as we are proposing a change in the grading plan involving significantly less grading and disturbance. Tentative street improvement and rough grading plans for Storm Hill Lane were approved as part of Parcel Map 26356. The improvements are required to be completed as part of the subdivision agreement dated June 8, 2005, as amended. An original rough grading plan, approved with the Parcel Map, required the grading of the street and all the pads to accommodate the excess soil being generated by cut for the street and the required slopes. We are proposing to reduce the length of Storm Hill Lane by approx. 40% (and modify the required easements) to eliminate all grading of the pads to a future time as part of the development of the homes on these lots. The grading CUT required to build the shorter street will be approximately 2,800 C.Y. and would be placed roughly 2' high over an area of approximately 49,000 s.f. or roughly 140'x350' on lot 1 - shown as the oval area on the grading exhibit drawing. The new shorter street will still provide access to all four lots involved in the Parcel Map 26356. By building the shorter Street and not grading any of the house pads, there will be little or no upfront disturbance to the natural vegetation/habitat and at the same time - would meet the requirements of the subdivision agreement dated June 8, 2005, as amended, to build the Street by June 8, 2020. The new Street will include and meet all requirements by the County of Los Angeles Fire Department - including Street width, and code cul-de-sac design. The new Street will also be built with a stub in for future Public Sewer, and all communications (phone/cable, etc.) and will include a live water line for Fire Department Fire Hydrants and future Water Service for each lot. The revised proposed grading plan, as submitted for Site Plan review, only requires grading for the shorter Street (Storm Hill Lane). There is no proposed grading upon any of the lots for future building PADS on Lots 1-3 or construction of any buildings proposed at this time."

The Subdivision Improvement Agreement stipulates that the applicants may request an extension of time to complete the improvements, which is to be reviewed and approved by the City Council. Since the original approval, the applicants requested and were granted three extensions to complete the improvements. Each time, the City Council concurred that since the owners had no plans to develop or sell the lots, there was no reason to disturb the natural terrain of the lots just to construct a road that would lead to nowhere, and trench for and place utilities that would not serve anyone. For the approved configuration of the road, two out of the four parcels would have to be substantially graded. It has been the City's practice to limit grading on properties until a residence has been proposed, approved by the City and RHCA and the plans for the structures have gone through substantial plan check review at the Building Department.

**RECOMMENDATION:**

It is recommended that the City Council receive and file this report from the Planning Commission and approve the one-year extension request from the current deadline date of June 8, 2020.

**ATTACHMENTS:**

[PC Reso 2019-17.pdf](#)

[PC Report 11.19.19.pdf](#)

[Item 5B\\_Attach03 4th Amendment.doc](#)

## RESOLUTION NO. 2019-17

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING A SITE PLAN REVIEW APPROVAL FOR GRADING FOR A NEW ROAD TO SERVE PROPERTIES ON STORM HILL LANE; AND ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM IN ZONING CASE NO. 950, (STORM PROPERTIES, INC.)

THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. An application was duly filed by Storm Properties Inc., with respect to real property generally known as 4 Storm Hill Lane, Rolling Hills, requesting approval of a site plan review for grading of 2,800 cubic yards of dirt for construction of a new road and adoption of a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program. The subject property currently has one residential development located at the southwestern portion of the site at 4 Storm Hill Lane.

Section 2. The application applies to four (4) parcels, which consist collectively of 67.64 acres gross. Previously consisting of two lots, the lots were subdivided into four parcels as approved in 2000 by a subdivision and was recorded in 2005 as Parcel Map No. 26356. One of the conditions of the Parcel Map required the applicants to construct certain improvements prior to filing a Final Map, or enter into a secured agreement with the City for the improvements, which were to be completed prior to the sale or development of any of the lots. In 2005, prior to finalizing and recording the subdivision map, the owners chose to bond for the improvements, rather than construct them, and entered into an agreement with the City for 3-years, which was extended until June 8, 2020. The required improvements include a road, underground utility lines, fire hydrant, water line, gas line, monuments (for property lines markings), sewer line with stub out for future use and a mitigation, restoration and maintenance agreement for re-vegetation of plants, (on lot 3 only), that would be lost to grading, when the lot is developed. The agreement further stipulates that once the improvements are completed, the City would release the security deposit to the applicants.

Section 3. The originally approved road would be approximately 1,130 feet long and would start at the junction of Johns Canyon Road and Storm Hill Lane and continue between the property lines (in the roadway easements) of Parcels 1 and 4 and 1 and 2 ending with a hammerhead at the boundary of the property line of Parcel 3. The grading for this road was proposed at 12,000 cubic yards of cut and 500 cubic yards of fill on parcels 1 and 2; and would be balanced on those parcels if the pads were being created at the same time as the road was constructed. Otherwise, 11,500 cubic yards of the dirt was proposed to be spread and stockpiled on those two parcels, requiring grading of the two lots.

Section 4. In conjunction with the Site Plan Review for the road construction, a Lot Line Adjustment was approved at the October 15, 2019 Planning Commission meeting, changing the sizes of the parcels to the following acreages: Parcel 1 will be 7.58 acres gross and 6.13 acres net; Parcel 2 will be 35.05 acres gross and 33.45 acres net; Parcel 3 will be 17.28 acres gross and 15.80 acres net; and Parcel 4 will be 7.79 acres gross and 6.86 acres net and where there is an existing single family residential development. All four parcels are within the RA-S-2 zone district (2-acre minimum lot size zone), and referred to as Parcels No. 7569-024-014, 7569-024-015, 7569-024-016, and 7569-024-017. The General Plan Land Use designation for this property is Very Low Density Residential 2+ Net Acres per Dwelling Unit.

Section 5. The subject site is presently occupied by one single-family residential structure at the southwestern portion of the property at 4 Storm Hill Lane. The remainder of the lot is presently vacant with natural vegetation in a semi-disturbed state.

The site is surrounded by other single-family dwellings on 2+ acre size lots to the east, south and west within the City of Rolling Hills and single-family dwellings on one-half acre lots to the north-west that are within the adjacent unincorporated Westfield portion of Los Angeles County. The zoning designation for the subject site is RA-S-2 and the zoning designation on adjacent properties is RA-S-2 within the City of Rolling Hills.

Section 6. The Planning Commission conducted duly noticed public hearings to consider the application on October 23, 2018 and at a field trip on December 12, 2018, at which time it was determined that, although the project went through a CEQA review process and mitigation measures were developed during the subdivision process in 2000, and implementation measures were included, the proposed revised road construction constitutes a substantive change and the proposed change constitute a new project. Additional time was given to process the environmental review for the construction of the road to serve the rear parcels. The environmental review has been processed and the City has determined that a Mitigated Negative Declaration (MND) can be prepared and adopted. Following the completion of the CEQA review, a duly noticed public hearing was held on October 15, 2019 to consider the project anew. Evidence was heard and presented from all persons interested in affecting said proposal, from all persons protesting the same, and from members of the City staff and the Planning Commission having reviewed, analyzed and studied said proposal. The applicants' representatives were in attendance at the hearings.

Section 7. According to Section 17.46.040 of Title 17 of the Rolling Hills Municipal Code, the Planning Commission is the agency for review of a Site Plan Review for any grading that is not exempt from the discretionary review process. The Commission shall act to approve, conditionally approve, or deny the grading and road construction, and the Commission may impose such conditions on an approval, as it deems necessary to assure compliance with City's codes.

Section 8. An Initial Study for the project was prepared in June 2019. The Initial Study found that the project would not have a significant effect on the environment if certain mitigation measures were incorporated in the project. The Mitigated Negative Declaration (MND) was prepared incorporating those mitigation measures and was circulated to the applicant and other interested parties in accordance with State of California CEQA Guidelines. The public notice of the Planning Commission's intent to recommend adoption of the Mitigated Negative Declaration was published in a local Newspaper and mailed to residents within 1,000-foot radius of subject site. Copies of the Mitigated Negative Declaration were sent to adjacent cities and other governmental agencies. The City received several comments and inquiries regarding the proposal including comments from the Rolling Hills Community Association, the Gabrieleno Band of Mission Indians, the Gabrielino Tongva Tribe, and the Fire Department. Additionally, agents for the property on 12 Buggy Whip reviewed the plans and the Initial Study/Mitigated Negative Declaration and had concerns regarding the building pads and the road elevation.

Section 9. The Planning Commission has reviewed the Mitigated Negative Declaration and finds that it represents the independent judgment of the City and that it was prepared in compliance with CEQA. Therefore, the Commission finds that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because mitigation measures have been added to the project and are incorporated herein by reference. Based upon these findings, the Planning Commission hereby adopts the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program in accordance with the California Environmental Quality Act.

Section 10. Pursuant to Section 17.46.050 of the Rolling Hills Municipal Code, the Commission shall be required to make findings in acting to approve, conditionally approve, or deny a site plan review application. The Planning Commission has considered the evidence both written and oral, in connection with this application and

with respect to the site plan review for road construction to serve properties on Storm Hill Lane and adopting a Mitigated Negative Declaration the Planning Commission makes the following findings:

- A. The project complies with and is consistent with the goals and policies of the general plan and all requirements of the zoning ordinance. The road construction does not deviate from any of the standards outlined in the zoning code, resulting in a project that is consistent with the goals and policies of the general plan.
- B. The proposed road construction substantially preserves the natural and undeveloped state of the lot by minimizing building coverage (Land Use, p. 15). Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot. No new development is proposed as part of this application, therefore the proposed road construction will have minimal impact to the natural and undeveloped state of the lots.
- C. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences (Land Use, p. 15). The proposed road construction will only be 564 feet long. Very little disturbance, (0.17%) is proposed on Parcels 2, and 3; 2.31% of parcel 4 will be disturbed and 19.79% of parcel 1, for the road and stockpiling. Since no new development is proposed, the site will continue to be harmonious in scale and mass with the surrounding residences.
- D. The project preserves and integrates into the site design, to the greatest extent possible (Land Use, p. 15), existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses, and landforms (such as hillsides and knolls). No grading of house pads and no new development is proposed, which means little to no upfront disturbance to the natural vegetation will be required. The proposed road will also continue to maintain the site's existing topographic features
- E. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area (Land Use, p. 16). The grading that is required for the project will be entirely for the construction of the road and not for the building pads. The road construction will keep the amount of grading at a minimum and the natural contours of the site will not be impacted.
- F. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course (Land Use, p. 16). The grading required for the road construction will not affect the drainage channels nor redirect drainage flow as no substantial modifications are being made other than the shortening of the originally approved road.
- G. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping (Land Use, p. 15) which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas. No new landscaping is proposed as part of this application and no existing landscaping, other than one (1) pine tree will be removed. The project will continue to preserve the surrounding native vegetation by requiring little disturbance to the overall site.
- H. The project is sensitive and not detrimental to the convenient and safe movement of pedestrians and vehicles (Circulation, p. 12). The proposed road construction will take place solely on private property and will be

constructed pursuant to all of the current Fire and Building codes. As previously approved in the subdivision agreement dated June 8, 2005, the new street will include and meet all requirements by the County of Los Angeles Fire Department – including street width, and a cul-de-sac design that meets the code.

- I. The project conforms to the requirements of the California Environmental Quality Act. Pursuant to the requirements of the California Environmental Quality Act, (CEQA), a Mitigated Negative Declaration was prepared for this project. The City followed the proper CEQA procedures and provided local, county, and State agencies 20-days to review the Mitigated Negative Declaration prior to its adoption by the Lead Agency. It was determined that with the proposed mitigation measures, no significant environmental effects will result from this project.

Section 11. Based upon the foregoing findings, the Planning Commission approves the site plan review and adopts the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program in Zoning Case No. 950; a request for site plan review approval for 2,800 cubic yards of grading for a new road to serve properties on Storm Hill Lane and construction of infrastructures; subject to the conditions contained in Section 12 of this resolution.

Section 12. Site Plan Review, Mitigated Negative Declaration, and Mitigation Monitoring Program in Zoning Case No. 950 (attached hereto as Exhibit A) shall be subject to the following conditions:

A. Pursuant to the Development Agreement executed between the applicants and the City of Rolling Hills on June 8 2005, as amended, the road and the infrastructure shall be constructed by June 2020, unless otherwise extended pursuant to the conditions of said agreement. Should the applicant desire to extend the time to complete the improvements, a letter indicating intent to file an extension should be filed at least sixty (60) days prior to the expiration date of June 8, 2020; and the request shall be reviewed and approved by the City Council.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed, if any, on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the RHMC.

C. All requirements of the Building and Construction Ordinance, the Zoning Ordinance, and of the zone in which the subject property is located must be complied



with unless otherwise set forth in this permit, or shown otherwise on an approved plan. The road shall be constructed to LA County Road construction standards, resolutions, engineering standards and other applicable standards that are in effect at the time that improvement permits are issued for the development.

D. In conjunction with the submittal of a final grading plan for the roadway extension to the Building and Safety Department for plan check, a detailed grading and drainage plan with related geology, soils and hydrology reports shall also be submitted; a copy of which shall be submitted to the Rolling Hills Planning Department staff. Cut and fill slopes shall not exceed a steepness of a 2 to 1 slope ratio.

E. The lot shall be developed and maintained in substantial conformance with the site plan on file received on October 11, 2019 except as otherwise provided in these conditions. The working drawings submitted to the Department of Building and Safety for plan check review shall conform to the approved development plan. All conditions of the Site Plan approval shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a grading permit from the building department.

The conditions of approval of this Resolution shall be printed onto building plans submitted to the Building Department for review and shall be kept on site at all times.

Any modifications and/or changes to the approved project, including resulting from field conditions, shall be discussed and approved by staff prior to implementing the changes.

F. Prior to submittal of final working drawings to Building and Safety Department for plan check and later for issuance of grading or building permits, the plans for the project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the Planning Commission.

G. A licensed professional preparing construction plans for this project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this project and all of the conditions set forth therein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building and/or grading permit for this project shall execute a Certificate of Construction stating that the project will be constructed according to this Resolution and any plans approved therewith.

H. Prior to the issuance of a grading permit, the applicant shall obtain approval of, and all required permits from, the Rolling Hills Community Association.

I. Pursuant to the Parcel Map Approval and the Development Agreement, in conjunction with the development of the road, the applicants shall construct the following infrastructure within the roadway easement of Storm Hill Lane:

1. Water line to serve existing and future development along Storm Hill Lane and stems to serve future development along Storm Hill Lane. The water line shall be operational after construction and available for use
2. Fire Hydrant. The Fire Hydrant shall be operational after construction and available for use
3. Underground conduits for all utility lines, including electrical, cable, fiber and for future expansion, with underground stems leading from Storm Hill Lane to each parcel of this subdivision. There shall be no overhead utility lines across Storm Hill Lane
4. A private sewer line and appurtenant facilities and stems as required by the LA County Public Health Department to serve future development along Storm Hill Lane. Until such time as the sewer line is required to be connected to a main sewer line along Johns Canyon Road or other developed sewer line in the vicinity of the subject site, the sewer line on Storm Hill Lane will be a "Dry" sewer line.

5. Survey Monuments, as required by the City's Engineer and tie points in accordance with the Subdivision Laws.

J. The required infrastructure improvements shall be reviewed and approved by the respective reviewing agencies prior to obtaining a grading permit from the Building Department. A "will serve" letter from the California Water Service Company shall remain on file in the Planning Department.

K. The drainage plan shall provide for contributory drainage from adjoining properties; and shall consider the proper distribution of drainage beyond the proposed drainage for the road, or as otherwise required by the City's Drainage and Grading Engineer.

L. The road construction shall be subject to the Traffic Commission review and recommendation of the proposed location and sight distances of the intersection of Storm Hill Lane with Johns Canyon Road.

M. The applicants shall repair any broken or damaged pavement on streets abutting the subdivision. Prior to commencement of grading, the applicant shall take pictures of the existing road condition of Johns Canyon Road in the vicinity of the project site. Following the completion of the construction, should the road be damaged the applicants shall make the necessary repairs

N. The applicants shall be required to conform to the Regional Water Quality Control Board and County Public Works Department Best Management Practices (BMP's) requirements related to drainage, erosion control and storm water drainage facilities management.

O. Stockpiles of soil, sand and similar materials shall be stabilized by being enclosed, covered, watered twice daily, or with application of non-toxic soil binders. The stockpiled soil on Parcel 1 shall be compacted and hydro seeded.

P. The applicants shall be required to comply with the Mitigation Measures described in the Mitigation Monitoring and Reporting Program, attached hereto as Exhibit A and incorporated herein by this reference.

Q. Prior to finaling the project, letters shall be provided to the Planning Department from all of the Utility companies which serve or are proposed to serve the 4 parcels assuring that the required undergrounding work has been done.

R. A construction fence may be allowed or may be required by the City or the Building Department staff for the duration of the construction of the project. City staff shall approve the location and height of the fence. The construction fence shall not be placed more than 15 calendar days prior to commencement of the construction and shall be removed within 15 calendar days of substantial completion of the project as determined by City staff or at any given time at the discretion of City staff.

S. Placement of one construction and one office trailer may be permitted for the duration of on-site construction activities during an active building permit; each shall be no larger than 8' x 40' in size, and must be authorized by City staff with such authorization being revoked at any point deemed reasonable by City staff. Such trailers, to maximum extent practicable shall be located in a manner not visible from the street. Unless otherwise approved by staff, with proof of a good cause, such trailers shall not be located in any setback or front yard, may be placed on the site no more than 15 calendar days prior to commencement of construction and must be removed within 15 calendar days of expiration of a building permit, revocation, or finalization of the project

T. During construction, the property owners shall be required to schedule and regulate construction and related traffic noise throughout the day between the hours of

7 AM and 6 PM, Monday through Saturday, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

U. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. Weather conditions can be found at:

[http://www.wrhn.noaa.gov/lox/main.php?suite=safety&page=hazard\\_definitions#FIR](http://www.wrhn.noaa.gov/lox/main.php?suite=safety&page=hazard_definitions#FIR)

E. It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions. Should a red flag warning be declared and if work is to be conducted on the property, the contractor shall have readily available fire extinguisher.

V. Construction vehicles or equipment, employees vehicles, delivery trucks shall not impede any traffic lanes to the maximum extend practical; and if necessary to block traffic in order to aid in the construction, no more than a single lane may be blocked for a short period of time and flagmen utilized on both sides of the impeded area to direct traffic.

X. During construction, all parking shall take place on the project site, and, if necessary, any overflow parking may take place within the unimproved roadway easement along the streets, and shall not obstruct neighboring driveways or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City.

Y. Prior to finalizing the project an "as constructed" set of plans and certifications shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the approved plans. In addition, any modifications made to the project during construction, shall be depicted on the "as built" plan.

Z. Future individual Site Plan Review approvals by the Planning Commission for development of the parcels for home sites, shall comply with the applicable conditions specified in Resolution No. 894, adopted by the City Council on November 27, 2000 for the Tentative Parcel Map.

AA. The applicant shall execute an Affidavit of Acceptance of all conditions of this permit pursuant to Zoning Ordinance, or the approval shall not be effective. The affidavit shall be recorded together with the resolution.

APPROVED AND ADOPTED THIS 19th DAY OF NOVEMBER 2019.

  
BRAD CHELF, CHAIRMAN

ATTEST:

  
YOHANA CORONEL, CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

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

I certify that the foregoing Resolution No. 2019-17 entitled:

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING A SITE PLAN REVIEW APPROVAL FOR GRADING FOR A NEW ROAD TO SERVE PROPERTIES ON STORM HILL LANE; AND ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM IN ZONING CASE NO. 950, (STORM PROPERTIES, INC.)

was approved and adopted at a regular meeting of the Planning Commission on November 19th, 2019 by the following roll call vote:

AYES:       COOLEY, SEABURN, AND CHAIRMAN CHELF.

NOES:       NONE.

ABSENT:     CARDENAS AND KIRKPATRICK.

ABSTAIN:    NONE.

and in compliance with the laws of California was posted at the following:

Administrative Offices

  
\_\_\_\_\_  
YOHANA CORONEL, CITY CLERK

**EXHIBIT A**  
**DRAFT MITIGATED NEGATIVE DECLARATION**  
**MITIGATION MONITORING AND REPORTING PROGRAM**

(following this page)

## MITIGATED NEGATIVE DECLARATION

### MITIGATION MONITORING AND REPORTING PROGRAM

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**PURPOSE:** This section lists mitigation measures contained in the MND for the proposed Storm Hill Lane Road Construction Project. Mitigation measures are provided in the format of a Comprehensive Mitigation Monitoring and Reporting Plan to ensure compliance with State Public Resources Code §21086.6 which requires public agencies approving a project under CEQA to establish a program for monitoring and reporting on the adopted mitigation plan.

**ADOPTION OF MITIGATION MEASURES:** As part of deliberations concerning the proposed project, the Planning Commission will be required to consider adoption of the mitigation measures listed herein. The Planning Commission may add additional conditions. If the Planning Commission members approve the project, they will also be required to specify whether these mitigation measures are to be incorporated as formal conditions of project approval.

**MONITORING AND REPORTING PROCEDURES:** The Rolling Hills staff will be responsible for ensuring that adopted mitigation measures are implemented through all project phases, ensure that mitigation measures are satisfactorily monitored, and for reporting to the Planning Commission regarding progress in implementing the measures. The City Council, representing residents of the City, will in turn be responsible for (1) considering the reports submitted by staff, and (2) determining whether the measures are being implemented and enforced as intended in this Mitigation Monitoring and Reporting Plan. It is the responsibility of the City Staff to amend the mitigation measure(s) if necessary to achieve the intended environmental protections.

**REGULATORY AND CODE COMPLIANCE STANDARDS:** The Storm Hill Lane Road Construction Project will be subject to a number of uniform code requirements and standard conditions of approval, many of which have been established to safeguard environmental resources, and/or to promulgate environmental goals and objectives. If the proposed project is approved, compliance with these measures will be mandatory (not discretionary). As such, these measures do not conform to the strict definition of mitigation. Although regulatory standards and codes are not generally incorporated into this mitigation program, the City will be required to ensure that the project is in full compliance with all relevant requirements.

**COMPILATION OF MITIGATION MEASURES:** The following measures are proposed to eliminate, avoid or reduce potential environmental effects of project implementation that have been found to be potentially adverse. In addition, the relevant conditions of approval for the road imposed during the Subdivision process are also included in these mitigation measures. Other City's standard conditions will be included in the Resolution of Approval, should the project be approved. They may include, but not be limited to restricting hours of construction, adherence to the Storm Water Quality Management requirements and others.

**STORM HILL LANE ROAD MODIFICATION PROJECT MND  
MITIGATION MONITORING AND REPORTING PROGRAM**

Project Approval Date: November 19, 2019

Project File Number: ZONING CASE NO.

950

The following mitigation measures are being proposed to mitigate potentially significant impacts of the Storm Hill Lane Road and LLA Modification Project. These measures represent formal conditions of project approval, and City staff shall monitor progress in implementing these measures until it is determined that all measures have been fulfilled in accordance with their original purpose and intent. This monitoring form shall be available for public review and inspection, and final project clearance shall require that all verifications included in this form have been satisfactorily completed.

| MITIGATION MEASURES         |  | VERIFICATION<br>TIMING AND<br>RESPONSIBILITY   | VERIFICATION OF<br>COMPLIANCE |           |      |
|-----------------------------|--|--|-------------------------------|-----------|------|
|                             |  |  | AGENCY                        | SIGNATURE | DATE |
| <b>BIOLOGICAL RESOURCES</b> |  |  |                               |           |      |
| <b>BIO-1</b>                | <p><u>Nesting Bird Avoidance:</u> To avoid disturbance of nesting and special status birds, including raptor species protected by the MBTA and CFGC 3503 during activities related to the project including, but not limited to, ground disturbance, tree removal/trimming, vegetation clearing, and grading (i.e. land clearing activities), the applicant shall adhere to the following nesting bird avoidance procedures:</p> <ul style="list-style-type: none"> <li>• If construction must begin during the nesting bird season (February 1 through August 31), then a pre-construction nesting bird survey shall be conducted no more than seven days prior to initiation of ground disturbance and vegetation removal activities.</li> <li>• The nesting bird pre-construction survey shall be conducted on foot of the proposed road disturbance area, including a 100-foot buffer (300-foot for raptors), and in inaccessible areas (e.g., private lands) from afar using binoculars to the extent practicable. The survey shall be conducted by a qualified biologist familiar with the identification of avian species known to occur in southern California communities.</li> <li>• The results of the pre-construction survey shall be provided to the City of Rolling Hills in a written report within 14 days of the completion of surveys. The report shall include date of the report, authors and affiliations, contact information, introduction, methods, study location (include map), results, discussion, and literature cited.</li> <li>• If active nests are found, an avoidance buffer (dependent upon the species, the proposed work activity, and existing disturbances associated with land uses outside of the project site) shall be determined and</li> </ul> | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p> |                               |           |      |

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|                           | <p>demarcated by the qualified biologist with bright orange construction fencing, flagging, construction lathe, or other means to mark the boundary. All construction personnel shall be notified as to the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. No ground-disturbing activities shall occur inside this buffer until the qualified biologist has confirmed that breeding/nesting is completed, juveniles have fledged, and there is no evidence of a second attempt at nesting. Encroachment into the buffer shall occur only at the discretion of the qualified biologist in coordination with the City.</p> <ul style="list-style-type: none"> <li>• If ground or tree/vegetation-construction related activities are initiated between September and January 31, a pre-construction nesting bird survey is not required. However, if there is a period of construction inactivity of 2 weeks or more between February 1 and August 31 and ground or tree/vegetation-construction related activities remain, then a nesting bird survey shall be conducted by a qualified biologist.</li> </ul> |  |  |  |  |
| BIO-2                     | <p><u>Palos Verdes Blue Butterfly Preconstruction Surveys:</u> Prior to grading and construction, an approved biologist shall conduct surveys for locoweed and deerweed, host plants of Palos Verdes Blue Butterfly. If host plants are located, they shall be avoided. If avoidance is not possible, focused surveys shall be conducted to determine presence or absence of the butterfly species. This may include transect surveys during the adult flight period (January through May), and/or inspection of host plants for all life forms (egg, larva, pupa, and adult). If individuals of any life stage are detected during focused surveys, a permit for relocation shall be obtained from USFWS and they shall be relocated by a USFWS-permitted biologist before issuance of a grading permit.</p>   | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p>                 |  |  |  |
| <b>CULTURAL RESOURCES</b> |   |  |  |  |  |
| CR-1                      | <p><u>Archaeological Monitoring:</u> Prior to commencement of grading, the applicant shall retain a qualified archaeologist and arrange a pre-grading conference. The archaeologist shall be present at the pre-grading conference, shall establish procedures for archaeological resource surveillance, and shall establish, in cooperation with the applicant, procedures for temporarily halting or redirecting work</p>   | <p><b>TIMING:</b><br/>Requirements to be included in construction bid documents.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p> |  |  |  |



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|                          | <p>to permit the sampling, identification, and evaluation of the artifacts as appropriate.</p> <p>Ground-disturbing construction activities (including grading, trenching, drilling with an auger greater than 3 feet in diameter, and other excavation) on the project site shall be monitored on a full-time basis by a qualified archaeologist. If additional or unexpected unique archaeological features are discovered during grading and other construction activities for the proposed road extension, the archaeologist shall report such findings to the project proponent and to the City Manager. If the archaeological resources are found to be significant, the qualified archaeologist shall determine appropriate action, in cooperation with the applicant, for exploration and/or salvage. The qualified archaeologist shall be retained at the expense of the applicant.</p> <p>The applicant shall comply with the actions recommended and approved by the City for the disposition, mitigation, or salvage of such material. These actions, as well as final mitigation and disposition of the resources, shall be subject to the approval of the City Manager. The City Manager's decision will be considered final unless an appeal is filed in accordance with Section 17.54 of the Rolling Hills Municipal Code. The applicant shall incur the cost of any professional investigation.</p> |  |  |  |  |
| CR-2                     | <p><b>Discovery of Human Remains:</b> If human remains are found during project construction, the State of California Health and Safety Code Section 7050.5 states that no further disturbance shall occur until the county coroner has made a determination of origin and disposition pursuant to Public Resources Code Section 5097.98. In the event of a discovery of human remains, the Los Angeles County Coroner must be notified immediately. Work within a 100-foot radius of the find shall be halted until the Coroner has inspected the remains. If the human remains are determined to be prehistoric, the Coroner will notify the Native American Heritage Commission, who will determine and notify a most likely descendant (MLD). The MLD shall complete the inspection of the site within 48 hours and provide recommendations to the landowner as to the treatment of the human remains. Work may not recommence within the location of the find until the Coroner has released the location or the treatment of the human remains has been completed (e.g., remains have been excavated to prevent further damage).</p>   | <p><b>TIMING:</b><br/>Requirements to be included in construction bid documents.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p> |  |  |  |
| <b>GEOLOGY AND SOILS</b> |  |  |  |  |  |
| GEO-1                    | <p><b>Paleontological Monitoring:</b> Ground-disturbing construction activities (including grading, trenching, drilling with an auger greater than 3 feet in</p>   | <p><b>TIMING:</b> To be included in construction specifications.</p>   |  |  |  |

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|                                 | <p>diameter, and other excavation) on the project site shall be monitored on a full-time basis. Monitoring shall be supervised by a qualified paleontologist and shall be conducted by a qualified paleontological monitor, who is defined as an individual who meets the minimum qualifications per standards set forth by the Society of Vertebrate Paleontology (SVP 2010), which includes a B.S. or B.A. degree in geology or paleontology with one year of monitoring experience and knowledge of collection and salvage of paleontological resources.</p> <p>The duration and timing of the monitoring shall be determined by the qualified paleontologist. If the qualified paleontologist determines that full-time monitoring is no longer warranted, they may recommend reducing monitoring to periodic spot-checking or cease entirely. Monitoring would be reinstated if any new ground disturbances are required and reduction or suspension would need to be reconsidered by the qualified paleontologist.</p> | <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p>  |  |  |  |
| GEO-2                           | <p>A grading plan and soils report shall be submitted and approved prior to the reconstruction and extension of Storm Hill Lane.</p>   | <p><b>TIMING:</b> Project has been submitted to L.A. County Public Works and Building and Safety for review.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p> |  |  |  |
| <b>RECREATIONAL</b>             |  |  |  |  |  |
| REC-1                           | <p>Applicants will be required to address the bridle trail location with the RHCA Board of Directors. The applicants must show if the location of Storms Ridge Trail as well as whether the existing bridle connections from Storms Ridge Trail to John's Canyon Trail located on Lot 1 and Lot 3 will be relocated or eliminated.</p>   | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, RHCA and Storm Properties or designee</p>                                       |  |  |  |
| <b>UTILITES/SERVICE SYSTEMS</b> |  |  |  |  |  |
| UTI-1                           | <p>The RHCA Board of Directors will review/approve the proposed easement modifications, drainage services located in RHCA easements and the proposed road. If Storm Properties is requesting the road be accepted into the RHCA's road system additional approvals are required.</p>   | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, RHCA and Storm Properties or designee</p>                                       |  |  |  |

| TRIBAL CULTURAL RESOURCES |   |   |  |  |
|---------------------------|---|---|--|--|
| TCR-1                     | The AB52/Section 106 consultation process enables the Tribe to have an equal opportunity in future mitigation measures that the City of Rolling Hills may implement that affect Tribal Cultural Resources. Tribal monitoring will occur on-site as requested during ground disturbance/excavation activity so that they may identify and assess the significance of any Tribal Cultural resource that may be encountered.   | TIMING: To be included in construction specifications.<br><br>RESPONSIBLE PARTY:<br>City of Rolling Hills and Storm Properties or designee          |  |  |
| AIR QUALITY               |   |   |  |  |
| AQ-1                      | <p>The property owners shall be required to conform with South Coast Air Quality Management District, Los Angeles County and local ordinances and engineering practices during construction by using dust control measures to stabilize the soil from wind erosion and reduce dust generated by construction activities. Said dust control measures shall include at a minimum, the following:</p> <ol style="list-style-type: none"> <li>1. <u>Minimization of Disturbance.</u> Construction contractors shall minimize the area disturbed by clearing, grading, earth moving, or excavation operations to prevent excessive amounts of dust;</li> <li>2. <u>Soil Treatment.</u> Construction contractors shall treat all graded and excavated material, exposed soil areas, and active portions of the construction site, including unpaved on-site roadways to minimize fugitive dust. Treatment shall include, but not necessarily be limited to, periodic watering, application of environmentally safe soil stabilization materials, and/or roll compaction as appropriate. Watering shall be done as often as necessary, and at least twice daily, preferably in the late morning and after work is done for the day;</li> <li>3. <u>Soil Stabilization.</u> Construction contractors shall monitor all graded and/or excavated inactive areas of the construction site at least weekly for dust stabilization. Soil stabilization methods, such as water and roll compaction, and environmentally safe dust control materials, shall be applied to portions of the construction site that are inactive for over four days. If no further grading or excavation operations are planned for the area, the area shall be seeded and watered until landscape growth is evident, or periodically treated with environmentally safe dust</li> </ol> | <p>TIMING: To be included in construction specifications.</p> <p>RESPONSIBLE PARTY:<br/>City of Rolling Hills, and Storm Properties or designee</p> |  |  |

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|                        | <p>suppressants, to prevent excessive fugitive dust;</p> <p>4. <u>No Grading During High Winds.</u> Construction contractors shall stop all clearing, grading, earth moving, and excavation operations during periods of high winds (20 miles per hour or greater, as measured continuously over a one-hour period); and</p> <p>5. <u>Street Sweeping.</u> Construction contractors shall sweep all on-site driveways and adjacent streets and roads at least once per day, preferably at the end of the day, if visible soil material is carried over to adjacent streets and roads</p>   |  |  |  |  |
| <b>FIRE DEPARTMENT</b> |  |  |  |  |  |
| <b>FD-1</b>            | <p>In conjunction with the construction of the extension of Storm Hill Lane, all required fire hydrants shall be installed, tested and accepted by the Los Angeles County Fire Department. Vehicular access shall be provided and maintained serviceable throughout construction.</p>  | <p><b>TIMING:</b> Project has been submitted to the Fire Department for review.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, and Storm Properties or designee</p> |  |  |  |
| <b>FD-2</b>            | <p>In conjunction with the construction of the extension of Storm Hill Lane, all existing fire hydrants on Storm Hill Lane shall be retrofitted to comply with Conditions 59(a) and (b) (listed below) of Resolution 894.</p> <ul style="list-style-type: none"> <li>The required fire flow for public fire hydrants at this location is 1250 gallons per minute at 20 psi for a duration of 2 hours, over and above maximum daily domestic demand. One hydrant flowing simultaneously shall be used to achieve the required fire flow.</li> <li>One public/private fire hydrant shall be upgraded unless fire flow meets Fire Department requirement. The upgrade shall not be necessary if existing hydrant(s) meet(s) fire flow requirements. An original water availability form shall be submitted to the Los Angeles County Fire Department.</li> </ul> <p>The above requirements shall be complied with, unless otherwise required and approved by the Fire Department.</p> | <p><b>TIMING:</b> Project has been submitted to the Fire Department for review.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, and Storm Properties or designee</p> |  |  |  |
| <b>FD-3</b>            | <p>In conjunction with the construction of the extension of Storm Hill Lane, all hydrants shall be installed in conformance with Title 20, Los Angeles County Government Code or appropriate City regulations. This installation shall include minimum six-inch diameter mains, or as otherwise required by the appropriate agencies. Arrangements to meet these requirements shall be made with the water purveyor and Fire Department serving the area.</p>  | <p><b>TIMING:</b> Project has been submitted to the Fire Department for review.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, and Storm Properties or designee</p> |  |  |  |



## *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.: 6B**  
**Mtg. Date: 11/19/2019**

**TO: HONORABLE CHAIRMAN AND MEMBERS OF THE PLANNING COMMISSION**

**FROM: YOLANTA SCHWARTZ, PLANNING DIRECTOR**  
**MEREDITH ELGUIRA, PLANNING AND COMMUNITY SERVICES DIRECTOR**

**APPLICATION NO. ZONING CASE NO. 950 -RESOLUTION NO. 2019-17**  
**SITE LOCATION: 4 STORM HILL LANE & 3 VACANT PARCELS**  
**ZONING: RA-S-2**  
**APPLICANT: LARRY CARR, STORM PROPERTIES INC.**  
**REPRESENTATIVE: SAME**  
**PUBLISHED: AUGUST 29, 2019**

**ATTACHMENTS:**

- A. Resolution No. 2019-17**
- B. Traffic Engineer Report**
- C. Staff report with attachments from the October 15, 2019 Planning Commission meeting**

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### PREVIOUS ACTION

The Planning Commission held several public hearings beginning in the fall of 2018 regarding construction of a road and infrastructures to serve four parcels created by a subdivision in 2005. The review was postponed pending an updated environmental review pursuant to the California Environmental Quality Act (CEQA).

The environmental review has been processed and the City staff has determined that a Mitigated Negative Declaration (MND) is appropriate for this project to move forward. Mitigation measures were developed and with the implementation of the Mitigation Monitoring and Reporting Program (MMRP) it is believed that no significant

environmental effect will result from the project. The Initial study/Mitigated Negative Declaration, the Environmental Review process and the findings were presented to the Planning Commission at the public hearing at the October 15, 2019 Planning Commission meeting. The staff report from that meeting is attached.

At the October 15, 2019 Planning Commission meeting the Planning Commission directed staff to prepare a Resolution of approval of this project.

#### REQUEST AND PROJECT DESCRIPTION - SITE PLAN REVIEW

The owners propose to construct a 564-foot long by 30 feet wide paved road within a 60-foot wide roadway easement with a 64-foot diameter cul-de-sac and 8' bridle trails easement on either side of the paved road; meeting the requirements of the Fire Department and City's code, as well as RHCA requirement for the bridle trail along the road. The entire road and the cul-de-sac will be located on Parcel 1. The road will be constructed to LA County road construction standards. The grading will be entirely for the construction of the road and not for building pads and will entail 2,800 cubic yards of cut of which 350 cy will be used for fill on lot 1 (for the road). In total 1,950 cy will be cut along lot 1; 460 cy along lot 2; 160 cy along lot 3; and 230 cy along lot 4. The remaining dirt is planned to be spread roughly 2' high over an area of approximately 49,000 s.f. or 140' x 350' on lot 1. This area will be compacted and hydro seeded but will not be prepared for construction.

With the subdivision in 2005, 1,130 feet long road was approved beginning at the junction of Johns Canyon Road and Storm Hill Lane and continued between the property lines (in the roadway easements) of Parcels 1 and 4 and 1 and 2 ending with a hammerhead at the boundary of the property line of Parcel 3. The grading for this road was proposed at 12,000 cubic yards of cut and 500 cubic yards of fill on parcels 1 and 2; and would be balanced on those parcels if the pads were being created at the same time as the road. Otherwise, 11,500 cubic yards of the dirt was proposed to be spread and some stockpiled on two parcels.

#### TRAFFIC COMMISSION

The intersection between Johns Canyon Road and the Storm Hill Lane must be reviewed by the Traffic Commission. The Traffic Commission meets on November 21, 2019, and therefore the Resolution contains a condition that the approval is subject to the Traffic Commission's recommendation. The Traffic Engineer visited the site and prepared a recommendation to the Traffic Commission, recommending approval. The Traffic Engineer's report is included.

## RECOMMENDATION

It is recommended that the Planning Commission review the report and the Resolution of approval and approve the Resolution, subject to Traffic Commission's recommendations; and adopt the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program.

### SITE PLAN REVIEW CRITERIA

#### 17.46.010      *Purpose.*

The site plan review process is established to provide discretionary review of certain development projects in the City for the purposes of ensuring that the proposed project is consistent with the City's General Plan; incorporates environmentally and aesthetically sensitive grading practices; preserves existing mature vegetation; is compatible and consistent with the scale, massing and development pattern in the immediate project vicinity; and otherwise preserves and protects the health, safety and welfare of the citizens of Rolling Hills.

#### 17.46.050      *Required findings.*

- A. The Commission shall be required to make findings in acting to approve, conditionally approve, or deny a site plan review application.
- B. No project which requires site plan review approval shall be approved by the Commission, or by the City Council on appeal, unless the following findings can be made:
  - 1. The project complies with and is consistent with the goals and policies of the general plan and all requirements of the zoning ordinance;
  - 2. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot;
  - 3. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences;
  - 4. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls);
  - 5. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area;
  - 6. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course;
  - 7. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible

with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas;

8. The project is sensitive and not detrimental to the convenient and safe movement of pedestrians and vehicles; and
9. The project conforms to the requirements of the California Environmental Quality Act.

***Applicants' description and statement of justification of the project:***

"We are submitting for Site Plan Review (SPR) as we are proposing a change in the grading plan involving significantly less grading and disturbance. Tentative street improvement and rough grading plans for Storm Hill Lane were approved as part of Parcel Map 26356. The improvements are required to be completed as part of the subdivision agreement dated June 8, 2005, as amended. An original rough grading plan, approved with the Parcel Map, required the grading of the street and all the pads to accommodate the excess soil being generated by cut for the street and the required slopes. We are proposing to reduce the length of Storm Hill Lane by approx. 40% (and modify the required easements) to eliminate all grading of the pads to a future time as part of the development of the homes on these lots. The grading CUT required to build the shorter street will be approximately 2,800 C.Y. and would be placed roughly 2' high over an area of approximately 49,000 s.f. or roughly 140'x350' on lot 1 - shown as the oval area on the grading exhibit drawing. The new shorter street will still provide access to all four lots involved in the Parcel Map 26356. By building the shorter Street and not grading any of the house pads, there will be little or no upfront disturbance to the natural vegetation/habitat and at the same time - would meet the requirements of the subdivision agreement dated June 8, 2005, as amended, to build the Street by June 8, 2020. The new Street will include and meet all requirements by the County of Los Angeles Fire Department - including Street width, and code cul-de-sac design. The new Street will also be built with a stub in for future Public Sewer, and all communications (phone/cable, etc.) and will include a live water line for Fire Department Fire Hydrants and future Water Service for each lot. The revised proposed grading plan, as submitted for Site Plan review, only requires grading for the shorter Street (Storm Hill Lane). There is no proposed grading upon any of the lots for future building PADS on Lots 1-3 or construction of any buildings proposed at this time."



## RESOLUTION NO. 2019-17

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING A SITE PLAN REVIEW APPROVAL FOR GRADING FOR A NEW ROAD TO SERVE PROPERTIES ON STORM HILL LANE; AND ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM IN ZONING CASE NO. 950, (STORM PROPERTIES, INC.)

THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. An application was duly filed by Storm Properties Inc., with respect to real property generally known as 4 Storm Hill Lane, Rolling Hills, requesting approval of a site plan review for grading of 2,800 cubic yards of dirt for construction of a new road and adoption of a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program. The subject property currently has one residential development located at the southwestern portion of the site at 4 Storm Hill Lane.

Section 2. The application applies to four (4) parcels, which consist collectively of 67.64 acres gross. Previously consisting of two lots, the lots were subdivided into four parcels as approved in 2000 by a subdivision and was recorded in 2005 as Parcel Map No. 26356. One of the conditions of the Parcel Map required the applicants to construct certain improvements prior to filing a Final Map, or enter into a secured agreement with the City for the improvements, which were to be completed prior to the sale or development of any of the lots. In 2005, prior to finalizing and recording the subdivision map, the owners chose to bond for the improvements, rather than construct them, and entered into an agreement with the City for 3-years, which was extended until June 8, 2020. The required improvements include a road, underground utility lines, fire hydrant, water line, gas line, monuments (for property lines markings), sewer line with stub out for future use and a mitigation, restoration and maintenance agreement for re-vegetation of plants, (on lot 3 only), that would be lost to grading, when the lot is developed. The agreement further stipulates that once the improvements are completed, the City would release the security deposit to the applicants.

Section 3. The originally approved road would be approximately 1,130 feet long and would start at the junction of Johns Canyon Road and Storm Hill Lane and continue between the property lines (in the roadway easements) of Parcels 1 and 4 and 1 and 2 ending with a hammerhead at the boundary of the property line of Parcel 3. The grading for this road was proposed at 12,000 cubic yards of cut and 500 cubic yards of fill on parcels 1 and 2; and would be balanced on those parcels if the pads were being created at the same time as the road was constructed. Otherwise, 11,500 cubic yards of the dirt was proposed to be spread and stockpiled on those two parcels, requiring grading of the two lots.

Section 4. In conjunction with the Site Plan Review for the road construction, a Lot Line Adjustment was approved at the October 15, 2019 Planning Commission meeting, changing the sizes of the parcels to the following acreages: Parcel 1 will be 7.58 acres gross and 6.13 acres net; Parcel 2 will be 35.05 acres gross and 33.45 acres net; Parcel 3 will be 17.28 acres gross and 15.80 acres net; and Parcel 4 will be 7.79 acres gross and 6.86 acres net and where there is an existing single family residential development. All four parcels are within the RA-S-2 zone district (2-acre minimum lot size zone), and referred to as Parcels No. 7569-024-014, 7569-024-015, 7569-024-016, and 7569-024-017. The General Plan Land Use designation for this property is Very Low Density Residential 2+ Net Acres per Dwelling Unit.

Section 5. The subject site is presently occupied by one single-family residential structure at the southwestern portion of the property at 4 Storm Hill Lane. The remainder of the lot is presently vacant with natural vegetation in a semi-disturbed state. The site is surrounded by other single-family dwellings on 2+ acre size lots to the east, south and west within the City of Rolling Hills and single-family dwellings on one-half acre lots to the north-west that are within the adjacent unincorporated Westfield portion of Los Angeles County. The zoning designation for the subject site is RA-S-2 and the zoning designation on adjacent properties is RA-S-2 within the City of Rolling Hills.

Section 6. The Planning Commission conducted duly noticed public hearings to consider the application on October 23, 2018 and at a field trip on December 12, 2018, at which time it was determined that, although the project went through a CEQA review process and mitigation measures were developed during the subdivision process in 2000, and implementation measures were included, the proposed revised road construction constitutes a substantive change and the proposed change constitute a new project. Additional time was given to process the environmental review for the construction of the road to serve the rear parcels. The environmental review has been processed and the City has determined that a Mitigated Negative Declaration (MND) can be prepared and adopted. Following the completion of the CEQA review, a duly noticed public hearing was held on October 15, 2019 to consider the project anew. Evidence was heard and presented from all persons interested in affecting said proposal, from all persons protesting the same, and from members of the City staff and the Planning Commission having reviewed, analyzed and studied said proposal. The applicants' representatives were in attendance at the hearings.

Section 7. According to Section 17.46.040 of Title 17 of the Rolling Hills Municipal Code, the Planning Commission is the agency for review of a Site Plan Review for any grading that is not exempt from the discretionary review process. The Commission shall act to approve, conditionally approve, or deny the grading and road construction, and the Commission may impose such conditions on an approval, as it deems necessary to assure compliance with City's codes.

Section 8. An Initial Study for the project was prepared in June 2019. The Initial Study found that the project would not have a significant effect on the environment if certain mitigation measures were incorporated in the project. The Mitigated Negative Declaration

(MND) was prepared incorporating those mitigation measures and was circulated to the applicant and other interested parties in accordance with State of California CEQA Guidelines. The public notice of the Planning Commission's intent to recommend adoption of the Mitigated Negative Declaration was published in a local Newspaper and mailed to residents within 1,000-foot radius of subject site. Copies of the Mitigated Negative Declaration were sent to adjacent cities and other governmental agencies. The City received several comments and inquiries regarding the proposal including comments from the Rolling Hills Community Association, the Gabrieleno Band of Mission Indians, the Gabrieleno Tongva Tribe, and the Fire Department. Additionally, agents for the property on 12 Buggy Whip reviewed the plans and the Initial Study/Mitigated Negative Declaration and had concerns regarding the building pads and the road elevation.

Section 9. The Planning Commission has reviewed the Mitigated Negative Declaration and finds that it represents the independent judgment of the City and that it was prepared in compliance with CEQA. Therefore, the Commission finds that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because mitigation measures have been added to the project and are incorporated herein by reference. Based upon these findings, the Planning Commission hereby adopts the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program in accordance with the California Environmental Quality Act.

Section 10. Pursuant to Section 17.46.050 of the Rolling Hills Municipal Code, the Commission shall be required to make findings in acting to approve, conditionally approve, or deny a site plan review application. The Planning Commission has considered the evidence both written and oral, in connection with this application and with respect to the site plan review for road construction to serve properties on Storm Hill Lane and adopting a Mitigated Negative Declaration the Planning Commission makes the following findings:

- A. The project complies with and is consistent with the goals and policies of the general plan and all requirements of the zoning ordinance. The road construction does not deviate from any of the standards outlined in the zoning code, resulting in a project that is consistent with the goals and policies of the general plan.
- B. The proposed road construction substantially preserves the natural and undeveloped state of the lot by minimizing building coverage (Land Use, p. 15). Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot. No new development is proposed as part of this application, therefore the proposed road construction will have minimal impact to the natural and undeveloped state of the lots.
- C. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences (Land Use, p. 15). The proposed road construction

will only be 564 feet long. Very little disturbance, (0.17%) is proposed on Parcels 2, and 3; 2.31% of parcel 4 will be disturbed and 19.79% of parcel 1, for the road and stockpiling. Since no new development is proposed, the site will continue to be harmonious in scale and mass with the surrounding residences.

- D. The project preserves and integrates into the site design, to the greatest extent possible (Land Use, p. 15), existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses, and landforms (such as hillsides and knolls). No grading of house pads and no new development is proposed, which means little to no upfront disturbance to the natural vegetation will be required. The proposed road will also continue to maintain the site's existing topographic features
- E. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area (Land Use, p. 16). The grading that is required for the project will be entirely for the construction of the road and not for the building pads. The road construction will keep the amount of grading at a minimum and the natural contours of the site will not be impacted.
- F. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course (Land Use, p. 16). The grading required for the road construction will not affect the drainage channels nor redirect drainage flow as no substantial modifications are being made other than the shortening of the originally approved road.
- G. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping (Land Use, p. 15) which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas. No new landscaping is proposed as part of this application and no existing landscaping, other than one (1) pine tree will be removed. The project will continue to preserve the surrounding native vegetation by requiring little disturbance to the overall site.
- H. The project is sensitive and not detrimental to the convenient and safe movement of pedestrians and vehicles (Circulation, p. 12). The proposed road construction will take place solely on private property and will be constructed pursuant to all of the current Fire and Building codes. As previously approved in the subdivision agreement dated June 8, 2005, the new street will include and meet all requirements by the County of Los Angeles Fire Department – including street width, and a cul-de-sac design that meets the code.
- I. The project conforms to the requirements of the California Environmental Quality Act. Pursuant to the requirements of the California Environmental

Quality Act, (CEQA), a Mitigated Negative Declaration was prepared for this project. The City followed the proper CEQA procedures and provided local, county, and State agencies 20-days to review the Mitigated Negative Declaration prior to its adoption by the Lead Agency. It was determined that with the proposed mitigation measures, no significant environmental effects will result from this project.

Section 11. Based upon the foregoing findings, the Planning Commission approves the site plan review and adopts the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program in Zoning Case No. 950; a request for site plan review approval for 2,800 cubic yards of grading for a new road to serve properties on Storm Hill Lane and construction of infrastructures; subject to the conditions contained in Section 12 of this resolution.

Section 12. Site Plan Review, Mitigated Negative Declaration, and Mitigation Monitoring Program in Zoning Case No. 950 (attached hereto as Exhibit A) shall be subject to the following conditions:

A. Pursuant to the Development Agreement executed between the applicants and the City of Rolling Hills on June 8 2005, as amended, the road and the infrastructure shall be constructed by June 2020, unless otherwise extended pursuant to the conditions of said agreement. Should the applicant desire to extend the time to complete the improvements, a letter indicating intent to file an extension should be filed at least sixty (60) days prior to the expiration date of June 8, 2020; and the request shall be reviewed and approved by the City Council.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed, if any, on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either

extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the RHMC.

C. All requirements of the Building and Construction Ordinance, the Zoning Ordinance, and of the zone in which the subject property is located must be complied with unless otherwise set forth in this permit, or shown otherwise on an approved plan. The road shall be constructed to LA County Road construction standards, resolutions, engineering standards and other applicable standards that are in effect at the time that improvement permits are issued for the development.

D. In conjunction with the submittal of a final grading plan for the roadway extension to the Building and Safety Department for plan check, a detailed grading and drainage plan with related geology, soils and hydrology reports shall also be submitted; a copy of which shall be submitted to the Rolling Hills Planning Department staff. Cut and fill slopes shall not exceed a steepness of a 2 to 1 slope ratio.

E. The lot shall be developed and maintained in substantial conformance with the site plan on file received on October 11, 2019 except as otherwise provided in these conditions. The working drawings submitted to the Department of Building and Safety for plan check review shall conform to the approved development plan. All conditions of the Site Plan approval shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a grading permit from the building department.

The conditions of approval of this Resolution shall be printed onto building plans submitted to the Building Department for review and shall be kept on site at all times.

Any modifications and/or changes to the approved project, including resulting from field conditions, shall be discussed and approved by staff prior to implementing the changes.

F. Prior to submittal of final working drawings to Building and Safety Department for plan check and later for issuance of grading or building permits, the plans for the project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the Planning Commission.

G. A licensed professional preparing construction plans for this project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this project and all of the conditions set forth therein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building and/or grading permit for this project shall execute a Certificate of Construction stating that the project will be constructed according to this Resolution and any plans approved therewith.

H. Prior to the issuance of a grading permit, the applicant shall obtain approval of, and all required permits from, the Rolling Hills Community Association.

I. Pursuant to the Parcel Map Approval and the Development Agreement, in conjunction with the development of the road, the applicants shall construct the following infrastructure within the roadway easement of Storm Hill Lane:

1. Water line to serve existing and future development along Storm Hill Lane and stems to serve future development along Storm Hill Lane. The water line shall be operational after construction and available for use
2. Fire Hydrant. The Fire Hydrant shall be operational after construction and available for use
3. Underground conduits for all utility lines, including electrical, cable, fiber and for future expansion, with underground stems leading from Storm Hill Lane to each parcel of this subdivision. There shall be no overhead utility lines across Storm Hill Lane
4. A private sewer line and appurtenant facilities and stems as required by the LA County Public Health Department to serve future development along Storm Hill Lane. Until such time as the sewer line is required to be connected to a main sewer line along Johns Canyon Road or other developed sewer line in the vicinity of the subject site, the sewer line on Storm Hill Lane will be a "Dry" sewer line.
5. Survey Monuments, as required by the City's Engineer and tie points in accordance with the Subdivision Laws.

J. The required infrastructure improvements shall be reviewed and approved by the respective reviewing agencies prior to obtaining a grading permit from the Building Department. A "will serve" letter from the California Water Service Company shall remain on file in the Planning Department.

K. The drainage plan shall provide for contributory drainage from adjoining properties; and shall consider the proper distribution of drainage beyond the proposed drainage for the road, or as otherwise required by the City's Drainage and Grading Engineer.

L. The road construction shall be subject to the Traffic Commission review and recommendation of the proposed location and sight distances of the intersection of Storm Hill Lane with Johns Canyon Road.

M. The applicants shall repair any broken or damaged pavement on streets abutting the subdivision. Prior to commencement of grading, the applicant shall take pictures of the existing road condition of Johns Canyon Road in the vicinity of the project site. Following the completion of the construction, should the road be damaged the applicants shall make the necessary repairs

N. The applicants shall be required to conform to the Regional Water Quality Control Board and County Public Works Department Best Management Practices (BMP's) requirements related to drainage, erosion control and storm water drainage facilities management.

O. Stockpiles of soil, sand and similar materials shall be stabilized by being enclosed, covered, watered twice daily, or with application of non-toxic soil binders. The stockpiled soil on Parcel 1 shall be compacted and hydro seeded.

P. The applicants shall be required to comply with the Mitigation Measures described in the Mitigation Monitoring and Reporting Program, attached hereto as Exhibit A and incorporated herein by this reference.

Q. Prior to finaling the project, letters shall be provided to the Planning Department from all of the Utility companies which serve or are proposed to serve the 4 parcels assuring that the required undergrounding work has been done.

R. A construction fence may be allowed or may be required by the City or the Building Department staff for the duration of the construction of the project. City staff shall approve the location and height of the fence. The construction fence shall not be placed more than 15 calendar days prior to commencement of the construction and shall be removed within 15 calendar days of substantial completion of the project as determined by City staff or at any given time at the discretion of City staff.

S. Placement of one construction and one office trailer may be permitted for the duration of on-site construction activities during an active building permit; each shall be no larger than 8' x 40' in size, and must be authorized by City staff with such authorization being revoked at any point deemed reasonable by City staff. Such trailers, to maximum extent practicable shall be located in a manner not visible from the street. Unless otherwise approved by staff, with proof of a good cause, such trailers shall not be located in any setback or front yard, may be placed on the site no more than 15 calendar days prior to commencement of construction and must be removed within 15 calendar days of expiration of a building permit, revocation, or finalization of the project

T. During construction, the property owners shall be required to schedule and regulate construction and related traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

U. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. Weather conditions can be found at:

[http://www.wrh.noaa.gov/lox/main.php?suite=safety&page=hazard\\_definitions#FIRE](http://www.wrh.noaa.gov/lox/main.php?suite=safety&page=hazard_definitions#FIRE). It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions. Should a red flag warning be declared and if work is to be conducted on the property, the contractor shall have readily available fire distinguisher.

V. Construction vehicles or equipment, employees vehicles, delivery trucks shall not impede any traffic lanes to the maximum extend practical; and if necessary to block



traffic in order to aid in the construction, no more than a single lane may be blocked for a short period of time and flagmen utilized on both sides of the impeded area to direct traffic.

X. During construction, all parking shall take place on the project site, and, if necessary, any overflow parking may take place within the unimproved roadway easement along the streets, and shall not obstruct neighboring driveways or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City.

Y. Prior to finalizing the project an "as constructed" set of plans and certifications shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the approved plans. In addition, any modifications made to the project during construction, shall be depicted on the "as built" plan.

Z. Future individual Site Plan Review approvals by the Planning Commission for development of the parcels for home sites, shall comply with the applicable conditions specified in Resolution No. 894, adopted by the City Council on November 27, 2000 for the Tentative Parcel Map.

AA. The applicant shall execute an Affidavit of Acceptance of all conditions of this permit pursuant to Zoning Ordinance, or the approval shall not be effective. The affidavit shall be recorded together with the resolution.

APPROVED AND ADOPTED THIS 19th DAY OF NOVEMBER 2019.

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BRAD CHELF, CHAIRMAN

ATTEST:

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YOHANA CORONEL, CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

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

I certify that the foregoing Resolution No. 2019-17 entitled:

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
ROLLING HILLS GRANTING A SITE PLAN REVIEW APPROVAL FOR  
GRADING FOR A NEW ROAD TO SERVE PROPERTIES ON STORM HILL  
LANE; AND ADOPTING A MITIGATED NEGATIVE DECLARATION  
AND MITIGATION MONITORING AND REPORTING PROGRAM IN  
ZONING CASE NO. 950, (STORM PROPERTIES, INC.)

was approved and adopted at a regular meeting of the Planning Commission on November  
19th, 2019 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices

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YOHANA CORONEL, CITY CLERK

**EXHIBIT A**

**DRAFT MITIGATED NEGATIVE DECLARATION**

**MITIGATION MONITORING AND REPORTING PROGRAM**

(following this page)

## MITIGATED NEGATIVE DECLARATION

### MITIGATION MONITORING AND REPORTING PROGRAM

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**PURPOSE:** This section lists mitigation measures contained in the MND for the proposed Storm Hill Lane Road Construction Project. Mitigation measures are provided in the format of a Comprehensive Mitigation Monitoring and Reporting Plan to ensure compliance with State Public Resources Code §21086.6 which requires public agencies approving a project under CEQA to establish a program for monitoring and reporting on the adopted mitigation plan.

**ADOPTION OF MITIGATION MEASURES:** As part of deliberations concerning the proposed project, the Planning Commission will be required to consider adoption of the mitigation measures listed herein. The Planning Commission may add additional conditions. If the Planning Commission members approve the project, they will also be required to specify whether these mitigation measures are to be incorporated as formal conditions of project approval.

**MONITORING AND REPORTING PROCEDURES:** The Rolling Hills staff will be responsible for ensuring that adopted mitigation measures are implemented through all project phases, ensure that mitigation measures are satisfactorily monitored, and for reporting to the Planning Commission regarding progress in implementing the measures. The City Council, representing residents of the City, will in turn be responsible for (1) considering the reports submitted by staff, and (2) determining whether the measures are being implemented and enforced as intended in this Mitigation Monitoring and Reporting Plan. It is the responsibility of the City Staff to amend the mitigation measure(s) if necessary to achieve the intended environmental protections.

**REGULATORY AND CODE COMPLIANCE STANDARDS:** The Storm Hill Lane Road Construction Project will be subject to a number of uniform code requirements and standard conditions of approval, many of which have been established to safeguard environmental resources, and/or to promulgate environmental goals and objectives. If the proposed project is approved, compliance with these measures will be mandatory (not discretionary). As such, these measures do not conform to the strict definition of mitigation. Although regulatory standards and codes are not generally incorporated into this mitigation program, the City will be required to ensure that the project is in full compliance with all relevant requirements.

**COMPILATION OF MITIGATION MEASURES:** The following measures are proposed to eliminate, avoid or reduce potential environmental effects of project implementation that have been found to be potentially adverse. In addition, the relevant conditions of approval for the road imposed during the Subdivision process are also included in these mitigation measures. Other City's standard conditions will be included in the Resolution of Approval, should the project be approved. They may include, but not be limited to restricting hours of construction, adherence to the Storm Water Quality Management requirements and others.

# **STORM HILL LANE ROAD MODIFICATION PROJECT MND MITIGATION MONITORING AND REPORTING PROGRAM**

**Project Approval Date:** November 19, 2019

**Project File Number:** ZONING CASE NO. 950

The following mitigation measures are being proposed to mitigate potentially significant impacts of the Storm Hill Lane Road and LLA Modification Project. These measures represent formal conditions of project approval, and City staff shall monitor progress in implementing these measures until it is determined that all measures have been fulfilled in accordance with their original purpose and intent. This monitoring form shall be available for public review and inspection, and final project clearance shall require that all verifications included in this form have been satisfactorily completed.

| MITIGATION MEASURES  |   | VERIFICATION<br>TIMING AND<br>RESPONSIBILITY   | VERIFICATION OF<br>COMPLIANCE |           |      |
|----------------------|---|--|-------------------------------|-----------|------|
|                      |   |  | AGENCY                        | SIGNATURE | DATE |
| BIOLOGICAL RESOURCES |   |  |                               |           |      |
| BIO-1                | <p><u>Nesting Bird Avoidance:</u> To avoid disturbance of nesting and special status birds, including raptor species protected by the MBTA and CFGC 3503 during activities related to the project including, but not limited to, ground disturbance, tree removal/trimming, vegetation clearing, and grading (i.e. land clearing activities), the applicant shall adhere to the following nesting bird avoidance procedures:</p> <ul style="list-style-type: none"><li>• If construction must begin during the nesting bird season (February 1 through August 31), then a pre-construction nesting bird survey shall be conducted no more than seven days prior to initiation of ground disturbance and vegetation removal activities.</li><li>• The nesting bird pre-construction survey shall be conducted on foot of the proposed road disturbance area, including a 100-foot buffer (300-foot for raptors), and in inaccessible areas (e.g., private lands) from afar using binoculars to the extent practicable. The survey shall be conducted by a qualified biologist familiar with the identification of avian species known to occur in southern California communities.</li></ul> | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p> |                               |           |      |

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|  | <ul style="list-style-type: none"> <li>• The results of the pre-construction survey shall be provided to the City of Rolling Hills in a written report within 14 days of the completion of surveys. The report shall include date of the report, authors and affiliations, contact information, introduction, methods, study location (include map), results, discussion, and literature cited.</li> <li>• If active nests are found, an avoidance buffer (dependent upon the species, the proposed work activity, and existing disturbances associated with land uses outside of the project site) shall be determined and demarcated by the qualified biologist with bright orange construction fencing, flagging, construction lathe, or other means to mark the boundary. All construction personnel shall be notified as to the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. No ground-disturbing activities shall occur inside this buffer until the qualified biologist has confirmed that breeding/nesting is completed, juveniles have fledged, and there is no evidence of a second attempt at nesting. Encroachment into the buffer shall occur only at the discretion of the qualified biologist in coordination with the City.</li> <li>• If ground or tree/vegetation-construction related activities are initiated between September and January 31, a pre-construction nesting bird survey is not required. However, if there is a period of construction inactivity of 2 weeks or more between February 1 and August 31 and ground or tree/vegetation-construction related activities remain, then a nesting bird survey shall be conducted by a qualified biologist.</li> </ul> |  |  |  |  |
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| BIO-2              | <p><u>Palos Verdes Blue Butterfly</u><br/> <u>Preconstruction Surveys:</u> Prior to grading and construction, an approved biologist shall conduct surveys for locoweed and deerweed, host plants of Palos Verdes Blue Butterfly. If host plants are located, they shall be avoided. If avoidance is not possible, focused surveys shall be conducted to determine presence or absence of the butterfly species. This may include transect surveys during the adult flight period (January through May), and/or inspection of host plants for all life forms (egg, larva, pupa, and adult). If individuals of any life stage are detected during focused surveys, a permit for relocation shall be obtained from USFWS and they shall be relocated by a USFWS-permitted biologist before issuance of a grading permit.</p>   | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/> City of Rolling Hills and Storm Properties or designee</p>                  |  |  |  |
| CULTURAL RESOURCES |   |  |  |  |  |
| CR-1               | <p><u>Archaeological Monitoring:</u> Prior to commencement of grading, the applicant shall retain a qualified archaeologist and arrange a pre-grading conference. The archaeologist shall be present at the pre-grading conference, shall establish procedures for archaeological resource surveillance, and shall establish, in cooperation with the applicant, procedures for temporarily halting or redirecting work to permit the sampling, identification, and evaluation of the artifacts as appropriate.</p> <p>Ground-disturbing construction activities (including grading, trenching, drilling with an auger greater than 3 feet in diameter, and other excavation) on the project site shall be monitored on a full-time basis by a qualified archaeologist. If additional or unexpected unique archaeological features are discovered during grading and other construction activities for the proposed road extension, the archaeologist shall report such findings to the project proponent and to the City Manager. If the archaeological resources are found to be significant, the qualified archaeologist shall determine appropriate action, in cooperation with the</p> | <p><b>TIMING:</b><br/> Requirements to be included in construction bid documents.</p> <p><b>RESPONSIBLE PARTY:</b><br/> City of Rolling Hills and Storm Properties or designee</p> |  |  |  |

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|                          | <p>applicant, for exploration and/or salvage. The qualified archaeologist shall be retained at the expense of the applicant.</p> <p>The applicant shall comply with the actions recommended and approved by the City for the disposition, mitigation, or salvage of such material. These actions, as well as final mitigation and disposition of the resources, shall be subject to the approval of the City Manager. The City Manager's decision will be considered final unless an appeal is filed in accordance with Section 17.54 of the Rolling Hills Municipal Code. The applicant shall incur the cost of any professional investigation.</p>   |  |  |  |  |
| CR-2                     | <p><u>Discovery of Human Remains:</u> If human remains are found during project construction, the State of California Health and Safety Code Section 7050.5 states that no further disturbance shall occur until the county coroner has made a determination of origin and disposition pursuant to Public Resources Code Section 5097.98. In the event of a discovery of human remains, the Los Angeles County Coroner must be notified immediately. Work within a 100-foot radius of the find shall be halted until the Coroner has inspected the remains. If the human remains are determined to be prehistoric, the Coroner will notify the Native American Heritage Commission, who will determine and notify a most likely descendant (MLD). The MLD shall complete the inspection of the site within 48 hours and provide recommendations to the landowner as to the treatment of the human remains. Work may not recommence within the location of the find until the Coroner has released the location or the treatment of the human remains has been completed (e.g., remains have been excavated to prevent further damage).</p> | <p><b>TIMING:</b><br/>Requirements to be included in construction bid documents.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p> |  |  |  |
| <b>GEOLOGY AND SOILS</b> |  |  |  |  |  |
| GEO-1                    | <p><u>Paleontological Monitoring:</u> Ground-disturbing construction activities (including grading, trenching, drilling with an auger greater than 3 feet in diameter, and other excavation) on the</p>  | <p><b>TIMING:</b> To be included in construction specifications.</p>   |  |  |  |



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|                     | <p>project site shall be monitored on a full-time basis. Monitoring shall be supervised by a qualified paleontologist and shall be conducted by a qualified paleontological monitor, who is defined as an individual who meets the minimum qualifications per standards set forth by the Society of Vertebrate Paleontology (SVP 2010), which includes a B.S. or B.A. degree in geology or paleontology with one year of monitoring experience and knowledge of collection and salvage of paleontological resources.</p> <p>The duration and timing of the monitoring shall be determined by the qualified paleontologist. If the qualified paleontologist determines that full-time monitoring is no longer warranted, they may recommend reducing monitoring to periodic spot-checking or cease entirely. Monitoring would be reinstated if any new ground disturbances are required and reduction or suspension would need to be reconsidered by the qualified paleontologist.</p> | <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p>  |  |  |  |
| GEO-2               | <p>A grading plan and soils report shall be submitted and approved prior to the reconstruction and extension of Storm Hill Lane.</p>  | <p><b>TIMING:</b> Project has been submitted to LA County Public Works and Building and Safety for review.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p> |  |  |  |
| <b>RECREATIONAL</b> |   |  |  |  |  |
| REC-1               | <p>Applicants will be required to address the bridle trail location with the RHCA Board of Directors. The applicants must show if the location of Storms Ridge Trail as well as whether the existing bridle connections from Storms Ridge Trail to John's Canyon Trail located on Lot 1 and Lot 3 will be relocated or eliminated.</p>  | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, RHCA and Storm Properties or designee</p>                                     |  |  |  |

| UTILITES/SERVICE SYSTEMS  |   |  |  |  |  |
|---------------------------|---|--|--|--|--|
| UTI-1                     | The RHCA Board of Directors will review/approve the proposed easement modifications, drainage services located in RHCA easements and the proposed road. If Storm Properties is requesting the road be accepted into the RHCA's road system additional approvals are required.   | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, RHCA and Storm Properties or designee</p> |  |  |  |
| TRIBAL CULTURAL RESOURCES |   |  |  |  |  |
| TCR-1                     | The AB52/Section 106 consultation process enables the Tribe to have an equal opportunity in future mitigation measures that the City of Rolling Hills may implement that affect Tribal Cultural Resources. Tribal monitoring will occur on-site as requested during ground disturbance/excavation activity so that they may identify and assess the significance of any Tribal Cultural resource that may be encountered.   | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p>       |  |  |  |
| AIR QUALITY               |   |  |  |  |  |
| AQ-1                      | <p>The property owners shall be required to conform with South Coast Air Quality Management District, Los Angeles County and local ordinances and engineering practices during construction by using dust control measures to stabilize the soil from wind erosion and reduce dust generated by construction activities. Said dust control measures shall include at a minimum, the following</p> <ol style="list-style-type: none"> <li>1. <u>Minimization of Disturbance.</u> Construction contractors shall minimize the area disturbed by clearing, grading, earth moving, or excavation operations to prevent excessive amounts of dust;</li> <li>2. <u>Soil Treatment.</u> Construction contractors shall treat all graded and excavated material, exposed soil areas, and active portions of the construction site, including</li> </ol> | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, and Storm Properties or designee</p>      |  |  |  |

|                        |   |  |  |  |  |
|------------------------|---|--|--|--|--|
|                        | <p>unpaved on-site roadways to minimize fugitive dust. Treatment shall include, but not necessarily be limited to, periodic watering, application of environmentally safe soil stabilization materials, and/or roll compaction as appropriate. Watering shall be done as often as necessary, and at least twice daily, preferably in the late morning and after work is done for the day;</p> <p>3. <u>Soil Stabilization.</u> Construction contractors shall monitor all graded and/or excavated inactive areas of the construction site at least weekly for dust stabilization. Soil stabilization methods, such as water and roll compaction, and environmentally safe dust control materials, shall be applied to portions of the construction site that are inactive for over four days. If no further grading or excavation operations are planned for the area, the area shall be seeded and watered until landscape growth is evident, or periodically treated with environmentally safe dust suppressants, to prevent excessive fugitive dust;</p> <p>4. <u>No Grading During High Winds.</u> Construction contractors shall stop all clearing, grading, earth moving, and excavation operations during periods of high winds (20 miles per hour or greater, as measured continuously over a one-hour period); and</p> <p>5. <u>Street Sweeping.</u> Construction contractors shall sweep all on-site driveways and adjacent streets and roads at least once per day, preferably at the end of the day, if visible soil material is carried over to adjacent streets and roads</p> |  |  |  |  |
| <b>FIRE DEPARTMENT</b> |   |  |  |  |  |
| <b>FD-1</b>            | In conjunction with the construction of the extension of Storm Hill Lane, all required fire hydrants shall be installed, tested and   | <b>TIMING:</b> Project has been submitted to the |  |  |  |

|      |  |  |  |  |  |
|------|--|--|--|--|--|
|      | accepted by the Los Angeles County Fire Department. Vehicular access shall be provided and maintained serviceable throughout construction.   | Fire Department for review.<br><br><b>RESPONSIBLE PARTY:</b><br>City of Rolling Hills, and Storm Properties or designee  |  |  |  |
| FD-2 | <p>In conjunction with the construction of the extension of Storm Hill Lane, all existing fire hydrants on Storm Hill Lane shall be retrofitted to comply with Conditions 59(a) and (b) (listed below) of Resolution 894.</p> <ul style="list-style-type: none"> <li>The required fire flow for public fire hydrants at this location is 1250 gallons per minute at 20 psi for a duration of 2 hours, over and above maximum daily domestic demand. One hydrant flowing simultaneously shall be used to achieve the required fire flow.</li> <li>One public/private fire hydrant shall be upgraded unless fire flow meets Fire Department requirement. The upgrade shall not be necessary if existing hydrant(s) meet(s) fire flow requirements. An original water availability form shall be submitted to the Los Angeles County Fire Department.</li> </ul> <p>The above requirements shall be complied with, unless otherwise required and approved by the Fire Department.</p> | <p><b>TIMING:</b> Project has been submitted to the Fire Department for review.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, and Storm Properties or designee</p> |  |  |  |
| FD-3 | <p>In conjunction with the construction of the extension of Storm Hill Lane, all hydrants shall be installed in conformance with Title 20, Los Angeles County Government Code or appropriate City regulations. This installation shall include minimum six-inch diameter mains, or as otherwise required by the appropriate agencies. Arrangements to meet these requirements shall be made with the water purveyor and Fire Department serving the area.</p>  | <p><b>TIMING:</b> Project has been submitted to the Fire Department for review.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, and Storm Properties or designee</p> |  |  |  |

**TO:** Elaine Jeng PE, City Manager  
**FROM:** Vanessa Munoz, PE, TE, City Traffic Engineer  
**DATE:** November 11, 2019  
**SUBJECT:** 4 Storm Hill Lane Street Roadway Relocation

This memorandum is in response to the request by the City to review and provide input on the roadway design being proposed for 4 Storm Hill Lane as it intersects John's Canyon Road. The proposed design includes a wider roadway shifting to the east of its current location.

Storm Hill Lane Street presently is a 21-foot wide roadway as it intersects John's Canyon Road. The proposed Storm Hill Lane Street is for a 30-foot wide roadway that shift's 21-feet to the east of the existing roadway and has a wider opening (57-feet versus 45-feet) at the intersection with John's Canyon road.

The proposed width and location of Storm Hill Lane Street are acceptable. Having a street wider than under current conditions and at the intersection having larger radius will provide ease of travel and will allow for two-way traffic to maneuver in and out of the Storm Hill Lane and John's Canyon Road with minimal conflicts to on-coming traffic.



*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.: 7B**  
**Mtg. Date: 10/15/2019**

**TO: HONORABLE CHAIRMAN AND MEMBERS OF THE PLANNING COMMISSION**

**FROM: YOLANTA SCHWARTZ, PLANNING DIRECTOR**

**APPLICATION NO. ZONING CASE NO. 950**  
**SITE LOCATION: 4 STORM HILL LANE & 3 VACANT PARCELS**  
**ZONING: RA-S-2**  
**APPLICANT: LARRY CARR, STORM PROPERTIES INC.**  
**REPRESENTATIVE: SAME**  
**PUBLISHED: AUGUST 29, 2019**  
**ATTACHMENTS:**  
A. RESIDENTS' CORRESPONDENCE  
B. RHCA CORRESPONDENCE  
C. TRIBAL CORRESPONDENCE  
D. MITIGATION MONITORING AND REPORTING PROGRAM  
E. FIRE DEPARTMENT CORRESPONDENCE

**PREVIOUS ACTION**

The Planning Commission held a public hearing and reviewed this case at their October 23, 2018 meeting and scheduled a field trip to view the site on December 12, 2018. At the field trip, it was reported to the Planning Commission that when the subdivision creating the four lots and proposed grading a new road were reviewed and approved in 2000, the project went through the CEQA review process and mitigation measures were developed, which were to be implemented during the grading for the building pads and the road. Upon further review and evaluation of CEQA and its several revisions since 2000, it was determined that the proposed revised road and the proposed change constitute a new project and is subject to a new CEQA review. It was recommended that the Planning Commission view the location and design of the proposed road in relationship to the lot lines and not for its construction. The Planning Commission agreed that no decision was to be made on the road construction until the CEQA review is completed, and that the lot line adjustment request will be considered

ZC NO. 950 SPR Storm Hill Ln.

11/28  
26/53

at the same time. Additional time was given to process the environmental review for the construction of the road to serve the rear parcels.

The environmental review has been processed and the City has determined that a Mitigated Negative Declaration (MND) can be prepared. The Environmental Review process and the findings is further described below under a separate heading.

### REQUEST AND PROJECT DESCRIPTION

The applicant, Larry Carr, on behalf of Storm Properties, Inc. requests a Site Plan Review for grading and construction of a private road with substructures. Construction of the improvements was a requirement of a subdivision application in Parcel Map No. 26356, known as Storm Hill Lane, which was completed and recorded in 2005. Prior to finaling the Parcel Map in 2005, instead of constructing the improvements, the applicants opted to deposit construction bonds with the City in the amount that it would cost to design and construct these improvements. Concurrently, in Zoning Case No. 949, the applicant requests a Lot Line Adjustment between the four parcels of land, which were created by the subdivision. Other than the road, no new development is being proposed with this application.

### BACKGROUND

The lots are located in the RAS-2 zoning district and currently 3 of the lots are vacant and one is developed with a house and accessory structures, (4 Storm Hill Lane).

In November 2000, the City Council, following Planning Commission recommendation, approved a Tentative Parcel Map No. 26356 to subdivide two lots totaling 67.6 acres into four lots on Storm Hill Lane.

One of the conditions of the Parcel Map required that the applicants construct certain improvements prior to filing a Final Map, or enter into a secured agreement with the City for the improvements, which were to be completed prior to the sale or development of any of the lots. In 2005, prior to finaling and recording the subdivision map, the owners chose to bond for the improvements, rather than construct them, and entered into an agreement with the City for 3-years. The required improvements include a road, underground utility lines, fire hydrant, water lines, gas lines, monuments (for property lines markings), sewer line with stub out for future use and a mitigation, restoration and maintenance agreement for re-vegetation of plants, (on lot 3 only), that would be lost to grading, when the lot is developed. Once the improvements are completed, the City would be able to release the security bonds.

The originally approved road would be approximately 1,130 feet long and would start at the junction of Johns Canyon Road and Storm Hill Lane and continue between the property lines (in the roadway easements) of Parcels 1 and 4 and 1 and 2 ending with a hammerhead at the boundary of the property line of Parcel 3. The grading for

this road was proposed at 12,000 cubic yards of cut and 500 cubic yards of fill on parcels 1 and 2; and would be balanced on those parcels if the pads were being created at the same time as the road. Otherwise, 11,500 cubic yards of the dirt was proposed to be spread and some stockpiled on those two parcels.

The Subdivision Improvement Agreement stipulates that the applicants may request an extension of time to complete the improvements, which is to be reviewed and approved by the City Council. Since the original approval, the applicants requested and were granted three extensions to complete the improvements. Each time, the City Council concurred that since the owners had no plans to develop or sell the lots, there was no reason to disturb the natural terrain of the lots just to construct a road that would lead to nowhere, and trench for and place utilities that would not serve anyone. For the approved configuration of the road, two out of the four parcels would have to be substantially graded. It has been the City's practice to limit grading on properties until a residence has been proposed, approved by the City and RHCA and the plans for the structures have gone through substantial plan check review at the Building Department.

With the latest extension, the applicants are required to make the improvements by June 2020. The property owners do not have a time frame for development of the lots, although they're considering a sale of Parcel 1-adjacent to Johns Canyon Rd., which would trigger the implementation of the subdivision requirement to construct the improvements; whereas before there was no reason to construct a driveway/road and all of the appurtenant facilities.

#### SITE PLAN REVIEW

The owners propose to construct a 564-foot long by 30 feet wide paved road within a 60-foot wide roadway easement with a 64-foot diameter cul-de-sac and 8' bridle trails easement on either side of the paved road; meeting the requirements of the Fire Department and City's code, as well as RHCA requirement for the bridle trail along the road. The entire road and the cul-de-sac will be located on Parcel 1. The road will be constructed to LA County road construction standards. The grading will be entirely for the construction of the road and not for the building pads and will entail 2,800 cubic yards (cy) of cut of which 350 cy will be used for fill on lot 1 (for the road). In total 1,950 cy will be cut along lot 1; 460 cy along lot 2; 160 cy along lot 3; and 230 cy along lot 4. The remaining dirt is planned to be spread roughly 2' high over an area of approximately 49,000 s.f. or 140' x 350' (shown as the oval area on the plans) on lot 1. This area will be compacted and hydroseeded but will not be prepared for construction.

Due to the topography of the project site and surrounding area, the site is located at varying elevations compared to surrounding residences. For example, the proposed stockpiling area on Lot 1 is at an elevation of approximately 1,090 feet. Adjacent property to the south of the site is at generally higher elevations (up to approximately



1,200 feet), while properties northeast and southeast are at lower elevations (as low as 900 feet adjacent to the project site).

The proposed road would range in elevation from approximately 1,080 feet at the entrance to the existing residence at 4 Storm Hill Lane to approximately 1,055 feet at the proposed cul-de-sac. The existing Storm Hill Lane is approximately 270 feet in length and the proposed 300 feet of new roadway would be sloped downwards and would not substantially affect the view from existing adjacent residences.

The proposed road apron, meeting Johns Canyon Road, will be located approximately 30 feet east of the previously approved apron (in 2000) of the private drive of Storm Hill Lane, and will be 40' wide. The road will vary in slope from 3% to 15%, which is permitted. It will be required that the intersection of Johns Canyon and Storm Hill Lane be of roughened material for safe horse crossing. The Traffic Commission will review the road and the apron at their November 21, 2019 meeting.

Very little disturbance, (0.17%), is proposed on Parcels 2, and 3 each; 2.31% of parcel 4 will be disturbed and 19.79% (65,340 s.f.) of parcel 1 will be disturbed for the road and stockpiling.

#### ENVIRONMENTAL REVIEW

Pursuant to the requirements of the California Environmental Quality Act, (CEQA), Mitigated Negative Declaration was prepared for this project. It was determined that with the proposed mitigation measures no significant environmental effects will result from this project. A copy of the Initial Study/Mitigated Negative declaration was provided to the Planning Commissioners on a thumb drive, and can be found on City's website at <http://www.rolling-hills.org/DocumentCenter/View/1438> or at City Hall.

CEQA requires that affected property owners, and local, County and State agencies be given at least 20 days to review the Mitigated Negative Declaration prior to its adoption by the Lead Agency. The Mitigated Negative Declaration must include a list of mitigation measures, which when implemented, would avoid the effects or mitigate the effects to a point where clearly no significant effects from the project would occur. The applicant's consultants prepared an Initial Study and determined that the project would have significant environmental effects. However, it was determined that with mitigation measures, all of the potential negative environmental effects of the project will be diminished to a level of less than significant, and a Mitigated Negative Declaration for this project was prepared. As required by (CEQA), a notice of the availability of the Initial Study and the intent by the City to adopt a Mitigated Negative Declaration were mailed to local cities, to the local library and school district, County agencies and other local agencies for their comments. A copy was also posted on the City's website. Notice of availability of the Mitigated Negative Declaration and of the public hearing was mailed to property owners within 1,000-foot radius of the project.

In December 2018, a resident from the unincorporated County area adjacent to Rolling Hills submitted an objection letter to the entire project. In response to the City's notice of availability of the Initial Environmental Study and Mitigated Negative Declaration, (MND), several comments/letters were received. Agents for the property owner on 12 Buggy Whip reviewed the plans and the Initial Study/Mitigated Negative Declaration and had concerns regarding the building pads and the road elevation. They reserved the right to comment at the public hearing. The RHCA submitted letters listing the items for their review and approval (Attachment B), such as bridle trails, drainage devices in easements and the road construction and letters were received from the Fire Department, Gabrieleno Band of Mission Indians and Gabrielino Tongva Tribe (Attachment E and C). A Mitigation Monitoring and Reporting Program (MMRP) was developed, which addresses the comments that were submitted, (Attachment D). The comment period for the MND ended on September 19, 2019.

The study determined that the environmental factors potentially affected by this project would be biological resources, geology and soils, cultural resources, and land use and planning. Many of these impacts will be temporary in nature and will occur during the grading phase only. However, the report concludes that with mitigation measures, all of the potential negative effects will be diminished to a level of less than significant. Included in the Initial Study/Mitigated Negative Declaration report as Appendices B-F are several specific studies conducted for this project.

The MMRP includes some of the conditions from the 2000 approved conditions for the road construction and will be incorporated into the Resolution of approval should the project be approved.

### RECOMMENDED ACTION

It is recommended that the Planning Commission review the report, the Initial Study/Mitigated Negative Declaration, and Mitigation Monitoring and Reporting Program, open the public hearing and take public testimony; and take possible action to direct staff to bring a Resolution of Approval of the Site Plan Review to be considered at the next Planning Commission meeting, (November 19, 2019) subject to Traffic Commission review of the proposed apron. The Traffic Commission will meet on November 21, 2019. Should the Resolution be approved, the Planning Commission will also be approving the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program.'

## SITE PLAN REVIEW CRITERIA

### 17.46.010      *Purpose.*

The site plan review process is established to provide discretionary review of certain development projects in the City for the purposes of ensuring that the proposed project is consistent with the City's General Plan; incorporates environmentally and aesthetically sensitive grading practices; preserves existing mature vegetation; is compatible and consistent with the scale, massing and development pattern in the immediate project vicinity; and otherwise preserves and protects the health, safety and welfare of the citizens of Rolling Hills.

### 17.46.050      *Required findings.*

- A. The Commission shall be required to make findings in acting to approve, conditionally approve, or deny a site plan review application.
- B. No project which requires site plan review approval shall be approved by the Commission, or by the City Council on appeal, unless the following findings can be made:
  - 1. The project complies with and is consistent with the goals and policies of the general plan and all requirements of the zoning ordinance;
  - 2. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot;
  - 3. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences;
  - 4. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls);
  - 5. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area;
  - 6. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course;
  - 7. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas;
  - 8. The project is sensitive and not detrimental to the convenient and safe movement of pedestrians and vehicles; and
  - 9. The project conforms to the requirements of the California Environmental Quality Act.

***Applicants' description and statement of justification of the project:***

"We are submitting for Site Plan Review (SPR) as we are proposing a change in the grading plan involving significantly less grading and disturbance. Tentative street improvement and rough grading plans for Storm Hill Lane were approved as part of Parcel Map 26356. The improvements are required to be completed as part of the subdivision agreement dated June 8, 2005, as amended. An original rough grading plan, approved with the Parcel Map, required the grading of the street and all the pads to accommodate the excess soil being generated by cut for the street and the required slopes. We are proposing to reduce the length of Storm Hill Lane by approx. 40% (and modify the required easements) to eliminate all grading of the pads to a future time as part of the development of the homes on these lots. The grading CUT required to build the shorter street will be approximately 2,800 C.Y. and would be placed roughly 2' high over an area of approximately 49,000 s.f. or roughly 140'x350' on lot 1 - shown as the oval area on the grading exhibit drawing. The new shorter street will still provide access to all four lots involved in the Parcel Map 26356. By building the shorter Street and not grading any of the house pads, there will be little or no upfront disturbance to the natural vegetation/habitat and at the same time - would meet the requirements of the subdivision agreement dated June 8, 2005, as amended, to build the Street by June 8, 2020. The new Street will include and meet all requirements by the County of Los Angeles Fire Department - including Street width, and code cul-de-sac design. The new Street will also be built with a stub in for future Public Sewer, and all communications (phone/cable, etc.) and will include a live water line for Fire Department Fire Hydrants and future Water Service for each lot. The revised proposed grading plan, as submitted for Site Plan review, only requires grading for the shorter Street (Storm Hill Lane). There is no proposed grading upon any of the lots for future building PADS on Lots 1-3 or construction of any buildings proposed at this time."

December 12, 2018

City of Rolling Hills  
Planning Commission  
No 2 Portuguese Bend Road  
Rolling Hills, CA 90274

**RECEIVED**

DEC 12 2018

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

Albert and Deirdre Briese  
27526 Sunnyridge Road  
Palos Verdes Peninsula, CA 90274

Regarding: Opposition to ZC NO. 949 and ZC NO. 950

To whom it may concern,

We received a "Notice of a Field Trip - Planning Commission of the City of Rolling Hills California" regarding the applicant Storm Properties Inc. at the address of Storm Hill Lane Rolling Hills, CA.

Our property is directly adjacent to the indicated area. It is our opinion that the location is not at all suitable for a road. There is no point to a road here unless the 4 parcels indicated are to be developed. This canyon not suitable for additional development. The grade is too steep. The trees and horse trails have long been established. In order to create building "pads" in this canyon a major deconstruction of the natural order will occur.

I have looked at the website for the company Storm Properties, Inc. (<https://www.storm-properties.com/property-types/residential/>) Their portfolio includes the type of cookie cutter condos seen blighting the landscape of South Redondo. They are just looking for spot lots to feed their insatiable greed. If the commission allows the road, they are allowing the march of destruction to enter into the heart of Rolling Hills. The road will only allow an avenue to exploit a rare and precious place.

The Planning Commission of Rolling Hills should protect what is natural and good about this area: rolling green hills, horse trails and trees.

We therefore request the Planning Commission please deny ZC NO 949 and ZC NO 950.

If you have any questions or require additional information, please contact us at (310) 465 6970 or [dbriese310@gmail.com](mailto:dbriese310@gmail.com)

Thank you very much.

  
Deirdre Briese

  
Albert Briese

LAW OFFICES OF  
**CHARLES PETERSON**  
734 SILVER SPUR ROAD, SUITE 312  
ROLLING HILLS ESTATES, CALIFORNIA 90274

TELEPHONE  
(310) 265-8000  
cpeterson@cpetersonlaw.com

RECEIVED

February 18, 2019

FEB 21 2019

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

Storm Properties, Inc.  
23223 Normandie Ave  
Torrance, CA 90501

To Whom It May Concern:

I represent Brian Tanimura, 12 Buggy Whip Drive. Attached is my letter of February 5, 2019 requesting a meeting with your staff to discuss the proposed projects on Storm Hill Lane to which we would appreciate a response.

Thank you for your consideration.

Very truly yours,

LAW OFFICES OF CHARLES PETERSON



Charles Peterson

CP:sbw  
Enclosure

cc: Yolanta Schwartz, Planning Director, City of Rolling Hills (w/encl.)

*Rolling Hills Community Association*  
*of Rancho Palos Verdes*

NO. 1 PORTUGUESE BEND RD. • ROLLING HILLS, CALIF. 90274

(310) 544-6222

ROLLING HILLS



CALIFORNIA

(310) 544-6766 FAX

September 16, 2019

City of Rolling Hills  
Attn: Yolanta Schwartz  
2 Portuguese Bend Road  
Rolling Hills, CA 90274

Re: Storm Hill Lane Extension – Comments on Mitigated Negative Declaration Initial Study

Dear Mrs. Schwartz:

The following are RHCA Staff's preliminary comments regarding the Storm Hill Lane Extension Mitigated Negative Declaration dated August 2019:

- Page 8, #10. Required Approvals:

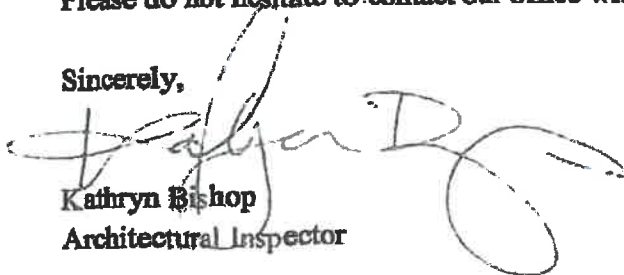
The RHCA Board of Directors will need to review/approve the proposed easement modifications, drainage devices located in RHCA easements and the proposed road. If Storm Properties is requesting the road be accepted into the RHCA's road system, additional approvals are required.

- Section 15, Page 74, #a.4 & a.5. Parks & Other Publish Facilities:

If this study also pertains to the lot line adjustment, comments should be included regarding the modification to the location of Storms Ridge Trail as well as whether the existing bride connections from Storms Ridge Trail to Johns Canyon Trail located on Lot 1 and Lot 3 will be relocated or are proposed to be eliminated.

Please do not hesitate to contact our office with any questions you may have about this letter.

Sincerely,



Kathryn Bishop  
Architectural Inspector

cc: Larry Carr, Storm Properties, Inc (Email)

10/28  
35/53

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

(310) 544-6222

ROLLING HILLS



CALIFORNIA

(310) 544-6766 FAX

September 23, 2019

Storm Properties, Inc.  
Attn: Larry Carr  
23223 Normandie Ave.  
Torrance, CA 90501  
Via Email: [lcarr@storm-properties.com](mailto:lcarr@storm-properties.com)

Re: Storm Hill Lane Extension – Road Design Comments

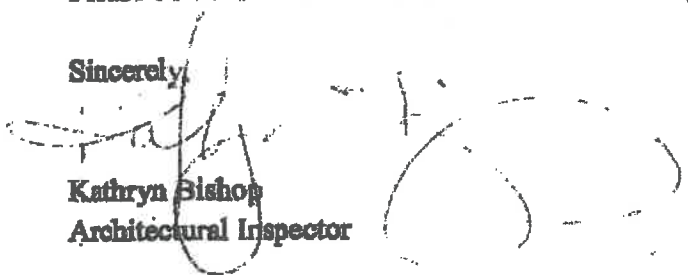
Dear Mr. Carr:

The following are RHCA Staff's preliminary comments regarding the Storm Hill Lane extension road design plans dated June 19, 2019:

1. Per RHCA Road Standards, modify C-3 Grading Construction Notes 1 to "Construct minimum 4" AC pavement on minimum 6" crushed aggregate base".
2. Provide sections thru road, trail and adjacent grades (see attached). 2:1 slopes adjacent to 8' trail are maximums, can these slopes be reduced?
3. Field visit/discussion required for dissipater in easement adjacent to trail.
4. Provide additional information for "Stormtech Infiltration chambers". What is this and why is it required?
5. Are any retaining walls proposed? If so, note location and heights.

Please do not hesitate to contact our office with any questions you may have about this letter.

Sincerely,

  
Kathryn Bishop  
Architectural Inspector

cc: Yolanta Schwartz, City of Rolling Hills (email)







## GABRIELENO BAND OF MISSION INDIANS-KIZH NATION

Historically known as The San Gabriel Band of Mission Indians  
recognized by the State of California as the aboriginal tribe of the Los Angeles basin

### Adopt Mitigative Declaration Study / Mitigated Negative Declaration

September 5, 2019

City of Rolling Hills  
2 Portuguese Bend Road  
Rolling Hills, Ca 90274

Good Afternoon Yolanta Schwartz,

We have received your Notice of the Adopt Mitigative Negative Declaration for the 4 Storm Hill Lane and Three (3) Vacant Parcels adjacent thereto in Rolling Hills CA. Our Tribal Government would like to be consulted if any ground disturbance will be conducted for this project.

Sincerely,  
Gabrieleno Band of Mission Indians/Kizh Nation  
(1844) 390-0787 Office

RECEIVED

SEP 05 2019

City of Rolling Hills

By \_\_\_\_\_

Andrew Salas, Chairman  
Albert Perez, treasurer I

Nadine Salas, Vice-Chairman  
Martha Gonzalez Lemos, treasurer II

Dr. Christine Swindall Martinez, secretary  
Richard Gradias, Chairman of the council of Elders

PO Box 393 Covina, CA 91723

[www.gabrielenoindians@yahoo.com](http://www.gabrielenoindians@yahoo.com)

[gabrielenoindians@yahoo.com](mailto:gabrielenoindians@yahoo.com)

150

13/28  
38/53



# GABRIELINO-TONGVA TRIBE

*A California Indian Tribe historically known as San Gabriel Band of Mission Indians*  
[www.gabriellnotribe.org](http://www.gabriellnotribe.org)

## TRIBAL CULTURAL RESOURCES AB52/SECTION 106 CONSULTATION GABRIELINO TONGVA TRIBE

Linda Candelaria  
Co-Chairwoman Gabrielino Tongva Tribe

August 14, 2019

Attention:  
Yolanda Schwartz  
Planning Director for the City of Rolling Hills

This letter is to inform the City of Rolling Hills that the Gabrielino Tongva Tribe will be actively participating in the tribal consultation process. Our cultural resource representative will be Sam Dunlap (Email: [TongvaTCR@gmail.com](mailto:TongvaTCR@gmail.com), Mobile: (909) 262-9351). The Gabrielino Tongva Tribe has authorized Sam Dunlap to act on our behalf in the government to government consultation process.

The Gabrielino Tongva Tribe would like to express our ongoing concerns with the AB52/Section 106 consultation process that the Gabrielino Tongva Tribe has encountered over the last few years. The Gabrielino Tongva Tribe has ancestral ties and cultural affiliation to the city's jurisdictional area. We, therefore, have a vested interest in the AB52 and Section 106 consultation process with the City of Rolling Hills.

The City of Rolling Hills should be aware that the State of California's Native American Heritage Commission (NAHC) maintains a list of culturally affiliated Gabrielino Tongva Tribes for your area for a reason. It has been our experience as one of the designated Gabrielino Tongva Tribes that several cities within our tribal territory have been misled into believing that one particular Gabrielino tribe has sole jurisdiction over another. This particular issue is being carried out by a recently formed (2008) tribal group that has managed to abuse the AB52 process for their own benefit.

The AB52/Section 106 consultation process enables our Tribe to have an equal opportunity in future mitigation measures that the City of Rolling Hills may implement that affect Tribal Cultural Resources (TCR's), the Tribe would prefer to see language that enables our presence on-site during ground disturbance/excavation activity so that we may identify and assess the significance of any Tribal Cultural resource that may be encountered.

The Gabrielino Tongva Tribe looks forward to cooperating with the City of Rolling Hills as an equal partner in determining a rational approach to environmental compliance and establishing a fair and equal protocol for our tribal participation.

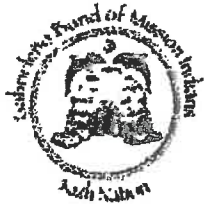
Sincerely,

Linda Candelaria  
Co-Chairwoman  
Gabrielino Tongva Tribe

Linda Candelaria, Councilwoman  
Jerry Maldonado, Councilman

Vincent Holguin, Councilman  
Charles Alvarez, Councilman  
Jane Hussey, Councilwoman

14/28  
39/53



**GABRIELENO BAND OF MISSION INDIANS - KIZH NATION**  
Historically known as The San Gabriel Band of Mission Indians  
recognized by the State of California as the aboriginal tribe of the Los Angeles basin

**Adopt Mitigative Declaration Study / Mitigated Negative Declaration**

September 5, 2019

City of Rolling Hills  
2 Portuguese Bend Road  
Rolling Hills, Ca 90274

Good Afternoon Yolanta Schwartz,

We have received your Notice of the Adopt Mitigative Negative Declaration for the 4 Storm Hill Lane and Three (3) Vacant Parcels adjacent thereto in Rolling Hills CA. Our Tribal Government would like to be consulted if any ground disturbance will be conducted for this project.

Sincerely,  
Gabrieleno Band of Mission Indians/Kizh Nation  
(1844) 390-0787 Office

RECEIVED

SEP 05 2019

City of Rolling Hills

By \_\_\_\_\_

Andrew Salas, Chairman  
Albert Perez, treasurer I

Nadine Salas, Vice-Chairman  
Martha Gonzalez Lemos, treasurer II

Dr. Christina Swindell Martínez, secretary  
Richard Gradias, Chairman of the council of Elders

PO Box 393 Covina, CA 91723

[www.gabrielenoindians@yahoo.com](http://www.gabrielenoindians@yahoo.com)

[gabrielenoindians@yahoo.com](mailto:gabrielenoindians@yahoo.com)

152

15/28  
40/53



# GABRIELINO- TONGVA TRIBE

*A California Indian Tribe historically known as San Gabriel Band of Mission Indians*  
[www.gabrielinotribe.org](http://www.gabrielinotribe.org)

## TRIBAL CULTURAL RESOURCES AB52/SECTION 106 CONSULTATION GABRIELINO TONGVA TRIBE

Linda Candelaria  
Co-Chairwoman Gabrielino Tongva Tribe

August 14, 2019

Attention:  
Yolanda Schwartz  
Planning Director for the City of Rolling Hills

This letter is to inform the City of Rolling Hills that the Gabrielino Tongva Tribe will be actively participating in the tribal consultation process. Our cultural resource representative will be Sam Dunlap (Email: [TongvaTCR@gmail.com](mailto:TongvaTCR@gmail.com), Mobile: (909) 262-9351). The Gabrielino Tongva Tribe has authorized Sam Dunlap to act on our behalf in the government to government consultation process.

The Gabrielino Tongva Tribe would like to express our ongoing concerns with the AB52/Section 106 consultation process that the Gabrielino Tongva Tribe has encountered over the last few years. The Gabrielino Tongva Tribe has ancestral ties and cultural affiliation to the city's jurisdictional area. We, therefore, have a vested interest in the AB52 and Section 106 consultation process with the City of Rolling Hills.

The City of Rolling Hills should be aware that the State of California's Native American Heritage Commission (NAHC) maintains a list of culturally affiliated Gabrielino Tongva Tribes for your area for a reason. It has been our experience as one of the designated Gabrielino Tongva Tribes that several cities within our tribal territory have been misled into believing that one particular Gabrielino tribe has sole jurisdiction over another. This particular issue is being carried out by a recently formed (2008) tribal group that has managed to abuse the AB52 process for their own benefit.

The AB52/Section 106 consultation process enables our Tribe to have an equal opportunity in future mitigation measures that the City of Rolling Hills may implement that affect Tribal Cultural Resources (TCR's), the Tribe would prefer to see language that enables our presence on-site during ground disturbance/excavation activity so that we may identify and assess the significance of any Tribal Cultural resource that may be encountered.

The Gabrielino Tongva Tribe looks forward to cooperating with the City of Rolling Hills as an equal partner in determining a rational approach to environmental compliance and establishing a fair and equal protocol for our tribal participation.

Sincerely,

Linda Candelaria  
Co-Chairwoman  
Gabrielino Tongva Tribe

Linda Candelaria, Councilwoman  
Jerry Maldonado, Councilman

Vincent Holguin, Councilman  
Charles Alvarez, Councilman  
Jane Hussey, Councilwoman

**DRAFT MITIGATED NEGATIVE DECLARATION  
PROPOSED SITE PLAN REVIEW  
STORM HILL LANE ROAD MODIFICATION PROJECT**

**MITIGATION MONITORING AND REPORTING PROGRAM**

**PURPOSE:** This section lists mitigation measures contained in the MND for the proposed Storm Hill Lane Road Construction Project. Mitigation measures are provided in the format of a Comprehensive Mitigation Monitoring and Reporting Plan to ensure compliance with State Public Resources Code §21086.6 which requires public agencies approving a project under CEQA to establish a program for monitoring and reporting on the adopted mitigation plan.

**ADOPTION OF MITIGATION MEASURES:** As part of deliberations concerning the proposed project, the Planning Commission will be required to consider adoption of the mitigation measures listed herein. The Planning Commission may add additional conditions. If the Planning Commission members approve the project, they will also be required to specify whether these mitigation measures are to be incorporated as formal conditions of project approval.

**MONITORING AND REPORTING PROCEDURES:** The Rolling Hills staff will be responsible for ensuring that adopted mitigation measures are implemented through all project phases, ensure that mitigation measures are satisfactorily monitored, and for reporting to the Planning Commission regarding progress in implementing the measures. The City Council, representing residents of the City, will in turn be responsible for (1) considering the reports submitted by staff, and (2) determining whether the measures are being implemented and enforced as intended in this Mitigation Monitoring and Reporting Plan. It is the responsibility of the City Staff to amend the mitigation measure(s) if necessary to achieve the intended environmental protections.

**REGULATORY AND CODE COMPLIANCE STANDARDS:** The Storm Hill Lane Road Construction Project will be subject to a number of uniform code requirements and standard conditions of approval, many of which have been established to safeguard environmental resources, and/or to promulgate environmental goals and objectives. If the proposed project is approved, compliance with these measures will be mandatory (not discretionary). As such, these measures do not conform to the strict definition of mitigation. Although regulatory standards and codes are not generally incorporated into this mitigation program, the City will be required to ensure that the project is in full compliance with all relevant requirements.

**COMPILATION OF MITIGATION MEASURES:** The following measures are proposed to eliminate, avoid or reduce potential environmental effects of project implementation that have been found to be potentially adverse. In addition, the relevant conditions of approval for the road imposed during the Subdivision process are also included in these mitigation measures. Other City's standard conditions will be included in the Resolution of Approval, should the project be approved. They may include, but not be limited to restricting hours of construction, adherence to the Storm Water Quality Management requirements and others.

**STORM HILL LANE ROAD MODIFICATION PROJECT MND  
MITIGATION MONITORING AND REPORTING PROGRAM**

Project Approval Date: \_\_\_\_\_

Project File Number: ZONING CASE NO. 950

The following mitigation measures are being proposed to mitigate potentially significant impacts of the Storm Hill Lane Road and LLA Modification Project. These measures represent formal conditions of project approval, and City staff shall monitor progress in implementing these measures until it is determined that all measures have been fulfilled in accordance with their original purpose and intent. This monitoring form shall be available for public review and inspection, and final project clearance shall require that all verifications included in this form have been satisfactorily completed.

| MITIGATION MEASURES  |  | VERIFICATION<br>TIMING AND<br>RESPONSIBILITY   | VERIFICATION OF COMPLIANCE |           |
|----------------------|--|--|----------------------------|-----------|
|                      |  |  | AGENCY                     | SIGNATURE |
| BIOLOGICAL RESOURCES |  |  |                            |           |
| BIO-1                | <p><u>Nesting Bird Avoidance:</u> To avoid disturbance of nesting and special status birds, including raptor species protected by the MBTA and CFGC 3503 during activities related to the project including, but not limited to, ground disturbance, tree removal/trimming, vegetation clearing, and grading (i.e. land clearing activities), the applicant shall adhere to the following nesting bird avoidance procedures:</p> <ul style="list-style-type: none"><li>• If construction must begin during the nesting bird season (February 1 through August 31), then a pre-construction nesting bird survey shall be conducted no more than seven days prior to initiation of ground disturbance and vegetation removal activities.</li><li>• The nesting bird pre-construction survey shall be conducted on foot of the proposed road disturbance area, including a 100-foot buffer (300-foot for raptors), and in inaccessible areas (e.g., private lands) from afar using binoculars to the extent practicable. The survey shall be conducted by a qualified</li></ul> | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p> |                            |           |

|              |   |   |  |  |  |
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|              | <p>biologist familiar with the identification of avian species known to occur in southern California communities.</p> <ul style="list-style-type: none"> <li>The results of the pre-construction survey shall be provided to the City of Rolling Hills in a written report within 14 days of the completion of surveys. The report shall include date of the report, authors and affiliations, contact information, introduction, methods, study location (include map), results, discussion, and literature cited.</li> <li>If active nests are found, an avoidance buffer (dependent upon the species, the proposed work activity, and existing disturbances associated with land uses outside of the project site) shall be determined and demarcated by the qualified biologist with bright orange construction fencing, flagging, construction lathe, or other means to mark the boundary. All construction personnel shall be notified as to the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. No ground-disturbing activities shall occur inside this buffer until the qualified biologist has confirmed that breeding/nesting is completed, juveniles have fledged, and there is no evidence of a second attempt at nesting. Encroachment into the buffer shall occur only at the discretion of the qualified biologist in coordination with the City.</li> <li>If ground or tree/vegetation- construction related activities are initiated between September and January 31, a pre-construction nesting bird survey is not required. However, if there is a period of construction inactivity of 2 weeks or more between February 1 and August 31 and ground or tree/vegetation-construction related activities remain, then a nesting bird survey shall be conducted by a qualified biologist.</li> </ul> |   |  |  |  |
| <b>BIO-2</b> | <p><u>Palos Verdes Blue Butterfly Preconstruction Surveys:</u> Prior to grading and construction, an approved biologist shall conduct surveys for locoweed and deerweed, host plants of Palos Verdes Blue Butterfly. If host plants are located, they shall be avoided. If avoidance is not possible, focused surveys shall be conducted to determine presence or absence of the butterfly species. This may include transect surveys during the adult</p>  | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b> City of Rolling Hills and</p> |  |  |  |



|                    |   |  |  |  |
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|                    | flight period (January through May), and/or inspection of host plants for all life forms (egg, larva, pupa, and adult). If individuals of any life stage are detected during focused surveys, a permit for relocation shall be obtained from USFWS and they shall be relocated by a USFWS-permitted biologist before use of a grading permit.   | Storm Properties or designee   |  |  |
| CULTURAL RESOURCES |   |  |  |  |
| CR-1               | <p><u>Archaeological Monitoring:</u> Prior to commencement of grading, the applicant shall retain a qualified archaeologist and arrange a pre-grading conference. The archaeologist shall be present at the pre-grading conference, shall establish procedures for archaeological resource surveillance, and shall establish, in cooperation with the applicant, procedures for temporarily halting or redirecting work to permit the sampling, identification, and evaluation of the artifacts as appropriate.</p> <p>Ground-disturbing construction activities (including grading, trenching, drilling with an auger greater than 3 feet in diameter, and other excavation) on the project site shall be monitored on a full-time basis by a qualified archaeologist. If additional or unexpected unique archaeological features are discovered during grading and other construction activities for the proposed road extension, the archaeologist shall report such findings to the project proponent and to the City Manager. If the archaeological resources are found to be significant, the qualified archaeologist shall determine appropriate action, in cooperation with the applicant, for exploration and/or salvage. The qualified archaeologist shall be retained at the expense of the applicant.</p> <p>The applicant shall comply with the actions recommended and approved by the City for the disposition, mitigation, or salvage of such material. These actions, as well as final mitigation and disposition of the resources, shall be subject to the approval of the City Manager. The City Manager's decision will be considered final unless an appeal is filed in accordance with Section 17.54 of the Rolling Hills Municipal Code. The applicant shall incur the cost of any professional investigation.</p> | <p><b>TIMING:</b> Requirements to be included in construction bid documents.</p> <p><b>RESPONSIBLE PARTY:</b> City of Rolling Hills and Storm Properties or designee</p> |  |  |

|                                 |  |  |  |
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| <p><b>CR-2</b></p>              | <p><b>Discovery of Human Remains:</b> If human remains are found during project construction, the State of California Health and Safety Code Section 7050.5 states that no further disturbance shall occur until the county coroner has made a determination of origin and disposition pursuant to Public Resources Code Section 5097.98. In the event of a discovery of human remains, the Los Angeles County Coroner must be notified immediately. Work within a 100-foot radius of the find shall be halted until the Coroner has inspected the remains. If the human remains are determined to be prehistoric, the Coroner will notify the Native American Heritage Commission, who will determine and notify a most likely descendant (MLD). The MLD shall complete the inspection of the site within 48 hours and provide recommendations to the landowner as to the treatment of the human remains. Work may not recommence within the location of the find until the Coroner has released the location or the treatment of the human remains has been completed (e.g., remains have been excavated to prevent further damage).</p> | <p><b>TIMING:</b> Requirements to be included in construction bid documents.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p> |  |
| <p><b>GEOLOGY AND SOILS</b></p> |  |  |  |
| <p><b>GEO-1</b></p>             | <p><b>Paleontological Monitoring:</b> Ground-disturbing construction activities (including grading, trenching, drilling with an auger greater than 3 feet in diameter, and other excavation) on the project site shall be monitored on a full-time basis. Monitoring shall be supervised by a qualified paleontologist and shall be conducted by a qualified paleontological monitor, who is defined as an individual who meets the minimum qualifications per standards set forth by the Society of Vertebrate Paleontology (SVP 2010), which includes a B.S. or B.A. degree in geology or paleontology with one year of monitoring experience and knowledge of collection and salvage of paleontological resources.</p> <p>The duration and timing of the monitoring shall be determined by the qualified paleontologist. If the qualified paleontologist determines that full-time monitoring is no longer warranted, they may recommend reducing monitoring to periodic spot-checking or cease entirely. Monitoring would be reinstated if any new ground disturbances are</p>   | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills and Storm Properties or designee</p>             |  |

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|                                  | required and reduction or suspension would need to be reconsidered by the qualified paleontologist.   |  |  |  |  |
| GEO-2                            | A grading plan and soils report shall be submitted and approved prior to the reconstruction and extension of Storm Hill Lane.   | <p><b>TIMING:</b> Project has been submitted to LA County Public Works and Building and Safety for review.</p> <p><b>RESPONSIBLE PARTY:</b> City of Rolling Hills and Storm Properties or designee</p> |  |  |  |
| <b>RECREATIONAL</b>              |   |  |  |  |  |
| REC-1                            | Applicants will be required to address the bridle trail location with the RHCA Board of Directors. The applicants must show if the location of Storms Ridge Trail as well as whether the existing bridle connections from Storms Ridge Trail to John's Canyon Trail located on Lot 1 and Lot 3 will be relocated or eliminated. | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b> City of Rolling Hills, RHCA and Storm Properties or designee</p>                                     |  |  |  |
| <b>UTILITIES/SERVICE SYSTEMS</b> |   |  |  |  |  |
| UTI-1                            | The RHCA Board of Directors will review/approve the proposed easement modifications, drainage services located in RHCA easements and the proposed road. If Storm Properties is requesting the road be accepted into the RHCA's road system additional approvals are required.   | <p><b>TIMING:</b> To be included in construction specifications.</p> <p><b>RESPONSIBLE PARTY:</b> City of Rolling Hills, RHCA and Storm Properties or designee</p>                                     |  |  |  |

### TRIBAL CULTURAL RESOURCES

|       |   |   |  |
|-------|---|---|--|
| TCR-1 | The AB52/Section 106 consultation process enables the Tribe to have an equal opportunity in future mitigation measures that the City of Rolling Hills may implement that affect Tribal Cultural Resources. Tribal monitoring will occur on-site as requested during ground disturbance/excavation activity so that they may identify and assess the significance of any Tribal Cultural resource that may be encountered. | <b>TIMING:</b> To be included in construction specifications.<br><br><b>RESPONSIBLE PARTY:</b> City of Rolling Hills and Storm Properties or designee |  |
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### AIR QUALITY

|      |  |  |  |
|------|--|--|--|
| AQ-1 | <p>The property owners shall be required to conform with South Coast Air Quality Management District, Los Angeles County and local ordinances and engineering practices during construction by using dust control measures to stabilize the soil from wind erosion and reduce dust generated by construction activities. Said dust control measures shall include at a minimum, the following</p> <ol style="list-style-type: none"> <li>1. <u>Minimization of Disturbance.</u> Construction contractors shall minimize the area disturbed by clearing, grading, earth moving, or excavation operations to prevent excessive amounts of dust;</li> <li>2. <u>Soil Treatment.</u> Construction contractors shall treat all graded and excavated material, exposed soil areas, and active portions of the construction site, including unpaved on-site roadways to minimize fugitive dust. Treatment shall include, but not necessarily be limited to, periodic watering, application of environmentally safe soil stabilization materials, and/or roll compaction as appropriate. Watering shall be done as often as necessary, and at least twice daily, preferably in the late morning and after work is done for the day;</li> <li>3. <u>Soil Stabilization.</u> Construction contractors shall monitor all graded and/or excavated inactive areas of the construction site at least weekly for dust stabilization. Soil stabilization methods,</li> </ol> | <b>TIMING:</b> To be included in construction specifications.<br><br><b>RESPONSIBLE PARTY:</b> City of Rolling Hills, and Storm Properties or designee |  |
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|                        | such as water and roll compaction, and environmentally safe dust control materials, shall be applied to portions of the construction site that are inactive for over four days. If no further grading or excavation operations are planned for the area, the area shall be seeded and watered until landscape growth is evident, or periodically treated with environmentally safe dust suppressants, to prevent excessive fugitive dust;   |  |  |  |  |
|                        | <p>4. <u>No Grading During High Winds</u>. Construction contractors shall stop all clearing, grading, earth moving, and excavation operations during periods of high winds (20 miles per hour or greater, as measured continuously over a one-hour period); and</p> <p>5. <u>Street Sweeping</u>. Construction contractors shall sweep all on-site driveways and adjacent streets and roads at least once per day, preferably at the end of the day, if visible soil material is carried over to adjacent streets and roads</p>   |  |  |  |  |
| <b>FIRE DEPARTMENT</b> |   |  |  |  |  |
| FD-1                   | In conjunction with the construction of the extension of Storm Hill Lane, all required fire hydrants shall be installed, tested and accepted by the Los Angeles County Fire Department prior to the reconstruction of Storm Hill Lane. Vehicular access shall be provided and maintained serviceable throughout construction.   | <p><b>TIMING:</b> Project has been submitted to the Fire Department for review.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, and Storm Properties or designee</p> |  |  |  |
| FD-2                   | <p>In conjunction with the construction of the extension of Storm Hill Lane, all existing fire hydrants on Storm Hill Lane shall be retrofitted to comply with Conditions 59(a) and (b) (listed below) of Resolution 894.</p> <ul style="list-style-type: none"> <li>The required fire flow for public fire hydrants at this location is 1250 gallons per minute at 20 psi for a duration of 2 hours, over and above maximum daily domestic demand. One hydrant flowing simultaneously shall be used to achieve the required fire flow.</li> <li>One public/private fire hydrant shall be upgraded unless fire flow meets Fire Department requirement. The upgrade shall not</li> </ul> | <p><b>TIMING:</b> Project has been submitted to the Fire Department for review.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, and Storm Properties or designee</p> |  |  |  |

|      |   |  |  |  |  |
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|      | <p>be necessary if existing hydrant(s) meet(s) fire flow requirements.<br/>An original water availability form shall be submitted to the Los Angeles County Fire Department.</p>  |  |  |  |  |
| FD-3 | <p>In conjunction with the construction of the extension of Storm Hill Lane, all hydrants shall be installed in conformance with Title 20, Los Angeles County Government Code or appropriate City regulations. This installation shall include minimum six-inch diameter mains, or as otherwise required by the appropriate agencies. Arrangements to meet these requirements shall be made with the water purveyor and Fire Department serving the area.</p> | <p><b>TIMING:</b> Project has been submitted to the Fire Department for review.</p> <p><b>RESPONSIBLE PARTY:</b><br/>City of Rolling Hills, and Storm Properties or designee</p> |  |  |  |



**COUNTY OF LOS ANGELES  
FIRE DEPARTMENT**

1320 NORTH EASTERN AVENUE  
LOS ANGELES, CALIFORNIA 90063-3294  
(323) 881-2401  
[www.fire.lacounty.gov](http://www.fire.lacounty.gov)

*"Proud Protectors of Life, Property, and the Environment"*

DARYL L. OSBY  
FIRE CHIEF  
FORESTER & FIRE WARDEN

**BOARD OF SUPERVISORS**

HILDA L. SOLIS  
FIRST DISTRICT

MARK RIDLEY-THOMAS  
SECOND DISTRICT

SHEILA KUEHL  
THIRD DISTRICT

JANICE HAHN  
FOURTH DISTRICT

KATHRYN BARGER  
FIFTH DISTRICT

RECEIVED

OCT 02 2019

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

September 26, 2019

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

Dear Ms. Schwartz:

**NOTICE OF INTENT TO ADOPT A MITIGATED NEGATIVE DECLARATION, "4 STORM HILL LANE," WOULD LIKE TO CONSTRUCT AN ACCESS ROAD FOR THREE VACANT PARCELS ON A FOUR-LOT SUBDIVISION, THE CONSTRUCTION WOULD ENTAIL A 564' LONG ACCESS ROAD REQUIRING 2,800 C.Y. OF CUT AND FILL TOTAL, OTHER THAN THE PRIVATE ROAD, NO NEW DEVELOPMENT IS PROPOSED WITH THIS APPLICATION, THE REQUEST ALSO INCLUDES A LOT LINE ADJUSTMENT BETWEEN THE FOUR PARCELS OF LAND, LOCATED AT 4 STORM HILL LANE, ROLLING HILLS, FFER 2019005171**

The Notice of Intent to Adopt a Mitigated Negative Declaration has been reviewed by the Planning Division, Land Development Unit, Forestry Division, and Health Hazardous Materials Division of the County of Los Angeles Fire Department.

The following are their comments:

**PLANNING DIVISION:**

We have no comments.

For any questions regarding this response, please contact Loretta Bagwell, Planning Analyst, at (323) 881-2404 or [Loretta.Bagwell@fire.lacounty.gov](mailto:Loretta.Bagwell@fire.lacounty.gov).

SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

AGOURA HILLS  
ARTESIA  
AZUSA  
BALDWIN PARK  
BELL  
BELL GARDENS  
BELLFLOWER  
IRADURRY

CALABASAS  
CARSON  
CERRITOS  
CLAREMONT  
COMMERCE  
COVINA  
CUDAHY  
DIAMOND BAR  
DUARTE

EL MONTE  
GARDENA  
GLENDALE  
HAWAIIAN GARDENS  
HAWTHORNE  
HERMOSA BEACH  
HIDDEN HILLS  
HUNTINGTON PARK

INDUSTRY  
INGLEWOOD  
IRVINDALE  
LA CANADA-FLINTRIDGE  
LA HABRA  
LA MIRADA  
LA PUENTE  
LAKEWOOD  
LANCASTER

LAWNDALE  
LOMITA  
LYNWOOD  
MALIBU  
MAYWOOD  
NORWALK  
PALMDALE  
PALOS VERDES ESTATES

PARAMOUNT  
PICO RIVERA  
POMONA  
RANCHO PALOS VERDES  
ROLLING HILLS  
ROLLING HILLS ESTATES  
ROSEMead  
SAN DIMAS  
SANTA CLARITA

SIGNAL HILL  
SOUTH EL MONTE  
SOUTH GATE  
TEMPLE CITY  
WALNUT  
WEST HOLLYWOOD  
WESTLAKE VILLAGE  
WHITTIER

26/28  
51/53

**LAND DEVELOPMENT UNIT:**

The proposed project does not propose construction of structures at this time. Future development of lots 2, 3, and 4 shall comply with all applicable code and ordinance requirements for construction, access, water main, fire flows, and fire hydrants.

The proposed private road shall provide a minimum access width of not less than 26 feet, clear to sky and unobstructed.

The cul-de-sac shall comply with the Department of Public Works Standard for cul-de-sac design.

Should any questions arise regarding subdivision, water systems, or access, please contact the County of Los Angeles Fire Department Land Development Unit's Inspector Nancy Rodeheffer at (323)890-4243.

The County of Los Angeles Fire Department's Land Development Unit appreciate the opportunity on comment on this project.

**FORESTRY DIVISION – OTHER ENVIRONMENTAL CONCERNS:**

The statutory responsibilities of the County of Los Angeles Fire Department's Forestry Division include erosion control, watershed management, rare and endangered species, vegetation, fuel modification for Very High Fire Hazard Severity Zones, archeological and cultural resources, and the County Oak Tree Ordinance. Potential impacts in these areas should be addressed.

Under the Los Angeles County Oak tree Ordinance, a permit is required to cut, destroy, remove, relocate, inflict damage or encroach into the protected zone of any tree of the Oak genus which is 25 inches or more in circumference (eight inches in diameter), as measured 4 1/2 feet above mean natural grade.

If Oak trees are known to exist in the proposed project area further field studies should be conducted to determine the presence of this species on the project site.

The County of Los Angeles Fire Department's Forestry Division has no further comments regarding this project.

For any questions regarding this response, please contact Forestry Assistant, Joseph Brunet at (818) 890-5719.



Yolanta Schwartz, Planning Director  
September 26, 2019  
Page 3

**HEALTH HAZARDOUS MATERIALS DIVISION:**

The Health Hazardous Materials Division of the Los Angeles County Fire Department has no comments or requirements for the project at this time.

Please contact HHMD senior typist-clerk, Perla Garcia at (323) 890-4035 or [Perla.garcia@fire.lacounty.gov](mailto:Perla.garcia@fire.lacounty.gov) if you have any questions.

If you have any additional questions, please contact this office at (323) 890-4330

Very truly yours,



MICHAEL Y. TAKESHITA, ACTING CHIEF, FORESTRY DIVISION  
PREVENTION SERVICES BUREAU

MYT:ac

## **Fourth Amendment to Subdivision Improvement Agreement**

This Fourth Amendment to Subdivision Improvement Agreement (“Fourth Amendment”), effective \_\_\_\_\_, 2020, is between the City of Rolling Hills, a municipal corporation (“City”), and Jane Alexandra Storm, Claudia Storm Bird, Storm Industries, Inc., John McGovern, and Elizabeth McGovern (the “Subdividers”), whose addresses are set forth in the amended Subdivision Reference Data attached hereto as Schedule A, as of the date set forth below.

### **RECITALS**

- A. The City and Subdividers entered into a Subdivision Improvements Agreement dated June 8, 2005, which was recorded on June 12, 2007 as document number 20071416757 (“Improvement Agreement”).
- B. The City and Subdividers amended the Improvement Agreement in 2008, 2010, and 2015.
- C. The Improvement Agreement, as amended, requires the Subdividers to construct an access road to the newly subdivided lots.
- D. The Subdividers desire to change the plan for the access road to shorten the length of the road and reduce potential environmental impacts and costs.
- E. The City desires to help facilitate the proposed change to the required access road.
- F. The parties therefore desire to modify the Improvement Agreement by this Fourth Amendment to reflect the proposed changes to the required access road.

### **AMENDMENTS**

#### **1. Schedules**

Schedule A through E and Exhibit A-1 of the amended Improvement Agreement are hereby replaced in their entirety with the new Schedule A through E and Exhibit A-1 that are attached to this Fourth Amendment.

#### **2. Section 2. TIME OF PERFORMANCE shall be amended as follows:**

Subdividers shall complete the Improvements, as specified in Schedule A through E, not later than June 8, 2021 or upon development of any one of the building sites of the Subdivisions, whichever comes first.

#### **3. No Other Changes**

Except as expressly modified by this Fourth Amendment, all provisions of the Improvement Agreement as amended, remain unchanged and are reaffirmed by this Fourth Amendment.

[Signatures on Following Page]

**City**

CITY OF ROLLING HILLS,  
a municipal corporation

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Attest by: City Clerk

\_\_\_\_\_

Date: \_\_\_\_\_

**Subdividers**

JANE ALEXANDRA STORM,  
trustee or her successors in trust, of the Jane  
Alexandra Storm Trust dated October 18, 1991,  
as to an undivided 1/4 interest.

By: \_\_\_\_\_

Date: \_\_\_\_\_

CLAUDIA STORM BIRD,  
trustee of the Claudia Storm Bird Trust dated  
August 3, 1995, as to an undivided 1/4 interest.

By: \_\_\_\_\_

Date: \_\_\_\_\_

STORM INDUSTRIES, INC.

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

JOHN McGOVERN and  
ELIZABETH McGOVERN,  
trustees of the McGovern Community Property  
Trust dated January 10, 2003, as to an  
undivided 1/4 interest.

By: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_)

On \_\_\_\_\_, 2020 before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(seal)

Signature: \_\_\_\_\_

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_)

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STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_)

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STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_)

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WITNESS my hand and official seal.

(seal)

Signature: \_\_\_\_\_

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STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_)

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I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(seal)

Signature: \_\_\_\_\_

**SCHEDULE A**

CITY OF ROLLING HILLS  
LOS ANGELES COUNTY, CALIFORNIA

SUBDIVISION REFERENCE DATA  
**UNDERGROUNDING OF UTILITIES**

FINAL PARCEL MAP NO. 26356

SUBDIVIDERS: Jane Alexandra Storm, Claudia Storm Bird, Storm Industries, Inc., John McGovern and Elizabeth McGovern.

SUBDIVIDERS MAILING ADDRESS:     Storm Properties, Inc.  
   23223 Normandie Avenue  
   Torrance, CA 90501  
   Attn: Jay Ahluwalia, President

CITY COUNCIL RESOLUTION OF APPROVAL NO. 894

SPECIFICATION: PER DEVELOPMENT PLAN DATED OCTOBER 8, 2019

DESCRIPTION OF WORK:

- A.     Undergrounding of Utilities: All utility lines, including but not limited to electrical, telephone and cable television, which will serve the four parcels created by this Final Map along Storm Hill Lane shall be placed underground, together with all appurtenant facilities, such as transformers and similar equipment. The undergrounded utility lines shall be located within the roadway easement of Storm Hill Lane from Johns Canyon Road at the south to the hammerhead turn around on Storm Hill Lane to the north with underground stems leading from Storm Hill Lane to each parcel of this subdivision. There shall be no overhead utility lines across Storm Hill Lane.

ESTIMATED COSTS:

|                        |              |
|------------------------|--------------|
| FAITHFUL PERFORMANCE   | \$219,247.00 |
| PAYMENT TO CONTRACTORS | \$109,623.00 |

EFFECTIVE DATE OF AGREEMENT: June 8, 2005

COMPLETION PERIOD: Not later than June 8, 2021 or upon development of any one of the building sites of the Subdivision, whichever comes first.

FORM OF SECURITY: SURETY BOND

**SCHEDULE B**

CITY OF ROLLING HILLS  
LOS ANGELES COUNTY, CALIFORNIA

SUBDIVISION REFERENCE DATA  
**MONUMENTATION**

FINAL PARCEL MAP NO. 26356

SUBDIVIDERS: Jane Alexandra Storm, Claudia Storm Bird, Storm Industries, Inc., John McGovern and Elizabeth McGovern.

SUBDIVIDERS MAILING ADDRESS:      Storm Properties, Inc.  
23223 Normandie Avenue  
Torrance, CA 90501  
Attn: Jay Ahluwalia, President

CITY COUNCIL RESOLUTION OF APPROVAL NO. 894

SPECIFICATION: PER PARCEL MAP NO. 26356  
DESCRIPTION OF WORK:

Set a minimum of nine (9) survey monuments, or as otherwise required by the City Engineer, and tie points in accordance with the Subdivision Laws, and deliver to the City Engineer for his review the tie notes for the points.

ESTIMATED COSTS:

|                                 |            |
|---------------------------------|------------|
| FAITHFUL PERFORMANCE            | \$4,255.00 |
| PAYMENT TO CONTRACTORS/ENGINEER | \$2,127.00 |

EFFECTIVE DATE OF AGREEMENT: June 8, 2005

COMPLETION PERIOD: Not later than June 8, 2021 or upon development of any one of the building sites of the Subdivision, whichever comes first.

FORM OF SECURITY: SURETY BOND

**SCHEDULE C**

CITY OF ROLLING HILLS  
LOS ANGELES COUNTY, CALIFORNIA

SUBDIVISION REFERENCE DATA  
**ROAD CONSTRUCTION –STORM HILL LANE**

FINAL PARCEL MAP NO. 26356

SUBDIVIDERS: Jane Alexandra Storm, Claudia Storm Bird, Storm Industries, Inc., John McGovern and Elizabeth McGovern.

SUBDIVIDERS MAILING ADDRESS: Storm Properties, Inc.  
23223 Normandie Avenue  
Torrance, CA 90501  
Attn: Jay Ahluwalia, President

CITY COUNCIL RESOLUTION OF APPROVAL NO. 894

SPECIFICATION: PER DEVELOPMENT PLAN ENGINEER DATED OCTOBER 8, 2019.

**DESCRIPTION OF WORK:**

The work shall consist of 564-foot long by 30 feet wide paved road within a 60-foot wide roadway easement with a 64-foot diameter cul-de-sac and 8-foot bridle trails easement on either side of the paved road. The entire road and the cul-de-sac will be located on Parcel 1. The road will be constructed to LA County road construction standards. The grading for the road will entail 2,800 cubic yards of cut of which 350 cubic yards will be used for fill on Parcel 1 (for the road). In total 1,950 cubic yard will be cut along Parcel 1; 460 cubic yards along Parcel 2; 160 cubic yards along Parcel 3; and 230 cubic yards along Parcel 4. The remaining dirt is to be spread roughly 2 feet high over an area of approximately 49,000 square feet or 140' x 350' on Parcel 1. This area will be compacted and hydroseeded but will not be prepared for construction.

**ESTIMATED COSTS:**

|                              |              |
|------------------------------|--------------|
| FAITHFUL PERFORMANCE         | \$127,839.00 |
| PAYMENT TO CONTRACTORS       | \$63,920.00  |
| EFFECTIVE DATE OF AGREEMENT: | June 8, 2005 |

COMPLETION PERIOD: Not later than June 8, 2021 or upon development of any one of the building sites of the Subdivision, whichever comes first.

FORM OF SECURITY: SURETY BOND

**SCHEDULE D**

CITY OF ROLLING HILLS  
LOS ANGELES COUNTY, CALIFORNIA

**SUBDIVISION REFERENCE DATA**  
**WATER MAIN EXTENSION AND FIRE HYDRANT**

FINAL PARCEL MAP NO. 26356

SUBDIVIDERS: Jane Alexandra Storm, Claudia Storm Bird, Storm Industries, Inc., John McGovern and Elizabeth McGovern.

SUBDIVIDERS MAILING ADDRESS: Storm Properties, Inc.  
23223 Normandie Avenue  
Torrance, CA 90501  
Attn: Jay Ahluwalia, President

CITY COUNCIL RESOLUTION OF APPROVAL NO. 894

SPECIFICATION: PER DEVELOPMENT PLAN DATED OCTOBER 8, 2019

**DESCRIPTION OF WORK:**

Construct 1,820 L.F. of 6" Water Line, per California Water Service Company specification and construct one new Fire Hydrant, if required by the Fire Department. If a new Fire Hydrant is required, it shall measure 6" x 4" x 2-1/2" brass or bronze, conforming to current L.A. County Fire Department requirements.

**ESTIMATED COSTS:**

|                        |             |
|------------------------|-------------|
| FAITHFUL PERFORMANCE   | \$97,590.00 |
| PAYMENT TO CONTRACTORS | \$48,795.00 |

EFFECTIVE DATE OF AGREEMENT: June 8, 2005

COMPLETION PERIOD: Not later than June 8, 2021 or upon development of any one of the building sites of the Subdivision, whichever comes first.

FORM OF SECURITY: SURETY BOND



**SCHEDULE E**

CITY OF ROLLING HILLS  
LOS ANGELES COUNTY, CALIFORNIA

SUBDIVISION REFERENCE DATA  
**CORRECTIVE GEOLOGY**

FINAL PARCEL MAP NO. 26356

SUBDIVIDERS: Jane Alexandra Storm, Claudia Storm Bird, Storm Industries, Inc., John McGovern and Elizabeth McGovern.

SUBDIVIDERS MAILING ADDRESS: Storm Properties, Inc.  
23223 Normandie Avenue  
Torrance, CA 90501  
Attn: Jay Ahluwalia, President

CITY COUNCIL RESOLUTION OF APPROVAL NO. 894

SPECIFICATION: PER DEVELOPMENT PLAN DATED OCTOBER 8, 2019

DESCRIPTION OF WORK:

Remedial work for geological exploration to assure that the lots are geologically stable per Los Angeles County Public Works Geotechnical and Materials Engineering Division requirements.

ESTIMATED COSTS:

|                        |             |
|------------------------|-------------|
| FAITHFUL PERFORMANCE   | \$82,800.00 |
| PAYMENT TO CONTRACTORS | \$41,400.00 |

EFFECTIVE DATE OF AGREEMENT: June 8, 2005

COMPLETION PERIOD: Not later than June 8, 2021 or upon development of any one of the building sites of the Subdivision, whichever comes first.

FORM OF SECURITY: SURETY BOND

## LEGAL DESCRIPTION

### EXHIBIT A-1

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF ROLLING HILLS, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

**PARCEL 1 OF PARCEL MAP NO. 26356, IN THE CITY OF ROLLING HILLS, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 332, PAGES 30 THROUGH 40, INCLUSIVE, OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.**

APN: 7570-024-014

**PARCEL 2 OF PARCEL MAP NO. 26356, IN THE CITY OF ROLLING HILLS, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 332, PAGES 30 THROUGH 40, INCLUSIVE, OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.**

APN: 7570-024-015

**PARCEL 3 OF PARCEL MAP NO. 26356, IN THE CITY OF ROLLING HILLS, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 332, PAGES 30 THROUGH 40, INCLUSIVE, OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.**

APN: 7570-024-016

**PARCEL 4 OF PARCEL MAP NO. 26356, IN THE CITY OF ROLLING HILLS, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 332, PAGES 30 THROUGH 40, INCLUSIVE, OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.**

APN: 7570-024-017



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 6.C  
Mtg. Date: 01/13/2020

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** MEREDITH ELGUIRA, PLANNING DIRECTOR  
**THRU:** ELAINE JENG P.E., CITY MANAGER

**SUBJECT:** CONSIDERATION TO RECEIVE AND FILE RESOLUTION NO. 2019-18 FROM THE PLANNING COMMISSION GRANTING APPROVAL TO CONSTRUCT A 1,789 SQUARE FOOT HOUSE ADDITION AND 324 SQUARE FOOT GARAGE ADDITION, AND TO ATTACH AN EXISTING 978 SQUARE FOOT GUEST HOUSE TO THE RESIDENCE FOR A TOTAL OF 7,519 SQUARE FOOT RESIDENCE AND 1,030 SQUARE FOOT GARAGE AND GRADING OF 50 CUBIC YARDS OF DIRT; AND A CONDITIONAL USE PERMIT (CUP) TO CONSTRUCT A 799 SQUARE FOOT GUEST HOUSE AT A PROPERTY LOCATED AT 13 EASTFIELD DRIVE (LOT 53-EF) ROLLING HILLS, CA, (BIRKETT).

**DATE:** January 13, 2020

---

## **BACKGROUND:**

The Planning Commission at their December 9, 2019 meeting adopted Resolution No. 2019-18 granting a Site Plan approval for a substantial addition to a residence for a total of 7,516 square foot home with 1,030 square foot garage, with 50 cubic yards of grading and a Conditional Use Permit to construct a new 799 square foot guest house at 13 Eastfield Drive. The project also includes associated major remodel and demolition of portions of the existing residence to accommodate the proposed additions on an existing building pad, construction of a barbeque and an arbor, and widening of the turn-around driveway area, as required by the Fire Department.

The Planning Commission also approved a Conditional Use Permit for a new 799 square foot guest house.

## **LOCATION AND LOT DESCRIPTION**

### **Zoning and Land Size**

The property is zoned RAS-1 and excluding roadway easement the lot is 3.21 acres in size. For development purposes the net lot area is 2.89 acres, (125,971 sq.ft.). The lot is long and narrow, having a narrow frontage along Eastfield Drive. In addition to the residence, the lot is developed with previously approved stable, corral, tennis court and detached garage located in the front yard area, a swimming pool, and a guest house in the rear. The existing guest house will be attached to the main house. Lower Willow Springs Trail crosses the lot in the rear.

## **DISCUSSION:**

### **MUNICIPAL CODE COMPLIANCE**

#### **Lot Coverage**

The proposed structural coverage on the 125,971 square foot net lot will be 18,987 sq.ft. or 15.1% in conformance with the lot coverage limitations, (20% max. permitted); the proposed total coverage, (structures and flatworks) will be 32,120 sq.ft. or 25.5% in conformance with the lot coverage limitations, (35% max. permitted). The residential building pad exists and is 61,679 square feet; it will have coverage of 29.5% (maximum allowed 30%).

#### **Height**

The height of the structures will vary. The main residence is proposed to be between 18'-2" high at the maximum to about 14'-3" high at the garage. Several chimneys are proposed and the existing cupola on the guest house will remain. The highest point of the cupola is 19'-6" and the chimneys will be 19'-2". The guest house is proposed to be 15'-5" high, plus a chimney at a maximum height of

16'-9"; the arbor will be 9'-3" high.

#### **Walls**

No walls are proposed. An existing wall in the rear of the garage will remain and connect to a new service yard.

#### **Grading and disturbance**

Grading is proposed at 50 cubic yards behind the area of the proposed addition. The lot was previously disturbed and all the additions and improvements will take place on the

existing building pad. The disturbance of the lot is 56.8%, which is legal nonconforming, and no variance is required.

#### **Drainage**

The lot currently drains to the rear. No new drainage scheme is proposed for this project, as the elevations will stay the same, and the water will drain down the slope as is currently. The Building Department will review the project for drainage.

#### **Landscaping**

A preliminary landscaping plan has been submitted with this application. This project is subject to meeting the requirement of the Water Efficient Landscape ordinance, which require the use of low water usage plans and a prescribed water budget. Following construction, the planting and irrigation will be inspected by a City hired arborist and the applicant will be required to submit a Certificate of Compliance.

#### **Guest house**

Section 17.16.210 (5) of the RH Zoning Ordinance allows guest homes with a Conditional Use Permit with restrictions. The proposed guest house meets City's requirements.

#### **Utility Lines / Septic Tank**

All utility lines for the development are already placed underground. The Los Angeles County Public Health department will review the septic system. There are two systems on the property and the applicant intends to keep both.

#### **Stable/corral**

There is an existing 495 square foot stable 550 square foot corral on the property accessible from the driveway.

#### **Planning Commission Responsibilities**

When reviewing a development application, the Planning Commission consider whether the proposed project meets the criteria for a Site Plan Review and Conditional Use Permit, per City's requirements.

#### **Environmental Review**

The project has been determined to be categorically exempt pursuant to the California Environmental Quality Act (CEQA) under Class 3, Section 15303.

#### **PUBLIC PARTICIPATION**

Notices of the hearing were mailed to residents within 1,000 foot radius of the site and published in the newspaper. There were no comments or inquiries on this project from neighbors.

#### **RECOMMENDATION**

It is recommended that the City Council receive and file this report.

#### **NEIGHBORING PROPERTIES**

| Address      | Lot Size In Acres-<br>Excl. Roadway<br>Easement | Size In Sq.Ft. House; |
|--------------|---|-----------------------|
| 11 Eastfield | 2.11  | 3,166                 |
| 9 Eastfield  | 3.49  | 5,040                 |
| 17 Eastfield | 1.27  | 5,255                 |
| 6 Eastfield  | 1.05  | 8,214                 |
| 8 Eastfield  | 1.06  | 4,187                 |

|                     |             |              |
|---------------------|-------------|--------------|
| 10 Eastfield.       | 1.18        | 2,906        |
| 15 Eastfield        | 1.56        | 3,257        |
| <b>Proposed:</b>    |             |              |
| <b>13 Eastfield</b> | <b>3.21</b> | <b>7,519</b> |

### Project Summary

|        |          |          |
|--------|----------|----------|
| REVIEW | EXISTING | PROPOSED |
|--------|----------|----------|

### RA-S- 1 ZONE SETBACKS

|  |  |                              |
|--|--|------------------------------|
| Front: 50 ft. from front easement line | SINGLE FAMILY RESIDENCE, GARAGE, POOL, GUEST HOUSE | MAJOR ADDITION & GUEST HOUSE |
| Side: 20 ft. from property line        |  |                              |

|  |              |              |                 |                            |
|--|--------------|--------------|-----------------|----------------------------|
| Rear: 50 ft. from rear easement line                   | Residence    | 4,752 sq.ft. | Residence       | 7519 sq.ft.<br>1030 sq.ft. |
|  |              |              | Garage          | 964 sq.ft.                 |
|  | Garage       | 706 sq.ft.   | Pool/spa        | 109 sq.ft.                 |
|  | Pool/spa     | 964 sq.ft.   | Pool eqpm.      | 799 sq.ft.                 |
|  | Pool eqpm.   | 109 sq.ft.   | Guest house     | 495 sq.ft.                 |
| Construction of a new residence/garage requires a SPR; | Guest house  | 978 sq.ft.   | Stable          | 213 sq.ft.                 |
| Guest house requires a CUP;                            | Stable       | 495 sq.ft.   | Entry           | 349 sq.ft.                 |
|  | Porches      | 553 sq.ft.   | Attach. Trellis |                            |
|  | Service yard | 265 sq.ft.   | Outdoor kitchen | 34 sq.ft.                  |
|  | Tennis Court | 7200sq.ft.   | Service yard    |                            |
|  | Entry        | 291 sq.ft.   | Tennis Court    | 113 sq.ft.                 |
|  |              |              |                 | 7200 sq.ft.                |
|  |              |              | Arbor           | 162 sq.ft.                 |
|  | TOTAL        | 16,313       | TOTAL           | 18,987 sq.ft.              |

### STRUCTURAL LOT COVERAGE

|                                      |       |  |
|--------------------------------------|-------|--|
| (20% maximum)                        | 13%   | of 125,971 sq.ft. net lot area                     |
| <u>TOTAL LOT COVERAGE</u>            | 25.5% | 32,120 sq.ft. 25.5% of 125,971 sq.ft. net lot area |
| (35% maximum)                        |       |  |
| <u>BUILDING PADS (30% guideline)</u> | 25.6% | 61,679 sq.ft. coverage - 29.5% (w/deductions)      |

### GRADING

|  |     |                                |
|--|-----|--------------------------------|
| Site Plan Review required if excavation and/or fill or combination thereof that is more than 3' and covers more than 2,000 sq.ft.) must be balanced on site. | N/A | 50 c.y. to be balanced on site |
|--|-----|--------------------------------|

### DISTURBED AREA

|  |  |  |
|--|--|--|
| (40% maximum; any graded building pad area, any remedial grading (temporary disturbance), any graded slopes and building pad areas, and any nongraded area where impervious surfaces exist.) | 71,527 sq.ft. or 56.8% of the net lot Legal-non-conforming | 71,527 sq.ft. or 56.8% of the net lot Legal-non-conforming |
|--|--|--|

|                                 |                   |                   |
|---------------------------------|-------------------|-------------------|
| <u>STABLE (min. 450 SQ.FT.)</u> | 495 sq.ft. stable | 495 sq.ft. stable |
|---------------------------------|-------------------|-------------------|

& 550 SQ.FT. CORRAL)  
STABLE ACCESS  
ROADWAY ACCESS-  
VIEWS  
PLANTS AND ANIMALS

550 sq.ft. corral  
From drwy  
Existing

550 sq.ft. corral  
From drwy  
Proposed widened driveway approach  
Planning Commission review  
Planning Commission review

**RECOMMENDATION:**

It is recommended that the City Council receive and file this report.

**ATTACHMENTS:**

[Reso2019-18\\_13Eastfield\\_ZC960.docx](#)

## RESOLUTION NO. 2019-18

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL FOR A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A 1,789 SQUARE FOOT HOUSE ADDITION AND 324 SQUARE FOOT GARAGE ADDITION, AND TO ATTACH AN EXISTING 978 SQUARE FOOT GUEST HOUSE TO THE RESIDENCE FOR A TOTAL OF 7,519 SQUARE FOOT RESIDENCE AND 1,030 SQUARE FOOT GARAGE AND GRADING OF 50 CUBIC YARDS OF DIRT; AND A CONDITIONAL USE PERMIT TO CONSTRUCT A 799 SQUARE FOOT GUEST HOUSE IN ZONING CASE NO. 960 AT 13 EASTFIELD DRIVE (BIRKETT).

THE PLANNING COMMISSION DOES HEREBY FIND, RESOLVE, AND ORDER AS FOLLOWS:

Section 1. An application was duly filed by Mr. Steven Birkett (Applicant) for Site Plan Review to construct a 1,789 square foot house addition, 324 square foot garage addition, and to attach an existing 978 square foot guest house to the residence for a total of 7,519 square foot residence and 1,030 square foot garage and grading of 50 cubic yards of dirt; and a Conditional Use permit (CUP) to construct a 799 square foot guest house. The project includes associated major remodel and demolition of portions of the existing residence on an existing building pad.

Section 2. The Planning Commission conducted duly noticed public hearings to consider the application at their regular meetings on October 15, 2019, and November 19, 2019 and at a field trip on November 19, 2019. The Planning Commission at the November 19, 2019 regular meeting directed staff to prepare a Resolution approving the project. Neighbors within a 1,000-foot radius were notified of the public hearings and notices were published in the Peninsula News on October 3, 2019. The Applicant and his agent were notified of the public hearings in writing by first class mail and the Applicant and his agent were in attendance at the hearings. Evidence was heard and presented from all persons interested in affecting said proposal and from members of the City staff. The Planning Commission reviewed, analyzed, and studied said proposal.

Section 3. The property is zoned RAS-1, and the lot is 3.21 acres in size. For development purposes, the net lot area is 2.89 acres (125,971 sq. ft.). The lot is long and narrow, having a narrow frontage along Eastfield Drive. In addition to the residence and swimming pool, the lot is developed with previously approved stable, corral, tennis court and detached garage located in the front yard area, and a guest house in the rear.

Section 4. The Planning Commission finds that the development project is exempt from the California Environmental Quality Act, (CEQA) pursuant to Section

15303 (new construction of single family residence and accessory structures) of the CEQA guidelines.

Section 5. Site Plan Review is required to construct a 1,789 square foot house addition, 324 square foot garage addition, and to attach an existing 978 square foot guest house to the residence for a total of 7,519 square foot residence and 1,030 square foot garage and grading of 50 cubic yards of dirt pursuant to Rolling Hills Municipal Code (RHMC) Section 17.46.020. With respect to the Site Plan Review, the Planning Commission makes the following findings of fact:

A. The project complies with and is consistent with the goals and policies of the General Plan and all requirements of the Zoning Ordinance. The proposed project complies with the General Plan requirement of low profile, low-density residential development with sufficient open space between surrounding structures and maintains sufficient setbacks to provide buffers between residential uses.

B. The project substantially preserves the existing terrain of the lot by minimizing grading to 50 cubic yards and building primarily on existing building pad.

C. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences. The proposed development, as conditioned, is consistent with the scale of the neighborhood. The proposed project is screened from the road so as to reduce the visual impact of the development. The development will be set back from the road so that views from the road will not be blocked. Significant portions of the lot will be left undeveloped.

D. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to build the proposed guest house. The resulting slope will be a 2:1 gradient adjacent to the proposed addition. There is no grading in the canyon and all drainage courses remain the same.

E. The project will not affect any drainage course as the drainage will mimic the existing drainage course.

F. The project preserves surrounding native vegetation and mature trees. A large portion of the lot will remain undisturbed and the existing vegetation will remain.

G. The project is sensitive and not detrimental to the convenient and safe movement of pedestrians and vehicles. An enlargement to the fire turnaround area is required to meet the Fire Department's access requirements.

H. The project conforms to the requirements of the California Environmental Quality Act. The development project is exempt from CEQA pursuant to Section 15303 (new construction of single family residence and accessory structures) of the CEQA guidelines.



Section 6. Conditionally permitted uses are not outright permitted by the RHMC. The Planning Commission must consider applications for a Conditional Use Permit and may, with such conditions as are deemed necessary, approve a conditional use which will not jeopardize, adversely affect, endanger or to otherwise constitute a menace to the public health, safety, or general welfare or be materially detrimental to the property of other persons located in the vicinity of such use. A Conditional Use Permit is required for construction of a 799 square foot guest house pursuant to RHMC Section 17.16.040. Section 17.16.210 (A)(5) of the RHMC contains conditions for a guest house subject to approval of a conditional use permit. With respect to this request for a Conditional Use Permit, the Planning Commission finds as follows:

A. The proposed conditional use is consistent with the General Plan. The guest house is consistent with the General Plan because it is consistent with similar uses in the community, meets all the applicable code development standards for such use, and is located in an area on the property that is adequately sized to accommodate such use. The guest house is appropriately located in that it will be sufficiently be separated from nearby structures. The guest house is a common amenity in the City. The guest house complies with the General Plan requirement of low profile, low-density residential development with sufficient open space between surrounding structures and maintains sufficient setbacks to provide buffers between residential uses.

B. The nature, condition, and development of adjacent uses, buildings, and structures have been considered, and the use will not adversely affect or be materially detrimental to these adjacent uses, buildings, or structures. The guest house is located of sufficient distance from nearby residences so as to not impact the view or privacy of surrounding neighbors. The height of the guest house will not be obtrusive or block views and is located sufficient distance from the road so as to not be visible from adjacent residences. As part of the approval, a condition is imposed that the guest house will not be rented.

C. The site for the proposed conditional use is of adequate size and shape to accommodate the use and building proposed. The lot is 2.89 acres net in size and is sufficiently large to accommodate the proposed use. The guest house blends in with the house and will not give the property an over-built look. Sufficient areas of the lot will remain open and unobstructed and sufficient distance has been put between the house and the guest house to leave open spaces in between.

D. The proposed conditional use complies with all applicable development standards of the zone district (RAS-1). The guest house complies with all conditions for guest houses pursuant to Section 17.16.210(A)(5) of RHMC. No walls or any variances are requested for the guest house use. The height of the guest house will not be obtrusive or block views. It is located a sufficient distance from the road so as to not be visible from adjacent residences.

E. The proposed conditional use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting criteria for hazardous waste facilities because the project site is not listed on the current State of California Hazardous Waste and Substances Sites List.

F. The proposed conditional use observes the spirit and intent of this title. A guest house is a common amenity in the City. The construction meets all the development standards including the allowable size of 799 square feet. The proposed guest house is located a sufficient distance from nearby residences so as to not impact the view or privacy of surrounding neighbors.

Section 7. Based upon the foregoing findings, the Planning Commission hereby approves Zoning Case No. 960 a request for a Site Plan Review for the construction of a 1,789 square foot house addition, attach an existing 978 square foot guest house to the residence for a total of 7,519 square foot residence and 1,030 square foot garage and grading of 50 cubic yards of dirt; and a Conditional Use Permit to construct 799 square foot guest house subject to the following conditions:

A. The Site Plan and Conditional Use Permit approval shall expire within two (2) years from the effective date of approval if construction pursuant to this approval has not commenced within that time period, as required by Sections 17.46.080, 17.42.070 and 17.38.070 of the RHMC, or the approval granted is otherwise extended pursuant to the requirements of those sections.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The suspension and stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the suspension and the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the

deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the RHMC.

C. All requirements of the Building and Construction Ordinance, the Zoning Ordinance, and of the zone in which the subject property is located must be complied with unless otherwise set forth in the Permit, or shown otherwise on an approved plan.

D. Prior to submittal of final working drawings to Building and Safety Department for issuance of building permits, the plans for the project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the Planning Commission.

E. The lot shall be developed and maintained in substantial conformance with the site plan on file dated October 9, 2019 except as otherwise provided in these conditions. All conditions of the Site Plan Review and Conditional Use Permit approvals shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a grading or building permit from the building department.

The conditions of approval of this Resolution shall be printed onto building plans submitted to the Building Department for review and shall be kept on site at all times.

Any modifications and/or changes to the approved project, including resulting from field conditions, shall be discussed and approved by staff prior to implementing the changes.

F. A licensed professional preparing construction plans for this project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this project and all of the conditions set forth therein and the City's Building Code and Zoning Ordinance.

Further, the person obtaining a building and/or grading permit for this project shall execute a Certificate of Construction stating that the project will be constructed according to this Resolution and any plans approved therewith.

G. The structural net lot coverage shall not exceed 18,987 sq.ft. or 15.1% in conformance with the lot coverage limitations; the proposed total coverage, (structures and flatworks) shall not exceed 32,120 sq.ft. or 25.5%.

The proposed residential building pad will be 61,679 sq.ft. with 29.5% structural coverage-accounting for allowable deductions, and includes the guest house.

H. The disturbed area of the lot shall not exceed 56.8% which is currently legal non-conforming. Grading for this project shall not exceed 50 cubic yards to be balanced on site.

I. A driveway and a turn-around shall be provided per the Fire Department requirements.

J. A minimum of five-foot path and/or walkway, which does not have to be paved, shall be provided around the entire perimeter of all of the proposed structures, or as otherwise required by the Fire Department.

K. The highest ridgeline of the residence shall not exceed 18'-2" from the finished grade to the finished surface of the roof, highest point of the cupola at 19'-6" and chimney at 19'-2". The guest house may not exceed the height of 15'-5" and the chimney 16'-9" and the arbor 9'-3".

L. The applicant shall comply with all requirements of the Lighting Ordinance of the City of Rolling Hills (RHMC 17.16.190) pertaining to lighting on said property and roofing material requirements of properties and all other ordinances and laws of the City of Rolling Hills.

M. The guest house shall not exceed 799 square feet as measured from the outside wall. All provisions of Section 17.16.210(A)(5) of the zoning ordinance, shall be complied with; including, and not be limited to: only one sanitary facility consisting of a shower, sink, and a toilet and a kitchenette is permitted in the guest house; there shall be no parking area within 50-feet of the guest house and no renting of the guest house is permitted. A guest house floor plan shall be submitted to the Planning Department prior to obtaining a building permit.

N. A grading and drainage plan, as required by the Building Department shall be prepared and approved by City Staff prior to issuance of a grading permit. Such plan shall be subject to LA County Code requirements. Hydrology, soils, geology and other reports, as required by the Building and Public Works Departments, and as may be required by the Building Official, shall be prepared.

O. All graded slopes shall be landscaped. Prior to issuance of building permit, a detailed landscaping plan shall be submitted to the City in conformance with Fire Department Fuel Modification requirements and shall be subject to the requirements of the City's Water Efficient Landscape Ordinance, (Chapter 13.18 of the RHMC) and View Preservation (Chapter 17.26 of the RHMC).

The landscaping plan shall include vegetation and trees, that when planted, to the maximum extent feasible, screen the development from the adjacent properties; minimum of 24 inch plant boxes and 15 gallon plants shall be utilized for screening. The

detailed landscaping plan must provide that any trees and shrubs used in the landscaping scheme for this project shall be planted in a way that screens the development from adjacent street and neighbors, but as plants grow, they would not grow into a hedge or impede any neighbors views. The landscaping plan shall utilize to the maximum extent feasible, plants that are native to the area, are water-wise and are consistent with the rural character of the community. The project shall be continually maintained in substantial conformance with the landscaping plan.

P. All utility lines to all structures on the lot shall be placed underground, subject to all applicable standards and requirements.

Q. Hydrology, soils, geology and other reports, as required by the Building and Public Works Departments, and as may be required by the Building Official, shall be prepared.

R. A construction fence may be allowed or may be required by the City or the Building Department staff for the duration of the construction of the project. City staff shall approve the location and height of the fence. The construction fence shall not be placed more than 15 calendar days prior to commencement of the construction and shall be removed within 15 calendar days of substantial completion of the project as determined by City staff or at any given time at the discretion of City staff.

S. Placement of one construction and one office trailer may be permitted for the duration of on-site construction activities during an active building permit; each shall be no larger than 8' x 40' in size, and must be authorized by City staff with such authorization being revoked at any point deemed reasonable by City staff. Such trailers, to maximum extent practicable shall be located in a manner not visible from the street. Unless otherwise approved by staff, with proof of a good cause, such trailers shall not be located in any setback or front yard, may be placed on the site no more than 15 calendar days prior to commencement of construction and must be removed within 15 calendar days of expiration of a building permit, revocation, or finalization of the project.

T. Minimum of 65% of any construction materials must be recycled or diverted from landfills. The hauler of the materials shall obtain City's Construction and Demolition permits for waste hauling prior to start of work and provide proper documentation to the City upon completion of the project.

U. During construction, conformance with the Air Quality Management District requirements, stormwater pollution prevention practices, county and local ordinances and engineering practices so that people or property are not exposed to undue vehicle trips, noise, dust, and objectionable odors shall be required.

V. During construction, to the extent feasible, all parking shall take place on the project site, but if necessary, any overflow parking may take place within the

unimproved roadway easements along adjacent streets, and shall not obstruct neighboring driveways, visibility at intersections or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City. To the extent feasible, a minimum of 4' wide path, from the edge of the roadway pavement, for pedestrian and equestrian passage shall be available and be clear of vehicles, construction materials and equipment at all times. A flagmen shall be used to direct traffic when necessary, including during delivery of large construction equipment or materials.

W. During construction, the property owners shall be required to schedule and regulate construction and related traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills. Construction work is prohibited during federal holidays.

X. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. Weather conditions can be found at: [http://www.wrhn.noaa.gov/lox/main.php?suite=safety&page=hazard\\_definitions#FIRE](http://www.wrhn.noaa.gov/lox/main.php?suite=safety&page=hazard_definitions#FIRE). It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions. Should a red flag warning be declared and if work is to be conducted on the property, the contractor shall have readily available fire extinguisher.

Y. The property owners shall be required to conform with the Regional Water Quality Control Board and County Public Works Department Best Management Practices (BMP's) requirements related to solid waste, drainage, cisterns, and storm water drainage facilities management and to the City's Low Impact development Ordinance (LID). Further the property owners shall be required to conform to the County Health Department requirements for a septic system.

Z. Prior to finaling of the project an "as graded" and "as constructed" plans and certifications, including certifications of ridgelines of the structures, shall be provided to the Planning Department and the Building Department to ascertain that the completed project is in compliance with the approved plans. In addition, any modifications made to the project during construction, shall be depicted on the "as built/as graded" plan.

AA. The Applicant shall execute an Affidavit of Acceptance of all conditions of this permit pursuant to Zoning Ordinance, or the approval shall not be effective. The affidavit shall be recorded together with the resolution.

PASSED, APPROVED AND ADOPTED THIS 9th DAY OF DECEMBER, 2019.

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BRAD CHELF, CHAIRMAN

ATTEST:

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CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

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

I certify that the foregoing Resolution No. 2019-18 entitled:

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL FOR A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A 1,789 SQUARE FOOT HOUSE ADDITION AND 324 SQUARE FOOT GARAGE ADDITION, AND TO ATTACH AN EXISTING 978 SQUARE FOOT GUEST HOUSE TO THE RESIDENCE FOR A TOTAL OF 7,519 SQUARE FOOT RESIDENCE AND 1,030 SQUARE FOOT GARAGE AND GRADING OF 50 CUBIC YARDS OF DIRT; AND A CONDITIONAL USE PERMIT (CUP) TO CONSTRUCT A 799 SQUARE FOOT GUEST HOUSE IN ZONING CASE NO. 960 AT 13 EASTFIELD DRIVE (BIRKETT).

was approved and adopted at a regular meeting of the Planning Commission on December 9, 2019 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

and in compliance with the laws of California was posted at the following:

Administrative Offices

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CITY CLERK





# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

**Agenda Item No.: 8.A**  
**Mtg. Date: 01/13/2020**

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

**FROM: ELAINE JENG,**

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

**SUBJECT: CONSIDERATION AND APPROVAL TO AWARD A CONSTRUCTION CONTRACT TO PCI FOR THE FY 2019-2020 TRAFFIC SIGNING, STRIPING, AND PAVEMENT MARKING PROJECT FOR AN AMOUNT OF \$40,479.50 FOR WORK INCLUDED IN SCHEDULE A.**

**DATE: January 13, 2020**

## **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. Typically, RHCA informs staff of the project locations planned for resurfacing and City staff prepare a project specification identifying the linear footage of striping, square footage of pavement markings and their locations, solicits construction bids and manages the implementation of signing, striping and pavement markings.

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 (APC) to assist with capital improvement projects including the Fiscal Year 2019-2020 Signing and Striping Project. In September 2019, the RHCA requested changes to the Bulky Item Pick up date scheduled in October 2019 as Crest Road East was contemplated to be rehabilitated. In and around this timeframe, the RHCA also requested to re-stripe existing horse crossings as well as place new striping and signage at other locations inventoried by the RHCA staff.

Also in September 2019, a resident requested an evaluation of the intersection Williamsburg Lane and Lower Blackwater Canyon Road.

Assembling the scopes of work outlined above, the Fiscal Year 2019-2020 Signing and Striping Project includes the proposed signing and striping of horse crossings, the signing and striping of the four streets (Middleridge Lane North, Middleridge Lane South, Williamsburg Lane and Lower Blackwater Canyon Road), 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 project was reviewed by the Traffic Commission on October 3, 2019 and was recommended for approval and advertisement for construction bid.

At the October 14, 2019 City Council Meeting staff received approval of the scope of work for the FY 2019-2020 traffic signing, striping, and pavement marking project and authorization to advertise for construction bids.

Between October and December 2019, APC prepared the project specifications and organized the work using Schedule A and Schedule B. Schedule A includes the signing and striping of the repaved streets (Middleridge Lane North, Middleridge Lane South, Williamsburg Lane, Lower Blackwater Canyon Road and Crest Road East). Schedule B includes the horse crossings and modifying the intersection of Williamsburg Lane and Lower Black Water Canyon Road from a two-way stop to a four-way stop intersection. The bid was organized as outlined to provide the City flexibility in selecting the scope of work based on pricing. City Council can elect to move forward with Schedule A, or Schedule A and B, or reject all bids. Additionally, the bid also requested the lowest responsive and responsible bidder to serve the City in the next 12 months with the unit prices listed in the bid.

## **DISCUSSION:**

On December 5, 2019, the City published the Request for Bid in a local newspaper as mandated by the State Public Contract Code. On December 19, 2019, the City received two (2) sealed bids. The order ranked the lowest responsive bid for work included in Schedule A and for work included in Schedules A & B are as follows:

for work included in Schedules A & B are as follows.

**Schedule A:**

1. PCI \$40,479.50
2. Sterndahl Enterprises Inc. \$70,724.00

**Schedules A & B:**

1. PCI \$73,684.50
2. Sterndahl Enterprises Inc. \$141,024.00

Staff validated all bids received and determined that PCI is the lowest responsive and responsible bidder. If the City Council elects to move forward with Schedule A, PCI is the lowest responsive and responsible bidder. If the City Council elects to move forward with Schedule B, PCI is the lowest responsive and responsible bidder.

A comparison of PCI's unit prices with the Engineer's Estimate showed on the average, PCI's bid is approximately 2.7 times more than the Engineer's Estimate. Bids are reflective of current market conditions. Comparison of the bids received, the highest bid for Schedule A is approximately 75% more than the lowest bid. The highest bid for Schedule A and B is approximately 91% more than the lowest bid.

In the past four months, City staff received inquiries from residents on the timing of the striping project. Community members also expressed urgency at a recent neighborhood meeting regarding the need to bridge the gap between pavement rehabilitation work and the timing in which striping and signage follow. In conventional cities where the agency has right-of-ways, roadway rehabilitation work are always performed with a general contractor that has a signage/striping sub-contractor on the team. In this arrangement, the gap between the completion of the asphalt work and the signage and striping is typically one to two weeks. In the case of the four streets paved by RHCA in March 2019, there will be a gap of 10 months assuming signing/striping takes place in January 2020. In the case of Crest Road East paved by RHCA in October 2019, there will be a gap of three months again assuming signing and striping take place in January 2020.

In response to the community's expressed concern for safety, it is staff's recommendation that the City Council move to award the construction contract to PCI for work included in Schedule A for an amount of \$40,479.50. Staff was directed by the City Council to solicit pricing from the Los Angeles County Public Works Department for cost estimates for Schedule A and Schedule B. Staff requested quotes for both Schedules, however, LA County is unable to provide a quote on projects with no plans and details and therefore is unable to provide a quote for Schedule A unless the City pays the County to prepare plans. Preparing plans could take up to between six to 10 months to complete because the request will be put in a queue. Schedule B has more information provided and thus, the County will be able to provide the City with a cost estimate for the proposed scope of work. The City expects to receive the quote by the January 13, 2020 Council Meeting.

**FISCAL IMPACT**

In Fiscal Year 2019-2020, \$40,000 is budgeted in the Traffic Safety Fund for road striping and signage. The shortfall of \$479.50 will be funded using allocated budget for the tennis court improvement project.

**NOTIFICATION**

The Rolling Hills Community Association (RHCA), President of Caballeros, and residents along streets receiving new striping and pavement markings will be notified in advance of the construction activity.

**RECOMMENDATION:**

Staff recommends that the City Council move to award the construction contract to PCI for work included in Schedule A of the Request for Bid for an amount of \$40,479.50 and allocate an additional \$4,048 for 10% contingency for a total of \$44,527.50. Staff also recommends that the City Council direct staff to solicit pricing from the Los Angeles County Public Works Department to perform the work outlined in Schedule B.

**ATTACHMENTS:**

[Item7A\\_Attach01\\_12-19-19\\_\\_PCI Bid\\_2019-12-23.pdf](#)

[Item7A\\_Attach02\\_12-19-19\\_\\_Sterndahl Bid\\_2019-12-23.pdf](#)

[Item7A\\_Attach03\\_Construction Agreement for PCI\\_2019-12-23.doc](#)

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**BID SCHEDULES FOR FY 2019-2020**

**REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND**

**INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS**

**IN THE CITY OF ROLLING HILLS**

## Bid Schedule A

Middleridge Lane North  
Middleridge Lane South  
Upper Blackwater Canyon Road  
Williamsburg Lane

For Items 1 -20

| ITEM NO. | DESCRIPTION  | QUANTITY | UNIT | UNIT PRICE  | AMOUNT      |
|----------|--|----------|------|-------------|-------------|
| 1        | Remove Existing Sign   | 2        | EA   | \$ 100.00   | \$ 200.00   |
| 2        | Install R1-1 Sign  | 1        | EA   | \$ 180.00   | \$ 180.00   |
| 3        | Repost Existing Sign   | 5        | EA   | \$ 300.00   | \$ 1,500.00 |
| 4        | Install R28 (CA) Sign with Arrow   | 2        | EA   | \$ 300.00   | \$ 600.00   |
| 5        | Install W14-1 Sign   | 2        | EA   | \$ 300.00   | \$ 600.00   |
| 6        | Install W5-1 Sign  | 0        | EA   | \$ —        | \$ —        |
| 7        | Install Type 2 Object Marker   | 1        | EA   | \$ 300.00   | \$ 300.00   |
| 8        | Install OM1-3 Object Marker  | 0        | EA   | \$ —        | \$ —        |
| 9        | Install W3-1 Sign  | 0        | EA   | \$ —        | \$ —        |
| 10       | Install OM4-3 Object Marker  | 1        | EA   | \$ 300.00   | \$ 300.00   |
| 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   | \$ .60      | \$ 8,430.00 |
| 14       | Install Two-Direction No Passing Zone per Caltrans Standard Plan A20A, Detail 22 | 465      | LF   | \$ 1.65     | \$ 767.25   |
| 15       | Install Skip Yellow Centerline per Caltrans Standard Plan A20A, Detail 2         | 2,800    | LF   | \$ .45      | \$ 1,260.00 |
| 16       | Install Ladder Crosswalk per Caltrans Standard Plan A24F                         | 1        | EA   | \$ 1,200.00 | \$ 1,200.00 |
| 17       | Install White Limit Line per Caltrans Standard Plan A24E                         | 3        | EA   | \$ 85.00    | \$ 255.00   |
| 18       | Install "STOP" Pavement Marking per Caltrans Standard Plan A24D                  | 3        | EA   | \$ 85.00    | \$ 255.00   |
| 19       | Install "STOP AHEAD" Pavement Marking per Caltrans Standard Plan A24D            | 1        | EA   | \$ 190.00   | \$ 190.00   |
| 20       | Install Blue Raised Reflective Pavement Marker                                   | 13       | EA   | \$ 15.00    | \$ 195.00   |

## Bid Schedule A (Continued)

Crest Road East

For Items 21 -37

| ITEM NO.            | DESCRIPTION   | QUANTITY | UNIT | UNIT PRICE | AMOUNT              |
|---------------------|---|----------|------|------------|---------------------|
| 21                  | Remove Existing Sign  | 13       | EA   | \$ 100.00  | \$ 1,300.00         |
| 22                  | Install R1-1 Sign   | 12       | EA   | \$ 300.00  | \$ 3,600.00         |
| 23                  | Install R1-3P Sign  | 12       | EA   | \$ 300.00  | \$ 3,600.00         |
| 24                  | Install R11-4 Sign  | 1        | EA   | \$ 300.00  | \$ 300.00           |
| 25                  | Install 8" edgeline per Caltrans Standard Plan A20B, Detail; 27B                  | 11,370   | LF   | \$ .60     | \$ 6,822.00         |
| 26                  | Install Two-Direction No Passing Zone per Caltrans Standard Plan A20A, Detail; 22 | 1,195    | LF   | \$ 1.65    | \$ 1,971.75         |
| 27                  | Install Two-Direction No Passing Zone per Caltrans Standard Plan A20A, Detail; 21 | 160      | LF   | \$ 1.50    | \$ 240.00           |
| 28                  | Install Type D Marker (Two-way yellow retroreflective)                            | 56       | EA   | \$ 5.00    | \$ 280.00           |
| 29                  | Install Skip Yellow Centerline per Caltrans Standard Plan A20A, Detail; 2         | 4,330    | LF   | \$ .45     | \$ 1,948.50         |
| 30                  | Install Basic Crosswalk per Caltrans Standard Plan A24F                           | 2        | EA   | \$ 750.00  | \$ 1,500.00         |
| 31                  | Install White Limit Line per Caltrans Standard Plan A24E                          | 4        | EA   | \$ 85.00   | \$ 340.00           |
| 32                  | Install "STOP" Pavement Marking per Caltrans Standard Plan A24D                   | 5        | EA   | \$ 85.00   | \$ 425.00           |
| 33                  | Install "HORSE XING" Pavement Marking per Caltrans Standard Plan A24D/E           | 2        | EA   | \$ 250.00  | \$ 500.00           |
| 34                  | Install "STOP AHEAD" Pavement Marking per Caltrans Standard Plan A24D             | 4        | EA   | \$ 190.00  | \$ 760.00           |
| 35                  | Install "ROAD ENDS 500 FEET" Pavement Marking per Caltrans Standard Plan A24D/E   | 1        | EA   | \$ 380.00  | \$ 380.00           |
| 36                  | Install "ROAD ENDS" Pavement Marking per Caltrans Standard Plan A24D/E            | 1        | EA   | \$ 190.00  | \$ 190.00           |
| 37                  | Install Blue Raised Reflective Pavement Marker                                    | 6        | EA   | \$ 15.00   | \$ 90.00            |
| <b>TOTAL AMOUNT</b> |   |          |      |            | <b>\$ 40,479.50</b> |

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**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. Contractor responsible for verifying actual quantities for lump sum bid. Unit prices will be used in the event there is additions and subtractions to the scope of work.

\$ 40,479.50

TOTAL AMOUNT BID IN FIGURES (SCHEDULE A)

\$ Forty Thousand Four Hundred Seventy-Nine AND FIFTY CENTS

TOTAL AMOUNT BID IN WORDS (SCHEDULE A)

*In the event of an inconsistency in the total bid amount in figures and the total bid amount in words, the amount in words shall prevail. In the event of an error in the mathematical calculations, the mathematically correct amount shall prevail.*

## Bid Schedule B

### Equestrian Crossings

| LOCATION | ADDRESS/<br>INTERSECTION  | NEW OR<br>EXISTING<br>CROSSING | NEEDS TO<br>BE<br>ROUGHED | PAINTING<br>REQUIRED | SIGN<br>WORK<br>REQUIRED | QUANTITY<br>/ UNIT | UNIT<br>PRICE | AMOUNT     |
|----------|---|--------------------------------|---------------------------|----------------------|--------------------------|--------------------|---------------|------------|
| 1        | Entrance to<br>Buggy Whip Dr<br>(Crest Rd. West)                          | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$2190.00     | \$2190.00  |
| 2        | #5 Johns Canyon   | New                            | ✓                         | Yes                  | Yes                      | 1 EA               | \$1,230.00    | \$1,230.00 |
| 3        | Crest Road West<br>at #5 (Entrance to<br>Glory Trail)                     | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$520.00      | \$520.00   |
| 4        | Entrance to Quail<br>Ridge South<br>(Portuguese Bend<br>Road)             | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$520.00      | \$520.00   |
| 5        | Portuguese Bend/<br>Crest Rd. West<br>crosswalks on all<br>streets        | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$2,815.00    | \$2,815.00 |
| 6        | Entrance to<br>Georgeff Rd.<br>(Crest Rd. East)                           | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$2,190.00    | \$2,190.00 |
| 7        | Caballeros Rd./<br>Purple Canyon to<br>Willow Springs                     | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$520.00      | \$520.00   |
| 8        | Upper Blackwater<br>Road/ Appaloosa<br>Rd.                                | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$520.00      | \$520.00   |
| 9        | Entrance to Pine<br>Tree Lane @<br>Portuguese Bend<br>Rd. street entrance | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$1,930.00    | \$1,930.00 |
| 10       | Middleridge Lane<br>(at entrance to Sis<br>trail)                         | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$1,520.00    | \$1,520.00 |
| 11       | Entrance to<br>Williamsburg<br>Lane/ Middleridge<br>Lane                  | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$520.00      | \$520.00   |
| 12       | Saddleback/<br>Parnelli Trail at<br>#26                                   | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$520.00      | \$520.00   |
| 13       | Georgeff Road /<br>Fulds Furlong<br>Crossing<br>(Existing)                | Existing                       | ✓                         | Yes                  | No                       | 1 EA               | \$520.00      | \$520.00   |
| 14       | Entrance to<br>Caballeros Rd.<br>(Crest Rd. East)<br>(Existing)           | Existing                       | ✓                         | Yes                  | No                       | 1 EA               | \$520.00      | \$520.00   |

RFB FY 2019-2020 Replacement of Traffic Striping, Pavement Markings, and Traffic Signs



|    |   |          |   |     |     |      |            |            |
|----|---|----------|---|-----|-----|------|------------|------------|
| 15 | Eastfield Trail #49 (Existing)                | Existing | ✓ | Yes | No  | 1 EA | \$520.00   | \$ 520.00  |
| 16 | Chuckwagon/ Upper Lower Willow (Existing)     | Existing | ✓ | Yes | No  | 1 EA | \$520.00   | \$ 520.00  |
| 17 | #20 Eastfield (Existing)                      | Existing | ✓ | Yes | Yes | 1 EA | \$1,230.00 | \$1,230.00 |
| 18 | Appaloosa Road (Existing)                     | Existing | ✓ | Yes | Yes | 1 EA | \$1,230.00 | \$1,230.00 |
| 19 | Association Entrance (existing)               | Existing | ✓ | Yes | No  | 1 EA | \$520.00   | \$ 520.00  |
| 20 | Acacia/ Portuguese Bend Road (existing)       | Existing | ✓ | Yes | Yes | 1 EA | \$1,230.00 | \$1,230.00 |
| 21 | Middleridge Lane/ Blackwater Trail (existing) | Existing | ✓ | Yes | Yes | 1 EA | \$1,230.00 | \$1,230.00 |
| 22 | Middleridge Lane South & North (existing)     | Existing | ✓ | Yes | No  | 1 EA | \$520.00   | \$ 520.00  |
| 23 | Davidson Trail/ Saddleback (existing)         | Existing | ✓ | Yes | Yes | 1 EA | \$1,230.00 | \$1,230.00 |
| 24 | Saddleback/ Poppy Trail (existing)            | Existing | ✓ | Yes | No  | 1 EA | \$520.00   | \$ 520.00  |
| 25 | Poppy Trail (existing) (fine)                 | Existing | ✓ | Yes | Yes | 1 EA | \$1,230.00 | \$1,230.00 |
| 26 | Portuguese Bend Above Poppy Trail (existing)  | Existing | ✓ | Yes | Yes | 1 EA | \$1,230.00 | \$1,230.00 |
| 27 | Portuguese Bend/ Pheasant Trail               | Existing | ✓ | Yes | No  | 1 EA | \$520.00   | \$ 520.00  |
| 28 | Wagon Lane/ Portuguese Bend Road (Fine)       | Existing | ✓ | Yes | No  | 1 EA | \$520.00   | \$ 520.00  |
| 29 | Upper Blackwater/ Sagebrush Lane (Fine)       | Existing | ✓ | Yes | Yes | 1 EA | \$1,230.00 | \$1,230.00 |
| 30 | Poppy Trail / Sleepy Hollow Trail             | Existing | ✓ | Yes | Yes | 1 EA | \$1,230.00 | \$1,230.00 |

|                 |  |  |  |  |  |  |              |
|-----------------|--|--|--|--|--|--|--------------|
| SUBTOTAL AMOUNT |  |  |  |  |  |  | \$ 30,745.00 |
|-----------------|--|--|--|--|--|--|--------------|



## Bid Schedule B (Continued)

### Middleridge Road and Williamsburg Lane / Lower Blackwater Canyon Road All-Way Stop Controls

| LOCATION                     | DESCRIPTION   | QUANTITY<br>/ UNIT | UNIT<br>PRICE | AMOUNT      |
|------------------------------|---|--------------------|---------------|-------------|
| Middleridge Road             | STOP bar and STOP legend at Williamsburg Lane (Heading North on Middleridge Road) <ul style="list-style-type: none"> <li>• Install "STOP" Pavement Marking per Caltrans Standard Plan A24D</li> <li>• Install White Limit Line per Caltrans Standard Plan A24E</li> <li>• Install R1-1 Sign</li> </ul>            | 1 EA               | \$ 1,230.00   | \$ 1,230.00 |
| Lower Blackwater Canyon Road | STOP bar and STOP legend at Middleridge Road (Heading South on Lower Blackwater Canyon Road) <ul style="list-style-type: none"> <li>• Install "STOP" Pavement Marking per Caltrans Standard Plan A24D</li> <li>• Install White Limit Line per Caltrans Standard Plan A24E</li> <li>• Install R1-1 Sign</li> </ul> | 1 EA               | \$ 1,230.00   | \$ 1,230.00 |

|                 |             |
|-----------------|-------------|
| SUBTOTAL AMOUNT | \$ 2,460.00 |
|-----------------|-------------|

**NOTES:**

1. Refer to Scope of Work and General Specifications for information and requirements specific to each Horse Crossing listed in the schedule above.
2. Provide a Lump Sum bid for Bid Schedule B. Contractor responsible for verifying all quantities required for work associated with total lump sum for Bid Schedule B Unit prices will be used in the event there is additions and subtractions to the scope of work.

\$ 33,205.00

TOTAL AMOUNT BID IN FIGURES (SCHEDULE B)

\$ THIRTY-THREE THOUSAND TWO HUNDRED FIVE AND ZERO CENTS

TOTAL AMOUNT BID IN WORDS (SCHEDULE B)

*In the event of an inconsistency in the total bid amount in figures and the total bid amount in words, the amount in words shall prevail. In the event of an error in the mathematical calculations, the mathematically correct amount shall prevail.*

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**CONTINUED BID SCHEDULE FY2019-2020:**

**REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND**

**INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS**

**IN THE CITY OF ROLLING HILLS**

**On-Call Service:** Unit prices herein will apply for a 12-month period beginning with award of the bid. The City may call upon Contractor during the 12-month period for striping as needed at the per unit rates specified in the bid schedule.

CONTRACTOR:



(Signature)

**William G. Jacob, President/Owner**

(Name and Title)

**PCI**

(Company)

**O 562-218-0504 | F 562-218-0634 | email: bjacob@lineuppci.com**

(Phone, Fax, Email)

Contractor's License No. **823802**

California, 17 day of December, 2019.

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## **DESIGNATION OF SUBCONTRACTORS**

**BIDDER** proposes to subcontract certain portions of the project to procure materials and equipment from suppliers and vendors as follows:

| <b>NAME, ADDRESS, PHONE NUMBER<br/>SPECIALTY, LICENSE NUMBER<br/>OF SUBCONTRACTORS,<br/>SUPPLIERS &amp; VENDORS</b> | <b>TYPE OF WORK TO BE<br/>COMPLETED BY<br/>SUBCONTRACTOR</b> |
|---|--|
| Name, address, phone: _____   | _____  |
| -----NONE-----  | _____  |
| Specialty: _____ License #: _____   | _____  |
| Name, address, phone: _____   | _____  |
| Specialty: _____ License #: _____   | _____  |
| Name, address, phone: _____   | _____  |
| Specialty: _____ License #: _____   | _____  |
| Name, address, phone: _____   | _____  |
| Specialty: _____ License #: _____   | _____  |
| Name, address, phone: _____   | _____  |
| Specialty: _____ License #: _____   | _____  |
| Name, address, phone: _____   | _____  |
| Specialty: _____ License #: _____   | _____  |

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## **BIDDER'S REFERENCES**

The following are the names, addresses and phone numbers for three public agencies for which BIDDER has performed similar work within the past two years:

1. **Please see attached....**

\_\_\_\_\_  
Name and address of owner

\_\_\_\_\_  
Name and telephone number of person familiar with project

\_\_\_\_\_  
Contract amount/Type of work

\_\_\_\_\_  
Date completed

2. \_\_\_\_\_

\_\_\_\_\_  
Name and address of owner

\_\_\_\_\_  
Name and telephone number of person familiar with project

\_\_\_\_\_  
Contract amount/Type of work

\_\_\_\_\_  
Date completed

3. \_\_\_\_\_

\_\_\_\_\_  
Name and address of owner

\_\_\_\_\_  
Name and telephone number of person familiar with project

\_\_\_\_\_  
Contract amount/Type of work

\_\_\_\_\_  
Date complete

The following are the names, addresses, and phone numbers for all brokers and sureties from whom PRINCIPAL intends to procure insurance bonds:

**Lourdes Landa | McGriff Insurance Services (License #OC64544)**

**2400 E. Katella Ave, #100, Anaheim CA 92806 | O 714-941-2840**

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## AGENCY REFERENCE LIST

| AGENCY  | PROJECT   | VALUE      | COMPLETED JOB# |       |
|---|---|------------|----------------|-------|
| <b>City of West Hollywood</b><br>8300 Santa Monica Blvd.<br>West Hollywood, CA 90069<br>818-203-1956<br>Helen Collins                       | Traffic and Parking Signs<br>(Bike Rack Installation)<br><br>Project # 006453 | 164,650.00 | IN PROGRES     | 6438C |
| <b>Griffith / Coffman JV</b><br>3050 E Birch St<br>Brea, CA 92821<br>Vince Almario<br>(562) 355-7827  | LAX Runway 24R Temp Repair<br>Project No.: 10651                              | 105,422.13 | IN PROGRES     | 8419C |
| <b>Ontario International Airport</b><br>2132 E. Avion Ave.<br>Ontario, CA 91761<br>Charlene Haley<br>(909) 423-4200                         | Striping & Markings Services<br>OIZZ-6136                                     | 100,000.00 | IN PROGRES     | 8172C |
| <b>Aero Bridgeworks, Inc.</b><br>2700 Delk Rd., SE Suite #200<br>Marietta, GA 30067<br>Matthew Flores<br>(770) 423-4200                     | LAX Terminal 6 Delta<br>216231-6494   | 250,000.00 | IN PROGRES     | 8091C |
| <b>All American Asphalt</b><br>400 E. 6th St.<br>Corona, CA 92878<br>Issaih Johnson<br>(951) 757-8086                                       | John Wayne Pavement Maintenance<br>28238.04                                   | 102,010.00 | 10/3/2017      | 8028C |
| <b>Los Angeles Unified School Dist</b><br>333 South Beaudry Ave., 22nd FIR-14045<br>Los Angeles, CA 90017<br>213-241-8714<br>Xochitl Vargas | School Playgroung Markings<br>PO# 4500157226                                  | 240,000.00 | 8/9/2017       | 7042C |
| <b>Griffith / Coffman JV</b><br>9685 Via Excelencia, Suite 200<br>San Diego, CA 92126<br>Rona Sadaqat<br>(858) 536-3100                     | RNWX 6R-24L Safety Area Improv.<br>15-0002                                    | 874,023.00 | 5/24/2017      | 7436C |
| <b>City of Calabasas</b><br>100 Civic Center Way<br>Calabasas, CA 91302<br>818-224-1600<br>Benjamin Chan                                    | Professional Service Agreement  | 112,172.00 | 6/3/2016       | 6857C |
| <b>City of West Hollywood</b><br>8300 Santa Monica Blvd.<br>West Hollywood, CA 90069<br>818-203-1956<br>Helen Collins                       | Annual Striping & Marking<br><br>Project # 5747                               | 313,602.50 | 4/29/2016      | 5796C |
| <b>Los Angeles World Airports</b><br>PO Box 92882<br>Los Angeles, CA 90009<br>424-646-7954<br>Richard Morales                               | Paint Marking of Parking Lots<br>#111-169                                     | 100,000.00 | 02/05/2016     | 6430C |



975 W 1st St.

Azusa, CA

91702

Office: (562) 218-0504

Fax: (562) 218-0634

www.lineuppci.com



## AGENCY REFERENCE LIST

| AGENCY  | PROJECT  | VALUE      | COMPLETED  | JOB#  |
|---|--|------------|------------|-------|
| <b>City of Santa Monica</b><br>2500 Michigan Avenue<br>Santa Monica, CA 90404<br>310-458-2201<br>Kori Jones | Traffic Striping Services                                | 218,979.00 | 07/13/2015 | 7158C |
| <b>Nobest Incorporated</b><br>PO Box 874<br>Westminster, CA 92684<br>714-373-0039<br>Mike Lewis             | Sec. 2 Concrete &<br>Misc. Slurry<br>c/o Manhattan Beach | 366,105.00 | 8/28/2014  | 6923C |
| <b>All American Asphalt</b><br>PO Box 2229<br>Corona, CA 92878<br>951-736-7600<br>Jerry Lebouef             | San Gabriel Bike Trail<br><br>Project # 24182.01         | 102,880.00 | 8/1/2013   | 5993C |
| <b>City of Bakersfield</b><br>1600 Truxtun Avenue<br>Bakersfield, CA 93301<br>661-326-3724                  | Bike Lane Improvements<br>T2K251                         | 67,349.00  | 05/22/2013 | 6170C |
| <b>City of Santa Clarita</b><br>23920 Valencia Blvd., Suite 300<br>Santa Clarita, CA 91355<br>661-259-2489  | School Area Signing & Markings<br><br>Project# M0088     | 114,295.00 | 3/15/2013  | 6265C |
| <b>City of Santa Monica</b><br>1685 Main Street<br>Santa Monica, CA 90401<br>310-710-0499<br>Jack Flores    | 4th Street at Colorado Ave<br><br>PO # 325154            | 114,295.00 | 3/9/2012   | 5790C |
| <b>City of Carson</b><br>701 E. Carson Street<br>Carson, CA 90745<br>310-952-1700                           | City of Carson - Striping and Markings<br>#1338          | 8,645.00   | 08/01/2013 | 6444C |
| <b>San Diego Unified Port District</b><br>PO Box 120488<br>San Diego, CA 92112-2776<br>619-686-6321         | Pavement Marking<br>& Striping Maintenance               | 75,000.00  | 7/8/2011   | 5542C |
| <b>Excel Paving Co.</b><br>PO Box 16405<br>Long Beach, CA 90806<br>562-599-5841                             | East Way Bikeway & Signage<br><br>Project# R6762 (4661)  | 210,761.50 | 3/25/2010  | 4783C |
| <b>City of Santa Clarita</b><br>23920 Valencia Blvd., Suite 300<br>Santa Clarita, CA 91355<br>661-259-2489  | Striping Modification<br><br>Contract# 09-00183          | 76,060.00  | 9/3/2009   | 4842C |



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91702

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### **EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE**

BIDDER certifies that in all previous contracts or subcontracts, all reports which may have been due under the requirements of any Agency, State, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

### **CONTRACTOR'S LICENSE REQUIREMENT**

The undersigned certifies that he/she is aware that this contract cannot be awarded unless, at the time of the submittal of the bid, he/she is the holder of a valid California Contractor's License proper and adequate for the work required by this contract, and that the failure to obtain proper and adequate licensing for an award of the contract shall result in the forfeiture of the bidder's security.



Signature and Title of Bidder William G. Jacob  
or Authorized Representative President/Owner

---

**BIDDERS' INFORMATION**

BIDDER certifies that the following information is true and correct:

Bidder's Name **PCI**

Business Address **975 W. 1st St, Azusa CA 91702**

Telephone **562-218-0504** Email **fvillegas@lineuppci.com**

State Contractor's License No. and Class **823802**

Original Date Issued **09/09/2003** Expiration Date **09/30/2021**

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venturers, and/or corporate officers having a principal interest in this bid:

**William G. Jacob: President/Owner**  
**975 W. 1st Street, Azusa CA 91702**  
**562-218-0504**

The date of any voluntary or involuntary bankruptcy judgments against any principal having an interest in this bid are as follows:

**NONE**

All current and prior DBA's, alias, and/or fictitious business names for any principal having an interest in this bid are as follows:

**NONE**

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**BIDDERS' INFORMATION CONTINUED**



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I declare under penalty of perjury under the laws of the State of California that the above representations are true and correct.

Executed this 17 day of December, 2014, at Ames, California.



Signature and Title of Bidder William G. Jacob  
or Authorized Representative President/Owner

(NOTARY SEAL)

*See attached*

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

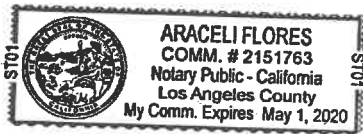
State of California )  
County of Los Angeles )  
On December 17, 2019 before me, Araceli Flores, Notary Public  
Date Here Insert Name and Title of the Officer  
personally appeared William G. Jacob  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Frank J. [Signature]  
Signature of Notary Public



*Place Notary Seal Above*

## OPTIONAL

*Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

### Description of Attached Document

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

- ☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

- ☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

**BID BOND FOR FY 2019-2020:**

**REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND**

**INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS**

**IN THE CITY OF ROLLING HILLS, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS that Bidder PCI as  
PRINCIPAL, and The Ohio Casualty Insurance Company as SURETY, are held and firmly  
bound unto the City of Rolling Hills, as AGENCY, in the penal sum of  
10% of the Total Amount of the Bid which is ten percent of the total amount bid by PRINCIPAL to  
AGENCY for the above stated project, for the payment of which sum, PRINCIPAL and SURETY  
agree to be bound, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas PRINCIPAL is about to  
submit a bid to AGENCY for the above stated project, if said bid is rejected, or is said bid is  
accepted and a contract is awarded and entered into by PRINCIPAL in the manner and time  
specified, and provides the required payment and performance bonds and insurance coverages to  
AGENCY, this obligation shall be null and void, otherwise it shall remain in full force and effect in  
favor of AGENCY.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this  
13th day of December, 2019

PRINCIPAL:

PCI

BY:

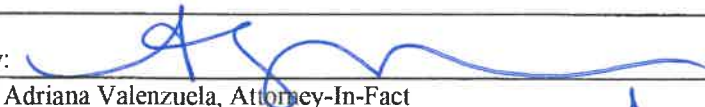


*William G. Jacob, President*

SURETY:

The Ohio Casualty Insurance Company

By:



Adriana Valenzuela, Attorney-In-Fact

Subscribed and sworn to this 13th day of December, 2019

NOTARY PUBLIC

*See attached*

(NOTARY SEAL)



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

Certificate No: 8202353-969520

## POWER OF ATTORNEY

**KNOWN ALL PERSONS BY THESE PRESENTS:** That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Lourdes Landa, Mark W. Rosskopf, Lisa Saumur, Adriana Valenzuela

all of the city of Anaheim state of California each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

**IN WITNESS WHEREOF**, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 15th day of October, 2019.



Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

By:

David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss  
County of MONTGOMERY

On this 15th day of October, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By:

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

### ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

### ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation** – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed the seals of said Companies this 13th day of December, 2019.



By:

Renee C. Llewellyn, Assistant Secretary

# California Jurat Certificate

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

# State of California

County of Orange

S.S.

Subscribed and sworn to (or affirmed) before me on this 13th day of December, 2024.

20 19, by Adriana Valenzuela and \_\_\_\_\_

\_\_\_\_\_, proved to me on the basis of \_\_\_\_\_

satisfactory evidence to be the person(s) who appeared before me.

  
\_\_\_\_\_  
Signature of Notary Public



### OPTIONAL INFORMATION

### Description of Attached Document

The certificate is attached to a document titled/for the purpose of

|  |
|--|
|  |
|--|

containing \_\_\_\_\_ pages, and dated \_\_\_\_\_

### Method of Affiant Identification

Proved to me on the basis of satisfactory evidence:

☐ form(s) of identification    ☐ credible witness(es)

Notarial event is detailed in notary journal on:

Page # \_\_\_\_\_ Entry # \_\_\_\_\_

Notary contact: \_\_\_\_\_

## Other

☐ Affiant(s) Thumbprint(s) ☐ Describe: \_\_\_\_\_

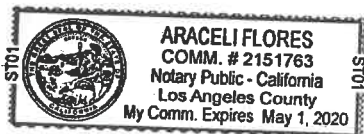


**CIVIL CODE § 1189**

State of California )  
County of Los Angeles )  
On December 17, 2019 before me, Araceli Flores, Notary Public  
Date Here Insert Name and Title of the Officer  
personally appeared William G. Jacob  
Name(s) of Signer(s)

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Signature [Signature]  
Signature of Notary Public



### OPTIONAL

Signer's Name: \_\_\_\_\_  
☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_  
 Signer Is Representing: \_\_\_\_\_

NON-COLLUSION AFFIDAVIT  
FOR FY 2019-2020

REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND

INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS

IN THE CITY OF ROLLING HILLS, CALIFORNIA

State of California )  
County of Los Angeles ) SS.

William G. Jacob, being first duly sworn, deposes

and says that he or she is President/Owner of PCI

the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly, colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Signature 

Subscribed and sworn to before me on \_\_\_\_\_  
(Date)

Signature \_\_\_\_\_

Notary Public

(NOTARY SEAL)

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

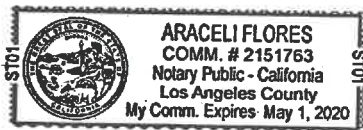
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
 County of Los Angeles )  
 On December 17, 2019 before me, Araceli Flores, Notary Public,  
 Date Here Insert Name and Title of the Officer  
 personally appeared William G. Jacob  
 Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Signature]  
 Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_  
 Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_  
 Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_  
 Signer Is Representing: \_\_\_\_\_



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**BID FOR  
FOR FY 2019-2020**

**REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND**

**INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS**

**IN THE CITY OF ROLLING HILLS, CALIFORNIA**

Bids to be received on Thursday, December 19<sup>th</sup>, 2019, at 11:00 a.m. at the City of Rolling Hills City Hall.

**Completion Time:** Thirty (30) Consecutive Working Days unless otherwise agreed upon on specific locations due to upcoming resurfacing work.

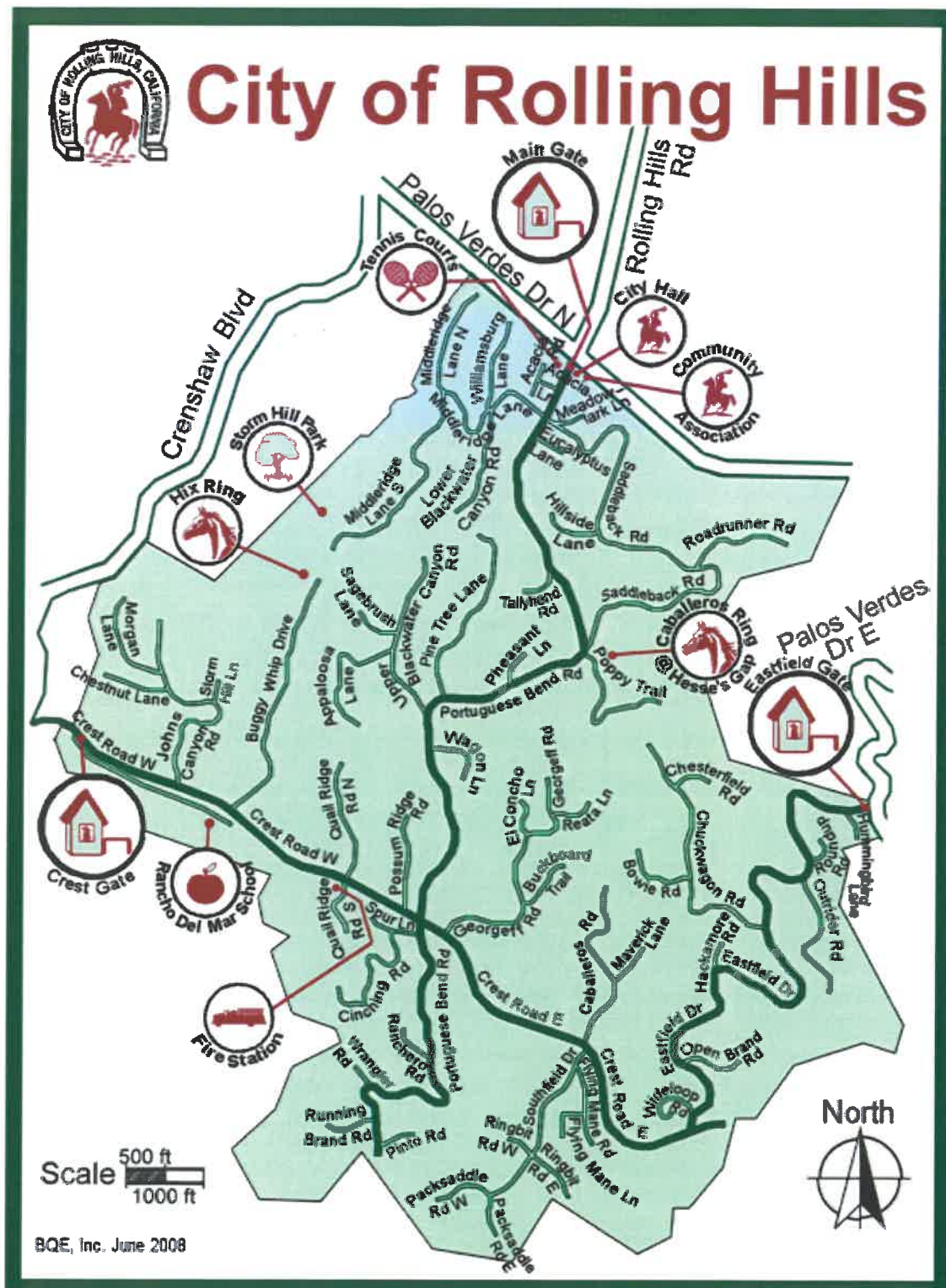
Liquidated Damages - \$250.00 Per Calendar Day

**ACKNOWLEDGEMENT**



Signature and Title of Bidder      William G. Jacob  
or Authorized Representative      President/Owner

## STREET MAP



Map is available on the City's web site at  
<http://rolling-hills.org/DocumentView.aspx?DID=5>

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**BID SCHEDULES FOR FY 2019-2020**

**REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND**

**INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS**

**IN THE CITY OF ROLLING HILLS**

## Bid Schedule A

Middleridge Lane North  
Middleridge Lane South  
Upper Blackwater Canyon Road  
Williamsburg Lane

For Items 1 -20

| ITEM NO. | DESCRIPTION  | QUANTITY | UNIT | UNIT PRICE  | AMOUNT       |
|----------|--|----------|------|-------------|--------------|
| 1        | Remove Existing Sign   | 2        | EA   | \$ 200.00   | \$ 400.00    |
| 2        | Install R1-1 Sign  | 1        | EA   | \$ 400.00   | \$ 400.00    |
| 3        | Repost Existing Sign   | 5        | EA   | \$ 150.00   | \$ 750.00    |
| 4        | Install R28 (CA) Sign with Arrow   | 2        | EA   | \$ 200.00   | \$ 400.00    |
| 5        | Install W14-1 Sign   | 2        | EA   | \$ 400.00   | \$ 800.00    |
| 6        | Install W5-1 Sign  | 0        | EA   | \$ 400.00   | \$ 0         |
| 7        | Install Type 2 Object Marker   | 1        | EA   | \$ 200.00   | \$ 200.00    |
| 8        | Install OM1-3 Object Marker  | 0        | EA   | \$ 200.00   | \$ 0         |
| 9        | Install W3-1 Sign  | 0        | EA   | \$ 200.00   | \$ 0         |
| 10       | Install OM4-3 Object Marker  | 1        | EA   | \$ 200.00   | \$ 200.00    |
| 11       | Install W1-1 Sign  | 0        | EA   | \$ 400.00   | \$ 0         |
| 12       | Install W13-1P (15) Sign   | 0        | EA   | \$ 200.00   | \$ 0         |
| 13       | Install 8" edgeline per Caltrans Standard Plan A20B, Detail 27B                  | 14,050   | LF   | \$ 1.20     | \$ 16,860.00 |
| 14       | Install Two-Direction No Passing Zone per Caltrans Standard Plan A20A, Detail 22 | 465      | LF   | \$ 2.00     | \$ 930.00    |
| 15       | Install Skip Yellow Centerline per Caltrans Standard Plan A20A, Detail 2         | 2,800    | LF   | \$ 1.00     | \$ 2,800.00  |
| 16       | Install Ladder Crosswalk per Caltrans Standard Plan A24F                         | 1        | EA   | \$ 2,000.00 | \$ 2,000.00  |
| 17       | Install White Limit Line per Caltrans Standard Plan A24E                         | 3        | EA   | \$ 200.00   | \$ 600.00    |
| 18       | Install "STOP" Pavement Marking per Caltrans Standard Plan A24D                  | 3        | EA   | \$ 300.00   | \$ 900.00    |
| 19       | Install "STOP AHEAD" Pavement Marking per Caltrans Standard Plan A24D            | 1        | EA   | \$ 800.00   | \$ 800.00    |
| 20       | Install Blue Raised Reflective Pavement Marker                                   | 13       | EA   | \$ 20.00    | \$ 260.00    |

## Bid Schedule A (Continued)

Crest Road East

For Items 21 -37

| ITEM NO.            | DESCRIPTION   | QUANTITY | UNIT | UNIT PRICE  | AMOUNT              |
|---------------------|---|----------|------|-------------|---------------------|
| 21                  | Remove Existing Sign  | 13       | EA   | \$ 200.00   | \$ 2,600.00         |
| 22                  | Install R1-1 Sign   | 12       | EA   | \$ 400.00   | \$ 4,800.00         |
| 23                  | Install R1-3P Sign  | 12       | EA   | \$ 200.00   | \$ 2,400.00         |
| 24                  | Install R11-4 Sign  | 1        | EA   | \$ 400.00   | \$ 400.00           |
| 25                  | Install 8" edgeline per Caltrans Standard Plan A20B, Detail; 27B                  | 11,370   | LF   | \$ 1.20     | \$ 13,644.00        |
| 26                  | Install Two-Direction No Passing Zone per Caltrans Standard Plan A20A, Detail; 22 | 1,195    | LF   | \$ 2.00     | \$ 2,390.00         |
| 27                  | Install Two-Direction No Passing Zone per Caltrans Standard Plan A20A, Detail; 21 | 160      | LF   | \$ 2.00     | \$ 320.00           |
| 28                  | Install Type D Marker (Two-way yellow retroreflective)                            | 56       | EA   | \$ 20.00    | \$ 1,120.00         |
| 29                  | Install Skip Yellow Centerline per Caltrans Standard Plan A20A, Detail; 2         | 4,330    | LF   | \$ 1.00     | \$ 4,330.00         |
| 30                  | Install Basic Crosswalk per Caltrans Standard Plan A24F                           | 2        | EA   | \$ 800.00   | \$ 1,600.00         |
| 31                  | Install White Limit Line per Caltrans Standard Plan A24E                          | 4        | EA   | \$ 200.00   | \$ 800.00           |
| 32                  | Install "STOP" Pavement Marking per Caltrans Standard Plan A24D                   | 5        | EA   | \$ 300.00   | \$ 1,500.00         |
| 33                  | Install "HORSE XING" Pavement Marking per Caltrans Standard Plan A24D/E           | 2        | EA   | \$ 600.00   | \$ 1,200.00         |
| 34                  | Install "STOP AHEAD" Pavement Marking per Caltrans Standard Plan A24D             | 4        | EA   | \$ 800.00   | \$ 3,200.00         |
| 35                  | Install "ROAD ENDS 500 FEET" Pavement Marking per Caltrans Standard Plan A24D/E   | 1        | EA   | \$ 1,200.00 | \$ 1,200.00         |
| 36                  | Install "ROAD ENDS" Pavement Marking per Caltrans Standard Plan A24D/E            | 1        | EA   | \$ 800.00   | \$ 800.00           |
| 37                  | Install Blue Raised Reflective Pavement Marker                                    | 6        | EA   | \$ 20.00    | \$ 120.00           |
| <b>TOTAL AMOUNT</b> |   |          |      |             | <b>\$ 70,724.00</b> |

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**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. Contractor responsible for verifying actual quantities for lump sum bid. Unit prices will be used in the event there is additions and subtractions to the scope of work.

\$

70,724.00

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TOTAL AMOUNT BID IN FIGURES (SCHEDULE A)

\$

SEVENTY THOUSAND, SEVEN HUNDRED TWENTY-FOUR DOLLARS

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TOTAL AMOUNT BID IN WORDS (SCHEDULE A)

*In the event of an inconsistency in the total bid amount in figures and the total bid amount in words, the amount in words shall prevail. In the event of an error in the mathematical calculations, the mathematically correct amount shall prevail.*



## Bid Schedule B

### Equestrian Crossings

| LOCATION | ADDRESS/<br>INTERSECTION  | NEW OR<br>EXISTING<br>CROSSING | NEEDS TO<br>BE<br>ROUGHED | PAINTING<br>REQUIRED | SIGN<br>WORK<br>REQUIRED | QUANTITY<br>/ UNIT | UNIT<br>PRICE | AMOUNT      |
|----------|---|--------------------------------|---------------------------|----------------------|--------------------------|--------------------|---------------|-------------|
| 1        | Entrance to<br>Buggy Whip Dr<br>(Crest Rd. West)                          | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$ 2,100.00   | \$ 2,100.00 |
| 2        | #5 Johns Canyon   | New                            | ✓                         | Yes                  | Yes                      | 1 EA               | \$ 2,600.00   | \$ 2,600.00 |
| 3        | Crest Road West<br>at #5 (Entrance to<br>Glory Trail)                     | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$ 2,100.00   | \$ 2,100.00 |
| 4        | Entrance to Quail<br>Ridge South<br>(Portuguese Bend<br>Road)             | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$ 2,100.00   | \$ 2,100.00 |
| 5        | Portuguese Bend/<br>Crest Rd. West<br>crosswalks on all<br>streets        | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$ 4,600.00   | \$ 4,600.00 |
| 6        | Entrance to<br>Georgeff Rd.<br>(Crest Rd. East)                           | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$ 2,100.00   | \$ 2,100.00 |
| 7        | Caballeros Rd./<br>Purple Canyon to<br>Willow Springs                     | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$ 2,100.00   | \$ 2,100.00 |
| 8        | Upper Blackwater<br>Road/ Appaloosa<br>Rd.                                | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$ 2,100.00   | \$ 2,100.00 |
| 9        | Entrance to Pine<br>Tree Lane @<br>Portuguese Bend<br>Rd. street entrance | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$ 1,600.00   | \$ 1,600.00 |
| 10       | Middleridge Lane<br>(at entrance to Sis<br>trail)                         | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$ 2,100.00   | \$ 2,100.00 |
| 11       | Entrance to<br>Williamsburg<br>Lane/ Middleridge<br>Lane                  | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$ 2,100.00   | \$ 2,100.00 |
| 12       | Saddleback/<br>Parnelli Trail at<br>#26                                   | New                            | ✓                         | Yes                  | No                       | 1 EA               | \$ 2,100.00   | \$ 2,100.00 |
| 13       | Georgeff Road /<br>Fulds Furlong<br>Crossing<br>(Existing)                | Existing                       | ✓                         | Yes                  | No                       | 1 EA               | \$ 2,100.00   | \$ 2,100.00 |
| 14       | Entrance to<br>Caballeros Rd.<br>(Crest Rd. East)<br>(Existing)           | Existing                       | ✓                         | Yes                  | No                       | 1 EA               | \$ 1,600.00   | \$ 1,600.00 |

RFB FY 2019-2020 Replacement of Traffic Striping, Pavement Markings, and Traffic Signs

|    |   |          |   |     |     |      |             |             |
|----|---|----------|---|-----|-----|------|-------------|-------------|
| 15 | Eastfield Trail #49 (Existing)                | Existing | ✓ | Yes | No  | 1 EA | \$ 2,105.00 | \$ 2,105.00 |
| 16 | Chuckwagon/ Upper Lower Willow (Existing)     | Existing | ✓ | Yes | No  | 1 EA | \$ 2,105.00 | \$ 2,105.00 |
| 17 | #20 Eastfield (Existing)                      | Existing | ✓ | Yes | Yes | 1 EA | \$ 2,600.00 | \$ 2,600.00 |
| 18 | Appaloosa Road (Existing)                     | Existing | ✓ | Yes | Yes | 1 EA | \$ 2,600.00 | \$ 2,600.00 |
| 19 | Association Entrance (existing)               | Existing | ✓ | Yes | No  | 1 EA | \$ 1,600.00 | \$ 1,600.00 |
| 20 | Acacia/ Portuguese Bend Road (existing)       | Existing | ✓ | Yes | Yes | 1 EA | \$ 2,600.00 | \$ 2,600.00 |
| 21 | Middleridge Lane/ Blackwater Trail (existing) | Existing | ✓ | Yes | Yes | 1 EA | \$ 2,600.00 | \$ 2,600.00 |
| 22 | Middleridge Lane South & North (existing)     | Existing | ✓ | Yes | No  | 1 EA | \$ 1,600.00 | \$ 1,600.00 |
| 23 | Davidson Trail/ Saddleback (existing)         | Existing | ✓ | Yes | Yes | 1 EA | \$ 2,600.00 | \$ 2,600.00 |
| 24 | Saddleback/ Poppy Trail (existing)            | Existing | ✓ | Yes | No  | 1 EA | \$ 2,105.00 | \$ 2,105.00 |
| 25 | Poppy Trail (existing) (fine)                 | Existing | ✓ | Yes | Yes | 1 EA | \$ 2,600.00 | \$ 2,600.00 |
| 26 | Portuguese Bend Above Poppy Trail (existing)  | Existing | ✓ | Yes | Yes | 1 EA | \$ 2,600.00 | \$ 2,600.00 |
| 27 | Portuguese Bend/ Pheasant Trail               | Existing | ✓ | Yes | No  | 1 EA | \$ 2,105.00 | \$ 2,105.00 |
| 28 | Wagon Lane/ Portuguese Bend Road (Fine)       | Existing | ✓ | Yes | No  | 1 EA | \$ 2,105.00 | \$ 2,105.00 |
| 29 | Upper Blackwater/ Sagebrush Lane (Fine)       | Existing | ✓ | Yes | Yes | 1 EA | \$ 2,600.00 | \$ 2,600.00 |
| 30 | Poppy Trail / Sleepy Hollow Trail             | Existing | ✓ | Yes | Yes | 1 EA | \$ 2,600.00 | \$ 2,600.00 |

|                 |  |  |  |  |  |  |              |
|-----------------|--|--|--|--|--|--|--------------|
| SUBTOTAL AMOUNT |  |  |  |  |  |  | \$ 68,500.00 |
|-----------------|--|--|--|--|--|--|--------------|



## Bid Schedule B (Continued)

### Middleridge Road and Williamsburg Lane / Lower Blackwater Canyon Road All-Way Stop Controls

| LOCATION                     | DESCRIPTION   | QUANTITY<br>/ UNIT | UNIT<br>PRICE | AMOUNT       |
|------------------------------|---|--------------------|---------------|--------------|
| Middleridge Road             | STOP bar and STOP legend at Williamsburg Lane (Heading North on Middleridge Road) <ul style="list-style-type: none"><li>• Install "STOP" Pavement Marking per Caltrans Standard Plan A24D</li><li>• Install White Limit Line per Caltrans Standard Plan A24E</li><li>• Install R1-1 Sign</li></ul>            | 1 EA               | \$<br>900.00  | \$<br>900.00 |
| Lower Blackwater Canyon Road | STOP bar and STOP legend at Middleridge Road (Heading South on Lower Blackwater Canyon Road) <ul style="list-style-type: none"><li>• Install "STOP" Pavement Marking per Caltrans Standard Plan A24D</li><li>• Install White Limit Line per Caltrans Standard Plan A24E</li><li>• Install R1-1 Sign</li></ul> | 1 EA               | \$<br>900.00  | \$<br>900.00 |

|                 |   |
|-----------------|---|
| SUBTOTAL AMOUNT | \$ <del>74,200.00</del> 1,800.00<br>DRJ |
|-----------------|---|

#### NOTES:

1. Refer to Scope of Work and General Specifications for information and requirements specific to each Horse Crossing listed in the schedule above.
2. Provide a Lump Sum bid for Bid Schedule B. Contractor responsible for verifying all quantities required for work associated with total lump sum for Bid Schedule B Unit prices will be used in the event there is additions and subtractions to the scope of work.

\$ 70,300.00  
TOTAL AMOUNT BID IN FIGURES (SCHEDULE B)

\$ SEVENTY-THOUSAND THREE HUNDRED DOLLARS.  
TOTAL AMOUNT BID IN WORDS (SCHEDULE B)

*In the event of an inconsistency in the total bid amount in figures and the total bid amount in words, the amount in words shall prevail. In the event of an error in the mathematical calculations, the mathematically correct amount shall prevail.*

CONTINUED BID SCHEDULE FY2019-2020:

REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND

INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS

IN THE CITY OF ROLLING HILLS

**On-Call Service:** Unit prices herein will apply for a 12-month period beginning with award of the bid. The City may call upon Contractor during the 12-month period for striping as needed at the per unit rates specified in the bid schedule.

CONTRACTOR:

D-R

(Signature)

DENNIS R. STERNDAHL

VICE PRESIDENT

(Name and Title)

STERNDAHL ENTERPRISES INC.

(Company)

818 834-8199 / 818 834-8618 / DENNIS@STERNDAHL.COM

(Phone, Fax, Email)

Contractor's License No.

421823

California, 18 day of DEC, 2019.

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## DESIGNATION OF SUBCONTRACTORS

**BIDDER** proposes to subcontract certain portions of the project to procure materials and equipment from suppliers and vendors as follows:

**NAME, ADDRESS, PHONE NUMBER  
SPECIALTY, LICENSE NUMBER  
OF SUBCONTRACTORS,  
SUPPLIERS & VENDORS**

**TYPE OF WORK TO BE  
COMPLETED BY  
SUBCONTRACTOR**

Name, address, phone:

NONE

Specialty:

License #:

Name, address, phone:

Specialty:

License #:

Name, address, phone:

Specialty:

License #:

Name, address, phone:

Specialty:

License #:

Name, address, phone:

Specialty:

License #:

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### BIDDER'S REFERENCES

The following are the names, addresses and phone numbers for three public agencies for which BIDDER has performed similar work within the past two years:

1. CITY OF LOS ANGELES

Name and address of owner

MANNY VARAMONTES

213 216-6239

Name and telephone number of person familiar with project

ANNUAL STRIPING MAINT. 4,000,000

ON-GOING

Contract amount/Type of work

Date completed

2. CITY OF GLENDALE

Name and address of owner

DAVID LEW

818 548-3850

Name and telephone number of person familiar with project

ANNUAL STRIPING MAINT. 200K

ON-GOING

Contract amount/Type of work

Date completed

3. CITY OF BURBANK

Name and address of owner

ARTIN MEGHERDICHIAN

818 235-3942

Name and telephone number of person familiar with project

ANNUAL STRIPING MAINT. 200K

ON-GOING

Contract amount/Type of work

Date complete

The following are the names, addresses, and phone numbers for all brokers and sureties from whom PRINCIPAL intends to procure insurance bonds:

THE BOND EXCHANGE

949 409-9705

24800 CHRYSLER DR - MISKATONUEJO, CA.

- TIM MOLEMAN

---

### **EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE**

BIDDER certifies that in all previous contracts or subcontracts, all reports which may have been due under the requirements of any Agency, State, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

### **CONTRACTOR'S LICENSE REQUIREMENT**

The undersigned certifies that he/she is aware that this contract cannot be awarded unless, at the time of the submittal of the bid, he/she is the holder of a valid California Contractor's License proper and adequate for the work required by this contract, and that the failure to obtain proper and adequate licensing for an award of the contract shall result in the forfeiture of the bidder's security.



VICE PRES.

Signature and Title of Bidder  
or Authorized Representative

## BIDDERS' INFORMATION

BIDDER certifies that the following information is true and correct:

Bidder's Name STERNAHL ENTERPRISES Inc.

Business Address 11861 BRANFORD ST.  
SUN VALLEY, CA. 91352

Telephone 818 834-9899 Email DENNY@STERNAHL.COM

State Contractor's License No. and Class 421023 , A, C-32, C31

Original Date Issued 1982 Expiration Date 4-30-20

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venturers, and/or corporate officers having a principal interest in this bid:

DENNY S. STERNHAL - PRES.

DENNY R. STERNHAL - VICE PRES.

The date of any voluntary or involuntary bankruptcy judgments against any principal having an interest in this bid are as follows:

N/A

All current and prior DBA's, alias, and/or fictitious business names for any principal having an interest in this bid are as follows:

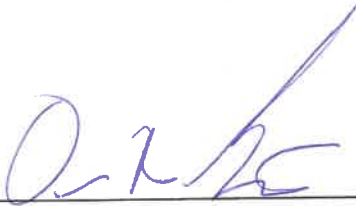
N/A

## BIDDERS' INFORMATION CONTINUED

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I declare under penalty of perjury under the laws of the State of California that the above representations are true and correct.

Executed this 18 day of DEC, 2019, at Santa Barbara, CA,  
California.

 V.P.  
Signature and Title of Bidder  
or Authorized Representative

(NOTARY SEAL)

SEE ATTACHED

**BID BOND FOR FY 2019-2020:**

**REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND**

**INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS**

**IN THE CITY OF ROLLING HILLS, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS that Bidder \_\_\_\_\_, as PRINCIPAL, and \_\_\_\_\_, as SURETY, are held and firmly bound unto the City of Rolling Hills, as AGENCY, in the penal sum of \_\_\_\_\_ which is ten percent of the total amount bid by PRINCIPAL to AGENCY for the above stated project, for the payment of which sum, PRINCIPAL and SURETY agree to be bound, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas PRINCIPAL is about to submit a bid to AGENCY for the above stated project, if said bid is rejected, or is said bid is accepted and a contract is awarded and entered into by PRINCIPAL in the manner and time specified, and provides the required payment and performance bonds and insurance coverages to AGENCY, this obligation shall be null and void, otherwise it shall remain in full force and effect in favor of AGENCY.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

PRINCIPAL:

\_\_\_\_\_  
\_\_\_\_\_

BY:

\_\_\_\_\_

SURETY:

\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_

(NOTARY SEAL)



**CALIFORNIA ALL-PURPOSE  
CERTIFICATE OF ACKNOWLEDGMENT  
(CALIFORNIA CIVIL CODE § 1189)**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

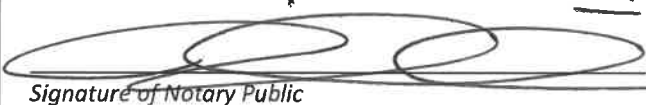
STATE OF CALIFORNIA )  
COUNTY OF Santa Barbara )

On 12/18/2019 before me, Danielle R Gutierrez, Notary Public  
(Date) (Here Insert Name and Title of the Officer)

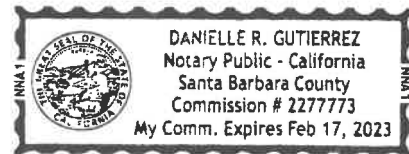
personally appeared Dennis R. Sterndahl,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument  
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

  
Signature of Notary Public

(Notary Seal)



**ADDITIONAL OPTIONAL INFORMATION**

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

Additional Information: \_\_\_\_\_

1. The first part of the text discusses the importance of maintaining accurate records of all transactions, including sales, purchases, and expenses. It emphasizes that proper record-keeping is essential for determining the correct amount of tax liability.

2. The second part of the text describes the various methods used to calculate the taxable income of an individual or a corporation. It mentions that the calculation typically involves starting with gross income and then subtracting allowable deductions and exemptions.

3. The third part of the text explains the different types of taxes that may be applicable, such as income tax, gift tax, and estate tax. It notes that the specific rules governing each type of tax can be complex and often change over time.

4. The fourth part of the text discusses the importance of seeking professional advice when dealing with tax matters. It suggests that consulting with a qualified tax professional can help individuals and businesses understand their obligations and take advantage of available tax benefits.

NON-COLLUSION AFFIDAVIT  
FOR FY 2019-2020

REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND

INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS

IN THE CITY OF ROLLING HILLS, CALIFORNIA

State of California           )  
County of Los Angeles    )    SS.

DENNIS R. STERNDAHL being first duly sworn, deposes  
and says that he or she is VILLAGE PRESIDENT of STERNDAHL ENT. INC.

the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly, colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Signature 

Subscribed and sworn to before me on \_\_\_\_\_  
(Date)

Signature \_\_\_\_\_

Notary Public

(NOTARY SEAL)

SEE ATTACHED

---

**BID FOR  
FOR FY 2019-2020**

**REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND**

**INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS**

**IN THE CITY OF ROLLING HILLS, CALIFORNIA**

Bids to be received on Thursday, December 19<sup>th</sup>, 2019, at 11:00 a.m. at the City of Rolling Hills City Hall.

**Completion Time:** Thirty (30) Consecutive Working Days unless otherwise agreed upon on specific locations due to upcoming resurfacing work.

Liquidated Damages - \$250.00 Per Calendar Day

**ACKNOWLEDGEMENT**



U/LC PRES.

Signature and Title of Bidder  
or Authorized Representative

**CALIFORNIA ALL-PURPOSE  
CERTIFICATE OF ACKNOWLEDGMENT  
(CALIFORNIA CIVIL CODE § 1189)**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

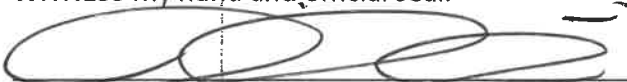
STATE OF CALIFORNIA )  
COUNTY OF Santa Barbara )

On 12/18/2019 before me, Danielle R Gutierrez, Notary Public  
(Date) (Here Insert Name and Title of the Officer)

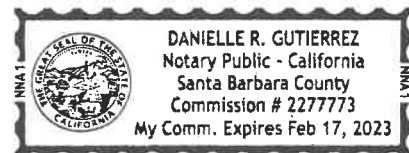
personally appeared Dennis R. Stern dahl,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument  
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

  
Signature of Notary Public

(Notary Seal)



**ADDITIONAL OPTIONAL INFORMATION**

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

Additional Information: \_\_\_\_\_



**BID BOND FOR FY 2019-2020:**

**REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND**

**INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS**

**IN THE CITY OF ROLLING HILLS, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS that Bidder Sterndahl Enterprises, Inc., as PRINCIPAL, and Liberty Mutual Insurance Company, as SURETY, are held and firmly bound unto the City of Rolling Hills, as AGENCY, in the penal sum of Ten Percent of Total Bid Amount which is ten percent of the total amount bid by PRINCIPAL to AGENCY for the above stated project, for the payment of which sum, PRINCIPAL and SURETY agree to be bound, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas PRINCIPAL is about to submit a bid to AGENCY for the above stated project, if said bid is rejected, or is said bid is accepted and a contract is awarded and entered into by PRINCIPAL in the manner and time specified, and provides the required payment and performance bonds and insurance coverages to AGENCY, this obligation shall be null and void, otherwise it shall remain in full force and effect in favor of AGENCY.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this 13th day of December, 2019

PRINCIPAL:

Sterndahl Enterprises, Inc.

BY:

SURETY:

Liberty Mutual Insurance Company

Irene Luong, Attorney-in-Fact

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_

(NOTARY SEAL)





# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

County of Orange

On December 13, 2019 before me, Robyn R. Kargari, Notary Public,  
Date Insert Name of Notary exactly as it appears on the official seal

personally appeared Irene Luong

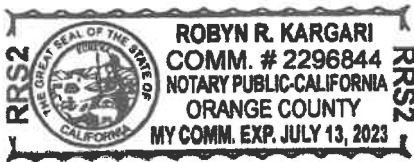
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature [Signature]  
Signature of Notary Public Robyn R. Kargari



Place Notary Seal Above

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of the form to another document.

### Description of Attached Document

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner ☐ Limited ☐ General  
☐ Attorney in Fact  
☐ Trustee  
☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER

Top of thumb here

Signer is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner ☐ Limited ☐ General  
☐ Attorney in Fact  
☐ Trustee  
☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER

Top of thumb here

Signer is Representing: \_\_\_\_\_





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

Certificate No: **8201469-024096**

## POWER OF ATTORNEY

**KNOWN ALL PERSONS BY THESE PRESENTS:** That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Stephanie Hoang, Irene Luong, James W. Moilanen, Yung T. Mullick, P. Austin Neff

all of the city of Mission Viejo state of California each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 26th day of June, 2019.



Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

By:

*David M. Carey*  
David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss  
County of MONTGOMERY

On this 26th day of June, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By:

*Teresa Pastella*  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

### ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

### ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation** – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 13th day of December, 2019.



By:

*Renee C. Llewellyn*  
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



Nº 2131

STATE OF CALIFORNIA  
DEPARTMENT OF INSURANCE  
SAN FRANCISCO

AMENDED

Certificate of Authority

THIS IS TO CERTIFY, That, pursuant to the Insurance Code of the State of California,

LIBERTY MUTUAL INSURANCE COMPANY

of BOSTON, MASSACHUSETTS, organized under the  
laws of MASSACHUSETTS, subject to its Articles of Incorporation or  
other fundamental organizational documents, is hereby authorized to transact within this State, subject  
to all provisions of this Certificate, the following classes of insurance: FIRE, MARINE, SURETY,  
DISABILITY, PLATE GLASS, LIABILITY, WORKMEN'S COMPENSATION, COMMON  
CARRIER LIABILITY, BOILER AND MACHINERY, BURGLARY, CREDIT, SPRINKLER,  
TEAM AND VEHICLE, AUTOMOBILE, AIRCRAFT and MISCELLANEOUS

as such classes are now or may hereafter be defined in the Insurance Laws of the State of California.

THIS CERTIFICATE is expressly conditioned upon the holder hereof now and hereafter being in full  
compliance with all, and not in violation of any, of the applicable laws and lawful requirements made  
under authority of the laws of the State of California as long as such laws or requirements are in effect  
and applicable, and as such laws and requirements now are, or may hereafter be changed or amended.

IN WITNESS WHEREOF, effective as of the 15TH day  
of NOVEMBER, 1961, I have hereunto  
set my hand and caused my official seal to be affixed this 15TH  
day of NOVEMBER, 1961.



F. BRITTON McCONNELL  
Insurance Commissioner

By

*John H. Anderson*  
Deputy



CONTRACT AGREEMENT  
FOR FY 2019-2020

REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND

INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS

IN THE CITY OF ROLLING HILLS, CALIFORNIA

THIS CONTRACT AGREEMENT is made and entered into for the above stated project this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, BY AND BETWEEN the City of Rolling Hills as AGENCY, and PCI, as CONTRACTOR.

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

**ARTICLE 1**

The contract documents for the aforesaid project shall consist of the Notice Inviting Sealed Bids, Instructions to Bidders, Bid, Standard Specifications, Special Provisions, and all referenced specifications, details, standard drawings, and appendices; together with three (3) signed copies of the Contract Agreement, three (3) signed copies of required bonds, one (1) copy of the certificates (including Endorsement Form CG 20-10-11-85), permits, notices, and affidavits; and also including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to insure its completion in an acceptable manner. All of the provisions of said contract documents are made a part hereof as though fully set forth herein.

**ARTICLE II**

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and perform all work required for the above stated project, and to fulfill all other obligations as set forth in the aforesaid contract documents.

**ARTICLE III**

CONTRACTOR agrees to receive and accept the prices set forth in the Bid as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. Said compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid contract documents; and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks for any description connected with the work.

**On-Call Service:** Unit prices herein will apply for a 12-month period beginning with award of the bid. The City may call upon Contractor during the 12-month period for striping as needed at the per unit rates specified in the bid schedule.

#### **ARTICLE IV**

AGENCY hereby promises and agrees to employ, and does hereby employ, CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices aforesaid, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in the contract documents.

**PERSONNEL:** Contractor shall provide at all times sufficient personnel and flag men with the skills and experience necessary to perform the various activities for the full performance of this work. All personnel provided for the performance of this Agreement shall be employees of the Contractor and Contractor shall assume payment of all wages, taxes and all other employee costs, unless otherwise provided.

On-site personnel shall wear identifiable company uniforms including shirts, jackets, and caps, as necessary.

Frequent inspections of the site shall be made by an appropriate Supervisor of the Contractor to assure adherence to schedules and policies by the crews performing the work. Area Supervisors shall be available to attend job walks with the City Manager or representative as necessary.

Contractor shall provide and designate one-person as the designated City contact.

#### **ARTICLE V**

CONTRACTOR acknowledges that this contract is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing the Section 1720) of the California Labor Code relating to public works and public agencies and agrees to be bound by all the provisions thereof as though set forth in full herein.

CONTRACTOR is aware of the requirements of California Labor Code Section 1720 et seq., and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. Since the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, CONTRACTOR agrees to fully comply with such Prevailing Wage Laws. AGENCY shall provide CONTRACTOR with a copy of the prevailing rates of per diem wages in effect at the commencement of this Contract upon request. CONTRACTOR shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at CONTRACTOR's principal place of business and at the project site. CONTRACTOR shall defend, indemnify and hold the AGENCY, its officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. CONTRACTOR and any subcontractor shall forfeit a penalty of up to \$200 per calendar day or portion thereof for each worker paid less than the prevailing wage rates.

When CONTRACTOR employs workmen in an apprenticeable craft or trade, CONTRACTOR shall comply with the provisions of Section 1777.5 of the California Labor Code with respect to the employment of properly registered apprentices upon public works. The primary responsibility for



compliance with said section for all apprenticeable occupations shall be with CONTRACTOR. The CONTRACTOR or any subcontractor that is determined by the Labor Commissioner to have knowingly violated Section 1777.5 shall forfeit as a civil penalty an amount not exceeding \$100 for each full calendar day of noncompliance, or such greater amount as provided by law.

CONTRACTOR agrees to comply with the provisions of California Labor Code Section 1813 concerning penalties for workers who work excess hours. The CONTRACTOR shall, as a penalty to the AGENCY, forfeit twenty-five dollars (\$25) for each worker employed in the execution of the contract by the CONTRACTOR or by any subcontractor for each calendar day during which such worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code.

CONTRACTOR and each subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. The payroll records shall be certified and shall be available for inspection at all reasonable hours at the principal office of CONTRACTOR in the manner provided in Labor Code section 1776. In the event of noncompliance with the requirements of this section, CONTRACTOR shall have 10 days in which to comply subsequent to receipt of written notice specifying in what respects such CONTRACTOR must comply with this section. Should noncompliance still be evident after such 10-day period, CONTRACTOR shall, as a penalty to AGENCY, forfeit not more than \$100.00 for each calendar day or portion thereof, for each worker, until strict compliance is effectuated. The amount of the forfeiture is to be determined by the Labor Commissioner. A contractor who is found to have violated the provisions of law regarding wages on Public Works with the intent to defraud shall be ineligible to bid on Public Works contracts for a period of one to three years as determined by the Labor Commissioner. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, such penalties shall be withheld from progress payments then due. The responsibility for compliance with this section is on CONTRACTOR. The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

In accordance with California Labor Code Section 1860 and 3700, every Contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, CONTRACTOR, by signing this contract certifies as follows: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations (DIR). No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the DIR to perform public work. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public

works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

This Project is subject to compliance monitoring and enforcement by the DIR. It shall be the CONTRACTOR's sole responsibility to evaluate and pay the cost of complying with all labor compliance requirements under this Contract and applicable law. Any stop orders issued by the DIR against CONTRACTOR or any subcontractor that affect CONTRACTOR's performance of Work, including any delay, shall be CONTRACTOR's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered CONTRACTOR caused delay subject to any applicable liquidated damages and shall not be compensable by the AGENCY. CONTRACTOR shall defend, indemnify and hold AGENCY, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the DIR against CONTRACTOR or any subcontractor.

Any ineligible contractor or subcontractor pursuant to Labor Code Sections 1777.1 and 1777.7 may not perform work on this Project.

Contractor represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

By executing this Contract, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subcontractors and sub-subcontractors to comply with the same.

## **ARTICLE VI**

With respect to performance of work under this contract, CONTRACTOR shall maintain and shall require all of its subcontractors to maintain insurance as required in the Standard Specifications of the Project Specifications.

## **ARTICLE VII**

**CONTRACTOR'S LIABILITY:** The City of Rolling Hills and its officers, agents and employees ("Indemnitees") shall not be answerable or accountable in any manner for any loss or damage that may happen to the work or any part thereof, or for any of the materials or other things used or employed in performing the work; or for injury or damage to any person or persons, either workers or employees of CONTRACTOR, of its subcontractors or the public, or for damage to adjoining or other property from any cause whatsoever arising out of or in connection with the performance of the work. CONTRACTOR shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever.

To the fullest extent permitted by law, CONTRACTOR will indemnify Indemnities against and will hold and save Indemnitees harmless from any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, AGREEMENT FY 2019-2020 Replacement of Traffic Striping, Pavement Markings, and Traffic Signs

entity, corporation, political subdivision, or other organization arising out of or in connection with the work, operation, or activities of CONTRACTOR, its agents, employees, subcontractors or invitees provided for herein, whether or not there is concurrent passive negligence on the part of City. In connection therewith:

- a. CONTRACTOR will defend any action or actions filed in connection with any such claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorneys' fees, expert fees and costs incurred in connection therewith.
- b. CONTRACTOR will promptly pay any judgment rendered against CONTRACTOR or Indemnitees covering such claims, damages, penalties, obligations and liabilities arising out of or in connection with such work, operations or activities of CONTRACTOR hereunder, and CONTRACTOR agrees to save and hold the Indemnitees harmless therefrom.
- c. In the event Indemnitees are made a party to any action or proceeding filed or prosecuted against CONTRACTOR for damages or other claims arising out of or in connection with the work, operation or activities hereunder, CONTRACTOR agrees to pay to Indemnitees and any all costs and expenses incurred by Indemnitees in such action or proceeding together with reasonable attorneys' fees.

Contractor's obligations under this section apply regardless of whether or not such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of City under any provision of this agreement, to the extent required by Civil Code section 2782, Contractor shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of City.

So much of the money due to CONTRACTOR under and by virtue of the contract as shall be considered necessary by City may be retained by City until disposition has been made of such actions or claims for damages as aforesaid.

It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law.

This indemnity is effective without reference to the existence or applicability of any insurance coverage which may have been required under this Agreement or any additional insured endorsements which may extend to Indemnitees.

CONTRACTOR, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the CONTRACTOR regardless of any prior, concurrent, or subsequent passive negligence by the Indemnitees.

#### **ARTICLE VIII**

This contract is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported assignment or delegation of any of the rights of obligations of either party without the prior written consent of the other shall be void and of not force and effect.

#### **ARTICLE IX**

In any action brought to declare the rights granted herein or to enforce any of the terms of this contract, the prevailing party shall be entitled to an award of reasonable attorney's fees in an amount determined by the court.

#### **ARTICLE X**

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

#### **ARTICLE XI**

The CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special, or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes and operations incidental to or involved in this contract. The CONTRACTOR is responsible for ascertaining and arranging to pay them. The prices established in this contract shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect of the bid opening date.

#### **ARTICLE XII**

All notices and communications shall be sent to the parties at the following address:

CITY:                      City Manager  
                                City of Rolling Hills  
                                2 Portuguese Bend Road  
                                Rolling Hills, CA 90274

#### **ARTICLE XIII**

This contract supersedes any and all other agreements either oral or written, between the parties and

contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this contract acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statements or promise not contained in this contract shall not be valid or binding. Any modification of this contract will be effective only if signed by the party to be charged.

## **ARTICLE XIV**

**Insurance coverages** shall be provided by CONTRACTOR as follows:

CONTRACTOR shall, at his expense, obtain and keep in force during the term of this Agreement, all policies specified below.

**Self Insured Retention / Deductibles.** All policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention (“SIR”) and/or deductible of the policy in lieu of the CONTRACTOR (as the named insured) should CONTRACTOR fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. CONTRACTOR understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONTRACTOR as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on CONTRACTOR’s behalf upon the CONTRACTOR’s failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against CONTRACTOR for breach of this Agreement in addition to any other damages incurred by City due to the breach.

### **Contractor shall maintain and deliver copies of its**

- Comprehensive General Liability Insurance
- Products/Completed Operations Hazard
- Comprehensive Automobile Liability Insurance. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- Contractual General Liability
- Workers’ Compensation Insurance covering its employees for injuries arising out of and in the course of their employment

The liability insurance coverage values are hereby established to be:

| Insurance Coverage Requirements      | Limit Requirement |
|--------------------------------------|-------------------|
| Comprehensive General Liability      | \$ 2,000,000      |
| Products/Completed Operations Hazard | \$ 2,000,000      |
| Comprehensive Automobile Liability   | \$ 2,000,000      |
| Contractual General Liability        | \$ 2,000,000      |
| Worker’s Compensation Insurance      | \$1,000,000       |

The City, its officers, employees and agents, shall be named as additional insured on all such policies. Each policy of insurance shall contain a clause prohibiting cancellation, modification or lapse without (30) days prior written notice having been given to the City. All insurance policies shall be subject to approval by the City Attorney and certificates evidencing such policies shall be provided to the City concurrently with the filing of all required bonds. **The General Aggregate Limits must apply “per project”.**

A combined single limit policy with aggregate limits in the amount of \$3,000,000 will be

considered equivalent to the required minimum limits. **The General Aggregate Limits must apply “per project”.**

In addition, Contractor shall take and assume all responsibility for the work as stated herein and/or shown on the plans and specifications.

The Contractor shall bear all losses and damages directly or indirectly resulting to him, to the Agency, its officers, employees, and agents, or to others on account of the performance or character of the work, unforeseen difficulties, accidents or any other causes whatsoever.

If Contractor, for any reason, fails to maintain insurance coverage, which is required pursuant to this Agreement, the same shall be deemed a material breach of this Agreement. City, at its sole option, may forthwith terminate this Agreement and obtain damages from the Contractor resulting from said breach. Alternatively, City may purchase such required insurance coverage, and without further notice to Contractor, City may deduct from sums due to Contractor any premium costs advanced by City for such insurance.

Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorneys' fees incurred in connection herewith;

Contractor will promptly pay any judgment rendered against City, its officers, agents or employees for any such claims, penalties, obligations or liabilities; and,

In the event City, its officers, agents or employees are made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence or wrongful acts of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by City, its officers, agents of employees in such action or proceeding, including by not limited to, reasonable attorneys' fees.

## **ARTICLE XV**

If the total contract price exceeds \$25,000 and if the Work governed by this Contract entails excavation of any trench or trenches five (5) feet or more in depth, Contractor shall comply with all applicable provisions of the California Labor Code, including Section 6705. To this end, Contractor shall submit for Agency's review and approval a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer.

As required by California Public Contract Code Section 7104, if this Contract involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, Contractor shall promptly, and prior to disturbance of any conditions, notify Agency of: (1) any material discovered in excavation that Contractor believes to be a hazardous waste that is required to be removed to a Class I, Class II or Class III disposal site; (2) subsurface or latent physical conditions at the site differing from those indicated by Agency; and (3) unknown physical conditions of an unusual nature at the site, significantly different from those ordinarily encountered in such contract

work. Upon notification, Agency shall promptly investigate the conditions to determine whether a change order is appropriate. In the event of a dispute, Contractor shall not be excused from any scheduled completion date and shall proceed with all Work to be performed under the Contract, but shall retain all rights provided by the Contract or by law for making protests and resolving the dispute.

To the extent required by Section 4215 of the California Government Code, Agency shall compensate Contractor for the costs of: (1) locating and repairing damage to underground utility facilities not caused by the failure of Contractor to exercise reasonable care; (2) removing or relocating underground utility facilities not indicated in the construction drawings; and (3) equipment necessarily idled during such work. Contractor shall not be assessed liquidated damages for delay caused by failure of Agency to provide for removal or relocation of such utility facilities.

Contractor warrants all Work under the Contract (which for purposes of this Section shall be deemed to include unauthorized work which has not been removed and any non-conforming materials incorporated into the Work) to be of good quality and free from any defective or faulty material and workmanship. Contractor agrees that for a period of one year (or the period of time specified elsewhere in the Contract or in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the Work, whichever is later) after the date of final acceptance, Contractor shall within ten (10) days after being notified in writing by the Agency of any defect in the Work or non-conformance of the Work to the Contract, commence and prosecute with due diligence all Work necessary to fulfill the terms of the warranty at its sole cost and expense. Contractor shall act sooner as requested by the Agency in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the Work (or work of other contractors) damaged by its defective Work or which becomes damaged in the course of repairing or replacing defective Work. For any Work so corrected, Contractor's obligation hereunder to correct defective Work shall be reinstated for an additional one year period, commencing with the date of acceptance of such corrected Work. Contractor shall perform such tests as the Agency may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements comply with the requirements of the Contract. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstitution of equipment and materials necessary to gain access, shall be the sole responsibility of Contractor. All warranties and guarantees of subcontractors, suppliers and manufacturers with respect to any portion of the Work, whether express or implied, are deemed to be obtained by Contractor for the benefit of the Agency, regardless of whether or not such warranties and guarantees have been transferred or assigned to the Agency by separate agreement and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of the Agency. In the event that Contractor fails to perform its obligations under this Section, or under any other warranty or guaranty under this Contract, to the reasonable satisfaction of the Agency, the Agency shall have the right to correct and replace any defective or non-conforming Work and any work damaged by such work or the replacement or correction thereof at Contractor's sole expense. Contractor shall be obligated to fully reimburse the Agency for any expenses incurred hereunder upon demand.

This Contract may be terminated by Agency at any time, either with or without cause, by giving Contractor three (3) days advance written notice. In the event of termination by Agency for any reason other than the fault of Contractor, Agency shall pay Contractor for all Work performed up to that time as provided herein. In the event of breach of the Contract by Contractor, Agency may terminate the Contract immediately without notice, may reduce payment to Contractor in the amount

AGREEMENT FY 2019-2020 Replacement of Traffic Striping, Pavement Markings, and Traffic Signs



necessary to offset Agency's resulting damages, and may pursue any other available recourse against Contractor. Contractor may not terminate this Contract except for cause. In the event this Contract is terminated in whole or in part as provided, Agency may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated. Further, if this Contract is terminated as provided, Agency may require Contractor to provide all finished or unfinished documents, data, diagrams, drawings, materials or other matter prepared or built by Contractor in connection with its performance of this Contract.

This provision shall be operative if this Contract Agreement is applicable to California Public Contract Code Section 7103.5. In entering into this Contract Agreement to supply goods, services or materials, Contractor hereby offers and agrees to assign to the Agency all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code) arising from purchases of goods, services, or materials pursuant to the Contract Agreement. This assignment shall be made and become effective at the time the Agency tender final payment to Contractor, without further acknowledgment by the Parties.

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

## **ARTICLE XVI**

Intent. Effective January 1, 1991, Section 20104 et seq., of the California Public Contract Code prescribes a process utilizing informal conferences, non-binding judicial supervised mediation, and judicial arbitration to resolve disputes on construction claims of \$375,000 or less. Effective January 1, 2017, Section 9204 of the Public Contract Code prescribes a process for negotiation and mediation to resolve disputes on construction claims. The intent of this Section is to implement Sections 20104 et seq. and Section 9204 of the California Public Contract Code. This Section shall be construed to be consistent with said statutes.

Claims. For purposes of this Section, "Claim" means a separate demand by the Contractor, after a change order duly requested in accordance with the terms of this Contract has been denied by the Agency, for (A) a time extension, (B) payment of money or damages arising from Work done by or on behalf of the Contractor pursuant to the Contract, or (C) an amount the payment of which is disputed by the Agency. A "Claim" does not include any demand for payment for which the Contractor has failed to provide notice, request a change order, or otherwise failed to follow any procedures contained in the Contract Documents. Claims governed by this Section may not be filed unless and until the Contractor completes all procedures for giving notice of delay or change and for the requesting of a time extension or change order, including but not necessarily limited to the change order procedures contained herein, and Contractor's request for a change has been denied in whole or in part. Claims governed by this Section must be filed no later than fourteen (14) days after a request for change has been denied in whole or in part or after any other event giving rise to the Claim. The Claim shall be submitted in writing to the Agency and shall include on its first page the following in 16 point capital font: "THIS IS A CLAIM." Furthermore, the claim shall include AGREEMENT FY 2019-2020 Replacement of Traffic Striping, Pavement Markings, and Traffic Signs

the documents necessary to substantiate the claim. Nothing in this Section is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims, including all requirements pertaining to compensation or payment for extra Work, disputed Work, and/or changed conditions. Failure to follow such contractual requirements shall bar any claims or subsequent lawsuits for compensation or payment thereon.

Supporting Documentation. The Contractor shall submit all claims in the following format:

Summary of claim merit and price, reference Contract Document provisions pursuant to which the claim is made

List of documents relating to claim:

- Specifications
- Drawings
- Clarifications (Requests for Information)
- Schedules
- Other

Chronology of events and correspondence

Analysis of claim merit

Analysis of claim cost

Time impact analysis in CPM format

If Contractor's claim is based in whole or in part on an allegation of errors or omissions in the Drawings or Specifications for the Project, Contractor shall provide a summary of the percentage of the claim subject to design errors or omissions and shall obtain a certificate of merit in support of the claim of design errors and omissions.

Cover letter and certification of validity of the claim, including any claims from subcontractors of any tier, in accordance with Government Code section 12650 *et seq.*

Agency's Response. Upon receipt of a claim pursuant to this Section, Agency shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the Contractor a written statement identifying what portion of the claim is disputed and what portion is undisputed. Any payment due on an undisputed portion of the claim will be processed and made within 60 days after the public entity issues its written statement.

If Agency needs approval from its governing body to provide the Contractor a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, Agency shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the Contractor a written statement identifying the disputed portion and the undisputed portion.

Within 30 days of receipt of a claim, Agency may request in writing additional documentation supporting the claim or relating to defenses or claims Agency may have against the Contractor. If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of Agency and the Contractor.

Agency's written response to the claim, as further documented, shall be submitted to the Contractor within 30 days (if the claim is less than \$50,000, within 15 days) after receipt of the further documentation, or within a period of time no greater than that taken by the Contractor in producing the additional information or requested documentation, whichever is greater.

Meet and Confer. If the Contractor disputes Agency's written response, or Agency fails to respond within the time prescribed, the Contractor may so notify Agency, in writing, either within 15 days of receipt of Agency's response or within 15 days of Agency's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand, Agency shall schedule a meet and confer conference within 30 days for settlement of the dispute.

Mediation. Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, Agency shall provide the Contractor a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after Agency issues its written statement. Any disputed portion of the claim, as identified by the Contractor in writing, shall be submitted to nonbinding mediation, with Agency and the Contractor sharing the associated costs equally. Agency and Contractor shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing, unless the parties agree to select a mediator at a later time.

If the Parties cannot agree upon a mediator, each Party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each Party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator.

For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the Parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

Unless otherwise agreed to by Agency and the Contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

The mediation shall be held no earlier than the date the Contractor completes the Work or the date that the Contractor last performs Work, whichever is earlier. All unresolved claims shall be considered jointly in a single mediation, unless a new unrelated claim arises after mediation is completed.

Procedures After Mediation. If following the mediation, the claim or any portion remains in dispute, the Contractor must file a claim pursuant to Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the Contractor submits his or her written claim pursuant to subdivision (a) until the time the claim is denied, including any period of time utilized by the meet and confer conference or mediation.

Civil Actions. The following procedures are established for all civil actions filed to resolve claims subject to this Section:

Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to non-binding mediation unless waived by mutual stipulation of both parties or unless mediation was held prior to commencement of the action in accordance with Public Contract Code section 9204 and the terms of these procedures.. The mediation process shall provide for the selection within 15 days by both parties of a disinterested third person as mediator, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court.

If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1114.11 of that code. The Civil Discovery Act of 1986 (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, (A) arbitrators shall, when possible, be experienced in construction law, and (B) any party appealing an arbitration award who does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, also pay the attorney's fees on appeal of the other party.

Government Code Claims. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Contractor must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the Agency. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the Agency. A Government Code claim must be filed no earlier than the date the work is completed or the date the Contractor last performs work on the Project, whichever occurs first. A Government Code claim shall be inclusive of all unresolved claims unless a new unrelated claim arises after the Government Code claim is submitted.

Non-Waiver. Agency's failure to respond to a claim from the Contractor within the time periods described in this Section or to otherwise meet the time requirements of this Section shall result in the claim being deemed rejected in its entirety. Agency's failure to respond shall not waive Agency's rights to any subsequent procedures for the resolution of disputed claims.

**ARTICLE XVII**

Time is of the essence in the performance of this Contract.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Los Angeles, State of California.

CONTRACTOR affirms that the signatures, titles and seals set forth hereinafter in execution of this Contract Agreement represent all individuals, firm members, partners, joint ventures, and/or corporate officers having a principal interest herein.

No act by the Agency, or its representatives in processing or accepting any plans, in releasing any bond, in inspecting or accepting any work, or of any other nature, shall in any respect relieve the Contractor or anyone else from any legal responsibility, obligation or liability he might otherwise have.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Contract Agreement to be executed in triplicate by setting hereunto their names, titles, hands, and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CONTRACTOR:

\_\_\_\_\_  
(Company Name)  
\_\_\_\_\_  
(Name and Title)

Contractor's License No. \_\_\_\_\_

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC \_\_\_\_\_

(NOTARY SEAL)

AGENCY: \_\_\_\_\_

*Agreement*

---

Elaine Jeng, City Manager

Date

ATTESTED:

\_\_\_\_\_  
Yohana Coronel, City Clerk

\_\_\_\_\_  
Date

(EXECUTE IN TRIPLICATE)

FAITHFUL PERFORMANCE BOND  
FOR FY 2019-2020

REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND

INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS

IN THE CITY OF ROLLING HILLS, CALIFORNIA

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WHEREAS, the City of Rolling Hills (hereinafter referred to as "City") has awarded to \_\_\_\_\_, (hereinafter referred to as the "Contractor") \_\_\_\_\_ an agreement for \_\_\_\_\_ (hereinafter referred to as the "Project").

WHEREAS, the work to be performed by the Contractor is more particularly set forth in the Contract Documents for the Project dated \_\_\_\_\_, (hereinafter referred to as "Contract Documents"), the terms and conditions of which are expressly incorporated herein by reference; and

WHEREAS, the Contractor is required by said Contract Documents to perform the terms thereof and to furnish a bond for the faithful performance of said Contract Documents.

NOW, THEREFORE, we, \_\_\_\_\_, the undersigned Contractor and \_\_\_\_\_ as Surety, a corporation organized and duly authorized to transact business under the laws of the State of California, are held and firmly bound unto the City in the sum of \_\_\_\_\_ DOLLARS, (\$\_\_\_\_\_), said sum being not less than one hundred percent (100%) of the total amount of the Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that, if the Contractor, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the Contract Documents and any alteration thereof made as therein provided, on its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill all obligations including the one-year guarantee of all materials and workmanship; and shall indemnify and save harmless the City, its officers and agents, as stipulated in said Contract Documents, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a condition precedent to the satisfactory completion of the Contract Documents, unless otherwise provided for in the Contract Documents, the above obligation shall hold good for a period of one (1) year after the acceptance of the work by City, during which time if Contractor shall fail to make full, complete, and satisfactory repair and replacements and totally protect the City from loss or damage resulting from or caused by defective materials or faulty workmanship, Surety shall

undertake and faithfully fulfill all such obligations. The obligations of Surety hereunder shall continue so long as any obligation of Contractor remains. Nothing herein shall limit the City's rights or the Contractor or Surety's obligations under the Contract, law or equity, including, but not limited to, California Code of Civil Procedure section 337.15.

Whenever Contractor shall be, and is declared by the City to be, in default under the Contract Documents, the Surety shall remedy the default pursuant to the Contract Documents, or shall promptly, at the City's option:

- (1) Take over and complete the Project in accordance with all terms and conditions in the Contract Documents; or
- (2) Obtain a bid or bids for completing the Project in accordance with all terms and conditions in the Contract Documents and upon determination by Surety of the lowest responsive and responsible bidder, arrange for a Contract between such bidder, the Surety and the City, and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the City under the Contract and any modification thereto, less any amount previously paid by the City to the Contractor and any other set offs pursuant to the Contract Documents.
- (3) Permit the City to complete the Project in any manner consistent with local, California and federal law and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the City under the Contract and any modification thereto, less any amount previously paid by the City to the Contractor and any other set offs pursuant to the Contract Documents.

Surety expressly agrees that the City may reject any contractor or subcontractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Contractor.

Surety shall not utilize Contractor in completing the Project nor shall Surety accept a bid from Contractor for completion of the Project if the City, when declaring the Contractor in default, notifies Surety of the City's objection to Contractor's further participation in the completion of the Project.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project, including but not limited to the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_).



(Corporate Seal)

\_\_\_\_\_  
Contractor/ Principal

By \_\_\_\_\_

Title \_\_\_\_\_

(Corporate Seal)

\_\_\_\_\_  
Surety

By \_\_\_\_\_  
Attorney-in-Fact

Signatures of those signing for the Contractor and Surety must be notarized and evidence of corporate authority attached.

(Attach Attorney-in-Fact Certificate) Title \_\_\_\_\_

The rate of premium on this bond is \_\_\_\_\_ per thousand. The total amount of premium charges, \$\_\_\_\_\_.  
(The above must be filled in by corporate attorney.)

**THIS IS A REQUIRED FORM**

Any claims under this bond may be addressed to:

(Name and Address of Surety) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and Address of Agent or Representative for service of process in California, if different from above) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Telephone number of Surety and Agent or Representative for service of process in California) \_\_\_\_\_  
\_\_\_\_\_

NOTE: A copy of the Power-of-Attorney authorizing the person signing on behalf of the Surety to do so must be attached hereto.

(EXECUTE IN TRIPLICATE)

PAYMENT BOND  
FOR FY 2019-2020:

REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND

INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS

IN THE CITY OF ROLLING HILLS, CALIFORNIA

KNOW ALL MEN BY THESE PRESENTS That

WHEREAS, the City of Rolling Hills (hereinafter designated as the "City"), by action taken or a resolution passed \_\_\_\_\_, 20\_\_\_\_ has awarded to \_\_\_\_\_ hereinafter designated as the "Principal," a contract for the work described as follows:

\_\_\_\_\_ (the "Project"); and

WHEREAS, the work to be performed by the Principal is more particularly set forth in the Contract Documents for the Project dated \_\_\_\_\_ ("Contract Documents"), the terms and conditions of which are expressly incorporated by reference; and

WHEREAS, said Principal is required to furnish a bond in connection with said contract; providing that if said Principal or any of its Subcontractors shall fail to pay for any materials, provisions, provender, equipment, or other supplies used in, upon, for or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, or for amounts due under the Unemployment Insurance Code or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of said Principal and its Subcontractors with respect to such work or labor the Surety on this bond will pay for the same to the extent hereinafter set forth.

NOW THEREFORE, we, the Principal and \_\_\_\_\_ as Surety, are held and firmly bound unto the City in the penal sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, his or its subcontractors, heirs, executors, administrators, successors or assigns, shall fail to pay any of the persons named in Section 9100 of the Civil Code, fail to pay for any materials, provisions or other supplies, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department or Franchise Tax Board from the wages of employees of the contractor and his subcontractors pursuant to Section 18663 of the Revenue and Taxation Code, with respect to such work and labor the Surety or Sureties will pay for the same, in an amount not exceeding the sum herein above specified.

This bond shall inure to the benefit of any of the persons named in Section 9100 of the Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety on this bond shall not be exonerated or released from the obligation of this bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described, or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement herein above described, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the owner or City and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 9100 of the Civil Code, and has not been paid the full amount of his claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned and the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Corporate Seal)

\_\_\_\_\_  
Contractor/ Principal

By \_\_\_\_\_

Title \_\_\_\_\_

(Corporate Seal)

\_\_\_\_\_  
Surety

By \_\_\_\_\_

Attorney-in-Fact

Title \_\_\_\_\_

Signatures of those signing for the Contractor and Surety must be notarized and evidence of corporate authority attached. A Power-of-Attorney authorizing the person signing on behalf of the Surety to do so must be attached hereto.

NOTE: A copy of the Power-of-Attorney authorizing the person signing on behalf of the Surety to do so must be attached hereto.

(EXECUTE IN TRIPLICATE)

MAINTENANCE BOND  
FOR FY 2019-2020

REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND

INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS

IN THE CITY OF ROLLING HILLS, CALIFORNIA

KNOW ALL PERSON BY THESE PRESENTS THAT WHEREAS, the City of Rolling Hills as AGENCY has awarded to \_\_\_\_\_, as Contractor, a contract for the above stated project; and

WHEREAS, said Contractor is required to furnish a bond in connection with said contract guaranteeing maintenance thereof:

NOW, THEREFORE, we, the undersigned Contractor and Surety, are held firmly bound unto AGENCY in the sum of \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (\$\_\_\_\_\_), which is ten (10%) percent of the total contract amount for the above stated project to be paid to AGENCY, its successors and assigns, for which payment well and truly be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT IS SAID contractor shall remedy without cost to AGENCY any defects which may develop during a period of one (1) year from the date of recordation of the Notice of Completion of the work performed under said contract, provided such defects are caused by defective or inferior materials or work, then this obligation shall be void; otherwise it shall be and remain in full force and effect. In case suit is brought upon this bond, the said SURETY will pay a reasonable attorneys fee to the owner in an amount to be fixed by the court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CONTRACTOR\*

\_\_\_\_\_  
\_\_\_\_\_

SURETY\*

\_\_\_\_\_  
\_\_\_\_\_

(EXECUTE IN TRIPLICATE)

SCOPE OF WORK AND GENERAL SPECIFICATIONS  
FOR FY 2019-2020

REPLACEMENT OF TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS; AND

INSTALLATION OF NEW TRAFFIC STRIPING,  
PAVEMENT MARKINGS, AND TRAFFIC SIGNS

IN THE CITY OF ROLLING HILLS, CALIFORNIA

**SCOPE OF WORK**

The work to be done consists of furnishing all materials, equipment, tools labor, and incidentals as required by the specifications, and contract documents. The general items of work include painting and repainting of traffic striping and pavement markings, replacement of missing markers, the installation of new reflective pavement markers/markers, and the removal of obsolete and/or unnecessary striping and pavement markings. Work shall include the cleaning of soil and debris from areas to be striped prior to actual striping.

ROLLING HILLS IS A FORESTED AREA AND AT NO TIME SHALL ANY EMPLOYEES OF CONTRACTOR SMOKE INSIDE OR OUTSIDE OF VEHICLES WHILE IN THE CITY OF ROLLING HILLS.

**LOCATION OF WORK**

**See Bid Schedules for locations, estimates and description of work to be performed.**

**MATERIALS AND STANDARD SPECIFICATIONS**

**Materials.** Paint for traffic striping shall be rapid dry. Paint for crosswalks, stop bars, arrows other pavement legends and curb markings shall be ready-mixed rapid dry type.

Ready-mixed paints shall be suitable for use on either asphalt concrete or portland cement concrete.

**Application.** Paint shall be applied in two coats. For those locations where raised pavement markers are to be installed on painted stripes, paint shall be applied in two coats. The second coat of paint shall be applied no less than 24 hours from application of the first coat.

Any cost increase greater than 10% must be approved by the City Manager.

**SIGNING, STRIPING, AND PAVEMENT MARKERS**

All equipment, materials, and components for striping, and the installation thereof, shall conform to the Caltrans Standard Plans, dated May 2018 and Standard Specifications, Section 56, "Overhead Sign Structures, Standards, and Poles," Section 82, "Signs and Markers", Section 84, "Traffic Stripes and Pavement Markings," and Section 85, "Markings," dated May 2018 except as noted in the Special Provisions and on the Plans. These Plans and Specifications are hereinafter referred to

as State Standard Plans and State Standard Specifications. Copies of these documents can be downloaded from:

<https://dot.ca.gov/programs/design/ccs-standard-plans-and-standard-specifications>

All materials required for the completion of work as shown on the Plans shall be provided by the Contractor.

### **TRAFFIC STRIPES AND PAVEMENT MARKINGS**

Description. Traffic stripes, pavement markings, and curb marking shall be paint unless otherwise shown on the Plans. Contractor shall repaint any curb markings removed by construction under this contract.

Control of Alignment and Layout. The Contractor shall furnish the necessary control points for all striping and markings, and shall be responsible for the completeness and accuracy thereof to the satisfaction of the Engineer.

The Contractor shall establish all traffic striping between these points by stringline or other method to provide striping that will vary less than ½-inch in 50-feet from the specified alignment.

When no previously applied figures, markings, or traffic striping are available to serve as a guide, suitable layouts shall be spotted in advance of the permanent paint application. Traffic lines may be spotted by using a rope as a guide for marking spots every 5-feet, by using a marking wheel mounted on a vehicle, or by any other means satisfactory to the Engineer.

The Contractor shall mark or otherwise delineate the traffic lanes in the new roadway or portion of roadway.

The Contractor shall provide an experienced technician to supervise the location, alignment, layout, dimensions, and application of the paint.

Spotting shall be completed prior to the removal of any existing stripes. Existing stripes and markings shall be removed prior to painting new stripes and markings, but in no case shall any section of street be left without the proper striping for more than 24 hours, or over weekends or holidays.

Existing traffic stripes (including raised pavement markers), pavement legends, and markings shall be removed by wet sandblasting per Section 15-2.02B, "Traffic Stripes and Pavement Markings," and Section 15-2.02C, "Pavement Markers," of the State Standard Specifications.

## **PAVEMENT MARKERS**

Placement. Adhesive for raised pavement markers shall be rapid set type epoxy.

The Standard Specifications set forth above will control the general provisions, construction materials, and construction methods for this contract except as amended by the specifications, the paragraphs set forth below, or other contract documents. The following paragraphs are supplementary and in addition to the provisions of the Standard Specifications unless otherwise noted and the section numbers referred to in the following paragraphs coincide with those of the said Standard Specifications. Only those sections requiring elaborations, amendments, specifying of options, or additions are called out.

## **EQUIVALENT MATERIALS**

Approval of equipment and materials offered as equivalents to those specified must be obtained in writing from the AGENCY. Request for consideration of equivalents must be submitted in writing allowing sufficient time for complete consideration of all specification, samples, references, tests, and other details to the full satisfaction of the AGENCY. Requests for substitution of equipment and materials and submission of substantiating data must be submitted in writing no later than thirty-five (35) days after award of the contract.

## **TIME FOR COMPLETION**

The Contractor shall complete all work in every detail within thirty (30) consecutive working days after the date in the Notice to Proceed, exclusive of maintenance periods, except or otherwise agreed upon due to already scheduled road resurfacing.

## **CONSTRUCTION, SCHEDULE AND COMMENCEMENT OF WORK**

At least two weeks prior to the start of work, the Contractor shall furnish to the City Manager a schedule of work showing the Contractor's planned sequence of operations. The Schedule shall show the manner of traffic control planned for the complete project, such as partial closures, two flagmen present at all times to control traffic. The list showing lane closures shall be prepared for each day.

Such schedule shall be subject to the review and approval of City Manager. No work shall be done until the City Manager and Contractor have agreed to the schedule to be followed by the Contractor.

Prior to issuing the Notice to Proceed, the City Manager will schedule and conduct a preconstruction meeting with the Contractor to review the proposed construction schedule and delivery dates and clarify inspection procedures.

### ORDER OF WORK

Unless directed otherwise by the City Manager, or designee, the order of the various work activities shall be completed at the discretion of the Contractor.

### PROSECUTION OF WORK

The Contractor shall submit weekly progress reports to the City Manager, or designee. The report shall include updated construction schedule. Any deviations from the original schedule shall be explained.

### EXTENSION OF TIME

Requests for an extension of time must be delivered to the City Manager, or designee, within five consecutive calendar days following the date of the occurrence which caused the delay. The request must be submitted in writing and must state the cause of the delay, the date of the occurrence causing the delay, and the amount of additional time requested. This shall be included as part of the construction schedule required above. Requests for extensions of time shall be supported by all evidence reasonably available or known to the Contractor which would support the extension of time requested. Requests for extensions of time which are not received within the time specified above shall result in the forfeiture of the Contractor's right to receive any extension of time requested.

If the Contractor is requesting an extension of time because of weather, he shall supply daily written reports to the City Manager, or designee, describing such weather, and the work which could not be performed that day because of such weather or conditions resulting therefrom and which he otherwise would have performed.

### WORKING DAY

The Contractor's activities shall be confined to the hours between 7:00 a.m. and 6:00 p.m. Monday through Friday, excluding holidays. Deviation from these hours will not be permitted without the prior consent of the City Manager, or designee, except in emergencies involving immediate hazard to persons or property. In the event of either a requested or emergency deviation, inspection service fees will be charged against the Contractor. The service fees will be calculated at overtime rates including benefits, overhead, and travel time. The service fees will be deducted from any amounts due the Contractor.

### FORFEITURE DUE TO DELAY

The Contractor shall complete all or any designated portion of the work called for under the contract within the time set forth in the Section entitled Time for Completion.

In accordance with Government Code Section 53069.85, Contractor agrees to forfeit and



pay Agency the amount of Two Hundred and Fifty Dollars (\$250.00) per day for each and every day of unauthorized delay beyond the completion date, which shall be deducted from any monies due the Contractor.

Failure of the Contractor to perform any covenant or condition contained in the contract documents within the timer period specified shall constitute a material breach of this contract entitling the Agency to terminate the contract unless the Contractor applies for, and receives, an extension of time in accordance with the procedures set forth in Section entitled Extension of Time.

Failure of the Agency to insist upon the performance of any covenant or conditions within the time period specified in the contract documents shall not constitute a waiver of the Contractor's duty to complete performance within the designated periods unless the waiver is in writing.

The Agency's agreement to waive a specific time provision or to extend the time for performance shall not constitute a waiver of any other time provisions contained in the contract documents.

Failure of the Contractor to complete performance promptly within the additional time authorized in the waiver or of time agreement shall constitute a material breach of this contract entitling the Agency to terminate this agreement.

The Contractor shall not be deemed in breach of this contract and no forfeiture due to delay shall be made because of any delays in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor provided the Contractor requests an extension of time in accordance with the procedures set forth in Section entitled Extension of Time. Unforeseeable causes of delay beyond the control of Contractor shall include acts of God, acts of a public enemy, acts of the government, acts of the Agency, or acts of another contractor in the performance of a contract with the Agency, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and weather, or delays of subcontractors due to such causes, or delays caused by failure of the owner of a utility to provide for removal or relocation of existing utility facilities. Delays caused by actions or neglect of Contractor or his agents, servants, employees, officers, subcontractors, directors, or of any party contracting to perform part or all of the work or to supply any equipment or materials shall not be excusable delays. Excusable delays (those beyond the Contractor's control) shall not entitle the Contractor to any additional compensation. The sole remedy of the Contractor shall be to seek an extension of time.

#### TRAFFIC AND ACCESS

The Contractor will be required to maintain at least one lane of traffic in each direction and two flag men to control traffic throughout the project at all times in a manner satisfactory to the City Manager, or designee. It is the Contractor's responsibility to provide cones, barricades, lights and any other measures necessary for regulation of traffic.

## BARRICADES

All traffic control barricades, signs and devices used by the Contractor shall, at a minimum, conform to the "Manual of Warning Lights and Devices," adopted by and in current use by the State of California, Department of Transportation. Channelization devices shall be spaced no greater than 25 feet apart. The Contractor shall take additional precautions as he may find necessary under the circumstances.

Should Contractor fail to provide adequate traffic control or safety barricades, and in the event a responsible individual cannot be located or refuses to perform, the Agency will at its option place needed devices or engage a private firm to place and maintain said barricades, which will be charged to Contractor directly.

STREET CLOSURES WILL NOT BE ALLOWED.

## PARTIAL AND FINAL PAYMENT

The closure date for period progress payments will be the twenty-fifth day of each month. Authorization to pay is commonly received on the second Monday of the following month. However, payments will be withheld pending receipt of any outstanding reports required by the contract documents.

The full ten percent retention will be deducted from all payments. The final retention will be authorized for payment thirty-five days after the date of recordation of the Notice of Completion.

The Contractor may substitute securities for any monies withheld by the Agency to ensure performance under the contract as provided in Public Contract Code Section 22300.

## PERMITS

Pursuant to State Bill 854, the following new requirements apply to all public works projects: A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. The website for contractor registration with the Department of Industrial Relations (DIR) is <https://efiling.dir.ca.gov/PWCR>; the annual non-refundable fee, valid July 1 through June 30 (state fiscal year), is \$300.

Contractors who are awarded a public works project must submit electronic payroll records to the DIR's Compliance Monitoring Unit (CMU) in addition to providing wet-ink original copies to the City or its designated labor compliance enforcement officer.

## NOTIFICATION

The Contractor shall notify the City Manager, or designee, and the owners of all utilities and substructures not less than 40 hours prior to starting construction. The following list of names and telephone numbers is intended for the convenience of the Contractor and is not guaranteed to be complete or correct:

CHARLES ABBOTT ASSOCIATES, INC.  
Attention: Mr. Jack Rydell, P.E., T.E (562) 252-2511

ALAN PALERMO CONSULTING  
Attention: Alan Palermo, Project Manager (310) 717-3244

CITY OF ROLLING HILLS  
Attention: Elaine Jeng, City Manager (310) 377-1521

ROLLING HILLS COMMUNITY ASSOCIATION  
Attention: Kristen Raig, Manager (310) 541-6222

SOUTHERN CALIFORNIA GAS COMPANY  
Attention: Ms. Marcella Low (310) 781-8480

SOUTHERN CALIFORNIA EDISON COMPANY  
Attention: Mr. Marvin Jackmon (310) 783-9341

VERIZON  
Attention: Mr. Mike Murray (562) 435-9594

CALIFORNIA WATER SERVICE COMPANY  
Attention: Mr. Henry Wind (310) 257-1400

LOS ANGELES COUNTY DEPARTMENT OF  
PUBLIC WORKS  
Attention: Mr. Christopher Oberle (310) 534-3760

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT  
Attention: No Name Given (818) 458-3129

UNDERGROUND SERVICE ALERT (800) 422-4133

## EMERGENCY INFORMATION

The names, addresses, and telephone numbers of the Contractor and subcontractors, or their representatives, shall be filed with the City Manager and the County Sheriff's Department prior to beginning work.



# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

**Agenda Item No.: 9.A**  
**Mtg. Date: 01/13/2020**

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

**FROM: TERRY SHEA, FINANCE DIRECTOR**

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

**SUBJECT: CONSIDER AND APPROVE A CONTRACT AMENDMENT WITH ROGERS, ANDERSON, MALODY & SCOTT, LLP TO PROVIDE FINANCIAL DATA ENTRY SERVICES FOR A MAXIMUM FEE OF \$26,750.**

**DATE: January 13, 2020**

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## **BACKGROUND:**

With the City's old software program Fund Balance, we were only able to access current year data and one previous fiscal year. In addition the software was no longer supported by Tyler Technologies and was always crashing. We issued an RFP for new accounting software and through that process we purchased Abila MIP Fund Accounting (MIP) cloud based. With MIP you can access the data from all the years that are recorded and run reports as well. We began entering financial data on July 1, 2019 into MIP.

## **DISCUSSION:**

Financial data for Fiscal Years 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19 is only available on paper due to the software constraints of the program Fund Balance. To have search capability and to have the data stored electronically, the financial data for the aforementioned fiscal years must be manually entered into the new Finance Department Accounting Software. Data entries will consist of accounts payable, cash receipts, payroll, and monthly journal entries for direct deposits, PERS, EFT's, and miscellaneous items. All items are proposed to be entered into the General Ledger in detail. At the end of each fiscal year the yearend closing entries are proposed to be recorded and the General Ledger will be reconciled to the fiscal yearend audited numbers. This will give us the ability to access data online and answer questions that come up over the years, especially with vendors and accounts payable items.

## **RECOMMENDATION:**

It is recommended the City Council authorize the City Manager to approve a contract amendment with Rogers, Anderson, Malody & Scott, LLP to record the financial activity for Fiscal Years 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19 into the new Finance Department Accounting Software.

## **ATTACHMENTS:**

[Engagement Letter and Support.pdf](#)



ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100  
San Bernardino, CA 92408  
909 889 0871 T  
909 889 5361 F  
ramscpa.net

December 27, 2019

**PARTNERS**

Brenda L. Odle, CPA, MST  
Terry P. Shea, CPA  
Scott W. Manno, CPA, CGMA  
Leena Shanbhag, CPA, MST, CGMA  
Bradferd A. Welebir, CPA, MBA, CGMA  
Jay H. Zercher, CPA (Partner Emeritus)  
Phillip H. Waller, CPA (Partner Emeritus)  
Kirk A. Franks, CPA (Partner Emeritus)

**DIRECTORS**

Jenny Liu, CPA, MST

**MANAGERS / STAFF**

Charles De Simoni, CPA  
Gardenya Duran, CPA  
Brianna Schultz, CPA  
Jingjie Wu, CPA  
Evelyn Morentin-Barcena, CPA  
Jin Gu, CPA, MT  
Veronica Hernandez, CPA  
Tara R. Thorp, CPA, MSA  
Laura Arvizu, CPA

**MEMBERS**

American Institute of  
Certified Public Accountants

*PCPS The AICPA Alliance  
for CPA Firms*

*Governmental Audit  
Quality Center*

*Employee Benefit Plan  
Audit Quality Center*

California Society of  
Certified Public Accountants



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

We are pleased to provide this quote for professional accounting services in support of the City's Finance Department. We will record all of the financial activity for Fiscal Years 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19 into the new Finance Department Accounting Software. We do not need to enter Fiscal Years 2012-13 and 2013-14, the new software was set up for beginning balances for Fiscal Year 2014-15.

These entries will consist of accounts payable, cash receipts, payroll, and monthly journal entries for direct deposits, PERS eft's, and miscellaneous items. All items will be entered into the General Ledger in detail. At the end of each fiscal year the yearend closing entries will be recorded and the General Ledger will be reconciled to the fiscal yearend audited numbers.

We estimated the amount of time it will take each month to record all of the transactions on a low and a high side, we then annualized the hours. We estimate it will be between 27 and 47 hours per year for the monthly transactions and 4 to 5 hours per year for the yearend activity and reconciliations. Please see the attached schedule for the Estimated Hours.

Our hourly rates for this engagement and our proposed fees are included on the attached Schedule of Fees. The fees are in a range and we will not exceed the high end and we will only bill the City for actual time spent.

We will begin these services right away and will be completed by February 15, 2020. Any changes will be discussed ahead of time.

Yours truly,

ROGERS, ANDERSON, MALODY & SCOTT, LLP

Terry Shea, CPA

City of Rolling Hills  
Elaine Jeng, P.E.  
City Manager

December 27, 2019  
Page 2

RESPONSE:

This letter correctly sets forth our understanding.

On behalf of City of Rolling Hills I acknowledge and agree with the quote for professional accounting services in support of the City's Finance Department, provided by Rogers, Anderson, Malody & Scott, LLP.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## City of Rolling Hills Data Entry Estimated Hours (1 Year)

|  | A/P |      | Deposit |     | CalPERS |     | Payroll |     | Opus Checking |     | Journal Entries |     | Misc. |    | Total Hours |            |
|--|-----|------|---------|-----|---------|-----|---------|-----|---------------|-----|-----------------|-----|-------|----|-------------|------------|
|  | 24  | 30   | 52      | 6   | 12      | 6   | 26      | 15  | 12            | 6   | 12              | 6   | 12    | 10 | Low Hours   | High Hours |
| Quantity Per Year<br>Time Range (Minutes)                | 60  | 120  | 24      | 40  | 6       | 10  | 30      | 40  | 6             | 10  | 12              | 20  |       |    |             |            |
| Total Quantity per Month in Minutes<br>Hours for 1 Month | 1.0 | 2.0  | 0.4     | 0.7 | 0.1     | 0.2 | 0.5     | 0.7 | 0.1           | 0.2 | 0.2             | 0.3 |       |    | 2.3         | 4.0        |
| Total Quantity per Year in Minutes<br>Hours for 1 Year   | 720 | 1440 | 312     | 520 | 72      | 120 | 390     | 520 | 72            | 120 | 72              | 120 |       |    | 27.3        | 47.3       |
|  | 12  | 24   | 5.2     | 8.7 | 1.2     | 2   | 6.5     | 8.7 | 1.2           | 2   | 1.2             | 2   |       |    |             |            |
| Quantity Per Year<br>Time Range (Minutes)                | 240 | 300  |         |     |         |     |         |     |               |     |                 |     |       |    |             |            |
| Total Quantity per Year in Minutes<br>Hours per Year     | 4.0 | 5.0  |         |     |         |     |         |     |               |     |                 |     |       |    |             |            |

## City of Rolling Hills Schedule of Fees

|                     | Monthly Data Entry |                  | Yearend Data Rec. |                 | Total            |                  |
|---------------------|--------------------|------------------|-------------------|-----------------|------------------|------------------|
|                     | Low                | High             | Low               | High            | Low              | High             |
| Fiscal Year 2014-15 | \$ 2,545           | \$ 4,370         | \$ 710            | \$ 980          | \$ 3,255         | \$ 5,350         |
| Fiscal Year 2015-16 | 2,545              | 4,370            | 710               | 980             | 3,255            | 5,350            |
| Fiscal Year 2016-17 | 2,545              | 4,370            | 710               | 980             | 3,255            | 5,350            |
| Fiscal Year 2017-18 | 2,545              | 4,370            | 710               | 980             | 3,255            | 5,350            |
| Fiscal Year 2018-19 | 2,545              | 4,370            | 710               | 980             | 3,255            | 5,350            |
|                     | <u>\$ 12,725</u>   | <u>\$ 21,850</u> | <u>\$ 3,550</u>   | <u>\$ 4,900</u> | <u>\$ 16,275</u> | <u>\$ 26,750</u> |

### Monthly Data Entry - High - Per Year

|       |        |    |                 |
|-------|--------|----|-----------------|
| Kayla | \$ 85  | 32 | \$ 2,720        |
| Terry | \$ 270 | 0  | -               |
| Sonny | \$ 110 | 15 | 1,650           |
|       |        | 47 | <u>\$ 4,370</u> |

### Monthly Data Entry - Low - Per Year

|       |        |    |                 |
|-------|--------|----|-----------------|
| Kayla | \$ 85  | 17 | \$ 1,445        |
| Terry | \$ 270 | 0  | -               |
| Sonny | \$ 110 | 10 | 1,100           |
|       |        | 27 | <u>\$ 2,545</u> |

### Yearend Data Entry & Reconciliation - High - Per Year

|       |        |   |               |
|-------|--------|---|---------------|
| Kayla | \$ 85  | 2 | \$ 170        |
| Terry | \$ 270 | 3 | 810           |
| Sonny | \$ 110 | 0 | -             |
|       |        |   | <u>\$ 980</u> |

### Yearend Data Entry & Reconciliation - Low - Per Year

|       |        |   |               |
|-------|--------|---|---------------|
| Kayla | \$ 85  | 2 | \$ 170        |
| Terry | \$ 270 | 2 | 540           |
| Sonny | \$ 110 | 0 | -             |
|       |        |   | <u>\$ 710</u> |





# *City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

**Agenda Item No.: 9.B**  
**Mtg. Date: 01/13/2020**

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

**FROM: ELAINE JENG,**

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

**SUBJECT: CONSIDER AND APPROVE STRATEGIC PLANNING WORKSHOP AGENDA.**

**DATE: January 13, 2020**

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## **BACKGROUND:**

During the FY19-20 budget workshop in May 2019, the City Council approved staff's recommendation to hold strategic planning workshops prior to the FY20-21 budget season. The strategic planning workshops are aimed to develop mission, vision and long term goals for the City.

At the October 28, 2019 and November 12, 2019 City Council meetings, the City Council set Saturday, January 25, 2020 between 10am and 1pm as the initial strategic planning workshop to set goals for the City for next two years. Subsequent meetings are scheduled on regular City Council meetings: Monday, February 10, 2020 (priorities for the next two fiscal years) and Monday, February 24, 2020 (budget items for FY20-21 based on priorities).

The City Council also expressed the desire to have staff facilitate the process. The City Manager will serve as the facilitator.

## **DISCUSSION:**

In preparation for the initial Strategic Planning Workshop on January 25, 2020, staff researched and collected data on strategic planning process and deliverables for other municipalities. The following strategic planning overall process noted by a facilitator for the City of Culver City strategic plan was found to be simple and straightforward.

Council members shared priorities and perspective.  
City Council strategic planning retreat with City staff  
Council members and staff refined the priorities and initiatives.  
Staff integrate the priorities into work plans.

Guided by the above process, staff is recommending the following meeting agenda for the January 25, 2020 meeting.

Proposed Meeting Agenda for  
January 25, 2020 Strategic Planning Workshop

1. Short presentation by the City Manager on observations of the City, and short presentation by the Finance Director on the financial outlook of the City for the next two years.
2. Council members share individual priorities and perspective of the City.
3. Council members establish consensus on three top priorities for FY20-21 through FY21-22 (two fiscal years).
4. Discuss the top priorities with staff to translate priorities to action items.
5. Direct staff to record established top priorities and develop action plan for approval at the January 27, 2020 City Council meeting.

## **FISCAL IMPACT**

Research and preparation for the strategic planning workshop were performed by internal staff as a part of the FY19-20 approved operation budget. There is no fiscal impact.

**NOTIFICATION**

The initial strategic planning workshop scheduled for Saturday, January 25, 2020 was noted in the City's Blue Newsletter, publication 20-01.

**RECOMMENDATION:**

Staff recommends that the City Council approve the strategic planning workshop agenda for the January 25, 2020 meeting.

**ATTACHMENTS:**



# City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 11.A  
Mtg. Date: 01/13/2020

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** DELIA ARANDA, CODE ENFORCEMENT OFFICER  
**THRU:** ELAINE JENG P.E., CITY MANAGER  
**SUBJECT:** RECEIVE AND FILE FOURTH QUARTER 2019 REPORT ON FIRE FUEL ABATEMENT ENFORCEMENT CASES.

**DATE:** January 13, 2020

## BACKGROUND:

### FOURTH QUARTER 2019 REPORT

In fourth quarter of 2019 (October 1, 2019 through December 31, 2019), 21 new fire fuel abatement violations were observed and reported. During this same period, 35 fire fuel abatement violations reported in previous periods were closed. During this same period, the City received 10 new complaints unrelated to fire fuel abatement violations.

### VEGETATION CASES

|                 | 3 <sup>rd</sup> Quarter 2019 | 4 <sup>th</sup> Quarter 2019 | Total 3 <sup>rd</sup> and 4 <sup>th</sup> Quarter |
|-----------------|------------------------------|------------------------------|---|
| Cases Submitted | 19                           | 21                           | 40  |
| Cases Closed    | 35*                          | 7*                           | 42*   |

*\*Please note that cases prior to 3<sup>rd</sup> Quarter of 2019 are included in the case closed count.*

### COMPREHENSIVE LIST

|                 | Prior to 4 <sup>th</sup> Quarter 2019 | 4 <sup>th</sup> Quarter 2019 Only | Total Cases to end of 4 <sup>th</sup> Quarter 2019 |
|-----------------|---------------------------------------|-----------------------------------|--|
| Cases Submitted | 149                                   | 26                                | 175  |
| Open Cases      | 37                                    | 17                                | 39*  |

*\*Please note this number includes cases closed prior to January 1, 2020.*

### RECOMMENDATION

Staff recommends that the City Council receive and file the Fourth Quarter 2019 report on Code Enforcement and Fire Fuel Abatement cases.

**DISCUSSION:**  
NONE.

### RECOMMENDATION:

Staff recommends that the City Council receive and file the Fourth Quarter 2019 report on Code Enforcement and Fire Fuel Abatement cases.

**ATTACHMENTS:**

[Item10A\\_Atth01\\_Active VegetationCases.pdf](#)

[10A\\_Attachment 2 Comprehensive.pdf](#)

## ACTIVE VEGETATION CASES

| Rcvd Date     | No.   | Street                       | Inquiry/Complaint/Issue | Comments  |
|---------------|-------|------------------------------|-------------------------|---|
| 13 11/13/2019 | 7     | Quail Ridge Road South       | Dead Vegetation         | Complaint received on 11/13/19. City trying to reach owner to get permission to access property.  |
| 14 11/13/2019 | 9     | Quail Ridge Road South       | Dead Vegetation         | Dead vegetation complaint 11/13/19. City is trying to reach out to owner to get permission to access property.  |
| 15 6/26/2019  | 7     | Ranchero                     | Dead vegetation/tree    | Complaint received on 06/26/19. City granted extension 09/02/19 as owner works with other Agency. As of 01/02/2020 waiting on Fish and Wildlife report.   |
| 16 9/24/2019  | 4     | Ranchero                     | Dead Vegetation         | City inspected and mailed First Notice on 09/24/19. No response from owner. City sent Second Notice on 01/09/20.  |
| 17 2/26/2019  | 15    | Upper Blackwater Canyon Road | Dead Trees              | Inspected on 10/16/19. City sent First Notice on 01/09/20.  |
| 18 6/14/2019  | 14    | Upper Blackwater Canyon Road | Dead vegetation         | Complaint received on 06/13/19. City needs more information to send First Notice  |
| 19 12/11/2019 | 6     | Eastfield Drive              | Dead Vegetation         | Inspected on 12/11/19. City mailed First Notice on 01/09/20.  |
| 20 12/11/2019 | 6     | Chuckwagon Road              | Dead Vegetation         | Complaint received on 12/11/19. First Notice mailed on 12/20/19. Property is for sale.  |
| 21 12/19/2019 | 75/76 | Saddleback Road              | Dead Tree               | Complaint received on 12/19/19 but complainant not sure on proper address. Complainant will come back with more information. 75 Saddleback was contacted and informed of potential dead vegetation complaint. |

## ACTIVE VEGETATION CASES

| Rcvd Date     | No. | Street                 | Inquiry/Complaint/Issue | Comments   |
|---------------|-----|------------------------|-------------------------|--|
| 1 6/18/2018   | 3   | Appaloosa Lane         | Dead vegetation         | Case opened 06/15/18. 06/18/18, VM left for owner and letter sent on 06/28/18. Current staff mailed out Notice to the new property owner on 10/25/19. Second notice sent out 12/23/19 with due date of 01/27/2020. |
| 2 11/19/2019  | 11  | Buggy Whip Drive       | Dead Vegetation         | Dead Vegetation complaint on 11/19/19. First Notice mailed on 12/09/19. Property owner is working with City for compliance.  |
| 3 11/19/2019  | 9   | Buggy Whip Drive       | Dead Vegetation         | Complaint received on 11/19/19. Owners informed City complaint has been addressed. City needs to inspect but needs permission to access property. Owner will inform tenant.  |
| 4 10/16/2019  | 12  | Caballeros Road        | Dead Tree               | Inspected on 10/16/19. Property owner is working with the City for compliance.   |
| 5 9/24/2019   | 16  | Cinchring Road         | Dead Vegetation         | First Notice mailed on 09/24/19 and waiting on response from property owner. City to conduct follow up inspection. Owner is out of the country with no contact information.  |
| 7 11/18/2019  | 7   | Crest Road East        | Dead Vegetation         | Complaint received on 11/18/2019. City to conduct inspection   |
| 9 6/14/2019   | 6   | Pine Tree Lane         | Dead Tree               | City inspected on 10/22/19. First Notice mailed on 10/22/19 but wrong property owner. Re-inspected 12/11/19, need to confirm proper address of dead vegetation location.   |
| 11 10/10/2019 | 25  | Portuguese Bend Road   | Dead Vegetation         | Complaint received 10/10/19. First Notice mailed on 10/10/19. Inspected 01/06/20 and violation still exist. City sent Second Notice on 01/09/20.   |
| 12 11/19/2019 | 8   | Quail Ridge Road North | Dead Vegetation         | Complaint received on 11/19/19. First Notice mailed on 12/04/19. Property owner agreed to address dead vegetation by 01/10/2020.   |

## Code Enforcement Cases 2019

Agenda Item No.: 10A  
Attachment 2

|    | Rcvd Date  | No. | Street           | Inquiry/Complaint/Issue   | Comments   |
|----|------------|-----|------------------|---|--|
| 1  | 2/14/2018  | 1   | El Concho Lane   | Dead Trees  | Follow up HOA Dead Vegetaion Complaint. 10/22/2019 Inspected property. No dead vegetation, case closed.  |
| 2  | 10/13/2016 | 7   | Acacia Road      | house remodeled - items mainly in road easement: POD storage, lumber, dumpster; car parking overnight on easement | Construction work completed and storage removed from roadway easement.   |
| 3  | 11/8/2016  | 3   | Appaloosa Lane   | Limit frequency of watering and subsequent water runoff   | Property manager notified to turn down limit on watering mechanism. Property owner turned down watering device.  |
| 4  | 2/14/2018  | 2   | Appaloosa Lane   | Dead Tree   | Follow up HOA dead vegetation complaint. On 08/12/19, I mailed out NOV. On 09/14/19, Inspected the property no dead vegetaion, case closed.  |
| 5  | 6/18/2018  | 3   | Appaloosa Lane   | Dead vegetation   | Case open as of 06/15/18. 06/18/18, VM left for owner and letter sent. 06/28/18. Mailed out Notice to the new property owner on 10/25/19. Second notice sent out 12/23/19 with due date of 01/27/2020. |
| 6  | 10/23/2019 | 1   | Appaloosa Lane   | Dead Vegetation   | Closed as of 01/06/2020, property owner said its her neighbors property.   |
| 7  | 12/22/2016 | 15  | Bowie Road       | Lights on all night and do not seem to be typical "holiday lights"  | Lighting was for holiday and was not operating in February. No additional complaints received.   |
| 8  | 8/1/2017   | 8   | Bowie Road       | Concrete work and possibly caissons being constructed illegally; Illegal construction, possibly involving pool    | Sent property owner a letter of non compliance for permits. As of 10/30/19, plans are with HOA waiting for Architect committee approval.   |
| 9  | 8/14/2017  | 14  | Bowie Road       | Re-roof without permit  | Re-roofing permit signed off.  |
| 10 | 2/7/2018   | 11  | Bowie Road       | Dead Tree   | Follow up HOA dead vegetation complaint. On 08/12/19 and on 08/13/19 Kathryn advised me property owner was in compliance   |
| 11 | 4/17/2018  | 19  | Bowie Road       | Trailer on street   | Closed   |
| 12 | 7/19/2016  | 1   | Buckboard Lane   | Basement construction and exterior wall demolition  | Willdan inspector confirmed they are not building a basement and are renovating per plans.   |
| 13 | 7/19/2017  | 3   | Buckboard Lane   | Complaint about a golf cart parked/being stored between 1 and 3 Buckboard   | Closed.  |
| 14 | 2/8/2019   | 4   | Buckboard Lane   | Noise indicating possible illegal construction  | Noise was determined to be regular tree trimming and removal of vegetation   |
| 15 | 2/8/2019   | 4   | Buckboard Lane   | Screening of sports court   | Property owner has installed many trees and vegetaion to block the view of the ice rink from the neighbors. I will monotoring the property till the vegetation has covered the ice rink.               |
| 16 | 8/2/2016   | 21  | Buggy Whip Drive | Railroad ties for walls along a graded pathway AND trellis in front setback                                       | Trellis and RR ties removed. Hillside restored.  |
| 17 | 4/13/2017  | 4   | Buggy Whip Drive | Report of pool water, possibly not DE chlorinated, running down street  | Closed   |
| 18 | 4/26/2017  | 27  | Buggy Whip Drive | Check for Building Permit bounced   | Closed   |
| 19 | 2/14/2018  | 20  | Buggy Whip Drive | Dead Tree   | Follow of from RHCA dead vegetaion, mailed out letter on 08/12/19. Due date was 10/21/19, on 12/11/19, property ovr -- was in compliance.  |

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## Code Enforcement Cases 2019

Agenda Item No.: 10A  
Attachment 2

|    | Rcvd Date  | No. | Street             | Inquiry/Complaint/Issue   | Comments   |
|----|------------|-----|--------------------|---|--|
| 20 | 2/14/2018  | 27  | Buggy Whip Drive   | Dead Tree   | Follow up from RHCA dead vegetation, mailed out a letter on 08/12/19. Per Kathryn address was wrong at the time. On 09/11/19 I inspected the correct address and no violation existed. Case closed.  |
| 21 | 7/31/2018  | 16  | Buggy Whip Drive   | Dead tree in the front yard   | Mailed out letter on 06/14/19, and in compliance 06/16/19.   |
| 22 | 6/28/2019  | 1   | Buggy Whip Drive   | View  | Corresponded sent to owner. Owner is addressing the violation.   |
| 23 | 7/11/2019  | 21  | Buggy Whip Drive   | Foundation  | Property owner is clearing the trellis.  |
| 24 | 11/19/2019 | 11  | Buggy Whip Drive   | Dead Vegetation   | Dead Vegetation complaint on 11/19/19. First Notice mailed on 12/09/19. Property owner is working with City for compliance.  |
| 25 | 11/19/2019 | 9   | Buggy Whip Drive   | Dead Vegetation   | Complaint received on 11/19/19. Owners informed City complaint has been addressed. City needs to inspect but needs permission to access property.  |
| 26 | 10/16/2019 | 12  | Caballeros Road    | Dead Tree   | Inspected on 10/16/19. Property owner is working with the City for compliance.   |
| 27 | 6/14/2019  |     | Cal Water Property | Dead vegetation   | Dead Vegetation complaint on .6/14/19. Follow up on 06/28/19. On 09/11/19, Cal Waters was in compliance.   |
| 28 | 5/23/2019  | 5   | Chesterfield       | Solar Panel/dry weed  | Property owner has taken care of the glare, case will be closed once the chain-link fence is installed and dry vegetation is cleared. As of 10/18/19, Yolanta and HOA Kathryn went out to the location to inspect the glare from the solar panels and it has been resolved. No further action needed, case closed. |
| 29 | 10/21/2019 | 5   | Chesterfield       | Dead Tree   | Dead vegetation 10/18/19. In compliance 12/06/19.  |
| 30 | 5/24/2018  | 0   | Chestnut Lane      | Broken sprinkler causing water to run down street                                   | Closed   |
| 31 | 2/4/2019   | 3   | Chuckwagon Road    | Excessive lights; lights on gazebo, driveway and house                              | Closed   |
| 32 | 2/26/2019  | 28  | Chuckwagon Road    | Dead tree   | Dead Vegetation 05/03/19, property owner in compliance on 06/07/19.  |
| 33 | 2/2/2017   | 37  | Chuckwagon Road    | Illegal pathways and drainage   | Closed   |
| 34 | 8/11/2017  | 1   | Chuckwagon Road    | Work being done on property without permits for plumbing, electrical, or mechanical | Closed   |
| 35 | 9/18/2017  | 4   | Chuckwagon Road    | Illegal grading   | No illegal activity on property  |
| 36 | 4/17/2018  | 7   | Chuckwagon Road    | Trailer storage in front yard   | Closed   |
| 37 | 5/16/2016  | 17  | Cinchring Road     | Dead vegetation   | Dead vegetation 06/07/19. Notice sent out on 06/14/19. Property owner in compliance on 08/20/19.   |
| 38 | 8/19/2016  | 26  | Cinchring Road     | Dirt dumped near canyon   | Movement of dirt part of permitted development project   |
| 39 | 2/21/2019  | 26  | Cinchring Road     | Illegal Water Line (not to code)  | Closed   |
| 40 | 5/3/2019   | 20  | Cinchring Road     | Dead Tree   | Dead Vegetation on 05/13/19 and property owner in compliance as of 06/07/19.   |

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## Code Enforcement Cases 2019

Agenda Item No.: 10A  
Attachment 2

|    | Rcvd Date        | No. | Street          | Inquiry/Complaint/Issue  | Comments  |
|----|------------------|-----|-----------------|--|---|
| 41 | 5/16/2019        | 20  | Cinchring Road  | Dead vegetation  | Dead Vegetation on 06/07/19 and no dead vegetation.   |
| 42 | 6/3/2019         | 2   | Cinchring Road  | Bees   | Closed  |
| 43 | 9/4/2019         | 18  | Cinchring Road  | Dead Vegetation  | Dead Vegetation on 09/09/19 and inspected. Property owner in compliance as of 01/08/20.   |
| 44 | 9/24/2019        | 16  | Cinchring Road  | Dead Vegetation  | First Notice mailed on 09/24/19 and waiting on response from property owner. City to conduct follow up inspection. Owner is out of the country with no contact information. |
| 45 | 4/8/2016         | 2   | Crest Road East | RV's location of and recreational vehicles stored outdoor exceeds allowed number | The RV is properly located and the number of recreational vehicles stored outdoors is within limits of the code.  |
| 46 | 12/30/2016       | 7   | Crest Road East | bathrooms visible, dirt piles  | Portable toilet was moved from the street; dirt piles were covered.   |
| 47 | 8/28/2017        | 23  | Crest Road East | Illegal parking of construction vehicles   | Vehicles removed  |
| 48 | 2/14/2018        | 17  | Crest Road East | Dead Tree  | Follow up on RHCA dead vegetation on 09/11/19 and property owner in compliance as of 11/21/19.  |
| 49 | 2/14/2018        | 29  | Crest Road East | Dead Tree  | Follow up on RHCA dead vegetation on 09/11/19. First notice sent on 09/16/19. On 09/23/19 property owner in compliance.   |
| 50 | 7/18/2018        | 63  | Crest Road East | Construction vehicle parked on street w/o flagman                                | Closed  |
| 51 | 2/8/2019         | 12  | Crest Road East | Excessive lights on barn and pathway   | Closed  |
| 52 | 6/4/2019<br>RHCA | 26  | Crest Road East | Dead vegetation  | RHCA case opened on 06/04/19. City inspected on 06/06/19. First Notice mailed on 11/13/19. No response from owner. City sent Second Notice on 01/09/20.                     |
| 53 | 9/24/2019        | 23  | Crest Road East | Dead Vegetation  | Dead vegetation 09/11/19. Sent first notice 10/29/19. As of 11/14/19 property owner is in compliance.   |
| 54 | 10/23/2019       | 55  | Crest Road East | tumbleweeds  | Dead vegetation complaint 10/23/19. On 11/07/19, inspected and unable to locate dead vegetation.  |
| 55 | 11/18/2019       | 7   | Crest Road East | Dead Vegetation  | Complaint received on 11/18/2019. City to conduct inspection  |
| 56 | 12/29/2016       | 27  | Crest Road West | Construction restrooms visible from the street; parking complaints               | Restrooms were moved and cars were parked in a manner that was agreeable to the City and RHCA   |
| 57 | 2/6/2018         | 1   | Crest Road West | Dead Tree  | Dead vegetation follow up RHCA. sent out on and mailed out notice 08/12/19. 08/19/19 property owner in compliance.  |
| 58 | 2/6/2018         | 25  | Crest Road West | Dead Tree  | Dead vegetation follow up RHCA. Inspected on 09/11/19. As 10/24/19 property owner in compliance.  |
| 59 | 12/30/2016       | 56  | Eastfield Drive | Water in street  | Water in the street coming from the property; was from sprinklers. Owner was notified.  |
| 60 | 5/11/2017        | 49  | Eastfield Drive | Construction in front and side yards and construction of a tennis court          | Closed  |

## Code Enforcement Cases 2019

Agenda Item No.: 10A  
Attachment 2

|    | Rcvd Date  | No. | Street                       | Inquiry/Complaint/Issue   | Comments   |
|----|------------|-----|------------------------------|---|--|
| 61 | 2/26/2019  | 49  | Eastfield Drive              | Illegal conversion of stable to Rec. rm.  | Property owner is in the process of obtaining permits. 01/13/2020, will check on the status of permits.  |
| 62 | 10/29/2019 | 59  | Eastfield Drive              | Dead Vegetation   | 10/29/19 on viewed dead vegetation. 11/07/19 sent out notice. 12/03/19 property owner in compliance.   |
| 63 | 7/18/2019  | 40  | Eastfield Drive              | plans and permit. Unpermitted wall inside setback.                                  | Property Owner addressing the violation. Property owner is working with Building and Safety.   |
| 64 | 11/13/2019 | 5   | Eastfield Drive              | Dead Vegetation   | Dead vegetaion complaint and in compliance as of 12/11/19.   |
| 65 | 1/25/2016  | 5   | El Concho Lane               | Excavation under house, wall, and grading without a permit and broken pipe          | Plans and Permits submitted. Case Closed.  |
| 66 | 2/3/2016   | 5   | El Concho Lane               | Light on garage and no trash enclosure; Security camera pointing at neighbor (4/14) | All issues have been resolved. Case closed.  |
| 67 | 9/20/2016  | 2   | Eucalyptus Lane              | Horse manure waste container in easement  | 9/20/16 Complaint received. 10/5/16 Letter sent to property owner. 4/19/17 Container removed from easement   |
| 68 | 1/11/2017  | 25  | Georgeff Road                | Light post near driveway  | Light post was removed   |
| 69 | 9/12/2018  | 11  | Georgeff Road                | Dead Tree   | RHCA dead vegetation follow up. On 10/22/19, inspected and could no dead vegetation. Case closed.  |
| 70 | 4/18/2019  | 8   | Georgeff Road                | Maintenance   | Property owners are addressing all violations and keeping in contact via email.  |
| 71 | 5/24/2018  | 3   | Hummingbird Lane             | Broken sprinkler causing runoff   | Closed   |
| 72 | 2/14/2018  | 14  | Johns Canyon Road            | Dead Tree   | RHCA dead vegetation follow up. On 10/16/19, inspected and could no dead vegetation. Case closed.  |
| 73 | 2/8/2019   | 5   | Johns Canyon Road            | Illegal lighting  | Closed   |
| 74 | 9/18/2017  | 5   | Lower Blackwater Canyon Road | BBQ/Outdoor Kitchen   | Owner came into City Hall for a signature to secure a permit after being notified of violation   |
| 75 | 5/18/2016  | 6   | Maverick Lane                | Parking pad in easement   | RHCA has granted permission for parking pads in easements it remains unpaved.  |
| 76 | 3/11/2016  | 1   | Middle ridge Lane North      | Pathway graded out  | Conditions on the property have been resolved.   |
| 77 | 8/22/2016  | 9   | Middleridge Lane North       | RV parking overnight on street  | RV stored properly on private property   |
| 78 | 10/17/2016 | 10  | Middleridge Lane North       | Illegal grading   | City staff inspected property and found no violation (no unapproved grading had occurred)  |
| 79 | 11/8/2016  | 19  | Middleridge Lane North       | Illegal wood deck built   | The original condition has been restored.  |
| 80 | 7/22/2016  | 1   | Middleridge Lane South       | Hooking water hose up to fire hydrant for construction                              | LA County inspector informed City that owner was approved to use hydrant for construction as long as they have a meter and confirmed meter is on fire hydrant. |
| 81 | 2/14/2018  | 4   | Middleridge Lane South       | Dead Tree   | RHCA dead vegetation follow up. On 08/13/19, Kathryn advised property owner has complied. Case closed.   |

## Code Enforcement Cases 2019

Agenda Item No.: 10A  
Attachment 2

|     | Rcvd Date         | No.  | Street                              | Inquiry/Complaint/Issue  | Comments   |
|-----|-------------------|------|-------------------------------------|--|--|
| 82  | 6/19/2018         | 1    | Middleridge Lane South              | Illegal Construction   | Follow up to RHCA dead vegetation complaint from 06/19/18. Inspected 09/25/19 no violation case closed.  |
| 83  | 5/3/2019          |      | Morgan LN/ Johns Canyon             | Water in street  | Closed   |
| 84  | 4/11/2018         | 9    | Open Brand Road                     | Light on all night   | Closed   |
| 85  | 7/18/2016         | 3    | Outrider Road                       | Construction/demolition on house   | Permits have been pulled.  |
| 86  | 11/8/2019         | 1    | Packsaddle                          | Bright lights entry of driveway  | Light complaint 11/08/19.HOA will check light fixtures. First Notice sent 11/12/19, waiting on response from property owner.   |
| 87  | 2/14/2018<br>RHCA | 6    | Packsaddle Road East                | Dead Tree  | RHCA opened on 2/4/18. City inspected on 10/22/19. As of 11/06/19, property owner has been keeping in contact with the City and is hiring an arborist to see if tree is dead. City inspected on 01/06/20 and tree is still at location. City sent Second Notice on 01/19/20. |
| 88  | 1/29/2018         | 1    | Packsaddle Road West                | Bee Hives on Vacant Property   | Owner of bees made aware that hives were on another resident's separate property. Bees properly removed.   |
| 89  | 2/8/2019          | 3    | Packsaddle Road West                | Screening of sports court and trellis  | Closed   |
| 90  | 6/20/2018         | 2950 | Palos Verdes Dr. N                  | Building buckling and slope failing  | Property owner is moving forward with permits.   |
| 91  | 2/8/2019          | 2854 | Palos Verdes Dr. N                  | Driveway changes   | Closed   |
| 92  | 6/14/2019         | 2    | Pheasant Lane/25 Portuguese Bend Rd | Dead Vegetation  | Dead vegetation RHCA follow up 06/13/19. Inspected 09/11/19. Property owner in compliance 09/25/19.  |
| 93  | 6/14/2019         | 6    | Pine Tree Lane                      | Dead Tree  | City inspected on 10/22/19. First Notice mailed on 10/22/19 but wrong property owner. Re-inspected 12/11/19, need to confirm proper address of dead vegetation location.   |
| 94  | 2/14/2018         | 8    | Pine Tree Lane                      | Dead Tree  | Complaint received 02/14/18, case closed 01/09/2020.   |
| 95  | 5/24/2019         | 5    | Pine Tree Lane                      | Dead vegetation /construction  | Dead vegetation complaint 05/30/19. Property owner in compliance 12/11/19.   |
| 96  | 7/22/2019         | 1    | Pinto Lane                          | Bright lights  | Code Violation has been resolved, no further action needed. Case Closed. Timer was changed for lighting.   |
| 97  | 11/8/2019         | 1    | Pinto Road                          | Lighting on garage   | Light Complaint 11/08/19.HOA will check light fixtures. First Notice sent 11/12/19, waiting on response from property owner.   |
| 98  | 8/8/2018          | 0    | Poppy Trail                         | Storage of a boat, materials, and story poles  | Under Construction. Property owner is in compliance. No further action needed, case closed.  |
| 99  | 1/23/2019         | 4    | Poppy Trail                         | Illegal Horse Trail Outdoor Storage  | Closed   |
| 100 | 8/12/2019         | 18   | Poppy Trail                         | Permits illegal Trenching/retaining wall.  | Open   |
| 101 | 3/1/2016          | 38   | Portuguese Bend Road                | Stairs, walls, and water feature being built without permits. Slope remediation from dumping dirt. | Permits have been obtained work in progress. No further action needed, case closed.  |

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|     | Rcvd Date         | No.   | Street               | Inquiry/Complaint/Issue  | Comments  |
|-----|-------------------|-------|----------------------|--|---|
| 102 | 7/1/2016          | 15    | Portuguese Bend Road | Trailer in front yard  | RV was moved proper distance behind setback.  |
| 103 | 7/13/2016         | 38    | Portuguese Bend Road | Dumping of dirt and rocks and loose concrete into canyon                         | Under construction project not final. Closed 10/02/19 per Yolanta.  |
| 104 | 7/26/2016         | 18    | Portuguese Bend Road | Building a wall near to pool and parking their car on roadway easement overnight | Property owner secured permits for wall to house pool equipment. Owner notified about parking requirements and has complied.                                    |
| 105 | 10/12/2016        | 70    | Portuguese Bend Road | Lighting along driveway on every night.  | Lighting along the driveway is compliant with the code  |
| 106 | 1/5/2017          | 15    | Portuguese Bend Road | Porta portable toilet visible from street  | Closed  |
| 107 | 4/17/2017         | 38    | Portuguese Bend Road | Letter to remove dead trees  | Dead Vegetaion complaint 04/17/19 and in compliance as of 10/16/19.   |
| 108 | 12/4/2017         | 15    | Portuguese Bend Road | Trellis construction   | On 10/25/19, all permits are current.   |
| 109 | 2/13/2018         | 30    | Portuguese Bend Road | Bright pilaster lights   | Closed  |
| 110 | 2/14/2018         | 19    | Portuguese Bend Road | Dead Tree  | Follow up RHCA dead vegetation 02/14/18 and per Kathryn in compliance as of 08/13/19.   |
| 111 | 4/2/2018          | 17    | Portuguese Bend Road | Retaining Wall   | Closed  |
| 112 | 4/5/2018          | 54    | Portuguese Bend Road | Grading without a permit   | Closed  |
| 113 | 6/20/2018         | 77    | Portuguese Bend Road | Dead vegetation along trail  | Dead Vegetation complaint 06/20/18. Notice sent out 06/28/19. Inspected on 10/2/19 and in compliance.   |
| 114 | 12/14/2018        | 24    | Portuguese Bend Road | Dead Tree  | Follow up dead vegetation on RHCA case closed on 08/13/19. Kathryn advised property owner complied.   |
| 115 | 2/4/2019          | 20    | Portuguese Bend Road | Dead Tree  | Dead vegetation complaint 05/03/19. 06/07/19 in compliance.   |
| 116 | 2/4/2019          | 21    | Portuguese Bend Road | Dead Tree  | In compliance as of 03/15/19.   |
| 117 | 2/4/2019          | 32    | Portuguese Bend Road | Dead Tree  | Trees removed 05/06/19.   |
| 118 | 2/4/2019          | 74    | Portuguese Bend Road | Non Compliance   | Closed 07/15/19.  |
| 119 | 2/12/2019<br>RHCA | 34    | Portuguese Bend Road | Tree branches down on property; tree branches in power lines                     | RHCA case opened on 02/21/19. City inspected and mailed First Notice on 11/25/19. City waiting on response. City is also checking if vegetation is on easement. |
| 120 | 5/3/2019          | 14/15 | Portuguese Bend Road | Tree   | Vegetation complaint on 05/03/19. 06/13/19 No violation.  |
| 121 | 5/16/2019         | 77    | Portuguese Bend Road | Foundation Construction  | Owner discussed with building department and safety. As of 01/06/2020, plans approved and waiting for permit.   |
| 122 | 5/24/2019         | 15    | Portuguese Bend Road | Illegal Construction   | As 10/25/19, I checked in with building department all permits have been obtained and are current.  |
| 123 | 7/22/2019         | 14    | Portuguese Bend Road | Dead vegetation/tree   | Dead vegetation complaint 07/29/19 and property owner in compliance as of 09/25/19.   |

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|     | Rcvd Date  | No.    | Street                 | Inquiry/Complaint/Issue  | Comments  |
|-----|------------|--------|------------------------|--|---|
| 124 | 8/13/2019  | 2      | Portuguese Bend Road   | Dead Vegetation/tree/Maintenance                                 | Dead vegetation complaint 08/13/19. Case resolved 10/24/19 no violation.  |
| 125 | 1/5/2016   | 13     | Portuguese Bend Road   | Hose   | Art from HOA removed hose, case closed.   |
| 126 | 10/10/2019 | 25     | Portuguese Bend Road   | Dead Vegetation  | Complaint received 10/10/19. First Notice mailed on 10/10/19. Inspected 01/06/20 and violation still exist. City sent Second Notice on 01/09/20.        |
| 127 | 11/8/2019  | 73     | Portuguese Bend Road   | Gazebo lighting  | Proeprty owner change lighting watts. Case Closed 01/09/2020.   |
| 128 | 5/3/2019   | 2      | Possum                 | feeding animals  | Inspected the property for violation, violation unfounded. No further investigation, case closed on 10/24/19.   |
| 129 | 2/6/2018   | 4      | Quail Ridge Road North | Dead Tree  | Follow up RHCA dead vegetation 10/22/19. Sent out notice 11/13/19 and in compliance 12/02/19.   |
| 130 | 11/19/2019 | 8      | Quail Ridge Road North | Dead Vegetation  | Complaint receieved on 11/19/19. First Notice mailed on 12/04/19. Property owner agreed to address dead vegetation by 01/10/2020.                       |
| 131 | 11/13/2019 | 7      | Quail Ridge Road South | Dead Vegetation  | Complaint received on 11/13/19. City trying to reach owner to get permission to access property.  |
| 132 | 11/13/2019 | 9      | Quail Ridge Road South | Dead Vegetation  | Dead vegetation complaint 11/13/19. City is trying to reach out to owner to get permission to access property.  |
| 133 | 6/26/2019  | 7      | Ranchero               | Dead vegetation/tree   | Complaint received on 06/26/19. City granted extension 09/02/19 as owner works with other Agency. As of 01/02/2020 waiting on Fish and wildlife report. |
| 134 | 9/24/2019  | 4      | Ranchero               | Dead Vegetation  | City inspected and mailed First Notice on 09/24/19. No response from owner. City will sent Second Notice on 01/09/20.                                   |
| 135 | 11/6/2019  | 5      | Reata Road             | Short term Rental  | As of 01/08/2020, property owner Mr. Wilson is in compliance and is aware of the short term rental.   |
| 136 | 9/27/2017  | 4      | Ringbit Road West      | Spa construction   | Applicant secured City approval   |
| 137 | 9/13/2018  | 1      | Ringbit Road West      | Interior improvements to stable w/o permits                      | No new construction, no further action needed. Case closed.   |
| 138 | 11/8/2019  | 1 or 2 | Ringbit Road West      | Bright lights entry of driveway                                  | Light complaint 11/08/19.HOA will check light fixtures. First Notice sent 11/12/19, waiting on response from property owner. Case closed 01/09/2020.    |
| 139 | 4/20/2017  | 2      | Roadrunner             | Check for Building Permit bounced                                | Closed  |
| 140 | 9/16/2016  | 3      | Running Brand Road     | "Drilling sound" reported  | Source of noise identified and addressed. No additional noise complaints have been received.  |
| 141 | 8/23/2016  | 35     | Saddleback Road        | Terracing a slope to create vegetable beds with "keystone" walls | Keystone walls removed. Area restored.  |
| 142 | 11/15/2016 | 11     | Saddleback Road        | Grading without a permit   | Vegetation only was being removed   |
| 143 | 1/1/2018   | 77     | Saddleback Road        | Illegal grading  | Closed  |
| 144 | 2/6/2018   | 92     | Saddleback Road        | Dead Tree  | Follow up to RHCA. Inspected property on 10/16/19 violation does not exist,case closed.   |
| 145 | 2/14/2018  | 68     | Saddleback Road        | Dead Tree  | Follow up to RHCA 10/22/19. On 11/20/19 property owner is compliance.   |

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|     | Rcvd Date  | No. | Street                       | Inquiry/Complaint/Issue                            | Comments  |
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| 146 | 2/14/2018  | 88  | Saddleback Road              | Dead Tree  | Dead Vegetation complaint on 10/16/19 inspected and unfounded.  |
| 147 | 7/31/2018  | 80  | Saddleback Road              | Storage of a boat, materials, and story poles      | Closed  |
| 148 | 7/31/2018  | 85  | Saddleback Road              | Dead vegetation along roadway next to utility pole | Dead Vegetation 08/01/18. Letter returned 08/06/18. As of 06/07/19, property owner in compliance.                                     |
| 149 | 8/20/2018  | 77  | Saddleback Road              | Light glaring onto neighbors property              | 8/20/18 Spoke to property owner who mentioned it was a 1-time event and lights were accidentally left on.                             |
| 150 | 2/21/2019  | 58  | Saddleback Road              | Wire down  | Complaint wires down on 02/21/19. Notified Cox and Frontier, case closed 04/29/19.  |
| 151 | 5/16/2019  | 77  | Saddleback Road              | Noise  | Closed  |
| 152 | 5/24/2019  | 71  | Saddleback Road              | Gardening Shed                                     | Closed  |
| 153 | 6/1/2019   | 77  | Saddleback Road              | Drainage   | Drainage complaint 06/01/19. Open All permits that were still open cave signed off. As 01/09/2020 waiting on permits to be submmited. |
| 154 | 2/12/2019  | 1   | Sagebrush                    | Dead tree  | Dead Vegetation 02/12/19. 06/07/19 property owner in compliance.  |
| 155 | 7/19/2016  | 19  | Southfield Drive             | Illegally burning wood                             | Property owner confirmed that no wood would be burned in the firepit.   |
| 156 | 8/22/2018  | 2   | Southfield Drive             | Workers smoking                                    | Left message with contractor who called back saying it will not happen again. Contacted complainant to provide update.                |
| 157 | 2/8/2019   | 19  | Southfield Drive             | Dead Trees   | Dead Vegetation complaint 04/18/19. On 04/19/19 property owner in compliance.   |
| 158 | 11/8/2019  | 19  | Southfield Drive             | Bright lights entry of driveway                    | Complaint received 11/08/19. Noticed sent out 11/12/19 and wating on response from property owner.                                    |
| 159 | 2/14/2018  | 4   | Storm Hill Lane              | Dead Tree  | Follow up to RHCA 08/13/19, property owner is in compliance.  |
| 160 | 12/27/2016 | 15  | Upper Blackwater Canyon Road | dirt across road, pile of dirt, hillside failure   | Property owner complied with terms of Notice of Violation issued by LA County   |
| 161 | 2/14/2018  | 12  | Upper Blackwater Canyon Road | Dead Tree  | Follow up to RHCA 08/13/19, property owner is in compliance.  |
| 162 | 2/8/2019   | 11  | Upper Blackwater Canyon Road | Dead trees   | Dead Vegetation 06/13/14 on 06/14/19 I inspected the property and no dead vegetation.   |
| 163 | 2/26/2019  | 15  | Upper Blackwater Canyon Road | Dead Trees   | Inspected on 10/16/19. City sent First Notice on 01/09/20.  |
| 164 | 6/14/2019  | 14  | Upper Blackwater Canyon Road | Dead vegetation                                    | Complaint received on 06/13/19. City needs more information to send First Notice  |
| 165 | 10/13/2016 | 9   | Williamsburg Lane            | Composting structures with no permits              | Permits secured by owner  |
| 166 | 2/14/2019  | 1   | Williamsburg Lane            | Dead Vegetation                                    | Follow up on RHCA dead vegetation on 08/13/19 and was advised by Kathryn property owner is in compliance as of 08/13/19.              |
| 167 | 4/4/2018   | 5   | Williamsburg Lane            | Hardscape and pool demo.                           | Closed  |
| 168 | 10/21/2019 | 12  | Williamsburg Lane            | Trash  | As of 10/25/19, case has been resolved no further action needed.  |
| 169 | 12/11/2019 | 6   | Eastfield Drive              | Dead Vegetation                                    | Inspected on 12/11/19. City mailed First Notice on 01/09/20.  |
| 170 | 12/11/2019 | 6   | Chuckwagon Road              | Dead Vegetation                                    | Complaint received on 12/11/19. First Notice mailed on 12/20/19. Property is for sale.  |

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|            | Rcvd Date  | No.   | Street            | Inquiry/Complaint/Issue | Comments   |
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| <b>171</b> | 12/11/2019 | 8     | Hackamore Road    | Permits                 | On 12/11/19 advised property owner of follow up inspection.  |
| <b>172</b> | 12/16/2019 | 5     | Ringbit Road West | Unpermitted Structures  | C and D 12/16/19. Inspected on 12/16/19 and Building and safety issued a stop work. On 01/09/2020 property owner is waiting on Building and Safety approval and will move forward with permit when plans are approved. |
| <b>173</b> | 12/19/2019 | 75/76 | Saddleback Road   | Dead Tree               | Complaint received on 12/19/19 but complainant not sure on proper address. Complainant will come back with more information. 75 Saddleback was contacted and informed of potential dead vegetation complaint.          |
| <b>174</b> | 12/20/2019 | 5     | Buggy Whip Drive  | Unpermitted Structures  | Complaint received 12/20/19, property owner waiting on Building and Safety   |
| <b>175</b> | 1/7/2019   | 1     | Chuckwagon Road   | Unpermitted Structures  | Complaint received on 01/07/2020 via email from Building and Safety. I inspected on 01/07/2020 and stop work. I left my business card with contractors and advised that no work till obtain permit.                    |