City of Rolling Hills INCORPORATED JANUARY 24, 1957

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

AGENDA | **CITY COUNCIL** | **CITY OF ROLLING HILLS**
Regular City Council Meeting | **Monday, February 14, 2022** | **7:00 PM**

All Councilmembers will participate in-person wearing masks per Los Angeles County Health Department's Health Officer Order effective Saturday, July 17, 2021. The meeting agenda is available on the City's website. The City Council meeting will be live-streamed on the City's website. Both the agenda and the live-streamed video can be found here:
https://www.rolling-hills.org/government/agenda/index.php

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

Recordings to City Council meetings can be found here:
https://cms5.revize.com/revize/rollinghillsca/government/agenda/index.php

Next Resolution No. 1289 *Next Ordinance No. 374*

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS/PROCLAMATIONS/ANNOUNCEMENTS

4.A. RECOGNITION AND COMMENDATION FOR LOS ANGELES COUNTY SHERIFF'S DEPARTMENT DEPUTIES TAMI BOUSE AND REECE SOUZA ON THEIR YEARS OF SERVICE TO THE PALOS VERDES PENINSULA AND THE CITY OF ROLLING HILLS.
RECOMMENDATION: Present certificates of commendation.

5. APPROVE ORDER OF THE AGENDA

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

6. BLUE FOLDER ITEMS (SUPPLEMENTAL)

Blue folder (supplemental) items are additional back up materials to administrative reports, changes to the posted agenda packet, and/or public comments received after the printing and distribution of the agenda packet for receive and file.

7. PUBLIC COMMENT ON NON-AGENDA ITEMS

*This is the appropriate time for members of the public to make comments regarding 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.*

8. CONSENT CALENDAR

Business items, except those formally noticed for public hearing, or those pulled for discussion are assigned to the Consent Calendar. The Mayor or any Councilmember may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion. The Mayor will call on anyone wishing to address the City Council on any Consent Calendar item on the agenda, which has not been pulled by Councilmembers for discussion.

8.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF FEBRUARY 14, 2022
RECOMMENDATION: Approve.
CL_AGN_220214_AffidavitofPosting.pdf

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

8.C. APPROVE THE FOLLOWING CITY COUNCIL MINUTES: JANUARY 22, 2022 JANUARY 24, 2022
RECOMMENDATION: Approve as presented.
CL_MIN_220122_CC_F.pdf
CL_MIN_220124_CC_F.pdf

8.D. PAYMENT OF BILLS
RECOMMENDATION: Approve as presented.
CL_AGN_220214_PaymentOfBills_01.25-02.14.pdf

8.E. APPROVE THE SUBMITTAL OF THE 2021 PALOS VERDES PENINSULA EWMP ADDENDUM TO THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD.
RECOMMENDATION: Approve the submittal of the 2021 Palos Verdes Peninsula EWMP Addendum to the Los Angeles Regional Water Quality Control Board.

Addendum_PVP_EWMP_RH(2022-01-04).pdf
Palos Verdes Peninsula EWMP Letter 2021 Update.pdf

8.F. ADOPT RESOLUTION NO. 1288 AUTHORIZING SUBMITTAL OF THE CALRECYCLE SB 1383 LOCAL ASSISTANCE GRANT PROGRAM APPLICATION AND RELATED AUTHORIZATIONS
RECOMMENDATION: Adopt Resolution No. 1288.
ResolutionNo 1288 SB 1383 Grant.pdf
ApplicationCertification - SIGNED.pdf

8.G. APPROVE AND AUTHORIZE CITY MANAGER TO EXECUTE CONTRACTS OR AGREEMENTS WITH THE SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB) RELATED TO FILLING THE PART-TIME ADMINISTRATIVE CLERK VACANCY

RECOMMENDATION: Approve as presented.

SBWIB_Business Services flyer-All Locations.pdf
SBWIB_TSE_Program.pdf
2020 TSE AGREEMENT OJT NEW 5 PWE 5 MON SAMPLE 03 25 2020.pdf
2021 OJT Agreement WIOA NEW SAMPLE (50%) 10 20 2020.pdf

8.H. APPROVE AND AUTHORIZE CITY MANAGER TO EXECUTE THE JOINT REPRESENTATION LETTER BETWEEN THE SBCCOG AND THE CITIES OF LOMITA, HERMOSA BEACH, PALOS VERDES ESTATES AND ROLLING HILLS REGARDING THE REGIONAL EMERGENCY ALERT PROGRAM

RECOMMENDATION: Direct the City Manager to execute the letter of consent authorizing the joint representation

CL_AGN_220214_BBK_JointRepLetter_RegEmerAlertPrgm.pdf

9. EXCLUDED CONSENT CALENDAR ITEMS

10. COMMISSION ITEMS

11. PUBLIC HEARINGS

12. OLD BUSINESS

12.A. APPROVE THE PRINTING AND DISTRIBUTING OF THE ROLLING HILLS EMERGENCY PREPAREDNESS EVACUATION PROCEDURE BROCHURE.

RECOMMENDATION: Approve printing and distribution of the emergency evacuation brochure.

RH Evacuation Procedures DRAFT 020322.v4.pdf
Sir Speedy Costs for Printing Evac Brochures.pdf

12.B. DISCUSS THE ROLLING HILLS COMMUNITY ASSOCIATION'S REQUEST RELATING TO THE CITY HALL CAMPUS EMERGENCY POWER PROJECT AND PROVIDE DIRECTION TO STAFF.

RECOMMENDATION: Provide direction to staff.

Rolling_Hill_Maintenance_Buildings_One__Two-_SFR_V3_Review.pdf

12.C. CONSIDER HIRING A LANDSCAPE ARCHITECT TO INVENTORY THE CITY HALL CAMPUS IRRIGATION SYSTEM AND PROVIDE RECOMMENDATIONS FOR LANDSCAPING IMPROVEMENTS.

RECOMMENDATION: Discuss and Consider.

13. NEW BUSINESS

13.A. CONSIDER AND APPROVE FUEL LOAD REDUCTION MAINTENANCE IN PHASE THREE AREA BY THE PALOS VERDES PENINSULA LAND CONSERVANCY.

RECOMMENDATION: Staff recommends that the City Council invest in the

maintenance of the Phase 3 area and direct staff to work with PVPLC on a cost estimate for a three year maintenance period.
PVPLC Reducing Fuel Load Project Update -2021.pdf
PVP Land Conservancy Agreement_2019-11-15.pdf
PVP Land Conservancy Agreement 2020_06_08.pdf
Second Amendment to Fire Fuel Abatement 07122021 Signed.pdf

13.B. ACCEPT FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) HAZARD MITIGATION GRANT FUNDS HMGP DR-4382-177-7R-CA, EASTFIELD DRIVE ELECTRICAL UTILITY UNDERGROUNDING MITIGATION PROJECT; DIRECT STAFF TO PREPARE A RESOLUTION TO ACCEPT THE FUNDS; AUTHORIZE THE CITY MANAGER TO EXECUTE THE POST OBLIGATION DOCUMENTS IN ORDER TO RECEIVE REIMBURSEMENT; AND ALLOCATE THE REQUIRED FUNDS FROM THE UTILITY FUND.
RECOMMENDATION: Approve as presented.
DR4382-PJ0177 Apvl Ltr & FEMA Pkg.pdf
Cal OES 89 (blank).pdf
Cal OES 130 (blank).pdf
DR4382-PJ0177 Supp_50 Subaward Info.pdf
FFATA Rolling Hills, City of.pdf
HMA Notification to Subrecipients.pdf
Reimbursement Request Form - Cal OES 400.pdf
Resolution 10-14-19.pdf
SAM New Entity & Update Registration.pdf

13.C. CONSIDER AMENDING EXISTING EMERGENCY CONTRACT WITH E.C. CONSTRUCTION COMPANY TO ADD REPAIRS TO SINKHOLE CAUSED BY A COLLAPSED STORM DRAIN PIPE AT QUAILRIDGE ROAD NORTH; AND TO INVOICE THE ROLLING HILLS COMMUNITY ASSOCIATION FOR THE REPAIRS.
RECOMMENDATION: Approve recommended action.
CL_AGN_220214_CC_SD_Repair_Quailridge.pdf
CL_AGN_220214_CC_Quailridge_Sinkhole.pdf

13.D. ACCEPT EMERGENCY STORM DRAIN REPAIR ALONG MIDDLERIDGE LANE SOUTH AS COMPLETE AND RELEASE RETENTION AFTER 30 DAY LIEN PERIOD TO EC CONSTRUCTION
RECOMMENDATION: Approve as presented.
City of Rolling Hills SD Repair.pdf
Invoice #19019 inc T & M & CF Release.pdf
INVOICE #19036 W CF Release.pdf

13.E. CONSIDER A PROPOSAL FROM WILLDAN ENGINEERING TO PROVIDE CODE ENFORCEMENT SERVICES IN THE AMOUNT NOT TO EXCEED $15,100
RECOMMENDATION: Approve as presented.
Willdan - Rolling Hills proposal.pdf
4LEAF - City of Rolling Hills - Code Enforcement SOQ.pdf
4LEAF - Fee Schedule Updated 2_09_2022.pdf

13.F. PRESENT THE CITY COUNCIL PRIORITIES FOR FISCAL YEARS 2022-2023 AND 2023-2024 DEVELOPED AS PART OF THE JANUARY 22, 2022 STRATEGIC

PLANNING WORKSHOP.
RECOMMENDATION: Receive a presentation from staff, and provide input on the presentation.
CL_MIN_220122_CC_StrategicPlan_DetailedNotes.pdf
2_SP_2020-Jan-25_StrategicPlanningNotes2.pdf
3_SP_StrategicItems_F.pdf
4_FY 2022 Expenditures by Department.pdf
5_CIP_3Years_2020.pdf
6_CIP_3Years_2021-June-28.pdf
7_SP_2022staffPresentation.pdf
8_StrategicPlanningWorkshopBudgetItems_2020-04-27.pdf
CC_SP_2022CouncilPrioritiesGoals.docx
CC_SP_2020_vs_2022_BriefComparison.docx
CC_SP_2022FinalPrioritiesGoals.pdf

14. MATTERS FROM THE CITY COUNCIL

14.A. VERBAL REPORT ON THE TRAFFIC COMMISSION MEETING OF FEBRUARY 7, 2022
RECOMMENDATION: Receive and file

15. MATTERS FROM STAFF

15.A. RECEIVE AND FILE A VERBAL REPORT ON UPDATE TO EXPAND TENNIS COURT 1 TO ADD PICKLEBALL COURTS.
RECOMMENDATION: Receive and file.
CL_AGN_220214_RB_RecParks_AdminReport_Example.pdf

16. RECESS TO CLOSED SESSION

16.A. CONFERENCE WITH LABOR NEGOTIATOR GOVERNMENT CODE SECTION 54957.6 Â CITY'S DESIGNATED REPRESENTATIVE: MAYOR BEA DIERINGER UNREPRESENTED EMPLOYEE: CITY MANAGER ELAINE JENG
RECOMMENDATION: None.

17. RECONVENE TO OPEN SESSION

18. ADJOURNMENT
Next regular meeting: Monday, February 28, 2022 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

Public Comment is welcome on any item prior to City Council action on the item.Documents pertaining to an agenda item received after the posting of the agenda are available for review in the City Clerk's office or at the meeting at which the item will be considered.

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

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.A
Mtg. Date: 02/14/2022

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

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

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

SUBJECT: **RECOGNITION AND COMMENDATION FOR LOS ANGELES COUNTY SHERIFF'S DEPARTMENT DEPUTIES TAMI BOUSE AND REECE SOUZA ON THEIR YEARS OF SERVICE TO THE PALOS VERDES PENINSULA AND THE CITY OF ROLLING HILLS.**

DATE: **February 14, 2022**

BACKGROUND:
Los Angeles County Sheriff Department Deputies Tami Bouse and Reece Souza have served for 20 years and 31 years respectively. It is with great pleasure that the City of Rolling Hills City Council commends them for their invaluable services to the Los Angeles County Sheriff's Department and the entire Palos Verdes Peninsula. They have exemplified the highest levels of integrity, professionalism and public service. The City Council thanks them for their dedication and commitment to our community and wishes them a wonderful retirement.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Present certificates of commendation.

ATTACHMENTS:

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.A
Mtg. Date: 02/14/2022

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

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

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

SUBJECT: **APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF FEBRUARY 14, 2022**

DATE: **February 14, 2022**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve.

ATTACHMENTS:
CL_AGN_220214_AffidavitofPosting.pdf

Administrative Report

8.A., **File #** 994 **Meeting Date**: 02/14/2022

To: MAYOR & CITY COUNCIL

From: Christian Horvath, City Clerk

TITLE

APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF FEBRUARY 14, 2022

EXECUTIVE SUMMARY

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

AFFIDAVIT OF POSTING

In compliance with the Brown Act, the following materials have been posted at the locations below.

Legislative Body	City Council	
Posting Type	Regular Meeting Agenda	
Posting Location	2 Portuguese Bend Road, Rolling Hills, CA 90274 City Hall Window	
Meeting Date & Time	FEBRUARY 14, 2022	7:00pm Open Session

As City Clerk of the City of Rolling Hills, I declare under penalty of perjury, the document noted above was posted at the date displayed below.

Christian Horvath, City Clerk

Date: February 10, 2022

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.B
Mtg. Date: 02/14/2022

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

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

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

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

DATE: **February 14, 2022**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve.

ATTACHMENTS:

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.C
Mtg. Date: 02/14/2022

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

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

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

SUBJECT: **APPROVE THE FOLLOWING CITY COUNCIL MINUTES:**
JANUARY 22, 2022
JANUARY 24, 2022

DATE: **February 14, 2022**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
CL_MIN_220122_CC_F.pdf
CL_MIN_220124_CC_F.pdf

Minutes
Rolling Hills City Council
Saturday, January 22, 2022
Special Meeting 8:30 a.m.

1. CALL TO ORDER

The City Council of the City of Rolling Hills met in person on the above date at 8:43 a.m. Mayor Bea Dieringer presiding.

2. ROLL CALL

Councilmembers Present:	Pieper, Wilson, Mayor Pro Tem Black, Mayor Dieringer
Councilmembers Absent:	Mirsch
Staff Present:	Elaine Jeng, City Manager
	John Signo, Planning & Community Services Director
	Christian Horvath, City Clerk / Executive Assistant to the City Manager
	Ashford Ball, Senior Management Analyst

3. PLEDGE OF ALLEGIANCE - Mayor Dieringer

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

5. CONSENT CALENDAR

5.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL SPECIAL MEETING OF JANUARY 22, 2022

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

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

6. DISCUSSION ITEMS

6.A. REVIEW CITY COUNCIL ESTABLISHED PRIORITIES FROM THE 2020 STRATEGIC PLANNING WORKSHOP; AND EVALUATE CITY ACTIONS AND ACTIVITIES SINCE JANUARY 2020 SUPPORTING THE ESTABLISHED PRIORITIES

Presentation and Facilitation by Elaine Jeng

6.B. REVIEW THE CAPITAL IMPROVEMENT PLAN APPROVED AS A PART OF THE FISCAL YEARS 2020-2021 AND 2021-2022 BUDGET ADOPTION

Presentation and Facilitation by Elaine Jeng

6.C. DISCUSS AND ESTABLISH PRIORITIES INCLUDING CAPITAL AND NON CAPITAL PROJECTS FOR THE NEXT TWO FISCAL YEARS (FY 2022-2023 AND FY 2023-2024).

Presentation and Facilitation by Elaine Jeng

Mayor Dieringer called for a brief recess at 10:20 a.m. Without objection, so ordered.

Mayor Dieringer called the meeting back to order at 10:46 a.m.

Public Comment: Alfred Visco, Arlene Honbo, Michael Shoettle, Melissa McNabb, Jim Aichele

7. ADJOURNMENT: 12:15 P.M.

The meeting was adjourned at 12:15 p.m. The next regular meeting of the City Council is scheduled to be held on Monday, February 14, 2022 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California. It will also be available via City's website link at: https://www.rolling-hills.org/government/agenda/index.php

All written comments submitted are included in the record and available for public review on the City website.

Respectfully submitted,

_____
Christian Horvath, City Clerk

Approved,

_____
Bea Dieringer, Mayor

Minutes
Rolling Hills City Council
Monday, January 24, 2022
Regular Meeting 7:00 p.m.

1. CALL TO ORDER

The City Council of the City of Rolling Hills met in person on the above date at 7:01 p.m. Mayor Bea Dieringer presiding.

2. ROLL CALL

Councilmembers Present:	Pieper, Mirsch, Wilson, Mayor Pro Tem Black, Mayor Dieringer
Councilmembers Absent:	None
Staff Present:	Elaine Jeng, City Manager
	Jane Abzug, City Attorney
	John Signo, Planning & Community Services Director
	Christian Horvath, City Clerk / Executive Assistant to the City Manager
	Ashford Ball, Senior Management Analyst

3. PLEDGE OF ALLEGIANCE - Mayor Dieringer

4. BLUE FOLDER ITEMS (SUPPLEMENTAL)

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

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

5. PUBLIC COMMENT ON NON-AGENDA ITEMS

6. CONSENT CALENDAR

6.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JANUARY 24, 2022

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

6.C. APPROVE THE FOLLOWING CITY COUNCIL MINUTES: JANUARY 10, 2022

6.D. PAYMENT OF BILLS

6.E. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR DECEMBER 2021

6.F. CITY COUNCIL MEETING DATES FOR CALENDAR YEAR 2022 - REVISED

6.G. REPUBLIC SERVICES' 2022 CLEAN-UP SCHEDULE.

6.H. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING SUBMITTAL OF APPLICATIONS FOR THE CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE) PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS

Motion by Mayor Pro Tem Black, seconded by Councilmember Pieper to approve items with correction to adjournment on Item 6.C. Motion carried unanimously with the following vote:

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

7. EXCLUDED CONSENT CALENDAR ITEMS

8. COMMISSION ITEMS – NONE

9. PUBLIC HEARINGS – NONE

10. OLD BUSINESS

10.A. CONSIDER REVIEW ADDENDUM TO THE PENINSULA ENHANCED WATERSHED MANAGEMENT PROGRAM (EWMP); DIRECT STAFF TO SUBMIT THE ADDENDUM TO THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD; AND DIRECT STAFF TO PREPARE SEPULVEDA CANYON MONITORING DATA TO BE SUBMITTED TO THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD SEPARATELY.

Presentation by Kathleen McGowan.

Public Comment: Michael Schoettle, Bill Rogers

Motion by Councilmember Wilson, seconded by Councilmember Mirsch to direct staff to prepare Sepulveda Canyon monitoring data to be submitted to the LA Regional Water Quality Control Board. Motion carried unanimously with the following vote:

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

Motion by Councilmember Mirsch, seconded by Councilmember Pieper to prepare a summary of the flow monitoring and rainfall data collected and submit separately to the LA Regional Water Quality Control Board as evidence of its retention of the 85th percentile 24 hour rainfall runoff. Motion carried unanimously with the following vote:

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

Mayor Dieringer requested to move Items 13.B. and 12.A. up on the agenda to allow presenters and public commenters an opportunity to participate earlier in the evening. Without objection, so ordered.

13. MATTERS FROM STAFF

13.B. FIRE FUEL ABATEMENT ENFORCEMENT CASES QUARTERLY REPORT FOR THE FOURTH QUARTER OF 2021. (OCTOBER 1 THROUGH DECEMBER 31)

Presentation by John Signo
Cris Sarabia, Conservation Director at Palos Verdes Peninsula Land Conservancy

Public Comment: Alfred Visco

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

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

12. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

12.A. REPORT BY THE FIRE FUEL COMMITTEE ON THE JANUARY 20, 2022 COMMITTEE MEETING AND APPROVE COMMITTEE'S RECOMMENDATION TO HIRE WILDLAND RESOURCE MANAGEMENT

Presentation by Ashford Ball
Mayor Pro Tem Black

Public Comment: Bill Rogers, Michael Schoettle

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Black directing the City Attorney to draft a contract for Wildland Resource Management and authorize the Fire Fuel Committee to decide what line items from the proposal shall be chosen and executed within a not to exceed amount of $20,000. Motion carried with the following vote:

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

Mayor Dieringer resumed the regular agenda order.

10. OLD BUSINESS

10.B. DISCUSS THE ROLLING HILLS COMMUNITY ASSOCIATION'S REQUEST RELATING TO THE CITY HALL CAMPUS EMERGENCY POWER PROJECT AND PROVIDE DIRECTION TO STAFF

Public Comment: Alfred Visco

Motion by Councilmember Pieper, seconded by Councilmember Mirsch to continue this item to the next council meeting. Motion carried unanimously with the following vote:

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

10.C. CONSIDER HIRING A LANDSCAPE ARCHITECT TO INVENTORY THE CITY HALL CAMPUS IRRIGATION SYSTEM AND PROVIDE RECOMMENDATIONS FOR LANDSCAPING IMPROVEMENTS

Motion by Councilmember Mirsch, seconded by Councilmember Pieper to continue this item to the next council meeting. Motion carried unanimously with the following vote:

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

11. NEW BUSINESS

11.B. CONSIDER APPLYING FOR THE SB 1383 LOCAL ASSISTANCE GRANT PROGRAM

Presentation by John Signo

Motion by Councilmember Pieper, seconded by Councilmember Wilson directing staff to apply for the SB 1383 Local Assistance Grant Program. Motion carried unanimously with the following vote:

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

11.A. BID PROPOSAL AND CONTRACT FOR EMERGENCY STORM DRAIN REPAIR AT 1 MIDDLERIDGE LANE SOUTH

Presentation by Elaine Jeng
City Attorney Abzug noted that a 4/5 vote is required

Motion by Councilmember Wilson, seconded by Councilmember Mirsch to adopt resolution, direct City Attorney to draft a professional services contract, and authorize City Manager to execute. Motion carried unanimously with the following vote:

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

12. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

Councilmember Pieper noted that the Rolling Hills Courts Club Taco Party Event was a great success with 30 people showing up to play Pickle ball who had never played before.

Councilmember Wilson noted that January 24th is the City's 65th "Birthday." He thanked staff for moving to color agenda packets and provided a Sanitation District report on recent sewer issues.

13. MATTERS FROM STAFF

13.A. COMMUNITY RECOGNITION LUNCHEON FOR RETIRING SHERIFF DEPUTIES REECE SOUZA AND TAMI BOUSE FROM THE LOMITA STATION

Presentation by Elaine Jeng

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Black to approve hosting of a community luncheon on February 9, 2022 with a cost not to exceed $2000. Motion carried unanimously with the following vote:

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

14. CLOSED SESSION

14.A. CONFERENCE WITH LABOR NEGOTIATOR GOVERNMENT CODE SECTION 54957.6 CITY'S DESIGNATED REPRESENTATIVE: MAYOR BEA DIERINGER UNREPRESENTED EMPLOYEE: CITY MANAGER ELAINE JENG

Motion by Councilmember Mirsch, seconded by Councilmember Wilson to recess at 9:31 p.m. to conduct Closed Session attended by City Attorney Jane Abzug. Motion carried unanimously with the following vote:

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

The City Council reconvened to Open Session at 10:46 p.m.

Councilmembers Present:	Pieper, Mirsch, Wilson, Mayor Dieringer
Councilmembers Absent:	Mayor Pro Tem Black
Staff Present:	Elaine Jeng, City Manager
	Jane Abzug, City Attorney

City Attorney Abzug announced that the council discussed the item on the agenda but took no reportable action.

15. ADJOURNMENT: 10:47 P.M.

The meeting was adjourned at 10:47 p.m. The next regular meeting of the City Council is scheduled to be held on Monday, February 14, 2022 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California. It will also be available via City's website link at: https://www.rolling-hills.org/government/agenda/index.php

All written comments submitted are included in the record and available for public review on the City website.

Respectfully submitted,

_____
Christian Horvath, City Clerk

Approved,

_____
Bea Dieringer, Mayor

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.D
Mtg. Date: 02/14/2022

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

FROM: **CHRISTIAN HORVATH,**

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

SUBJECT: **PAYMENT OF BILLS**

DATE: **February 14, 2022**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
CL_AGN_220214_PaymentOfBills_01.25-02.14.pdf

CITY OF ROLLING HILLS
ACH22-058- ACH22-061 & AP22-057- AP22-059
Check Run 01-26-2022 through 02-14-2022

Check No.	Check Date	Payee	Descritption	Amount
ACH-008	1/25/2022	The Gas Company	Gas Usage January 2022	386.77
ACH-009	1/25/2022	Southern California Edison	Electricity usage December & January #4218	348.60
ACH-007	1/25/2022	CalPERS	CalPERS Health February 2022	10,748.23
027365	1/26/2022	Delta Dental	February 2022 Delta Insurance	824.49
027366	1/26/2022	Govinvest Inc.	Annual 21-22 Pension Module Licensing Fee	1,750.00
027367	1/26/2022	County of Los Angeles	December 2021 Animal care Housing Costs	147.38
027368	1/26/2022	NV5, INC.	December 2021 Services- CORH-209641 MS4 Monitoring	7,908.03
027369	1/26/2022	Palos Verdes Security Sys, Inc.	February 2022 CCTV Lease 02-01-22 to 02-28-22	168.00
027370	1/26/2022	Standard Insurance Company	February 2022 Life Insurance	557.50
027371	1/26/2022	Vision Service Plan - (CA)	February 2022 Vision Insurance	140.98
PR LINK	1/28/2022	PR LINK - Payroll & PR Taxes PR#2	Payroll Processing Fee 01/12/2022 to 01/25/2022	73.00
PR LINK	1/28/2022	PR LINK - Payroll & PR Taxes PR#2	Pay Period - PR#2 01/12/2022 to 01/25/2022	30,071.41
ACH 012	1/28/2022	CalPERS	CalPers Retirment Payroll Ending 01 25 2022	3,306.27
ACH-010	1/28/2022	Vantagepoint Transfer Agents - 306580	Deferred Compensation PR Ending 01-25-2022	1,441.37
ACH-011	1/28/2022	Vantagepoint Transfer Agents - 306580	Deferred Compensation Year end Adjusment	386.59
027372	2/2/2022	Alan Palermo Consulting	January 2022 Svcs - City HallADA, Sewer, Block Captain	2,080.00
027373	2/2/2022	Executive Suite Services Inc.	January 2022 Monthly Janitorial Svcs	1,700.00
027373	2/2/2022	Executive Suite Services Inc.	November 2021 Monthly Janitorial Svcs	1,700.00
CHECK TOTAL			**3,400.00**	
027374	2/2/2022	League of California Cities	Annual Membership Dues for 2022	1,352.00
027375	2/2/2022	Palos Verdes Peninsula Unified School District	Sept 2021- through Nov. 2021 School Security Officer cost	700.91
027376	2/2/2022	Race Communications	January 2022 Internet charges	1,020.00
027377	2/2/2022	John Resich	Permit #839 Refund 8 Outrider	1,000.00
ACH-012	2/2/2022	California Water Service Co.	Water Usage 11-25-2021 through 12-28-2021 Rolling	598.64
ACH-012	2/2/2022	California Water Service Co.	Water Usage 12-29-2021 through 01-27-2022 Rolling	336.01
ACH-013	2/2/2022	California Water Service Co.	Water Usage 11-25-2021 through 12-28-2021 Rancho	511.78
ACH-013	2/2/2022	California Water Service Co.	Water Usage 12-29-2021 through 01-27-2022 Rancho	375.78
ACH-014	2/2/2022	Southern California Edison	Electricty Usage 12-22-2021 through 01-23-2022 _8030	828.79
027378	2/9/2022	Lisa's Bon Appetit	Retirment Lunch 02 09 2022	2,077.49
027379	2/14/2022	Bennett Landscape	Landscape Maint Services Feb 2022	660.00
027380	2/14/2022	Best Best & Krieger LLP	Land Use Legal Services January 2022	1,721.40
027380	2/14/2022	Best Best & Krieger LLP	Legal Services January 2022	12,648.00
027380	2/14/2022	Best Best & Krieger LLP	View Preservation January 2022	323.00
CHECK TOTAL			**14,692.40**	
027381	2/14/2022	Cox Communications	Phone Service Jan 26 - Feb 25 2022	153.78
027382	2/14/2022	E. C. CONSTRUCTION	Middleridge Lane Sink Hole Investigation	3,715.87
027383	2/14/2022	Everbridge, Inc.	Mass Notification and Consulting Services	4,171.00
027384	2/14/2022	Forum Info-Tech. Inc./Levelcloud	February Cloud Hosting	4,917.85
027385	2/14/2022	MV CHENG AND ASSOCIATES	Monthly Accounting Services January 2022	13,071.25
027386	2/14/2022	NV5, INC.	Sewer Main Upgrade August - December 2021	23,110.00
027386	2/14/2022	NV5, INC.	Sewer Main Upgrade June - July 2021	7,771.30
027386			**30,881.30**	
027387	2/14/2022	RINCON CONSULTANTS, INC	January 2022 Services RH Safety Element update	2,014.50
027388	2/14/2022	Elaine Jeng	City Manager Reimbursement CA Cities Manager Conference	156.52
027388	2/14/2022	Elaine Jeng	Reimbursement Expenses E.J. Conferences	196.28
CHECK TOTAL			**352.80**	
Report Total				**147,170.77**

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
147,170.77 for the payment of above items.

2/10/2022

Elaine Jeng, P.E., City Manager

Agenda Item No.: 8.E
Mtg. Date: 02/14/2022

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

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

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

SUBJECT: **APPROVE THE SUBMITTAL OF THE 2021 PALOS VERDES PENINSULA EWMP ADDENDUM TO THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD.**

DATE: **February 14, 2022**

BACKGROUND:
On January 24th, the City Council motion did not explicitly state to approve the submittal of the 2021 Palos Verdes Peninsula EWMP Addendum to the Los Angeles Regional Water Quality Control Board (Regional Board). This item is meant to capture the language exactly as needed by staff.

DISCUSSION:

An addendum to incorporate the City of Rolling Hills into the 2021 EWMP has been prepared for City Council's consideration and consists of two parts:

- A detailed matrix of itemized changes to the 2021 EWMP, organized by EWMP section and formatted in the strikeout/replacement format requested by Water Board staff; and
- A new narrative subsection 3.5.2 devoted to 85th percentile, 24-hour retention areas with a discussion of the Rolling Hills Nature-Based Runoff Retention Area.

These documents have been shared with the current EWMP participants and they have no objections to the content or the City of Rolling Hills' submittal of the documents to the Regional Board. The EWMP participants have requested that when these documents are transmitted to the Regional Board, a statement is included in the transmittal requesting that consideration of this addendum not delay the Regional Board's review and approval of the 2021 EWMP which is currently posted for public comment.

FISCAL IMPACT:
The preparation of the EWMP addendum and the review of the Sepulveda Canyon monitoring data are included in the contract with McGowan Consultant for FY 2021-2022. The Sepulveda Canyon

monitoring, and the review and analysis of the data is funded by local returns from Measure W, Safe Clean Water program.

RECOMMENDATION:
Approve the submittal of the 2021 Palos Verdes Peninsula EWMP Addendum to the Los Angeles Regional Water Quality Control Board.

ATTACHMENTS:
Addendum_PVP_EWMP_RH(2022-01-04).pdf
Palos Verdes Peninsula EWMP Letter 2021 Update.pdf

Addendum Summarizing Modifications to PVP EWMP to Incorporate City of Rolling Hills

Section 1 Introduction and Background

No.	Subsection, Table or Figure	Page	Paragraph	Modification
1	1.1	1-1	2nd ¶	Append 2nd paragraph with the following sentence: "The City of Rolling Hills has elected to join the Peninsula WMG and has been incorporated into this revised EWMP."
2	1.2	1-2	1st ¶	Modify 1st paragraph as follows: "The geographic scope of the Peninsula EWMP (as shown in Figure 1-1) is comprised of the incorporated Cities of Rancho Palos Verdes, Palos Verdes Estates, Rolling Hills and Rolling Hills Estates, and unincorporated areas of the County of Los Angeles and LACFCD facilities (See Appendix 1.0 for a description of the LACFCD and its responsibilities within the Peninsula WMG). ~~The City of Rolling Hills is not participating in the Peninsula EWMP; however, the city is participating in the Peninsula WMG CIMP."~~
3	1.2	1-2	2nd ¶	Modify sentences 4-6 as follows: (4) "The SMB Watershed accounts for ~~63~~ 58% (~~14.2~~ 14.8 square miles) of the total Peninsula WMG area, and includes portions of the cities of Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, and Rolling Hills Estates. (5) The Los Angeles Harbor Subwatershed accounts for ~~15~~ 18% (~~3.4~~ 4.5 square miles) of the total Peninsula WMG area and includes portions of the cities of Rancho Palos Verdes, Rolling Hills, and Rolling Hills Estates. (6) The Machado Lake Subwatershed accounts for ~~22~~ 24% (~~4.9~~ 6.2 square miles) of the total Peninsula WMG area, and includes portions of the cities of Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, and Rolling Hills Estates, and the unincorporated areas of the County of Los Angeles.

No.	Subsection, Table or Figure	Page	Paragraph	Modification
4	Table 1-1	1-2		Include a new column for Rolling Hills in Table 1-1 and modify the table to incorporate the following information: Total area of City of Rolling Hills is 2.99 square miles which increases Total EWMP Area to 25.6 square miles. Land area of Rolling Hills within the three watersheds is: 0.64 sq. mi. in Santa Monica Bay, 1.3 sq. mi. in Machado Lake, and 1.1 sq. mi. to Los Angeles Harbor.
5	Figure 1-1	1-3		(1) Add Rolling Hills to the Peninsula EWMP jurisdictional boundaries by applying horizontal hash marks and include Rolling Hills in legend. (2) Remove Rolling Hills label as "Not Part of Peninsula EWMP" and shade its watershed management areas consistent with the other jurisdictional boundaries on the map.
6	1.5	1-8	bulleted list	In the list of sub-bullets, following the primary bullet that reads "Identify and implement strategies, control measures, and BMPs that:", insert an additional sub-bullet as the 3rd sub-bullet to read: "Cumulatively retain the runoff volume from the 85th%, 24-hour storm event for the drainage area tributary to the applicable receiving water"
7	1.6	1-10	1st ¶	Append a clause to the end of the first sentence that reads: "for areas of the EWMP not addressed through retention of the 85th%, 24-hr storm event".

Section 2 Identification of Water Quality Priorities

No.	Subsection, Table or Figure	Page	Paragraph	Modification
1	2.2	2-6	2nd ¶	Revise the 1st sentence as follows: "The Peninsula WMG~~, along with the City of Rolling Hills,~~ implements the Palos Verdes Peninsula Coordinated Integrated Monitoring Program (CIMP)."

No.	Subsection, Table or Figure	Page	Paragraph	Modification
2	2.2.1	2-7	1st ¶	Revise 3rd sentence as follows: "The Portion of the Peninsula WMG with drainage tributary to Santa Monica Bay consists of approximately 14.8 square miles, which is about ~~3.4~~ 3.6% of the Santa Monica Bay Watershed (414 sq. mi.)."
3	2.2.2	2-15	5th ¶	Revise 2nd sentence as follows: "The portion of the Peninsula WMG which contributes runoff to Machado Lake consists of approximately ~~5~~6.2 square miles, which is about 27~~2~~% of the Machado Lake watershed drainage area (approximately 22.6 sq. mi. in total)."
4	2.2.3	2-22	2nd ¶	Revise sentence 3 as follows: The portion of the Peninsula EWMP area which contributes runoff to Greater Los Angeles Harbor consists of approximately ~~3.4~~ 4.5 square miles, which is about ~~3~~ 4.1% of the Dominguez Channel Watershed Management Area (approximately 109.4 sq. mi. total) that drains to the Los Angeles Harbor."

Section 3 Selection of Watershed Control Measures

No.	Subsection, Table or Figure	Page	Paragraph	Modification
1	Introduction	3-1	1st ¶	Insert additional item to bulleted list of objectives as follows: "Retain the runoff volume of the 85th%, 24-hour storm event, where feasible."
2	3.1.2	3-2	5th ¶	Modify the 2nd sentence in this paragraph as follows: This section applies to all participating agencies where applicable, excluding the LACFCD.
3	3.1.2.2	3-2	7th ¶	Modify the 2nd sentence as follows: "There are currently no sites subject to the Industrial General Permit within the jurisdictional authority of the ~~Palos Verdes~~ Peninsula ~~Watershed~~ WMG nor any commercial sites within the City of Rolling Hills.

No.	Subsection, Table or Figure	Page	Paragraph	Modification
4	3.5	3-9	1st ¶	Modify the 1st sentence as follows: "Structural TCMs are Structural BMPs that, in combination with MCMs, are designed with the objective to achieve interim and final water quality-based effluent limitations and/or receiving water limitations and where feasible to achieve retention of runoff from the 85th percentile, 24-hour storm event."
5	3.5.1	3-9	4th ¶	Modify the 1st sentence as follows: "Except for areas where runoff from the 85th percentile, 24-hour is retained, ~~T~~the performance of existing and planned BMPs in the Peninsula EWMP area is evaluated through the RAA following provisions of the MS4 Permit, both in terms of volume capture (based on BMP design criteria) and predicted effluent quality."
6	Figure 3-1	3-10		(1) Remove Rolling Hills label, "City of Rolling Hills (Not Part of Peninsula EWMP)". (2) Shade Rolling Hills' watershed management areas consistent with the other jurisdictions' watershed areas on the map, including blueline streams.
7	3.5.1.1.4	3-29		Add missing numeral 3 to correct error in number of subsection entitled "Potential Regional BMPs"—this subsection should be numbered "3.5.1.1.4" not "5.1.1.4"
8	3.5.2	3-32		Insert new Section 3.5.2 entitled: "**85th Percentile, 24-hour Runoff Retention Areas"**
9	3.5.2	3-32		Insert the new narrative [see attached] into new section 3.5.2 with the subtitle: "**Rolling Hills' Nature-Based Stormwater Runoff Retention Area"**
10	Figure 3-12		After 1st ¶ of Section 3.5.2	Insert new Figure 3-12 identifying 85th%, 24-Hr Retention Areas Excluded from RAA
11	Figure 3-13		At end of Section 3.5.2	Insert new Figure 3-13 with Google Earth aerial view of Rolling Hills showing Nature-Based Stormwater Runoff Retention Area.

Section 4 Reasonable Assurance Analysis

No.	Subsection, Table or Figure	Page	Paragraph	Modification
1	4.1	4-1	1st ¶	To clarify that the RAA was performed only for areas where retention of the 85th% volume was not achieved, append to the end of the 1st sentence: "for areas not addressed through retention of the 85%, 24-hr storm event".

Section 5 Implementation Schedule

No Changes Necessary

Section 6 EWMP Implementation Costs and Financial Strategy

No.	Subsection, Table or Figure	Page	Paragraph	Modification
1	Table 6-4	6-10	Last row	Add Rolling Hills to list of city agencies in last row, first column by inserting: "RH".

Section 7 Legal Authority

No.	Subsection, Table or Figure	Page	Paragraph	Modification
1	Table 7-1	7-1	New row	Update Table 7-1 to include a new row with the following information in each column from left to right: (1) **"Rolling Hills"** (2) "Chapter 8.32 - Storm Water Management and Pollution Control" (3)"https://library.municode.com/ca/rolling_hills/codes/code_of_ordinances?nodeId=TIT8HESA_CH8.32STWAMAPOCO"

No.	Subsection, Table or Figure	Page	Paragraph	Modification
2	Table 7-1	7-1	New row	As per the other entries in Table 7-1, include a second new row with the following text from Rolling Hills municipal code: "8.32.030 - Purpose and intent. A. The purpose of this chapter is to comply with the Federal Clean Water Act, the California Porter-Cologne Water Quality Control Act, and the Municipal NPDES Permit by: 1. Reducing pollutants in storm water discharge to the maximum extent practicable; 2. Regulating illicit connections and illicit discharges and thereby reducing the level of contamination of storm water and dry weather runoff into receiving waters; and 3. Regulating non-storm water discharges to the storm sewer system."

Section 8 Coordinated Integrated Monitoring Program

No Changes Necessary

Section 9 Adaptive Management Program

No Changes Necessary

Section 10 Reporting Program and Assessment

No Changes Necessary

Appendices

No.	Appendix	Page	Modification
1	1.0	133 of PDF	Revise Figure 1.A-2 to remove the words "not part of EWMP" below the Rolling Hills label on map.

No.	Appendix	Page	Modification
2	Table 3.1-1 In Appendix 3.1	3.1-2	Add column to Table 3.1-2 under the "Agency" section to include Rolling Hills and include a "C" or "N/A" or "R" or leave blank for the following rows as indicated below: • LID and Green Streets Staff Training – "C" • Restaurant Certification Program – "N/A" • Downspout Disconnection Program – "C" • Irrigation Reduction Incentives Program – "C" • Targeted Outreach – "C" • Horse Manure Management – "C" • Enhanced Street Sweeping – " N/A" • Adopt Sewer System Management Plan – "N/A" • Increased Street Sweeping Frequency or Routes – "N/A" • Prepare guidance documents to aid in implementation of MS4 Permit MCMs – " " (leave blank) • Brake Pad Replacement Program – "R" • Lead Reduction Program – "R" • Zinc Reduction Program – "Watershed Group" as overall entry in this row • Apply for Grant Funding for Stormwater Projects – "N/A" • Water Efficient Landscaping – "C" • Enhanced Irrigation Runoff Reduction Program – "C" • Green Building Ordinance – "_" (leave blank) • Adoption of LA County Fire Code – "C"
3	Table 3.1-1 in Appendix 3.1	3.1-2	Relocate the row for Targeted Control Measure "Downspout Disconnect Program" to be under the subcategory of "Public Information and Participation" to be consistent with the narrative describing this control measure in the narrative on page Appendix 3.1-5 (correction to EWMP Update)
4	Table 3.1-1 in Appendix 3.1	3.1-2	Insert definition of "R" in bottom row which serves as legend as follows: "R – Regulatory"

No.	Appendix	Page	Modification
5	3.1	3.1-4	Modify last sentence on page under Enhanced Irrigation Runoff Reduction Program section as follows: "The County of LA and the cities of Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, and Rolling Hills Estates are currently implementing this program.
6	4.1	Various	Modify legends and labels in figures 1, 2, 3, 5, 8, 12, and 14 to describe Rolling Hills as 85%, 24-hr retention area rather than "not participating in EWMP".
7	4.1	11	Modify the second sentence in numbered list item 2 to append with additional clause as follows: "This list includes land owned and operated by Caltrans and the 85%, 24-hr storm runoff retention area in Rolling Hills".

Palos Verdes Peninsula
Enhanced Watershed Management Group

June 30, 2021

Transmitted electronically via
FTP site link: https://ftp.watersboards.ca.gov

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

Attention: Ivar Ridgeway

Subject: Submittal of the Updated Palos Verdes Peninsula Enhanced Watershed Management Program

Dear Ms. Purdy,

The Cities of Rancho Palos Verdes, Palos Verdes Estates, Rolling Hills Estates, and the County of Los Angeles (Unincorporated County), along with the Los Angeles County Flood Control District (LACFCD), collectively referred to as the Peninsula WMG, are pleased to submit the updated Palos Verdes Peninsula Enhanced Watershed Management Program (Peninsula EWMP) including an updated Reasonable Assurance Analysis (RAA). The updated Peninsula EWMP and RAA have been prepared in accordance with the requirements of the 2012 LA MS4 Permit[1], the Los Angeles Regional Water Quality Control Board Guidelines for Conducting RAA (March 2014), and consistent with State Water Board Order WQ 2020-0038 (2020 State Board Order).

The updated RAA was conducted using the newly released, LACFCD-developed Watershed Management Modeling System 2.0 (WMMS 2.0), for general consistency with other RAA modeling efforts across Los Angeles County. The default WMMS 2.0 LSPC model has been calibrated by LACFCD on a regional basis using data through September 2018. The updated RAA also incorporated Peninsula Coordinated Integrated Monitoring Program (Peninsula CIMP) water quality and flow data collected through June 2020 (the latest complete Peninsula CIMP reporting year data set subjected to QA/QC validation), and as appropriate, utilized this data to calibrate and validate the revised RAA model to best reflect the baseline hydrology and water quality conditions within the Palos Verdes Peninsula EWMP area. Detailed information on the model calibration can be found in Section 5 of the Appendix 4.1 RAA Report.

Consistent with the 2020 State Board Order, the updated Peninsula EWMP and RAA:

- Explains how information considered in the source assessment was used (EWMP Section 2 and Appendix 4.1 RAA Report).

[1] Order No. R4-2012-0175, as amended by R4-2012-0175-A01, NPDES No. CAS004001

- Identifies unavailable, needed information and the assumptions made to substitute for that information along with commitment to acquire the information through the Peninsula CIMP for incorporation in the next adaptive management milestone (EWMP Appendix 4.1 RAA Report 7.1.3 Mercury and Arsenic).
- Utilizes all relevant, available data[2] to update the EWMP and RAA, including updates to the water body pollutant combination (WBPC) prioritization and source assessment, TMDL milestone achievement, and RAA calibration and validation. Data not used in the RAA has been identified, with explanation as to why this data was disregarded.
- Models each WBPC and therefore does not utilize or necessitate justification of a limiting pollutant approach. Table 4-2 in Section 4 of the Updated EWMP provides the results of this analysis for each WBPC supported by the detailed RAA Report in Appendix 4.1.
- Includes 24-hour management volumes as a clear metric for demonstrating progress in attaining load reduction targets – Table 5-1 in Section 5 of the Updated EWMP provides the implementation schedule for demonstrating progress in attaining these volumetric reductions by subwatershed and analysis region. Water body/pollutant milestones are also included in this table.
- Considers ongoing CIMP monitoring data which is sufficient to evaluate attainment of milestones.

Modifications to Peninsula EWMP including Special Study for Mass-Based Compliance for Machado Lake Nutrient TMDL

The 2020 State Water Board Order (p. 29) recognizes that "Additional fine-tuning to develop more tailored pollutant levels and control plans…will often require updates to regional water quality control plans" and that "water body-specific special studies can provide adequate protections for beneficial uses at reduced compliance costs to local jurisdictions". Furthermore, Part C.3.b of Attachment N to the 2012 LA MS4 Permit pertaining to the Machado Lake Nutrient TMDL states, "Permittees may be deemed in compliance with water quality-based effluent limitations by demonstrating reduction of total nitrogen and total phosphorous on an annual mass basis measured at the storm drain outfall of the Permittee's drainage area where approved by the Regional Water Board Executive Officer based on the results of a special study by the Permittee."

The County of Los Angeles previously completed a special study to establish annual mass-based WQBELs for total nitrogen and total phosphorus under the Machado Lake Nutrient TMDL for its unincorporated areas, including those within the Peninsula EWMP area, which was developed following approval of the Special Study Workplan by the Los Angeles Water Quality Control

[2] "Available data" includes all data collected through June 30, 2020 by the Peninsula WMG. This date marks the end of the 2019-2020 reporting year of CIMP monitoring results, which includes data that has been analyzed and verified according to the Peninsula CIMP QAPP standard for quality assurance and quality control (QA/QC). Monitoring data collected after this time has not yet been verified for QA/QC in accordance with this protocol, and so has not been used in the updated RAA and EWMP, but will be used in the next update.

Regional Board[3]. The updated Peninsula EWMP RAA establishes mass-based loading estimates and WLAs for the entire Peninsula EWMP area, consistent with and following the same approach established in the approved Los Angeles County Machado Lake Nutrient TMDL Special Study[4].

The updated RAA utilizes a mass-based approach to assess the annual average loading estimates and the waste load allocations (WLAs) for constituents of concern associated with the Machado Lake Nutrient TMDL.[5] The implemented approach utilizes both monitoring data and modeling results to estimate the dry and wet weather total nitrogen and total phosphorus loads to Machado Lake during the average annual year. Consistent with the Los Angeles County Special Study, water year 2010 was used as the critical year. The dry weather mass-based load estimate was based on dry weather flow and water quality monitoring data collected through the Peninsula CIMP from June 2016 to June 2020. The wet weather mass-based load estimate was obtained using the calibrated WMMS 2.0 model, including the Peninsula CIMP data through June 2020. The mass-based WLAs for the pollutants of concern have been calculated as the interim and final Machado Lake Nutrient TMDL WQBEL concentrations[6] multiplied by the annual average inflow volume to Machado Lake[7] apportioned to the Peninsula EWMP area[8], the same method as utilized in the approved Los Angeles County Machado Lake Nutrient TMDL Special Study.

Utilizing this approach, the RAA demonstrates that annual mass-based loading for total nitrogen from the Peninsula EWMP Area is less than the WLA for the critical condition, while annual mass-based loading for total phosphorus from the area is slightly higher than the WLA. Appendix 4.1 of the EWMP provides the details of these RAA results and Chapter 3 of the EWMP describes the projects that have been identified to reduce pollutant loads to achieve the WLAs.

Prior and Current Milestones and Associated Work

The updated EWMP demonstrates achievement of past and current milestones, consistent with the requirements of the 2020 State Board Order. For the Santa Monica Bay subwatershed areas of the Peninsula EWMP, attainment of the final receiving water limitations (RWLs) was established in the previously approved EWMP and no additional milestones were due on or before June 30, 2021. Monitoring data evaluated in this revision of the EWMP/RAA continues to

[3] LARWQCB (Los Angeles Regional Water Quality Control Board). 2010. *Machado Lake Nutrient TMDL – Conditional Approval of the Special Study Work Plan for the Unincorporated Areas of Los Angeles County within the Machado Lake Watershed.* May.

[4] LACDPW (Los Angeles County Department of Public Works). 2011. *Machado Lake Nutrient TMDL Special Study: Characterization of Water Quality Conditions in the Unincorporated Areas of Los Angeles County within the Machado Lake Watershed Final Report*. September.

[5] The Machado Lake Nutrient TMDL allows permittees to assess compliance with TMDL WLAs on a mass basis for total nitrogen and total phosphorous by submitting a special study to the LARWQCB.

[6] Final: 1 mg/L for total nitrogen, 0.1 mg/L for total phosphorous. Interim: 2.45 mg/L for total nitrogen, 1.25 for total phosphorus.

[7] 8.45 HM^3/year (Lai, 2007).

[8] 22.0% of the total drainage area.

show that TMDL RWLs and/or water quality based effluent limitations (WQBELs) are being met for pollutants of concern in the Santa Monica Bay subwatershed of the Peninsula WMG.

For the Inner Harbor and Cabrillo Marina water bodies of the Los Angeles Harbor to which the Peninsula EWMP areas are tributary, monitoring data demonstrates compliance with relevant Greater Los Angeles Harbor Toxics TMDL interim WQBELs in the bed sediment over a three-year averaging period consistent with TMDL provisions translated into Order No. R4-2012-0175 Attachment N, E.4.a.ii. This is addressed in Table 4-1 in Section 4 of the updated Peninsula EWMP as well as Section 7.6 of the Appendix 4.1 RAA Report. Thus, applicable prior and current milestones are being met within the Los Angeles Harbor subwatershed areas of the Peninsula EWMP and no other work associated with prior or current milestones was due in the previously approved Peninsula EWMP on or before June 30, 2021.

For the Machado Lake subwatershed areas of the Peninsula EWMP, the updated RAA demonstrates that interim WQBELs for Total Nitrogen and Total Phosphorus are being met in all the analysis regions of the Machado Lake subwatershed as discussed in Section 4 of the EWMP and in Section 7.6 of the Appendix 4.1 RAA Report. Final WQBELs are also being met in all analysis regions within the Machado Lake subwatershed of the Peninsula EWMP for Total Nitrogen, Total PCBs, Dieldrin and DDT (all congeners) as demonstrated in the RAA and shown by zero final target load reductions in Table 11 of the Appendix 4.1 RAA Report. The final WQBELs for Total Chlordane, DDE congeners and DDD congeners have not yet been attained within all analysis regions of the Machado Lake subwatershed and additional load reductions are also necessary for indicator bacteria in the Wilmington Drain analysis regions of the Machado Lake Subwatershed to address the 303(d)listing. The updated RAA quantifies the additional capture volume (expressed as 24-hour management volume) needed in each analysis region to satisfy the unmet final target load reductions.

Some of the prior and current action-based milestones have been completed in the Machado Lake subwatershed, including completion of two regional projects identified in the previously approved EWMP. The two remaining regional projects identified in the previously approved Peninsula EWMP have not been completed as planned since feasibility studies were conducted and these projects were determined to be technically or environmentally infeasible. Alternative projects in various stages of implementation (feasibility study, planning or design) have been identified in the updated EWMP and incorporated into the RAA to address the remaining target load reductions. Completion of the additional projects identified in Table 5-1 in Section 5 of the Peninsula EWMP within five years of approval of the updated Peninsula EWMP will provide the needed capture volumes and attain the final WQBELs for the remaining unmet final WQBELs for Machado Lake as well as the RWLs for bacteria in Wilmington Drain. Timely requests for Time Schedule Orders have been submitted by the Peninsula WMG for the Machado Lake Nutrients and Pesticides & PCBs TMDLs to allow time for completion of these additional projects.

Thank you for consideration of our updated Peninsula EWMP and RAA. Please don't hesitate to contact me should Regional Board staff have any questions or require additional information.

Sincerely,



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

cc: Renee Purdy, Executive Officer, LARWQCB, Renee.Purdy@waterboards.ca.gov
Jenny Newman, LARWQCB, Assist. Exec. Officer, Jenny.Newman@waterboards.ca.gov
Ivar Ridgeway, LARWQCB, Chief of Municipal Stormwater Permitting Unit, Ivar.Ridgeway@waterboards.ca.gov
Carolynn Petru, Interim Director of Public Works, City of Palos Verdes Estates, CPetru@PVEstates.org
David Wahba, Director of Community Development and Public Works, City of Rolling Hills Estates, DavidW@RollingHillsEstatesCA.gov
Mercedes Passanisi, Associate Civil Engineer, Los Angeles County Public Works MPassanisi@dpw.lacounty.gov

Agenda Item No.: 8.F
Mtg. Date: 02/14/2022

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

FROM: **JOHN SIGNO, DIRECTOR OF PLANNING & COMMUNITY SERVICES**

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

SUBJECT: **ADOPT RESOLUTION NO. 1288 AUTHORIZING SUBMITTAL OF THE CALRECYCLE SB 1383 LOCAL ASSISTANCE GRANT PROGRAM APPLICATION AND RELATED AUTHORIZATIONS**

DATE: **February 14, 2022**

BACKGROUND:
On January 24, 2022, the City Council directed staff to file an application for the SB 1383 Local Assistance Grant Program and prepare a resolution in support of the application. On February 1, 2022, staff submitted an application to the Department of Resources Recycling and Recovery (CalRecycle) for a one-time grant program meant to provide aid in the implementation of regulations adopted by CalRecycle. This non-competitive grant program provides $57,000,000 of funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383, including but not limited to: Capacity Planning Collection Edible Food Recovery Education and outreach (includes organic waste & edible food recovery) Enforcement and Inspection Program Evaluation/Gap Analysis Procurement Requirements Record Keeping.

DISCUSSION:
Grant funding can be used for planning and compliance efforts to adopt an ordinance amendment updating the Municipal Code to reflect SB 1383 requirements. It can also be used to pay for education and public outreach efforts. The City recently submitted a Low Population Waiver to CalRecycle per Section 18984.12 of SB 1383 which relieves the City from the requirement of adopting a mandatory recycling/organics ordinance. The City will need to update the Municipal Code to reflect the requirements for procurement of organic waste products, recycled content paper, minimum compost and mulch for landscaping projects, and recycling and organics enclosure space allocation. Applicants who certify they will adopt an ordinance amendment to CalRecycle by April 1, 2022, will be eligible to receive first round funding (Spring 2022). In addition, the first round of awardees may be eligible to receive additional remaining funds from entities who did not apply. For applicants who adopt an ordinance after April 1, 2022, awards will be delayed to the second round.

Timeline

- *February 1, 2022:* Application Due Date (submitted)
- *March 1, 2022:* Secondary Due Date for First Round Funding Approved Resolution
- *June 14, 2022:* Secondary Due Date for Second Round Funding Approved Resolution

- *April 1, 2022 (tentative):* Grants Awarded for First Round Funding; CalRecycle considers funding recommendations, and if approved, conditionally awards grants
- *September 1, 2022 (tentative):* Grants Awarded for Second Round Funding; CalRecycle considers funding recommendations, and if approved, conditionally awards grants
- *April 2, 2024:* Grant Term End for First Round Funding
- *September 2, 2024:* Grant Term End for Second Round Funding

FISCAL IMPACT:
If awarded, the City would receive up to $20,000 in grant funds.

RECOMMENDATION:
Adopt Resolution No. 1288.

ATTACHMENTS:
ResolutionNo 1288 SB 1383 Grant.pdf
ApplicationCertification - SIGNED.pdf

RESOLUTION NO. 1288

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING SUBMITTAL OF THE CALRECYCLE SB 1383 LOCAL ASSISTANCE GRANT PROGRAM APPLICATION AND RELATED AUTHORIZATIONS

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

Section 1. Recitals.

A. Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery ("CalRecycle") to administer various grant programs in furtherance of the State of California's efforts to reduce, recycle, and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

B. In furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

C. CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants; and

D. The City Council of the City of Rolling Hills ("City") desires to authorize the City Manager or her designee to submit an application to CalRecycle for the SB 1383 Local Assistance Grant Program for which it is eligible and execute all documents necessary to implement and secure payment thereunder.

Section 2. The City of Rolling Hills is authorized to submit the SB 1383 Local Assistance Grant Program application to CalRecycle.

Section 3. The City Manager or her designee is authorized to execute in the name of the City of Rolling Hills all documents necessary to implement and secure payments under the SB 1383 Local Assistance Grant Program.

Section 4. This Resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED this 14th day of February 2022.

_____
BEA DIERINGER
MAYOR

ATTEST:

_____
CHRISTIAN HORVATH
CITY CLERK

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

The foregoing Resolution No. entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING SUBMITTAL OF THE CALRECYCLE SB 1383 LOCAL ASSISTANCE GRANT PROGRAM APPLICATION AND RELATED AUTHORIZATIONS

was approved and adopted at a regular meeting of the City Council on the 14th day of February 2022, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
CHRISTIAN HORVATH
CITY CLERK

Application Certification

Application Information

Applicant: City of Rolling Hills

Cycle Name: SB 1383 Local Assistance Grant Program
Application Due Date: 02/01/2022

Cycle Code: OWR1
Secondary Due Date: 03/01/2022

Grant ID: 25254

Grant Funds Requested: $20,000.00

Matching Funds: $0.00 (if applicable)

Contacts

Name	Title	Prime	Second	Auth	Cnslt	Prtcpnt. Auth
John Signo	Director of Planning and Community Servi	X		X		
Elaine Jeng	City Manager		X	X		

Budget

Category Name	Amount
Admin Costs	$10,000.00
Collection	$0.00
Education	$2,000.00
Enforcement	$2,000.00
Equipment	$0.00
Indirect Costs	$0.00
Marketing/Promotion/Outreach	$3,000.00
Materials	$500.00
Personnel	$0.00
Training	$2,500.00
Upgrade/Expansion	$0.00

Documents	Document Title	Received Date
Required		
Application Certification		
Required By Secondary Due Date		
Resolution - Individual Application		
Resolution - Regional Application Lead Participant		
Other Supporting Document(s)		
Draft Resolution	Draft Resolution No. 1288	1/30/2022
Joint Powers Agreement		
Letter of Authorization/Resolution		
Letter of Designation	Authorization Letter	2/1/2022

Application Certification

Resolution

1383 Local Assistance Grant Program: Check the following, as applicable. See Application Guidelines and Instructions for more information.

X Applicant acknowledges that its approved Resolution must be uploaded no later than the secondary due date.

Program Questions

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

If any applicant or participating jurisdiction is a charter city or a joint powers authority that contains one or more charter cities, does Labor Code section 1782 prohibit those charter cities from receiving state funding for the project described in this grant application? Check the following, as applicable.

X Not Applicable. This application does not include any charter cities.

1383 Local Assistance Grant Program: Will your jurisdiction have an enforceable ordinance(s), or similarly enforceable mechanism pursuant to section 18981.2 of Title 14 of the California Code of Regulations submitted to CalRecycle by April 1, 2022?

X Yes

1383 Local Assistance Grant Program: If you are a Special District, do you provide solid waste collection services?

X Not Applicable

Conditions and Certification

Condition of Application Submittal: Acceptance of Grant Agreement Provisions

In the event the Applicant is awarded a grant, the submittal of this Application constitutes acceptance of all provisions contained in the Grant Agreement, which may consist of the following:

- Executed Grant Agreement Cover Sheet and any approved amendments
- Exhibit A - Terms and Conditions
- Exhibit B - Procedures and Requirements
- Exhibit C - Application with revisions, if any, and any amendments

Environmental Justice:

In the event Applicant is awarded a grant, submittal of this Application constitutes acceptance of the following; that in the performance of the Grant Agreement, Applicant/Grantee shall conduct their programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (see Govt. Code §65040.12(e) and Pub. Resources Code §71110(a))

Application Certification

Certification:

I declare under penalty of perjury under the laws of the State of California, that funds have been allocated for the project(s)/activities identified in the grant application and that sufficient funds are available to complete the project(s)/activities identified in the grant application, that I have read the Application Guidelines and Instructions and that all information submitted for CalRecycle's consideration for award of grant funds is true and correct to the best of my knowledge, and that on behalf of the Applicant I accept the above conditions of submittal.

X _____ 2-1-22

Signature of Signature Authority (as authorized in Resolution or Letter of Commitment) or Authorized Designee (as authorized in Letter of Designation, submitted with this Application) — Date

JOHN F. SIGNO — Print Name

DIRECTOR OF PLANNING & COMMUNITY SERVICES — Print Title

IMPORTANT! Applicant must print out this document, have the Signature Authority sign it, upload signed document to the application system, and retain the original hard copy document in your cycle file.

Agenda Item No.: 8.G
Mtg. Date: 02/14/2022

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

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

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

SUBJECT: **APPROVE AND AUTHORIZE CITY MANAGER TO EXECUTE CONTRACTS OR AGREEMENTS WITH THE SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB) RELATED TO FILLING THE PART-TIME ADMINISTRATIVE CLERK VACANCY**

DATE: **February 14, 2022**

BACKGROUND:
As part of the 2022/2023 strategic goal to improve the attraction and retention of city employees, staff is recommending to use the South Bay Workforce Investment Board (SBWIB) free business and employments services as a resource. The One-Stop Business and Career Centers use the most cost-effective strategies to build a world-class workforce to be matched with quality businesses and jobs that are attracted to the local labor market. One Stop Centers help employers find workers and job seekers find employment and provide those services at NO COST.

Examples of free services the SBWIB provides include:

Recruitment Services
- New hire and job placement resources
- Publicizing Positions
- Broadcasting Available Jobs to Candidates
- Targeted Recruitments
- Job Fairs

Business Support & Services
- Rapid Response and Lay-Off Aversion services
- Information on Business Incentives
- Customized Training
- No cost workshops
- Incumbent Worker Training

Hiring Support

- Screening/Assessment
- Job Matching
- Work Readiness Support
- Skills Testing
- Reference Checks
- Referrals
- SouthBayTraining.org
- Apprenticeships
- Custom Services

Subsidized Labor Programs

- **Transitional Subsidized Employment Program** - Hire an entry level worker through the SBWIB and the SBWIB will cover a large portion of the employee's wages for 10 months for private and non-profit organizations.
- **On-the-Job Training (WIOA program)** - Hire a permanent employee ($15-$25/hr range) through the SBWIB and the SBWIB will reimburse up to 75% of the wages for up to 6 months for on the job training.
- **Hire an Intern** - Student workers are available for summer jobs and year round part time work.

The SBWIB also has an apprenticeship for Cities program that could be explored.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
SBWIB_Business Services flyer-All Locations.pdf
SBWIB_TSE_Program.pdf
2020 TSE AGREEMENT OJT NEW 5 PWE 5 MON SAMPLE 03 25 2020.pdf
2021 OJT Agreement WIOA NEW SAMPLE (50%) 10 20 2020.pdf

Business Services



The One-Stop Business and Career Centers use the most cost-effective strategies to build a world-class workforce to be matched with quality businesses and jobs that are attracted to the local labor market. One Stop Centers help employers find workers and job seekers find employment and provide those services at **NO COST.**

Recruitment Services

- New hire and job placement resources
- Publicizing Positions
- Broadcasting Available Jobs to Candidates
- Targeted Recruitments
- Job Fairs

Business Support & Services

- Rapid Response and Lay-Off Aversion services
- Information on Business Incentives
- Customized Training
- No cost workshops
- Incumbent Worker Training

Hiring Support

- Screening/Assessment
- Job Matching
- Work Readiness Support
- Skills Testing
- Reference Checks
- Referrals
- SouthBayTraining.org
- Apprenticeships
- Custom Services

SouthBayTraining.org

Subsidized Labor Programs

- **Transitional Subsidized Employment Program -** Hire an entry level worker through the SBWIB and the SBWIB will cover a large portion of the employee's wages for 10 months for private and non-profit organizations!
- **On-the-Job Training (WIOA program) -** Hire a permanent employee ($15-$25/hr range) through the SBWIB and the SBWIB will reimburse up to 75% of the wages for up to 6 months for on the job training.
- **Hire an Intern -** Student workers are available for summer jobs and year round part time work.

SBWIB
A WORKFORCE DEVELOPMENT BOARD

SBWIB.org

Inglewood One Stop
110 S. La Brea Ave.
Inglewood, CA 90301
(310) 680-3700

Torrance One Stop
1220 Engracia Ave.
Torrance, CA 90501
(310) 680-3830

Gardena One Stop
16801 S. Western Ave.
Gardena, CA 90247
(310) 538-7070

Carson One Stop
801 E. Carson St.
Carson, CA 90745
(310) 680-3870

SouthBayBusiness.org

SOUTH BAY 1 STOP Business & Career Centers
America's JobCenter of California

SouthBay1Stop.org

This WIOA Title 1 financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For assistance, call 1-800-735-2922.

TRANSITIONAL SUBSIDIZED EMPLOYMENT

HELP **YOUR BUSINESS**



HELP **YOUR COMMUNITY**

America's**Job**Center *of California*℠

HIRE A WORKER & GET 5 MONTHS WAGES AT NO COST

How it Works:

First five (5) months at No Cost

- Sign-up your business with SBWIB to participate in the TSE Program
- You interview & choose eligible workers referred from the DPSS GAIN Program
- SBWIB pays their wages, taxes and Worker's Compensation cost for 5 months
- You teach them job skills & give them an opportunity to succeed

Next five (5) months - On the Job Training

- Add the worker to your payroll & continue to train them
- SBWIB pays you a subsidy of 60% gross wage per month for the 5 month period
- After the second five (5) months, you retain the worker on your staff

DPSS recruits and screens qualified workers to meet your business needs!

- ✔ Rigorous pre-screening
- ✔ Live scans & background checks upon request
- ✔ Assistance with hiring costs (i.e., uniform and tools)
- ✔ Reduce or eliminate your job advertising costs
- ✔ Personalized service with a single point-of-contact for on-going support
- ✔ Opportunity to help families in your community become self-sufficient

SBWIB
A WORKFORCE DEVELOPMENT BOARD

Inglewood One Stop	Torrance One Stop	Gardena One Stop	Carson One Stop
110 S. La Brea Ave.	1220 Engracia Ave.	16801 S. Western Ave.	801 E. Carson St.
Inglewood, CA 90301	Torrance, CA 90501	Gardena, CA 90247	Carson, CA 90745
(310) 680-3700	(310) 680-3830	(310) 538-7070	(310) 680-3870

America's**Job**Center *of California*℠

This WIOA Title 1 financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities by calling in advance to CRS 1-800-735-2922 or 310-680-3700.

Transitional Subsidized Employment Agreement
5 Month Work Experience – 5 Month OJT
Agreement No: 20-Wxx

Section 1: Parties

CONTACT: LAZARO INGUANZO

INTERMEDIARY CONTRACTOR: **South Bay Workforce Investment Board, Inc.**	*CONTACT PERSON:* **JAN VOGEL**	*TELEPHONE NO:* **310.970.7700**
ADDRESS: **11539 HAWTHORNE BLVD., STE. 500** **HAWTHORNE, CA 90250**	*EMAIL:* jvogel@sbwib.org	*FAX NO:* **310.970.7711**
CONTRACTOR:	*CONTACT PERSON / TITLE:*	*TELEPHONE NO:*
CONTRACTOR ADDRESS:	*EMAIL:*	*FAX NO:*

This Agreement is entered into this **1st** day of **_____ 2020** between the South Bay Workforce Investment Board, Inc. on behalf of the City of Inglewood, hereinafter referred to as INTERMEDIARY CONTRACTOR, and **_____,** hereinafter referred to as CONTRACTOR. Both parties agree to the terms and conditions set forth within this Agreement.

Section 2: Recitals

This contract is a subcontract under the terms of a Prime Contract with the County of Los Angeles, hereinafter referred to as COUNTY. All representations and warranties expressed herein shall inure to the benefit of the COUNTY.

In providing activities for the Transitional Subsidized Employment Program hereunder, CONTRACTOR shall conform to the provisions set forth in this subcontract agreement, including any and all Exhibits hereto and all current and future directives relating to the program. INTERMEDIARY CONTRACTOR will notify CONTRACTOR of any directives in writing upon receiving said directives from the COUNTY. This shall be done in order to maintain the various programs integrity and avoid any conflict of interest in its administration.

Section 3: Terms and Conditions

CONTRACT PERIOD: ENTRY PERIOD: EXTENSIONS: AMENDMENTS: CANCELLATIONS

The parties agree:

The term of this agreement shall be effective from the date of its execution through June 30, 2022. Both parties shall perform and complete services for those activities covered by this subcontract until this subcontract expires or is terminated in writing by either party. In the event the current master Agreement between SBWIB, Inc. and the County of Los Angeles for services under the GAIN Program is not renewed, this Agreement shall terminate automatically on June 30, 2022.

1. The period covered by this contract shall not extend beyond the date specified, unless modified in writing and agreed upon by both parties. But, in no event shall the duration of training and payment to the CONTRACTOR for the extraordinary cost of training exceed the specified amount.

2. The terms and conditions of this agreement may be amended during the contract period. All modifications or amendments to this contract shall be executed in writing and with the same formalities as this instrument.

3. INTERMEDIARY may immediately terminate this Agreement upon written notice to the CONTRACTOR at such time as funds are not available to it through the COUNTY OF LOS ANGELES. In addition, the INTERMEDIARY may immediately terminate this Agreement upon written notice to the CONTRACTOR for non-compliance or non-performance of the terms of this Agreement, or in the case a Trainee is found to be ineligible for program participation.

CONTRACTOR may terminate this with due cause and should notify INTERMEDIARY immediately in writing. Either party may, at any time during the term of this agreement hereof, terminate it without cause by giving thirty (30) days written notice to the other party.

4. No alteration or variation of the terms of this Agreement shall be valid and/or binding unless made in writing and signed by the parties hereto. There are no oral understandings or agreements not incorporated herein.

CONTRACT PURPOSE

The purpose of this Agreement is to establish the general terms and conditions under which INTERMEDIARY CONTRACTOR, the COUNTY or authorized agent may refer eligible individual participants to the CONTRACTOR, enabling participants to take part in the Transitional Subsidized Employment Program. Under this agreement, CONTRACTOR agrees to accept eligible participants into its workforce for up to a 10 month training period, The first 5 months or 160 days shall fall under the Work Experience classification. The remaining 5 months or 160 days shall be performed under the On-the-Job Training classification. INTERMEDIARY CONTRACTOR, at the direction of the COUNTY OF LOS ANGELES may change the duration of training assignments by notifying CONTRACTOR in writing.

WORK EXPERIENCE DEFINITION

Work Experience (WEX) is a work activity in which participants receive salaried or non-salaried work assignments with public, private non-profit or private for-profit agencies. The goal of WEX is to prepare participants for permanent unsubsidized employment and self-sufficiency.

A WEX assignment should provide work behavior skills, acquisition of new skills, enhancement of existing or recently acquired skills and employment references to use when seeking salaried employment. A successful WEX work assignment will result in helping a participant transition to salaried employment.

For this agreement, participation in WEX is limited to a period no longer than five (5) months unless permission is granted by INTERMEDIARY CONTRACTOR, in writing. INTERMEDIARY CONTRACTOR will serve as Employer of Record and compensate participants working at CONTRACTOR's place of business or other authorized location.

OJT DEFINITION

The term “On-the-Job training” (hereinafter referred to as OJT) means paid training by CONTRACTOR to an OJT Participant while engaged in productive work. This training will:

1. Provide knowledge or skills essential to the full and adequate performance of the job;

2. Qualify for reimbursement to the CONTRACTOR as stated below for the extraordinary costs of providing the training and additional supervision related the training; and

3. Limit the OJT agreement period of time for a Participant to become proficient in the occupation for which the training is being provided. In determining the length of the training, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the Participant, the prior work experience of the Participant, and the individual employment plan, as appropriate. For this agreement, no OJT training period may last for more than five (5) months.

CONTRACTOR further agrees as follows:

A. TRAINING

1. After the 5 month WEX period, CONTRACTOR agrees to accept eligible participants into its workforce as specified herein and develop a training plan (Exhibit A) for the Participant based on the skills needed for the Participant to be satisfactorily skilled in the position at the end of the training period.

2. In no event shall the INTERMEDIARY CONTRACTOR reimburse the CONTRACTOR more than $8,313.60 per participant, subject to the maximum amount set forth herein and in accordance with the Exhibit “A”, Maximum Reimbursement, for providing training under the terms hereof.

3. CONTRACTOR shall not subcontract the participant or any other provision of this agreement to any other CONTRACTOR or agency.

4. CONTRACTOR shall ensure the participant is paid the wage or salary indicated in this Agreement after the 5 month WEX period.

5. CONTRACTOR shall provide the participant with safety instructions and equipment necessary for reasonable protection against injury and damage. If the CONTRACTOR provides special clothing or equipment to regular employees, the CONTRACTOR shall provide the same type of clothing or equipment to the Participant performing similar work.

6. The training will, to maximum extent feasible, contribute to the occupational development or upward mobility of individual participants.

7. Reimbursement under OJT will be limited to cost incurred during the basic work week (i.e. the normal number of regular working hours exclusive of overtime and holiday pay).

B. FISCAL

During the 5 month Work Experience training period INTERMEDIARY CONTRACTOR will serve as Employer of Record for the Transitional Subsidized Employment Program. In this capacity, INTERMEDIARY CONTRACTOR will be responsible for paying the salaries, employer taxes and Workers Compensation insurance for all participants enrolled in the program.

During OJT period, CONTRACTOR shall be reimbursed for the extraordinary training costs at a rate equivalent to no more than 60% of the OJT Trainee’s gross hourly wage rate for the training period, not to exceed a gross

wage of $20/hr for the 5 month period. The parties agree that in no case can the total amount of expenditures exceed the sum of $8,313.60 per participant.

CONTRACTOR shall ensure that each trainee is employed under a payroll system that includes documentation of attendance, dates worked and number of hours worked per date, computation of gross wages, deductions, net pay, and a maintenance system for cancelled checks. CONTRACTOR is expected to compensate participant at a rate commensurate with CONTRACTOR'S other regular employees performing similar work.

Invoicing:

CONTRACTOR shall submit an original monthly invoice to the INTERMEDIARY CONTRACTOR or authorized agent by the fifth calendar day of each month for services rendered under this Agreement. Included with invoices shall be copies of payroll records, time cards/sheets of trainee(s), the INTERMEDIARY CONTRACTOR OJT Wage Reimbursement Request for Cash/Invoice, as well as the OJT participant evaluation and skills/competencies achieved (signed by supervisor and trainee) to provide verification of training hours, wages paid, and skills/competencies achieved during the billing period. Invoices without signed payroll, time card records, and evaluation and skills/competency records, will not be honored by INTERMEDIARY CONTRACTOR. INTERMEDIARY CONTRACTOR will not reimburse CONTRACTOR for overtime or paid Holidays. CONTRACTOR shall invoice the INTERMEDIARY CONTRACTOR for amount due and INTERMEDIARY CONTRACTOR shall be required to reimburse CONTRACTOR not later than 60 working days after approval of the invoice.

CONTRACTOR shall submit final invoice(s) within 90 days after the conclusion of the participant's training period. The INTERMEDIARY CONTRACTOR reserves the right to refuse payment of invoice(s) received after 90 days.

The parties agree that in no case can the total amount of expenditures exceed the sum of $8,313.60 per participant. CONTRACTOR understands that payment may be withheld by the INTERMEDIARY CONTRACTOR if CONTRACTOR fails to comply with the provisions of this Agreement. CONTRACTOR shall be responsible to repay any disallowed costs as determined by the INTERMEDIARY CONTRACTOR., its agent, or the County of Los Angeles.

C. INSURANCE

CONTRACTOR agrees to maintain in force at all times Comprehensive General Liability Insurance that willfully protects the CONTRACTOR, INTERMEDIARY CONTRACTOR AND COUNTY from claims arising out of any act or employer's liability laws. Policies shall stipulate that the, INTERMEDIARY CONTRACTOR, the City of Inglewood, its employees, officers and agents and County of Los Angeles, its Special Districts, its officials, officers and employees be named as additional insured and that INTERMEDIARY CONTRACTOR be given 30 days written notice of any modification or cancellations of insurance by the carrier. CONTRACTOR, prior to the commencement of a subcontract with INTERMEDIARY CONTRACTOR, shall deliver to INTERMEDIARY CONTRACTOR a current certificate evidencing the required insurance coverages, secured through carriers reasonably satisfactory to the INTERMEDIARY CONTRACTOR. CONTRACTOR shall maintain coverages and limits as follows:

1. General Liability

CONTRACTOR is required to maintain a general liability insurance policy (written on ISO policy form CG00 01 or its equivalent) with limits of not less than the following:

General Aggregate:	$2 million
Products /Completed Operations Aggregate:	$1 million
Personal and Advertising Injury	$1 million
Each Occurrence:	$1 million

2. Automobile Liability

If a CONTRACTOR, in conducting activities under this Agreement, uses motor vehicles, the CONTRACTOR is required to maintain an automobile insurance policy (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than $1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto." Should CONTRACTOR and its employees not use any motor vehicles to provide the services required under this agreement, CONTRACTOR shall furnish to INTERMEDIARY CONTRACTOR, on CONTRACTOR's letterhead, a letter stating "Neither participant vehicles nor Company owned or operated vehicles will be used to perform any of the services contemplated by the agreement between CONTRACTOR and the City of Inglewood."

3. Workers Compensation and Employers' Liability

CONTRACTOR is required to maintain and provide evidence of insurance providing workers compensation benefits for CONTRACTOR's employees, as required by the Labor Code of the State of California or by any other state, and for which sub-contractor is responsible. Such insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	$1 million
Disease - policy limit:	$1 million
Disease - each employee:	$1 million

CONTRACTOR shall not be responsible to provide workers compensation benefits for participants under this subcontract agreement for the initial 5 month (160 day) work period. The parties hereto further agree and recognize that during the initial 5 month (160 day) period, participants assigned to CONTRACTOR's worksites are not employees of CONTRACTOR and are not entitled to any benefits to which CONTRACTOR's employees are entitled, including, but not limited to, unemployment insurance, state disability, or health insurance.

D. RECORDS

1. The CONTRACTOR shall maintain, preserve and make available records to support OJT payments until three (3) years after final payment under this OJT agreement. If any litigation, audit or claim has been initiated, the records will be maintained until a final determination has been made.

2. CONTRACTOR agrees to maintain all records pertaining to participant attendance for five years following the term of the subcontract agreement or until all pending Federal, State, COUNTY or INTERMEDIARY CONTRACTOR audits are completed, whichever is later. Upon request, the CONTRACTOR shall make these records available to all authorized Federal, State, (including the Auditor General), COUNTY and INTERMEDIARY CONTRACTOR personnel. Such records shall be kept in the County of Los Angeles, State of California and be accessible to authorized Federal, State, COUNTY representatives, and representatives of INTERMEDIARY CONTRACTOR for the retention period specified herein.

3. The CONTRACTOR will report OJT hires and terminations to the South Bay Workforce Investment Board, Inc. and authorized referral agent.

E. CONTRACTOR ASSURANCES

1. CONTRACTOR agrees to employ and train the participant enrolled in the TSE Program in the skills necessary to become a regular full time unsubsidized employee in the occupation specified on Exhibit "A" of this Agreement. CONTRACTOR assures that participant/trainee(s) has been hired for a position presumed to be permanent, subject to trainee's overall performance, the employer's needs and personnel practices.

2. CONTRACTOR shall select an applicant from persons referred by the INTERMEDIARY, the COUNTY or authorized agent. The CONTRACTOR retains the right to select or reject trainees(s) from the persons referred. Accordingly, the CONTRACTOR absolves INTERMEDIARY, the COUNTY or authorized agent of

responsibility in the final selection of any trainee and agrees to indemnify and hold South Bay Workforce Investment Board, Inc./South Bay One-Stop Business & Career Center harmless from the selection of any trainee(s).

3. CONTRACTOR assures that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), with the regulations at 29CFR Parts 31, 32, and 34, and with all other applicable federal and State laws, rules, and regulations, including U.S. Executive Order 11246, as amended by U.S. Executive Order 11375 and supplemented by 45 CFR Part 60, which provides that no individual shall on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation or beliefs be excluded from participation. The CONTRACTOR further assures not to employ legally-prohibited discriminatory practices of any kind and to take positive measures to assure that equal employment opportunities, including recruitment, employment, training, and promotion in all job classifications, are made available without regard to race, color, religion, sex, age, national origin, physical or mental handicap, marital status, or political affiliation as required by Federal and State laws and regulations and by the State Welfare and Institutions.

F. INDEMNIFICATION

CONTRACTOR agrees to indemnify and hold harmless the INTERMEDIARY CONTRACTOR, their officers, directors, employees and agents from and against every expense, liability or payment by reason of injury (including death) to persons or damage to property suffered through any act or omission of EMPLOYER, its officers, directors, employees or agents arising from the performance of this Agreement.

G. GRIEVANCE PROCEDURES

During the training period, any TSE Program grievances that may arise between CONTRACTOR and Participant will be resolved in accordance with the Grievance Procedures established by the South Bay Workforce Investment Board or such other authorized body. CONTRACTOR will use its own written grievance procedures to resolve non program related problems that may arise between CONTRACTOR and Participant.

CONTRACTOR shall make reasonable efforts to resolve grievance arising out of TSE activities and refrain from actions, which harass, antagonize, intimidate, coerce, threaten, discriminate, or otherwise take reprisal against a Participant filing a compliant concerning the Transitional Subsidized Employment program or activities.

H. CONFIDENTIALITY

CONTRACTOR agrees that all information and records obtained in the course of providing services to project participants shall be subject to confidentiality and disclosure provisions of applicable Federal and State statutes and regulations adopted pursuant thereto and no such information may be relayed to anyone except those employees of the Los Angeles County Department of Public Social Services (DPSS) so designated, GAIN contractors, as approved by the County, and organizations approved and designated by DPSS.

I. ADDITIONAL TERMS

1. CONTRACTOR agrees that wage and labor standards will be adhered to and to pay the Participant at the same rates, including increases, and benefits as trainees or employees who are situated in similar jobs. Such rates shall be in accordance with applicable law, but in an event less than the higher specified in section 6(a) (1) of the Fair Labor Standards Act of 1938 or the applicable state or local minimum wage law.

2. CONTRACTOR certifies that the existence of this agreement will not impair existing agreements for services or collective bargaining agreements and that either it has the concurrence of the appropriate labor

organization as to the design and conduct of the services contemplated by this agreement, or it has no collective bargaining agreement with a labor organization.

3. CONTRACTOR further assures that funding provided under this agreement will not be used to assist, promote or deter union organizing.

4. CONTRACTOR assures that they have not been debarred or suspended in regard to federal funding.

5. CONTRACTOR certifies that they will not use this contract to employ a member of his/her family such as wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent and stepchild.

6. CONTRACTOR assures that the Participant(s) will not be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or a place for religious worship. CONTRACTOR agrees that no participant shall be asked or required to participate in the promotion of religious activities. Furthermore, CONTRACTOR agrees that it will not perform, nor permit to be performed, any religious activities in connection with the performance of this subcontract agreement.

7. CONTRACTOR shall ensure than no currently employed worker is displaced by any participant, including partial displacement such as a reduction in non-overtime hours, wages, employment benefits, and/or infringement on promotional opportunity.

8. CONTRACTOR shall not hire participant where any other individual is on layoff from the same or a substantially equivalent job, or terminate the employment of any regular employee with the intention of filling the vacancy so created with a Participant.

9. CONTRACTOR shall comply with the prohibition using program funds as a contribution to a retirement plan on behalf of the participant.

10. CONTRACTOR agrees to treat the participant like the CONTRACTOR'S other employees with regard to wages, including periodic scheduled increases not related to individual performance, vacations and sick leave, fringe benefits, holiday pay, overtime, and other benefits, Workers' Compensation, or other disability insurance during and after the training period.

11. CONTRACTOR shall comply with California Drug-Free Workplace Act of 1990 (Cal Gov. Code Section 8350 et seq) as amended, including provision of the requisite certification as set forth therein; and the federal Drug Free Workplace Act of 1998, including its implementing regulations (29CFR Part 98, commencing with 98.600.)

12. CONTRACTOR shall comply with the Child Support Compliance Act of the State of California, as implemented by the Employment Development Department.

13. CONTRACTOR agrees to comply with all applicable Federal State, and local laws and regulations relating to employment, equal opportunity and discrimination, safety, and labor standards, business licensing, taxation, and insurance requirements.

14. CONTRACTOR shall comply with Davis-Bacon Act requirements that all laborers and mechanics employed by Employer, or its contractors or CONTRACTORs, in any construction, alteration or repair, including painting and decorating of projects and buildings funded with federal funds, shall be paid wages at least equal to the established local prevailing wage for the position.

15. CONTRACTOR agrees that no participant shall be asked or required to participate in any political activity of any kind. Participants shall not be asked or required to participate in any manner in any partisan political activity, or activity for or against the election of candidates for office.

16. CONTRACTOR agrees to maintain participant Time Sheets and forward them to INTERMEDIARY CONTRACTOR or other agent on a bi weekly basis during the 5 month WEX period.

17. CONTRACTOR shall adhere to policies and rules as discussed in the Supervisor Handbook. The Supervisor Handbook will be provided to CONTRACTOR upon execution of this agreement.

18. CONTRACTOR shall immediately inform referral agency, INTERMEDIARY CONTRACTOR and the participant's GAIN SERVICE WORKER should the participant ceases to attend, withdraws from, or is terminated from his/her assignment.

19. CONTRACTOR shall fully cooperate with authorized representatives of the Intermediary Contractor, County, State and Federal governments including independent auditors. In particular, cooperation is required with respect to those representatives seeking to interview any program participant or staff member of the CONTRACTOR, as well those representatives who evaluate, inspect and/or monitor facilities and operations of the CONTRACTOR that are directly involved in the implementation of programs funded through this Agreement, including program records. While investigating any and all complaints that may arise during the term in which this agreement is in effect, Intermediary Contractor reserves the right to enter Contractor's facilities unannounced during business hours to observe Contractor's operations.

20. In the event of injury or death of a participant during the 10 month training period, the CONTRACTOR shall immediately contact: Tracey Atkins, GAIN Program Manager at (310) 970-7796 and Lorraine Sinelkoff, Los Angeles County DPSS at (562) 908-5863 within 24 hours of occurrence or knowledge of occurrence.

21. CONTRACTOR acknowledges that Los Angeles County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through contracts are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers. CONTRACTOR warrants and certify that to the best of its knowledge that it is now in compliance, and during the term of this Contract will maintain compliance, with Los Angeles County Code Chapter 2.206, unless Contractor qualifies for an exemption or exclusion.

22. CONTRACTOR shall notify participants and its employees that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

23. CONTRACTOR acknowledges that the County of Los Angeles takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (https://ceop.lacounty.gov/). SUBCONTRACTOR further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. SUBCONTRACTOR and its employees acknowledge and certify receipt and understanding of the CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

24. Should CONTRACTOR require additional or replacement personnel after the effective date of this Agreement, Contractor shall give consideration for any such employment openings to participants in Los Angeles County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunities for Work (GROW) Program who meet SUBCONTRACTOR minimum qualifications for the open position. For this purpose, consideration shall mean SUBCONTRACTOR will interview qualified candidates.

25. CONTRACTOR acknowledges that the County of Los Angeles places a high priority on the implementation of the Safely Surrendered Baby law. SUBCONTRACTOR understands that it is County's

policy to encourage all Contractors and Subcontractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at SUBCONTRACTOR's place of business. INTERMEDIARY CONTRACTOR, will supply CONTRACTOR with the poster to be used.

J. RETENTION

To goal of the program is to retain the participant as a regular employee upon successful completion of training, at the post-training wage rate, at a full-time scheduled number of work hours unless otherwise agreed to in writing. The CONTRACTOR acknowledges that failure to retain a TSE participant who has successfully completed training may be grounds for disqualification for additional participant referrals or subsequent participation in the TSE Program.

/ /
/ /
/ /
/ /

IN WITNESS WHEREOF, the parties herein have executed this Agreement as of the date first above written.

CONTRACTOR

Signature: _____

Name: _____

Title: _____

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

Signature: _____

Name: **Jan Vogel**

Title: **CEO, SBWIB INC**

APPROVED AS TO FORM:

Signature: _____

Name: **Jack Ballas**

Title: **Attorney at Law**

EXHIBIT "A"

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC. / SOUTH BAY ONE-STOP BUSINESS & CAREER CENTERS

ON-THE-JOB TRAINING/EMPLOYABILITY DEVELOPMENT PLAN

1. OCCUPATION: _____ ONET: _____

2. EMPLOYER: _____

   ADDRESS: _____

3. CONTACT PERSON / TITLE: _____ TELEPHONE: _____

4. START DATE: _____*_____ ANTICIPATED END DATE: _____*_____ WAGE AT COMPLETION: $_____

5. Hrs. per day: ___*___ a.m. to ___*_____ p.m. (Hrs. /day ___*___) Circle days/wk.: Mon. Tue. Wed. Thurs. Fri. Sat. Sun.

***To be determined at time of employment**

6. Hourly Wage Start 1	Hours/ Week 2	OJT Reimbursement 3	Number of Training Months 4	Number of OJT Employees 5	Total Reimbursement (3x4x5) 6
$14.25 **TO BE DETERMINED**	**40HRS. PWE** **40 HRS. OJT**	**0** **(60% of hourly wage)**	**4** **4**	**1**	**0** **TO BE DETERMINED BY HOURS WORKED**

8. TRAINING OUTLINE:

SKILLS/COMPETENCIES TO BE ACHIEVED	ESTIMATED NUMBER OF MONTHS
Participant(s) will be able to:	**At the end of:** **5 MONTH PWE** **&** **5 MONTH OJT**

On-the-Job Training (OJT) Agreement
WIOA

OJT Agreement No: 21-WXXX

Section 1: Contact Information

Complete the contact information for OJT provider and the EMPLOYER

OJT PROVIDER: **South Bay One-Stop Business & Career Center**	CONTACT PERSON: **DANIEL M. HANSEN**	TELEPHONE NO: **310 680 3700**
ADDRESS: **110 S. LA BREA AVENUE, SUITE 500 INGLEWOOD, CALIFORNIA 90301**	**EMAIL**: **dhansen@sbwib.org**	FAX NO: **310 680 4098**
EMPLOYER:	CONTACT PERSON/TITLE:	TELEPHONE NO:
EMPLOYER ADDRESS:	EMAIL:	FAX NO:
	# REGULAR EMPLOYEE:	# OJT TRAINEES:(EXCLUDED TRAINEE FOR THIS AGREEMENT)
WORKERS' COMP. INSURANCE CARRIER:		POLICY NO: POLICY PERIOD:
GENERAL LIABILITY INSURANCE CARRIER:		POLICY NO: POLICY PERIOD:
FEDERAL IRS ID NO:		

Section 2: OJT Agreement

This On-the-Job Training (OJT) Agreement (the "Agreement") is between **(COMPANY),** herein after called EMPLOYER and the **South Bay Workforce Investment Board, Inc. (SBWIB, Inc.**) on behalf of the **City of Inglewood** and the **South Bay One-Stop Business & Career Centers (OJT Provider).** Both parties agree to the terms and conditions set forth within this Agreement. The Agreement commences on **(START DATE)** and terminates on **June 30, 2023.**

Section 3: General Terms and Conditions

CONTRACT PERIOD: ENTRY PERIOD: EXTENSIONS: AMENDMENTS: CANCELLATIONS

The parties agree:

1. The period covered by this Agreement shall not extend beyond the date specified, unless modified in writing and agreed upon by both parties. But, in no event shall the duration of training and payment to the Employer for the extraordinary cost of training exceed the specified amount.

2. The terms and conditions of this Agreement may be amended during the contract period. All modifications or amendments to this Agreement shall be executed in writing and with the same formalities as this instrument.

3. The SBWIB, Inc. may immediately terminate this Agreement upon written notice to the Employer at such time as funds are not available to it through the United States Department of Labor or the State of California. In addition, The SBWIB, Inc. may immediately terminate this Agreement upon written notice to the Employer for non-compliance or non-performance of the terms of this Agreement, or in the case an OJT Trainee (defined below) is found to be ineligible for program participation.

The Employer may terminate this Agreement with due cause and will notify OJT Provider immediately.

4. There are no oral understandings or agreements not incorporated herein.

CONTRACT PURPOSE

The purpose of this Agreement is to establish the general terms and conditions under which OJT Provider may refer individual Workforce Innovation and Opportunity Act ("WIOA") participants ("the OJT Trainees") to the EMPLOYER to enable the OJT Trainees to take part in an OJT as the term is defined under the WIOA.

OJT DEFINITION

In accordance with the WIOA Program, the term "on-the-job training" means training by EMPLOYER that is provided to a paid OJT Trainee while engaged in productive work. This training will:

a) Provide knowledge or skills essential to the full and adequate performance of the job;
b) Qualify for reimbursement to the EMPLOYER of up to **75%** of the wage rate of the OJT Trainee, for the extraordinary costs of providing the training and additional supervision related to the training; and
c) Limit the OJT agreement period of time for an OJT Trainee to become proficient in the occupation for which the training is being provided. In determining the length of the training, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the OJT Trainee, the prior work experience of the OJT Trainee, and the individual employment plan, as appropriate.

EMPLOYER further agrees as follows:

A. TRAINING

1. EMPLOYER agrees to employ the OJT Trainee and develop a training plan (Exhibit A) for the OJT Trainee based on the skill needed for the OJT Trainee to be satisfactorily skilled in the OJT position.

2. In no event shall the OJT Provider reimburse the EMPLOYER more than **75%** of the actual and reasonable cost, subject to the maximum amount set forth in accordance with Exhibit "A", Maximum Reimbursement, for providing training under the terms hereof.

3. EMPLOYER shall not subcontract the OJT Trainee to any other employer or agency.

4. EMPLOYER shall ensure the OJT Trainee is paid the wage or salary indicated in this Agreement.

5. EMPLOYER provides the OJT Trainee with safety instructions and equipment necessary for reasonable protection against injury and damage. If the EMPLOYER provides special clothing or equipment to regular employees, the EMPLOYER shall provide the same type of clothing or equipment to the OJT Trainee performing similar work.

6. The training will, to maximum extent feasible, contribute to the occupational development or upward mobility of individual participants.

7. Reimbursement under OJT will be limited to cost incurred during the basic work week (i.e. the normal number of regular working hours exclusive of overtime and holiday pay).

B. FISCAL

1. EMPLOYER shall be reimbursed for the extraordinary training costs at a rate equivalent to no more than **75%** of the OJT Trainee's hourly wage rate for the training period. The parties agree that in no case can the total amount of expenditures exceed the sum of **$12,960.00** per participant.

2. EMPLOYER shall ensure that each OJT Trainee is employed under a payroll system that includes documentation of attendance, dates worked and number of hours worked per date, computation of gross wages, deductions, and net pay, and a maintenance system for cancelled checks.

3. EMPLOYER shall submit monthly invoice to the SBWIB, Inc. by the **third calendar** day of each month for services rendered under this Agreement. Included with the invoice shall be copies of OJT Trainee's payroll records, timecards, evaluation and skills/competencies achieved (signed by supervisor and trainee) to provide verification of training hours, wages paid, and skill/competencies achieved during the billing period. Invoices without signed payroll, timecard, evaluation and skill/competency records, will not be honored by SBWIB, Inc.

4. EMPLOYER understands that reimbursement is allowable only for the time the OJT Trainee is actually at work on the job. Costs to the EMPLOYER associated with vacation, holiday, sick leave, plant closures and other fringe benefits are not deemed to be training costs under this Agreement.

5. EMPLOYER understands that this Agreement is funded solely under the WIOA. In the event that WIOA is repealed or WIOA funds to the SBWIB, Inc. are terminated, this Agreement likewise terminates. EMPLOYER shall have no recourse to non-WIOA funds.

6. EMPLOYER and SBWIB, Inc, hereby agree that payment will be by SBWIB, Inc., draft within thirty (30) days following receipt and approval of each monthly invoice or within the course of ordinary SBWIB, Inc. business, whichever occurs first.

7. EMPLOYER understands that payment may be withheld by the SBWIB, Inc. if EMPLOYER fails to comply with the provisions of this Agreement.

8. EMPLOYER shall be responsible to repay any disallowed costs as determined by the SBWIB, Inc., and its agent, the State or Department of Labor (DOL).

9. EMPLOYER understands that in the event the commitments made under this Agreement, or OJT Trainees' authorized training hours are not utilized, the SBWIB, Inc. or its designated agent reserve the right to reduce the Agreement to the actual level of performance in terms of the amounts of funds obligated. Written notification to the EMPLOYER of such unilateral Agreement modification shall be provide by the SBWIB, Inc., or its designated agent.

C. INSURANCE

EMPLOYER shall maintain adequate insurance protection covering its respective activities hereunder, including coverage for statutory workers' compensation, general liability for bodily injury and property damage, as well as adequate coverage for vehicles (if applicable) which shall include:

(i) An Original General Liability Insurance Certificate containing evidence of coverage in the amount of at least $1 Million per occurance with a General Aggregate of $2 Million or a Certificate of Self-Insurance covering these amounts. **The City of Inglewood, SBWIB, Inc., its Employees, Officers and Agents and the County of Los Angeles, its Special Districts, its Officials, Officers and Employees shall be named as additional insured.**

(ii) Automobile Liability Insurance in the amount of at least $1 Million Dollars.

(iii) Workers' Compensation and Employer Liability (in limits not less than prescribed by state laws).

EMPLOYER shall furnish the **SBWIB, Inc.** a Certificate of Insurance from an insurer admitted to do business in the State of California.

D. RECORDS

1. The Employer shall maintain, preserve and make available records to support OJT payments until three (3) years after final payment under this Agreement. If any litigation, audit or claim has been initiated, the records will be maintained until a final determination has been made.

2. The Employer agrees that authorized representatives of SBWIB, Inc., State of California Employment Development Department, and the Department of Labor shall be given reasonable access to facilities and records.

3. The Employer will report OJT hires and terminations to the SBWIB, Inc.

E. EMPLOYER ASSURANCES

1. EMPLOYER agrees to employ and train the participant referred by the OJT Provider in the skills necessary to become a regular full-time unsubsidized employee in the occupation specified in Exhibit "A" of this Agreement.

2. EMPLOYER shall select an applicant from persons referred by the OJT Provider. The EMPLOYER retains the right to select or reject trainees(s) from the persons referred. Accordingly, the EMPLOYER absolves South Bay Workforce Investment Board, Inc. /South Bay One-Stop Business & Career Centers of responsibility in the final selection of any trainee and agrees to indemnify and hold South Bay Workforce Investment Board, Inc. /South Bay One-Stop Business & Career Center harmless from the selection of any trainee(s).

3. EMPLOYER assures that, with respect to operations of WIOA funded activities, no person shall be denied employment benefit, or suffer discrimination of the grounds of race, color, religion, age, sex sexual orientation, national origin, citizenship, disability, or political affiliation or belief. The EMPLOYER agrees to comply with the provisions of Section 188, WIOA; Title VI of the Civil Rights Act of 1964, as amended; Sect. 504 of the Rehabilitation Act of 1973, as amended; Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. EMPLOYER further assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above.

4. EMPLOYER assures no funds received under WIOA may be used for contributions on behalf of any participant to retirement systems or plans.

5. EMPLOYER assures that trainee is an employee of employer and not of the SBWIB, Inc. nor shall the SBWIB, Inc. retain any right to direct or control trainee's activities while employed by employer, except to the extent necessary to secure training benefits under the WIOA program.

6. Employer assures that trainee(s) will be retained upon completion of training, subject to trainee's overall performance, the employer's needs and personnel practices.

F. INDEMNIFICATION

EMPLOYER agrees to indemnify and hold harmless the South Bay Workforce Investment Board, Inc. /OJT Provider, their officers, directors, employees and agents from and against every expense, liability or payment by reason of injury (including death) to persons or damage to property suffered through any

act or omission of EMPLOYER, its officers, directors, employees or agents arising from the performance of this Agreement.

G. ADDITIONAL TERMS

1. EMPLOYER agrees that wage and labor standards will be adhered to and to pay the OJT Trainee at the same rates, including increases, and benefits as trainees or employees who are situated in similar jobs. Such rates shall be in accordance with applicable law, but in an event less than the higher specified in section 6(a) (1) of the Fair Labor Standards Act of 1938 or the applicable state or local minimum wage law.

2. EMPLOYER certifies that the OJT will not impair existing agreements for services or collective bargaining agreements and that either it has the concurrence of the appropriate labor organization as to the design and conduct of an OJT, or it has no collective bargaining agreement with a labor organization that covers the OJT position.

3. EMPLOYER further assures that OJT funds will not be used to assist, promote or deter union organizing.

4. EMPLOYER assures that they have not been debarred or suspended in regard to federal funding.

5. EMPLOYER certifies that no member of the OJT Trainee's immediate family is engaged in an administrative capacity for the Employer, or will directly supervise the OJT Trainee. For the purpose of this Agreement, the term immediate family means spouse (common law or otherwise), child, mother, father, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent and stepchild, or other such relationship which would give rise to a substantial appearance of impropriety if the person were to be hired by the EMPLOYER. The term administrative capacity means persons who have overall administrative responsibility for a program including but not limited to selection, hiring, or supervisory responsibilities.

6. EMPLOYER assures that the OJT Trainee(s) will not be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or a place for religious worship.

7. EMPLOYER shall ensure than no currently employed worker is displaced by any OJT Trainee, including partial displacement such as a reduction in non-overtime hours, wages, employment benefits, and/or infringement on promotional opportunity.

8. EMPLOYER shall not hire OJT Trainee where any other individual is on layoff from the same or a substantially equivalent job, or terminate the employment of any regular employee with the intention of filling the vacancy so created with an OJT Trainee.

9. EMPLOYER agree to treat the participant like the EMPLOYER'S other employees with regard to wages, including periodic scheduled increase not related to individual performance, vacations and sick leave, fringe benefits, holiday pay, overtime, and other benefits, Workers' Compensation, or other disability insurance during and after the training period.

10. EMPLOYER shall comply with California Drug-Free Workplace Act of 1990 (Cal Gov. Code Section 8350 et seq) as amended, including provision of the requisite certification as set forth therein; and the federal Drug Free Workplace Act of 1998, including its implementing regulations (29CFR Part 98, commencing with 98.600)

11. EMPLOYER shall comply with the Child Support Compliance Act of the State of California, as implemented by the Employment Development Department.

12. EMPLOYER agrees to comply with the WIOA, with rules and regulations promulgated there under, and all applicable Federal State, and local laws and regulations relating to employment, equal opportunity and discrimination, safety, and labor standards, business licensing, taxation, and insurance requirements.

13. If applicable, EMPLOYER shall comply with Davis-Bacon Act requirements that all laborers and mechanics employed by Employer, or its contractors or subcontractors, in any construction, alteration or repair, including painting and decorating of projects and buildings funded with federal funds, shall be paid wages at least equal to the established local prevailing wage for the position.

H. GRIEVANCE PROCEDURE

EMPLOYER will use its own written grievances procedures to resolve non-WIOA related problems that may arise between EMPLOYER and OJT Trainee. WIOA-related grievances that may arise between EMPLOYER and OJT Trainee will be resolved in accordance the Grievance Procedures established by the SBWIB, Inc. or such other authorized body as may be identified under WIOA. Such procedures may include observation and monitoring of the OJT.

EMPLOYER shall make reasonable efforts to resolve grievance arising out of OJT activities and refrain from actions, which harass, antagonize, intimidate, coerce, threaten, discriminate, or otherwise take reprisal against an OJT Trainee filing a compliance concerning WIOA programs or activities.

I. RETENTION

Employer agrees to retain the OJT Trainee as a regular employee, upon successful completion of training, at the post-training wage rate, specified in this Agreement, and at a full-time scheduled number of work hours. The EMPLOYER acknowledges that failure to retain an OJT Trainee who has successfully completed training may be grounds for disqualification for subsequent additional OJT agreements.

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Section 4: Authorized Signatures

A. CONCURRENCE OF THE COLLECTIVE BARGAINING AGENT (IF APPLICABLE)

The undersigned certifies that he/she is the duly elected or appointed representative for _____(Union Affiliation), and that this training program does not conflict with the collective bargaining agreement of such union.

B. SIGNATURES OF PARTIES

The parties hereto have executed this Agreement on this date and year first above written.

EMPLOYER

By: _____

Signature: _____

Name: _____

Title: _____

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

_____
Jan Vogel, Chief Executive Officer

APPROVED AS TO FORM:

_____
Jack Ballas, Attorney-at-Law

EXHIBIT "A"

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC. / SOUTH BAY ONE-STOP BUSINESS & CAREER CENTERS

ON-THE-JOB TRAINING/EMPLOYABILITY DEVELOPMENT PLAN

1. OCCUPATION: _____ ONET CODE: _____ SVP CODE: _____

2. EMPLOYER: _____ NAICS: _____

3. ADDRESS: _____

4. CONTACT PERSON/TITLE: _____ TELEPHONE: _____

5. START DATE: _____*_____ NTICIPATED END DATE: _____*_____ WAGE AT COMPLETION: _____

6. Hrs. per day: _____*_____ a.m. to _____*_____ p.m. (Hrs. /day _____) Circle days/wk.: Mon. Tue. Wed. Thurs. Fri. Sat. Sun.

***To be determined at time of employment**

7. Hourly Wage Start 1	Hours/ Weeks 2	Number of Training Weeks 3	Total Cost of Occupation Col. 1x2x3 4	OJT Reimbursement 5	Number of OJT Employees Occupation 6	Total Cost Col. 6x4 7	Total Reimbursement 8
	40	**12**		**50%**			

8. TRAINING OUTLINE:

SKILLS/COMPETENCIES TO BE ACHIEVED	ESTIMATED NUMBER OF WEEKS
Participant(s) will be able to:	**At the end of Week**

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.H
Mtg. Date: 02/14/2022

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

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

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

SUBJECT: **APPROVE AND AUTHORIZE CITY MANAGER TO EXECUTE THE JOINT REPRESENTATION LETTER BETWEEN THE SBCCOG AND THE CITIES OF LOMITA, HERMOSA BEACH, PALOS VERDES ESTATES AND ROLLING HILLS REGARDING THE REGIONAL EMERGENCY ALERT PROGRAM**

DATE: **February 14, 2022**

BACKGROUND:
The City current contracts with Everbridge for emergency alert services. The City is considering joining a master contract with Everbridge that involves the South Bay cities. The South Bay cities have approached the South Bay Cities Council of Governments to administer the master contract. Since Best Best & Krieger represents the SBCCOG and some of the South Bay member cities, including the Cities of Lomita, Hermosa Beach, Palos Verdes Estates, and Rolling Hills, Best Best & Krieger is seeking the City of Rolling Hills' consent to joint representation on the master agreement. Enclosed with this staff report is the letter of consent. Executing the letter of consent does not obligate the City of Rolling Hills to enter into the master agreement; it simply authorizes Best Best & Krieger to negotiate on its behalf in the master agreement.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Direct the City Manager to execute the letter of consent authorizing the joint representation

ATTACHMENTS:
CL_AGN_220214_BBK_JointRepLetter_RegEmerAlertPrgm.pdf

Bend OR
(541) 382-3011
Indian Wells
(760) 568-2611
Irvine
(949) 263-2600
Los Angeles
(213) 617-8100
Ontario
(909) 989-8584

BEST BEST & KRIEGER LLP
ATTORNEYS AT LAW

1230 Rosecrans Avenue, Suite 110, Manhattan Beach, CA 90266
Phone: (310) 643-8448 | Fax: (310) 643-8441 | www.bbklaw.com

Riverside
(951) 686-1450
Sacramento
(916) 325-4000
San Diego
(619) 525-1300
Walnut Creek
(925) 977-3300
Washington, DC
(202) 785-0600

Michael Jenkins
(310) 220-2174
michael.jenkins@bbklaw.com

February 1, 2022

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

Re: Joint Representation of SBCCOG and the Cities of Lomita, Hermosa Beach, Palos Verdes Estates & Rolling Hills regarding Regional Emergency Alert Program

Dear Ms. Jeng:

Best Best & Krieger LLP ("Firm") has been asked to represent the South Bay Cities Council of Governments ("SBCCOG") and the Cities of Lomita, Hermosa Beach, Palos Verdes Estates, and Rolling Hills (the "Cities") (collectively, the "Co-Clients") regarding participation in a regional emergency alert program. Specifically, Firm will represent the SBCCOG on negotiating and managing a master contract with Everbridge for the regional emergency alert program. Firm will also represent the Cities on authorizing the SBCCOG to contract with Everbridge on their behalf in the master contract with Everbridge for participation in the regional emergency alert program (collectively, the "Emergency Alert Matters"). Accordingly, we must discuss with you the potential impact of our joint representation and obtain your informed written consent.

RULES OF PROFESSIONAL CONDUCT

Rule 1.7 of the California Rules of Professional Conduct provides in pertinent part:

(a) A lawyer shall not, without informed written consent from each client and compliance with paragraph (d), represent a client if the representation is directly adverse to another client in the same or a separate matter.

(b) A lawyer shall not, without informed written consent from each affected client and compliance with paragraph (d), represent a client if there is a significant risk the lawyer's representation of the client will be materially limited by the lawyer's responsibilities to or relationships with another client, a former client or a third person, or by the lawyer's own interests.

(d) Representation is permitted under this rule only if the lawyer complies with paragraphs (a), (b), and (c), and:

(1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client;

(2) the representation is not prohibited by law; and

(3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or other proceeding before a tribunal.

SCOPE OF REPRESENTATION & DISCLOSURES

Our representation of you jointly concerns the Emergency Alert Matters. At the present time, and based upon what we have been advised by each of you, we believe your interests are aligned and see no current conflict among you. A situation might arise wherein one of the Co-Clients does not intend to pursue participation in the master agreement with Everbridge. In accordance with the California Rules of Professional Conduct, we must provide you with written disclosure of the relevant circumstances of this joint representation, the reasonably foreseeable adverse consequences which might arise from the Firm's representation of you jointly, and obtain your consent thereto prior to proceeding with this joint representation. Although it is impossible to foretell all potential consequences which could arise from this type of representation, this letter addresses the reasonably foreseeable risks and conflicts that potentially may develop going forward, which we ask you to consider. Pursuant to the provisions of Rule 1.7, we inform you as follows:

1. Potential Conflicts – Co-Clients may differ on negotiation strategy, costs or on the issue of whether to settle on certain terms; one of the Co-Clients may instruct the Firm in a manner that is contrary to the instructions of the other Co-Client; it may be argued that there is an appearance of impropriety in our representation of multiple clients simultaneously; and/or, one Co-Client may take a position or act in a manner that could be prejudicial to the interests of the other Co-Client(s). Although we do not expect any of the above eventualities, before we could continue to represent any of you under those circumstances, we would be required to obtain your separate, informed, written consent, concerning such a situation. We cannot advise any of you of your individual or mutual rights amongst or against each other, in resolving any such disagreements.

   Each Co-Client understands that Firm represents each Co-Client separately on unrelated matters. Firm represents SBCCOG as General Counsel on various

matters. Firm serves as City Attorney to each of the Cities and represents the Cities, separately, on various matters. Should an actual conflict arise among the Cities and the SBCCOG regarding the Emergency Alert Matters, the Co-Clients understand and agree that Firm cannot represent any Co-Client on the actual conflict related to the Emergency Alert Matters. However, Firm will continue to represent the Cities and SBCCOG on the separate unrelated matters despite such actual conflicts that may arise regarding the Emergency Alert Matters.

2. Disputes Between Clients - Should any of you feel that there is a potential dispute, actual dispute or claim among you, it should be brought to our attention immediately. We will be unable to counsel any of you regarding any rights or obligations as among yourselves, whether or not such rights or obligations relate to the subject matter of the representation. In the event such a disagreement cannot be worked out among yourselves, there is a possibility that such a disagreement would develop into an actual conflict of interest among you that would require the Firm to withdraw from further representing any of you in this matter. Such a situation could require increased expense, time and effort on your part if new counsel is needed. Again, any such changes or new information will be disclosed and discussed with you prior to any action being taken that would significantly affect our attorney-client relationship.

   In addition, should new or additional facts come to our attention which suggest you may have or should consider asserting rights against the other or that you should consider action to protect or preserve such rights, we will advise you that such facts have come to our attention. We will not, however, advise you of the reason why we are alerting you or the basis for such an alert. We believe that to do so may compromise the interests of one or more of you in violation of the responsibilities we owe to each of you. We will likely further recommend that you consult with independent counsel.

3. No Confidentiality - In cases of joint representation, although the Firm owes the Co-Clients a duty of confidentiality as to third parties, there is generally no duty of confidentiality or attorney-client privilege between or among the Co-Clients. Firm has a duty to communicate and keep all Co-Clients reasonably informed about significant developments relating to the representation. Thus, communications made between one Co-Client and the Firm that are relevant to the joint representation are subject to disclosure to the other Co-Clients, even in the absence of express consent to the disclosure. By consenting to this agreement, you understand that there can be no confidentiality between Firm and any of you as Co-Clients with respect to significant developments related to this representation.

In addition, each of you must maintain the confidentiality of all communications between you and us. If one of you fails to do so, it may jeopardize the attorney-client privilege between us. The result may be that other parties may be able to learn the content of confidential communications between us and/or, as a practical matter, could prejudice the non-disclosing person because otherwise confidential information may become known to third-parties. It is, therefore, critical that you each understand the need for confidentiality concerning the communications between us and that you each maintain that confidentiality. In other words, a joint representation does not change the privileged nature of such communications relative to outside third parties, but does change it as to the inside parties to the joint representation. By executing this letter, you expressly consent to the communication to each of you of any information received by the Firm from any one of you during the Firm's joint representation of you in this matter.

4. No Attorney-Client Privilege - California Evidence Code § 962 provides that one Co-Client may not claim a privilege as to a communication made in the course of this attorney-client relationship when such a communication is offered in a legal proceeding between or among the Co-Clients. This also applies should a dispute arise between one Co-Client and the Firm in the future.

5. Balance of Interests - In Co-Client representation, lawyers owe fiduciary obligations of loyalty to each of the jointly represented Co-Clients and cannot take sides or assert the interests of one Co-Client over the interests of the other. Firm is required to balance the interest between the Co-Clients and may make decisions that will be in the best interests of the overall group and not necessarily in the best interests of an individual Co-Client. Thus, rather than the lawyers vigorously asserting a single interest of an individual Co-Client on an issue, there will be a balancing of interests among the Co-Clients.

6. Responsibility of Firm's Fees - Each of the four Cities will be billed an equal share of the monthly fees and costs for the Firm's work regarding the Emergency Alert Matters on behalf of the Cities. Firm will prepare a monthly invoice for each of the four Cities with corresponding detailed entries for work. In regards to actual participation in the emergency alert program, the Cities will pay Everbridge through the SBCCOG for their proportionate share of participation in the emergency alert program. For clarification purposes, payment to Everbridge for participation in the emergency alert program is separate from Firm's legal fees regarding the Emergency Alert Matters.

7. Effect of Firm Withdrawing as Counsel - If we are forced to withdraw from this representation because of a conflict among you or as permitted under CRPC, Rule

1.16, the expense of educating new counsel on events that may have transpired during the course of our representation might be significant. And, unless another conflict waiver is executed, it would require that each of you obtain separate counsel, thereby potentially adding to your expense. Such an event also might delay any needed response to any parties in connection with the engagement, or in otherwise achieving the goals of the engagement.

8. Termination - Each Co-Client has the absolute right to terminate Firm regardless of what the other Co-Client(s) may decide. Should one Co-Client wish to terminate the relationship without the agreement of the other Co-Client(s), we will disclose the circumstances at that time and determine whether the Firm may continue representation of one Co-Client or whether the representation must be terminated in its entirety, and consent will be obtained as necessary.

9. Client File - After the matter is concluded, each of you may make conflicting demands for the original client file, which you are entitled to receive. You each agree that we may release the original to the client who first provides a written request, as long as we release an exact copy to the other of you.

YOUR CONSENT

If you wish for the Firm to represent you in this matter, we need each of you to sign this consent letter. Should you have any concerns that were not mentioned in this letter, please tell us immediately, so we can make sure to address them as necessary.

In the event that circumstances change or we become aware of new information that requires additional disclosures and/or a new consent from the parties, you will be notified of that fact immediately, and continued representation will be subject to the informed written consent of the involved parties as necessary.

Please consider this matter carefully, and do not hesitate to contact us if you have any questions or concerns. You may each wish to confer with your own independent legal counsel regarding this disclosure, and you should feel free to do so.

Your execution of this consent form will constitute an acknowledgment of full disclosure in compliance with the requirements of Rule 1.7 of the California Rules of Professional Conduct previously quoted in this letter.

Sincerely,

Michael Jenkins
for BEST BEST & KRIEGER LLP

CONSENT

By this letter, Best Best & Krieger LLP has explained the joint representation, the existing and/or reasonably foreseeable potential risks and conflicts of interest in the above referenced matter, and has informed me of the possible consequences of this joint representation and those conflicts. I understand that I have the right to and have been encouraged to consult with independent counsel before signing this consent, and I acknowledge that I have been given sufficient time to do so. Notwithstanding the foregoing, I hereby consent and agree to be represented by Best Best & Krieger LLP in the above detailed joint representation.

By: _____
Name: City of Rolling Hills
Date: _____

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 12.A
Mtg. Date: 02/14/2022

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

FROM: **ASHFORD BALL, SENIOR MANAGEMENT ANALYST**

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

SUBJECT: **APPROVE THE PRINTING AND DISTRIBUTING OF THE ROLLING HILLS EMERGENCY PREPAREDNESS EVACUATION PROCEDURE BROCHURE.**

DATE: **February 14, 2022**

BACKGROUND:

The Council received a presentation of this item on October 25, 2021 as a marketing educational campaign for the City and Block Captain program. Staff presented a proposal from THINK Marketing Agency for $150/hr for 100 hours for a total of $15,000 with a contingency of $5,000 to provide as needed services for one year (12 month period) to develop documents, programs, and campaigns that would bolster the city's emergency preparedness educational initiatives. The first project in the initiative was the Rolling Hills Evacuation Procedure brochure.

Other potential projects included:

1. Community campaign for native plants vs. non-native plants landscaping
2. Informative brochure or pamphlet for education on fire safe plants and effective vegetation trimming
3. Awareness/education on weed and fuel abatement
4. Campaign on water & resource conservation
5. New homeowners welcoming brochure

The Council tabled the proposed service from THINK Marketing Agency and the City Council directed Councilmember Jeff Pieper to work with staff to find a more reasonable alternative for the first project in the campaign: printing the evacuation brochure. Councilmember Pieper recommended Sir Speedys South Bay printing company (Sir Speedys). Sir Speedys estimated a cost of $994 to print 800 evacuation procedure brochures, one brochure per household in Rolling Hills.

DISCUSSION:
Staff met with Councilmember Pieper and Lead Block Captains Gene and Arlene Honbo on January 31, 2022 to finalize the brochure. Working with staff, Councilmember Pieper was focused on the first

project of the campaign. Councilmember Pieper and staff did not discuss other projects as a part of the overall campaign. Staff is recommending City Council approve printing of the Emergency Preparedness Evacuation Brochure with Sir Speedy and distribution to all households in Rolling Hills.

The contents of the evacuation procedures brochure was prepared by the Lead Block Captains, after two years of continuous input from the community through the Block Captain program. The community expressed fears, concerns and ambiguity as to how an evacuation order from the first responders would be implemented in Rolling Hills. The brochure is intended to be a timeless quick reference for all residents.

FISCAL IMPACT:
If the City Council approves staff's recommendation the $994 can be funded using the emergency preparedness account. The postage cost to distribute the brochure is approximately $600 and there is available funds in the emergency preparedness account.

RECOMMENDATION:

Approve printing and distribution of the emergency evacuation brochure.

ATTACHMENTS:
RH Evacuation Procedures DRAFT 020322.v4.pdf
Sir Speedy Costs for Printing Evac Brochures.pdf

City of Rolling Hills & The Block Captain Program

Evacuation Procedures - Quick Reference Guide

Rolling Hills, while a beautiful and desirable place to live, is designated as a "Very High Fire Hazard Severity Zone". All residents need to prepare for wildfire and earthquake risk using the LA County Fire Department's "Ready! Set! Go!" brochure. Learn how to:

- **Create defensible space around your home**
- **Retrofit your home with fire-resistant materials**
- **Prepare how you and your family can safely evacuate ahead of a wildfire**

Get your copy of "Ready! Set! Go!" by calling City of Rolling Hills at (310) 377-1521 or

https://fire.lacounty.gov/emergency-disaster-preparedness-safety-tips/

This reference guide has information unique to Rolling Hills. You will learn about:

Evacuation PREPARATION

1. Sign-up for **Alert Southbay Regional System** & Rolling Hills **Emergency Information System**
2. Assemble Your Emergency Survival Kit
3. Prepare Your Personal Emergency Action Plan
4. Prepare an Evacuation Plan for Your Large Animals/Horses
5. Review the Evacuation Packing List

Evacuation ORDER

1. Learn how you will be notified
2. Understand your primary and secondary evacuation routes
3. Plan where you and your family should go

Evacuation ROUTES and Evacuation EXITS

1. **Know the Evacuation Routes:**
    - Portuguese Bend Road
    - Crest Road West
    - Crest Road East
    - Eastfield Drive
2. **Know the Evacuation Exits:**
    - Main Gate at Rolling Hills Road/Palos Verdes Drive North
    - Crest Gate at Crest Road near Crenshaw
    - Eastfield Gate at Eastfield Drive/Palos Verdes Drive East
    - Crest Road East Gate – Emergency Exit Only

Evacuation PREPARATION – Quick Reference Guide

1. **Sign-up for Alert Southbay - Register to Be Notified in an Emergency**
   - ✓ Messages will be sent via voice, text or email methods: **https://alertsouthbay.com/**

2. **Sign up for Rolling Hills Emergency Information System**
   - ✓ Register on the City of Rolling Hills website to be notified in an emergency: **https://www.rolling-hills.org/residents/portal/index.php**

3. **Assemble Your Emergency Survival Kit**
   Assemble food, water, clothing, shoes, first aid kit, flash lights, radios and batteries. Plan for all family members including your pets. ***Remember the "Six P's":***
   - ✓ People and Pets
   - ✓ Papers, Phone Numbers and Important Documents
   - ✓ Prescriptions, Vitamins, and Eyeglasses
   - ✓ Pictures and Irreplaceable memorabilia
   - ✓ Plastic and Cash
   - ✓ Personal Computer, Hard Drives and Flash Drives

4. **Prepare Your Personal Emergency Action Plan**
   - ✓ Collect Important Phone Numbers
     - Emergency Contacts including family and friends
   - ✓ Know What to Take
     - Emergency Survival Kit and other important items
   - ✓ Know Where to Go
     - Friend or Relative's House or Hotel
     - Animal Shelters

5. **Prepare an Evacuation Plan for Horses/Large Animals**
   - ✓ Train your horses to load into a trailer easily
   - ✓ Microchip your horse
   - ✓ Have a horse trailer ready or have a "buddy" who will assist in evacuating your horse; Pre-arrange with a stable who will take your horse.

LA County Department of Animal Control Equine Response Team no longer coordinates with volunteers to evacuate horses. For information on shelters call LA County Animal Control at (310) 523-9566.

Evacuation ORDER - Quick Reference Guide

1. **How will you be notified?**
   - ✓ Emergency Alert System Broadcast: The LA County Sheriff can activate.
   - ✓ Alert Southbay Regional System: Subscribe for alerts via voice, text or email.
   - ✓ Mobile public address systems and sirens: First Responders using speakers and sirens may drive roads announcing the need to evacuate and available routes.
   - ✓ RH Emergency Information System: The Rolling Hills Emergency Operations Center (EOS) will supplement Alert Southbay Regional System. Register.

When you evacuate, leave your gate open for access by First Responders. Residents with special needs and residents with horses or large animals should evacuate early.

2. **Know Evacuation Routes**
   Wildfires are extremely fluid and complex. Evacuation routes may become compromised due to fire activity and location of the wildfire. Residents should practice to evacuate through their **primary** and **secondary** exit routes.
   - ✓ **Portuguese Bend Road**
   - ✓ **Crest Road West**
   - ✓ **Crest Road East**
   - ✓ **Eastfield Drive**

   Trails are not evacuation routes; only use trails if directed by First Responders.

3. **Know Evacuation Exits**
   - ✓ **Main Gate at Rolling Hills Road/Palos Verdes Drive North**
   - ✓ **Crest Gate at Crest Road near Crenshaw**
   - ✓ **Eastfield Gate at Eastfield Drive/Palos Verdes Drive East**
   - ✓ **Crest Road East Gate – Emergency Exit Only**

   The locked Crest Road East Gate can be automatically and remotely opened by attendants at the Main Gate or Crest Road West Gate.
   First Responders will authorize when it is safe for residents to re-entry the city.

4. **Where will you and your family go? Where will your pets go?**
   - ✓ Friend or Relative's house or Hotel
   - ✓ Red Cross Shelter or Evacuation Center
   - ✓ Animal Shelter (for pets and large animals)

Important Links and Phone Numbers - Quick Reference Guide

Important Links

READY! SET! GO! – Your Personal Wildfire Action Plan, Earthquake Preparedness and Other Tips

https://fire.lacounty.gov/emergency-disaster-preparedness-safety-tips/

Alert Southbay Regional System to register for emergency notifications

https://alertsouthbay.com/

City of Rolling Hills Website to register for the Emergency Information System

https://www.rolling-hills.org/residents/portal/index.php

Los Angeles County Department of Animal Care & Control for information on animal shelters.

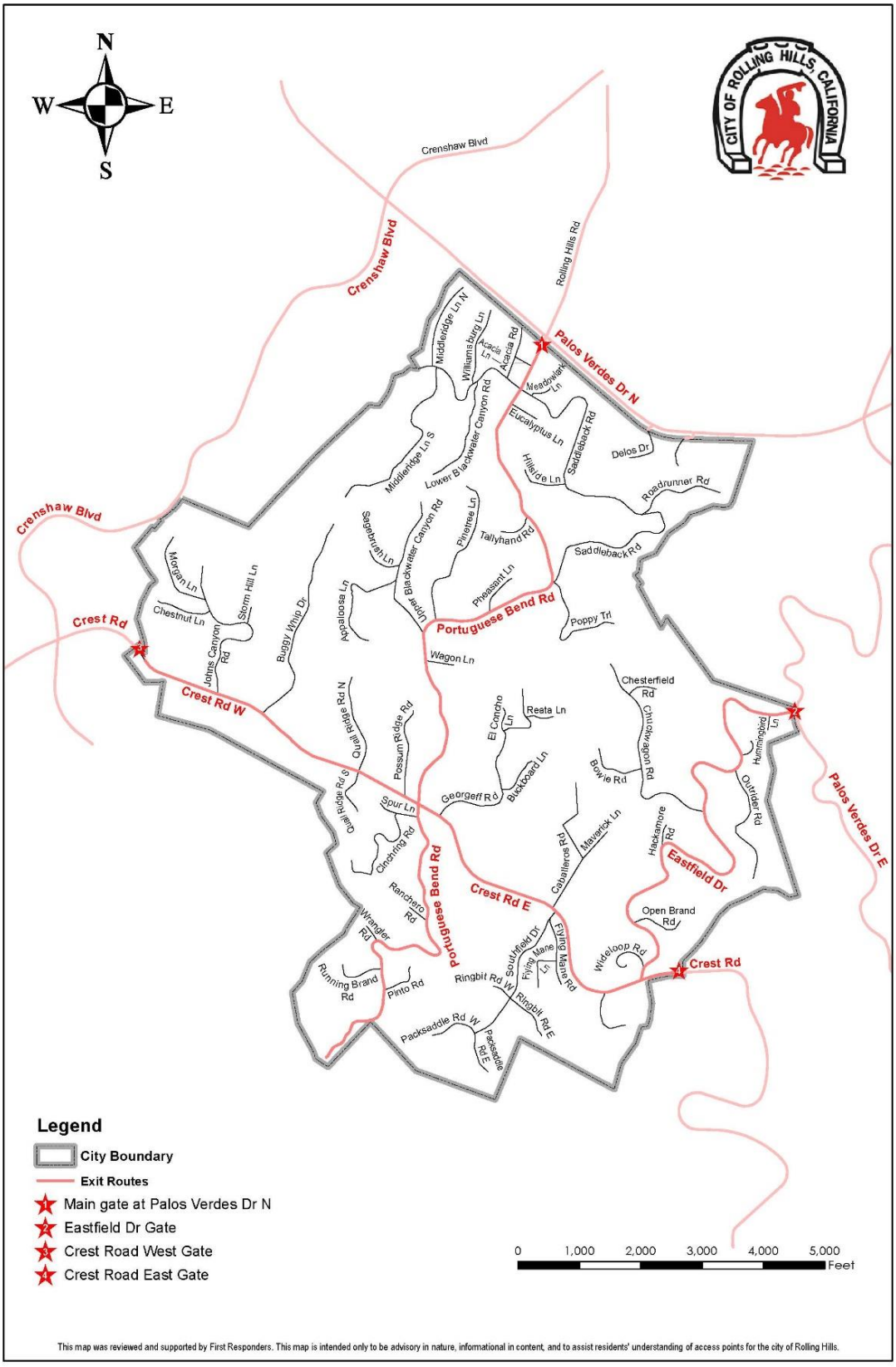
https://www.animalcare.lacounty.gov/emergency-response/

Important Phone Numbers

All Emergencies	911
City of Rolling Hills	(310) 377-1521
Rolling Hills Community Association	(310) 544-6222
Main Gate	(310) 377-4318
Crest Gate	(310) 377-1868
Eastfield Gate	(310) 732-1309
LA County Fire Station #56	(310) 679-1131
LA County Sheriff Lomita Station	(310) 539-1661
LA County Animal Care and Control	(310) 523-9566
Southern California Edison	(800) 611-1911
Southern California Gas Company	(800) 427-2200
California Water Company	(310) 257-1400

City of Rolling Hills

Ingress and Egress Map



This map was reviewed and supported by First Responders. This map is intended only to be advisory in nature, informational in content, and to assist residents' understanding of access points for the city of Rolling Hills.

Evacuation Preparedness for Large Animals/Horses – Quick Reference Guide

Emergency preparedness is important for all animals, but preparedness can be more difficult for large animals/horses because of their size and special transportation needs. Evacuation of horses should occur as soon as an evacuation warning is issued. If owners are unprepared or wait until the last minute, they may have to leave their animals behind. Evacuation preparedness for large animals/horses:

- ✓ Horse owners need to make their own plan for emergency transportation and sheltering for horses. Emergency responders will not evacuate horses. Many designated sheltering sites may become overcrowded or are far from Rolling Hills. Make plans now to house horses with friends, at a commercial stable, or identify another suitable location out of the danger area. Discuss plans with everyone in the family and keep the contact information and address of the stable or emergency sheltering site and driving directions in an emergency kit.
- ✓ Emergency planning materials are available at the RHCA to assist in making plans to evacuate your horses in the event of an emergency. Included in the information packet are names of stables willing to board horses in an emergency, names of horse haulers and other important evacuation information. Also available at the RHCA are orange reflectors which should be placed on your house sign to indicate that horses are on the property. Be sure to remove or cover the reflector when you evacuate your horses. Residents can fill out the horse owner form and receive their reflector at the association building.
- ✓ Make a list of emergency contacts. Keep copies in vehicles or trailer as well as in the house.
- ✓ Take photographs and prepare a written description of each horse or other large animal(s). Put one set in a safe place and another set in an emergency kit.
- ✓ Have a leather halter and rope for each horse/large animal. Make sure halters are marked with contact information or write the information on a piece of duct tape and stick it on the halter. Purchase information for the reflective identification is included in the packet at the RHCA. If a horse has medical issues or special needs, record this information on a luggage tag and attach it to the halter.
- ✓ Microchip horses/large animals. This is an easy, inexpensive way to help identify animals.
- ✓ Have a three-day supply of feed and water (per large animal). This is particularly important if plans are to shelter in place but bring feed (and buckets) if evacuated. Make sure to include any medications the large animal(s) may need. Label all equipment.
- ✓ Teach your horses how to trailer. Spend time loading and unloading the animals so they are safe and willing to load, consider practicing loading during the day and night. Continue working with the large animals until you are confident that they will load.
- ✓ Keep trucks, trailers and vans well maintained and ready to move. Keep gas tanks full, check tire pressure, particularly during Red Flag Warning days.
- ✓ Store non-perishable supplies in a portable container such as a clean trashcan, bucket or canvas duffle bag.

EVACUATION PACKING LIST

15 MINUTES	30 MINUTES
1. Wallet, Purse, keys, glasses 2. Cell phone/charger 3. Emergency Cash/credit cards 4. Pets, leashes, carrier, meds 5. Clothes/shoes 6. Hearing aids/medications 7. Checkbooks	Items from 15 Minutes List; and 1. Pillows/sleeping bags/blankets 2. Address books/phone list 3. Jewelry & Personal valuables possessions 4. First Aid Kit 5. Battery Radio with Extra Batteries 6. Toiletries (toilet paper/hand wipes/soap) 7. 3-Days' worth of clothing 8. Computer/laptop 9. Drinking Water

1 HOUR	2 HOURS
Items from 15/30 Minutes List; and 1. Cooler with food and drinks 2. Records and files 3. 3 day's food and food for dietary restriction 4. Gloves/dust masks 5. Paper Goods (plates, cups, utensils) 6. School or work supplies	Items from previous lists; and 1. Photos, albums, home videos 2. Framed photos 3. Packed luggage 4. Valuable items, heirlooms 5. Cameras 6. Secondary vehicles 7. Camping equipment/tent

BE PREPARED!

STAY SAFE!!

Sir Speedy
SOUTH BAY - LOS ANGELES
PRINT • COPY • SIGNS • MARKETING
900 W. 223RD STREET
TORRANCE, CALIFORNIA 90502
PHONE: (310) 212-6162 • FAX: (310) 212-5271
E-mail: info@sirspeedysouthbay.net

Estimate

No: **33367**

Date: 12/2/21

Customer PO:

SOLD TO:

Ashford Ball
City of Rolling Hills
2 Portuguese BEND ROAD
Rolling Hills CA 90274
Phone: 310.377.1521

Quantity	Description	Amount
800	INFORMATION BROCHURE 8.5 X 11 ***80# GLOSS*** 8 PAGE SELF COVER 4/4 SADDLE STITCHED Layout	947.02
800	INFORMATION BROCHURE 8.5 X 11 ***100# GLOSS*** 8 PAGE SELF COVER 4/4 SADDLE STITCHED Layout	993.68

Sales Rep: Taken by: Richard	SUBTOTAL TAX SHIPPING TOTAL	

This estimate is valid for 30 days

Thank you for allowing us to serve you.

This estimate is based on information received by Sir Speedy, and is subject to revision upon receipt of materials for the actual job. Charges for corrections and any customer alteration will be added to the estimated price. Customer will be notified of any additional charges before work is begun.

Agenda Item No.: 12.B
Mtg. Date: 02/14/2022

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

FROM: **ALAN PALERMO, PROJECT MANAGER**

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

SUBJECT: **DISCUSS THE ROLLING HILLS COMMUNITY ASSOCIATION'S REQUEST RELATING TO THE CITY HALL CAMPUS EMERGENCY POWER PROJECT AND PROVIDE DIRECTION TO STAFF.**

DATE: **February 14, 2022**

BACKGROUND:
On January 24, 2022, the council voted to continue this item until February 14, 2022.

To replace the non-functioning standby generator that provides emergency power to City Hall and the Rolling Hills Community Association, the City Council authorized an assessment report and considered three options for replacement at the May 10, 2021 City Council meeting. On May 24, 2021, after City Council discussed the three options, staff was directed to: 1) design the solar option; 2) consider leasing portable generator to provide emergency if necessary; and 3) remove the existing non-functioning emergency standby generator, and repair the water intrusion problem at the existing generator structure.

At the June 14, 2021 City Council meeting, City Council approved a second amendment with Pacific Architecture and Engineering, Inc. for preparing plans to remove the existing standby generator including repairing of the water intrusion at the generator housing and prepare design plans to implement the solar option..

The second amendment with Pacific Architecture and Engineering, Inc. (PAE) was executed in July 2021 and PAE proceeded with preliminary design. City Staff and PAE held several meetings to discuss the proposed solar option and layout. After a period of research and information gathering, PAE provided preliminary design plans for layout of the solar panels in November 2021. The preliminary design plan was reviewed by staff. The available roof surface area, the orientation of the surface area to the sun, and other design/cost factors were considered. The most efficient and cost effective design was to position all the solar panels on the Rolling Hills Community Association (RHCA) building.

The preliminary design was provided to RHCA and the plans were reviewed by the Architectural Review Committee on December 7, 2021. The Architectural Committee requested to have solar panels over the entry of the RHCA building be removed and placed on the City Hall Building. The preliminary design plans submitted to the Architectural Review meeting and the meeting minutes are attached to this

report.

DISCUSSION:
Removing solar panels from the RHCA Building and placing them on the City Hall building will have several impacts/issues to consider:

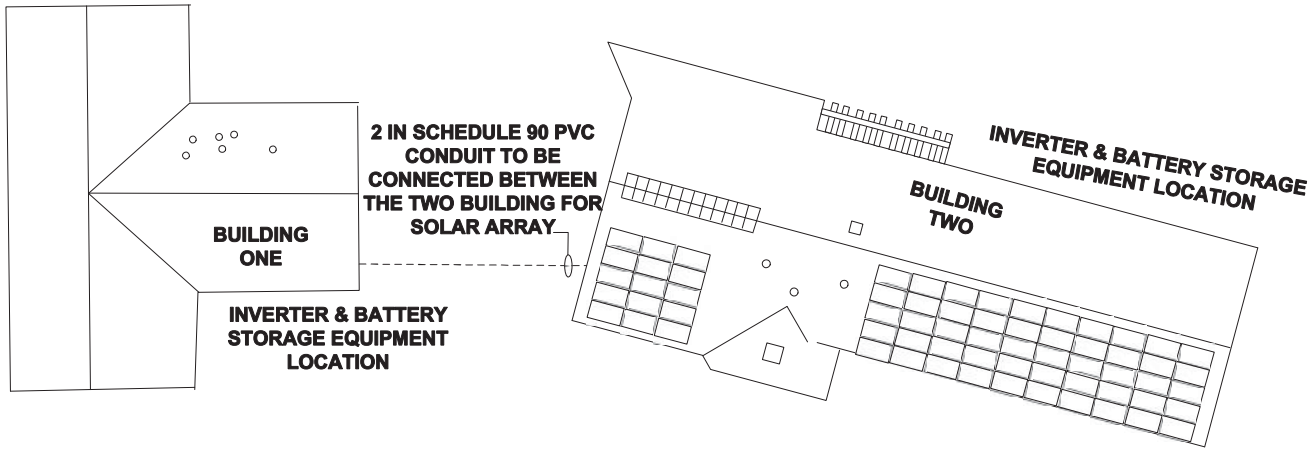
- There is a tree at City Hall making the panels less efficient. The city could consider cutting this tree down so that the panels would have more exposure to the sun.
- There is space for 29 panels on the City Hall roof versus 66 panels on the RHCA building. Panels on both buildings will drive up the cost of the project. Cost of re-roofing one roof vs two roofs (roughly savings of $20,000 just for roof and waterproofing, and additional $30,000-$50,000 if structural reinforcement is needed).

This item was presented to the City Council at the January 10, 2022 meeting. The City Council decided to delay taking action so that Councilmember Jeff Pieper can participate in the discussion. Councilmember Pieper was absent from the January 10, 2022 City Council meeting.

FISCAL IMPACT:
The overall project cost will be impacted if the solar panels are divided between roofs of City Hall and the RHCA building. High level estimation shows the cost differential between placing all solar panels on the RHCA building and dividing the panels is approximately $20,000 to $60,000.

RECOMMENDATION:
Provide direction to staff.

ATTACHMENTS:
Rolling_Hill_Maintenance_Buildings_One__Two-_SFR_V3_Review.pdf



28.05 STC Photovoltaic System

Project Name: City of Rolling Hills

Project Address: 2 Portuguese Bend Road
Rolling Hills CA 90274

Project contact: Jun Fujita Hall
310 405 3878



Drawn by: wwebb

Revision#3

Date: 11/13/2021



SILVER FOX RENEWABLES, LLC.
888.786.9322

324 E. Foothill Blvd.
Suite 201
Arcadia, CA 91006
Lic # 996766

General Notes:
Main Service Panel 120/208V 3 Ø 600 amps

Total Photovoltaic System consists of
66 -Hanwha Q CELLS:Q.PEAK DUO L-G6 425
2- Generac Power Systems:X11402 [208V] Inverters

28.05 kW DC STC
25.335 kW AC PTC
Estimated kWh produced annually
43,475 kWh

C10 SIGNATURE:

SOLAR BATTERY STORAGE FOR BOTH BUILDINGS ONE & TWO

File Path: PHOTOVOLTAIC SYSTEM DOCUMENTS

Sheet Number: **PVS1**



14.2 kW DC STC Photovoltaic Roof System

Project Name: City of Rolling Hills Administration Building

Project Address: 2 Portuguese Bend Road
Rolling Hills CA 90274

Project contact: Jun Fujita Hall
310 405 3878



Drawn by: wwebb

Revision#3

Date: 11/13/2021



SILVER FOX RENEWABLES, LLC.
888.786.9322

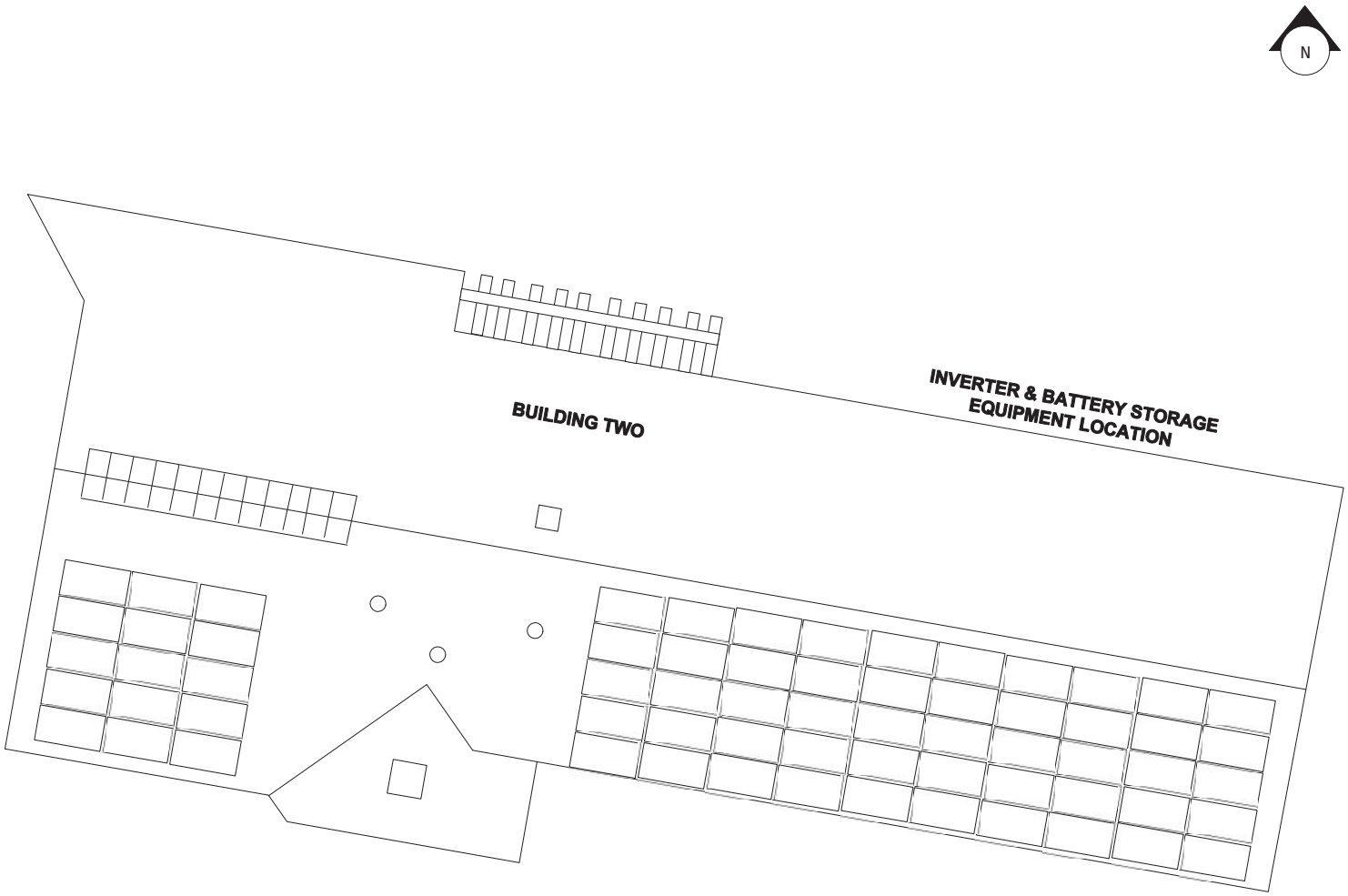
324 E. Foothill Blvd.
Suite 201
Arcadia, CA 91006
Lic # 996766

C10 SIGNATURE:

SOLAR ROOF BUILDING ONE

File Path: PHOTOVOLTAIC SYSTEM DOCUMENTS

Sheet Number: **PVS4**



14.2 STC Photovoltaic System

Project Name: City Maintenance Building

Project Address: 2 Portuguese Bend Road
Rolling Hills CA 90274

Project contact: Jun Fujita Hall
310 405 3878



Drawn by: wwebb

Revision#3

Date: 11/13/2021



SILVER FOX RENEWABLES, LLC.
888.786.9322

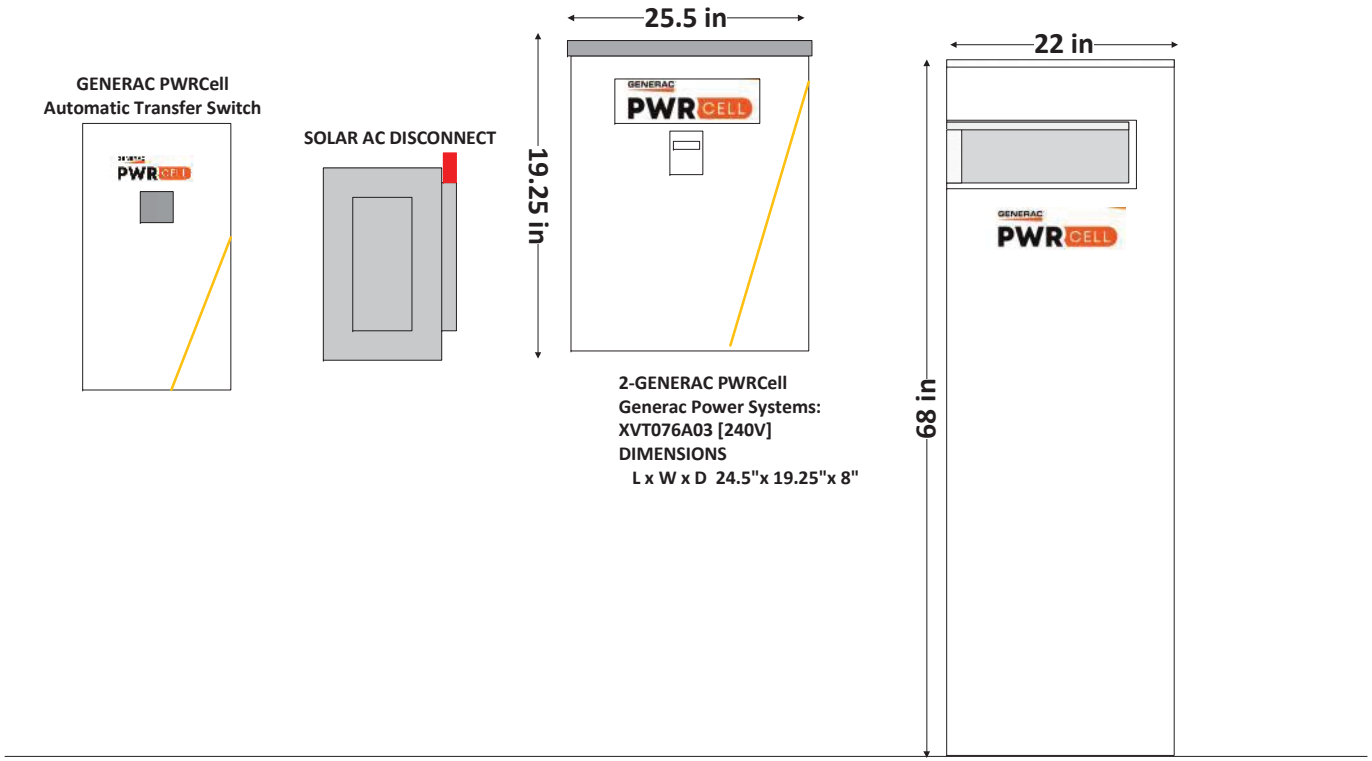
324 E. Foothill Blvd.
Suite 201
Arcadia, CA 91006
Lic # 996766

C10 SIGNATURE:

SOLAR ROOF BUILDING TWO

File Path: PHOTOVOLTAIC SYSTEM DOCUMENTS

Sheet Number: **PVS5**



1- GENERAC PWRCELL smart battery
17.1 kwh City Hall
8 kwh Community Association Building
When batteries are used in a black out event:
42 cells dedicated to City Hall
24 cells dedicated to Community Association Buildings

38.55 STC Photovoltaic System

Project Name: City Maintenance Building
Project Address: 2 Portuguese Bend Road
Rolling Hills CA 90274

Project contact: Jun Fujita Hall
310 405 3878



Drawn by: wwebb

Revision#2

Date: 10/20/2021

SILVER FOX RENEWABLES, LLC.
888.786.9322
324 E. Foothill Blvd.
Suite 201
Arcadia, CA 91006
Lic # 996766

C10 SIGNATURE:

BATTERY STORAGE EQUIPMENT BUILDING ONE

File Path: PHOTOVOLTAIC SYSTEM DOCUMENTS

Sheet Number: PVE1

Agenda Item No.: 12.C
Mtg. Date: 02/14/2022

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

FROM: **ASHFORD BALL, SENIOR MANAGEMENT ANALYST**

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

SUBJECT: **CONSIDER HIRING A LANDSCAPE ARCHITECT TO INVENTORY THE CITY HALL CAMPUS IRRIGATION SYSTEM AND PROVIDE RECOMMENDATIONS FOR LANDSCAPING IMPROVEMENTS.**

DATE: **February 14, 2022**

BACKGROUND:

In September 2021 the City of Rolling Hills solicited services to accept proposals from qualified licensed landscape architects or firms to provide professional services to audit existing conditions (landscape, lighting and irrigation), submit WELO compliant landscape and lighting design package, install or assist in hiring a qualified licensed landscape contractor to install these items for City Hall Campus.

Between 2016 and 2019 the landscaping on the campus was poorly maintained due to broken sprinkler pipes, nonworking valves and inadequate care. In early 2020, the City conducted necessary repairs, including insect, and gopher treatments to restore a fully functioning irrigation system at the campus. In 2021, even after repairs, the City continues to have ongoing issues with gophers, broken sprinkler pipes and maintenance of the overall campus.

The city aims to have a well-designed green space that comprises of both California native plants and waterwise plants that are adapted to our climate. These should be planted and maintained to meet WELO requirements, the new high hazard plants regulation, and fire fuel abatement standards and guidelines.

The City received two proposals one from Lynn Capouya Landscape Architects and the other from Evan Smith Landscape Architect. After assessing both proposals objectively through scoring sheet criteria based upon: scope of work, city needs, costs, and use of resources city staff conducted interviews; requesting both consultants walk City Hall Campus with staff and get a first-hand look at the City's landscaping issues. After assessment, the City chose Evan Smith.

DISCUSSION:

Due to the many capital improvement projects the Council has taken on staff has made an adjustment to downsize the scale of campus replacement and break the project up into small parts as opposed to larger assignments. The following needs more immediate attention:

1. Irrigation Inventory/Assessment (find out what we have, where it is, working/not working, and how frequently it used)
2. Planting (use water-wise planting)
3. Improve Patchy Areas (consider new planting/installation of areas that are blank/empty/ badly managed).

The main focus would be the irrigation/inventory assessment so the city can understand our system and make informed decisions on what can be retained and what needs to be replaced. This will require our candidate Evan Smith to:

1. Assist the client in obtaining bids, negotiating contracts, reviewing project billing,
2. Attend meetings at the job site for the purpose of construction review with the agent, agent's representatives and/or contractors.
3. Provide field visits to review layout of landscape elements and check for general conformance to the contract documents and design intent.
4. Visit nurseries to tag and select plant material.

Irrigation assessments can be challenging due to the limitation of only assessing the above ground components. During the assessment dependent upon the findings, some underground work may be necessary. Age and implementation is also an unknown factor in irrigation (Age of the system? Original installation?). The challenges of an unknown irrigation schematic design make it difficult to provide detailed estimates on specific costs so staff has requested services on an as needed basis and the candidate has requested a retainer. When the retainer is nearing zero the Council can decide if they would like to continue with other aspects of the project and discuss further retainers at that time.

FISCAL IMPACT:

$150/ hour on an as needed basis for a non-refundable retainer of $6,000.00 which is equivalent to 40 hours of work.

There is $21,260.00 available remaining balance in the account and sufficient funds if the City Council decided to engage Evan Smith for services.

RECOMMENDATION:
Staff recommends that Council consider and discuss the hiring of a Landscape Architect to perform an irrigation inventory assessment and provide further recommendations for City Hall Campus landscaping.

ATTACHMENTS:

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.A
Mtg. Date: 02/14/2022

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

FROM: **JOHN SIGNO, DIRECTOR OF PLANNING & COMMUNITY SERVICES**

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

SUBJECT: **CONSIDER AND APPROVE FUEL LOAD REDUCTION MAINTENANCE IN PHASE THREE AREA BY THE PALOS VERDES PENINSULA LAND CONSERVANCY.**

DATE: **February 14, 2022**

BACKGROUND:
On January 24, 2022, Cris Sarabia of the Palos Verdes Peninsula Land Conservancy (PVPLC) gave a presentation on the actions taken to reduce fuel load on Conservancy property located south of the City's boundaries. At the conclusion of the presentation, the City Council asked Mr. Sarabia to return with information on further maintenance and on an evaluation of the seed bank. Mr. Sarabia will provide that information in his presentation.

DISCUSSION:
PVPLC proposed three phases for fuel load reduction work in the Palos Verdes Nature Preserve abutting the City of Rolling Hills to the south.

Phase 1 implemented approximately 18 acres of fuel load reduction maintenance for $34,200. Of the 18 acres, 2 acres of previously removed acacia areas were monitored for regrowth (and treated), and 16 acres of mustard and non-native grasses were mowed. All sites had biological monitoring surveys done before any work was implemented.

Phase 2 implemented approximately 15 acres of fuel load reduction maintenance for $50,000. Of the 15 acres, 1 acre of previously removed acacia areas were monitored for regrowth (and treated), and 14 acres of mustard and non-native grasses were mowed. All sites had biological monitoring surveys done before any work was implemented.

Phase 3 was completed in the fall of 2021 and implemented approximately 7.5 acres of fuel load reduction for $87,000. Of the 7.5 acres, 2 acres were acacia removal and 5.5 acres were mowing of mustard and non-native grasses. The site is currently being monitored for acacia regrowth. All sites had biological monitoring surveys done before any work was implemented.

FISCAL IMPACT:

The General Fund paid a total of $171,200 for the completed work for the initial work for Phase 1, 2, and 3. Three year (2019-2021) maintenance program for the Phase 1 is $12,000/per year or $36,000. Three year (2020-2023) maintenance program for Phase 2 is $20,800/per year or $62,400. The expected overall expenditure upon the completion of the maintenance period on fuel reduction in the Nature Preserve in the areas closest to the city of Rolling Hills is $269,600.

RECOMMENDATION:
Staff recommends that the City Council invest in the maintenance of the Phase 3 area and direct staff to work with PVPLC on a cost estimate for a three year maintenance period.

ATTACHMENTS:
PVPLC Reducing Fuel Load Project Update -2021.pdf
PVP Land Conservancy Agreement_2019-11-15.pdf
PVP Land Conservancy Agreement 2020_06_08.pdf
Second Amendment to Fire Fuel Abatement 07122021 Signed.pdf

Update on Fuel Load Reduction

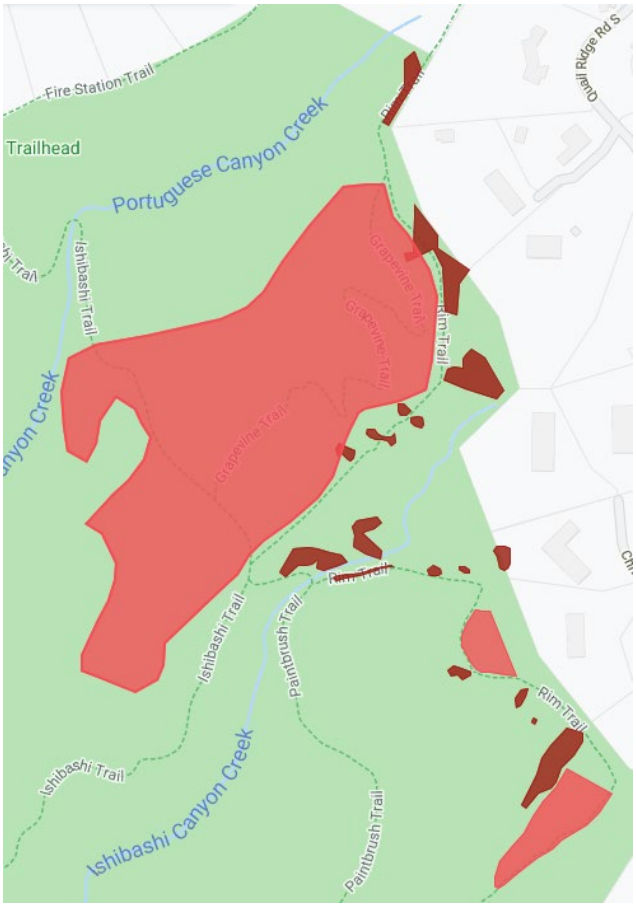
2021

Submitted by the Palos Verdes Peninsula Land Conservancy

In the spring of 2021, The Palos Verdes Peninsula Land Conservancy (Conservancy) proposed a third phase of fuel load reduction work in the Palos Verdes Nature Preserve abutting the City of Rolling Hills. The third phase was completed in the fall of 2021 and this document serves as a report and update of the work completed, including phase one and two, which were completed in the spring of 2021.

Phase 1

Approximately 18 acres of fuel load reduction maintenance were implemented. Of the 18 acres, 2 acres of previously removed acacia areas were monitored for regrowth (and treated) and 16 acres of mustard and non-native grasses were mowed. All sites had biological monitoring surveys done before any work was implemented.



Mowed areas in pink. Monitored areas in red

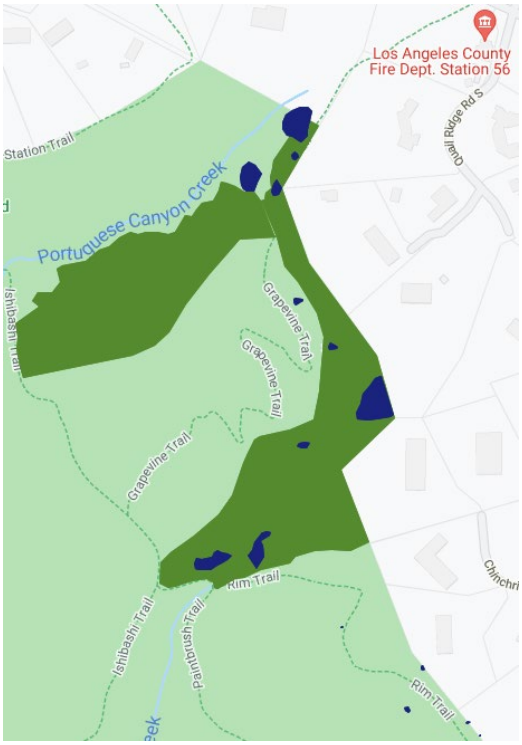




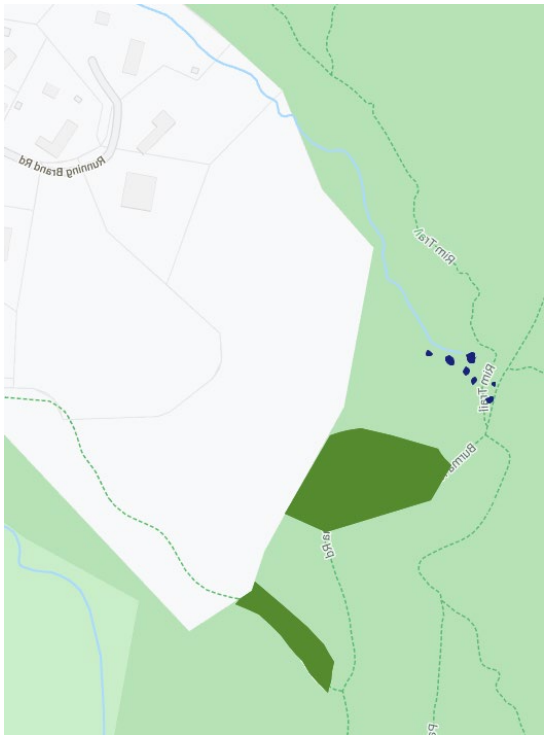
2

Phase 2

Approximately 15 acres of fuel load reduction maintenance were implemented. Of the 15 acres, 1 acre of previously removed acacia areas were monitored for regrowth (and treated) and 14 acres of mustard and non-native grasses were mowed. All sites had biological monitoring surveys done before any work was implemented.



Mowed areas in green. Monitored areas in dark blue



Mowed areas in green. Monitored areas in dark blue







Phase 3

Approximately 7.5 acres of fuel load reduction were implemented. Of the 7.5 acres, 2 acres were Acacia removal and 5.5 acres were mowing of mustard and non-native grasses. The site is currently being monitored for Acacia regrowth. All sites had biological monitoring surveys done before any work was implemented.



Acacia Removal Site in Red Polygon and Mowing in Blue Polygon

















CITY OF ROLLING HILLS

AGREEMENT FOR FIRE FUEL ABATEMENT

THIS AGREEMENT is made and entered into as of October 28, 2019, by and between the **CITY OF ROLLING HILLS,** a municipal corporation ("City") and the **PALOS VERDES PENINSULA LAND CONSERVANCY,** a California public benefit corporation ("Conservancy").

RECITALS

A. Conservancy operates under a Management Agreement with the City of Rancho Palos Verdes that provides authority to the Conservancy to conduct vegetation management projects within the Palos Verdes Nature Preserve – dedicated open space adjacent to City located on land owned by and located within the territorial boundaries of the City of Rancho Palos Verdes.

B. The Preserve land contains areas with mustard plant and Acacia shrubs which pose a fire risk.

C. City desires to engage and compensate Conservancy to remove the mustard and Acacia shrub vegetation on the land under its management as a fire hazard abatement measure for the direct benefit of Rolling Hills residents pursuant to the specifications and standards set forth herein.

D. Conservancy has represented to City that it has the expertise, experience and qualifications to perform or cause the performance of the services described in Recital C, above, which are more fully described in this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements set forth below, City and Conservancy agree as follows:

1. **Fire Fuel Abatement Services**. Conservancy or a contractor engaged by Conservancy shall furnish all materials and perform all work required for fire fuel abatement,

at the precise locations and in the manner more particularly described in Attachment A attached hereto. Work shall be performed in a good and workman like manner. The acacia identified in Attachment A will be cut and mulched on site, with stumps treated to prevent regrowth. Mustard will be cut with a mower and/or hand tools, and dry stems will be left to decompose. The annual maintenance for three years beginning in the spring of 2020 will be in the same areas identified in Attachment A. The annual maintenance will comprise of mowing mustard plant to reduce summer vegetation fuel load. City shall not be a party to any contract entered into between Conservancy and a contractor for performance of the services contemplated in this Agreement.

2. **Compensation.**

A. City shall pay Conservancy the fixed sum of $34,200 for services rendered under this Agreement in 2019, and $12,000 per year for services performed in years 2020, 2021 and 2022, representing total compensation for all work, labor, equipment, materials and expenses incurred by Conservancy. Conservancy shall submit an invoice to City upon completion of the services described in Exhibit A and the City will make payment within 10 days of the close of the month in which work was performed.

B. Prevailing Wage. Conservancy or its contractor shall abide be the minimum prevailing rate of wages as determined by the State of California, Department of Industrial Relations for each craft, classification, or type of workman employed to carry out provisions of the Agreement. During the term of this Agreement, Conservancy shall keep on file sufficient evidence of its employee compensation to enable verification of compliance of Prevailing Wages as established by State of California, Department of Industrial Relations.

3. **Term and Termination**. The term of this Agreement shall commence on **October 28, 2019** and terminate **November 30, 2022** unless extended by mutual agreement of the parties. City may terminate this Agreement at any time, with or without cause. In such event, Conservancy shall be compensated for work satisfactorily accomplished up to the time of termination.

4. **Insurance**. Conservancy or its contractor shall, at its expense, obtain and keep in force during the term of its contract, a policy of Comprehensive General Liability Insurance covering bodily injury and property damage; insuring Conservancy, Conservancy's contractor and the City against any liability arising out of the services. Such insurance shall be in a Combined Single Limit policy in an amount not less than $1,000,000.

A. Conservancy shall maintain and deliver to the City copies of its Comprehensive General Liability Insurance with a combined single limit of not less than $1,000,000. Such insurance shall (a) name City and its appointed and elected officials, officers, employees, and agents as insureds; and (b) be primary with respect to any insurance or self-insurance programs maintained by the City; and (c) contain standard cross liability provisions.

B. Conservancy shall maintain and deliver to City copies of Comprehensive

Automobile Liability Insurance with a combined single limit of not less than $1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

C. Conservancy shall maintain Workers' Compensation Insurance covering its employees for injuries arising out of and in the course of their employment with limits of not less than $1,000,000 per accident. Conservancy shall provide copies of said policies of Certificate of Insurance.

D. If Conservancy, 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 Conservancy resulting from said breach. Alternatively, City may purchase such required insurance coverage, and without further notice to Conservancy, City may deduct from sums due to Conservancy any premium costs advanced by City for such insurance.

5. **Indemnity**. Notwithstanding the existence of insurance coverage required of Conservancy pursuant to this contract, Conservancy shall save, keep, indemnify, hold harmless, and defend City and its appointed and elected officials, officers, employees, and agents, from every claim or demand made and every liability, loss, damage or expense of any nature whatsoever and all costs or expenses incurred in connection therewith, which arise at any time, by reason of damage to the property of, or personal injury to, any person, occurring or arising out of the performance by Conservancy, its officers, agents or employees, including, but not limited to, its contractors (hereinafter collectively "Conservancy"), of the work required pursuant to this Agreement, occasioned by any alleged or actual negligence or wrongful act or omission by the Conservancy, including any such liability imposed by reason of any infringement or alleged infringement of rights of any person or persons, firm or corporation, in consequence of the use in the performance by Conservancy of the work hereunder of any article or material supplied or installed pursuant to this Contract. The indemnification obligation owed to the City under this Section shall survive the expiration of this Agreement; provided, however, that it shall apply exclusively to claims, demands, liabilities, losses, damages and expenses arising from performance of the work plan set forth in Attachment A and does not extend to events that occur after completion of work.

A. Conservancy 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;

B. Conservancy will promptly pay any judgment rendered against City, its officers, agents or employees for any such claims, penalties, obligations or liabilities; and,

C. In the event City, its officers, agents or employees are made a part to any action or proceeding filed or prosecuted against Conservancy for such damages or other claims arising out of or in connection with the sole negligence or wrongful acts of Conservancy hereunder,

Conservancy 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.

6. **Quality of Work Performed**. All work shall be performed in accordance with accepted horticultural standards of quality and workmanship.

7. **Personnel**. Conservancy shall provide at all times sufficient personnel with the skills and experience necessary to perform the various landscape activities for the full performance of this work. All personnel provided for the performance of this Agreement shall be employees or contractors of the Conservancy and Conservancy shall assume payment of all wages, taxes and all other employee costs, unless otherwise provided.

8. **Licenses and Permits**. Conservancy shall comply with all license and permit requirements of the City of Rancho Palos Verdes, State and Federal governments, as well as all other requirements of the law.

9. **Taxes**. Conservancy agrees to pay all applicable taxes, including sales tax on material supplies where applicable.

10. **Assignment**. This Agreement 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 or obligations of either party without the prior written consent of the other shall be void and of no force and effect.

11. **Attorney's Fees**. 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.

12. **Non-discrimination**. Conservancy shall not discriminate in the hiring of employees or in the employment of contractors on any basis prohibited by law.

13. **Independent Contractors**. Conservancy is and shall at all times remain as to City, a wholly independent contractor. Neither City nor any of its agents shall have control of the conduct of Conservancy or any of the Conservancy's employees or contractors, except as herein set forth. Conservancy shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of the City.

14. **Notices**. All notices and communications shall be sent to the parties at the following addresses:

CITY: **City Manager**
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, California 90274

CONSERVANCY: Executive Director
Palos Verdes Peninsula Land Conservancy
916 Silver Spur #207
Rolling Hills Estates, CA 90274

15. **Authorized Signature**. Conservancy affirms that the signatures, titles, and seals set forth hereinafter in execution of this Agreement represents all individuals, firm members, partners, joint ventures, and/or corporate officers having a principal interest herein.

16. **Entire Agreement; Modification**. This Agreement supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statements or promise not contained in this Agreement shall not be valid or binding. Any modification of this Agreement will be effective only if signed by the party to be charged.

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 Agreement to be executed by setting hereunto their names, titles, hands, and seals this 21st day of October, 2019.

CONSERVANCY: Adrienne Mohan

Executive Director
(Title)

CITY:

Elaine Jeng, City Manager of the City of Rolling Hills

Attested:

Yohana Coronel, City Clerk of the City of Rolling Hills

Date: 11/15/2019

CITY OF ROLLING HILLS

FIRST AMENDMENT TO AGREEMENT FOR FIRE FUEL ABATEMENT

THIS FIRST AMENDMENT TO AGREEMENT FOR FIRE FUEL ABATEMENT is made and entered into as of _____, by and between the **CITY OF ROLLING HILLS,** a municipal corporation ("City") and the **PALOS VERDES PENINSULA LAND CONSERVANCY,** a California public benefit corporation ("Conservancy").

RECITALS

A. City and Conservancy entered into an Agreement for Fire Fuel Abatement dated October 21, 2019 whereby Conservancy is obligated to remove the fire fuel on the land under the City's control as a fire hazard abatement measure for the direct benefit of Rolling Hills residents (the "Agreement").

B. City and Conservancy now desire to enter into this First Amendment to Agreement for Fire Fuel Abatement to expand the scope of work and increase the cost to include additional areas of work and work days for acacia and non-native shrub/tree removal and mustard mowing services (the "First Amendment").

C. Conservancy has represented to City that it has the expertise, experience and qualifications to perform or cause the performance of the services.

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements set forth below, City and Conservancy agree as follows:

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

2. Section 2 "Compensation" of the Agreement is amended to read as follows:

A. City shall pay Conservancy the fixed sum of $50,000 for the first project of acacia and non-native shrub/tree removal and mustard mowing services rendered by _____ pursuant to this Agreement, and $28,800 per year for follow up mustard mowing services performed in years 2020, 2021 and 2022, representing total compensation for all work, labor, equipment, materials and expenses incurred by Conservancy. Conservancy shall submit an invoice to City upon completion of the services described in Exhibit A and the City will make payment within 10 days of the close of the month in which work was performed.

B. Prevailing Wage. Conservancy or its contractor shall abide be the minimum prevailing rate of wages as determined by the State of California, Department of Industrial Relations for each craft, classification, or type of workman employed to carry out provisions of the Agreement. During the term of this Agreement, Conservancy shall keep on file sufficient evidence of its employee compensation to enable verification of compliance of Prevailing Wages as established by State of California, Department of Industrial Relations.

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

IN WITNESS WHEREOF the parties hereto 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 First Amendment to be executed by setting hereunto their names, titles, hands, and seals this 08 day of June, 2020.

CONSERVANCY: Adrienne Mohan

Executive Director
(Title)

CITY: _____
Elaine Jeng, City Manager of the City of Rolling Hills

Attested: _____
Yolanda Coronel, City Clerk of the City of Rolling Hills

Date: 6/08/2020

EXHIBIT A

SCOPE OF WORK

Proposal to the City of Rolling Hills

Fuel Load Reduction in 2020

Submitted by the Palos Verdes Peninsula Land Conservancy

Updated May 15, 2020

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

This proposal outlines the potential areas for this extra 2020 work. The areas identified in Portuguese Bend Reserve include the areas abutting Rolling Hills between Portuguese Canyon and Klondike Canyon. **In total, 15 acres are proposed for fuel load reduction in the Preserve. This work can be completed in 5-7 weeks by simultaneously contracting with multiple companies for Acacia removal and dry brush mowing in order to complete this work in a timely manner during fire season. For these additional efforts, the Conservancy requests a one-time grant from the city up to $50,000 for the proposed work outlined herein.** The Conservancy understands the city's timing considerations and would be prepared to begin the work as soon as funding is made available.

The Conservancy has identified the priority removal of tall Acacia shrubs due to their combustible nature (Acacia shrub contain an estimated 90% dry plant matter and volatile resins) and their prevalence throughout the Preserve and border areas. The locations for the proposed Acacia removal were chosen due to prior fires occurring in those areas, proximity to homes and risk to the community as well as the ecological benefits of invasive plant removal. Fire agencies agree that Acacia is a highly flammable plant and that it should be removed wherever possible. It was included as a high-hazard plant in the L.A. County Fire Department's recently published "Ready! Set! Go!" pamphlet. This proposal also includes the removal of other non-native shrubs and trees like Chinese Pistache and Myoporum as well as the limbing up of 3 Pine trees. Mustard when dry, continues to be a high fire risk species. The continued expansion of mowing areas is also included in this proposal.

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

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

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

Acacia and other Non-Native Shrub/Tree Removal

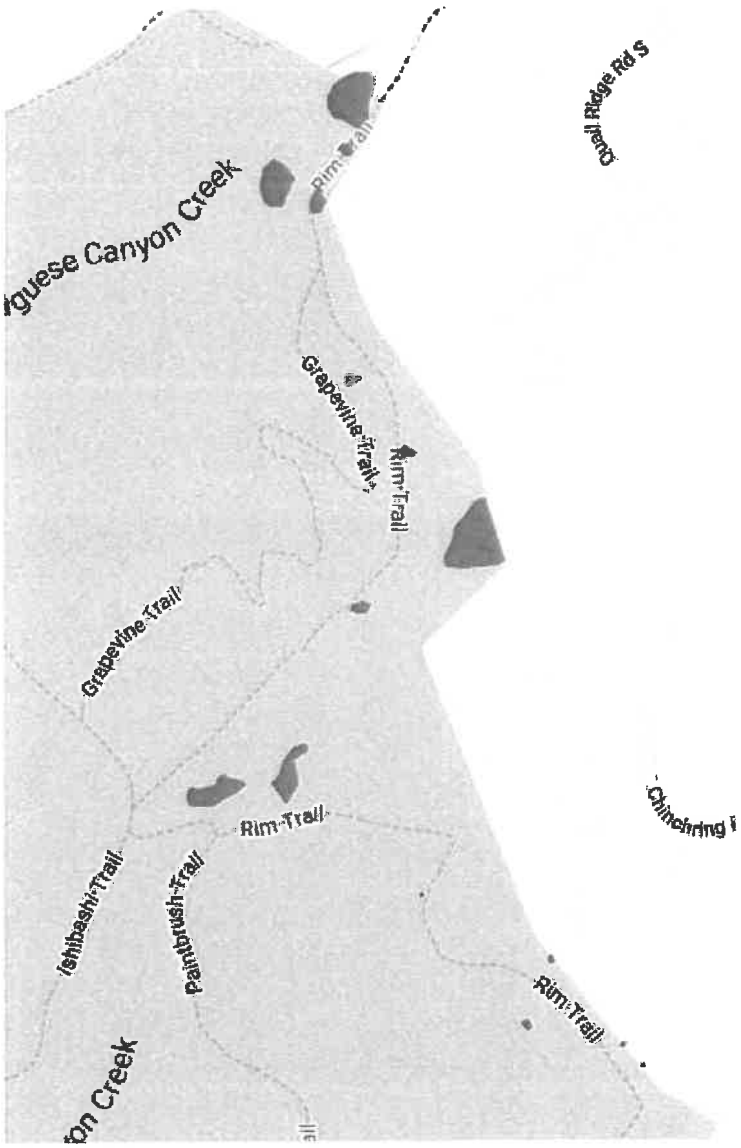
Approximately 1 acre

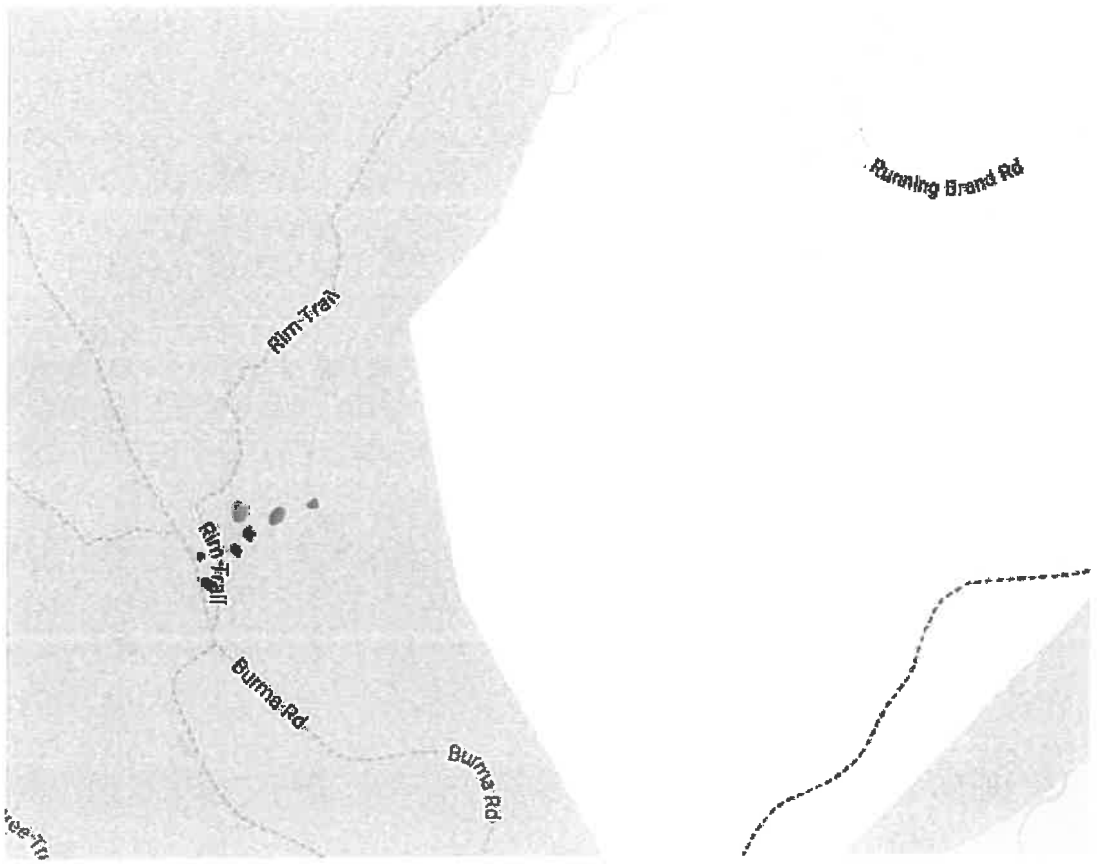
The Acacia removal sites are situated throughout the northern portion of Portuguese Bend Reserve along the border with the city of Rolling Hills. A fire occurred at this location in 2009 burning approximately 230 acres. Much of the vegetation was burned, including the non-native Acacia, which has since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

It is recommended that crews enter the area on foot as possible and remove shrubs with chainsaws and lighter equipment can be brought in via the Fire Station Trail or Ishibashi Trail as needed. Acacia should be chipped in designated areas and treated to prevent regrowth. Acacia stumps will

need to be treated to prohibit any regrowth and the site will be monitored for seed germination and removal.

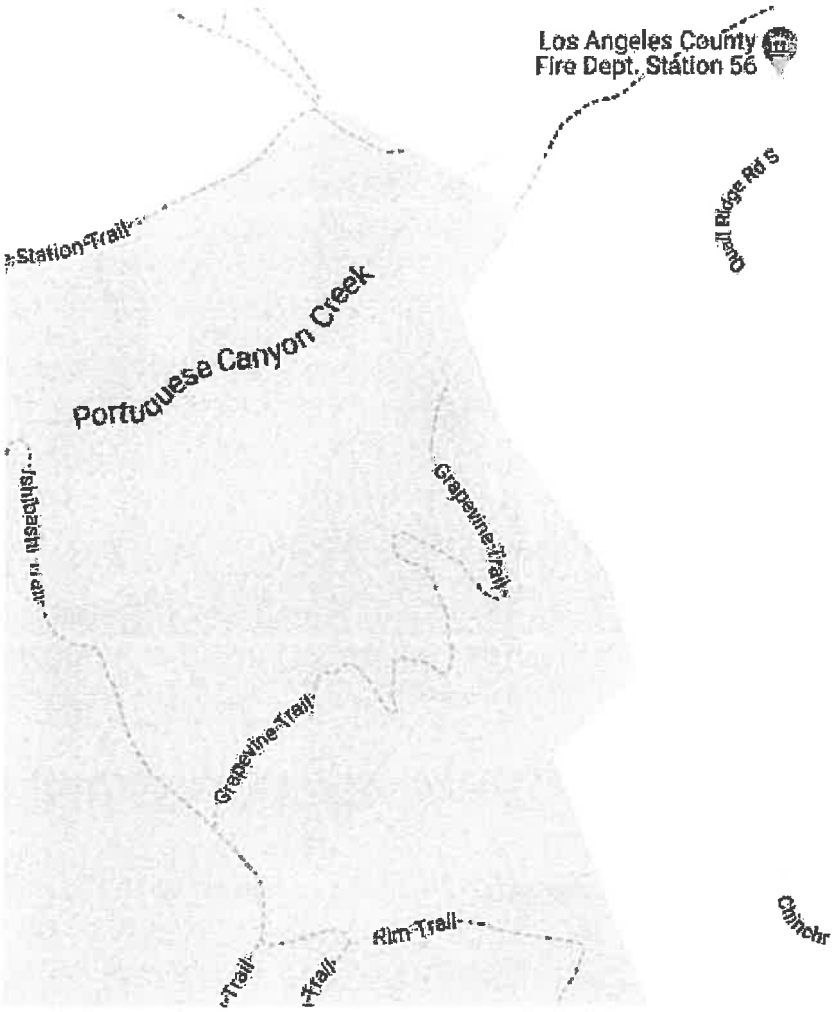
The Acacia and other non-native shrub/trees throughout this area totals approximately 1 acre. This site is known habitat of the federally threatened coastal California gnatcatcher and the cactus wren, a state species of concern.

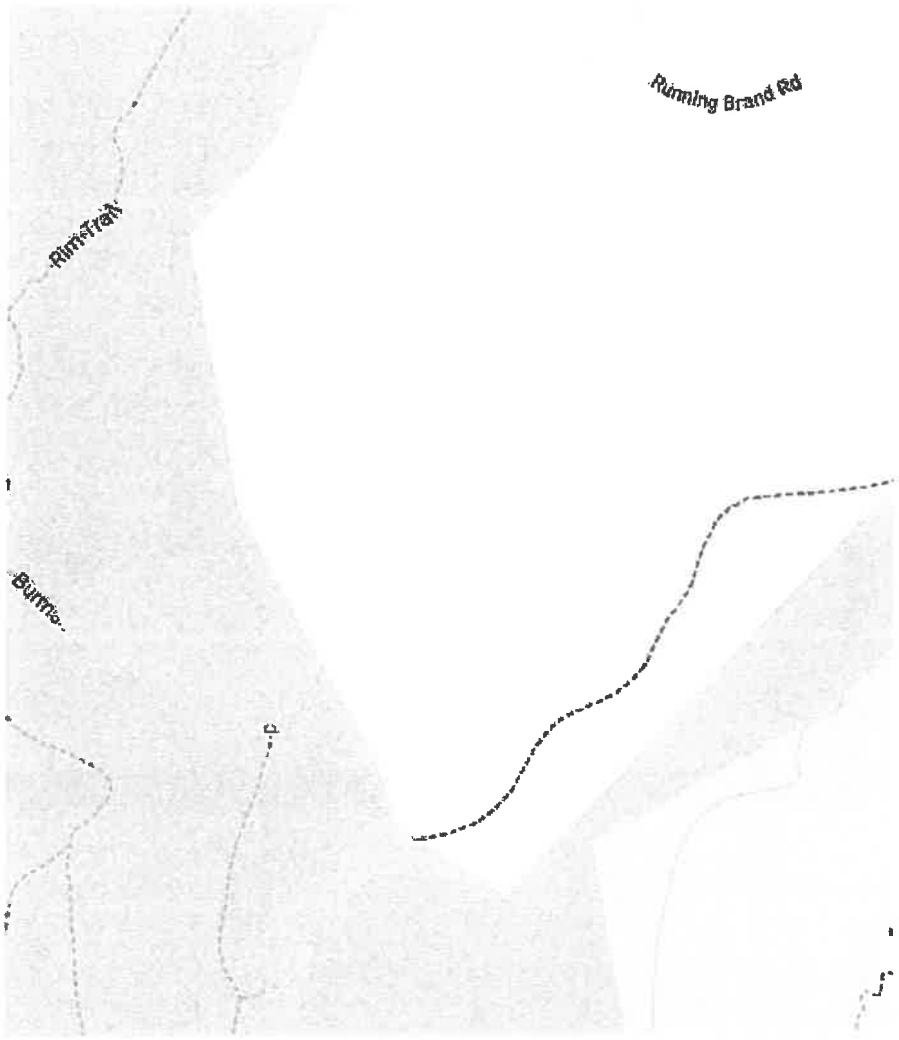




Mowing Areas

There are a few large stands of invasive mustard in Portuguese Bend that are now dry and can be mowed if access is possible. These sites were historically farmed and were disked in subsequent years, so the loose soils have provided a disturbance regime which is particularly favorable to mustard and non-native grasses and weeds. In response to community concern about the vast expanse of dry mustard growth at Portuguese Bend Reserve, the Conservancy will oversee mowing throughout 14 acres.


Los Angeles County
Fire Dept. Station 56
Portuguese Canyon Creek
Grapevine Trail
Rim Trail



Annual Springtime Mowing

Since mustard is an annual, these plants will regrow from seed after winter rains and present a recurring problem and threat of fire. The Conservancy is equipped to provide a service to the Cities of Rolling Hills and Ranch Palos Verdes to mow the combined 14 acre slope area currently invaded by mustard for the next three years to reduce the seed bank and monitor the land recovery. If desired by the City of RPV, the Conservancy crew can also mow the fuel modification zone area on this slope for a fee in order to provide efficiency to the required work in this area. After three years, the Conservancy would reassess the fire threat potential of the area, assuming that mustard may be depleted and the return of beneficial vegetation, and provide recommendations for additional vegetation management moving forward.

Budget

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

These costs are based on best estimates provided by contractors for day rates to remove the 1 acre of Acacia targeted for removal since the exact number of labor hours required to achieve the project are speculated. If the projects are completed under budget, the Acacia removal areas will be expanded to appropriately areas which generate the most impact, with approval from the city of Rancho Palos Verdes and Rolling Hills. The cost for mowing mustard is also a day rate that includes Conservancy staff time and cost to provide mechanical equipment to execute the 14-acre mustard removal work. If any cost savings are possible, an expanded area will create a bigger impact to the fuel load on the peninsula and concurrently increase habitat on the preserve.

Fuel Load Reduction Budget

Site	Acres	Work Days*	Budget
Acacia Removal and pine limbing up(3 pines)	1	7	$28,000
Mowing	14	30	$22,000
One-time Project Total	**15**	**37**	**$50,000**
Annual Mowing and Acacia Monitoring/Removal Project	**15**	**34**	**$20,800**

Other Project Considerations

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

Community Partnerships

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

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

Potential for Restoration and Supplemental Work

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

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

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

CITY OF ROLLING HILLS

SECOND AMENDMENT TO AGREEMENT FOR FIRE FUEL ABATEMENT

THIS SECOND AMENDMENT TO AGREEMENT FOR FIRE FUEL ABATEMENT is made and entered into as of 13th of July, by and between the **CITY OF ROLLING HILLS,** a municipal corporation ("City") and the **PALOS VERDES PENINSULA LAND CONSERVANCY,** a California public benefit corporation ("Conservancy").

RECITALS

A. City and Conservancy entered into an Agreement for Fire Fuel Abatement dated October 21, 2019 whereby Conservancy is obligated to remove the fire fuel on the land under the City's control as a fire hazard abatement measure for the direct benefit of Rolling Hills residents (the "Agreement").

B. In 2020, the City paid Conservancy the fixed sum of $34,200 for services rendered under the Agreement.

C. City and Conservancy entered into a First Amendment dated June 8, 2020 in order to expand the scope of work and increase the cost of additional work and work days for acacia and non-native shrub/tree removal and mustard mowing services (the "First Amendment").

D. In 2020, City paid Conservancy the fixed sum of $50,000 for services rendered under the First Amendment. In 2020, the City also paid conservancy $12,000 for annual mowing services. The total amount the City paid to the Conservancy in 2020, for all services was $96,200.

E. City and Conservancy now desire to enter into this Second Amendment to Agreement for Fire Fuel Abatement to expand the scope of work and add funds for the expanded scope of work (the "Second Amendment").

F. Conservancy has represented to City that it has the expertise, experience and qualifications to perform or cause the performance of the services.

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements set forth below, City and Conservancy agree as follows:

1. City and Conservancy agree to amend and supplement the Scope of Services, Agreement Exhibit A with the Scope of Services (Supplemental) attached to this Second Amendment as Exhibit A and incorporated herein by reference.

2. Section 2 "Compensation" of the Agreement is amended to read as follows:

A. In 2021, City shall pay Conservancy the fixed sum of $87,000 for the services described in Exhibit A (Supplemental), and $32,800 for mowing services ($12,000 for annual mowing services and $20,800 for follow up mustard mowing services), for a total amount not to exceed $119,800, and representing the total compensation for all work, labor, equipment, materials and expenses incurred by Conservancy in 2021. Conservancy shall submit an invoice to City upon completion of the services and the City will make payment within 10 days of the close of the month in which work was performed.

B. In 2022, City shall pay Conservancy $32,800 for mowing services ($12,000 for annual mowing services and $20,800 for follow up mustard mowing services), representing the total compensation for all work, labor, equipment, materials and expenses incurred by Conservancy in 2022. Conservancy shall submit an invoice to City upon completion of the services and the City will make payment within 10 days of the close of the month in which work was performed.

C. In 2023, City shall pay Conservancy $20,800 for follow up mustard mowing services.

D. Prevailing Wage. Conservancy or its contractor shall abide be the minimum prevailing rate of wages as determined by the State of California, Department of Industrial Relations for each craft, classification, or type of workman employed to carry out provisions of the Agreement. During the term of this Agreement, Conservancy shall keep on file sufficient evidence of its employee compensation to enable verification of compliance of Prevailing Wages as established by State of California, Department of Industrial Relations.

3. Section 3 "Term and Termination" of the Agreement is amended to read as follows:

This Agreement shall commence on October 28, 2019 and terminate November 30, 2023. The City Manager, or her designee, may extend this Agreement for an additional year. Such extension shall be in writing by the City Manager to the Conservancy.

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

IN WITNESS WHEREOF the parties hereto 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 Second Amendment to be executed by setting hereunto their names, titles, hands, and seals this 13 day of July, 2021.

CONSERVANCY: Adrienne Mohan

Executive Director
(Title)

CITY: _____
Elaine Jeng, City Manager of the City of Rolling Hills

Attested: Janely Sandoval
Janley Sandoval, City Clerk of the City of Rolling Hills

Date: July 13, 2021

EXHIBIT A

SCOPE OF WORK (SUPPLEMENTAL)

Fuel Load Reduction in 2021

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

This proposal outlines the potential areas for this extra 2021 work. The areas identified in Portuguese Bend Reserve include the areas abutting and leading into Rolling Hills in Portuguese Canyon. **In total, an approximate 7.5 acres are proposed for fuel load reduction in the Preserve. This work can be completed in less than 4 weeks by simultaneously r e m o v i n g Acacia and mowing dry brush in order to complete this work in a timely manner during fire season.**

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

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

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

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

Acacia Removal
Approximately 2 acres

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

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

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



Acacia Removal Site in Red Polygon

Mowing Area
Approximately 5.5 acres

There is a large stand of invasive mustard in north of Portuguese Canyon that is dry and can be mowed if access is possible. This site is adjacent to historical farmland and were disked in subsequent years, so the loose soils have provided a disturbance regime which is particularly favorable to mustard and non-native grasses and weeds. Approximately 5.5 acres of mustard is at this location. Slopes are very steep and high quality coastal sage scrub habitat is scattered throughout the slope. Careful consideration to not damage native plants and close oversight will be needed. In response to community concern about the vast expanse of dry mustard growth at Portuguese Bend Reserve, the Conservancy will oversee mowing in this area and conduct bird nesting surveys. In addition to the mowing, 5-6 Acacia trees on this southeastern facing slope will be cut and chipped.



Mowing Area in Blue Polygon

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

These costs are based on best estimates provided by contractors for the Acacia removal and for mowing as two separate projects. For maximum benefit for fuel load reduction and habitat, both projects are recommended to be completed concurrently.

Project	**Acres**	**Budget**
Acacia Cutting and Chipping	~2	$61,000
Mowing and removal of 5-6	~5.5	$26,000
One-time Project Total	**~7.5**	**$87,000**

Agenda Item No.: 13.B
Mtg. Date: 02/14/2022

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **ACCEPT FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) HAZARD MITIGATION GRANT FUNDS HMGP DR-4382-177-7R-CA, EASTFIELD DRIVE ELECTRICAL UTILITY UNDERGROUNDING MITIGATION PROJECT; DIRECT STAFF TO PREPARE A RESOLUTION TO ACCEPT THE FUNDS; AUTHORIZE THE CITY MANAGER TO EXECUTE THE POST OBLIGATION DOCUMENTS IN ORDER TO RECEIVE REIMBURSEMENT; AND ALLOCATE THE REQUIRED FUNDS FROM THE UTILITY FUND.**

DATE: **February 14, 2022**

BACKGROUND:
The City submitted a grant application in 2018 to fund the Eastfield Drive Utility Undergrounding project. The project would underground approximately 4,735 linear feet of utility lines along Eastfield Drive, removing approximately 21 utility poles. The limits of the project spans from Hackamore Road to Outrider Road, along Eastfield Drive.

Since the initial submission, staff has been working with the grantor, FEMA on providing additional information to the project. In December 2019, the processing agent for the grant, the California Governor's Office of Emergency Services (CalOES) requested clarifications on the grant application. In December 2020, staff worked with the Los Angeles County GIS department to provide geolocations for the infrastructure to be underground by the project. Staff also worked with FEMA to identify staging areas. In April 2021, staff worked with FEMA to continue to geolocate electric infrastructure along the project limits. In September 2021, staff hosted biologist and natural resource specialist at the City to allow FEMA staff to conduct environmental surveys along the project route. In October 2021, FEMA concluded the environmental review and in November 2021, the City Council accepted the terms of construction based on the environmental analysis.

DISCUSSION:
On January 13, 2022, FEMA notified the City of the grant application approval. The award letter stated that the City can commence work on the project upon receipt of the approval letter. CalOES Financial

Processing Division (FPD) provided a notification of subapplication approval package requiring the City to complete post obligation documents to receive reimbursement for the project.

The grantor requires the City to complete the project by August 4, 2023. The City has flexibility in working with the grantor on the project completion date.

FISCAL IMPACT:
Increase appropriations in the Utility Fund by $2,629,176 with $1,971,882 offset by grant revenue. The Grant requires matching funds in the amount of $657,294 offset by Rule 20A purchased credit. The split between Federal grant monies and local match is 75% -25%.

As of June 2020, the City's Rule 20A Work Credit Balance per Southern California Edison is $1,201,768. Of this amount, $381,819 is dedicated to the required local match for the Crest Road East Utility Undergrounding grant project, leaving an available balance of $819,949. Of the available balance, if the City Council accepts the grant funds, the balance would be reduced to $162,655 ($819-949 - $657,294).

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
DR4382-PJ0177 Apvl Ltr & FEMA Pkg.pdf
Cal OES 89 (blank).pdf
Cal OES 130 (blank).pdf
DR4382-PJ0177 Supp_50 Subaward Info.pdf
FFATA Rolling Hills, City of.pdf
HMA Notification to Subrecipients.pdf
Reimbursement Request Form - Cal OES 400.pdf
Resolution 10-14-19.pdf
SAM New Entity & Update Registration.pdf

GAVIN NEWSOM
GOVERNOR



MARK S. GHILARDUCCI
DIRECTOR

February 4, 2022

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

Subject: **Notification of Subapplication Approval**
Hazard Mitigation Grant Program
FEMA-**4382**-DR-CA, Project #**PJ0177**, FIPS #**037-62602,**
Supplement #**50**

Dear Ms. Jeng:

The California Governor's Office of Emergency Services (Cal OES) received notification that the Federal Emergency Management Agency (FEMA) has approved your organization's subaward application in the amount of **$1,971,882.00**. A copy of the FEMA award package is enclosed for your records. In order to receive payment as a grant subrecipient, your organization must have the following on file with the Recovery Financial Processing Unit:

- A valid, current (approved within the last 3 years) Governing Body Resolution
- A Project Assurances for Federal Assistance agreement
- A Supplemental Grant Subaward Information sheet
- A current Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure form. This form must be submitted each fiscal year.
- An active DUNS Number registration with the federal System for Award Management (SAM) website. The registration must remain active for the duration of this grant subaward.

For your convenience, this subapplication approval package includes the required post-obligation documents as well as guides to completing and renewing a SAM registration. Please complete the documents and mail copies to the address listed at the end of this letter, keeping the originals with your records. Alternatively, you may scan and email the completed documents to the Recovery Financial Processing Unit at HMGrantsPayments@CalOES.ca.gov. Electronic copies of the post-obligation documents can also be requested at the same address.

Payments will be made on a reimbursement basis using the enclosed Hazard Mitigation Reimbursement Request Form. A ten percent (10%) retention will be withheld from all reimbursement payments and will be released as part of the subaward closeout process.

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

When mailing documents to the Recovery Financial Processing Unit, please use the following address:

California Governor's Office of Emergency Services
Attention: Recovery Financial Processing Unit
3650 Schriever Avenue
Mather, CA 95655

For further assistance regarding post-obligation documents or the reimbursement request process, please contact the Recovery Financial Processing Unit at (916) 845-8110 or at HMGrantsPayments@caloes.ca.gov. For program-related questions, please contact the Hazard Mitigation Grants Programs Unit at (916) 845-8150.

Recovery Financial Processing Unit

Enclosures

c: Subrecipient's Project File

*The Recovery Financial Processing Unit has the City's universal resolution, passed on 10/14/19, on file. A copy of the resolution is included in this package for your review. With your permission, the resolution can be applied to this project.

U.S. Department of Homeland Security
Region 9
1111 Broadway, Suite 1200
Oakland, California 94607

FEMA

January 13, 2022

RECEIVED
JAN 26 2022
FINANCIAL PROCESSING UNIT

Mark S. Ghilarducci
Director
Governor's Authorized Representative
California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655

Reference: Application Approval, HMGP DR-4382-177-7R
City of Rolling Hills
Eastfield Drive Electrical Utility Undergrounding Mitigation Project
FIPS Code: 037-62602, Supplement 50

Dear Mr. Ghilarducci:

We approve and issue Hazard Mitigation Grant Program (HMGP) funds for the City of Rolling Hills, HMGP DR-4382-177-7R, Eastfield Drive Electrical Utility Undergrounding Mitigation Project.

The total project cost is $2,629,176. As shown in the enclosed Obligation Report - Supplement 50, we are obligating $1,971,882 for the 75 percent Federal share; the 25 percent non-Federal share is $657,294. These funds are available in SmartLink for immediate and eligible disbursements. The following is a summary of the approved funding:

Total Project Cost:	**Federal Share (75%):**	**Non-Federal Share (25%):**
$2,629,176	$1,971,882	$657,294

This HMGP project approval and obligation of funds are subject to the following conditions:

1. **Scope of Work (SOW) –** The City of Rolling Hills is to underground approximately 4,735 linear feet of overhead 16kV utility lines along Eastfield Drive, replace 4 utility poles, and remove 21 utility poles, overhead wires, and attached equipment. Five concrete vaults, 10 transformer pads, and 11 handholes is to be installed. Construction staging areas is on existing road shoulders, along Crest Road at approximately 0.4 mile southwest of the work area.

2. **Project Completion Date –** The work schedule included with the project application indicates that the project completion date is August 4, 2023. Please inform the sub-recipient that work completed after this date is not eligible for federal funding, and that federal funds may be de-obligated for work completed outside the completion date when there is no approved time extension.

3. **Project Closeout –** Within 120 days of project completion, all project funds must be liquidated and final closeout documentation for the project must be submitted to FEMA. Please note the project must comply with Code of Federal Regulations Title 2, Part 200 reporting requirements at the time of closeout.

4. **Record of Environmental Considerations (REC) –** FEMA has determined that the project is covered by the Region IX Programmatic Environmental Assessment (PEA) under Section 2.3, Constructing, Modifying, or Relocating Facilities. This Section covers upgrading or otherwise modifying structures to make them more fire resistant and relocating facilities such as utilities to avoid repetitive damage. This category covers the implementation of the above project elements and, therefore, the Proposed Action is consistent with this PEA category. A list of Typical Best Management Practices (BMP) is attached. Compliance with the BMPs appropriate for this scope of work is a condition of funding. Please reference the enclosed REC for further information.

5. **Standard Conditions –** This project approval is subject to the enclosed *Standard Mitigation Grant Program (HMGP) Conditions,* amended August 2018. Please note that federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions or need further assistance please contact Aaron Lim, Hazard Mitigation Assistance Specialist, by email aaron.lim@fema.dhs.gov, or phone (510) 627-7036.

Sincerely,

KATHRYN J LIPIECKI Digitally signed by KATHRYN J LIPIECKI
Date: 2022.01.13 13:51:50 -08'00'

Kathryn Lipiecki
Director, Mitigation Division
FEMA Region 9

Enclosures (4):
Obligation Report - Supplement 50
Project Management Report
Record of Environmental Consideration (REC)
Standard Mitigation Grant (HMGP) Conditions

cc:
Jennifer Hogan, State Hazard Mitigation Officer, California Governor's Office of Emergency Services
Heather Schuetz, Hazard Mitigation Grants Specialist, California Governor's Office of Emergency Services
Robert McCord, Chief, Hazard Mitigation Assistance Branch, FEMA Region 9

HAZARD MITIGATION GRANT PROGRAM

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4382	7 -R	0	177	1	50	CA	Statewide

Subrecipient: Rolling Hills
Project Title : Rolling Hills Eastfield Drive Electrical Utility Undergrounding Project
Subrecipient FIPS Code: 037-62602

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
$1,971,882.00	$1,971,882.00	$0.00	$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
$1,971,882.00	$0.00	$1,971,882.00	01/03/2022	Accept	2022

Comments

Date: 01/03/2022 User Id: SSCOTT39

Comment: Approved funding for HMGP 4382-177-7R-Los Angeles County-Rolling Hills Eastfield Drive Electrical Utility Underground Project, $1,971,882.00.

Authorization

Preparer Name: STEVEN SCOTT
Preparation Date: 01/03/2022

HMO Authorization Name: AARON LIM
HMO Authorization Date: 01/03/2022

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4382	**7-R**	**0**	**177**	**CA**	**Statewide**

Subrecipient: Rolling Hills
FIPS Code: 037-62602 Project Title : Rolling Hills Eastfield Drive Electrical Utility Undergrounding Project

Mitigation Project Description

Amendment Status : Approved **Approval Status:** Approved

Project Title : Rolling Hills Eastfield Drive Electrical Utility Undergrounding Project

Recipient : Statewide **Subrecipient :** Rolling Hills

Recipient County Name : Los Angeles Subrecipient County Name : Los Angeles

Recipient County Code : 37 Subrecipient County Code : 37

Recipient Place Name : Rolling Hills Subrecipient Place Name : Rolling Hills

Recipient Place Code : 0 Subrecipient Place Code : 62602

Project Closeout Date : 00/00/0000

Work Schedule Status

Amend #	Description	Time Frame	Due Date	Revised Date	Completion Date
0	Technical Evaluations Finalized	2 months	00/00/0000	00/00/0000	00/00/0000
0	Geotechnical and Surveying	2 months	00/00/0000	00/00/0000	00/00/0000
0	Final Design Plans, Specs., and Cost Estimates	7 months	00/00/0000	00/00/0000	00/00/0000
0	Development of CEQA documents (as applicable)	2 months	00/00/0000	00/00/0000	00/00/0000
0	Preparation and Advertisement for Bid	3 months	00/00/0000	00/00/0000	00/00/0000
0	Approval of Construction Awards: 1) Contractor Award	3 months	00/00/0000	00/00/0000	00/00/0000
0	Construction Begins	1 month	00/00/0000	00/00/0000	00/00/0000
0	Construction Mobilization	1 month	00/00/0000	00/00/0000	00/00/0000
0	Undergrounding	10 months	00/00/0000	00/00/0000	00/00/0000
0	Punchlist Completion	1 month	00/00/0000	00/00/0000	00/00/0000
0	Demobilization	1 month	00/00/0000	00/00/0000	00/00/0000

Approved Amounts

Total Approved Net Eligible	Federal Share Percent	Total Approved Federal Share Amount	Non-Federal Share Percent	Total Approved Non-Fed Share Amount
$2,629,176.00	75.000000000	$1,971,882.00	25.00000000	$657,294.00

Allocations

Allocation Number	IFMIS Status	IFMIS Date	Submission Date	FY	ES/DFSC Support Req ID	ES/DFSC Amend Nr	Proj Alloc Amount Fed Share	Subrecipient Management Cost	Total Alloc Amount
26	A	12/30/2021	12/30/2021	2022	4925003	2	$1,971,882.00	$0.00	$1,971,882.00
						Total	$1,971,882.00	$0.00	$1,971,882.00

Obligations

Action Nr	IFMIS Status	IFMIS Date	Submission Date	FY	SFS Support Req ID	SFS Amend Number	Suppl Nr	Project Obligated Amt - Fed Share	Subrecipient Management Cost	Total Obligated Amount
1	A	01/03/202	01/03/2022	2022	5170214	0	50	$1,971,882.00	$0.00	$1,971,882.00
							Total	$1,971,882.00	$0.00	$1,971,882.00

FEDERAL EMERGENCY MANAGEMENT AGENCY

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4382-0007-CA (4382-177-07) (1)

Title: Eastfield Dr Elect Utility Undergrounding

NEPA DETERMINATION

Non Compliant Flag: No **EA Draft Date:** 10/21/2014 **EA Final Date:** 03/01/2019

EA Public Notice Date: 03/01/2019 **EA Fonsi** 03/08/2019 **Level:** EA

EIS Notice of Intent **EIS ROD Date:**

Comment The City of Rolling Hills proposes to underground existing overhead electrical utility lines and remove associated wooden utility poles along Eastfield Drive, in the incorporated City of Rolling Hills, Los Angeles County, California, (midpoint coordinates: 33.754743, -118.334902). This project would reduce the risk of wildfire and the associated risk of loss of life, property, and services in the area.

The project is in the San Pedro Hills of the Palos Verdes Peninsula, which is characterized by deep canyons and hilly terrain, and is within a Very High Fire Hazard Severity Zone (FHSZ).
The project would underground approximately of 4,735 linear feet of overhead 16kV utility lines along Eastfield Drive, replace 4 utility poles, and remove 21 utility poles, overhead wires, and attached equipment. Trench excavations measuring 3,462 feet long, 24 inches wide, and approximately 4 feet deep would be required to install the underground lines. Five concrete vaults, 10 transformer pads, and 11 handholes also would be installed. The concrete vaults would require excavations measuring 14 feet long, 7 feet wide, and 8 feet deep. Utility pole removal would require ground disturbance around each pole in an approximate 5-foot diameter area to a depth of approximately 5 feet. Construction staging areas would be on existing road shoulders, along Crest Road - approximately 0.4 mile southwest of the work area.

FEMA has determined that the project is covered by the Region IX Programmatic Environmental Assessment (PEA) under Section 2.3, Constructing, Modifying, or Relocating Facilities. This Section covers upgrading or otherwise modifying structures to make them more fire resistant and relocating facilities such as utilities to avoid repetitive damage. This category covers the implementation of the above project elements and, therefore, the Proposed Action is consistent with this PEA category. A list of Typical Best Management Practices (BMP) is attached. Compliance with the BMPs appropriate for this scope of work is a condition of funding.
- llawson3 - 11/19/2021 21:46:36 GMT

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	The project is in Los Angeles County, which is not in attainment for the following criteria pollutants regulated by the CAA: PM2.5, lead, and 8-hour Ozone (https://www3.epa.gov/airquality/greenbook/ancl.html), updated October 31, 2021. Based on the scope of work, the potential emissions from project activities would be below "de minimis" thresholds for the General Conformity Rule. Therefore, the project is exempt from a conformity determination. - llawson3 - 11/19/2021 22:10:35 GMT

FEDERAL EMERGENCY MANAGEMENT AGENCY

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4382-0007-CA (4382-177-07) (1)

Title: Eastfield Dr Elect Utility Undergrounding

Environmental Law/ Executive Order	Status	Description	Comment
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	Based on the National Wetlands Inventory Mapper (https://www.fws.gov/wetlands/data/Mapper.html), there are no recorded surface water resources within the project area. The nearest mapped aquatic habitat is approximately 500 feet from the work area and it would not be impacted by project related activities. Proposed project activities would not occur within or negatively impact nearby surface waters; therefore, coordination with the U.S. Army Corps of Engineers (USACE) is not required. - llawson3 - 11/19/2021 22:05:11 GMT
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	
Executive Order 11988 - Floodplains	Completed	No effect on floodplain/flood levels and project outside floodplain - Review concluded	Based on the FEMA Flood Insurance Rate Map (FIRM) panel 06037C1940F (effective September 26, 2008), all project activities would occur in an area of minimal flood hazard (Zone X). The 8-Step process for floodplains is not required. - llawson3 - 11/19/2021 22:21:14 GMT
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	Based on a review of the USFWS National Wetlands Inventory database, project activities would not occur in wetlands nor would they affect wetland resources. The 8-Step process for wetlands is not required. - llawson3 - 11/19/2021 22:22:53 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	No Low income or minority population in, near or affected by the project - Review concluded	According to the Environmental Protection Agency's Environmental Justice Screening and Mapping Tool (Version 2019), low income and minority populations do not occur within the project area. This project would not result in disproportionately high and adverse impacts on low income or minority populations. - llawson3 - 11/19/2021 22:24:20 GMT
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	Per the biological review by Sam Bankston, a qualified biologist with CDM Smith, the project may affect the Coastal California gnatcatcher (polioptila californica californica) and its designated critical habitat. With implementation of general avoidance and minimization measures (AMMs) and species-specific conservation measures (CMs) the project is not likely to adversely affect (NLAA) the Coastal California gnatcatcher or its designated

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4382-0007-CA (4382-177-07) (1)

Title: Eastfield Dr Elect Utility Undergrounding

Environmental Law/ Executive Order	Status	Description	Comment
			critical habitat. No impacts on any other federally listed species would occur. USFWS concurred with this determination on October 18, 2021, and the Subapplicant agreed to implement the AMMs and CMs on November 9, 2021. - llawson3 - 11/19/2021 22:03:07 GMT
	Completed	May affect, but not likely to adversely affect species or designated critical habitat (FEMA determination/USFWS/NMFS concurrence attached) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	According to the Natural Resources Conservation Service (NRCS) Web Soil Survey (https://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx), the project is not in an area classified as farmland. The project area is also within the 2010 census-designated urbanized area of Los Angeles, CA (https://www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban-areas.html). "Farmland" does not include land identified as "urbanized area" (UA) on the Census Bureau Map (7 CFR 658.2[a]). The project would not result in the conversion of, or other adverse impacts to, prime or unique farmland. - llawson3 - 11/19/2021 22:13:03 GMT
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	The project is within the Pacific Flyway. ESA conditions to protect Coastal California gnatcatcher include a restriction on vegetation clearing during the breeding season from February 15 to August 30. Compliance with the ESA condition will also avoid take of migratory birds by vegetation removal. Therefore, there would be no potential for take of migratory birds. - llawson3 - 11/19/2021 22:16:58 GMT
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Standard Section 106 review	The Undertaking was reviewed by Lisa Holm, MA, an archaeologist from Pacific Legacy, and David Hickman, an

FEDERAL EMERGENCY MANAGEMENT AGENCY

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4382-0007-CA (4382-177-07) (1)

Title: Eastfield Dr Elect Utility Undergrounding

Environmental Law/ Executive Order	Status	Description	Comment
			architectural historian from JRP, both of whom meet the applicable Secretary of the Interior's Professional Qualification in accordance with Stipulation I.B.1.a of the October 29, 2019, Programmatic Agreement (Programmatic Agreement) among the Federal Emergency Management Agency, the California State Historic Preservation Office (SHPO), and the California Governor's Office of Emergency Services.FEMA sent letters and follow-up correspondence about the project to representatives from the Soboba Band of Luiseno Indians; Gabrieleno/Tongva San Gabriel Band of Mission Indians; Gabrielino Band of Mission Indians - Kizh Nation; Gabrielino Tongva Indians of California; and Gabrielino-Tongva Tribe.The Soboba Band of Luiseno Indians stated that although the project was within their ancestral territory, they would defer to tribes closer to the project area. The Gabrieleno/Tongva San Gabriel Band of Mission Indians stated that the project area is in a culturally sensitive zone and requested that a Native American and archaeological monitor be present during all ground-disturbing activities associated with the project, and further requested that construction crews receive cultural sensitivity training prior to commencement of the project. The Gabrieleno Band of Mission Indians - Kizh Nation responded to note that the project area is within their ancestral territory and requested further consultation with FEMA about the project. The Gabrielino Tongva Indians of California (GTIOC) requested that a tribal monitor be present during all project ground-disturbing activities and emphasized that the project area is within a "very sensitive Tribal Cultural Property." The Gabrielino-Tongva Tribe responded to state that the tribe has no concerns about the project. In addition to archaeological and Native American monitoring during construction, cultural resources awareness training also will be implemented in advance of project ground-disturbing activities.By letter dated August 28, 2021, FEMA determined that the project would have No Historic Properties Affected. The built environment review concluded that the SCE Statler Circuit lacks historic and engineering significance under NRHP Criteria A through D, and thus does not meet the criteria for listing in the NRHP. Therefore, there would be Historic Properties Affected with respect to the built environment.By letter dated October 28, 2021, the SHPO indicated no objection to FEMA's determination. - llawson3 - 11/19/2021 21:55:23 GMT

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4382-0007-CA (4382-177-07) (1)

Title: Eastfield Dr Elect Utility Undergrounding

Environmental Law/ Executive Order	Status	Description	Comment
	Completed	Historic Buildings and Structures	
	Completed	No properties in the project area are 50 years or older or listed on the National Register - Review concluded	
	Completed	Archeological Resources	
	Completed	Project affects undisturbed ground	
	Completed	Project area has potential for presence of archeological resources	
	Completed	Determination of no historic properties affected (FEMA finding/SHPO/THPO concurrence attached) - Review concluded	
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	The nearest Wild and Scenic River is Sespe Creek, which is approximately 61 miles northwest of the project area. Based on the distance to the project, implementation of this project would have no direct or adverse impacts on Wild and Scenic Rivers. - llawson3 - 11/19/2021 22:19:04 GMT

CONDITIONS

Special Conditions required on implementation of Projects:

The Subapplicant is responsible for complying with all applicable subparts of the Clean Air Act. Failure to comply with this condition may jeopardize federal assistance, including funding. Any change to the approved scope of work will require re-evaluation for compliance with the Clean Air Act.

Source of condition: Clean Air Act (CAA) Monitoring Required: No

The Subapplicant is responsible for ensuring that the General Avoidance and Minimization Measures (GEN AMM) and species-specific conservation measures (CMs) for the Coastal California Gnatcatcher (CAGN) summarized in the ESA Conditions attachment are implemented, as stipulated by the Ventura Fish and Wildlife Office Programmatic Biological Opinion. See attachment listing all conditions.

Source of condition: Endangered Species Act (ESA) Monitoring Required: No

The Subrecipient is responsible for retaining a qualified archaeologist, who meets the Secretary of the Interior's Professional Qualification Standards in archeology, to prepare and implement a Monitoring Plan for the proposed project. The Monitoring Plan shall include monitoring by a Native American monitor of the Gabrielino/Tongva Indians of California and shall include a worker training that presents a summary of the monitoring plan to construction personnel at the onset of construction. The frequency and duration of the monitoring will be determined by the qualified archaeologist in consultation with a Native American monitor of the Gabrielino/Tongva Indians of California: Christina Conley (626-407-8761) or Chairperson Robert Dorame, (562) 761-6417, gtongva@gmail.com. The archaeological monitoring report must be provided to Cal OES and FEMA EHP upon completion.

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4382-0007-CA (4382-177-07) (1)

Title: Eastfield Dr Elect Utility Undergrounding

The Subrecipient is responsible for retaining a qualified archaeologist, who meets the Secretary of the Interior's Professional Qualification Standards in archeology, to prepare and implement a Monitoring Plan for the proposed project. The Monitoring Plan shall include monitoring by a Native American monitor of the Gabrielino/Tongva Indians of California and shall include a worker training that presents a summary of the monitoring plan to construction personnel at the onset of construction. The frequency and duration of the monitoring will be determined by the qualified archaeologist in consultation with a Native American monitor of the Gabrielino/Tongva Indians of California: Christina Conley (626-407-8761) or Chairperson Robert Dorame, (562) 761-6417, gtongva@gmail.com. The archaeological monitoring report must be provided to Cal OES and FEMA EHP upon completion.

Source of condition: National Historic Preservation Act (NHPA) Monitoring Required: Yes

The Subapplicant is responsible for implementing best management practices appropriate for this scope of work. A list of Typical Best Management Practices is attached. Any changes to the scope of work must be resubmitted to FEMA for review prior to initiation of any work. Noncompliance with this requirement may jeopardize federal funding.

Source of condition: NEPA Determination Monitoring Required: No

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

From: Cohen, David
To: Lim, Aaron
Cc: Fowler, Caroline; Johnson, Mary
Subject: RE: 4382-177-07 / Rolling Hills Eastfield Dr Elect Utility Undergrounding - REC
Date: Thursday, December 9, 2021 12:27:31 PM
Attachments: HMGP_4382-177-007_RollingHills_REC_EMIS.pdf
4382-177-07_RollingHills_ESAReviewForm_signed.pdf
FEMA Post-construction Notification Reporting Form.xlsx

Aaron,

Cleared in NEMIS and the REC is attached. Note the NHPA and ESA conditions in the REC.

David

ESA Review Form for FEMA Funded Projects To be Covered Under the PBO from the Carlsbad FWO Jurisdiction in California (to be submitted to USFWS)

INSTRUCTIONS: This Endangered Species Act (ESA) Review Form is for proposed projects that may be funded under various Federal Emergency Management Agency (FEMA) grants programs in California and that would be covered under the U.S. Fish and Wildlife Service (USFWS) Programmatic Biological Opinion (PBO) from the Carlsbad Fish and Wildlife Office (FWO). This form must be filled out by a qualified Biologist[1]. This form provides information for FEMA to make a determination of effects on federally listed species[2] and their Critical Habitat[3] from the Subapplicant's proposed project for compliance with the ESA. For Subapplicant's proposed projects that meet the criteria for coverage under the PBO, FEMA would submit this completed form to the USFWS and request coverage under the PBO from the Carlsbad FWO.

There are five sections and a summary table in this form (check the sections being submitted):

- ☒ **Summary Table**,
- ☒ **Section A:** Information on the proposed project,
- ☒ **Section B:** Determination of effects to federally listed species and/or Critical Habitat protected under the ESA,
- ☒ **Section C:** ESA Review for Not Likely to Adversely Affect (NLAA) and Likely to Adversely Affect (LAA) determinations for proposed projects,
- ☐ **Section D:** For the Carlsbad FWO to complete and sign, and
- ☐ **Section E:** For Subapplicant to complete and sign.

[1] A qualified Biologist consists of an environmental professional with at least a Bachelor's degree in Biology, Ecology, Natural Resources, Environmental Sciences, or similar field, and has at least two years of experience working with federally listed species, their habitats, and Endangered Species Act implementation in the State of California.

[2] In this form, the term "federally listed species" includes species listed or proposed to be listed as threatened or endangered under Endangered Species Act.

[3] In this form, the term "Critical Habitat" refers to designated Critical Habitat and proposed Critical Habitat for federally listed species protected under the Endangered Species Act.

After completing all the applicable sections in this form, please fill out the Summary Table below:

Summary Table:
Summary of ESA Effects Determination on Federally Listed Species and Critical Habitat

Site/LOP #	Species Name	ESA Effects Determination	Critical Habitat
FEMA Grant # or Disaster # and Project Worksheet #: (Note: if multiple Grant Projects, PWs, or sites are included in this ESA Review form, list each one separately)			
Eastfield Drive Electricity Utility Undergrounding project areas	Coastal California gnatcatcher (*Polioptila californica californica*)	May affect, but is not likely to adversely affect	May affect, but is not likely to adversely affect critical habitat
Is there a concurrent ESA consultation for this project to address federally listed species not covered under the PBO issued by the Carlsbad FWO? ☐ **YES** ☒ **NO**			

Note 1: If the Subapplicant's proposed project is under another Federal agency's jurisdiction (e.g., U.S. Forest Service, National Park Service, Bureau of Land Management, Bureau of Reclamation, etc.) or another Federal agency is functioning as the Lead Federal Agency (e.g., U.S. Army Corps of Engineers), then there is no need to prepare this FEMA form.

Note 2: FEMA is not requesting concurrence from the USFWS for sites with a No Effect determination. Instead, FEMA is simply documenting its No Effect determinations for specific sites for internal record-keeping.

Name of Qualified Biologist, Organization, and Date of Preparation:
Sam Bankston, CDM Smith, June 17, 2021

Biologist's Qualifications:
Professional Degree: B.S. Aquatic Biology, University of California at Santa Barbara

Years of experience working with federally listed species, their habitats, and Endangered Species Act implementation in the State of California: 8 years

SECTION A. INFORMATION ON PROPOSED PROJECT (press F11 to advance to the next field)

A.1. Name of Subapplicant[4] (Agency Name):
City of Rolling Hills

A.2. Project Name, and FEMA Grant # or Disaster and Project Worksheet (PW) #s:
Eastfield Drive Electricity Utility Undergrounding, HMGP 4382-177-07

A.3. Project Location (street address, latitude/longitude, or UTM and Datum/Zone), and Municipality/County/State:
The project area is located along Eastfield Drive—with the exception of two proposed staging areas along Crest Road—in the southeastern portion of the incorporated City of Rolling Hills, Los Angeles County, California. The following latitude/longitude coordinates correspond to the approximate center of the overall project area: 33.752115, -118.336924.

A.4. Description of Subapplicant's Proposed Project:

Select the applicable project type(s)[5]:

- ☐ **Non-Emergency Debris Removal**
- ☐ **Road and Trail Construction**
- ☒ **Utility Construction**
- ☐ **Rail Line Construction**
- ☐ **Flood Control Activities**
- ☐ **Culvert Construction**
- ☐ **Bridge Construction**
- ☐ **Bank Protection, Stabilization, and Erosion Control Activities**
- ☐ **Detention/Retention, or Basin Water Storage Facility Construction**
- ☐ **Linear Water Conveyance Facility Construction**
- ☐ **Shoreline Facilities - Recreational or Maritime Use**
- ☐ **Shoreline Facilities - Protection**
- ☐ **Wildfire Risk Reduction**
- ☐ **Airport Runway Construction**
- ☐ **Facility Disaster Mitigation Activities**
- ☐ **Building and Facility Construction**
- ☐ **Channelization**
- ☐ **Stormwater Management**
- ☐ **Dam Construction**

Provide a detailed narrative of the project that clearly describes the scope of work at a sufficient level of detail to support all analysis needed for compliance with the ESA (please note, this will likely include additional detail found in project plans, design drawings, site visits, etc.). Please explain construction methods here (e.g., equipment to be used, access routes, construction work areas, construction staging areas, pile driving methods and materials, etc.), and see Section A.6 below to add further details concerning construction duration and timing. Include the Subapplicant's best management practices[6] (BMPs) to be implemented and other Subapplicant-planned measures and post-construction activities, if applicable.

[4] In the case of a Tribe, the term to be used is "Applicant" or "Subapplicant" depending on the specific grant circumstance.

[5] The term "construction" may include repairing, replacing, relocating, modifying, or demolishing an existing facility or constructing a new facility.

[6] The BMPs are measures proposed by the Subapplicant, which are different from the general avoidance and minimization measures and species-specific conservation measures required in the PBO from the Carlsbad FWO.

The City of Rolling Hills (City) proposes to bury existing overhead utilities lines and to remove associated wooden utility poles along Eastfield Drive to reduce the risk of wildfire and the associated risk of loss of life, property, and services in the area. The project area is situated in the San Pedro Hills of the Palos Verdes Peninsula. This area is characterized by deep canyons and hilly terrain and has been designated as a Very High Fire Hazard Severity Zone by the Los Angeles County Fire Department. Eastfield Drive is a long, winding residential street on the southeast side of the City. Many of the properties to the east side of Eastfield Drive slope away from the street, and according to the City, are prone to fire. The trees that line Eastfield Drive intertwine with the existing utility wires, and because of continual tree growth, it is difficult to keep these wires clear of tree branches. In the event of equipment malfunction or disturbance from adverse natural events (e.g., high winds or earthquakes), existing powerlines may generate sparks that would likely ignite adjoining trees—resulting in the potential for fires that could spread to surrounding residential areas.

The City would work with Southern California Edison to perform and manage the design, engineering, and construction of the project. The project would entail burying approximately 4,735 feet of overhead 16 kilovolt utility lines along Eastfield Drive and the removal of up to 35 utility poles, along with the overhead wire and equipment attached to them. In addition, 5 concrete vaults, 10 transformer pads, and 11 handholes would be installed. The concrete vaults would accommodate underground switches and splicing, the transformer pads would accommodate underground-fed transformers (this equipment is needed to step down the voltage supplied to surrounding residences), and handholes would accommodate modifications necessary to supply electrical services to individual residences.

To place the 9,140 feet of 5-inch diameter polyvinyl chloride (PVC) conduit and 3,226 feet of 3-inch diameter PVC conduit required for installation of underground cables, trenches measuring 2 feet in width and approximately 4 feet in depth would be excavated over a distance of approximately 3,462 feet. To construct the vaults, excavations measuring 14 feet long, 7 feet wide, and 8 feet deep for each vault would be required. Excavation activities would be limited to previously disturbed areas along existing roads and would involve the removal of some existing roadway asphalt, landscape soil, and concrete driveways. Asphalt and concrete removal would be completed using a backhoe and/or jackhammer or by hand digging. Once removed, excavated materials would be properly disposed of or recycled, and it is anticipated that sand bedding topped with a slurry would be used as backfill.

Vegetation removal activities would be conducted at existing pole locations and at the proposed vault locations. Ground-disturbing activities—including vegetation removal—associated with utility pole removal would occur within an approximate 5-foot radius of each pole, to a depth of approximately 5 feet.

Construction staging areas would be used to temporarily store equipment and materials such as PVC conduits and spools of wire. No ground disturbance would be necessary to prepare staging areas for use. The work sites and staging areas would be accessed using existing paved roads. Areas that are disturbed during project implementation would be restored to their original condition once work is complete.

Attach project plans, layouts, engineering drawings, if available. Reference those attachments below.
Attachment C contains engineering drawings.

Describe the construction equipment:
It is anticipated that the construction contractor would use at least 2 backhoes, 2 equipment trucks (i.e., flatbed trucks), 2 boom trucks (to facilitate work on overhead wires), and 5 work trucks (to haul equipment and personnel) on a daily basis. Additionally, jackhammers and saws would be used where asphalt and/or concrete removal is required.

Describe the access routes:
Personnel and equipment would most likely enter the Eastfield Gate off of Palos Verdes Drive East to access the site via Eastfield Drive. All vehicle access would be on existing roads.

Describe the construction staging and work areas:
The work area includes paved portions of Eastfield Drive in addition to existing disturbed utility easements and road shoulders. These road shoulders and utility easements are generally characterized by residential

development and ornamental landscaping. Construction staging areas would be on existing road shoulders along Crest Road—approximately 0.4 mile southwest of the work area (Attachment A, Figure 1).

If the Subapplicant's proposed project includes vegetation removal and/or trimming, describe the vegetation type and the extent that would be removed and/or trimmed. Describe the planned revegetation efforts, which should be consistent with the measures described in the PBO from the Carlsbad FWO.
Vegetation removal is anticipated at existing pole locations and proposed vault locations. It is anticipated that vegetation would be cleared within an approximate 5-foot radius of existing pole locations and for an area commensurate with the expected extent of excavation at proposed vault locations (i.e., approximately 14 feet long and 7 feet wide). Not all poles and vaults would require vegetation removal, but vegetation removal is assumed for this analysis.

A.5. Description of the Action Area[7]:

Please attach a map(s), aerial image, photographs, GIS data layers, and other information on the Action Area.
Attachment A contains figures depicting the Action Area (AA) and surrounding landscape.
Attachment B contains representative photographs of the AA and a summary of the site assessment conducted on May 27, 2021.

Briefly describe the project footprint[8], and include the size of the project footprint (acres, square feet, etc.):
The overall project footprint consists of the estimated extent of ground disturbance—comprising those areas that would be subjected to excavation and vegetation removal activities—as well as proposed staging areas. Therefore, it is conservatively estimated that the overall project footprint would encompass approximately 1 acre.

Briefly describe the Action Area in a few sentences including the size of the Action Area (acres, square feet, etc.) and explain the buffer or distance from the project footprint used to define the Action Area:
The AA consists of the overall project footprint in addition to a 500-foot buffer where there could be effects from noise, vibration, and dust associated with vegetation clearing, excavation, and equipment operation. This buffer does not apply to staging areas because disturbance levels associated with construction staging activities are expected to be minimal and comparable to ambient levels. Therefore, the overall AA encompasses approximately 107 acres.

Please include a description of the vegetation communities, aquatic habitats, slope, elevation, ambient noise levels, and any sensitive biological resources in the Action Area.
A reconnaissance-level site assessment was conducted by a FEMA-qualified biologist on May 27, 2021—as described in Section B.1. Based on the site assessment, the AA (approximately 155 acres) is primarily comprised of residential development, ornamental landscaping, paved roads, and managed road shoulders. The AA extends into several canyons with steep terrain with vegetation classified as holly leaf cherry - toyon - greenbark ceanothus (approximately 3.8 acres), composed of toyon (*Heteromeles arbutifolia*), California sagebrush (*Artemisia californica*), and lemonade berry (*Rhus integrifolia*). The AA also includes numerous dense patches (approximately 8.1 acres) of nonnative black mustard (*Brassica nigra*), short pod mustard (*Hirschfeldia incana*), and/or radish (*Raphanus* spp.), and an area (approximately 0.009 acre) situated south of the westernmost staging area that was classified as California sagebrush - black sage scrub and co-dominated by California sagebrush and black sage (*Salvia mellifera*) (refer to Attachment B, Figure 2).

The AA is characterized by moderate to very steep slopes and is situated at an elevation of approximately 1,120 feet above mean sea level (Google Earth 2021). There are no aquatic habitats or features within or near the

[7] Action Area is defined as all areas to be affected directly or indirectly by the Federal action and not merely the immediate area involved in the action (50 CFR §402.02).

[8] Project footprint corresponds to all the areas directly disturbed by implementation of the Subapplicant's proposed project, including structures, construction staging areas, access routes, any areas of ground disturbance, etc.

AA. There is likely a significant amount of ambient noise within the project footprint due to regular vehicular traffic and residential uses.

Figure 2 (Attachment A) shows all sensitive biological resources in the California Natural Diversity Database (CNDDB) (California Department of Fish and Wildlife [CDFW] 2021) within a 10-mile radius of the AA. Figure 3 (Attachment A) shows all designated Critical Habitat within a 10-mile radius of the AA (USFWS 2021). Attachment B contains a summary of the site assessment as well as representative site photographs. Attachment D contains the Information for Planning and Consultation (IPaC) Species List (USFWS 2021).

Are any water bodies including rivers, streams, seasonal wetlands (i.e., vernal pools, ponds, wet meadows, etc.), estuaries, or coastal water bodies located within the Action Area?
☐ **YES** ☒ **NO**

If Yes, will in-water work be needed for completion of the Subapplicant's proposed project?
☐ **YES** ☐ **NO**
Not applicable

If No, how far is the water body from the limits of ground disturbance and/or vegetation removal?
Not applicable

What is the name of the river, stream, estuary, or coastal water body? If the river/stream is a tributary, provide the name of the receiving water body. For seasonal/annual bodies of water, describe the time of year and the duration of time that water is typically present. Describe the flow of water (i.e., still, slow moving, swift, etc.) anticipated during the scheduled activities for the proposed project.
Not applicable

A.6. Proposed Project Schedule and Duration:
Please provide start and end dates (including month and year) of project implementation, number of work days, and number of work hours per day (e.g., 5 days of work for 10 hours per day).

Start Date August 31, 2021 **End Date** August 31, 2025
No work would occur during the typical Coastal California gnatcatcher (CAGN) breeding season (February 15– August 30) in accordance with species-specific conservation measure CAGN-2 (Seasonal Avoidance).

Number of work days: Approximately 590 work days.

Number of work hours per day: 8 hours

Will any work activities occur during nighttime? If so, please describe them.
The project would not involve any night work.

A.7. Outside of FEMA's Memorandum of Understanding[9] (MOU) coordination with USACE, has a previous formal or informal ESA consultation or Technical Assistance with the Carlsbad FWO been initiated or completed for the Subapplicant's proposed project? This may include a larger project by another Federal agency (e.g., Corps 404 permit, Bureau of Reclamation grant funded project, etc.) that encompasses the proposed project.

☐ **YES** ☒ **NO**

If so, please include a copy of this documentation.

SECTION B. DETERMINATION OF EFFECTS TO FEDERALLY LISTED SPECIES AND/OR CRITICAL HABITAT PROTECTED UNDER ESA

B.1. Does the Action Area for the Subapplicant's proposed project have the potential to support federally listed species and/or does it contain Critical Habitat including physical or biological features essential for the conservation of the species? Also, describe the methods and results of any listed species surveys and/or habitat assessments conducted.

Surveys/Habitat Assessment:

☐ **NO**

It has been determined that the Action Area occurs either:

- ☐ **a) Outside the range of any federally listed species,**
- ☐ **b) Within the range of a federally listed species but outside of occupied or suitable habitat and outside Critical Habitat, or**
- ☐ **c) Within Critical Habitat designation but lacks the physical or biological features essential for the conservation of the species.**

Go to B.2.

☒ **YES. List the federally listed species and Critical Habitat that are present or potentially present in the Action Area of the Subapplicant's proposed project (go to B.2)**

- Coastal California gnatcatcher (*Polioptila californica californica*)
- CAGN Critical Habitat

As previously noted, a reconnaissance-level site assessment was performed on May 27, 2021. This assessment consisted of a pedestrian survey of the AA, including the project footprint and 500-foot buffer. The study area was assessed for presence of federally listed species and for the presence suitable habitat for federally listed species with the potential to occur in the AA. Existing vegetation communities and land cover types were mapped using methods prescribed in *A Manual of California Vegetation Online* (California Native Plant Society. 2021). Because of access limitations, most of the 500-foot buffer was assessed from a distance using binoculars. However, visibility was limited in some areas, and consequently, vegetation mapping of the 500-foot buffer was partially completed via desktop analysis by comparing aerial signatures with existing vegetation datasets for nearby areas (refer to Attachment B, Figure 2). Portions of the AA overlap a total of approximately 27 acres of designated critical habitat for CAGN, including the eastern edge, the northwestern corner, the southwestern corner of the AA, and parts of both staging areas (Attachment A, Figure 1).

References

California Native Plant Society. 2021. A Manual of California Vegetation, Online Edition. Available at: http://www.cnps.org/cnps/vegetation/. Accessed May 2021.

[9] The MOU refers to the 2015 Executed Memorandum of Understanding Regarding National Environmental Policy Act, Endangered Species Act, Magnuson-Stevens Fishery Conservation and Management Act, National Historic Preservation Act, Rivers and Harbors Act Section 10 Permits, and Clean Water Act Section 404 Permits for Federal Emergency Management Agency Projects in California, Nevada, and Arizona (and subsequent annual updates).

B.2. Could the Subapplicant's proposed project affect federally listed species and/or Critical Habitat (i.e., the physical or biological features essential for the conservation of the species) in the Action Area?

☐ **NO**

No Effect. FEMA has determined that implementation of the proposed project would have no effects on federally listed species and/or Critical Habitat. If a No Effect determination has been made for the proposed project, you do not need to complete this form. No notification to FEMA is required.
No consultation with the USFWS is required under the ESA.

☒ **YES (go to B.3)**

B.3. Briefly describe the species potential to occur onsite, starting with the Information for Planning and Consultation (IPaC) report, and including but not limited to, the closest California Natural Diversity Database (CNDDB) occurrences, suitable habitat, surveys nearby, Recovery Plan Core Areas, etc.

Based on the proposed scope of work, environmental conditions, land-use history, and biogeography of the species with potential to occur on-site, only one federally-listed species has the potential to occur in the AA—CAGN. Attachment E provides a table summarizing ESA effect determinations for the remaining federally listed species that were considered for their potential to occur in the AA and a rationale for why these species were dismissed from further review.

The nearest documented CNDDB occurrence of CAGN is approximately 200 feet south of the southern extent of the AA (i.e., the westernmost staging area). The site assessment determined that the project footprint is entirely composed of developed land and landscape vegetation. Portions of the AA classified as holly leaf cherry - toyon - greenbark ceanothus and California sagebrush - black sage scrub could support nesting pairs; however, these suitable areas are relatively far from the work areas and are fragmented by the residential lots. The project footprint provides only marginal dispersal habitat for individuals moving to or from these areas. Adult CAGN generally avoid movement through disturbed habitats unless such areas are interspersed with patches of suitable sage scrub habitat (Atwood and Bontrager 2020). Juveniles are known to use highly modified landscapes—including residential development—during post-breeding dispersal (Bailey and Mock 1998).

There is potential for some portions of the AA to support CAGN breeding. However, no work would occur during the typical CAGN breeding season from February 15 to August 30. It is expected that CAGN presence within the project footprint itself would be limited to transitory occurrences of juveniles during post-breeding movements toward the end of the breeding season—during May and June—when peak fledgling dispersal is anticipated and when project implementation would not occur (Grishaver et al. 1998).

References

Atwood, J. L. and D. R. Bontrager. 2020. California Gnatcatcher (*Polioptila californica*), version 1.0. In Birds of the World (A. F. Poole and F. B. Gill, Editors). Cornell Lab of Ornithology, Ithaca, NY, USA. https://doi.org/10.2173/bow.calgna.01

Bailey, E.A. and P.J. Mock. 1998. Dispersal capability of the California Gnatcatcher: a landscape analysis of distribution data. Western Birds 29: 351-360.

Grishaver, M.A., P.J. Mock, and K.L. Preston. 1998. Breeding behavior of the California Gnatcatcher in southwestern San Diego County, California. Western Birds 29: 299-322.

B.4. Select the federally listed species that may occur in the Action Area, and select the appropriate ESA determination based on the highest level of potential effects as described below:

- **If FEMA has determined that the proposed project May Affect, but is Not Likely to Adversely Affect (NLAA) federally listed species and/or their Critical Habitat, the effects would be insignificant, discountable or wholly beneficial[10]. No adverse effects to listed species, take of individual(s) of a listed species, and/or adverse effects to Critical Habitat will occur. Complete Sections C.1, C.2, C.3, and C.5 (skip Sections C.4 and C.6) of this form.**

- **If FEMA has determined that the proposed project May Affect, and is Likely to Adversely Affect (LAA) at least one federally listed species and/or their Critical Habitat, adverse effects to at least one federally listed species or at least one physical or biological feature of Critical Habitat may occur to reach an LAA determination. This may include, but is not limited to, incidental take[11] of a federally listed species. Complete Sections C.1 through C.6 of this form.**

Federally Listed Species or Critical Habitat	Applicable ESA Determination
☒ Coastal California gnatcatcher (CAGN) (*Polioptila californica californica*)	☒ NLAA or ☐ LAA
☒ CAGN Critical Habitat	☒ NLAA or ☐ LAA

[10] Beneficial effects are contemporaneous positive effects without any adverse effects to the species. Insignificant effects relate to the size of the impact and should never reach the scale where take occurs. Discountable effects are those extremely unlikely to occur. Based on best judgment, a person would not: (1) be able to meaningfully measure, detect, or evaluate insignificant effects; or (2) expect discountable effects to occur. (1998 ESA Section 7 Consultation Handbook)

[11] Take: Under the ESA "take" means to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or attempt to engage in any such conduct [ESA §3(19)].

SECTION C. ESA REVIEW FOR NLAA AND LAA DETERMINATIONS FOR PROPOSED PROJECTS

C.1.

a. Briefly describe the potential effects[12] from implementation of the Subapplicant's proposed project(s) in the Action Area. Refer to the PBO or LOC (see Appendix A) from the Carlsbad FWO for a description of potential effects, and describe additional details as applicable. Please clearly differentiate the appropriate response for each project or project site.

Potential Effects of the Subapplicant's Proposed Project.	Applicable Project or Site(s)	List Species Potentially Affected	Is Critical Habitat Potentially Affected, including Effects on Specific Physical and Biological Features[13]
☐ **Erosion, turbidity, and/or sedimentation -** Not applicable	Not applicable	Not applicable	☐ Not applicable
☒ **Hazardous materials spills –** The accidental release of hazardous materials used to maintain construction equipment could degrade the quality of nearby suitable habitat—including critical habitat that supports the physical and biological features necessary for CAGN nesting (PBF 1).	AA	CAGN	☒
☒ **Change in noise, vibration, lighting, dust, or temperature –** Construction noise and associated visual disturbances could disrupt normal CAGN dispersal behavior if either were to occur during the CAGN breeding season.	AA	CAGN	☐ Not applicable
☒ **Introduction of invasive species and pathogens -** The proposed project has the potential to spread invasive plant species to adjacent habitats that are suitable for CAGN—including designated critical habitat (PBF 1)—through contaminated construction equipment and materials. The spread of invasive species could affect species composition leading to decreased habitat suitability for CAGN in affected areas.	AA	CAGN	☒

[12] 'Effects of the action' is defined as all consequences to listed species or critical habitat that are caused by the proposed action, including the consequences of other activities that are caused by the proposed action. A consequence is caused by the proposed action if it would not occur but for the proposed action and it is reasonably certain to occur. Effects of the action may occur later in time and may include consequences occurring outside the immediate area involved in the action. (50 CFR § 402.17).

[13] Per 81 *FR* 7414, the physical or biological features refer to the features that are present that are essential to the conservation of the species and may require special management considerations or protection, which were formerly referred to as "Primary Constituent Elements."

☐ **In-water disturbance -** Not applicable	Not applicable	Not applicable	☐ Not applicable
☐ **Dewatering of streams, creeks, or wetlands -** Not applicable	Not applicable	Not applicable	☐ Not applicable
☐ **Streambed, bank, or shoreline modification, or other alteration of hydrology -** Not applicable	Not applicable	Not applicable	☐ Not applicable
☐ **Underwater noise, vibration and sound pressure -** Not applicable	Not applicable	Not applicable	☐ Not applicable
☐ **Loss or alteration of vernal pool habitat -** Not applicable	Not applicable	Not applicable	☐ Not applicable
☐ **Riparian habitat removal or degradation –** Not applicable	Not applicable	Not applicable	☐ Not applicable
☐ **Riparian habitat modification or fragmentation -** Not applicable	Not applicable	Not applicable	☐ Not applicable
☐ **Loss or alteration of other suitable habitat for listed species -** Not applicable	Not applicable	Not applicable	☐ Not applicable
☐ **Trampling, crushing or entrapment -** Not applicable	Not applicable	Not applicable	☐ Not applicable
☐ **Species capture and relocation -** Not applicable	Not applicable	Not applicable	☐ Not applicable
☒ **Barriers to migration and species movement –** Project-related disturbance may hinder CAGN movement by precluding use of the AA as a dispersal corridor during the construction period.	AA	CAGN	☐ Not applicable
☐ **Herbicide use -** Not applicable	Not applicable	Not applicable	☐ Not applicable

b. Describe any additional details on the potential effects on federally listed species not discussed above, including beneficial effects.

The proposed action would have long-term beneficial effects on CAGN by reducing the risk of wildfires sparked by electrical lines that could spread to surrounding areas resulting in significant habitat loss.

c. Describe any additional details on the potentials effects on Critical Habitat not discussed above, including beneficial effects. If there are adverse effects, quantify the area (in acres, square feet, etc.) of Critical Habitat affected.

Where portions of the AA overlap approximately 27 acres of designated critical habitat for CAGN—the eastern edge, the northwestern corner, the southwestern corner of the AA, and parts of both staging areas—such areas largely consist of residential and road development, patches annual grassland interspersed with small patches of scrub-shrub habitat, and wooded hillslopes. As such, these areas are expected to serve primarily as dispersal habitat or marginal foraging habitat for CAGN. Implementation of the proposed action is not expected to cause effects that would decrease the existing conservation value of CAGN designated critical habitat where it overlaps the AA because such areas would only be subjected to temporary noise disturbance that would occur outside of the nesting season.

C.2.

a. Please use the check boxes to select the general *Avoidance and Minimization Measures* from the PBO from the Carlsbad FWO that are applicable and will be implemented by the Subapplicant to avoid and minimize effects. If any AMMs are not applicable, include a brief justification for exclusion.

General Avoidance and Minimization Measures	Applicable Site(s) or Rationale for AMM Exclusion
☒ GEN AMM-1: Erosion and Sedimentation Prevention Measures	AA
☐ GEN AMM-2: Bank Stabilization	No bank stabilization activities would be required because no work would occur on or near existing streambanks.
☒ GEN AMM-3: Dust Control Measures	AA
☒ GEN AMM-4: Spill Control Planning	AA
☒ GEN AMM-5 Spill Prevention and Pollution Control Measures	AA
☒ GEN AMM-6 Equipment Inspection and Maintenance	AA
☒ GEN AMM-7 Fueling Activities	AA
☒ GEN AMM-8: Equipment Staging	AA
☒ GEN AMM-9: Materials Storage and Disposal	AA
☒ GEN AMM-10: Fire Prevention	AA
☒ GEN AMM-11: Waste Management	AA
☐ GEN AMM-12: Work Involving Boats and Barges	No in-water work would be performed.
☒ GEN AMM-13: Work Area Designation to Minimize Disturbance	AA
☒ GEN AMM-14: Access Routes and Staging Areas	AA
☒ GEN AMM-15: Environmental Awareness Training for Construction Personnel	AA
☐ GEN AMM-16: Biological Monitor	A biological monitor would not be necessary because presence of CAGN onsite during project implementation would be very unlikely and other AMMs and CMs would be implemented to avoid or minimize the potential for direct interactions
☒ GEN AMM-17: Daily Work Hours	AA
☐ GEN AMM-18: Entrapment Prevention	Neither excavation activities nor construction materials would pose an entrapment risk to listed species that may occur within the AA.
☒ GEN AMM-19: Water Quality Protection	AA
☐ GEN AMM-20: Revegetation of Stream Banks	No riparian vegetation would be affected.
☒ GEN AMM-21: Restoration of Upland Areas to Pre-Project Conditions	AA
☐ GEN AMM-22: Invasive Aquatic Species	No work would be conducted within or near aquatic habitat.
☐ GEN AMM-23: Work below Mean Higher High Water	No work would be conducted within or near aquatic habitat.

☐ GEN AMM-24: Avoidance of Submerged Vegetation	No work would be conducted within or near aquatic habitat.
☐ GEN AMM-25: Minimization of Shading by Overwater Structures	No work would be conducted within or near aquatic habitat.
☐ GEN AMM-26: Water Diversion and Dewatering	No work would be conducted within or near aquatic habitat.
☐ GEN AMM-27: Fish Relocation	No work would be conducted within or near aquatic habitat.

b. List any additional general AMMs or BMPs developed for the Project(s) that would be incorporated into the Subapplicant's proposed project(s) to avoid and minimize adverse effects. If there are none, simply put "not applicable" below.

Not applicable

C.3. Please use the check boxes to select the species-specific *Conservation Measures* that are applicable from the PBO or LOC (see Appendix B) from the Carlsbad FWO, and indicate why implementation of others is not necessary for the Subapplicant's proposed project to avoid and minimize effects. Delete the tables for the species that do not pertain to this project. Remember to select the species-specific *Conservation Measures* that are applicable for either NLAA (i.e., incidental take coverage is <u>not</u> exempt) or LAA (i.e., adverse effects to federally listed species and Critical Habitat may occur) for each species as appropriate.

☒ **This project has the potential to affect the Coastal California Gnatcatcher (CAGN) and/or its Critical Habitat. The following Species-Specific Conservation Measures will be implemented in the Subapplicant's proposed project to avoid and minimize effects:**

Species-Specific Conservation Measures Coastal California Gnatcatcher	**Applicable Site(s) or Rationale for AMM Exclusion**
☐ CAGN-1: Habitat Assessment	A FEMA-qualified biologist conducted a reconnaissance-level assessment to determine whether suitable habitat for CAGN is present within the AA on May 27, 2021.
☒ CAGN-2: Seasonal Avoidance	AA
☐ CAGN-3: Work Restrictions Near Active Nests	All work would occur outside of the breeding season.
☒ CAGN-4: Habitat Avoidance	AA
☒ CAGN-5: Habitat Restoration Plan	AA
☒ CAGN-6: Limits on Habitat Disturbance	AA
☒ CAGN-7: No Permanent Loss of Habitat	AA

C.4. For LAA projects only. Briefly describe the mechanism(s) of take as it may occur from implementation of the Subapplicant's proposed project in the Action Area.

This Section is not applicable to this project because no take is anticipated.

C.5. Provide a summary of FEMA's NLAA and/or LAA Determinations for Federally Listed Species and Critical Habitat from implementation of the Subapplicant's proposed project. List all the federally listed species and/or Critical Habitat that could be affected, and summarize those effects as they are presented in this Section. An ESA determination for each federally listed species and/or Critical Habitat is required.

Species: Coastal California gnatcatcher

Determination Rationale for Species: This project *may affect, but is not likely to adversely affect* CAGN because, with the implementation of AMMs and CAGN-specific CMs listed in Sections C.2 and C.3, proposed activities would take place when CAGN are unlikely to occur in the AA (outside of the CAGN breeding season) and would not result in decreased habitat availability or function for CAGN within the AA.

Determination Rationale for Critical Habitat: This project *may affect, but is not likely to adversely affect* designated critical habitat for CAGN with the implementation of AMMs and CAGN-specific CMs that would avoid and/or minimize effects on critical habitat during project implementation.

C.6. For projects with an LAA determination, are there any cumulative effects[14] anticipated from implementation of the Subapplicant's proposed project, including construction activities? If so, please describe them.

SECTION D. FOR THE CARLSBAD FWO TO COMPLETE AND SIGN

Project Name: Eastfield Drive Electricity Utility Undergrounding (FWS-16B0293-21I1393)

FEMA Grant # or Disaster and Project Worksheet #s: HMGP 4382-177-07

☒ **I concur with FEMA's determination on federally listed species and critical habitat as described in this ESA Review Form, pursuant to Section 7 of the Endangered Species Act. The proposed projects are covered activities, and the effects to the listed species presented in this ESA Review Form have been analyzed in FEMA's May 31, 2019, *Section 7 Consultation on FEMA Disaster, Mitigation, and Preparedness Programs in Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, and San Diego Counties, California* (FWS-CFWO-16B0293-18F1358) (Programmatic Biological Opinion, PBO).**

☐ **Take for listed species presented in Section D of this ESA Review Form are exempt under the May 31, 2019, programmatic biological opinion.**

The proposed projects are appended to the May 31, 2019, programmatic biological opinion under Service File Number FWS-CFWO-16B0293-18F1358-___.Therefore, no further action pursuant to the Act is necessary for the proposed projects unless new information reveals effects of the action that may affect listed species or critical habitat in a manner or to an extent not previously considered; the action is subsequently modified in a manner that causes an effect to the listed species or critical habitat that was not considered; or a new species is listed or critical habitat designated that may be affected by the identified action.

Signature is listed below:

Digitally signed by CAROL ROBERTS
Date: 2021.10.18 14:01:20 -07'00'

October 18, 2021

for **Assistant Field Supervisor** — **Date**
Carlsbad Fish and Wildlife Office
U.S. Fish and Wildlife Service

[14] Cumulative effects are those effects of future State or private activities, not involving Federal activities, that are reasonably certain to occur within the action area of the Federal action subject to consultation (50 CFR §402.02).

SECTION E. FOR SUBAPPLICANT TO COMPLETE AND SIGN

On behalf of the City of Rolling Hills, I have read the requirements from FEMA's Programmatic Biological Opinion (PBO) with the USFWS that are specific to the subject project and plan to implement them accordingly. I understand that failure to implement the required General Avoidance and Minimization Measures and Species-Specific Conservation Measures may jeopardize funding for the subject project. The City of Rolling Hills accepts implementation of the required measures described in this ESA Review Form as a stipulation of funding for Eastfield Drive Electricity Utility Undergrounding, HMGP 4382-177-07.

Signature is listed below:

Elaine Jeng

Print and sign name
City of Rolling Hills

November 9, 2021

Date

Information Type	Information Request
Information on the Project	***A1*** *. FEMA Grant # or Disaster and Project Worksheet (PW) #s*
	A2. *Project Name*
	A3. *Name of Subapplicant/Subrecipient (Agency Name)*
	A4. *Project Location (street address, latitude/longitude, or UTM and Datum/Zone)*
	A5. *Municipality / County /State*
	A6. *Date of project initiation*
	A7. *Date of project completion*
	A8. *Is this project 100% complete?*
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	***Impacts to Covered Federally Listed Species A***
	A9. *Species name*
	A10. *Actual acres of habitat affected for this Covered Federally Listed Species*
	A11. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*
	A12. *Number of individuals of this species that were killed, if any, and the date.*
	A13. *Number of individuals of this species that were injured, if any, and the date.*
	A14. *Number of individuals of this species that were harassed, if any, and the date.*
	A15. *Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed*

	A16. *If this project required implementation of* ***AMM-20, Revegetation of Stream Banks****, provide the Revegetation Monitoring Report (attach separately if necessary).*
	A17. *If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).*
	A18. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.*
	A19. *Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.*
	A20. *Indicate if a written report of biological survey and monitoring results is attached, if applicable*
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	***Impacts to Covered Federally Listed Species B***
	A9. *Species name*
	A10. *Actual acres of habitat affected for this Covered Federally Listed Species*
	A11. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*
	A12. *Number of individuals of this species that were killed, if any, and the date.*
	A13. *Number of individuals of this species that were injured, if any, and the date.*
	A14. *Number of individuals of this species that were harassed, if any, and the date.*
	A15. *Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed*
	A16. *If this project required implementation of* ***AMM-20, Revegetation of Stream Banks****, provide the Revegetation Monitoring Report (attach separately if necessary).*

	A17. *If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).*
	A18. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.*
	A19. *Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.*
	A20. *Indicate if a written report of biological survey and monitoring results is attached, if applicable*
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	***Impacts to Covered Federally Listed Species C***
	A9. *Species name*
	A10. *Actual acres of habitat affected for this Covered Federally Listed Species*
	A11. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*
	A12. *Number of individuals of this species that were killed, if any, and the date.*
	A13. *Number of individuals of this species that were injured, if any, and the date.*
	A14. *Number of individuals of this species that were harassed, if any, and the date.*
	A15. *Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed*
	A16. *If this project required implementation of* ***AMM-20, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*

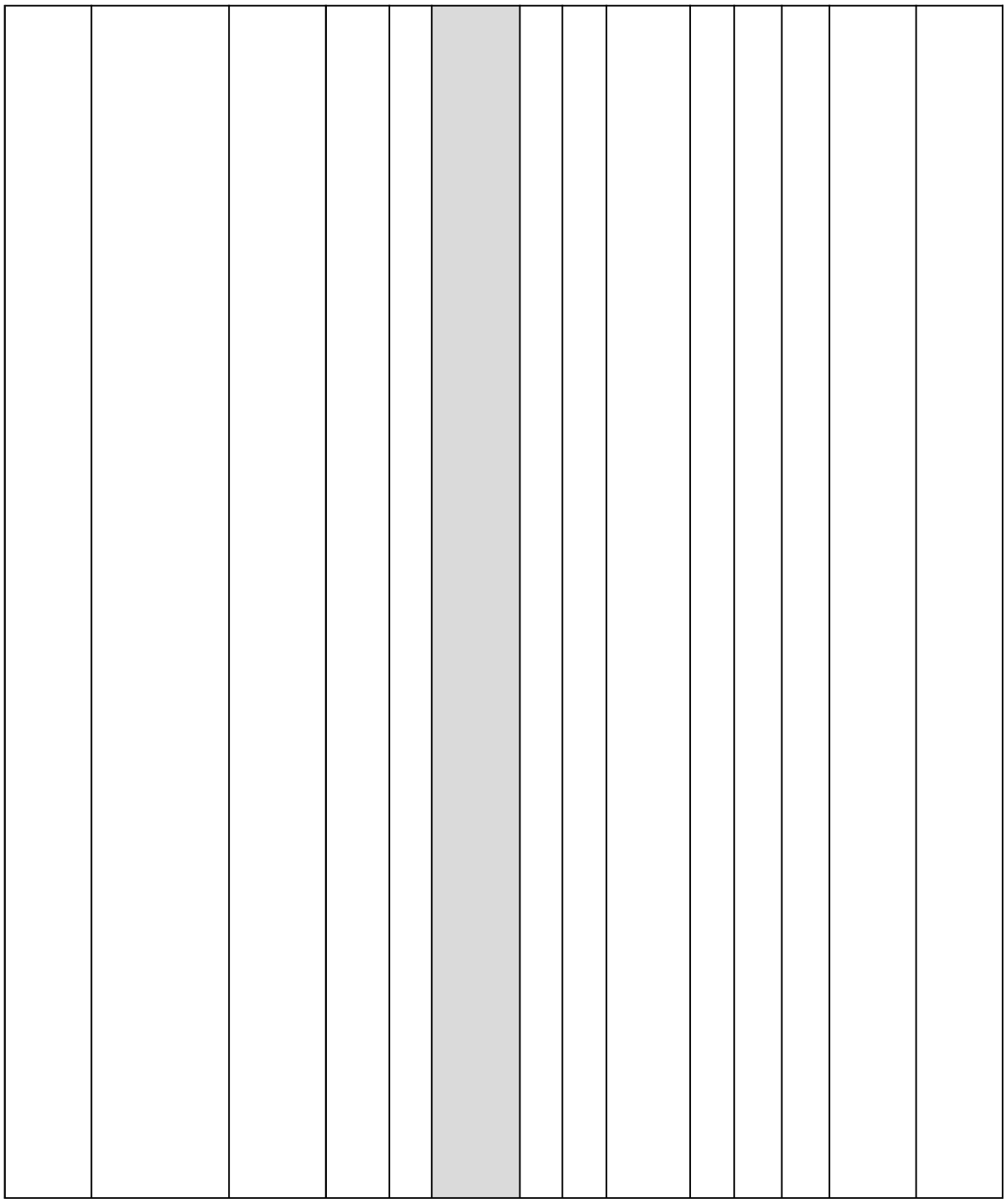
	A17. *If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).*
	A18. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.*
	A19. *Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.*
	A20. *Indicate if a written report of biological survey and monitoring results is attached, if applicable*
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	***Impacts to Covered Federally Listed Species D***
	A9. *Species name*
	A10. *Actual acres of habitat affected for this Covered Federally Listed Species*
	A11. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*
	A12. *Number of individuals of this species that were killed, if any, and the date.*
	A13. *Number of individuals of this species that were injured, if any, and the date.*
	A14. *Number of individuals of this species that were harassed, if any, and the date.*
	A15. *Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed*
	A16. *If this project required implementation of* ***AMM-20, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*

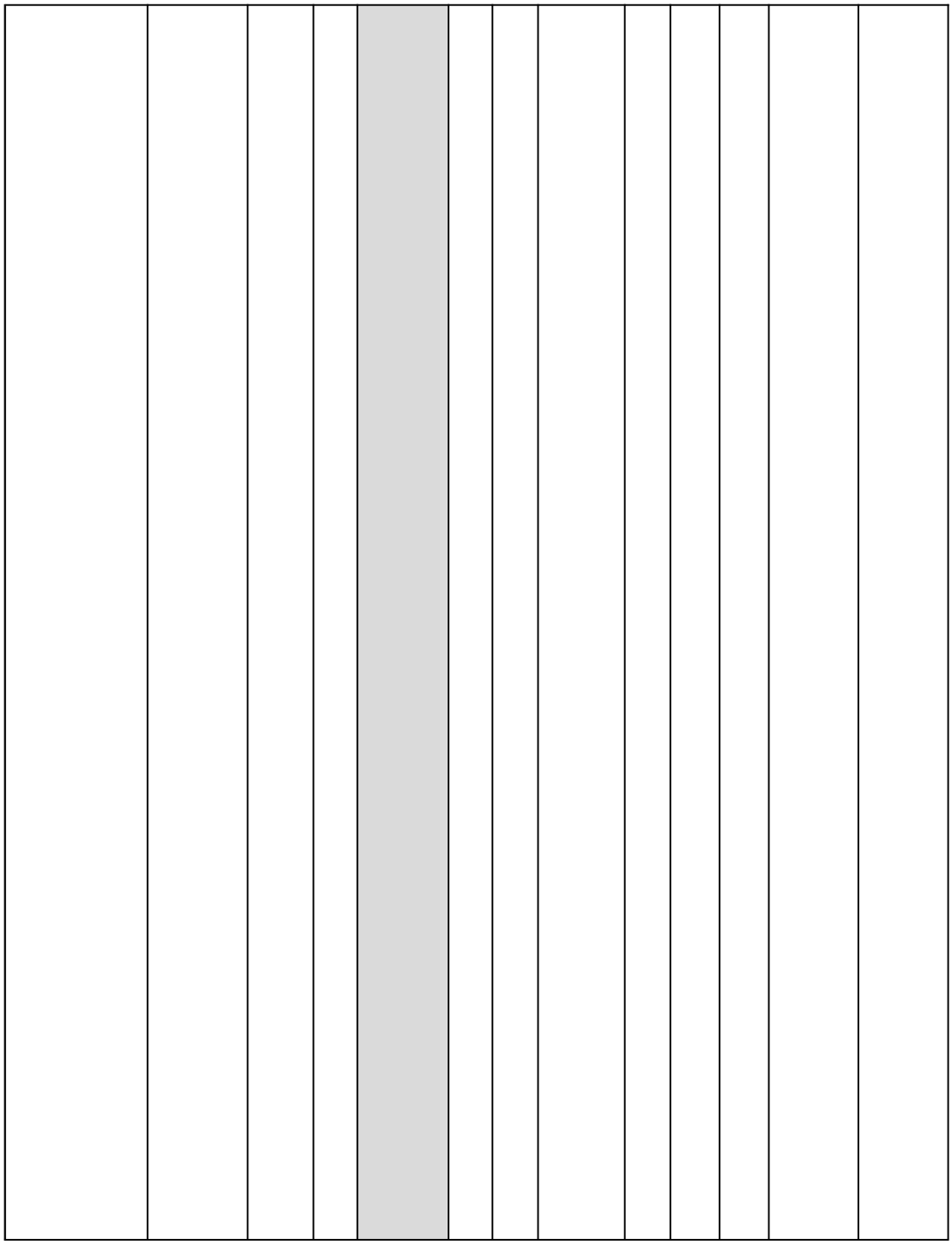
	A17. *If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).*
	A18. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.*
	A19. *Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.*
	A20. *Indicate if a written report of biological survey and monitoring results is attached, if applicable*
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	***Impacts to Covered Federally Listed Species E***
	A9. *Species name*
	A10. *Actual acres of habitat affected for this Covered Federally Listed Species*
	A11. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*
	A12. *Number of individuals of this species that were killed, if any, and the date.*
	A13. *Number of individuals of this species that were injured, if any, and the date.*
	A14. *Number of individuals of this species that were harassed, if any, and the date.*
	A15. *Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed*
	A16. *If this project required implementation of* ***AMM-20, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*

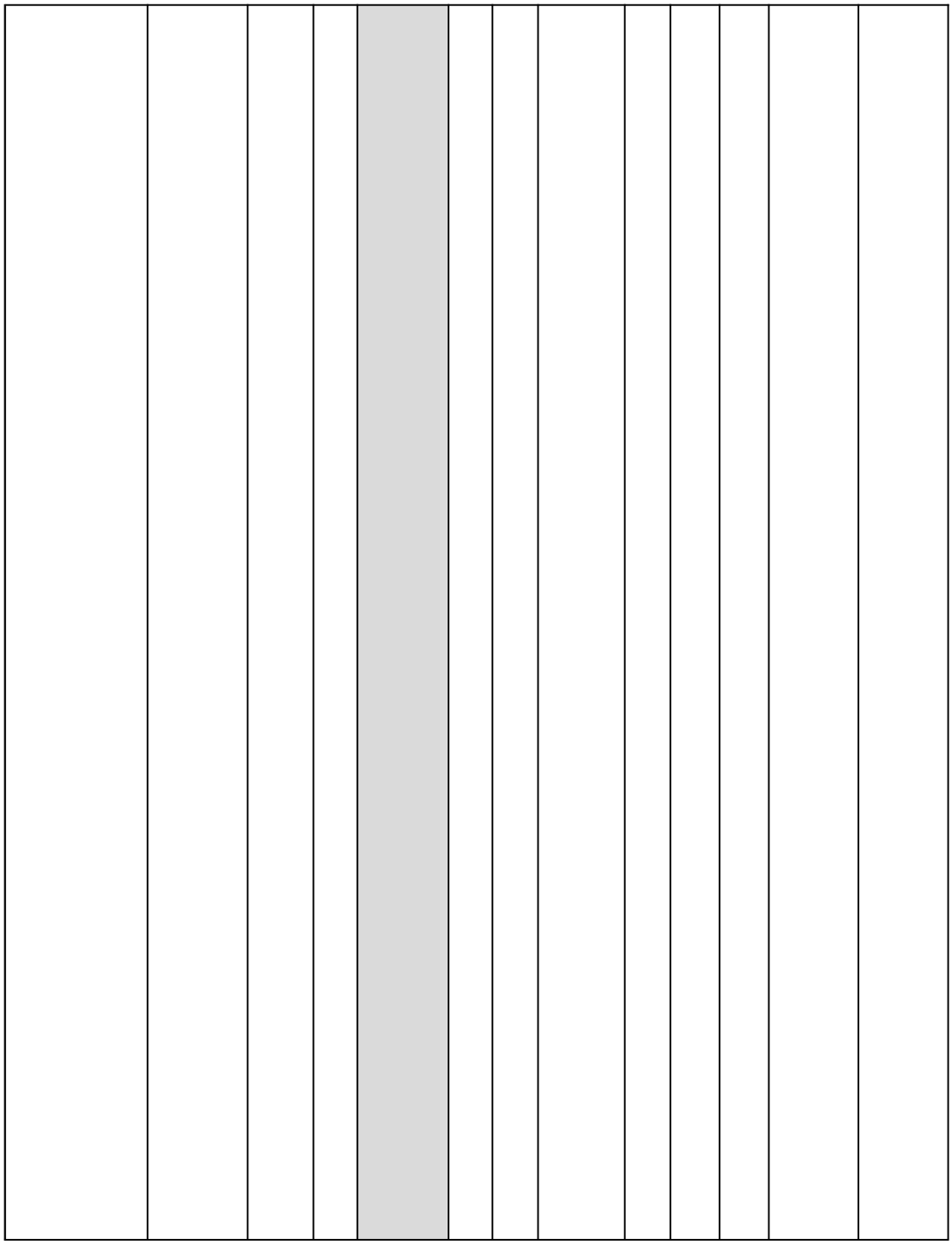
	A17. *If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).*
	A18. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.*
	A19. *Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.*
	A20. *Indicate if a written report of biological survey and monitoring results is attached, if applicable*

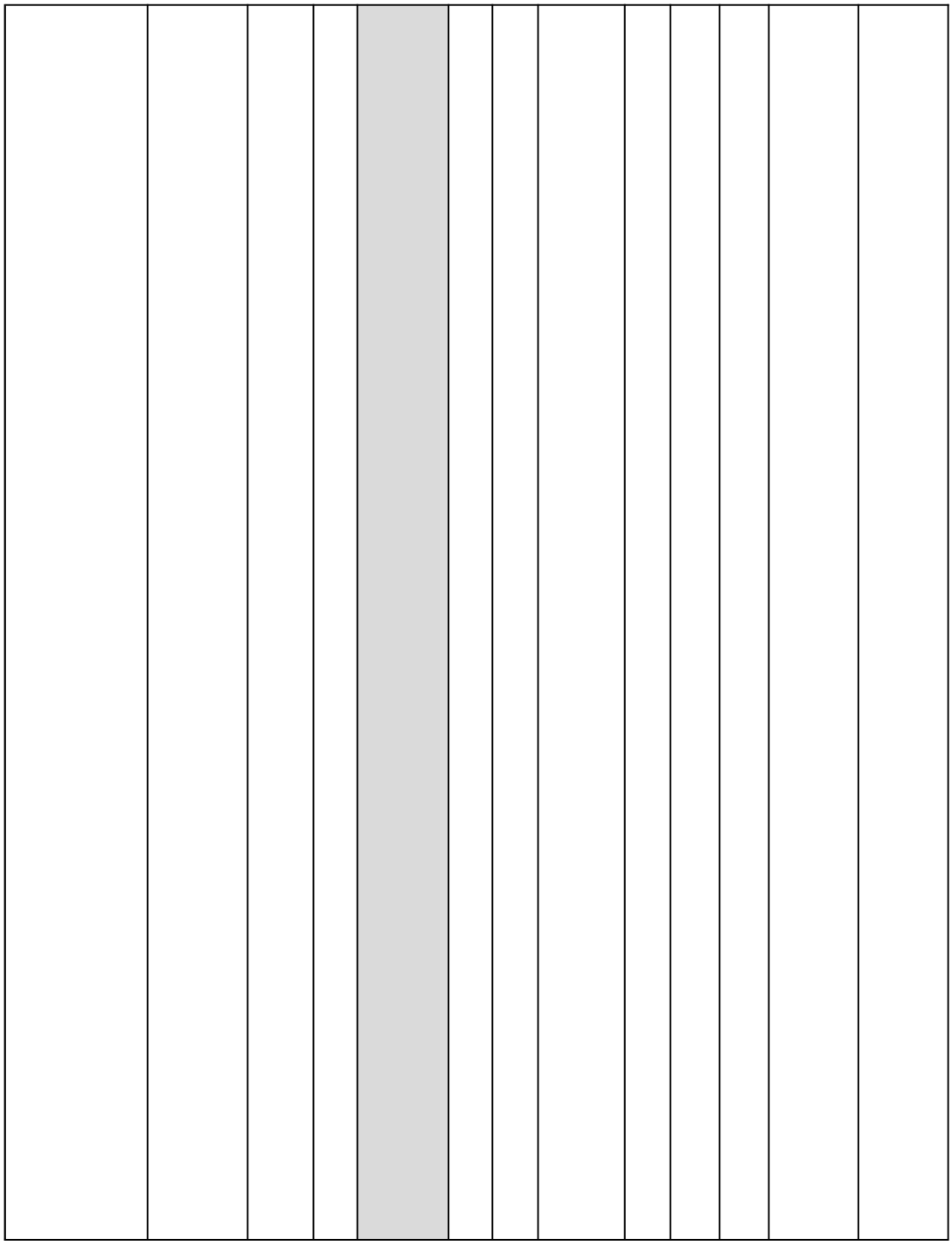
EMA Programmatic Biological Opinion (PBO) with the U.S. Fish and Wildlife Service (USFWS)
Post-Construction Monitoring and Reporting Requirements

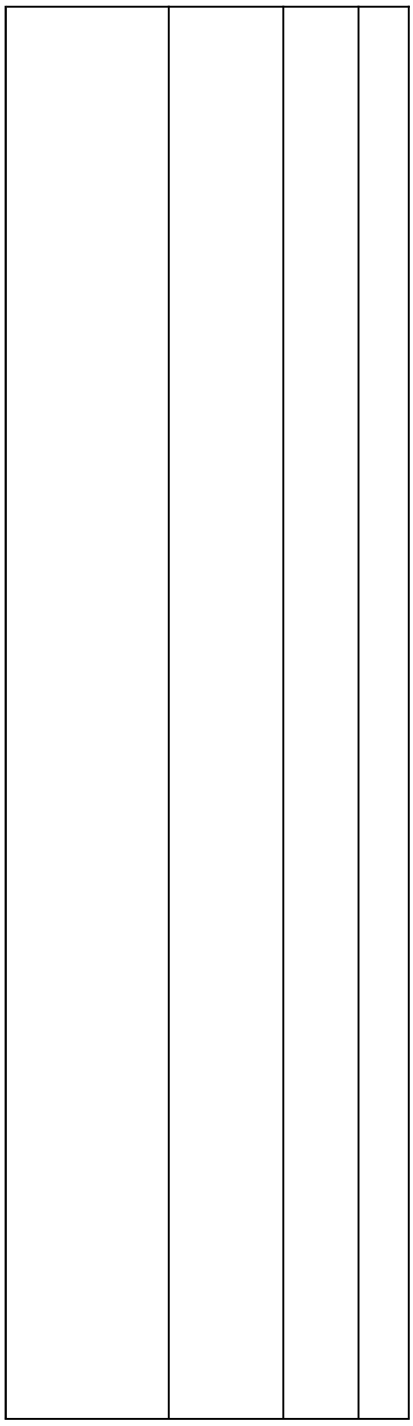
Subapplicant/Subrecipient Provided Information











FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
Information on the Project	***B1.*** *FEMA Grant # or Disaster and Project Worksheet (PW) #s*	
	B2 *. Project Name*	
	B3. *Name of Subapplicant/Subrecipient (Agency Name)*	
	B4. *Project Location (street address, latitude/longitude, or UTM and Datum/Zone)*	
	B5. *Municipality / County /State*	
	B6. *Date of project initiation*	
	B7. *Date of project completion*	
	B8. *Is this project 100% complete?*	
Information on Impacts to Covered Federally Listed Species under NMFS Jurisdiction	***Impacts to Covered Federally Listed Species A***	
	B9. *Species name*	
	B10. *Actual acres of habitat affected (estuarine or marine waters) for this Covered Federally Listed Species*	
	B11. *Actual linear feet of habitat affected (streambed/streambank) for this Covered Federally Listed Species*	
	B12. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*	
	B13 *. Number of individuals of this species that were killed, if any, and the date.*	
	B14. *Number of individuals of this species that were injured, if any, and the date.*	
	B15. *Number of individuals of this species that were harassed, if any, and the date.*	
	B16. *Number of individuals handled, if any, and the date (attach relocation report separately).*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
	B17. *Number of observations of live, uninjured individuals of covered species and date observed.*	
	B18. *If this project required implementation of* ***AMM-17, Fish Relocation****, provide the associated Monitoring Report (attach separately if necessary).*	
	B19. *If this project required implementation of* ***AMM-24, Revegetation of Stream Banks****, provide the Revegetation Monitoring Report (attach separately if necessary).*	
	B20. *If this project required implementation of* ***AMM-27, Avoidance of Submerged Vegetation****, provide the associated Monitoring Report (attach separately if necessary).*	
	B21. *If this project required implementation of* ***AMM-31, Pile Driving Methods****, provide the associated Monitoring Report on the underwater noise assessment (attach separately if necessary).*	
	B22. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs).*	
	B23. *Explanation of any failure to follow the AMMs.*	
	B24. *Attach written report of biological survey and monitoring results, if applicable.*	
Information on Impacts to Covered Federally Listed Species under NMFS Jurisdiction	***Impacts to Covered Federally Listed Species B***	
	B9. *Species name*	
	B10. *Actual acres of habitat affected (estuarine or marine waters) for this Covered Federally Listed Species*	
	B11. *Actual linear feet of habitat affected (streambed/streambank) for this Covered Federally Listed Species*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
	B12. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*	
	B13 *. Number of individuals of this species that were killed, if any, and the date.*	
	B14. *Number of individuals of this species that were injured, if any, and the date.*	
	B15. *Number of individuals of this species that were harassed, if any, and the date.*	
	B16. *Number of individuals handled, if any, and the date (attach relocation report separately).*	
	B17. *Number of observations of live, uninjured individuals of covered species and date observed.*	
	B18. *If this project required implementation of* ***AMM-17, Fish Relocation*** *, provide the associated Monitoring Report (attach separately if necessary).*	
	B19. *If this project required implementation of* ***AMM-24, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*	
	B20. *If this project required implementation of* ***AMM-27, Avoidance of Submerged Vegetation*** *, provide the associated Monitoring Report (attach separately if necessary).*	
	B21. *If this project required implementation of* ***AMM-31, Pile Driving Methods*** *, provide the associated Monitoring Report on the underwater noise assessment (attach separately if necessary).*	
	B22. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs).*	
	B23. *Explanation of any failure to follow the AMMs.*	
	B24. *Attach written report of biological survey and monitoring results, if applicable.*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
Information on Impacts to Covered Federally Listed Species under NMFS Jurisdiction	***Impacts to Covered Federally Listed Species C***	
	B9. *Species name*	
	B10. *Actual acres of habitat affected (estuarine or marine waters) for this Covered Federally Listed Species*	
	B11. *Actual linear feet of habitat affected (streambed/streambank) for this Covered Federally Listed Species*	
	B12. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*	
	B13 *. Number of individuals of this species that were killed, if any, and the date.*	
	B14. *Number of individuals of this species that were injured, if any, and the date.*	
	B15. *Number of individuals of this species that were harassed, if any, and the date.*	
	B16. *Number of individuals handled, if any, and the date (attach relocation report separately).*	
	B17. *Number of observations of live, uninjured individuals of covered species and date observed.*	
	B18. *If this project required implementation of* ***AMM-17, Fish Relocation*** *, provide the associated Monitoring Report (attach separately if necessary).*	
	B19. *If this project required implementation of* ***AMM-24, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*	
	B20. *If this project required implementation of* ***AMM-27, Avoidance of Submerged Vegetation*** *, provide the associated Monitoring Report (attach separately if necessary).*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
	B21. *If this project required implementation of* ***AMM-31, Pile Driving Methods*** *, provide the associated Monitoring Report on the underwater noise assessment (attach separately if necessary).*	
	B22. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs).*	
	B23. *Explanation of any failure to follow the AMMs.*	
	B24. *Attach written report of biological survey and monitoring results, if applicable.*	
Information on Impacts to Covered Federally Listed Species under NMFS Jurisdiction	***Impacts to Covered Federally Listed Species D***	
	B9. *Species name*	
	B10. *Actual acres of habitat affected (estuarine or marine waters) for this Covered Federally Listed Species*	
	B11. *Actual linear feet of habitat affected (streambed/streambank) for this Covered Federally Listed Species*	
	B12. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*	
	B13 *. Number of individuals of this species that were killed, if any, and the date.*	
	B14. *Number of individuals of this species that were injured, if any, and the date.*	
	B15. *Number of individuals of this species that were harassed, if any, and the date.*	
	B16. *Number of individuals handled, if any, and the date (attach relocation report separately).*	
	B17. *Number of observations of live, uninjured individuals of covered species and date observed.*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
	B18. *If this project required implementation of* ***AMM-17, Fish Relocation*** *, provide the associated Monitoring Report (attach separately if necessary).*	
	B19. *If this project required implementation of* ***AMM-24, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*	
	B20. *If this project required implementation of* ***AMM-27, Avoidance of Submerged Vegetation*** *, provide the associated Monitoring Report (attach separately if necessary).*	
	B21. *If this project required implementation of* ***AMM-31, Pile Driving Methods*** *, provide the associated Monitoring Report on the underwater noise assessment (attach separately if necessary).*	
	B22. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs).*	
	B23. *Explanation of any failure to follow the AMMs.*	
	B24. *Attach written report of biological survey and monitoring results, if applicable.*	
Information on Impacts to Covered Federally Listed Species under NMFS Jurisdiction	***Impacts to Covered Federally Listed Species E***	
	B9. *Species name*	
	B10. *Actual acres of habitat affected (estuarine or marine waters) for this Covered Federally Listed Species*	
	B11. *Actual linear feet of habitat affected (streambed/streambank) for this Covered Federally Listed Species*	
	B12. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*	
	B13 *. Number of individuals of this species that were killed, if any, and the date.*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
	B14. *Number of individuals of this species that were injured, if any, and the date.*	
	B15. *Number of individuals of this species that were harassed, if any, and the date.*	
	B16. *Number of individuals handled, if any, and the date (attach relocation report separately).*	
	B17. *Number of observations of live, uninjured individuals of covered species and date observed.*	
	B18. *If this project required implementation of* ***AMM-17, Fish Relocation****, provide the associated Monitoring Report (attach separately if necessary).*	
	B19. *If this project required implementation of* ***AMM-24, Revegetation of Stream Banks****, provide the Revegetation Monitoring Report (attach separately if necessary).*	
	B20. *If this project required implementation of* ***AMM-27, Avoidance of Submerged Vegetation****, provide the associated Monitoring Report (attach separately if necessary).*	
	B21. *If this project required implementation of* ***AMM-31, Pile Driving Methods****, provide the associated Monitoring Report on the underwater noise assessment (attach separately if necessary).*	
	B22. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs).*	
	B23. *Explanation of any failure to follow the AMMs.*	
	B24. *Attach written report of biological survey and monitoring results, if applicable.*	

Appendix C
List of Typical Best Management Practices

During construction, Best Management Practices (BMPs) are normally employed to reduce potential adverse effects to resource areas from construction and operation of proposed projects. BMPs are outlined below for resource areas where impact may occur due to project activities. BMPs for resource areas like socioeconomics and public safety, land use and planning and visual resources are not outlined, as construction and operation measures to protect those resource areas vary by jurisdiction and state/local regulations. Further, overlap between resource areas BMPs exists. This list represents sample general construction BMPs; project specific BMPs should be implemented on a case by case basis. The table below outlines general construction BMPs.

Table 1 – General Construction BMPs

General Principles	• Fit grading to the surrounding terrain. • Time grading operations to minimize soil exposure. • Retain existing vegetation whenever feasible. • Vegetate and mulch or otherwise stabilize disturbed areas. • Direct runoff away from disturbed areas. • Minimize the length and steepness of slopes. • Keep runoff velocities low. • Prepare drainage ways and outlets to handle concentrated runoff until permanent drainage structures are constructed. • Trap sediment on site. • Inspect and maintain control measures frequently. • Do not dispose of plant material in a creek or drainage facility or leave it in a roadway where it can clog storm drain inlets. • Avoid disposal of plant material in trash dumpsters or mixing it with other wastes. • Compost plant material or take it to a landfill or other facility that composts yard waste (check with the local planning or building department for more information).
Structural Control Measures	• Where possible maintain runoff water within its natural course and direction of flow. • Design and maintain access roads to prevent ponding and damage from water flow. • Limit cut and fill slopes to an inclination of 2:1 or flatter, and include benching to reduce slope length on longer slopes. • Direct concentrated flow to stabilized channels and drains. • Roughen slope surfaces to slow down flow velocities and enhance water infiltration, which in turn will enhance vegetation establishment • Divert stormwater away from denuded areas and use properly installed temporary berms, earth dikes, silt fences, sediment traps, inlet protection, and sediment basins to limit the discharge of sediment and pollutants from the site.
Stormwater Management Controls	• Wherever possible, stormwater runoff from undeveloped areas should be kept separate from runoff from developed areas, and should be retained in natural conveyances or routed through properly lined drainage conveyances. • Discharge locations should be provided with appropriate energy dissipation to prevent scour.

Geology and Soils

The following BMPs for geology and soils were developed using local and state guidelines. The BMPs are geared towards preventing soil erosion. BMPs for geological hazards must be developed in accordance with federal, state and local building codes and project area specific geological conditions.

1. Plan the development to fit the topography, soils, drainage pattern and natural vegetation of the site.
2. Delineate clearing limits, easements, setbacks, sensitive or critical areas, trees, drainage courses, and buffer zones to prevent excessive or unnecessary disturbances and exposure.
3. Phase grading operations to reduce disturbed areas and time of exposure.
4. Avoid excavation and grading during wet weather.
5. Use berms and drainage ditches to divert runoff around exposed areas. Place diversion ditches across the top of cut slopes.
6. Plant vegetation on exposed slopes. Where replanting is not feasible, use erosion control blankets (e.g., jute or straw matting, glass fiber or excelsior matting, mulch netting).
7. Consider slope terracing with cross drains to increase soil stability.
8. Cover stockpiled soil and landscaping materials with secured plastic sheeting and divert runoff around them.
9. As a back-up measure, protect drainage courses, creeks, or catch basins with fiber rolls, silt fences, sand/gravel bags and/or temporary drainage swales.
10. Once grading is completed, stabilize the disturbed areas using permanent vegetation as soon as possible. Use temporary erosion controls until vegetation is established.
11. Conduct routine inspections of erosion control measures especially before and immediately after rainstorms, and repair if necessary.

Air Quality and Greenhouse Gas Emissions

The following BMPs are extracted from state sources and they represent general construction BMPs for minimizing air quality and greenhouse gas emissions from project construction. The following BMPs can also be implemented to reduce project impacts on Climate Change.

1. All exposed unpaved surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.
2. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
3. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
4. All vehicle speeds on unpaved roads shall be limited to 15 mph.
5. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.
6. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes.
7. Clear signage shall be provided for construction workers at all access points.

8. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator.
9. Post a publicly visible sign with the telephone number and person to contact at the lead agency regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.
10. All trucks and equipment, including their tires, shall be washed off prior to leaving the site.
11. Sandbags or other erosion control measures shall be installed to prevent silt runoff to public roadways from sites with a slope greater than one percent.
12. Minimizing the idling time of diesel powered construction equipment to two minutes.
13. Use low Volatile Organic Compound (VOC) (i.e., ROG) coatings beyond the local requirements.
14. Requiring that all construction equipment, diesel trucks, and generators be equipped with Best Available Control Technology for emission reductions of NOx and PM.
15. Monitor dust-generating activities and implement appropriate measures for maximum dust control.

Water Resources

The following BMPs are extracted from sources such as the US Fish and Wildlife Service (USFWS) and Regional Water Quality Boards (RWQCB). These BMPs could be implemented when working near waters of the US or wetlands.

1. No work within 50 feet of a wetland or waterbody.
2. For work between 50 and 200 feet of a wetland or waterbody:
    - Herbicides would be restricted to glyphosate-based herbicides that are approved by the EPA for use around water (e.g., Rodeo).
    - Hand tools (chainsaws, brush cutters, and other hand tools) would be used to create a gradation of vegetation density by removing approximately 50 percent of the vegetation farthest from wetlands and perennial waterbodies, and 33 percent of the vegetation at closer distances to wetlands and perennial waterbodies.
    - No equipment fueling would occur.
3. Never wash down pavement or surfaces where materials have spilled. Use dry cleanup methods whenever possible.
4. Protect all storm drain inlets using filter fabric cloth or other best management practices to prevent sediments from entering the storm drainage system during construction activities.
5. Keep materials out of the rain — prevent runoff pollution at the source. Schedule clearing or heavy earth moving activities for periods of dry weather. Cover exposed piles of soil, construction materials and wastes with plastic sheeting or temporary roofs. Before it rains, sweep and remove materials from surfaces that drain to storm drains, creeks, or channels.

6. Prior to construction, wetlands located in the project area will be fenced off using ESA fencing. The fencing will be placed 5 feet away from each wetland feature.
7. Appropriate erosion control measures will be used to reduce siltation and runoff of contaminants into wetlands and adjacent, ponds, streams, or riparian woodland/scrub. The contractor will not be allowed to stockpile brush, loose soils, or other debris material on stream banks.
8. Native plant species should be used in erosion control or revegetation seed mix. Any hydroseed mulch used for revegetation must also be certified weed-free. Dry-farmed straw will not be used, and certified weed-free straw will be required where erosion control straw is to be used. Filter fences and mesh will be of material that will not entrap reptiles and amphibians. Erosion-control measures will be placed between water or wetland and the outer edge of the project site.
9. All off-road construction equipment will be cleaned of potential noxious weed sources (mud, vegetation) before entry into the project area. Equipment will be considered free of soil, seeds, and other such debris when a visual inspection does not disclose such material. Disassembly of equipment components or specialized inspection tools is not required.
10. Vehicles and equipment will be parked on pavement, existing roads, or specified staging areas.
11. Trash generated by covered activities should be promptly and properly removed from the site.
12. Equipment storage, fueling, and staging areas will be sited on disturbed areas or on non-sensitive nonnative grassland land cover types, when these sites are available, to minimize risk of direct discharge into riparian areas or other sensitive land cover types.
13. All temporarily disturbed areas, such as staging areas, will be returned to pre-project or ecologically improved conditions as required by responsible agencies.
14. Do not over-apply pesticides or fertilizers and follow manufacturer's instructions for mixing and applying materials.
15. Dispose of all wastes properly. Materials that cannot be reused or recycled must be taken to an appropriate landfill or may require disposal as hazardous waste. Never throw debris into channels, creeks or into wetland areas. Never store or leave debris in the street or near a creek where it may contact runoff.

Biological Resources

These BMPs have been extracted from USFWS and should be applied when working in areas that have been identified to contain Special Status Species and migratory birds.

Special Status Species

1. Construction should generally occur during the dry season (April 15 to October 15).
2. No more than two days prior to the start of ground disturbing activities, focused preconstruction surveys for Special Status Species will be completed by a USFWS-approved biologist in all suitable upland dispersal habitat areas, if Special Status Species have been previously identified in the area. If Special Status Species are found during focused preconstruction surveys, the USFWS will be contacted within one working day, and a suitable protocol shall be approved by USFWS for relocation.

3. Exclusion fencing such as Ertec E-fenceTM or an equivalent will be installed around Special Status species habitat prior to any construction during the dry season (April 1 through October 15), when Special Status Species are not actively dispersing or foraging. The fencing will remain in place until all project activities in the vicinity of suitable upland dispersal habitat are completed.
4. To prevent Special Status Species from becoming entangled or trapped in erosion control materials, plastic monofilament netting (erosion control matting) or similar material will not be used for erosion control. Acceptable substitutes include coconut coir matting or tackified hydroseeding compounds.
5. Prior to any construction where Special Status Species have been detected a USFWS-qualified biologist will conduct an education program for construction personnel. At a minimum, the training will include a description of Special Status Species and their habitats; the potential occurrence of these species in the project area; the measures to be implemented to conserve listed species and their habitats as they relate to the work site; and boundaries in which construction may occur. A fact sheet conveying this information will be prepared and distributed to all construction crews and project personnel entering the project area. Upon completion of the program, personnel will sign a form stating that they attended the program and understand all of the avoidance and minimization measures for the Special Status Species.
6. All construction-related trenches and holes in the ground will be covered at the end of each work day to prevent entrapment of Special Status Species. A USFWS-approved biologist will survey the holes at the beginning of each work day to check for trapped Special Status Species. If a Special Status Species is observed, the USFWS-approved biologist will capture and relocate them to a suitable area outside the project area.
7. All organic matter should be removed from nets, traps, boots, vehicle tires and all other surfaces that have come into contact with ponds, wetlands, or potentially contaminated sediments. Items should be washed with a 5 percent bleach solution and rinsed with clean water before leaving each study site. Used cleaning materials (liquids, etc.) should be disposed of safely, and if necessary, taken off site for proper disposal. Used disposable gloves should be retained for safe disposal in sealed bags.
8. Implement measures to minimize the spread of disease and non-native species based on current Wildlife Agency protocols and other best available science.

Migratory Birds BMPs

Raptors

1. Preconstruction surveys for raptors, other special-status birds, and appropriate nesting habitat will be conducted within 50 feet of the construction area no more than three days prior to ground disturbing activities. If an active nest is found, the state agency (ex. CDFW) will be consulted to determine the appropriate buffer area to be established around the nesting site and the type of buffer to be used, which typically is ESA fencing. If establishment of a buffer is not feasible, the appropriate agency will be contacted for further avoidance and minimization guidelines.
2. A qualified biologist will conduct weekly monitoring during construction, to evaluate the identified nest for potential disturbances associated with construction activities. Construction within the buffer is prohibited until the qualified biologist determines the nest is no longer active.

3. If an active nest is found after construction begins, construction activities in the vicinity of the nest will stop until a qualified biologist has evaluated the nest and established the appropriate buffer around the nest. If establishment of the buffer is not feasible, the appropriate agency will be contacted for further avoidance and minimization guidelines.

Migratory Birds

The measures below would be implemented for construction work during the nesting season (February 15 through August 31).

1. A qualified biologist will conduct preconstruction surveys for nesting migratory birds in the project area no more than three days prior to the start of ground disturbing activities. If preconstruction surveys indicate the presence of any migratory bird nests where activities would directly result in bird injury or death, a buffer zone of 50 feet will be placed around the nest.
2. Buffers will be established around active migratory bird nests where project activities would directly result in bird injury or death. The size of the buffer may vary for different species and will be determined in coordination with the responsible agency. A qualified biologist will delineate the buffer using ESA fencing, pin flags, and/or yellow caution tape.
3. Buffer zones will be maintained around all active nest sites until the young have fledged and are foraging independently. In the event that an active nest is found after the completion of preconstruction surveys and after construction begins, all construction activities within a 50-foot radius will be stopped until a qualified biologist has evaluated the nest and erected the appropriate buffer around it.
4. If an active nest is found in an area after construction begins, construction activities in the vicinity of the nest will stop until a qualified biologist has evaluated the nest and established the appropriate buffer around the nest. If establishment of the buffer is not feasible, the responsible agency will be contacted for further avoidance and minimization guidelines.

Historic Properties

The following BMPs were developed to be used if cultural resources are present. Further BMPs must be developed based on Federal and State guidelines.

Prehistoric or Historic Subsurface Resources: In the event that any prehistoric or historic subsurface cultural resources, as defined by the responsible agency, are discovered during ground disturbing activities all work within 50 feet of the resources should be halted and the project applicant should consult with a qualified archaeologist or paleontologist to assess the significance of the find. If any find is determined to be significant, representatives of the proponent and the qualified archaeologist would meet to determine the appropriate course of action. All significant cultural materials recovered shall be subject to scientific analysis, professional museum curation, and a report prepared by the qualified archaeologist according to current professional standards.

Unanticipated Paleontological Resources: The project proponent shall notify a qualified paleontologist of unanticipated discoveries, made by either the cultural resources monitor or construction personnel and subsequently document the discovery as needed. In the event of an

unanticipated discovery of a breas, true, and/or trace fossil during construction, excavations within 50 feet of the find shall be temporarily halted or diverted until the discovery is examined by a qualified paleontologist. The paleontologist shall notify the appropriate agencies to determine procedures that would be followed before construction is allowed to resume at the location of the find.

Discovery of Human Remains: In the unlikely event of the discovery of human remains, the following BMPs can be implemented as follows:

1. There shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent human remains until:
2. The Coroner of the county in which the remains are discovered must be contacted to determine that no investigation of the cause of death is required, and
3. If the coroner determines the remains to be Native American:
    - The coroner shall contact the responsible agency within 24 hours.
    - The responsible shall identify the person or persons it believes to be the most likely descended from the deceased Native American.

The most likely descendent may make recommendations to the landowner or the person responsible for the excavation work, for means of treating or disposing of, with appropriate dignity, the human remains and any associated grave goods.

Transportation

The following BMPs were developed based on state and local jurisdictions guidelines. Further BMPs must be developed depending on local jurisdiction traffic control requirements.

1. When possible construction crews would travel outside of peak hour traffic times, therefore minimizing peak traffic times impacts.
2. All vehicles related to project constructions, including contractor vehicles and trucks, would use designated Truck Routes, where those are available.
3. Detour signs shall be used when necessary for vehicles, bicycle and pedestrian ways.
4. All detour signs during construction would be designed to meet the responsible agency standards.
5. A Traffic Control Plan shall be implemented if the project is expected to require road closures.

Noise

The following BMPs for noise have been developed by surveying a variety of local noise guidelines, as there are no state or federal guidelines regarding acceptable noise limits. Noise BMPs will vary based on local noise ordinances and land uses surrounding the project area.

1. Provide advance notification to surrounding land uses disclosing the construction schedule, including the various types of activities that would be occurring throughout the duration of the construction period.
2. Noise-generating construction activities, including truck traffic coming to and from the site for any purpose, shall be limited to the hours of 7:00 a.m. to 7:00 p.m. during

weekdays and 8:00 a.m. to 5:00 p.m. on Saturday and Sunday, or as specified in the Noise Ordinance of the local municipality.

3. All noise-producing project equipment and vehicles using internal combustion engines shall be equipped with mufflers, air-inlet silencers where appropriate, and any other shrouds, shields, or other noise-reducing features in good operating condition that meet or exceed original factory specification. Mobile or fixed "package" equipment shall be equipped with shrouds and noise control features that are readily available for that type of equipment.
4. Contractor shall be responsible for maintaining equipment in best possible working condition.
5. Mobile equipment staging, parking, and maintenance areas shall be located as far as practicable from noise-sensitive receivers.
6. Locate construction equipment as far as possible from nearby noise-sensitive receptors.
7. The use of noise-producing signals, including horns, whistles, alarms, and bells shall be for safety warning purposes only. No project-related public address or music system shall be audible at any adjacent noise-sensitive receptor.
8. The contractor shall notify adjacent property owner, property managers, and business owners of adjacent parcels of the construction schedule in writing and in advance of the work. The notification shall include the name and phone number of a project representative or site supervisor.
9. The on-site construction supervisor shall have the responsibility and authority to receive and resolve noise complaints. A clear appeal process to the Owner shall be established prior to construction commencement that shall allow for resolution of noise problems that cannot be immediately solved by the site supervisor.

Hazardous Materials

The following BMPs were developed using state guidelines as well as a variety of local jurisdiction guidelines. The BMPs apply to handling of regular hazardous substances as well as the discovery of unknown or undocumented contamination.

1. Vehicles and equipment would be inspected and approved before use to ensure that they will not leak hazardous materials such as oil, hydraulic fluid, or fuel.
2. Fueling would take place in designated staging areas, outside native vegetation or wetlands.
3. The contractor would have emergency cleanup gear for spills (spill containment and absorption materials) and fire-suppression equipment available onsite at all times. The gear and equipment would be inspected before treatment begins.
4. Leaks, drips, and other spills would be cleaned up immediately to avoid soil or groundwater contamination. Cleanup of a spill on soil would include removing the contaminated soil using the emergency spill cleanup gear. Contaminated soil and disposable gear used to clean up a hazardous materials spill would be properly disposed of following State and Federal hazardous material disposal regulations.
5. Major vehicle maintenance and washing would be done offsite.
6. Spent fluids including motor oil and radiator coolant and used vehicle batteries would be collected, stored, and recycled as hazardous waste offsite.
7. Spilled dry materials would be swept up immediately.

Unknown and Undocumented Contamination

If hazardous materials are encountered during construction or accidentally released as a result of construction activities the following procedures shall be implemented:

1. Work shall stop in the vicinity of any discovered contamination or release.
2. The scope and immediacy of the problem shall be identified.
3. Coordination with the responsible agencies shall take place.
4. The necessary investigation and remediation activities shall be conducted to resolve the situation before continuing construction work.

The following measures shall be implemented if unknown or undocumented contamination is discovered during construction to avoid potentially significant impacts to hydrology and water resources in the project area.

Information Type	Information Request
Information on the Project	***A1*** *. FEMA Grant # or Disaster and Project Worksheet (PW) #s*
	A2. *Project Name*
	A3. *Name of Subapplicant/Subrecipient (Agency Name)*
	A4. *Project Location (street address, latitude/longitude, or UTM and Datum/Zone)*
	A5. *Municipality / County /State*
	A6. *Date of project initiation*
	A7. *Date of project completion*
	A8. *Is this project 100% complete?*
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	***Impacts to Covered Federally Listed Species A***
	A9. *Species name*
	A10. *Actual acres of habitat affected for this Covered Federally Listed Species*
	A11. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*
	A12. *Number of individuals of this species that were killed, if any, and the date.*
	A13. *Number of individuals of this species that were injured, if any, and the date.*
	A14. *Number of individuals of this species that were harassed, if any, and the date.*
	A15. *Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed*

	A16. *If this project required implementation of* ***AMM-20, Revegetation of Stream Banks****, provide the Revegetation Monitoring Report (attach separately if necessary).*
	A17. *If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).*
	A18. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.*
	A19. *Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.*
	A20. *Indicate if a written report of biological survey and monitoring results is attached, if applicable*
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	***Impacts to Covered Federally Listed Species B***
	A9. *Species name*
	A10. *Actual acres of habitat affected for this Covered Federally Listed Species*
	A11. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*
	A12. *Number of individuals of this species that were killed, if any, and the date.*
	A13. *Number of individuals of this species that were injured, if any, and the date.*
	A14. *Number of individuals of this species that were harassed, if any, and the date.*
	A15. *Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed*
	A16. *If this project required implementation of* ***AMM-20, Revegetation of Stream Banks****, provide the Revegetation Monitoring Report (attach separately if necessary).*

	A17. *If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).*
	A18. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.*
	A19. *Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.*
	A20. *Indicate if a written report of biological survey and monitoring results is attached, if applicable*
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	***Impacts to Covered Federally Listed Species C***
	A9. *Species name*
	A10. *Actual acres of habitat affected for this Covered Federally Listed Species*
	A11. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*
	A12. *Number of individuals of this species that were killed, if any, and the date.*
	A13. *Number of individuals of this species that were injured, if any, and the date.*
	A14. *Number of individuals of this species that were harassed, if any, and the date.*
	A15. *Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed*
	A16. *If this project required implementation of* ***AMM-20, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*

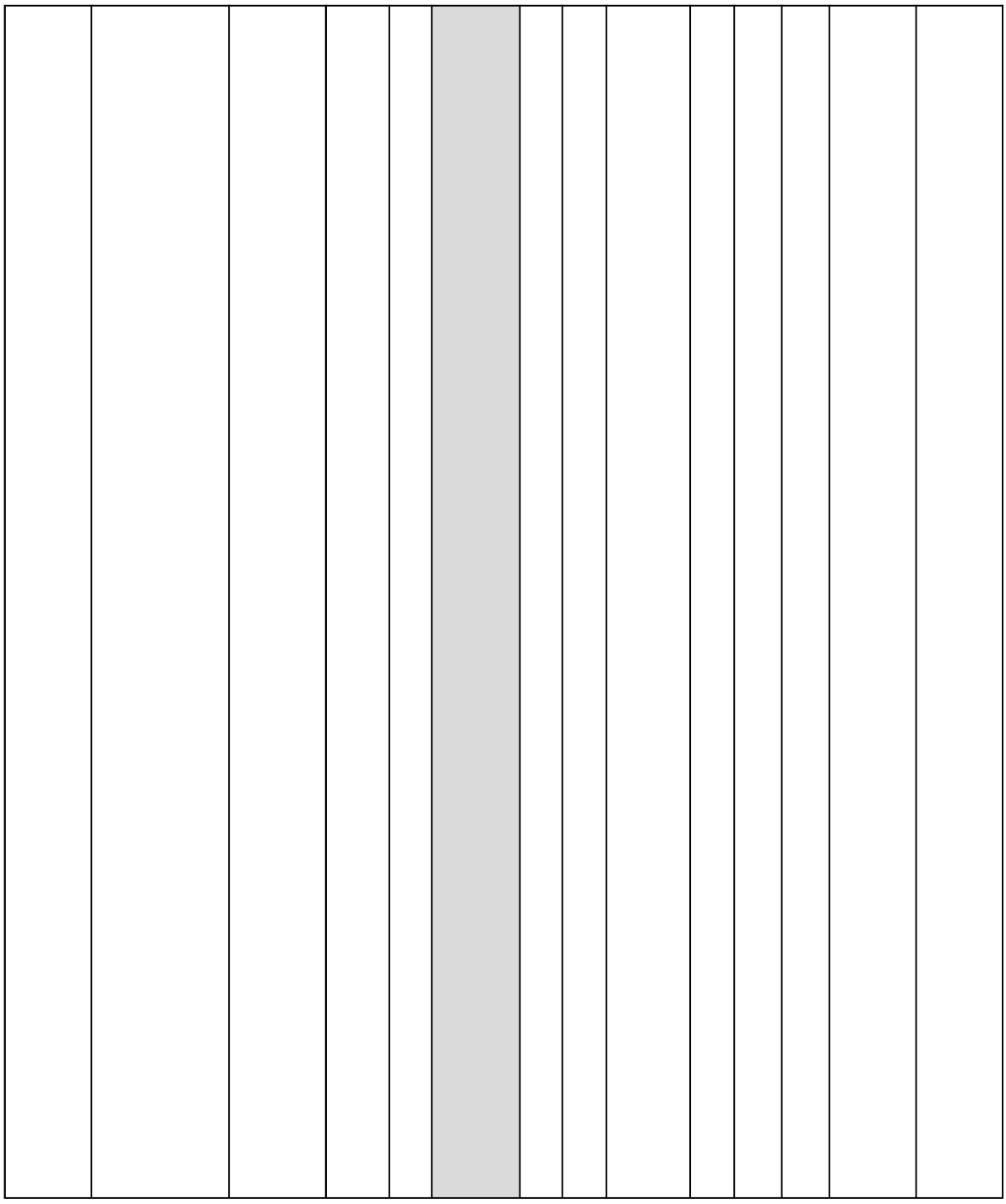
	A17. *If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).*
	A18. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.*
	A19. *Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.*
	A20. *Indicate if a written report of biological survey and monitoring results is attached, if applicable*
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	***Impacts to Covered Federally Listed Species D***
	A9. *Species name*
	A10. *Actual acres of habitat affected for this Covered Federally Listed Species*
	A11. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*
	A12. *Number of individuals of this species that were killed, if any, and the date.*
	A13. *Number of individuals of this species that were injured, if any, and the date.*
	A14. *Number of individuals of this species that were harassed, if any, and the date.*
	A15. *Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed*
	A16. *If this project required implementation of* ***AMM-20, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*

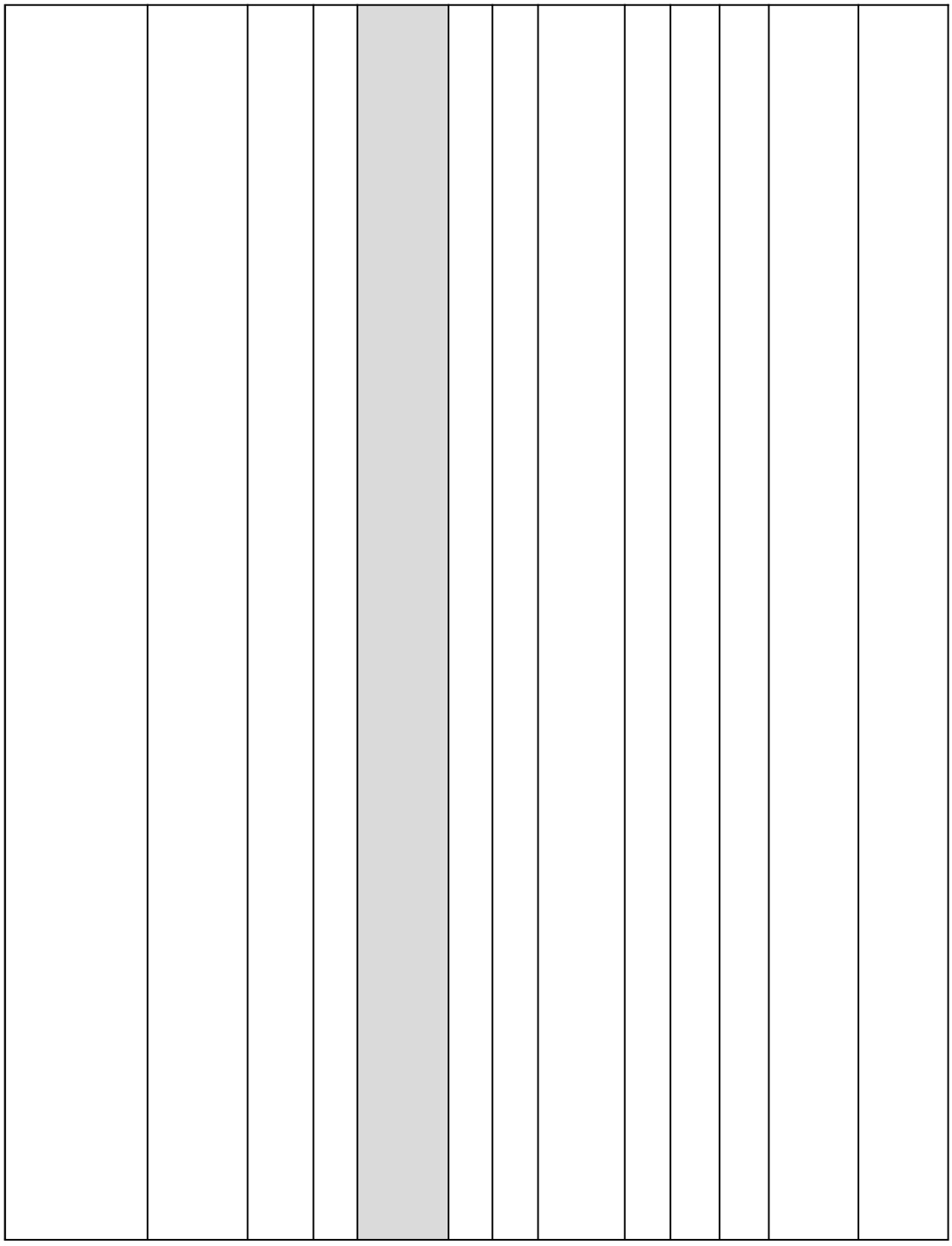
	A17. *If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).*
	A18. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.*
	A19. *Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.*
	A20. *Indicate if a written report of biological survey and monitoring results is attached, if applicable*
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	***Impacts to Covered Federally Listed Species E***
	A9. *Species name*
	A10. *Actual acres of habitat affected for this Covered Federally Listed Species*
	A11. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*
	A12. *Number of individuals of this species that were killed, if any, and the date.*
	A13. *Number of individuals of this species that were injured, if any, and the date.*
	A14. *Number of individuals of this species that were harassed, if any, and the date.*
	A15. *Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed*
	A16. *If this project required implementation of* ***AMM-20, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*

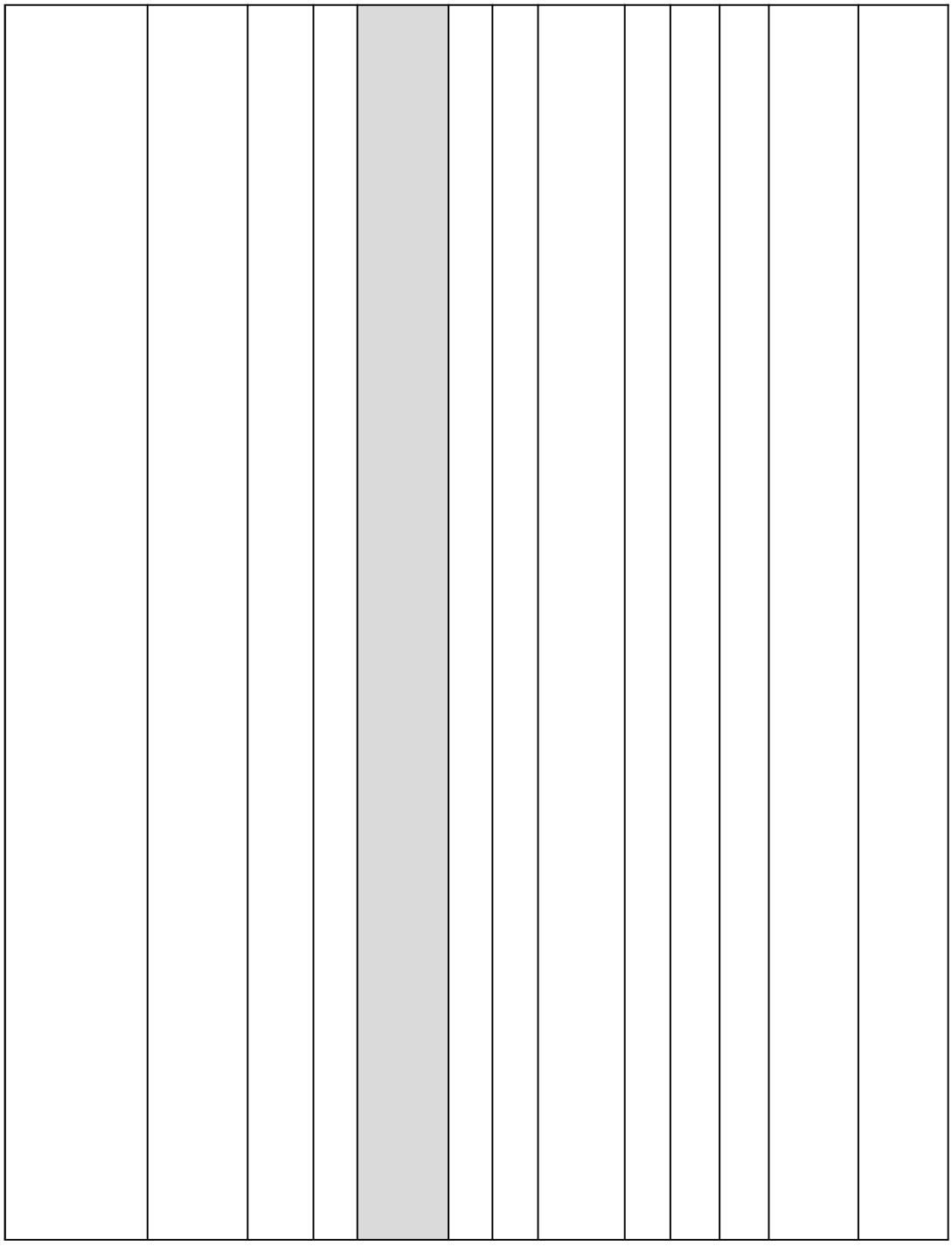
	A17. *If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).*
	A18. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.*
	A19. *Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.*
	A20. *Indicate if a written report of biological survey and monitoring results is attached, if applicable*

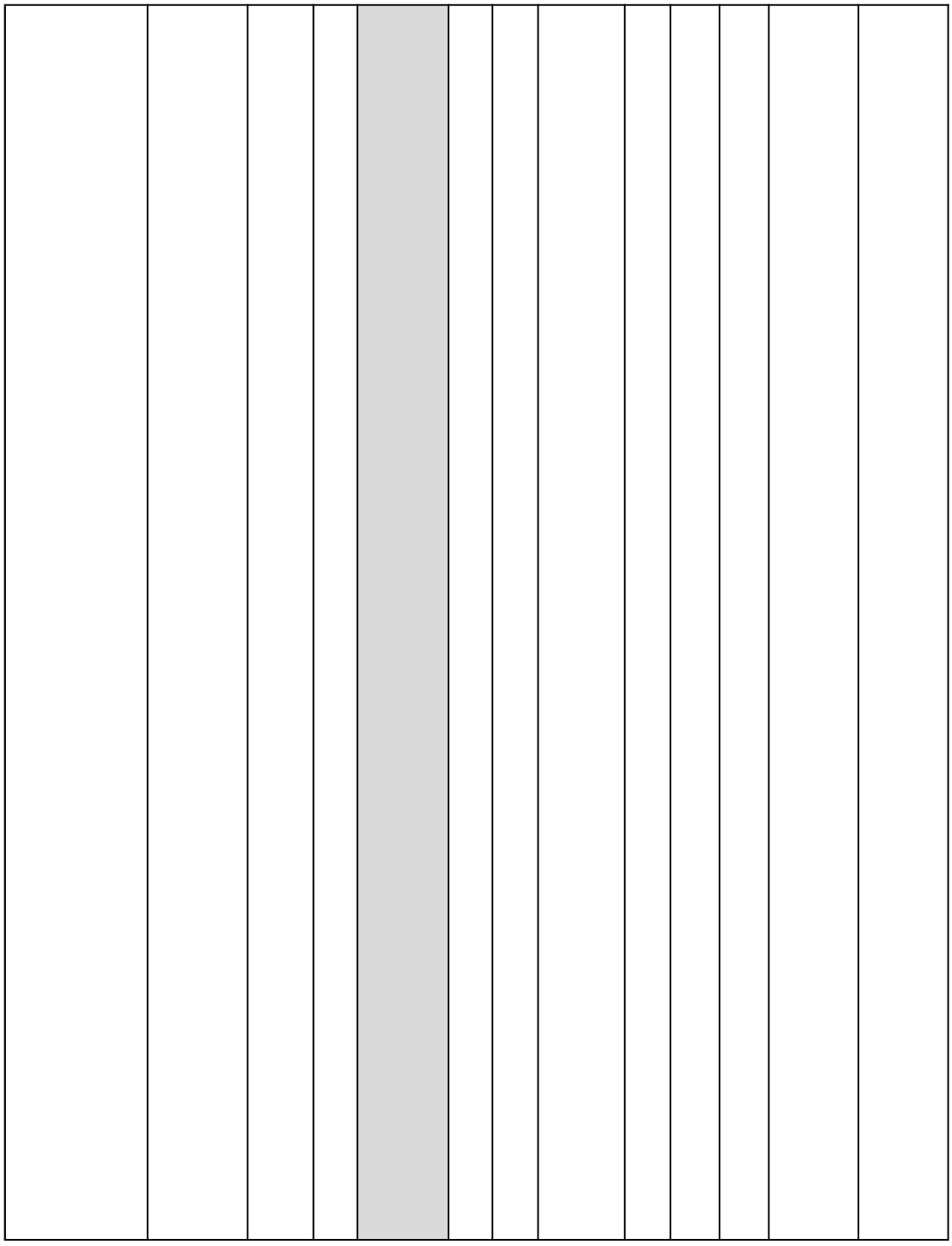
EMA Programmatic Biological Opinion (PBO) with the U.S. Fish and Wildlife Service (USFWS)
Post-Construction Monitoring and Reporting Requirements

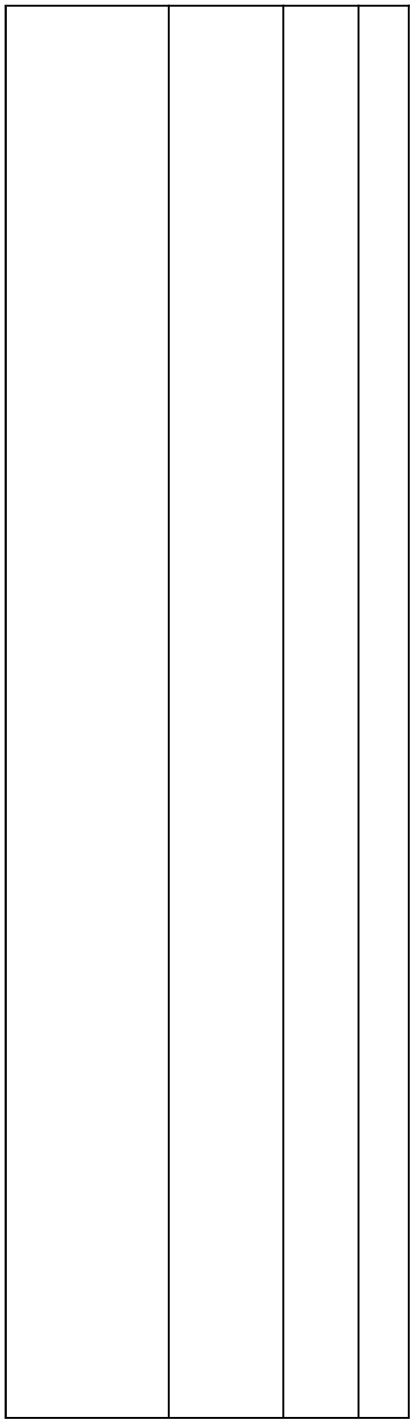
Subapplicant/Subrecipient Provided Information











FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
Information on the Project	***B1.*** *FEMA Grant # or Disaster and Project Worksheet (PW) #s*	
	B2 *. Project Name*	
	B3. *Name of Subapplicant/Subrecipient (Agency Name)*	
	B4. *Project Location (street address, latitude/longitude, or UTM and Datum/Zone)*	
	B5. *Municipality / County /State*	
	B6. *Date of project initiation*	
	B7. *Date of project completion*	
	B8. *Is this project 100% complete?*	
Information on Impacts to Covered Federally Listed Species under NMFS Jurisdiction	***Impacts to Covered Federally Listed Species A***	
	B9. *Species name*	
	B10. *Actual acres of habitat affected (estuarine or marine waters) for this Covered Federally Listed Species*	
	B11. *Actual linear feet of habitat affected (streambed/streambank) for this Covered Federally Listed Species*	
	B12. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*	
	B13 *. Number of individuals of this species that were killed, if any, and the date.*	
	B14. *Number of individuals of this species that were injured, if any, and the date.*	
	B15. *Number of individuals of this species that were harassed, if any, and the date.*	
	B16. *Number of individuals handled, if any, and the date (attach relocation report separately).*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
	B17. *Number of observations of live, uninjured individuals of covered species and date observed.*	
	B18. *If this project required implementation of* ***AMM-17, Fish Relocation****, provide the associated Monitoring Report (attach separately if necessary).*	
	B19. *If this project required implementation of* ***AMM-24, Revegetation of Stream Banks****, provide the Revegetation Monitoring Report (attach separately if necessary).*	
	B20. *If this project required implementation of* ***AMM-27, Avoidance of Submerged Vegetation****, provide the associated Monitoring Report (attach separately if necessary).*	
	B21. *If this project required implementation of* ***AMM-31, Pile Driving Methods****, provide the associated Monitoring Report on the underwater noise assessment (attach separately if necessary).*	
	B22. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs).*	
	B23. *Explanation of any failure to follow the AMMs.*	
	B24. *Attach written report of biological survey and monitoring results, if applicable.*	
Information on Impacts to Covered Federally Listed Species under NMFS Jurisdiction	***Impacts to Covered Federally Listed Species B***	
	B9. *Species name*	
	B10. *Actual acres of habitat affected (estuarine or marine waters) for this Covered Federally Listed Species*	
	B11. *Actual linear feet of habitat affected (streambed/streambank) for this Covered Federally Listed Species*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
	B12. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*	
	B13 *. Number of individuals of this species that were killed, if any, and the date.*	
	B14. *Number of individuals of this species that were injured, if any, and the date.*	
	B15. *Number of individuals of this species that were harassed, if any, and the date.*	
	B16. *Number of individuals handled, if any, and the date (attach relocation report separately).*	
	B17. *Number of observations of live, uninjured individuals of covered species and date observed.*	
	B18. *If this project required implementation of* ***AMM-17, Fish Relocation*** *, provide the associated Monitoring Report (attach separately if necessary).*	
	B19. *If this project required implementation of* ***AMM-24, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*	
	B20. *If this project required implementation of* ***AMM-27, Avoidance of Submerged Vegetation*** *, provide the associated Monitoring Report (attach separately if necessary).*	
	B21. *If this project required implementation of* ***AMM-31, Pile Driving Methods*** *, provide the associated Monitoring Report on the underwater noise assessment (attach separately if necessary).*	
	B22. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs).*	
	B23. *Explanation of any failure to follow the AMMs.*	
	B24. *Attach written report of biological survey and monitoring results, if applicable.*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
Information on Impacts to Covered Federally Listed Species under NMFS Jurisdiction	***Impacts to Covered Federally Listed Species C***	
	B9. *Species name*	
	B10. *Actual acres of habitat affected (estuarine or marine waters) for this Covered Federally Listed Species*	
	B11. *Actual linear feet of habitat affected (streambed/streambank) for this Covered Federally Listed Species*	
	B12. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*	
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	B16. *Number of individuals handled, if any, and the date (attach relocation report separately).*	
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	B19. *If this project required implementation of* ***AMM-24, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*	
	B20. *If this project required implementation of* ***AMM-27, Avoidance of Submerged Vegetation*** *, provide the associated Monitoring Report (attach separately if necessary).*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
	B21. *If this project required implementation of* ***AMM-31, Pile Driving Methods*** *, provide the associated Monitoring Report on the underwater noise assessment (attach separately if necessary).*	
	B22. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs).*	
	B23. *Explanation of any failure to follow the AMMs.*	
	B24. *Attach written report of biological survey and monitoring results, if applicable.*	
Information on Impacts to Covered Federally Listed Species under NMFS Jurisdiction	***Impacts to Covered Federally Listed Species D***	
	B9. *Species name*	
	B10. *Actual acres of habitat affected (estuarine or marine waters) for this Covered Federally Listed Species*	
	B11. *Actual linear feet of habitat affected (streambed/streambank) for this Covered Federally Listed Species*	
	B12. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*	
	B13 *. Number of individuals of this species that were killed, if any, and the date.*	
	B14. *Number of individuals of this species that were injured, if any, and the date.*	
	B15. *Number of individuals of this species that were harassed, if any, and the date.*	
	B16. *Number of individuals handled, if any, and the date (attach relocation report separately).*	
	B17. *Number of observations of live, uninjured individuals of covered species and date observed.*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
	B18. *If this project required implementation of* ***AMM-17, Fish Relocation*** *, provide the associated Monitoring Report (attach separately if necessary).*	
	B19. *If this project required implementation of* ***AMM-24, Revegetation of Stream Banks*** *, provide the Revegetation Monitoring Report (attach separately if necessary).*	
	B20. *If this project required implementation of* ***AMM-27, Avoidance of Submerged Vegetation*** *, provide the associated Monitoring Report (attach separately if necessary).*	
	B21. *If this project required implementation of* ***AMM-31, Pile Driving Methods*** *, provide the associated Monitoring Report on the underwater noise assessment (attach separately if necessary).*	
	B22. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs).*	
	B23. *Explanation of any failure to follow the AMMs.*	
	B24. *Attach written report of biological survey and monitoring results, if applicable.*	
Information on Impacts to Covered Federally Listed Species under NMFS Jurisdiction	***Impacts to Covered Federally Listed Species E***	
	B9. *Species name*	
	B10. *Actual acres of habitat affected (estuarine or marine waters) for this Covered Federally Listed Species*	
	B11. *Actual linear feet of habitat affected (streambed/streambank) for this Covered Federally Listed Species*	
	B12. *Brief description of restoration efforts for the affected habitat. Attach a report if applicable.*	
	B13 *. Number of individuals of this species that were killed, if any, and the date.*	

FEMA Programmatic Biological Opinion (PBO) with the National Marine Fisheries Service (NMFS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided Information
	B14. *Number of individuals of this species that were injured, if any, and the date.*	
	B15. *Number of individuals of this species that were harassed, if any, and the date.*	
	B16. *Number of individuals handled, if any, and the date (attach relocation report separately).*	
	B17. *Number of observations of live, uninjured individuals of covered species and date observed.*	
	B18. *If this project required implementation of* ***AMM-17, Fish Relocation****, provide the associated Monitoring Report (attach separately if necessary).*	
	B19. *If this project required implementation of* ***AMM-24, Revegetation of Stream Banks****, provide the Revegetation Monitoring Report (attach separately if necessary).*	
	B20. *If this project required implementation of* ***AMM-27, Avoidance of Submerged Vegetation****, provide the associated Monitoring Report (attach separately if necessary).*	
	B21. *If this project required implementation of* ***AMM-31, Pile Driving Methods****, provide the associated Monitoring Report on the underwater noise assessment (attach separately if necessary).*	
	B22. *Information regarding success in meeting the Avoidance and Minimization Measures (AMMs).*	
	B23. *Explanation of any failure to follow the AMMs.*	
	B24. *Attach written report of biological survey and monitoring results, if applicable.*	

Standard Mitigation Grant Program (HMGP) Conditions

FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 3002.

2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.

3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.

4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.

5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.

6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.

7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding $5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.

8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.

9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.

10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.

11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subpplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.

12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.

14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.

15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.

16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.

17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).

18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

    Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE HAZARD MITIGATION GRANTS

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

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

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.

4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.

8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

9. Will comply with all federal statues relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and (j) the requirements on any other nondiscrimination statute(s) which may apply to the application.

10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $5,000 or more.

12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.O. 93-205).

13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447 and 2448.

16. Subrecipients expending $750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.

17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.

18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.

19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:

    a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;

    b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.

    c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.

21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension.

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

authorized by _____
(Name of Organization)

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

_____ _____
Printed Name of Authorized Applicant's Agent Title

_____ _____
Signature of Authorized Applicant's Agent Date

Authorization

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

officer of _____, that the information contained in this
Name of Organization

application is true and correct.

_____ _____ _____
Title Signature Date

PRINT RESET

PRINT RESET

STATE OF CALIFORNIA
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CAL OES 130

Cal OES ID No: _____

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

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

_____
(Title of Authorized Agent)

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

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

Please check the appropriate box below:

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

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

Passed and approved this _____ day of _____, 20_____

_____
(Name and Title of Governing Body Representative)

_____
(Name and Title of Governing Body Representative)

_____
(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20___.

_____ _____
(Signature) (Title)

Cal OES Form 130
Instructions

A new Designation of Applicant's Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval.

When completing the Cal OES Form 130, Subrecipients should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

Name of Subrecipient: This is the official name of the non-profit, agency, city, county or special district that has applied for the grant. Examples include: City of Sacramento; Sacramento County; or Los Angeles Unified School District.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Service regarding grants applied for by the subrecipient. There are two ways of completing this section:

1. Titles Only: If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's signature.

2. Names and Titles: If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving board members. Examples include: Chairman of the Board, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate "Self Certification."

California Governor's Office of Emergency Services
SUPPLEMENTAL GRANT SUBAWARD INFORMATION

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: Rolling Hills, City of **1a. DUNS#:** _____

2. Implementing Agency: _____ **2a. DUNS#:** _____

3. Implementing Agency Address: _____
Street City State ZIP+4

4. Location of Project: _____
City County ZIP+4

5. Federal Award Identification Number: FEMA-4382-DR-CA **6. Performance Period:** 01/13/2022 **to** 08/04/2023

7. Indirect Cost Rate: ☐ **N/A** ☐ **10% de minimis** ☐ **Federally Approved ICR**_____

8. Supplement Information

Supp No.	Federal Share	Non-Federal Share	SR Mgmt Cost	Total Supplement Cost	Fed / Non-Fed Percentage
50	$1,971,882.00	$657,294.00	$0.00	$2,629,176.00	75% / 25%
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
Totals:	$1,971,882.00	$657,294.00	$0.00		

Total Project Cost: $2,629,176.00

9. Primary Authorized Agent:

Name: _____ Title: _____

Phone: _____ Email: _____

Mailing Address: _____
Street City State ZIP+4

Payment Mailing Address: _____
Street City State ZIP+4

California Governor's Office of Emergency Services
SUPPLEMENTAL GRANT SUBAWARD INFORMATION

Cal OES Contact Information Section:

Governor's Office of Emergency Services
Mark S. Ghilarducci, Director
3650 Schriever Avenue
Mather, CA 95655
Phone: (916) 845-8510

Cal OES Use Only	
Cal OES #	037-62602-00
FIPS #	037-62602
Subaward #	DR4382-PJ0177
PCA	82924
Federal Award Dates	07/23/2018
	04/22/2026

Federal Awarding Agency Section

Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount
Hazard Mitigation Grant Program / 97.039	U.S. Department of Homeland Security, Federal Emergency Management Agency	$2,629,176.00

Project Description Section:

Eastfield Drive Electrical Utility Undergrounding

Research and Development Section:

Is this Subaward a Research and Development grant? Yes ☐ No ☑

SUPPLEMENTAL GRANT SUBAWARD INFORMATION Instructions
Please complete the sections marked with an asterisk (*)

1. Subrecipient
The subrecipient is the unit of government or community-based organization (CBO) that has the legal responsibility for these grant subaward funds (e.g. Alameda County, City of Fresno, or Women's Place of Merced).

***1a. Federal DUNS Number (Subrecipient)**
Enter the 9-digit Federal Data Universal Numbering System (DUNS) ID number for the subrecipient listed above. If you do not yet have an assigned DUNS number, one may be obtained by contacting Dun & Bradstreet at www.dnb.com or at (866)-705-5711. The DUNS number must be current and active in the federal System for Award Management (SAM) for the duration of this grant subaward. Note: A DUNS number is required only for federally-funded grants.

***2. Implementing Agency**
Enter the complete name of the agency responsible for the day-to-day operation of the grant subaward (e.g. Sheriff's Department, Fire Department, or Department of Public Works). If the implementing agency is the same as the subrecipient, enter the subrecipient's name again.

***2a. Federal DUNS Number (Implementing Agency)**
Enter the 9-digit Federal Data Universal Numbering System (DUNS) ID number for the implementing agency listed above. If the implementing agency does not yet have an assigned DUNS number, one may be obtained by contacting Dun & Bradstreet at www.dnb.com or at (866)-705-5711. The DUNS number must be current and active in the federal System for Award Management (SAM) for the duration of this grant subaward. Note: A DUNS number is required only for federally-funded grants.

***3. Implementing Agency Address**
Enter the address of the implementing agency. Provide the complete nine digit ZIP code (ZIP+4).

***4. Location of Project**
Enter the city and county/operational area where the project is located. Provide the complete nine digit ZIP code (ZIP+4).

5. Federal Award Identification Number (FAIN)
This section shows the Federal Award Identification Number associated with this funding source/disaster. Example: 4301-DR-CA or FEMA-4301-DR-CA.

6. Performance Period
This section shows the beginning and ending dates of this grant subaward's project performance period.

SUPPLEMENTAL GRANT SUBAWARD INFORMATION Instructions
Please complete the sections marked with an asterisk (*)

***7. Indirect Cost Rate**
Indicate whether the subrecipient is using the 10% de minimis based on Modified Total Direct Costs (MTDC) or the indirect cost rate approved by the subrecipient's cognizant agency agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with the application. Indicate N/A if the subrecipient will not be claiming indirect costs under this grant subaward. ***Indirect costs may not be allowable under certain federal fund sources.***

8. Supplement Information
This section features the FEMA supplement numbers, the federal and non-federal shares, and applicable subrecipient management costs for this grant subaward. The grant subaward's cost share percentage is displayed in the far right column.

***9. Primary Authorized Agent**
The primary authorized agent will be the main contact for Grants Processing Unit (GPU) correspondence and must be one of the authorized agents named in the governing body resolution. Enter the name, title, phone number, email address, and correspondence mailing address of the primary authorized agent for this project. Enter the payment mailing address where reimbursement payments should be mailed (payments will be sent to this address to the attention of the primary authorized agent).

Federal Awarding Agency Section
This section shows the federal awarding agency, federal program, and the Catalog of Federal Domestic Assistance (CFDA) number for this funding. Also shown is the total project cost related to this grant subaward.

Project Description Section
This section features the name or a short description of the project.

Research and Development Section
This section indicates whether this grant subaward is for research and development.

Cal OES ID No.: 037-62602

DUNS Number: _____

Previous Fiscal Year End Date: _____

Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure

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

Entity Name: Rolling Hills, City of

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

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

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

☐ Not subject to FFATA Financial Disclosure.

I, _____ , do hereby certify, as the authorized agent
Printed Name

of the above named entity, the information contained in this document is true and correct.

_____
Title of Authorized Agent

_____ _____
Signature of Authorized Agent Date

HAZARD MITIGATION ASSISTANCE
NOTIFICATION TO SUBRECIPIENT
GRANT ADMINISTRATION PROCEDURES

1. PROCUREMENT/COMPETITIVE BIDS PROCESS

All contract/procurement transactions must be carried out in a manner consistent with financial administrative requirements found in Title 2 of the Code of Federal Regulations (2 CFR) Part 200.

2. ALLOWABLE COSTS AND REIMBURSEMENTS

Once the Federal Emergency Management Agency (FEMA) approves a total eligible activity cost and obligates funding, California Governor's Office of Emergency Services (Cal OES) can process reimbursement requests for eligible activities. Payments are made on a reimbursement basis and funds will be disbursed for activities that are consistent with the approved scope of work. Activity expenditures will be reimbursed according to the Federal Share/Non-Federal Share percentage specified in the FEMA obligation letter. Additionally, Cal OES will withhold retention of 10% from each reimbursement request. The retention amount will be released to the subrecipient upon completion of the closeout process.

Reimbursement requests must be submitted to Cal OES on a Hazard Mitigation Reimbursement Request Form. The form must be signed by the subrecipient's Designated Authorized Agent. Reimbursement Request Forms can be emailed to: HMGrantsPayments@CalOES.ca.gov.

Alternatively, Reimbursement Request Forms can be mailed to:

California Governor's Office of Emergency Services
Attn: Recovery/Hazard Mitigation Grants Processing Unit
3650 Schriever Avenue
Mather, California 95655

Should the subrecipient be able to complete this work for less than the maximum allowable costs, the subrecipient will be reimbursed at 75% of the actual costs. Any remaining funds will be deobligated. If activity costs exceed the maximum allowable costs, the subrecipient will be reimbursed at 75% of the FEMA approved activity cost.

3. COST OVERRUNS (HMGP Only)

Cost over-runs can be considered if available funding exists in the declared disaster. Non-construction subaward adjustments of more than 10 % in any direct cost categories, where the awarding Agency's share exceeds $100,000, require a revision request. All construction cost adjustments that lead to the need for additional funds, and any changes to access contingency funds and re-budget to another direct cost category, require a revision request.

Potential cost over-runs should be explained by the subrecipient in the quarterly progress reports and may be verified by activity inspection. All cost over-runs must be requested

before expenditure of costs in excess of the total approved activity costs, and the request must be signed by the subrecipient's Designated Authorized Agent. All cost over-runs must be justified by the subrecipient and supported by a benefit cost analysis (BCA) prepared using the FEMA BCA Toolkit, if BCA is applicable to the project type. Unjustified over-runs will be denied by Cal OES.

Consult your Cal OES Grants Specialist when a potential cost overrun is identified. There is no guarantee that HMGP funds will be available to cover cost over-runs.

4. SCOPE OF WORK CHANGES

Any requests for changes to the approved scope of work must be consistent with program guidance and regulations, be signed by the subrecipient's Designated Authorized Agent, and submitted to a Cal OES Grants Specialist. Pre-approval is required before the start of any activity not included in the approved scope of work. Costs associated with any activity that is not included in the approved scope of work are not eligible for reimbursement.

5. QUARTERLY REPORT PROCEDURES

Subrecipients are required to submit progress reports to Cal OES on a quarterly basis until the end of the approved performance period

The first Quarterly Report is due to Cal OES within 15 days of the end of the first quarter following the initial award. Quarterly Reports will thereafter be numbered consecutively by quarter and year (e.g. a 24 month project is required to submit 8 quarterly reports.) The following is the schedule for the Quarterly Reports:

First Reporting Period:	January 1 - March 31	Report due by April 15
Second Reporting Period:	April 1 - June 30	Report due by July 15
Third Reporting Period:	July 1 - September 30	Report due by October 15
Fourth Reporting Period:	October 1 - December 31	Report due by January 15

Quarterly Reports shall include, at a minimum:

A. The status and completion date for the activity funded, including any problem or circumstances affecting the completion date, scope of work, or costs which are expected to result in noncompliance with the approved grant subaward conditions.

B. A description of milestones completed in accordance with the work schedule provided by the subrecipient. The milestones declared in the subrecipient's work schedule will be applied as a standard of the activity's progress.

The State Hazard Mitigation Officer and HMA staff will review the reports and forward a report to the FEMA Regional Administrator on the status of each grant subaward.

Cal OES may suspend reimbursements to subrecipients who are not current in the submission of quarterly progress reports. Reimbursement requests received for suspended grant subawards will be returned to the subrecipient. Completed Quarterly Reports should be emailed to the Cal OES Grant Specialist.

Alternatively, Quarterly Reports must be sent to:

California Governor's Office of Emergency Services
Attn: Hazard Mitigation Assistance Branch
3650 Schriever Avenue
Mather, California 95655

6. SITE VISITS
Cal OES reserves the right to inspect all activities and review documentation for compliance. If site visits or documentation reveal problems in project performance, Cal OES shall require the subrecipient to correct the deficiencies before close-out.

7. PERFORMANCE PERIOD EXTENSIONS
All performance period extension requests must include the dates and circumstances of all previous extensions on this activity, a detailed explanation for the delay, and a revised activity work schedule. All performance period extension requests must be submitted to Cal OES and signed by the subrecipient's Designated Authorized Agent. Any costs incurred outside of an approved performance period will not be considered eligible.

Extensions to the original performance period of up to twelve months may be granted by Cal OES upon written request from the subrecipient. If an extension is needed, a request must be submitted to Cal OES no less than 90 days prior to the end of the current approved performance period. Time extension requests received by Cal OES less than 90 days prior to the end of the current approved performance period may not be considered.

Extension requests must include:
- Verification that progress has been made as described in quarterly reports
- Reason(s) for delay
- Current status of the activity/activities
- Current POP termination date and new projected completion date
- Remaining available funds, both Federal and non-Federal
- Budget outlining how remaining Federal and non-Federal funds will be expended
- Plan for completion, including updated schedule

Cal OES will notify the subrecipient of FEMA's determination.

8. ADMINISTRATIVE DOCUMENTS
The administrative documents included with this package must be completed, signed by an authorized representative of the subrecipient and received by Cal OES before any payments can be processed. These forms include:
- Applicant Agent Resolution (Cal OES 130),
- Project Assurances (Cal OES 89),
- 2-101 Grant Subaward Face Sheet (PDM/FMA Only)
- 2-101a Supplemental Grant Subaward Information (HMGP Only)
- Federal Funding Accountability and Transparency Act – FFATA
- SAM Number verification
- STD 204 Payee Data Record (for PNPs only)

Completed forms can be emailed to: HMGrantsPayments@CalOES.ca.gov

Alternatively, completed forms can be mailed to:

California Governor's Office of Emergency Services
Attn: Recovery/Hazard Mitigation Grants Processing Unit
3650 Schriever Avenue
Mather, California 95655

9. CLOSEOUT
Subrecipients must submit Closeout Packages to Cal OES a minimum of 30 days prior to the Period of Performance (POP) completion date of the subaward. All activity costs are subject to audit; therefore, retention of adequate documentation is required to verify the scope of work and the activity costs. All activity documentation must be retained by the subrecipient for three years from the date of the audit waiver letter, which is the closeout notification for the subrecipient. The documentation required is dependent on the type of activity. The package must include at least the following:

- Final Claim form
- Accomplishments and results report
- Budget summary
- Inspection Report (projects only)
- Planned Maintenance Activities Statement
- Project Photographs/Materials (projects only)
- Resolution of Adoption (plans only)

10. AUDITS
Cal OES may request an audit of any funds disbursed to a subrecipient at any time. Each subrecipient is required to provide reasonable and timely access to all records. Subrecipients who expend combined federal awards above $750,000 must submit audit reports consistent with the requirements of the Office of Management and Budget OMB Circular A-133. Such audits of subrecipients will be conducted in accordance with the requirements of the Single Audit Act.

11. MONITORING
To ensure compliance with applicable Federal and State laws and regulations, subrecipient activities shall be monitored. Any finding(s) and program deficiencies shall be resolved though viable corrective action plans. Monitoring is comprised of desk and field reviews, of specific subrecipient records, including supporting financial documentation.

12. APPEALS (HMGP Only)
Subrecipients may appeal any determination made by FEMA by submitting justification in writing to Cal OES within 60 days of the receipt of FEMA's determination, including the monetary figure in dispute, provisions in Federal law, regulation, or policy that support their position.

Cal OES will review the appeal material submitted, make any additional investigations necessary, and forward the appeal with a written recommendation to the FEMA Regional Administrator within 60 days.

The FEMA Regional Administrator will notify Cal OES of the disposition of the subrecipient's appeal, or need for additional information, within 90 days following receipt of all related information.

If the Regional Administrator denies the appeal, the subrecipient may submit a second appeal to Cal OES. Cal OES will review the second appeal and may forward it with a written recommendation to the FEMA Deputy Associate Administrator through the FEMA Regional Administrator. Second appeals shall be submitted no later than 60 days after receipt of notice of the Regional Administrator's denial of the first appeal. In cases involving appeals of a highly technical nature, the Deputy Associate Administrator may refer the appeal to an independent scientific or technical body for review. The Deputy Associate Administrator shall render a determination on the appeal within 90 days following receipt of all related information. The second appeal's determination is final.

See Part 44 of the Code of Federal Regulations (44 CFR) Section 206.440.

California Governor's Office of Emergency Services (Cal OES)
REIMBURSEMENT REQUEST FORM

Email Reimbursement Request to:

HMGrantsPayments@CalOES.ca.gov

Mail Reimbursement Request to:

California Governor's Office of Emergency Services
Recovery Grants Processing Unit
3650 Schriever Avenue
Mather, CA 95655

Subrecipient: _____

FIPS ID #: _____

Disaster/Subaward #: _____

☐ Please mark this box to indicate a change in the Mailing Address in the Authorized Agent section below

Project Number	Cumulative Expenditures to date	Reimbursement Request for the period of _____to _____
	$	$

Under penalty of perjury, I certify that:

- I am the duly authorized officer of the claimant herein and this claim is for costs incurred within the Grant Performance Period
- By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812)

Authorized Agent (Per Governing Body Resolution)

Printed Name	Title	Phone Number
Signature	Date	Email Address

New Mailing Address Only

Cal OES 400 (for Cal OES only)	
Obligated Amount	
Expenditures to Date	
Cost Share at 75%	
Less Retention	
Prior Payments Made	
Amount Allowable for Payment	

Reviewer Title Date

Approver Title Date

California Governor's Office of Emergency Services (Cal OES)
REIMBURSEMENT REQUEST FORM Instructions

Subrecipient	The subrecipient is the entity as identified in the original grant application. Do not identify any sub-departments or offices as the subrecipient.
FIPS ID #	This is the subrecipient's identification number as identified on the Notification of Approval Letter.
Disaster/ Subaward #	The disaster/subaward number can be found on the Notification of Approval Letter.
Address Change	Indicate a change in address by checking the box shown and noting the new address on the line labeled "New Mailing Address Only" in the Authorized Agent section.
Project Number	The project number can be found on the Notification of Approval Letter.
Cumulative Expenditures to Date	Provide the full, total grant expenditures incurred to date for this project (including applicable local share).
Reimbursement Request Period	The subrecipient may request reimbursement of all, or a portion of, grant expenditures incurred since the last Reimbursement Request. Indicate the month, day and year for the beginning of the period covered to the end of the period covered during which these expenditures were incurred. *This is not the Project/Budget Period listed on the subaward.* **HMGP Disaster Grants: No fiscal year restrictions. All other grants: A request period cannot cross the State fiscal year, which ends June 30 and begins July 1.**
Authorized Agent Information	Complete all line items as requested and ensure that the form is signed by an Authorized Agent named on the Governing Body Resolution. **The signature date must be on or after the final day of the indicated request period.**
Mail	This form can be sent to Cal OES via email or regular mail. The subrecipient should maintain duplicate records of all documents sent to Cal OES.
Supporting Documents	Supporting documents are not required to be submitted with the Reimbursement Request; however, Cal OES reserves the right to request documentation at any time. Subrecipients are reminded to maintain documents that support the expenditures and reimbursement amounts shown on the request.
Additional Assistance	For additional assistance regarding this Reimbursement Request Form, please contact the Recovery/Hazard Mitigation Grants Processing Unit at (916) 845-8110 or at HMGrantsPayments@CalOES.ca.gov.

STATE OF CALIFORNIA
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CAL OES 130

Cal OES ID No: 037-62602

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

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

THAT City Manager (Title of Authorized Agent), OR
(See minutes-AB) ~~Planning and Community Services Director~~ (Title of Authorized Agent), OR
(Title of Authorized Agent)

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

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

Please check the appropriate box below:

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

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

Passed and approved this 14th day of October, 2019

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

Leah Mirsch
(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

RECEIVED
MAR 12 2020
687177.2
UNIT

CERTIFICATION

I, Yohana Coronel (Name), duly appointed and City Clerk (Title) of City of Rolling Hills (Name of Applicant), do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the City Council (Governing Body) of the City of Rolling Hills (Name of Applicant) on the 14th day of October, 2019.

(Signature)

City Clerk
(Title)

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
	Yolanta Schwartz, Planning Director
	Meredith Elguira, Planning and Community Services Director
	Yohana Coronel, City Clerk
	Michael Jenkins, City Attorney
	Alfred Visco, 15 Cinchring
	Arval Witte,
	Carol Witte,
	Cris Sarabia, Palos Verdes Peninsula Land Conservancy
	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

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

An official website of the United States government Here's how you know

KB0016307 - Latest Version

How do I register a new entity or update an existing entity registration in SAM.gov?

Revised by Jared Davidson

5d ago • 22717 Views • ★★★★★

Note: In order to start a new entity registration in SAM.gov, first you will need to log in to your individual user account in SAM.gov. If you do not already have a SAM.gov user account created, you will need to create an account. If you require access to an existing entity registration, you will need to request a role from the existing entity.

Register in SAM.gov as a New Entity

1. Navigate to SAM.gov.
2. Select the "Sign In" button in the upper right corner. Select "Accept" to accept the US Government System terms.
3. After selecting "Accept," the system will direct you to login.gov.
    a. Enter your login.gov credentials and select "Sign In." You may be prompted to enter a one-time security code. (You will receive this code via the authentication method you selected during account creation.) Note: If you do not already have a login.gov account, please create an account.
4. After signing in, the system will redirect you to your SAM.gov workspace.
5. From your Workspace select the "Register Entity" button.
6. Select the "Start Registration" button at the bottom of the registration overview page.
7. Review the Before You Start information, and gather the required information needed to complete your registration:
    - You will need a Unique Entity identifier (UEI) from Dun and Bradstreet, referred to here as a DUNS number
    - Entity Information
        - legal business name
        - physical address
        - entity type
        - general entity information
    - Taxpayer Identification Number (TIN) and taxpayer name
    - Contractor and Government Entity (CAGE) code if you have one,
        - NATO Commercial and Government Entity (NCAGE) code if your entity is located outside of the U.S. and its territories
    - Financial and banking information to set up Electronic Funds Transfer (EFT)
8. Select the "Continue" button to proceed.
9. Complete and submit the online registration. If you have all the necessary information this should take approximately 45 minutes to complete. The time to complete could vary depending on the size and complexity of your registration. Note: For detailed guides on different types of registrations, refer to KB0029897.

Please allow up to 10 business days after submitting your registration for it to become active in SAM. Prior to becoming active, your SAM entity registrations must pass the TIN validation with the IRS and

the CAGE validation/assignment with the DLA. The processing time may be longer if either party flags the registration data for manual validation.

If you notice your registration has a status of Submitted for 15 business days or longer, and have not otherwise been contacted by the IRS or DLA to correct or update the necessary information, please contact the Federal Service Desk.

Update an Existing Entity in SAM

Note: If your SAM.gov Entity Administrator is no longer with the company or there is not an Entity Administrator associated with the registration, please create a user account and submit a Notarized Letter to gain access to the existing registration.

To update your entity's SAM registration, follow the steps below:

1. Navigate to SAM.gov.
2. Select the “Sign In” button in the upper right corner. Select “Accept” to accept the US Government System terms.
3. After selecting “Accept,” the system will direct you to login.gov.
    - Enter your login.gov credentials and select “Sign In.” You may be prompted to enter a one-time security code. (You will receive this code via the authentication method you selected during account creation.) Note: If you do not already have a login.gov account, please create an account.
4. After signing in, the system will redirect you to your SAM.gov workspace.
5. In the workspace, find the Entity Registration widget.
6. Select the icon above “Active” to display a list of your active registrations. Note: If you do not have an existing Entity registration, you will need to complete a new registration. If you are unable to access an existing Entity registration (active or inactive), you will need to request an SAM.gov Entity Registration role.
7. Locate the entity record you want to update, select the ellipsis in the top-right corner near the expiration date, and select “Update.”
8. Review, and if needed, update the following information:
    - Update the Core Data section.
    - Update the Assertions section
        - Not required if registering for Federal Assistance opportunities only.
    - Update the Representations and Certifications section.
9. Update the Points of Contact (POCs) section, including optional POCs.
    - You may remove optional POCs if they are no longer relevant.
10. If you qualify as a small business, update your information in the Small Business Administration’s (SBA) Dynamic Small Business Search (DSBS) or apply for a small business certification via the SBA Supplemental page.
11. Select “Submit.”
12. Review then confirm your submission.

Once you have submitted the update, you cannot make changes until the submitted registration is processed, or if a validation step has failed.

Prior to becoming active, your entity registration must pass the TIN validation with the IRS and the CAGE validation/assignment with the DLA. The processing time may be longer if either party flags the registration data for manual validation.

You will receive a confirmation email once the registration is active. At that time, you will be eligible to apply for Federal Contracts and Financial Assistance from the U.S. Federal Government. Please allow an additional 24 hours before your active registration information is available in other government systems.

Copy Permalink

Helpful? Yes No

33% found this useful

Rate this article ★★★★★

Most Useful

How can I become the new administrator for our entity registration?
Lilla Jimmerson • 17064 Views • 5d ago • Published State • ★★★★★

Video: Before and After Guide to beta.SAM.gov and SAM.gov
Jared Davidson • 7806 Views • 4h ago • Published State • ★★★★★

New Look for beta.SAM.gov - Before and After
Jared Davidson • 2831 Views • 3mo ago • Published State • ★★★★★

How do I use the search feature on SAM.gov?
Lilla Jimmerson • 16848 Views • 3d ago • Published State • ★★★★★

How do I register a new entity or update an existing entity registration in SAM.gov?
Lilla Jimmerson • 22717 Views • 5d ago • Published State • ★★★★★

General Services Administration

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.C
Mtg. Date: 02/14/2022

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

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

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

SUBJECT: **CONSIDER AMENDING EXISTING EMERGENCY CONTRACT WITH E.C. CONSTRUCTION COMPANY TO ADD REPAIRS TO SINKHOLE CAUSED BY A COLLAPSED STORM DRAIN PIPE AT QUAILRIDGE ROAD NORTH; AND TO INVOICE THE ROLLING HILLS COMMUNITY ASSOCIATION FOR THE REPAIRS.**

DATE: **February 14, 2022**

BACKGROUND:
On January 24, 2022, City staff received a call from the resident at 8 Quailridge North about a sinkhole within the RHCA easement adjacent to the private driveway. Staff visited the site and took pictures. The sinkhole appears to be in alignment with a a catch basin at the end of the cul-de-sac.

As a measure of public safety, the city contacted the RHCA immediately. According to the RHCA staff, the RHCA does not have a policy about maintaining drains, because they historically have not reviewed, approved, maintained or replaced drains. The RHCA has recently replaced pipes that went under bridle trails or under the roadway. Per RHCA staff, these replacements were presented and approved on an individual basis by the board of directors.

Historically regarding issues in the common areas of the community, the City Council considers them to be the responsibility of the RHCA. Absent of a definitive agreement or some sort of documentation, the Council's position has been that the City does not own any drains in the community and is not responsible for maintaining drains in the easement.

On January 25, 2022, staff placed a service request to LA County Department of Public Works (DPW), through the City's General Services Agreement, to repair the sinkhole. DPW has yet to respond to the request. Meanwhile, the sinkhole remains.

On the week of February 7, 2022, staff requested the services of EC Construction to investigate the cause of the sinkhole along Quail Ridge Road North. EC Construction has an emergency contract with the City to repair the sinkholes along Middleridge Lane South. EC Construction reported that the sinkhole along Quail Ridge Road North appears to be caused by a collapsed drainage pipe and similar

to the pipe along Middleridge Lane South, the coupling on the pipe sheared off, causing the pipe to be disconnected.

DISCUSSION:
The city currently has E.C. Construction under an emergency contract to repair stormwater related issues at 1 Middlebridge Lane. Council can consider and direct staff to amend the current agreement to include emergency work along Quail Ridge Road North and seek reimbursement from the RHCA.

FISCAL IMPACT:
STORM DRAIN REPAIR

1. Excavate all wet/bad soil at sink hole area.
2. Remove 20 LF of damaged 24" CMP Pipe.
3. Connect to existing 24" CMP Pipe with 20 LF of new 24" CMP including ½" rock bedding under pipe for stability.
4. Backfill new Pipe with 1 sack slurry, 1' over new pipe.
5. Backfill and compact the remaining excavation with clean dirt.

COST……$18,320.00

Exclusions: permits, inspection fees, SWPPP plan, engineering, survey, relocation of underground utilities, night or weekend work, concrete, slurry, and striping.

RECOMMENDATION:
Approve recommended action.

ATTACHMENTS:
CL_AGN_220214_CC_SD_Repair_Quailridge.pdf
CL_AGN_220214_CC_Quailridge_Sinkhole.pdf

BID PROPOSAL AND CONTRACT

2213 CHICO AVE./SO. EL MONTE, CA 91733
Phone: (626) 444-9596 Fax: (626) 444-3077
California Contractors License #366814

DATE: 2/8/2022

TO City of Rolling Hills
2 Portuguese Bend Rd
Rolling Hills, CA 90274

JOB ADDRESS

8 Quailridge Rd.

We agree to furnish all labor, materials, equipment and supervision necessary to complete the following:

STORM DRAIN REPAIR

1. Excavate all wet/bad soil at sink hole area.
2. Remove 20 LF of damaged 24" CMP Pipe.
3. Connect to existing 24" CMP Pipe with 20 LF of new 24" CMP including ½" rock bedding under pipe for stability.
4. Backfill new Pipe with 1 sack slurry, 1' over new pipe.
5. Backfill and compact the remaining excavation with clean dirt.

COST……$18,320.00

Exclusions: permits, inspection fees, SWPPP plan, engineering, survey, relocation of underground utilities, night or weekend work, concrete, slurry, and striping.

The above described work will be performed in a workman like manner and in accordance with standard practices.
TERMS: Unless credit arrangements have been made, in writing, in advance, the invoice for the work described herein is due and payable on presentation. 1 ½ % per month will be charged on a daily basis on all accounts or portions thereof not paid within 10 days of the date of the invoice. Customer agrees to pay reasonable attorney fees and collection costs incurred by E.C. Construction Co. for the collection of both principal and interest due to customer's failure to pay per this agreement.
Unless otherwise specified, if this proposal is not accepted within_____30_____days from bid date, we reserve the right of cancellation.

APPROVE AND ACCEPTED

_____

Date_____20___

Respectfully Submitted,

E.C. CONSTRUCTION CO.

By_____







City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.D
Mtg. Date: 02/14/2022

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

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

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

SUBJECT: **ACCEPT EMERGENCY STORM DRAIN REPAIR ALONG MIDDLERIDGE LANE SOUTH AS COMPLETE AND RELEASE RETENTION AFTER 30 DAY LIEN PERIOD TO EC CONSTRUCTION**

DATE: **February 14, 2022**

BACKGROUND:
On December 30, 2021, the easement adjacent to Middleridge Lane South developed multiple sinkholes during a storm event. As a result the RHCA contacted LA County Department of Public Works (LACDPW) on January 3, 2022 to request assistance and repair.

On January 6, 2022, LACDPW informed the RHCA and City that they had found documentation confirming that the City of Rolling Hills was responsible for maintenance of the subject drain via a 1972 signed agreement between the Los Angeles County Flood Control District and the City.

On January 9, 2022 the City Manager sent an email update to the Council and adjacent neighbors updating them on the above and the steps being taken to address the issues. While the city initially tried to engage LA County through our General Services agreement, they were unable to commit time and resources due to extenuating circumstances including lack of manpower due to COVID-19 and other emergency projects.

Staff contacted private contractors who visited the site and provided feedback on repair scope of work, schedule, and cost. In the meantime, the RHCA, in anticipation of projected rain directed staff to place sandbags and tarp over the sink holes.

On Tuesday, January 18, 2022, EC Construction was on site to investigate as to whether the broken drainpipe was the cause of the upper sinkhole and determine a more clear scope of work. The coupling (pipe connector) was the issue at the upper and lower sinkholes. Staff would like to commence repair work as soon as possible, depending on availability of EC Construction personnel and material. EC Construction did not express issues with the stability of the adjacent road and presented two options for the City to consider.

On Monday, January 24, 2022, the City Council unanimously adopted Resolution No. 1287, directed the City Attorney to draft a construction contract with E.C. Construction Company and authorized the City Manager to execute.

On Monday, February 7, 2022, the final executed contract was received and work commenced thereafter. Work was completed on Friday, February 11, 2022.

DISCUSSION:
The work completed and originally described as Option 1:

1. Excavated all wet/bad soil at sink hole areas, 2 spots.
2. Removed 40 LF of damaged 24" CMP Pipe.
3. Connected to existing 24" CMP Pipe with 40 LF of new 24" CMP including ½" rock bedding under pipe for stability.
4. Backfilled new Pipe with 1 sack slurry, 1' over new pipe.
5. Backfilled and compact the remaining excavation with clean dirt.
6. Excavated small pipe displacement sink hole and pour a concrete collar around displacement. Backfill and compact with clean dirt.
7. Repaired Asphalt berm at edge of street that eroded with trail failure.

The final cost also includes the investigative work by EC Construction to determine the scope of work for the repair.

FISCAL IMPACT:
The repair to the storm drain line was an unexpected expense and not budgeted in the FY 2021-2022 adopted budget.

The final cost was $28,900.00 plus $3715.87 for the investigative work to determine the scope of work. The total contract work is $32,615.87.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
City of Rolling Hills SD Repair.pdf
Invoice #19019 inc T & M & CF Release.pdf
INVOICE #19036 W CF Release.pdf

BID PROPOSAL AND CONTRACT

2213 CHICO AVE./SO. EL MONTE, CA 91733
Phone: (626) 444-9596 Fax: (626) 444-3077
California Contractors License #366814

DATE: 1/19/2022

TO City of Rolling Hills
2 Portuguese Bend Rd
Rolling Hills, CA 90274

JOB ADDRESS

1 Middleridge Lane S

We agree to furnish all labor, materials, equipment and supervision necessary to complete the following:

STORM DRAIN REPAIR

1. Excavate all wet/bad soil at sink hole areas, 2 spots.
2. Remove 40 LF of damaged 24" CMP Pipe.
3. Connect to existing 24" CMP Pipe with 40 LF of new 24" CMP including ½" rock bedding under pipe for stability.
4. Backfill new Pipe with 1 sack slurry, 1' over new pipe.
5. Backfill and compact the remaining excavation with clean dirt.
6. Excavate small pipe displacement sink hole and pour a concrete collar around displacement. Backfill and compact with clean dirt.
7. Repair Asphalt berm at edge of street that eroded with trail failure.

COST……$28,900.00

Exclusions: permits, inspection fees, SWPPP plan, engineering, survey, relocation of underground utilities, night or weekend work, concrete, slurry, and striping.

The above described work will be performed in a workman like manner and in accordance with standard practices.
TERMS: Unless credit arrangements have been made, in writing, in advance, the invoice for the work described herein is due and payable on presentation. 1 ½ % per month will be charged on a daily basis on all accounts or portions thereof not paid within 10 days of the date of the invoice. Customer agrees to pay reasonable attorney fees and collection costs incurred by E.C. Construction Co. for the collection of both principal and interest due to customer's failure to pay per this agreement.
Unless otherwise specified, if this proposal is not accepted within_____30_____days from bid date, we reserve the right of cancellation.

APPROVE AND ACCEPTED

_____

Date_____20___

Respectfully Submitted,

E.C. CONSTRUCTION CO.

By_____

E. C. CONSTRUCTION CO.
2213 CHICO AVENUE
SOUTH EL MONTE, CA 91733
Phone: (626) 444-9596 **Fax:** (626) 444-3077
Contrs Lic # 366814

Invoice

Invoice Number
19019
Invoice Date
1/26/2022

Bill To: CITY OF ROLLING HILLS
2 PORTUGUESE BEND ROAD

ROLLING HILLS, CA 90274

Re: INVESTIGATE SINK HOLE
1 MIDDLERIDGE LANE

ROLLING HILLS, CA 90274

Our Job No	Customer Job No	Customer PO	Payment Terms	Due Date
220102			Net 30 Days	2/25/2022

Description	Price
T&M WORK 1/18/2022 INVESTIGATE SINK HOLE.	3,715.87
SEE T&M SHEET ATTACHED	

Subtotal	$	3,715.87
Sales Tax (if applicable)	$	0.00
Total Due	**$**	**3,715.87**

Thank you for your business!
All Sales Taxes Paid

2213 CHICO AVE./SO. EL MONTE, CA 91733
Phone: (626) 444-9596 Fax: (626) 444-3077
California Contractors License #366814

Contract No.
Location: 1 Middleridge Lane
Description Investigate Sink Hole

Agency: City of Rolling Hills
Address: 2 Portuguese Bend Road
Attention: Elaine Jeng
Phone:
Fax:

Date of Report 1/26/2022
Date Worked 1/18/2022
C.C.O. No.
Report No.
E.C. Job No. 220102

Equipment	Hours	Hourly Rate	Extended Amounts	Labor	Hours	RT, OT,	Hourly Rate	Extended Amounts
pickup	8	$ 15.00	$ 120.00	Leonard M	9	RT	$ 84.30	$ 758.70
10whlr	8	$ 35.00	$ 280.00	Tony H.	9	RT	$ 81.20	$ 730.80
backhoe	8	$ 65.00	$ 520.00	Victor V	8	RT	$ 77.32	$ 618.56
			$ -					$ -
			$ -					$ -
			$ -			----		$ -
			$ -			----		$ -
--------		$ -	$ -			----		$ -
--------		$ -	$ -	----------		----	$ -	$ -
		EQUIPMENT	$ 920.00				Labor	$ 2,108.06

Materials	Qty	Unit	Unit Cost	Extended Amounts
Dump Fee	1	1	$350.00	$ 350.00
				$ -
				$ -
---------		----	$ -	$ -
---------		----	$ -	$ -
---------		----	$ -	$ -
---------		----	$ -	$ -
---------		----	$ -	$ -
---------		----	$ -	$ -
---------		----	$ -	$ -
---------		----	$ -	$ -
---------		----	$ -	$ -
---------		----	$ -	$ -
		Total Material Cost		$ 350.00

A. Labor	$ 2,108.06	
B. 10% Labor markup	$ 210.81	
Total Labor (A+B)	**$ 2,318.87**	Contractor Representative
C. Equipment	$ 920.00	
D. Materials	$ 350.00	Resident Engineer/Inspector
E. 10% Equip/Mtrl markup	$ 127.00	
Total Material/Equip.(C+D+E)	**$ 1,397.00**	
F. 1.5% Bond		E.C. Const. Representative
Grand Total (A+B+C+D+E+F)	**$ 3,715.87**	

CONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT

(California Civil Code No. 3262 (d) (3))

Upon receipt by the undersigned of a check from

CITY OF ROLLING HILLS
(MAKER OF CHECK)

in the sum of $3,715.87

payable to E. C. CONSTRUCTION COMPANY
(PAYEE OF PAYEES OF CHECK)

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice or bond right the undersigned has on the job of :

CITY OF ROLLING HILLS
(OWNER)

located at Investigate Sink Hole @ 1 Middleridge Lane, Rolling Hills, CA 90274
(JOB DESCRIPTION)

This release covers the final payment to the undersigned for all labor, services, equipment or material furnished on the job, except for disputed claims for additional work in the amount of $0. Before any recipient of this document relies on it, the party should verify evidence of payment to the undersigned.

Date: 1/26/2022

E. C. CONSTRUCTION CO.
(COMPANY NAME)

By: Catherine Hernandez
CATHERINE HERNANDEZ
OFFICE MANAGER

NOTE: Release effective when check clears the bank with proper endorsements.

E. C. CONSTRUCTION CO.
2213 CHICO AVENUE
SOUTH EL MONTE, CA 91733
Phone: (626) 444-9596 **Fax:** (626) 444-3077
Contrs Lic # 366814

Invoice

Invoice Number
19036
Invoice Date
2/14/2022

Bill To: CITY OF ROLLING HILLS
2 PORTUGUESE BEND ROAD

ROLLING HILLS, CA 90274

Re: STORM DRAIN REPAIR
1 MIDDLERIDGE LANE S

ROLLING HILLS, CA 90274

Our Job No	Customer Job No	Customer PO	Payment Terms	Due Date
220103		CONT 1/31/2022	Net 30 Days	3/16/2022

Description	Price
STORM DRAIN REPAIR	28,900.00

Subtotal	$	28,900.00
Sales Tax (if applicable)	$	0.00
Total Due	**$**	**28,900.00**

Thank you for your business!
All Sales Taxes Paid

CONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT

(California Civil Code No. 3262 (d) (3))

Upon receipt by the undersigned of a check from

CITY OF ROLLING HILLS
(MAKER OF CHECK)

in the sum of $28,900.00

payable to E. C. CONSTRUCTION COMPANY
(PAYEE OF PAYEES OF CHECK)

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice or bond right the undersigned has on the job of :

CITY OF ROLLING HILLS
(OWNER)

located at STORM DRAIN REPAIR @ 1 Middleridge Lane, Rolling Hills, CA 90274
(JOB DESCRIPTION)

This release covers the final payment to the undersigned for all labor, services, equipment or material furnished on the job, except for disputed claims for additional work in the amount of $0. Before any recipient of this document relies on it, the party should verify evidence of payment to the undersigned.

Date: 2/14/2022

E. C. CONSTRUCTION CO.
(COMPANY NAME)

By: Catherine Hernandez
CATHERINE HERNANDEZ
OFFICE MANAGER

NOTE: Release effective when check clears the bank with proper endorsements.

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.E
Mtg. Date: 02/14/2022

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

FROM: **JOHN SIGNO, DIRECTOR OF PLANNING & COMMUNITY SERVICES**

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

SUBJECT: **CONSIDER A PROPOSAL FROM WILLDAN ENGINEERING TO PROVIDE CODE ENFORCEMENT SERVICES IN THE AMOUNT NOT TO EXCEED $15,100**

DATE: **February 14, 2022**

BACKGROUND:
On December 31, 2021, the City's Code Enforcement Officer/Planner resigned. To continue work on open cases and to provide code enforcement services, the Planning and Community Services Department is in need of a code enforcement officer. The contract code enforcement officer will provide services until the end of the fiscal year.

DISCUSSION:
Staff solicited proposals from five agencies that provide temporary code enforcement services and received proposals from three. Staff reviewed each proposal and spoke to each of the three agencies. One agency did not continue as their candidate took another job elsewhere. The remaining contracts from 4LEAF, Inc. and Willdan Engineering were vetted for qualifications and availability. Both are qualified agencies with experienced code enforcement officers. However, staff is recommending Willdan Engineering as they have a familiarity with the City having done work reviewing plans and issuing building permits. Their proposal will also span a longer time period for the remaining fiscal year which should cover 15 weeks based on a remaining budget of $15,100. The table below shows a comparison of the two agencies.

	Rate/Hr.	Hours	Weeks (16 hrs/wk)
4LEAF, Inc.	$95	159	10
Willdan Engineering	$65	232	15

If approved, a contract with Willdan Engineering will be prepared and brought back to the City Council at its next meeting on February 28, 2022. The earliest start date for the contract code enforcement officer to begin is March 1, 2022.

FISCAL IMPACT:
The cost of services will be covered under Planning and Community Services' FY '21/'22 Adopted Budget.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
Willdan - Rolling Hills proposal.pdf
4LEAF - City of Rolling Hills - Code Enforcement SOQ.pdf
4LEAF - Fee Schedule Updated 2_09_2022.pdf

January 31, 2022

Mr. John F. Signo, AICP
Director of Planning and Community Services
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Subject: Proposal to Provide Code Enforcement Services

Dear Mr. Signo:

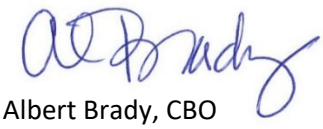
Willdan Engineering is pleased to present this proposal to the **City of Rolling Hills** to provide interim code enforcement services.

Willdan Engineering has provided municipal consulting services including code compliance for over 57 years to cities and counties throughout the State of California. We have provided interim, part-time, and full-time code enforcement personnel to various jurisdictions.

The proposed Project Manager, Mr. Al Brady, will provide general oversight and will monitor service delivery on behalf of Willdan and the City of Rolling Hills. Mr. Brady has extensive experience in developing and managing various code programs for numerous clients in California, Arizona, and Nevada.

We look forward to discussing our qualifications and our ideas for project implementation with you. In closing, I have attached a brief scope and a rate for services. Please let me know if you have any questions or require additional information. Thank you in advance for your consideration of Willdan for this project,

Respectfully submitted,
WILLDAN ENGINEERING



Albert Brady, CBO
Deputy Director of Building and Safety
abrady@willdan.com

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Firm Profile

Willdan has been in business for over 57 years

Founded in 1964, Willdan Group, Inc. (WGI) is a leading nationwide provider of value-added professional technical and consulting services. Th e primary markets WGI serves are municipal engineering, planning, and staff augmentation; infrastructure and transportation; energy; and economic and financial analysis. The company serves these three complementary markets through its three service segments — 1) engineering (Willdan Engineering), 2) energy efficiency (Willdan Energy Solutions), and 3) public finance (Willdan Financial Services).

WGI has a reputation for delivering high-quality projects on time and within budget. Rooted in Willdan's corporate culture is its focus on quality customer service. The company has more than 1600 employees, including licensed engineers, program and construction managers, financial analysts, planners, and other skilled professionals.

WGI benefits from well-established relationships with local and state government agencies, investor-owned and municipal utilities, and private sector commercial and industrial firms throughout the United States. The company served more than 800 distinct clients in 2015. Headquartered in Anaheim, the company operates from offices in more than a dozen states across the US.

Willdan Engineering

Willdan Engineering (Willdan), a California Corporation and subsidiary of WGI, specializes in solutions tailored to the unique needs of municipalities and other local government agencies. Services range from full-time, in-house staffing to interim or part-time assistance on a project-by-project basis.

Willdan's business model is centered on the public sector.

We can function as part of the City of Rolling Hills' team without a conflict of interest.

Willdan's understanding of public agency needs and issues is unique in the industry. A significant portion of our staff have served in public agency management positions prior to joining Willdan. With our depth of experience, expertise, knowledge, and resources, Willdan can offer practical solutions that are timely, cost effective, and that meet the needs of individual communities. The diversity of our staff experience is an added value of our professional services.

Building and Safety/Engineering Services

Willdan's experience and strength in plan review and inspection services encompasses the complete range of technical disciplines, including permit issuance, building inspection, grading inspection, accessibility inspection, **Code Enforcement**, CASp services, OSHPD III plan check and inspection, flood zone experience, building plan review, and fire-life safety. Willdan maintains an excellent working knowledge of all applicable codes and standards including Caltrans Standard Plans and Specifications, APWA Standards and Specifications, AWWA Standards and Specifications, California Building Codes, CEQA, and Americans with Disabilities Act requirements and California Title 24 requirements on accessibility. The inspection and plan review staff maintain current certifications and attends training on a regular basis, to stay current with industry technologies and standards.

Code Enforcement Services



Code enforcement services are among the most complex and challenging services that government agencies provide. According to nationwide studies, property values, crime rates, insurance rates, business development, and the sense of community pride can be directly impacted by the successes of a jurisdiction's code enforcement program.

In an effort to aid jurisdictions with the difficult task of maintaining the quality of life for its citizens through such programs, Willdan has assembled a quality staff with extensive public agency experience in the areas of neighborhood preservation, housing inspection and code enforcement. Our expertise includes the development and implementation of inspection programs designed to ensure public safety, promote community involvement, and protect quality of life issues through community education and enforcement of municipal and related codes including preparation for, and participation in, prosecution by city and district attorneys.

Willdan provides the following Code Enforcement Services:

- Inspection services for HUD section 8 programs.
- Review, study, and analysis of existing programs.
- Development of ordinances and writing of grant proposals.
- Neighborhood cleanup and improvement programs.
- Community education programs.
- Development of educational materials.
- Provide project managers and/or supervisors as onsite "employees".
- **Provide fulltime, part-time, interim and/or weekend staff as onsite "employees."**
- Vehicle abatement and parking enforcement.
- Assist in enforcement, including preparation and participation in prosecution by city and district attorneys.
- The registration and enforcement of vacation rentals.
- The regulation of group and/or sober living homes.

Staffing

- Senior code officers
- Code compliance Inspectors
- Code technicians
- Clerical support

Management

- Code enforcement directors
- Code compliance managers
- Code supervisors

Analysis

- Code databases
- Revenue collection efforts
- Policies and procedures
- Community based neighborhood improvement programs

Scope of Work

Contract Code Services

The project shall consist of Willdan staff coordinating with the City of Rolling Hills Community and Planning Department to provide Code Compliance staff to the City. Willdan staff shall conduct all inspections and re-inspections of single family, multi-family and commercial properties and will identify and enforce all violations of City's municipal code, ordinances, laws, and all applicable statutes. Personnel shall issue notifications, letters, citations and warrants when necessary to achieve compliance. Staff will be required to document all complaints received, inspections conducted through photos, notes, and correspondences. In addition to the services mentioned above, Willdan employees would provide the following to the City (this is not intended to be a comprehensive list):

- Investigate complaints from the public and staff regarding violations of the municipal codes, ordinances, standards and health and safety regulations.
- Initiate contact with residents, business representatives, and other parties to explain the nature of the violations and encourage compliance with municipal codes, zoning and land use ordinances, and community standards.
- Prepare notices of violation for non-compliance according to applicable codes and regulations.
- Prepare reports for cases requiring legal action or civil abatement.
- When required, meet with legal counsel and provide testimony on criminal cases.
- Maintain records of complaints, inspections, violation notices, and other field enforcement activities.
- Coordinate with City departments on cases as they relate to code enforcement.

Project Manager

Al Brady shall be the Project Manager and is fully responsible for seeing that the project is completed in compliance with the provisions of the agreement. Mr. Brady has over 30 years' experience in the code profession has provided contract code services to approximately 80 municipalities in California, Arizona, and Nevada. He specializes in developing new code programs, improving existing divisions, revenue enhancement, ordinance revisions, maximizing staff efficiency and enhancing customer relations.

Fee Schedule

The Willdan rate for code enforcement supervision services is $65.00 dollars an hour for the supervisor presented in this proposal. It is my understanding that this project shall include services for 16 hours weekly and continue for approximately three months. Hence, the total overall cost of the project will depend on the duration of the assignment.

Related Experience

City of Goleta – Project Manager. Provided interim code enforcement staff.

County of Orange – Project Manager. Provided the staff of three full time code enforcement officers on a contract basis to address the county's backlog of code enforcement cases.

City of Soledad – Project Manager. Developed and implemented a new proactive code enforcement program. Willdan provided a contract code enforcement officer to staff this program for over one year.

City of Fountain Hills, AZ – Project Manager. Developed and implemented a town code enforcement department. The scope of work included hiring staff, training, and supervision for an eight-month period.

City of Irwindale – Project Manager. Provided municipal code enforcement services including monitoring of a local racetrack for compliance with the City Sound Ordinance on an interim basis.

City of Walnut – Project Manager. Provided interim code enforcement staff who were responsible for enforcing the City's Municipal Code.

City of South Pasadena – Project Manager. Provided interim code enforcement staff.

City of Irvine – Project Manager. Providing interim code enforcement staff.

City of Laguna Hills – Project Manager. Assisted the city in the development of a public education program concerning the city's code program.

City of Los Alamitos - Directed and participated in review of the city's code enforcement policy and procedures and made recommendations for changes as necessary. Additionally, provided interim code enforcement staff and a Community Development Director.

City of Hawaiian Gardens – Project Manager. Assisted the City of Hawaiian Gardens in developing and implementing an Administrative Citation program.

City of Rosemead - Project Manager. Provided interim code enforcement staff to inspect a targeted areas of the city to facilitate neighborhood improvements.

City of San Clemente – Project Manager**.** Provided interim Code Enforcement staff to assist with their Code Enforcement Program.

City of Superior, AZ - Direct and participate in the review of the city's code enforcement policy and procedures and make recommendations for changes as necessary. Development and Implementation of a Nuisance and an Administrative Citation Ordinance.

City of La Canada Flintridge - Direct and participate in the review of the city's code enforcement policy and procedures and make recommendations for changes as necessary. Development and Implementation of a Nuisance, Cost Recovery, and an Administrative Citation Ordinances. Provided interim code enforcement staff to conduct inspections and facilitate neighborhood improvements.

City of Adelanto – Project Manager. Provided interim Code Enforcement staff to assist with their Code Enforcement Program.

City of Del Mar - Provided interim code enforcement staff to the City and managed their entire Code program.

It should be noted that the projects listed above are not a comprehensive list of all our past code clientele but represents a small portion of the Municipalities we have served. We have also successfully provided service to the following jurisdictions:

- Bradbury
- Costa Mesa
- Desert Hot Springs
- El Monte
- Folsom
- Fountain Valley
- Laguna Woods
- Pasadena
- Perris
- Rancho Cordova
- Sacramento
- San Diego County
- San Jose
- San Juan Capistrano
- San Luis Obispo

References

City of Moreno Valley
James Verdugo
Building Manager
14177 Frederick Street
Moreno Valley, CA 92552
(951) 413-3354
Project: Provided interim code management.

City of Laguna Niguel
Erich List
Planning Manager
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
(949) 362-4300
Project: Provided interim management and program development.

City of La Puente
John DiMario
Community Development Director
15900 East Main Street
La Puente, CA 91744
(626) 855-1500
Project: Provided interim management and program development.

In closing, Willdan has provided code compliance services to numerous different California Cities and Counties. We are confident our team can provide the code compliance management the City is seeking. We hope this proposal meets with your approval.

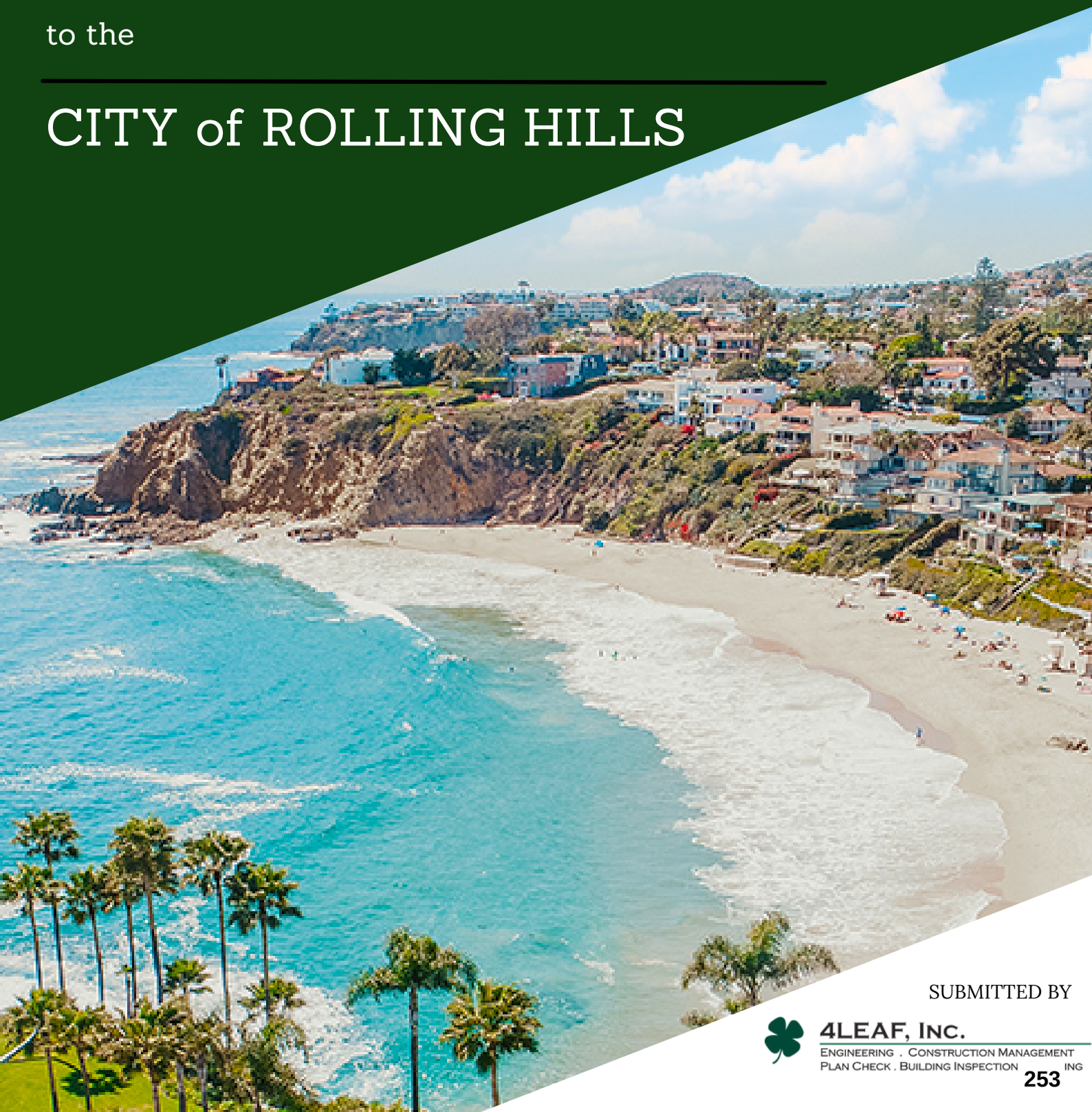
QUALIFICATIONS TO PROVIDE

JANUARY 31, 2022

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY of ROLLING HILLS



SUBMITTED BY

4LEAF, INC.
ENGINEERING . CONSTRUCTION MANAGEMENT
PLAN CHECK . BUILDING INSPECTION ING

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JANUARY 31, 2022

QUALIFICATIONS TO PROVIDE

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY OF ROLLING HILLS

SECTION 1

COVER LETTER

City of Rolling Hills
Building Department
ATTN: John Signo, AICP, Director of Planning and Comm. Services
2 Portuguese Bend Road
Rolling Hills, CA 90274

January 31, 2022

RE: Qualifications to Provide Code Enforcement, Community Development, Public Works, and Fire Services.

Dear Mr. Signo,

4LEAF, Inc. (4LEAF) is pleased to present our qualifications to provide full services to the City of Rolling Hills (City). 4LEAF has been providing a range of services to 300+ clients throughout California for more than 20 years and we are humbled to show the City the extent of what we can offer. 4LEAF is the ideal consultant choice for the following reasons:

☑ Local Presence

4LEAF works with many local municipalities providing the requested services. We have the local personnel ready to service the City and are supplying services to approximately 300 public agencies throughout California, including municipalities such as:

- City of Rialto
- City of Fontana
- City of Hemet
- City of Murrieta
- City of San Bernadino
- County of San Bernadino
- City of Anaheim
- City of Chino Hills
- City of La Quinta
- City of Whittier
- City of Indian Wells
- City of Malibu
- City of Victorville
- City of San Marcos
- City of Bakersfield
- County of Ventura
- County of Los Angeles
- City/County/Port of San Diego

☑ Full-Service Firm

As a full-service firm, 4LEAF can provide departmental services to aid with high project workloads that require additional staff assistance. We provide jurisdictions with Code Enforcement, Building, Planning, Public Works, and Fire Department services and has qualified staff available to serve the City with remote, on-site, part-time, or full-time project needs. Our services include:

- **Code Enforcement:** 4LEAF staff have the experience working with property owners and other responsible parties to bring properties and conditions into compliance. Our Code Enforcement team is skilled in using processes including issuing administrative citations to establish whether violations of law exist on a property and ensuring compliance.
- **Plan Review:** 4LEAF is an industry leader in Plan Review services and has a team of Structural Engineers, Accessibility Specialists, and Mechanical/Electrical/Plumbing/Fire Plans Examiners. We provide courier services that guarantee less than 24-hour pickup and delivery of all plan reviews performed off-site, and we also offer electronic and expedited plan review services upon request.
- **Inspection:** We have over 200 inspectors on staff who specialize in Residential, Commercial, Industrial, Energy, Fire, ADA, Solar, and Public Works projects. We have a track record of providing

inspectors as-needed for long- or short-term projects, including one day assignments to cover staff training, sick days, vacation days, or spikes in permit activity.

- **Planning:** We have been aggressively advancing our Planning Division over the past few years. We have staff ranging from Planning Technicians to Principal Planners with specialties including Housing Policy, Entitlements, CEQA, and Current- and Long-Range Planning.
- **Public Works:** As one of our earliest provided scopes, 4LEAF has more than 20 years of experience providing Construction Management and Inspection services. Our team can manage and inspect projects such as street pavement reconstruction and rehab, underground utilities, roadway and streetscape improvements, building and facility improvements, and parks.
- **Fire:** Our team is comprised of Fire Protection Engineers, Fire Plans Examiners, Fire Marshals, and other experts who specialize in Fire Life Safety Plan Review, Inspection, and Disaster Recovery. In addition, we manage and staff five major fire recovery programs in Sonoma County, the Town of Paradise, Santa Cruz County, Solano County, and Jackson County, OR.

☑ Leadership



The contract with the City of Rolling Hills will be managed by Pete Roque. Pete has served on several local, State, and national boards, has managed several Code Enforcement Divisions, and is an industry subject matter expert. Pete had a key role in receiving State Certified Code Enforcement Officer recognition for qualifying Code Enforcement personnel. He has created Code Enforcement programs to meet community goals and objectives and understands a community's need to adhere to their mission and departmental needs.

☑ Contact

Project Manager	President	Southern CA Office
Pete Roque Office: (949) 877-9432 Mobile: (562) 569-0098 Email: PRoque@4leafinc.com	Kevin J. Duggan Office: (949) 877-9432 Mobile: (925) 250-7602 Email: KDuggan@4leafinc.com	5140 Birch Street 2nd Floor Newport Beach, CA 92660 Office: (949) 877-9432 Website: 4LEAFINC.COM

We appreciate this opportunity to present our qualifications. Should you have any questions, please do not hesitate to reach out using the contact information above.

Respectfully submitted,

Kevin J. Duggan
President

Pete Roque
Director of Code Enforcement

JANUARY 31, 2022

QUALIFICATIONS TO PROVIDE

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY OF ROLLING HILLS

SECTION 2

PROFILE OF THE FIRM

SECTION 2: PROFILE OF THE FIRM

4LEAF is a California "C" Corporation that was established in 1999 and incorporated in 2001. Our extensive team of professionals are fully equipped with training and experience to provide complete services including Code Enforcement, Plan Review, and Project Inspection, to municipal Building, Planning, Fire, and Public Works Departments. Our goal is to set the industry standard for excellent customer service, and we have grown to more than 300 personnel (including more than 200 Building Inspectors) throughout California, Oregon, Washington, Nevada, and New England.

Management Team

President: Kevin Duggan
Phone: (925) 250-7602
Email: KDuggan@4leafinc.com

Director of SoCal Operations: Marcus Johnson
Phone: (909) 996-0511
Email: MJohnson@4leafinc.com

Director of Code Enforcement/Contract PM: Pete Roque
Phone: (562) 569-0098
Email: PRoque@4leafinc.com

Building Services Manager: Lorena Soules, CASp
Phone: (310) 748-4852
Email: LSoules@4leafinc.com

Office Locations

Bay Area - Headquarters
2126 Rheem Drive
Pleasanton, CA 94588

Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Washington
1201 Pacific Avenue, Suite 600
Tacoma, WA 98402

Southern California
5140 Birch Street, Second Floor
Newport Beach, CA 92660

Sacramento
8896 North Winding Way
Fair Oaks, CA 95628

4LEAF Consulting, LLC
125 E. Reno Ave., Suite 3
Las Vegas, NV 89119

San Diego
402 West Broadway, Suite 400
San Diego, CA 92101

Paradise
6848 Skyway, Suite F
Paradise, CA 95969

New England
132 Central St., Suite 210
Foxboro, MA 02035

Mission

4LEAF strives to be the best firm by providing our clients with outstanding customer service and first-rate services. We put our philosophy into action by building client relationships and prioritizing the needs of our clients—this has led us to become an industry leader in providing Building & Safety Services to both public and private clients. We have worked with Building, Fire, Planning, and Public Works departments in the construction, rehabilitation, and repair of public and private buildings and have partnered with design review and preservation boards to determine building improvement criteria and associated project requirements.

4LEAF's Code Enforcement staff is dedicated to preserving and enhancing the quality of life for the residents in our client jurisdictions and work toward a goal of resolving problems efficiently and safely. Enforcing and upholding municipal codes (including weed and community preservation, unpermitted construction, unsafe

property conditions, hazards to public health, and zoning) is of utmost importance to us. Our Code Enforcement Division endeavors to improve communities through education, cooperation, and responsive enforcement.

We have a depth of experience in working with all types of building structures and have performed Inspection and Plan Review services on more than $50 billion dollars in construction throughout the past 20 years. We have been aggressively expanding our Code Enforcement and Planning Divisions in recent years and have doubled our team of professionals in these areas to further strengthen our project endeavors.

Our Community Development staff have worked with Building and Planning Departments in the construction, rehabilitation, and repair of both public and private buildings as well worked with design review and preservation boards to determine the design criteria and associated project requirements of building improvements. In addition, our staff has performed inspections and plan reviews for public and private building structures for compliance with life-safety and accessibility requirements.

We have provided Plan Review and Inspection services for thousands of residential projects, tenant improvements, and complex commercial projects including marijuana facilities office campuses, parking garages, hotels/resorts, transportation facilities, city/county-owned buildings, universities, hospitals, sports arenas, infrastructure, essential service facilities, solar projects, and laboratories. In addition, our team has performed inspections and plan reviews for public and private building structures for compliance with life-safety and Americans with Disabilities Act (ADA) accessibility requirements.

We have a proven track record of reviewing and inspecting projects of all sizes and complexities including:

Type B Commercial Construction	Refinery Facilities	Laboratories
City/County-Owned Facilities	Site Work	Power & Energy
Large Campuses	Waterfront	Marijuana Facilities
Fire Recovery Services	Multi-Family Projects	Military Projects
Stadiums/Arenas	Healthcare Facilities	Essential Service Facilities
Commercial Office Parks	Transportation Facilities	Detention Facilities

Professionals

Title	# of Staff	Title	# of Staff
ICC Certified Plans Examiners	40+	**ICC Certified Inspectors & IORs**	175+
ICC Certified Building Officials	20+	**Registered Architects**	5+
Registered Engineers (PE, SE)	20+	**ICC Permit Technicians**	30+
Code Enforcement Staff (PC832)	25+	**CASp**	16
Construction Managers/Inspectors	40+	**Fire Plans Examiners & Inspectors**	30+

Mixed-Use Experience

4LEAF is uniquely qualified to work on mixed-use projects of any size. Our team completed the Plan Review and Project Inspections for the entire $2.6 billion Wynn Casino project on behalf of the City of Everett, MA where we comprised a team of Building Inspectors, Plans Examiners, and Permitting Specialists.

4LEAF also provided the Plan Review and Inspection services for the $6 billion Apple Campus 2 Corporate Headquarters in the City of Cupertino, CA, the Tiverton Casino Development located in the Town of Tiverton, RI and the South of Tioga Eco Resort located in the City of Sand City, CA.






We have the resources to deploy staff to any state and as you can see in the limited examples listed above, we have provided services all over the country. Our team is well-equipped and qualified to perform services for any project and in any location. By choosing 4LEAF, you are choosing a company that prides itself on quality work, top-notch customer service, experienced staff, and a multitude of project experience. Please review our scope of services and project examples below in order to gain more understanding about our firm and how we can help achieve the City's project goals.

Snapshot of Services

Inspection	Fire	Planning
• Leed Accredited Professionals • Inspectors of Record • Program Analysis & Studies • Correcting Code Deficiencies • Investigating Complaints • Violation Issuance • Jurisdictional Inspectors ❖ Residential & Commercial • ICC-certified Plan Reviewers • Certified Accessibility Specialists • ICC-certified Building Officials • Complete Building Dept. Services • On- and Off-Site Plan Review • Property Condition Surveys • Industrial, Energy, & Solar Plan Review and Inspections	• Compliance for Site Access Reqs. • Compliance for Fire Flow Reqs. • Review of Fire Prevention, Suppression, and Detection Systems • Code Compliance for Sprinkler, Standpipe, Alarm, Notification Systems, and Fire Pump • Hazardous Occupancies, High Piled Storage, and Smoke Control Systems • Review of Alternate Means • Review of Methods Requests • Annual Business Inspections • Complete Fire Prevention Services • Fire Alarm/Sprinkler Inspections • Special Event Permits • Hazardous Materials Inspections	• Current and Long-Range • Phase I & II Environmental Assmnts. • CEQA Review • Initial Studies • Environmental Impact Reports (EIR) • Emer. Ordinance & Policy Drafting • Review for Rebuilds and Temporary Housing • Housing & Safety Elements • Site Inspections • Application Processing • Developing Submittal Forms • Property Research • Land Use Applications • Design Review • Cannabis Regulations

Management Team

4LEAF understands that our role is to be an advocate on behalf of the City of Rolling Hills and represent the City's best interests. 4LEAF's team will function as an extension of your staff, seamlessly integrating with the personnel and practices established by the City while adding the perspective and expertise that only 4LEAF can offer. Our goal is to have our staff integrate with yours and be accepted as an essential part of the City.

Pete Roque – Director of Code Enforcement



Pete is a Code Enforcement expert with PC 832 and Advanced Certificates with 17 years of experience in Code Enforcement and has served in the capacities of Code Enforcement Administrator, Code Enforcement Manager, and Community Development Inspector II for multiple California public agencies. With a demonstrated history of working in the government administration industry, Pete is skilled in Government, Emergency Management, Law Enforcement, Disaster Response, and Plan Review. Pete is proficient in conflict resolution and has a wealth of knowledge in the subjects of permit regulations, City codes, housing investigations, citation issuance, and lien appeals. He will be the City's main content for staff augmentation and project needs.

Office - (949) 877-9432 | Cell - (562) 569-0098 | Email - PRoque@4leafinc.com

Marcus Johnson – Director of Operations



Marcus is responsible for day-to-day contact with many of 4LEAF's valuable clients in the Building & Safety, Engineering, Construction Management, and Plan Check industries. Marcus manages numerous clients and is responsible for recruiting, qualifying, and placing staff throughout the organization. He carries comprehensive experience as an ICC-certified senior level inspector and plans examiner. His experience encompasses the more complex plan review and field inspections of building construction, plumbing, mechanical, and electrical installations in residential single, multi-family, commercial, and industrial construction.

Office - (949) 877-9432 | Cell - (909) 996-0511 | Email - MJohnson@4leafinc.com

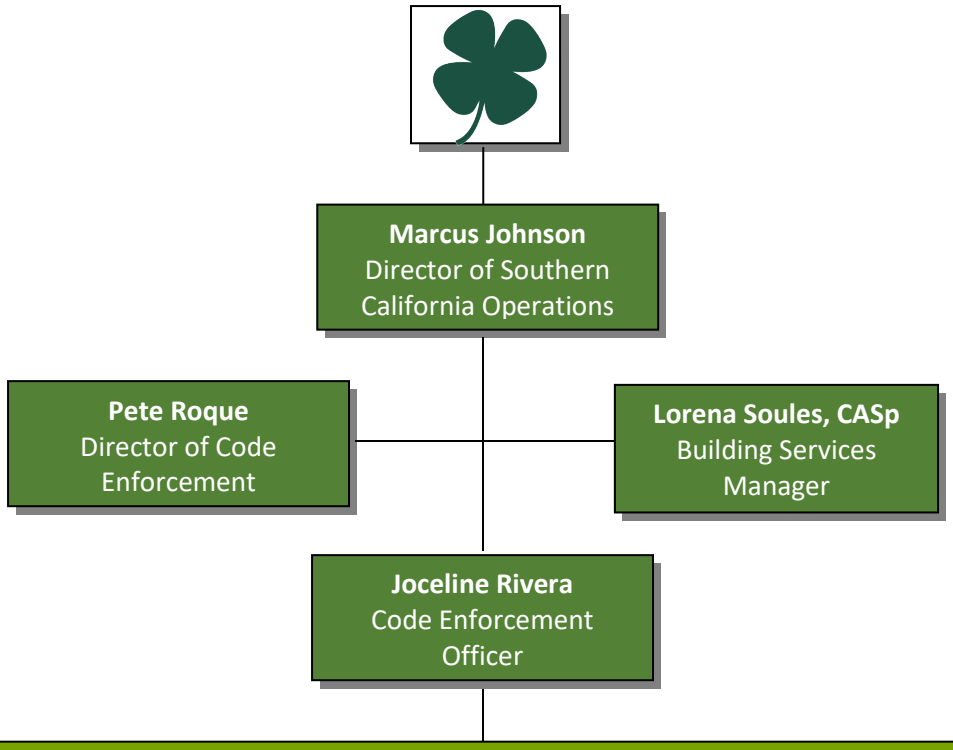
Lorena Soules, CASp – Building Services Manager



Lorena is CASp Certified and is an ICC Certified Building Inspector, Plans Examiner, and Permit Technician. With more than 18 years of municipal Building Department experience, Lorena has been promoted throughout the ranks of the Building Department and is responsible for training, mentoring, and placing Inspectors, Plans Examiners, and Permit Technicians.

Office - (949) 877-9432 | Cell - (310) 748-4852| Email - LSoules@4leafinc.com

\Team Organization



Additional Staff Available

Plan Review Engineers/AIA
Farheen Sultana, S.E.
Kevin Sorensen, S.E.
Melissa Mennucci, S.E.
Yousef Marmosh, P.E.
Aleck Cheney, P.E.
David Chung, P.E.
Melissa Dubovik, P.E.
Joseph Nicolas, P.E.
Kathy Buciarelli, P.E.
Lucian Gunter, AIA
Steve Haidet, AIA
Mike Anderson, P.E.
Scott Martin, P.E.
Stefanie Hionis, P.E.
Sareh Deyhimi, P.E.
Liberty Jensen, P.E.
Keith Long, AIA

Plans Examiners
Ed O' Reilly, CBO
Greg Adams, CBO
Jane Alexander, CBO
Joseph Espinoza, MCP
Lisa O'Malley
Sandeep Ojha
James Johnson

Building Inspectors
Lorena Soules, CASp
Brent Hipsher, CBO
John Nichols
Rory Shortreed
Lucas Chapman, CBO
Cole Landig
John Nichols
Martin Scott, OSHPD A
Dean Lovejoy

Code Enforcement
Pete Roque
Sean Flanagan
Gus Guerrero
Pamela Miller
Tina Chechourka
Tim Nakashima
Doug Martin, CASp

Fire Review/Inspection
Vincent Fung, FPE
Gib Moush, FPE
Stuart Blakesley
Ron Griesinger
Geoff Aus
Loralyn Davis
Randy Amores
Thomas Cervantes

Planners
Daniel Hortert, AICP
Shaveta Sharma
Amalia Merino
Aakash Shah
Jacquelin Criger

CASp
Sareh Deyhimi, CASp
Brent Hipsher, CBO, CASp
David Rashe, CBO, CASp
Mike Anderson, P.E. CASp
Scott Wungluck, CASp
Peter Oliver, CASp
Scott Johnson, S.E., CASp
Jerry Thome, CASp
William Holl, AIA, CASp
James Wiatrak, CASp
Doug Martin, CASp
Sivaji Muggari, CASp

More than 150 additional staff Available

QUALIFICATIONS TO PROVIDE

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY OF ROLLING HILLS

SECTION 3

SCOPE OF WORK
CODE ENFORCEMENT

SECTION 3: SCOPE OF WORK – CODE ENFORCEMENT

Code Enforcement Services

4LEAF can provide the City with experienced Code Enforcement services for to address current and upcoming project needs. Services provided to the City shall include but not be limited to:

Inspections



4LEAF can provide certified and qualified staff to perform Code Enforcement inspections in a lawful manner that respects the reasonable expectations of privacy and security of residents and their properties. Inspections conducted will determine if conditions on the properties being inspected are compliant with applicable sections of the current editions of the International Property Maintenance Code, City Code, CA Building Code, and any Code adopted by reference by the City of Rolling Hills.

4LEAF staff will be qualified to verify that onsite conditions are consistent with the City's records for development approvals, square footage, setbacks, heights, and other requirements that may be applicable. 4LEAF staff are qualified to do the following:

- Perform inspections for violations of Building Codes and Ordinances as adopted by the City.
- Research properties for prior approvals, permits, and general information relating to violations.
- Investigate and take necessary action when a violation of City Code exists, and consulting with City Counsel as required when requested by the Code Enforcement Chief.
- Comply with the City's procedures for reporting inspection results and deficiencies.
- Using City inspection correction forms.
- Making appropriate entries in City records.
- Conduct follow-up inspections as needed.
- Notify the responsible parties of other agency approvals prior to closing a code enforcement action.
- Maintain records as needed for the efficient and effective operation of the City.
- Meet with members of the general public and City staff on a daily basis as needed.

Enforcement



4LEAF staff have the experience in working cooperatively with property owners and other responsible parties to bring properties and/or conditions into compliance with applicable bodies of law. Our team will be able to determine when voluntary compliance is not forthcoming from property owners or responsible parties. 4LEAF staff has experience in using administrative processes including the issuance of administrative citations to credibly establish at the administrative level that violations of law exist on a property. 4LEAF Code Enforcement Officers have experience in writing criminal citations and in working with legal counsel to assist in the successful prosecution of Code Enforcement cases either in criminal or civil court when necessary.

Code Enforcement Personnel

Below is a quick look into 4LEAF's Code Enforcement database, which is made of qualified and quality team members who are ready and able to take on the City's project. As you can see from this limited sample, we have a team with years of experience and many varying certifications.

Code Enforcement Staff	Title	Certifications
Sean Flanagan	Senior Code Enforcement Officer	Adv. Code Enforcement Officer
Pamela Miller	Code Enforcement Officer/Inspector	PC832
Tina Chechourka	Code Enforcement Officer/Inspector	PC832
Tom Cervantes	Code Enforcement/Fire Inspector	PC832 Levels I, II, and III
Tim Nakashima	Code Enforcement Officer	PC832
Jose Murillo	Code Enforcement Officer/Inspector	PC832
Al Fasulo	Code Enforcement Officer	PC832
Nick Henderson, CBO	Code Enforcement Officer/Inspector	PC832
Doug Martin, CASp	Code Enforcement Officer/Inspector	POST PC832
Renee Souza	Code Enforcement Officer	Advanced CEO, PC832
Stuart Blakesley	Code Enforcement/Fire Plan Reviewer	PC832
Scott Wungluck, CBO	Code Enforcement/Senior Inspector	PC832
John Juarez	Senior Code Enforcement Officer	PC832
Justine Sidie	Code Enforcement Officer	PC832, CACEO Levels I, II, and III
Rebecca Lauricella	Code Enforcement/Fire Inspector	PC832
Dave Nolta	Code Enforcement Officer/Inspector	PC832
Joe Pena	Code Enforcement Officer/Inspector	PC832
Lucas Chapman, CBO	Code Enforcement Officer/Inspector	PC832
David Rashe, CBO	Code Enforcement Officer/Plans Examiner	PC832

Project Experience

County of San Benito, CA

Code Enforcement (Amnesty Program), Plan Review, Inspection, and Chief Building Official

4LEAF has been serving the County of San Benito providing as-needed Building Inspection, Code Enforcement, Plan Review, Public Works Inspections, and serving as the Interim Chief Building Official. San Benito County, located in the Coast Range Mountains, encompasses approximately 1,400 square miles with a population of more than 59,000. 4LEAF reviews and inspects several projects including several housing tracts and miscellaneous commercial projects.

Code Enforcement

4LEAF is currently providing Code Enforcement, Inspection, and Project Administration Support services to San Benito County residents who have completed work without going through a formal permitting process. Through strong organization and effective communication, the community has been very receptive to getting their properties up to the current codes and standards and avoiding life-safety construction hazards to the community.

Project Highlight – Panoche Valley Solar Project



4LEAF is currently performing the inspections of the $1 Billion Panoche Valley Solar Project on behalf of the County of San Benito. Panoche Valley Solar, LLC (PVS) is the owner of the Panoche Valley Solar Project, located in southeastern San Benito County, California. PVS is committed to the reduction of greenhouse gases through increasing renewable energy generation and reducing the use of fossil fuels (coal and natural gas). Once complete, the project will help generate clean energy for the local community, helping California meet its renewable energy goals and responsibly protect its native environment. Construction began summer 2016 and is expected to create up to 500 direct and indirect construction jobs.

PVS has developed a precedent setting conservation plan in cooperation with biologists, conservationists, and wildlife agencies. PVS has acquired over 25,000 acres of conservation land that is critical to the recovery of regionally protected species and habitats. These conservation lands will be protected under a Conservation Easement and managed in perpetuity.

Client Name: County of San Benito
Project Location: Hollister, CA
Client Contact: Benny Young, Director
Client Address: 2901 Technology Blvd, Hollister
Client Phone: (831) 637-5313
Contact Email: BYoung@COSB.US

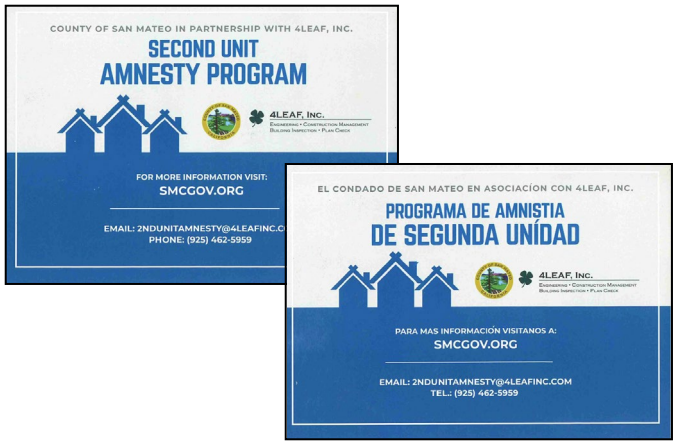
County of San Mateo, CA

Second Unit Amnesty Program – Code Enforcement Services

In July 2018, 4LEAF was awarded the contract for San Mateo County's Second-Unit Amnesty Program. 4LEAF was selected to provide Program Management, Code Enforcement, Inspection, and Plan Review Services for the County of San Mateo residents who have completed work without going through a formal permitting process. In a collaborative effort to balance safety with California's desperate need for more housing, the County implemented the Amnesty Program, along with a financial loan program, to promote the legalization of unpermitted second units, bringing them up to the current codes to avoid life-safety construction hazards. Steps of the program include but are not limited to:



1. Performing the initial inspection and determines the required scope of work along with an estimate and submits the findings to the applicant and County.
2. Determining if client wishes to proceed with the Amnesty Program based on findings of the inspection report and estimated cost conformance.
3. Providing a minimum of two contractor estimates from licensed contractors.
4. County sends 4LEAF the completed application, submitted plans, agreement of timeline, and scope of work.
5. Uploading the submitted plans and documents into 4LEAF's EZPlan Review and performing the plan review with a maximum 5-day turnaround.
6. Performing the requisite inspections after permit is issued from the County. Coordinating each inspection with the contractor and the applicant through 4LEAF's Program Manager.
7. Monitoring the progress throughout the project and provides the Program Manager with updates, correction notices, and approvals. This information is uploaded and tracked in EZPlan Review portal.
8. Upon completion of the work, 4LEAF sends a letter of recommendation to the County stating an Amnesty Compliance Certificate be issued to the Applicant.



4LEAF and the County work together to maintain a database of cases and track permitting progress on properties that need inspections to verify if the property meets current residential health and safety codes and the current adopted California Building Codes.

Client Name: County of San Mateo
Project Location: San Mateo, CA
Client Contact: William Gibson, Project Planner
Client Address: 555 County Center, 2nd Floor
Client Phone: (650) 363-1816
Contact Email: WGibson@SMCgov.org

Town of Los Gatos, CA

Code Enforcement Services and Building Division Services

4LEAF has been working in the Town of Los Gatos to perform Building Division Services including, Code Enforcement, Building Inspection, Plan Review, and Permitting to ensure that the Division is fully operating with all the written codes designed to maintain a healthy and clean environment as well as quality of life and health standards. Our scope of work for Code Enforcement includes:



- Investigating citizen and staff complaints for suspected violations of City Codes, ordinances and regulations including health, safety, zoning, and public nuisance, and initiating appropriate remedial action.
- Working jointly with other departments as directed to investigate, regulate, and enforce all relevant codes and coordinated code enforcement activities.
- Meeting with citizens, building inspectors, and other knowledgeable persons to identify properties which are in violation of City ordinances.
- Responding to public requests for information and explaining violations.
- Issuing letters to property owners notifying them of violations.
- Conducting follow-up inspections to ensure compliance with applicable codes and ordinances.
- Writing chronologies and citation narratives.
- Writing citations when warranted.

4LEAF and the Town work together to maintain a database of cases that will track permitting progress on properties requiring inspections to verify if the property meets current residential health and safety codes and the current adopted California Building Codes.

Client Name: Town of Los Gatos
Project Location: Los Gatos, CA
Client Contact: Robert Gray, Chief Building Official
Client Address: 110 East Main St. Los Gatos, CA 95030
Client Phone: (408) 354-6815
Contact Email: RGray@LosGatos.gov

City of San Pablo, CA

Code Enforcement, Plan Review, Inspection Services, and Chief Building Official

Since 2018, 4LEAF has been working with the City of San Pablo in several different capacities including Code Enforcement, Plan Review, Inspections, and Interim Chief Building Official to assist the community in helping its customers update their construction to maintain compliance with the current codes, especially those who did not go through a formal permitting process.

CITY OF SAN PABLO
City of New Directions

Housing Program – Code Enforcement



4LEAF is currently providing inspection and project administration support services to City of San Pablo residents who have completed work without going through a formal permitting process. Through strong organization and effective communication, the community has been receptive to getting their properties up to the current codes and standards and avoiding construction hazards. Our inspectors are working diligently to maintain a database of cases and track permitting progress on properties that need inspections to verify their property meets the current residential health and safety code and the current adopted California Building Codes. Our Project Administrator works both on- and off-site coordinating, managing, and assigning inspections regarding this program.

Interim Chief Building Official

4LEAF is currently providing the City with an Interim Chief Building Official for more than two years in this capacity. 4LEAF's Building Official routinely performs Plan Reviews and Inspections on large commercial and important City projects and helps manage up to two Permit Technicians, one Building Inspector, and three Permit Technicians.

Building Inspection Services

4LEAF provides all the inspection services for the City to include residential and commercial inspections for all trades including Building, Mechanical, Electrical, and Plumbing. 4LEAF personnel is responsible for inserting all the inspection results into the City's permitting system CRW.

Client Name: City of San Pablo
Project Location: San Pablo, CA
Client Contact: Charles Ching, Assistant City Manager
Client Address: 13831 San Pablo Ave., San Pablo
Client Phone: (510) 215-3031
Contact Email: CharlesC@SanPabloCA.gov

City of Pinole, CA

Code Enforcement, Plan Review, Inspection, and Chief Building Official

4LEAF has been working with the City of Pinole in several capacities including Plan Review, Code Enforcement Programs, Inspections, and providing an Interim Chief Building Official. These services assist the community in updating their construction to be in compliance with the current codes, especially for residents who did not go through a formal permitting process.

Housing Program – Code Enforcement



4LEAF is currently providing inspection and project administration support services to residents of the City who have completed work without going through a formal permitting process. Through strong organization and effective communication, the community has been very receptive to getting their properties up to the current codes and standards and avoiding life-safety construction hazards to the community. Both our Inspectors are working diligently to maintain a database of cases and track permitting progress on properties that need inspections to verify their property meets current residential health and safety code and the adopted California Building Codes.

Interim Chief Building Official

4LEAF provided the City with an Interim Chief Building Official. Lucas Chapman, CBO was with the City of Pinole on behalf of 4LEAF for more than one year. Lucas routinely performed plan reviews and inspections on large commercial and important City projects. Lucas also helped manage up to two Permit Technicians and one Building Inspector.

CRW Permitting System Automation

4LEAF recently provided the City of Pinole with Administration assistance for the upgrades to their CRW Permitting System. Our staff helped organize and administer workarounds to allow staff to successfully navigate the permitting system, integrate with other departments, and interface with the community to process permits in a reasonable time frame.

Building Inspection Services and Emergency Response Team

4LEAF provides all the inspection services for the City to include residential and commercial inspections for all trades including Building, Mechanical, Electrical, and Plumbing. Our firm provides after hours and weekend response to emergency life-safety situations due to fire, weather damage, or power loss to determine if the residences were safe to resume occupancy.

Client Name: City of Pinole
Project Location: Pinole, CA
Client Contact: Tamara Miller, Public Works Director
Client Address: 2131 Pear St, Pinole, CA 94564
Client Phone: (510) 724-9010
Contact Email: TMiller@Ci.Pinole.CA.US

QUALIFICATIONS TO PROVIDE

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY OF ROLLING HILLS

SECTION 3

SCOPE OF WORK
PLAN REVIEW

SECTION 3: SCOPE OF WORK – PLAN REVIEW

Plan Review Services

4LEAF will provide Plan Review for any type of structure to ensure compliance with all adopted codes, local ordinances (including Tier 1 of Cal Green, if required) and State and federal laws that pertain to Building and Safety, and for compliance with the adopted International Code Council (ICC) Building, Plumbing, Electrical, Mechanical, National Fire Protection codes and standards, and the Accessibility and Noise and Energy Conservation requirements as mandated by the State of California Title 24, State of California Water Efficient Landscape Ordinance, the State of California Certified Access Specialist (CASp) compliance, and all other applicable ordinances. The types of projects we provide these services for include Single-Family Dwellings, large Multi-Family Mixed-Use Dwelling Units, Commercial, and Industrial.

Approach

We understand that the specific building plan review responsibilities will include, but are not limited to:

- Examining plans, drawings, specifications, computations documents, soils reports, and additional data;
- Ascertaining whether projects are in accordance with applicable building and fire codes, and City ordinances, including but not limited to Title 24 and Title 25;
- Performing such reviews as structural, MEP, green building, fire and life safety, grading and drainage;
- Reviewing plans to ensure conformity to the required strengths, stresses, strains, loads, and stability as per the applicable laws;
- Reviewing plans to ensure conformity with use and occupancy classification, general building heights and areas, types of construction, fire resistance construction and protection systems, means of egress, accessibility, structural design, soils and foundations; and masonry;
- Providing additional plan review services as requested by the City;
- Conducting all plan review at the City Department or at a site mutually agreed upon in writing and;
- Supplying all plan review staff with all code books and other basic professional references.

On- and Off-Site Review

4LEAF can supply Registered Professional Engineers to the City to work on-site performing structural plan review and non-structural reviews at the jurisdiction's discretion. Our experience includes checking for compliance with the structural, life-safety, accessibility, plumbing, mechanical, electrical, fire, and local codes/ordinances.

Process Mapping

4LEAF aims to bring departmental processes together by identifying and eliminating obstacles to streamline processes. Our subject-matter experts visit each department within a jurisdiction to conduct an analysis of existing processes, identify how best to streamline separate departmental processes to improve workflow, and provide guidance and recommendations on an improved work plan. 4LEAF implementation staff work both on- and off-site during this process and offer extensive training to existing municipal staff members on the use of a jurisdiction's preferred permitting software. **We have a robust amount of experience with software that aids in the implementation of process mapping, such as e-PlanSoft, TRACKiT, EnerGov, Accela, and iWorq.**

Plan Review QA/AC Review Process

Task 1 – Project Tracking Set-up

The first step of our process will be to set up the project in our system to enable 4LEAF and the City of Rolling Hills each to track the progress of the review. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal.

Task 2 - Complete Submittal Review

Upon receiving the plans from the City, 4LEAF will triage (preliminary plan review performed by 4LEAF plan review project lead) the submittal to verify that the submittal received is complete (i.e., all pertinent plans, calculations, reports, and other related documents) in order that we can begin our review. If the submitted package is incomplete, we will communicate with the City to discuss the deficient documents needed to proceed with our review.

Task 3 - Plan Review Assignment

After the triage process is performed and a complete package is verified, the project will be assigned to the most qualified Plans Examiner and a turnaround time will be established. We will log each application into our database the same day the plans are received to assure that they are routed in a timely manner and to allow for daily project tracking.

Task 4 - Plan Review

4LEAF will provide the project contact (Developer, Contractor, Architect, or Engineer) desired by the City of Rolling Hills with a list of any items needing correction and clarification to comply with applicable building codes, ordinances, and regulations. A correction list will be created based on the missing codes and ordinances.

Task 5 - Quality Control

Prior to submitting the plan review correction list to the City, the designated plan review project lead will review the correction list for adherence to applicable codes and ordinances as well as for accuracy and completeness. After completion of our quality control review a correction list will be e-mailed to a designated staff member at the City of Rolling Hills or as directed by the City. The correction list and a 4LEAF transmittal form will include the following information: a description of the work, type of construction, occupancy group, square footage, number of floors, and sprinkler requirements.

Task 6 - Plan Review Rechecks

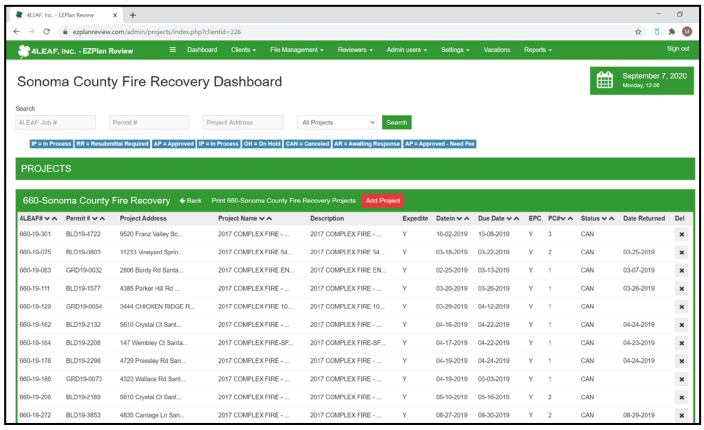
Plans received for rechecks will be reviewed for conformance. Our goal is to actively work with the designers to resolve all unresolved issues after our second review. If it appears that there are complicated issues that might cause a project to go beyond our second review, we will communicate directly with the designer to resolve these concerns.

Task 7 - Project Approval

Once the final plan reviews are completed and ready for approval, 4LEAF will organize the plans and supporting documents per the City of Rolling Hills processing requirements and return them to the City, along with our letter of completion.

4LEAF's EZPlan Review

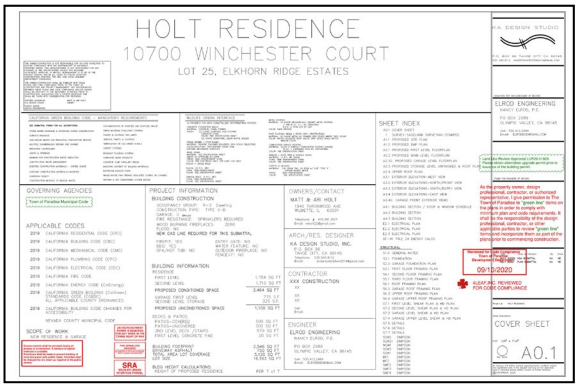
EZPlan Review is our in-house tracking software that acts as a communication tool between 4LEAF and the jurisdictions we work with. The use of EZPlan makes communication easy. This web portal allows users visualize project due dates, notes, and status updates so that projects can be followed from start to finish. Additionally, 4LEAF provides electronically stamped and uploaded copies of approved project plans, a value which saves clients time and resources. With the use of EZPlan, 4LEAF hopes to provide a level of ease and transparency during the off-site plan review process.



Document Control

When plans and documents are received for review, 4LEAF's Plan Review Manager and Document Control Technician analyze the project, creates a job number, and completes a Job Setup Sheet. This form highlights both the jurisdiction, applicable contact information, and all project specific design criteria and notes. Jobs are then transmitted through 4LEAF's easily accessed EZPlan Review Portal which tracks initial and subsequent reviews and is open for view by the client. The City and their customers can view 4LEAF's plan review control log through 4LEAF's EZPlan Review Portal.

Plans then get distributed for review to a 4LEAF team consisting of Plan Review Engineers, Architect (a licensed state professional) and/or an ICC Certified Plans Examiner, as applicable. Our staff then performs his or her function of analyzing the plans and documentation for effective conformance to the state codes, referenced construction standards, and City amendments. 4LEAF's code review methodology is "The Effective Use of the Codes" reinforced through proprietary and jurisdictional checklists. When complete, the Plan Review Manager overviews the project for quality control purposes and forwards comments or approvals to the client's pre-designated contacts.



Off-Site Electronic Plan Review

Digital plan review allows 4LEAF the ability to review, markup and transport plans of any size electronically. We strongly encourage this service for our clients. This process delivers a high degree of cost effectiveness, time efficiency and a "green" and environmentally friendly system. Through our strong focus on utilizing this digital capability, we offer full access to all 4LEAF engineers and plans examiners company-wide, from any of our office locations. A protected online portal will be established to allow property owners, contractors, developers, businesses, designers, and stakeholders to submit plans electronically for review. Access to the online portal will be given to City staff for immediate access to information regarding project status during the review process.

4LEAF has successfully implemented and used Bluebeam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF's offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation. Bluebeam integrates flawlessly with our Green Line approach for electronic and timely turnarounds resulting in permit issuance within 5-7 business days.

Additional Technologies

Having served more than 400 jurisdictions, 4LEAF and our staff are knowledgeable and have experience working with a variety of different technologies for Electronic Plan Review, Permit Tracking, and Building Inspections. 4LEAF's experience with tracking technologies includes, but is not limited to:

Structural Only Review

Upon request, 4LEAF will perform "structural only" reviews for the City. 4LEAF can communicate directly with the designers via email, in-person meetings, and through our EZPlan Review system. 4LEAF prefers PDF files for "structural only" reviews as they allow several Structural Engineers to review plans together should there be design-related questions. The majority of 4LEAF's plan review engineers have a design background and work well with project designers.

Certified Access Specialist (CASp)

4LEAF has 16 Certified Access Specialists on staff. We have performed CASp inspections, plan review projects, and have consulted on numerous construction projects for accessibility questions and advice.

CASp Inspector	Certification No.	Expiration
Scott Wungluck	CASp-560	4/29/2023
Jerry Thome	CASp-104	9/14/2024
Mike Anderson, P.E.	CASp-328	9/22/2024
David Rashe, CBO	CASp-213	6/23/2022
Sareh Deyhimi, P.E.	CASp-876	3/13/2022
Brent Hipsher	CASp-422	4/12/2024
William Holl, AIA	CASp-509	12/6/2023
Scott Johnson, S.E.	CASp-530	1/2/2023
Kevin Brenton	CASp-964	8/4/2024
Doug Martin	CASp-937	4/2/2023
Evon Ballash	CASp-803	12/4/2023
Sivaji Muggari	CASp-969	7/30/2024
Lorena Soules	CASp-833	7/10/2024
Steven Raney	CASp-519	12/10/2022
James Wiatrak	CASp-789	8/9/2023
Don Folsom	CASp-203	4/15/2022

Plan Review Personnel

4LEAF has **60+ plan check personnel** that includes Registered Professional Engineers, Licensed Architects, Certified Access Specialists, and ICC Certified personnel dedicated to performing plan review services to our municipal clientele. Should duplicate names appear in our competitor's submittals, we are prepared to show payroll records to ensure you that all names listed in this proposal are employees of 4LEAF.

Plans Examiners	Registrations & Certifications
Melissa Mennucci, S.E.	Registered Structural Engineer
Albert Kong, S.E.	Registered Structural Engineer
Farheen Sultana, S.E.	Registered Structural Engineer
Beng Low, M.E., S.E.	Registered Structural and Mechanical Engineer
Mike Anderson, P.E., CASp	Registered Professional Engineer & **CASp**
David Chung, P.E.	Registered Professional Engineer
Kathy Bucciarelli, P.E.	Registered Professional Engineer & 2 ICC Certifications
Davison Chanda, PE	Registered Professional Engineer
Ana Akin, P.E.	Registered Professional Engineer & 2 ICC Certifications
Joseph Nicolas, P.E.	Registered Professional Engineer
Melissa Dubovik, P.E.	Registered Professional Engineer
Stefanie Hionis, P.E.	Registered Professional Engineer
Anastasios Hionis, P.E., M.E., E.E.	Registered Professional Engineer
Sareh Deyhimi, P.E.	Registered Professional Engineer & 1 ICC Certification
Scott Martin, P.E.	Registered Professional Engineer
Liberty Jensen, P.E.	Registered Professional Engineer
Yousef Marmosh, P.E., M.E.	Registered Professional Engineer
Keith Long, AIA	Registered Architect
Sandeep Ojha	Degreed Engineer
Youssef Abdou	Degreed Engineer
David Rashé, CBO, CASp	**Certified Building Official**, **CASp,** & 11 ICC Certifications
Peter Oliver, CASp	**CASp &** ICC Certified Plans Examiner
Joseph Espinoza, CBO, MCP	ICC Certified Plans Examiner & 8 ICC Certifications
Madhavi Latha	Degreed Engineer & ICC Certified Plans Examiner
Sivaji Muggari	ICC Certified Plans Examiner
Gene Ferrero	ICC Certified Plans Examiner
Lisa O'Malley	ICC Certified Plans Examiner
Ingeborg Vriend	ICC Certified Plans Examiner
James Johnson	ICC Certified Plans Examiner
Eriselda Nachy	ICC Certified Plans Examiner
	More than 20 additional Plans Examiners

Project Experience

City of Indian Wells

Building Plan Review Services

4LEAF provides the City of Indian Wells third party plan check services, including electronic plan review, for the City's Building and Safety Division in the Community Development Department. 4LEAF works with the Building Official and staff to review plans and documents for code compliance.



4LEAF provides highly qualified plan check professionals who work under the supervision of an ICC Certified Plans Examiner or Licensed Professional Engineer (P.E.) to provide efficient, accurate and timely plan checks services with sufficient staffing to meet the City's needs. All 4LEAF staff have previous experience working for cities, are customer-service oriented, and have experience successfully managing multiple tasks, assignments, and responsibilities.

4LEAF reviews structural, life safety, accessibility, plumbing, electrical, mechanical, energy compliance, and building code standards to ensure compliance with the adopted model codes as amended and municipal codes of the City of Indian Wells. All changes/corrections are identified, documented, and addressed prior to approval. Approved plans are stamped and signed as approved once they meet all requirements.

Services include:

- Provide highly qualified plan check professionals who will work under the supervision of an ICC Certified Plans Examiner or Licensed Professional Engineer.
- Provide efficient, accurate, and timely plan check services with sufficient staff to meet the City's needs.
- Provide staff with previous experience working for cities, be customer-service oriented, and have experience successfully managing multiple tasks, assignments, and responsibilities.
- Have the capability to conduct electronic plan review.
- Commercial and residential building plan checks will be performed by 4LEAF, as well as all plumbing, electrical, mechanical, and related plans submitted to the City by private developers or other applicable government agencies for construction and reconstruction projects.
- Check plans for compliance with California Building Codes and all applicable codes and statues.
- All changes/corrections will be identified, documented, and addressed prior to approval.
- Stamp and sign approved plans once they meet all requirements.
- Provide transmittal of documents and plans to and from off-site facilities and City Hall, review plans, and communicate with applicants, architects, Engineers, Designers, Owner or Agent to facilitate a quality and timely review of construction documents.

Agency Name: City of Indian Wells
Project Dates: 2020 - Present
Client Contact: Craig DeGroot, CBO, Building Official
Client Telephone: (760) 776-0230
Client Address: 44-950 Eldorado Drive, Indian Wells, California 92210
Contact Email: CDeGroot@IndianWells.com

City of Signal Hill

Plan Review and Staff Augmentation Services

4LEAF has provides the City of Signal Hill with two types of comprehensive services to support the Community Development Department since 2019. Services include:

- **Professional Contract Staffing:** 4LEAF provides the following on-site staff to the City's Community Development Department: Building Official, Structural Plan Check Engineer, Plan Check Engineer, Plans Examiner, Senio r and Combination Building Inspectors, Permit Technician, Oil Field Services Coordinator, Code Enforcement Officers, and clerical staff.
- **Professional Contract Plan Check Services:** 4LEAF staff members perform plan check review and provide corrections for requested Building, Plumbing, Electrical, and Mechanical plans for commercial and residential construction for reconstruction projects consistent with California Building Code and the City's Municipal Code.



Agency Name: City of Signal Hill
Project Dates: 2019 - Present
Client Contact: Colleen Doan, Planning Manager
Client Telephone: (562) 989-7344
Client Address: 2175 Cherry Avenue, Signal Hill, CA 90755
Contact Email: CDoan@CityofSignalHill.org

County of Ventura, CA

Plan Review and Fire Recovery Services

4LEAF is currently under contract with the County of Ventura to provide as-needed plan review services for the construction plans/drawings and related documents to ensure substantial compliance with the Applicable State and local codes, including the State Building, Energy, and Green Building Code. In addition, 4LEAF has been tasked with expedited plan reviews as a result of the Fire Recovery effort from the 2017 Thomas Fire.



Agency Name: County of Ventura Resource Management Agency
Project Dates: 2018 - Present
Client Contact: David Hansen, East County District Manager
Client Telephone: (805) 582-8037
Client Address: 501 Poli Street, Public Counter, Room 117, Ventura, CA 93002
Contact Email: David.Hansen@Ventura.org

JANUARY 31, 2022

QUALIFICATIONS TO PROVIDE

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY OF ROLLING HILLS

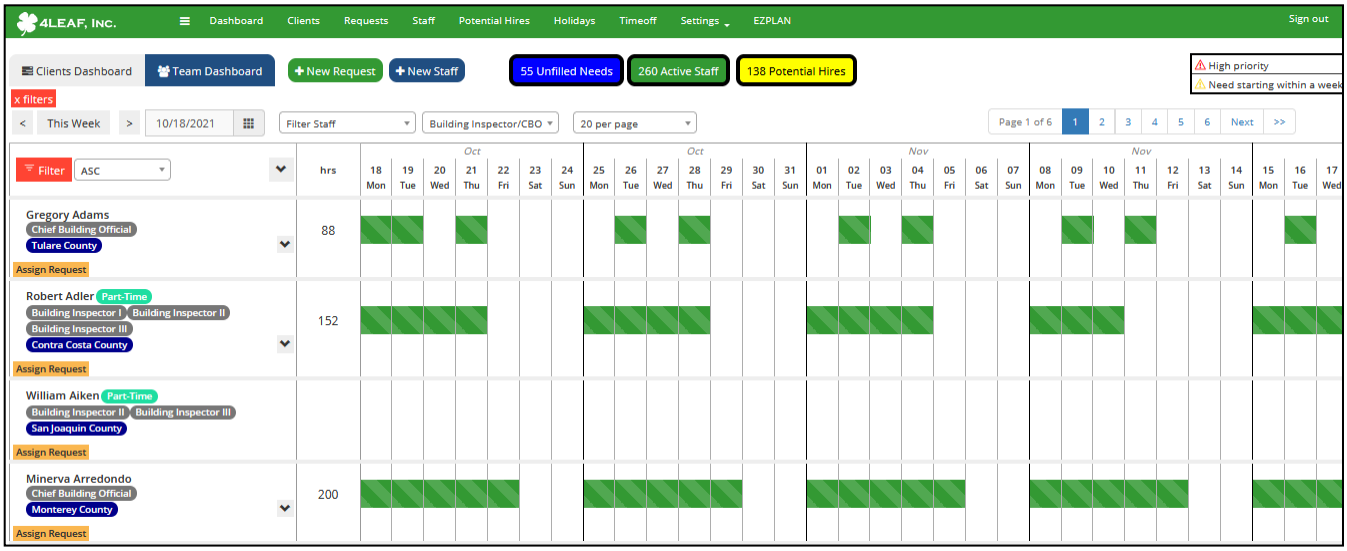
SECTION 3

SCOPE OF WORK
INSPECTION

SECTION 3: SCOPE OF WORK – INSPECTION

Inspection Services

4LEAF maintains the largest database of qualified ICC-certified inspectors of varied qualifications. Inspectors range from current full-time inspection staff, idle staff (temporarily between assignments), and pre-qualified staff (including inspectors who are available subject to client demand). Below is a snapshot of our on-call database that we utilize for all our clients for as-needed staffing requests. This database allows us to enter and visualize client staff needs as they come in. Each jurisdiction we work with has their own page dedicated to staff augmentation where our back-end staff and project managers work together to make the best placement possible in the shortest amount of time. We can provide interim or full-time inspectors same-day or within one business day.



Periodic Inspection Services → Available Next Day

4LEAF can fulfill inspection requests immediately upon request including same day. Our firm has a wealth of local and available inspectors ready to serve the City. In addition, we have a proven track record of providing services to many different Building Departments.

Part-Time Inspection Services → Available Next Day

4LEAF can provide the City with part-time inspectors upon request. We can provide part-time staff within 24 hours of request for any duration of time. Our Project Manager will work closely with the City to identify the right personnel and determine the appropriate work schedule.

Full-Time Inspection Services → Available Two Days or Less

4LEAF can provide full-time inspectors upon request. We provide this service regularly to many clients throughout the country.

Project Specific Inspection Services → Available Two Days or Less

4LEAF is often tasked with providing inspection services to large projects on behalf of municipalities. These projects use a separate City account which is distributed to 4LEAF using a separate invoice and contract number. This is particularly helpful to fast paced projects looking for continuous inspections over a short period of time.

Inspection Personnel

4LEAF will provide inspectors to perform inspections on permitted projects at each necessary point of progress, verifying compliance with the approved plans. 4LEAF inspectors possess current ICC certifications and/or other equivalent certifications that are acceptable to the City. 4LEAF can also provide Building Inspectors that specialize in ADA for disabled access inspections as needed. We will provide inspector qualifications to the City's Building Official or other designated City staff member for acceptance prior to assignment of duties.

Below is a quick look into 4LEAF's on-call inspector list, which is made of qualified and quality team members who are ready and able to take on the City's projects. As you can see from this limited sample, we have an inspection team with years of experience and varying certifications.

Inspectors	Certifications
Christopher Fowler, CBO, OSHPD A	Certified Building Official, OSHPD A, & 25 ICC Certifications
Jeff Rocca	33 ICC Certifications
Jane Alexander, CBO	Certified Building Official & 21 ICC Certifications
Rory Shortreed, OSHPD A	OSHPD A & ICC Commercial Building Inspector
Martin Scott, OSHPD A, DSA 1	OSHPD A, DSA 1 Certification, ICC Commercial Building Inspector
Mike Leontiades, CBO	Certified Building Official & 9 ICC Certifications
Michael Renner, CBO	11 ICC Certifications
Lucas Chapman, CBO	Certified Building Official & 11 ICC Certifications
Dave Brakebill	13 ICC Certifications
Ed O'Reilly, CBO	Certified Building Official & 10 ICC Certifications
Jerry Thome, CBO, CASp	Certified Building Official, CASp, & 9 ICC Certifications
Brad Fields	MCP, 33 ICC Certifications
Jerry Brown	8 ICC Certifications
Wladyslaw Grobelny	8 ICC Certifications
David Rashé, CBO, CASp	Certified Building Official, CASp, & 11 ICC Certifications
Brent Hipsher, CBO, CASp	Certified Building Official, CASp, & 6 ICC Certifications
Zachary Karver	10 ICC Certifications
Marcus Johnson	7 ICC Certifications
Chris Rose	6 ICC Certifications
John Kuehl, CBO	6 ICC Certifications
Chris Pallares	5 ICC Certifications
Andrei Oustinov	5 ICC Certifications
Tim Orbea	5 ICC Certifications
Greg Adams, CBO	Certified Building Official & 4 ICC Certifications
Chuck Venook	3 ICC Certifications
Dave McGee	12 ICC Certifications
Greg Johnson	Certified Building Official, 2 ICC Certifications
Eric Simonson	5 ICC Certifications
	More than 100 additional ICC Certified Inspectors

Project Experience

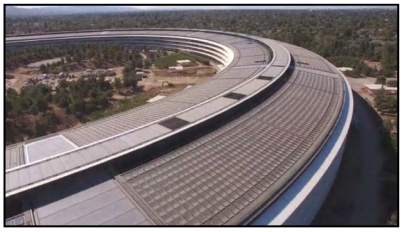
Apple Campus 2 – City of Cupertino, CA

Building and Fire Plan Review and Inspection Services



4LEAF provided the Building, Fire, and Public Works Department Inspection services on the largest private commercial construction project in the country. 4LEAF was tasked with mobilizing a project team of more than 20 Building, Fire, and public Works Inspectors, Permitting Specialists Staff, and Engineering team for this more than $6 Billion project. Our firm was responsible for coordinating the inspections in relation to the City's permits and ultimately packaging milestones of the project for occupancy approval from the City's Chief Building Official. This project includes several different buildings on the Campus to include:

Inspection Services





- **Main Building –** The Main Building accommodates up to 12,000 employees and is 2.8 million s.f. Campus amenities will include a striking restaurant within the Main Building and 2,300 spaces of below grade parking.
- **Corporate Fitness Center –** Approximately 100,000 s.f.
- **Corporate Auditorium –** Approximately 120,000 s.f. and holds up to 1,000 people.
- **North and South Parking Structures –** Two above-grade parking structures of approximately 6,000 spaces.
- **Central Utility Plant –** Integrated parking structure and serves all buildings on the Main Building site.
- **Phase 2 Research and Development Buildings –** 600,000 s.f. of office, research, and development and two separate above ground parking garages.

Plan Review Services



- **North and South Parking Structures –** 4LEAF reviewed the above grade Parking Garages (2) for the Apple Campus 2. Our team performed Structural, Architectural, Fire-Life-Safety, Mechanical, Electrical, and Plumbing inspections. The two 3-story garages are 300,000 s.f. structures which include Photovoltaic Array on the rooftops. The garages are connected by bridges and a spine ramp.

Client Name: City of Cupertino
Project Location: Cupertino, CA
Client Contact: Albert Salvador, PE, CBO
Client Address: 10300 Torre Ave. / Cupertino, CA 95014
Client Phone: (408) 777-3328
Completion Date: 2018

City of Sand City, CA

Inspection and Plan Review Services

4LEAF was selected as the sole provider of Plan Review and Inspection Services for three major developments to be constructed over the next five years. 4LEAF will provide continuous inspection services and plan review for each project which will utilize 4LEAF's internal management system EZPlan Review and GoFormz.

South of Tioga



The project consists of a mixed-use (residential and commercial) development project on an approximate 10.64 acre site bounded by Tioga Avenue to the northeast, California Avenue to the southeast, East Avenue to the southwest, and the Merle Street right-of-way to the northwest. This project includes 356 multi-family residential units, 216 hotel units, and a restaurant. There will also be a surface parking lot as well as a multi-story parking garage. The project will merge existing lots, abandon existing public rights-of-way, creates six new parcels (HI, HIA, H2, H2A, R-1, and R-2), relocates an existing wastewater lift station, dedicates additional right-of-way to, or relocation of, existing streets, and dedicates right of-way for new public streets. The project was separated into five (5) separate components:

1. Demolition of multiple buildings on approximately 41 existing parcels.
2. Completion of new public streets and rights-of-way, utility and infrastructure installation, and preparation of development pads on each of the projects newly created parcels.
3. Construction of a four-story wood frame building consisting of a 216-room Hotel and restaurant with associated parking adjacent to the building.
4. Construction of 7-story multi-family residential structure consisting of 125-unit.
5. Construction of 7-story multi-family residential structure consisting of 231-units with an associated 4-story concrete parking garage.

Eco Resort



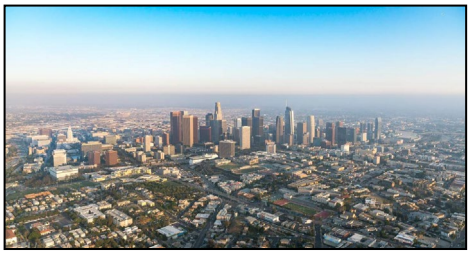
The project, which will take ~3 years to complete, will be a mixed-use development of 184 hotel rooms, 92 hotel condominium units, 92 residential condominiums, full-service spa, two restaurants, and conference space. The project site sits on what was once one of the largest sand mines in the US and will be designed using smart building technologies including alternative energy systems, a graywater system, daylighting, green roofs, and living walls that together reduce carbon emissions by 50% and cut utility costs.

Client Name: City of Sand City
Project Location: Sand City, CA
Client Contact: Aaron Blair, City Manager
Client Address: 1 Pendergrass Way, Sand City, CA 93955
Client Telephone: (831) 394-3054, ext. 212
Contact Email: Aaron@SandCityCA.org

County of Los Angeles

On-Call Building Inspection Services

4LEAF provides Los Angeles County (County), within 48 hours of notification, qualified personnel for on-call building and safety inspection, permit technician, and related services.



4LEAF provides the County with inspection services that consist of combination building inspection services, code enforcement/property rehabilitation services, and business license clearances. Combination building inspection services provided during the construction phase of various private and County improvement projects. Code enforcement/property rehabilitation services will be performed through inspection of properties, filing notices and complaints against violators of County building laws, documenting, and preparing violation cases for the District Attorney's office and/or County Counsel, testifying in court, and public nuisance abatement utilizing specified County procedures and policies. Business license clearances will be conducted on an on-call basis. Personnel may be required to inspect and report to sites located throughout Los Angeles County. Personnel will also be expected to review electronic/digital plans and documents as directed by the County.

Personnel report to the local Building and Safety office and perform services from the opening to closing of the business day, or completion of assigned inspections, as directed by the County. 4LEAF provides all labor, materials, transportation, and equipment necessary for personnel to perform these services throughout Los Angeles County. Equipment includes, but is not limited to: business cards, email-enabled smart phones or equivalent, digital cameras, and electronic portable devices such as notebook computers, tablets, or any other additional devices as determined by the County. The equipment shall be of a type acceptable by the County. Materials shall include, but are not limited to, all necessary code books and reference materials.

Staff requested by the County includes:

- Permit Technician
- Building Inspector
- Building Inspector + CASP
- Building Inspector (prevailing wage)
- Senior Building Inspector
- Senior Building Inspector + CASP
- Senior Building Inspector (prevailing wage)
- Property Rehabilitation/Code Enforcement Inspector
- Document Control Specialist
- Mainframe Programmer

Agency Name: Los Angeles County Public Works
Project Dates: 2019 - Present
Client Contact: Justin Soo Hoo, P.E.
Client Telephone: (626) 485-5100
Client Address: 900 S. Fremont Ave., Alhambra, CA 91803
Contact Email: JSooHoo@DPW.LACounty.gov

City of Hemet

Building Inspection, Plan Review, and Permit Technician Services

4LEAF provides plan review, field inspection, and permit technician services as needed on an on-call basis during peak workloads or from an unforeseen absence of City personnel to the City of Hemet's Department of Building and Safety.

4LEAF performs a review of submittal documents (plans, specifications, engineering calculations, soils, investigation reports, etc.) to assess compliance with the regulations contained in the various building code applicable to City facilities by policy and law. For each plan check review 4LEAF develops a comprehensive "Building Code Plan Check Report" of items found at variance with applicable codes. This report is presented in letter and electronic format.



Services provided by 4LEAF includes:

- Provide plan review, field inspection, and permit technician services as needed on an on-call basis during peak workloads or from an unforeseen absence of City personnel.
- Performance of plan checking and inspection services in a diligent and professional manner in accordance with standard practice for such services.
- Performance of plan checking and inspection services at the Plan Checker's own office, at project sites, or in the City of Hemet offices as needed.
- Provide electronic plan review services as needed.
- Performing an independent evaluation of the applicant's estimate of value of construction project and immediately informing the Building Official or designee if there is a discrepancy between the applicant's estimate and the City's or industry standards and practices.
- Interfacing with permits applicants or their representatives to clarify plan check comments as required.
- Signing all approved plans as the "plans examiner of record" in accordance with standard Building Department practice.
- Meeting with City representatives and/or permit applicants or their representatives to review requirements of governing codes for projects in preliminary design or working drawing stages.
- Performing qualified building, combination and other trade inspections on an as needed, assigned or regular basis on residential, commercial and industrial projects and perform permit counter work as needed.
- Entering plan check comments and inspection results into the City's permitting software system.
- Provide all vehicles, fuel, maintenance, and other equipment necessary for inspectors to carry out their duties.
- Provide fixture counts on a City of Hemet provided form for all electrical, mechanical, and plumbing fixtures and advise the City of subsequent plan reviews would increase substantially the fixture count.
- Pick-up and delivery of plans from the City of Hemet offices on all business days the 8 City operates, not at an expense to the City of Hemet.

Agency Name: City of Hemet
Project Dates: 2019 - Present
Client Contact: Sara Retmier, CBO, Building Official
Client Telephone: (951) 634-1575
Client Address: 445 E. Florida Avenue, Hemet, CA 92543
Contact Email: SRetmier@CityofHemet.org

City of Victorville

Fire Inspection and Inspection Services

4LEAF is currently administering a complete Fire Prevention Bureau. We are providing on- and off-site plan review, annual, sprinkler, OSHPD, alarm, and state mandated inspections. 4LEAF presently staffs five positions including Fire Inspectors and a Fire Marshal and ensures that all project deadlines are delivered as per the City's contract.

Scopes of work include but are not limited to:

- Provide a California certified Fire Marshal to perform fire investigations, public education and other Community Risk Reduction (CRR) programs.
- Provide a minimum of one (1) California certified Fire Prevention Officer at the City during regular business hours to meet with the public, review fire plans and conduct fire inspections.
- Plan review for compliance with the California Fire Code, as amended and adopted by the State of California (Title 24, Part 9 of the California Fire Code) and the City of Victorville requirements.
- Plan review for compliance with the National Fire Codes as published by the National Fire Protection Association (NFPA), as adopted and referenced by the State of California (Title 24, Part 2 of the California Building Code; Title 24, Part 9 of the California Fire Code) and the City of Victorville requirements.
- Plan review for compliance with applicable provisions relating to fire alarm systems of the National Electrical Code as published by the National Fire Protection Association (NFPA), as adopted and amended by the State of California (Title 24, Part 3 of the California Electrical Code.)
- Inspections of all new structures and modifications to existing structures for compliance with all State and Local requirements as prescribed by the California Building Code; California Fire Code; and City of Victorville requirements.
- Inspections of fixed fire suppression systems to confirm installation complies with the approved plans; State requirements; local requirements and manufacturer's specifications.
- Inspections of fire sprinkler systems to confirm installation complies with the approved plans; State requirements; local requirements and manufacturer's specifications.
- Inspections of fire alarm systems to confirm installation complies with the approved plans; State requirements; local requirements and manufacturer's specifications.
- Support office staff and provide counter service, respond to questions, return phone calls and emails, input correction notices and case-related comments into the City's permitting software system (EnerGov); file and/or scan documents following field inspections.

4LEAF continually communicates with the City and as a 24/7 operation, there is always someone available to address questions, needs, or provide staff with a quick turnaround.

Agency Name: City of Victorville
Project Dates: 2019 - Present
Client Contact: Kevin Collins, C.B.O., C.F.M., Building and Fire Official
Client Telephone: (760) 646-0131
Client Address: 14343 Civic Drive, Victorville, CA 92393
Contact Email: KCollins@VictorvilleCA.gov

City of Hollister, CA

Plan Review, Permit Technician, and Inspection Services

4LEAF has been providing full Building Department Services to the City of Hollister since 2012. Currently, 4LEAF has four full-time employees at the City who perform Building Official, Building Plan Check, Building Permit Issuance, and combination Building Inspection services as would be expected as a standard function of a Building Department. 4LEAF also provides off-site Plan Check and Fire Plan Check services.

Services provided to the City include:



- Combination inspections to verify with City of Hollister's latest adopted and amended Title 24 California Building Codes, parts, 2,3, 4, 6, 8, and 12 covering structural, fire, life-safety, disables access, energy conversion, plumbing mechanical and electrical installations.
- Off-site plan review. 4LEAF's off-site plan review team completes residential and commercial plan reviews on any projects not performed by on-site personnel. Plans include an initial review and subsequent rechecks. All pick-up or shipping expenses are covered by 4LEAF. All initial plan reviews for residential, commercial, and large commercial are completed within (10) working days of submittal. Subsequent reviews are completed within (5) working days of the resubmittal.
- Preparation of all building permits and related paperwork to be submitted to the City for collection of permit fees.
- Collection of all fees for building inspection and review services at Building Department office and submits to the City's Finance Department all received payments by the close of each business day.
- All inspections completed within one (1) working day of request by a permit holder for any work which requires a building permit.
- Certification in writing that each inspection performed and authorized as complete, conforms to all applicable local, State, and federal building codes, ordinances, regulations and requirements, and that the work is in conformity with applicable approved plans and specifications.
- Fire plan checks of alarm permits, fire sprinkler systems, hood system, and underground storage tanks for compliance with all applicable, local, state, and federal codes. Provides all approved plans to the City fire department to make inspections. Collects fees for fire plan checks, fire permits and fire inspections.

Agency Name:	City of Hollister
Contact Name:	Brett Miller, City Manager
Contact Telephone:	Office: (831) 636-4300
Contact Email:	Brett.Miller@CityofHollister.ca.gov
Employees:	Currently approximately seven (7) 4LEAF employees
Services:	Plan Review, Permit Technicians, and Building Inspection
Date of Service:	2012 - Present

QUALIFICATIONS TO PROVIDE

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY OF ROLLING HILLS

SECTION 3

SCOPE OF WORK
PUBLIC WORKS

SECTION 3: SCOPE OF WORK – PUBLIC WORKS

Our team developed its project and construction management project approaches from years of field experience providing the overall administration of the construction process. 4LEAF fully understands the construction process, works proactively to identify problems early, and mitigates each risk before it affects the project performance goals. The following work plan details our team's construction management and inspection approach to achieve the City's projected goals.

Construction Management

PRE-CONSTRUCTION



Constructability reviews and alternative construction methods allow for cost and schedule savings. Upon receiving a notice-to-proceed (NTP), our team will conduct a thorough constructability review that will focus on anticipating issues in the field and resolving them through fast and flexible problem solving. This approach will result in timely completion of the work, claims avoidance, and reduction of public inconvenience. Within a week after the review is complete, our CM team will meet with the City and design team to discuss any comments. To mitigate risks, our team will perform a preconstruction job walk and identify additional work items. The team will confirm project quantities and actively monitor removal, rehab, and/or replacement.

Our team will schedule, coordinate, and conduct a pre-construction conference with the City, Contractor, design engineer, utilities, and other stakeholders. An agenda will then be prepared in advance to notify attendees of key items for discussion. At the pre-construction meeting, we will discuss special contract and/or concerns, and establish the protocol to be used throughout the project. The meeting will highlight the contractor's responsibility for items such as order of work, permit and environmental agreements, safety and access, progress pay requests, labor compliance, submittals, RFIs, CCOs, quality control, materials certification, schedule updates, and weekly meetings. We will review the baseline schedule and verify that it meets all the required information prior to issuing the NTP to the contractor.

SCHEDULING



Our team will maintain a master project schedule to include all completed and scheduled work. We will provide updates on anticipated closure, detours, etc. The team will also provide updates to the City on construction progress and any other pertinent project information through monthly progress reports. This update will show current conditions and revisions required by actual progress.

The monthly progress billing will be tied to the construction schedule. Work activities and material deliveries will be assigned the correct completion percentage by the Contractor. This will be reviewed by the Construction Inspector and discrepancies will be addressed. If necessary, the Contractor will revise and resubmit the schedule of values. This process ensures the Owner is accurately billed for the completed work monthly. We will approve

the monthly construction schedule, including activity sequences/durations, schedule of submittals, and schedule of delivery for products with long lead-time.

PROJECT IMPACTS

We will work proactively to eliminate or reduce project impacts from change orders by providing first-line management of CCO administration including review and evaluation of CCO requests; independent estimates; project mitigation such as possible alternatives and negotiation as the City's advocate; written approval from the City's Construction Manager prior to approval of any extra work; investigation and inspection of site conditions that differ from those described in the contract documents; schedule impact and analysis and verification; recommendations to the project Owner on acceptance; impact mitigation; review of submittals in support, and recommendation for resolution, of claims and disputes; and verification of costs.

REVIEWS

The Construction Manager will perform on-going review throughout the project to avoid any potential claims. If claims arise, the Construction Manager will work with the City and Contractor to find the best solution to resolve any claims in a timely manner. The Construction Manager and Inspection staff bring a detailed understanding of the City's processes for administering CCOs per the City's standards & procedures. We will work closely under the direction of the City's Construction Manager with the contractor to verify that change orders are processed and executed promptly by the contract documents and City's procedures. Inspectors will verify all work performed under time and materials, including equipment, contractor crew, and field measurements quantities. The Construction Manager will perform a review and recommendation for any contractor change orders.

STATUS UPDATES

The Team will provide a monthly status update on the project construction budget, indicating actual costs for completed activities and work in progress. We will also include estimated costs for uncompleted work. This monthly report will identify variances between actual and budgeted or estimated costs and shall advise the City if any actual construction costs have exceeded or will exceed the project construction budget for the entire project or any project component. We will work closely with the contractor to ensure any issues are properly documented and corrected. We will review the engineer's estimate for accuracy.

The project budget will be closely reviewed and monitored, and the team will communicate any anticipated changes to the City. Strict compliance with the original scope of work and initial construction cost budget can be achieved through continuous, and timely communications with City staff. Our key members are immediately available and committed to fully staffing the project through completion to provide a quality project delivered on time and within budget. We will anticipate staffing needs and adjust our staffing as project needs change. Our Construction Manager will regularly evaluate construction management staffing to ensure resources are where they are most effective.

COST MANAGEMENT

Our team will track the value of the completed work to ensure accurate and detailed monthly progress billing by the Contractor and will proactively manage the change order process. Inspectors will verify all work performed under time and materials, including



equipment, contractor crew, and field measurements quantities. We will oversee all authorized work performed under unit costs and additional work performed based on actual costs of labor and materials of a force account.

PROGRESS MEETINGS

The construction management team will hold weekly construction/progress meetings with the contractor, City, and stakeholders to discuss current construction activities, contract issues, progress, procedures, problems, change orders (COs), submittals, request for information (RFIs), deficiencies, and go over the "look ahead" schedule for upcoming work.

PROJECT CLOSEOUT

We will prepare a final report detailing the work completed, costs, changes, warranties, and documentation provided to the City. All project documents will be delivered to the City at Project completion. The report will also include a section on future suggestions and lessons learned. Our Construction Manager will take a proactive approach at processing close-out documentation including completion of final punch list items, guarantees/warranties, as-built plans, commissioning, subcontractor liens, retention, and final acceptance/certificates of completion, orderly transfer of key records and documents, resolution of outstanding issues, final payment preparation and processing along with final acceptance or record drawings. We will schedule and oversee the warranty repair requests within the one-year warranty. We will determine if any defects or imperfections are warranty issues. Upon completion of the project, we will provide the City with both hard and electronic copies of project documentation.



Inspection Services

Our team will make on-site inspections to check the quality and quantity of the work performed by all trades and guard the City against defects and deficiencies in the work by the Contractor. As necessary, our team will inspect construction means, methods, techniques, and sequences to evaluate the Contractor's compliance with the intent of the construction documents and recommend necessary remedial action to the Contractor.

REPORTING

Our team of proposed Engineers and Inspectors have the knowledge, skill, and experience to inspect all the anticipated construction operations for this contract. Throughout the project, our inspectors will review contract documents, plans, and permits. Inspectors will monitor and enforce construction noticing requirements. The inspectors will use their expertise to provide field conflict resolutions. The inspectors' primary duties will be to inspect and verify all work in place meets the requirements of the contract plans and specifications, traffic control plans, shop drawings, COs, and O&M manuals as well as maintenance of project documentation.



We will verify that all work conforms with the requirements and identify any issues of non-compliance with the applicable codes. Inspectors will meet with the project design team, City's consultants, and City staff to work out

any problems and resolve issues quickly and efficiently. The team will make recommendations to the City for any required special inspection or testing not in compliance with the provisions of the contract documents.

The proposed staff will complete daily reports and progress reports for the City. Daily reports will include equipment, crews/personnel, weather, contractor's work on the site, work accomplished, problems encountered, and photos (before, during and after construction).



Reports will be accessible by City staff to ensure that the City is informed of the project progress and will be submitted weekly. The Team will provide digital photos and/or video documentation prior to work, with work in progress, and upon acceptance of work. The complete set of photographs/video will be submitted to the City at the completion of the project. A monthly progress report will include an overview of work accomplished during the previous month, an overview of work to be accomplished the following month, an updated schedule (based on the Contractor's schedule of values), a list of problem areas, if any, and proposed corrective actions, and a bar graph comparing the monthly and cumulative invoiced amounts with the total authorized CM budget. We will prepare and send a weekly statement of working days, days remaining, and rainy days to the Contractor.

We will coordinate with the Contractor and the City when the work is ready for final inspection. We will conduct a final inspection/walk-through including City staff, Contractor, maintenance/service personnel, and project architect/design consultant. We will also review and process the release of retention. We will obtain evidence of certification of the release of all liens and stop notices. We will obtain certification of delivery of record drawings to the City and design engineer. We will advise the City when the Notice of Completion (NOC) should be filed prepare the final punch list when the contractor has certified and demonstrated the work is complete.

SERVICES

The following represents the normal responsibilities associated with providing construction inspection during the construction phase of a project. The actual services are tailored to meet the specific needs of each project:

- Providing daily inspection and documentation of job-related activities
- Monitoring and documenting Contractor's work for adherence to contract plans and specifications
- Preparing and maintaining thorough daily inspection reports
- Providing continual review of plans and specifications
- Coordinating schedules for testing and surveying
- Documenting information related to manpower, equipment, and time for extra or force account work
- Attending all necessary meetings
- Providing accurate measured quantities and review pay estimates submitted by contractor
- Providing pictorial and/or video logbook of construction activities, and maintain separate "as-builts"
- Reporting all discrepancies requiring corrective actions to the construction manager and/or owner



- Meeting with Contractor to review proposed work and schedule inspection
- Developing "Punch List" items and following up with corrective measures

PROJECTS REQUIRING OSHPD, DSA, ICC, ETC.

4LEAF maintains an updated database complete with each inspector's skillsets, certifications, project history, continuing education, etc. Our Project Manager will work closely to identify the right inspector for each assignment/task. 4LEAF has a proven track record of providing Inspectors for daily assignments or specialty assignments—this includes staff augmentation and project staff augmentation roles.

STATUS UPDATES

Keeping the City informed of project/contract status is as important as physically doing the work. As such, our PM will keep the City's Construction Manager apprised of project status through regular progress and budget reporting. We will report progress, identify potential problem areas, and keep the City informed on budget and schedules on a regular basis.

To accomplish the above, we propose two reporting tools, 1) a Work Order Tracking Report and 2) Monthly Expenditure Reports. These reports will be updated monthly, submitted to the City Construction Manager, and reviewed in a monthly update meeting. The frequency of reporting/meeting and content of each report will be discussed in detail with City staff following contract award.

Work Order Tracking	Monthly Expenditure Reports
Our Project Manager will submit a monthly expenditure report for each Work Order to include the following: ➢ Work Order status ➢ Notice to Proceed (NTP) date ➢ Schedule ➢ Budget ➢ Expended amount to date ➢ Remaining budget to date ➢ Pertinent Comments	Our Project Manager will submit a monthly expenditure report for each Work Order to include the following: ➢ Percent of completion ➢ Percent expended ➢ Summary of monthly activity ➢ Identification of problem areas

In addition to the above listed items, the monthly expenditure report will include a Work Order summary, a list summarizing budget and status, and a monthly invoice summary (i.e.: invoiced this month, prior amount invoiced, billed to date, etc.).

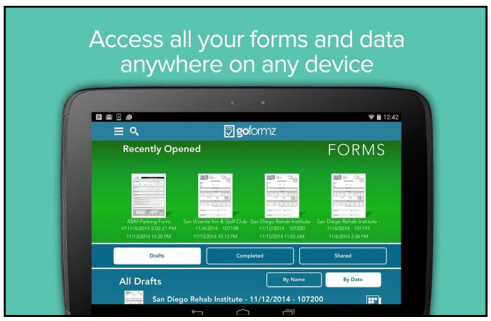
CLIENT RELATIONSHIPS

Providing Inspection personnel with the partnership mentality is what has set 4LEAF apart from our competition. We believe that working with the design professionals, contractors, construction managers, project managers, and City personnel will allow all of us to get to a desired outcome and preserve both schedule and budget in the process. Complex IOR work requires a 24/7 approach for being accessible to ensure all items are communicated and addressed in an expeditious manner. Where possible, 4LEAF is willing to assist other projects (whether billable or non-billable) to ensure conformity and consistency as well as to maintain positive relationships.

GOFORMZ

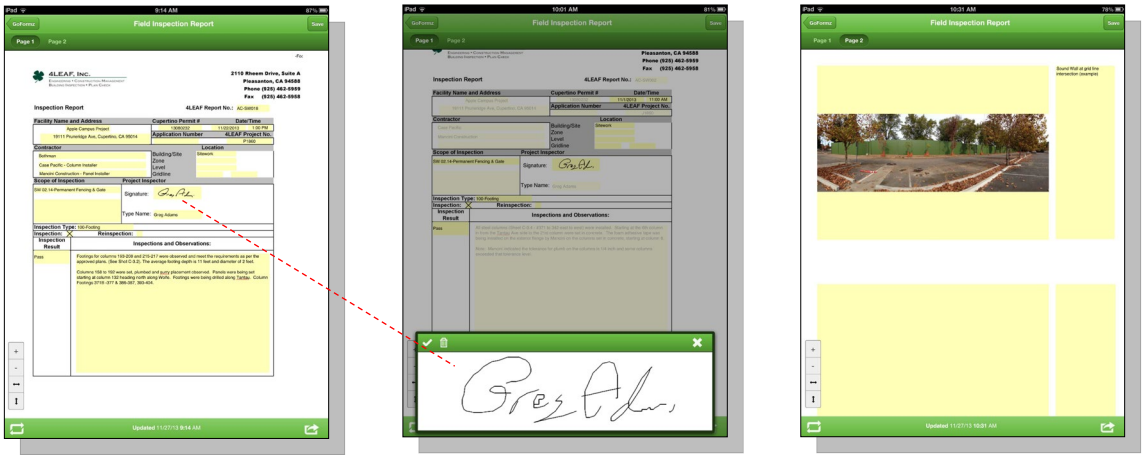
4LEAF will implement the GoFormz software for inspection requests and results. With licenses owned by the University, 4LEAF's Administration team will prepare inspection request and inspection results documenting construction activity. In addition, 4LEAF will be able to extract information and provide detailed monthly reports detailing the construction activity. The reports will be detailed to identify contractors, subcontractors, work progress, pictures, and a detailed explanation of the field activities. The monthly report will be distributed to the SDR or other specified personnel on or about the 3rd of each month. 4LEAF will implement GoFormz for documenting inspections. 4LEAF's Inspection Form is already available in GoFormz and can be accessed by simply downloading the application to your iPad or mobile device.

4LEAF has extensive experience working with various inspection reporting technologies, including GoFormz. GoFormz allows every piece of information collected on a project to be accessible by all staff as every form is stored securely and safely in the Cloud. The information can be accessed through a user's web account where they can view any inspection report and run reports on project data. GoFormz allows every piece of information collected on a project to be accessible by all staff as every form is stored securely and safely in the cloud. The information can be accessed through a user's web account where they can view any inspection report and run reports on project data.





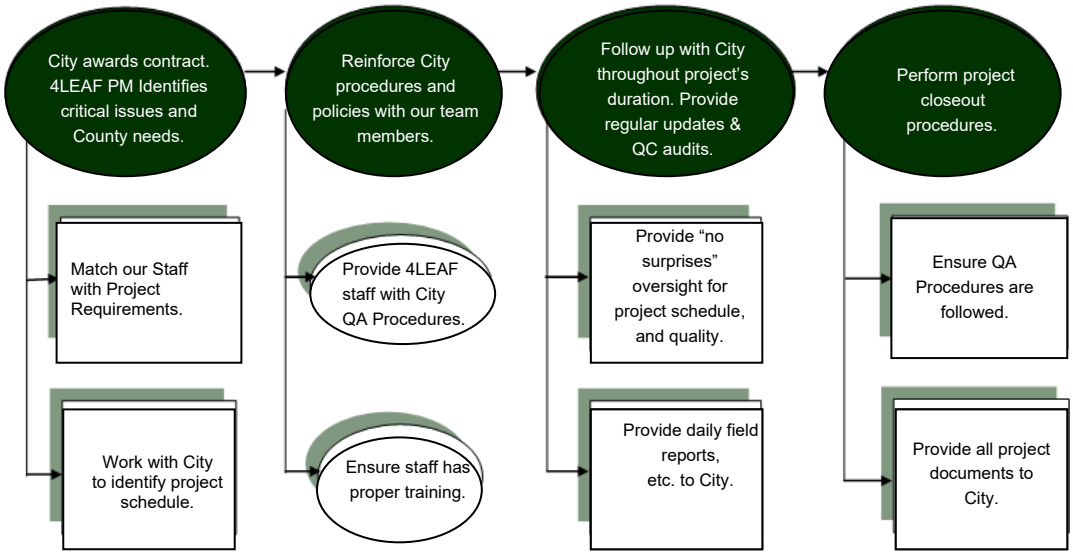
The Inspector will be able to leave detailed notes under the inspections and observations box and instantaneously attach pictures to the report to show the item inspected. The inspector will also be able to sign the report by hand on the iPad through the mobile signature block and pictures taken from the iPad are stored on the inspection document.



QUALITY CONTROL

Since our inception, 4LEAF has excelled in providing plan review, construction management, and inspection services to more than 300 clients including private entities, cities, counties, state, and federal agencies. Having worked with many public agencies, we know how to accomplish the roles of project management, construction management, and inspection on projects of all sizes, durations, and complexities from conception to completion. We realize this is not an easy task—procedures must be followed, and documentation must be maintained in order to properly close out a project. 4LEAF is dedicated to improving the effectiveness of our methodology which will assist the City in achieving its goals.

Below, we have detailed out general methodology/process managing Task Order projects:



We understand that an effective Quality Assurance (QA) program is necessary to deliver a quality project and that the program has a place in each stage of the project's life. The above graphic illustrates how QA and Quality Control (QC) are the heart of any project. We believe that quality and safety must be maintained as the ultimate priority of every person involved in a project. Without quality, the other elements of the project don't matter. We agree with the definition of an effective Quality Management System as "not just one where good products and services are delivered." Rather, it is one that continuously seeks to improve the products and services being delivered and the corresponding delivery processes used by the organization.

- We will ensure QA Plan compliance throughout the project's duration.
- We will monitor and assist with QA deviations/non-compliance actions until resolved.
- We will systematically and continually review plan review, inspection procedures, and activities for compliance with the procedures.
- We will implement and maintain effective procedures to ensure that all complies with requirements.
- Our QA program will emphasize both preventative and verification activities. We will conduct and formally document verification processes, including both daily and weekly review of documents and maintenance of checklists and/or logs for control of documentation.

Relevant Project Experience

The following provides a summary of our team's extensive and varied experience in providing as-needed and on-call Construction Management and Inspection Services to clients for small-, mid-, and large-sized CIP projects.

McKinley Water Vault Project – City of Sacramento, CA

Project Management and Public Works Inspection Services

4LEAF is providing Project Management, Construction Management, and Inspection Services for the City of Sacramento Utility Department's $35M Water Vault project. The project is being constructed to eliminate capacity-related sanitary sewer overflows (SSOs) in the City's combined storm and sanitary sewer collection system during the rainy season. The project has three main elements: (1) a 6-million-gallon-capacity rectangular-shaped subsurface water storage vault, (2) diversion structures and conveyance piping, and (3) upgrades to the existing park infrastructure including a new public restroom facility, upgrade jogging path, and new sports field.



The water vault and pipelines are being constructed within McKinley Park and adjacent to established residential neighborhoods. 4LEAF's team is tasked with coordinating public outreach and maintaining public relations in conjunction with the City of Sacramento. 4LEAF is also coordinating and ensuring that the contractor is maintaining compliance with the various environmental mitigation measures. McKinley Park continues to remain open and utilized by the community during active construction. Construction began in June 2019 and the following construction activities have been completed or are being performed to date:

- Pre-construction nesting bird and roosting bat survey.
- Provide cultural/archaeological resource training for mitigation measure.
- Site demolition.
- Installation of wildlife exclusion fencing, storm water best management practices (BMPs), and perimeter security fencing.
- Installation and operation of a localized dewatering system.
- Excavation of 66,000 cubic yards of soil for off-site reuse.
- Installation of soil nail wall (300 nails) for temporary stabilization of excavation sidewalls.
- Construction of a 2-foot-thick reinforced concrete mat slab and 16-inch-thick reinforced concrete walls.
- Approximately 800,000 lbs. of reinforcing steel (rebar) and 9,500 cubic yards of concrete will be used.
- Installation of approx. 400 ft. of 24-inch to 60-inch diameter RCP sanitary sewer conveyance piping.

Client Name: City of Sacramento
Client Contact: James Yorita, PE, Project Manager
Client Phone: (916) 808-1911
Client Email: JYorita@CityofSacramento.org
Client Address: 1395 35th Avenue / Sacramento, CA 95822
Project Dates: 6/2019 - 8/2021

North Shoreview Flood Improvement Project – City of San Mateo, CA

Construction Management and Public Works Inspection Services

4LEAF and our team firms SWCA and CTS are providing Construction Management, Construction Inspection, Biological Survey and Monitoring, Cultural Resource Monitoring, and Special Inspection and Material Testing services for this $24M project. Due to construction within the Bay and forebay, various agency permits include the Bay Conservation and Development Commission (BCDC), a California Department of Fish & Wildlife (CDFW) Lake and Streambed Alteration Agreement, the California Regional Water Quality Control Board (RWQCB), and the United States Army Corps of Engineers (USACE) were obtained. Upon completion of the project, more than 2,000 homeowners in surrounding neighborhoods will apply for a Federal Emergency Management Agency (FEMA) flood insurance exemption. Final site mitigation will include a riparian mitigation area along the permanently altered streambed.

Construction began in September 2020 and includes:

- Constructing a temporary detour segment of the Bay Trail around the project locations and through the North Shoreview Neighborhood.
- Raising a 1,300-foot levee segment located between the San Mateo and Burlingame border off Airport Boulevard and adjacent to the Peninsula Humane Society.
- Updating electrical controls, correcting structural deficiencies, installing backup power generation, installing new pump station outfalls, and increasing pumping capacity at the Coyote Point and Poplar Avenue Pump Stations
- Installing trash capture devices.



Services performed by 4LEAF's team include:

- Ensuring all permits and access agreements with Agencies and 3rd-party utilities were in place prior to construction.
- Ensuring all biological and cultural resource requirements were in place.
- Performing full-service Construction Management and Inspection services.
- Providing daily inspections and documenting job-related activities.
- Monitoring and documenting the contractor's work for adherence to contract plans and specifications.
- Performing compliance measures including biological monitoring for the Ridgeway Rail and cultural monitoring by members of the Muwekma Ohlone Tribe.
- Maintaining close collaboration between the City, design firm, contractor, and 4LEAF's subconsultants.

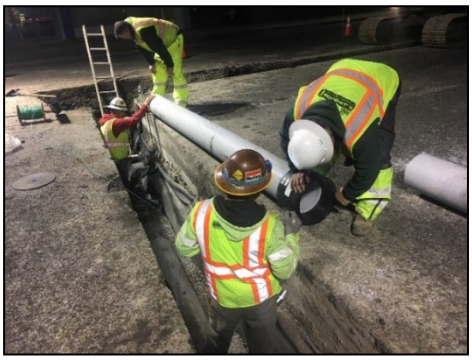
Client Name: City of San Mateo
Client Contact: Jimmy Vo, PE, Sr. Engineer
Client Address: 330 W. 20th Ave., San Mateo, CA
Client Telephone: (650) 522-7319
Client Email: JVo@CityofSanMateo.org
Project Dates: August 2020 - ongoing

Crystal Springs Road Sewer Main Replacement – City of San Bruno, CA

Construction Management and Public Works Inspection Services

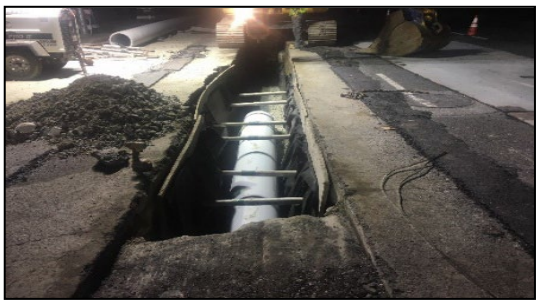
4LEAF provided the City of San Bruno with Construction Management and Inspection Services for the $3.35 million Crystal Springs Road Sewer Main Replacement Project. This project consisted of constructing approximately 550 lineal feet of 8-inch, 10-inch and 24-inch diameter HDPE sanitary sewer pipe and removing and replacing approximately 2,595 lineal feet of 8-inch, 10-inch, 18-inch, and 20-inch sanitary sewer pipe by open-cut construction methods. A portion of the pipeline installation occurred on El Camino Real, which is a Caltrans operated roadway requiring work be performed according to the Caltrans encroachment permit.

Additional project details include:



- Constructing standard sewer manholes and drop manholes.
- Construction of 4-inch and 8-inch water mains.
- Full width slurry seal.
- Pavement Delineation.
- Extensive community outreach.
- Narrow roadways with heavy commute traffic.
- Night work within Caltrans right-of-way.

Services performed by the 4LEAF team include:



- Providing daily inspections and daily report documentation of job-related activities.
- Continually monitoring the contractor's traffic control to ensure compliance with the project's traffic control plans.
- Monitoring the contractors' daily storm water protection.
- Attending weekly meetings with the City, contractors, client, and design engineers.
- Monitoring and documenting the contractor's work for adherence to contract plans and specifications.
- Providing continual review of plans and specifications.
- Collecting and maintaining digital photographs of all daily construction activities.
- Reporting all discrepancies requiring corrective actions to City staff.
- Meeting with the contractor to review proposed work and schedule inspections.
- Developing "punch list" items and following-up with corrective measures with the City's staff.

Client Name: City of San Bruno
Client Contact: Jimmy Tan, PE
Client Address: 567 El Camino Real, San Bruno, CA
Client Phone: (650) 616-7075
Client Email: JTan@SanBruno.ca.gov
Project Dates: 2/2019 - 6/2019

JANUARY 31, 2022

QUALIFICATIONS TO PROVIDE

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY OF ROLLING HILLS

SECTION 3

SCOPE OF WORK
PLANNING

SECTION 3: SCOPE OF WORK – PLANNING

Approach

4LEAF employs over 20 professional Planners with a variety of skills and experience, which will provide the depth of staffing necessary to achieve all requirements and needs of the City. 4LEAF Planners have extensive experience working on on-call services within the Planning Division. Our staff's attention to detail and organized approach to project management helps maintain project schedules and ensures positive and timely results.

Our Planners possess the technical writing and report preparation abilities needed to convey the greatest detail in a manner that is easy to understand with solid recommendations of findings rooted in the plans, policies, and codes that reinforce the City's vision. We are dedicated to understanding the vision of a community and rigorously working towards that vision. We utilize application checklists as the foundation of our review and translate policies and regulations as they apply to development applications. We transpose our findings into informative, concise, and simple to understand staff reports or studies. These endeavors cannot be accomplished in a vacuum and our staff are well-versed in project management and will work diligently with other departments and agencies to ensure that the highest levels of review and feedback are achieved.

4LEAF's Planning duties include the development of submittal forms to meet statutory requirements, taking in and reviewing projects for rebuilding and temporary housing, conducting pre-design rebuild meetings, responding to the planning and zoning information hotline as applicable, and conducting site inspections and property research to support application processing and meetings. We will arrive on-site with a positive attitude and will make every attempt to move projects forward to achieve successful outcomes. We are creative in our approach and can develop alternative methods to achieve the best outcome for the communities, agencies, and applicants.



The Planning Division at 4LEAF is responsible for integrating staff into local and State jurisdictions where we are routinely called upon to supplement vacancies and staff shortages. We also provide staff augmentation services when projects require focused processing and management of a variety of land use applications for compliance with land development codes and general, adopted area, and specific plans. Our team evaluates the environmental impacts of private development proposals and coordinates with other divisions to ensure that standards for building safety and infrastructure systems are appropriately addressed with new development.

4LEAF Planners have successfully taken on complex planning duties in locations hardest hit by wildfires in recent years including the:

- City of Malibu (CA)
- Town of Paradise (CA)
- County of Sonoma (CA)
- County of Santa Cruz (CA)
- County of Jackson (OR)

Our ability to augment services to expedite Planning and permitting processes ensures that residents are afforded an opportunity to get their lives back. Other recent on-call Planning placements include the County of Jackson, Oregon where we are managing and staffing the Fire Recovery program and the City of Pinole where we staff a Permit Technician, Code Enforcement Officer, a Project Planner, and a 4-month contract for a Planning Manager to oversee the Planning, Building, and Code Enforcement Divisions. In addition, 4LEAF has secured an assignment with the City of Pleasant Hill overseeing complex developer funded projects as well as City-driven policy updates.

4LEAF has successfully placed a variety of skilled staff in local and county agencies for over 20 years. Our professional, certified, and registered staff bring the greatest knowledge and understanding of their respective fields, which ensures that our clients receive staff that are highly experienced and able to assimilate into the City of Rolling Hill's team. We thrive on customer service and recognize that every contact we make—whether an applicant, the general public, or an agency representative—is critical for building and maintaining partnerships.



Customer care is a core value at 4LEAF, and our staff is expected to operate in a fashion aligned with this value. Our Planners have successfully completed many design review applications, use permits, subdivisions/plats, land development code updates, general and comprehensive plan updates and development, cannabis regulations, environmental documentation oversight, affordable housing, and solar, wind, and energy compatibility projects.

Project History

Since establishing our Planning Division in 2018, 4LEAF has worked with numerous jurisdictions providing following services: Comprehensive Planning Services including On-Call Planning, Specific Plans, General Plan Amendments, Updates of Housing and Safety Elements, and Long-Range initiatives related to fire resiliency and disaster recovery.

City of Foster City	City of Santa Clarita
City of Sebastopol	City of Cloverdale
City of Cotati	City of Greenfield
City of Pleasant Hill	City of Benicia
City of San Juan Bautista	City of Rohnert Park
City of South Lake Tahoe	City of Mountain View
City of Norwalk	City of Benicia
City of San Bruno	City of Gilroy
City of Pinole	City of San Marino
City of Ventura	City of Cupertino
County of San Mateo	County of Santa Cruz
County of Sonoma	County of Monterey
County of Jackson, OR	Counties of Napa & Sonoma (ABAG)
City of Healdsburg	City of San Anselmo

Planners

4LEAF Planners are available for both on- and off-site services. Our Planners include Directors, Principals, Manager, Seniors, Associates, Assistants, and Interns. Below is a condensed list of our available staff:

Planning Personnel	Position
Daniel Hortert, AICP	Director of Planning
Jane Riley, AICP	Director of Housing Policy
Karna Wong, AICP, Ph.D.	Planning Manager
Jason Neuman	Senior Planning & Fire Safety Specialist
Eduardo Hernandez	Senior Planner & Translation Specialist
Shaveta Sharma	Senior Planner
Ahmed (Ed) Arikat	Senior Planner
Susan Tebo	Senior Planner
Syed Waqar Shah	Associate Planner
Elliott Pickett	Associate Planner
Jackquelin Oneal	Assistant Planner
Samuel Fluhmann	Planning Technician

Project Experience

Within the past 12 months, 4LEAF has added 15 new municipalities for on-call planning services contracts. We are currently engaged with the cities of Greenfield, Pleasant Hill, Benicia, and San Juan Bautista providing Contract, On-Call, and Planning Support Services. We have provided a wide array of Planning personnel to include everything from a Planning Technician to Planning Director and everything in between. 4LEAF has successfully placed a variety of skilled staff in local and county agencies for over 20 years. Our professional, certified, and registered staff bring the greatest knowledge and understanding of their respective fields, which ensures that our clients receive staff that are highly experienced and able to assimilate into the City of Rolling Hill's team.

In addition to providing On-Call and Planning Support Services, 4LEAF is currently working with the ABAG Joint Planning Collaborative for Napa and Sonoma County Housing Element, addressing the housing challenges facing the region and overseeing planning sessions with the Collaborative's Steering Committee. 4LEAF is currently providing Housing Elements to the cities of San Marino, Santa Clarita, Healdsburg, Cupertino, Cotati, Cloverdale, and Sebastopol. We also have experience working with HCD providing RHNA number appeal services to our clients.

Fire Recovery Planning Services

4LEAF has placed approximately 10 planners that have successfully taken on complex planning duties in locations hardest hit by wildfires in recent years including the City of Malibu, Town of Paradise, and Counties of Sonoma, Solano, and Santa Cruz. 4LEAF provides complete Community Development Service Programs for these rebuild programs.



City of Malibu

Planning, Public Works, and Fire Recovery

In addition to our other services, 4LEAF is providing the City of Malibu with **two (2) Associate Planners and one (1) Senior Planner** whose main task was providing residents and local professionals with the necessary information to proceed with rebuilding their respective projects. This information included application(s), fees, and average timeline for completion of entitlements. We also worked with the other City departments to create and convey all regulations related to reconstruction.

Rebuilds that differed significantly from the original design or footprint required administrative or Planning Commission approval. Staff worked with the City staff to coordinate outreach and educational meetings to speak to residents and local professionals. Staff also provided data analysis on application types received, approved, and pending for public dissemination and City meetings.



Agency Name: City of Malibu
Client Contact: Elizabeth Shavelson, Assistant to the City Manager
Client Telephone: (310) 456-2489
Client Email: EShavelson@MalibuCity.org
Contract Dates: 3/2019 - Ongoing
Contract Amount: NTE $265,000

City of Greenfield, CA

Planning & Building Department Services

4LEAF was selected as the sole provider of Building Department Services for the City of Pacific Grove in 2019 on a five-year contract. 4LEAF provides the entire Building Department personnel group, has two (2) Planners on staff, and also helped the City implement the new permitting software iWorQ in 2019. Our scope of services includes:

- Training of Community Development Department staff regarding all facets of prescribed best practices pertaining to Planning and Building permit issuance, including preparation of procedural guidelines/manuals.
- Processing land use current Planning permits.
- Training for use of new iWorQ software and using the software to input data.
- Research and working with the GP/Zoning Code.
- Manage Planning projects.
- Conduct interdepartmental review among City departments.
- Perform application review for discretionary and ministerial projects.
- Environmental reviews, writing Initial Studies, and managing CEQA documents.

Below are the upcoming projects our team plans to work on for the City:

Yanks

- Under construction – consists of museum, roads, 170-room hotel, restaurants, fueling stations, hangars, Air Strip, winery, amphitheater, and Luxury RV Park
- Ongoing building of Phase II
- Project has been around 30 years, valuation of over $100M
- Planned Unit Development permit

Nino Homes

- Entitlements: 150 +/- single family residential development
- Return-market-rate housing developer

Walnut Avenue Specific Plan (WASP)

- 62 acres hosting a Starbucks, Arco, Carl's Junior, an H2A farmworker housing debacle, and a Marriott Fairmont Hotel
- Building plans currently under review
- Senior-Level project management assignment

Client Name: City of Greenfield
Project Location: Greenfield, CA
Client Contact: Paul Mugan, Community Development Director
Client Address: 599 El Camino Real / Greenfield, CA 93955
Client Telephone: (831) 674-5591
Contact Email: Pmugan@Ci.Greenfield.ca.us

City of Santa Clarita

Housing Element Update

4LEAF was chosen to perform the Housing Update for the City of Santa Clarita, located in Southern California. The City is taking a proactive approach to smart, balanced growth of residential, commercial, and business park land uses. The City encompasses over 70 square miles and has a population of approximately 225,000 residents. The current number of housing units within the City is approximately 77,815. For this project, 4LEAF has 4 planners assigned to work on the City's Housing Update for the 2021-2029 planning cycle with completed certification by the California Department of Housing and Community Development (HCD) no later than October 15, 2021. We currently have five (5) 4LEAF Planners assigned to work on this endeavor including one (1) Principal Planner, two (2) Senior Planners, and two (2) Associate Planners.

The City chose 4LEAF because our team of professional Planners have an established working relationship with HCD and a familiarity with State housing law. Our team demonstrated the ability to be proactive in maintaining communication, meeting deadlines, and addressing SB 379 (requiring all cities to include climate adaptation and resiliency strategies in the General Plan's Safety Element in conjunctions with the next Housing Element Update).

4LEAF teamed with Rincon Consultants, Inc. to provide CEQA and environmental justice services. Together, our teams will work with City staff to ensure consistency between Elements and meet legal requirements. Our team will recommend revisions where necessary to comply with State laws and provide resources wherever possible.

Our services for this project include:

- Public workshops and community outreach efforts
- Hard-reach-community outreach and Spanish translation of all public documents
- Data collection
- Drafting the Housing Element
- Housing Sites Inventory
- Presentations
- Attending and participating in Planning Commission and City Council meetings



Client Name: City of Santa Clarita
Project Location: Santa Clarita, CA
Client Contact: James Chow, Senior Planner
Client Address: 23920 Valencia Blvd. Suite 120 / Santa Clarita, CA 91355
Client Telephone: (661) 255-4330
Contact Email: JChow@Santa-Clarita.com

City of Pleasant Hill

On-Call Planning Services

4LEAF is currently providing a Senior-Level Planner to the City where we oversee several complex planning projects. All projects with the City of Pleasant Hill are developer-funded and responsibilities include:

- Preparing staff reports, resolutions, and ordinances for recommendations by the Architectural Review Commission, Planning Commission and City Council
- Processing applications for minor/major subdivisions
- Planned Unit Development/Specific Plan
- General Plan Amendment
- Minor/Major Subdivisions
- Development Plans
- CEQA Review
- Architectural Review Permits



Current/recent project support:

- **Downtown Cleveland Multi-family Specific Plan**: Architectural Review, Planned Unit Development/Specific Plan "Concept Plan", Development Plan, General Plan Amendment, and environmental review for a 189-unit multi-family residential development near the City's Downtown. Project is preparing for public hearings before the Architectural Review Commission, Planning Commission, and City Council.
- **Oak Park Specific Plan:** 34 lot major subdivision, development plan, and rezone (PUD). Rezone from R-10 (SFR 10,000 min) to Multi-family very low density as part of a Planned Unit Development/Specific Plan, development plan review. Prepared all staff reports and made presentation to the Architectural Review Commission, Planning Commission, and City Council.
- **590 Creekside Minor Subdivision:** 2-lot single family subdivision. Prepared all staff reports findings and resolution for approval before the Planning Commission and City Council.
- **2001 CCB Façade Improvements:** Façade improvements for a medium sized retail center. Architectural Review permit. Application withdrawn because of costs.

In addition, our planner assisted the City with securing their SB2 grant.

Agency Name: City of Pleasant Hill
Client Contact: Troy Fujimoto, City Planner
Client Telephone: (925) 671-5209
Client Email: TFujimoto@PleasantHillca.org
Contract Dates: 8/2019 - Ongoing

City of Pinole

Planning, Code Enforcement, Permit Processing, Plan Review Services

4LEAF is providing **one (1) Associate Planner, one (1) Planning Manager, one (1) Code Enforcement Officer, and one (1) Senior Permit Technician** to assist with the City of Pinole's Planning needs.

Developer-funded projects:

- **Lucky's Façade Modification** – Design review for upgrade to façade for Lucky's store in a major retail center. Required Planning Commission approval.
- **1409 & 1431 Nob Hill** – Design review for two (2) Single-Family residential structures.
- **East Bay Ophthalmology Center** – 1289 Pinole Valley Road. Design review for a 6,900 square foot medical office building. Planning Commission and City Council approval.
- **West Coast Arborists, Inc.** – Design review for Contractor's yard including remodeling existing 2,000 s.f. metal building, resurfacing of existing paved area and addition of new paving. Required Planning Commission approval.
- **Making Waves Academy Pinole Campus** – Application submitted for Design Review and Sign Program of a new K-4th public school campus on a 7.8-acre infill parcel. The project includes the demolition of the existing Tenet Medical building and construction of two state of the art two-story classroom buildings, a multi-purpose building and an administrative building totaling 95,250 square feet and outdoor space. Required Planning Commission approval (project withdrawn).
- **Hazel Drive Four-Lot Subdivision** – Design Review for single family development and Development Agreement for roadway connection to Sunnyview Drive, West end of Hazel Drive. Required City council approval due to Development Agreement.
- **Pinole Square** – Application submitted to renovate and expand the existing Safeway Grocery store and add a new gas station and construct new commercial pad buildings. Manage environmental review consultant. Planning Commission and City Council Approval. Finishing up environmental review.
- **Pinole Woods** – Design Review for a 100+ unit senior housing development.



City-funded project:

- Downtown pedestrian/parking study.

Agency Name: City of Pinole
Client Contact: Tamara Miller, Development Services Director/Engineer
Client Telephone: (510) 724-9017
Client Email: TMiller@Ci.Pinole.ca.us
Contract Dates: 11/2018 - Ongoing
Contract Budget: NTE $100,000

JANUARY 31, 2022

QUALIFICATIONS TO PROVIDE

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY OF ROLLING HILLS

SECTION 3

SCOPE OF WORK
FIRE

SECTION 3: SCOPE OF WORK – FIRE

Approach

Our Fire team is comprised of experienced Fire Plan Reviewers, Fire Protection Engineers, Fire Marshals, and Fire Chiefs**.** 4LEAF's Fire Inspectors are all ICC and/or OSFM Certified and are experienced working within a municipal work environment. Our fire plan review and inspection processes similarly follow the procedures and timelines outlined in our Building plan review and inspection sections. We have worked on several high-profile contracts for fire prevention services and recovery programs including:

- Jackson County, Oregon – Fire Recovery Program
- Santa Cruz County – Fire Recovery Program
- Solano County – Fire Recovery Program
- Sonoma County – Fire Recovery Program
- Town of Paradise – Fire Recovery Program
- City of Victorville – Fire Prevention Program and Fire Plan Review Services
- University of California, Santa Barbara – Fire Plan Review Services
- City of Murrieta Fire Department – Fire Plan Review, Fire Inspection, and Fire Marshal Services
- Livermore Pleasanton Fire Department – Fire Review and Inspection Services
- City of Oakland Fire Department – Fire Plan Review Services
- City of Malibu – Fire Recovery and Plan Review Services

Fire Plan Review Services

4LEAF can provide plan review services for all types of occupancies and construction types to ensure compliance with all adopted codes, local ordinances, and state and federal laws, ordinances, regulations, and standards that pertain to Fire Life Safety including, but not limited to:

- NFPA 13, 13R, 13D, 24, and 72
- Local amendments to the CA Building and Fire Codes
- Health and Safety Codes
- Fire Standards & Municipal Codes
- National Fire Protection Referenced Standards

4LEAF is one of the Fire Life Safety industry's leaders in Plan Review Services. Our Fire Plan Review services include:

- Compliance for Site Access Requirements
- Compliance for Fire Flow Requirements
- Review of Fire Prevention, Suppression, and Detection Systems
- Sprinkler, Standpipe, Alarm, Notification Systems, and Fire Pump Code Compliance
- Hazardous Occupancies, High Piled Storage, and Smoke Control Systems
- Review of Alternate Means
- Review of Methods Requests
- Annual Business Inspections
- Complete Fire Prevention Services
- New Construction Inspections
- Fire Alarm/Sprinkler Inspections
- Special Event Permits
- Hazardous Materials Inspections
- In-House Plan Review
- Off-Site Plan Review
- Code and Standards
- Public Education and Safety Training

Specialty Plan Review

Incidentally, 4LEAF staffs specialized Plans Examiners who can review plans for projects involving hazardous materials. In addition to reviewing plans for conformance with Building and Fire codes, our specialized team helps jurisdictions achieve compliance by ensuring that hazmat storage and handling systems are installed and maintained within the required codes and regulations.

Our team can also review plans for hydrogen fueling stations. In recent years, there has been a monumental increase in vehicles that use hydrogen fuel. The technology behind this uses fuel cells for electric vehicles that can be fueled with compressed hydrogen gas, creating electricity to power the applicable vehicles and producing zero waste. This plan review service is environmentally friendly and promotes a greener, cleaner environment.

Fire Review & Inspection Personnel

4LEAF's Fire team is comprised of Fire Protection Engineers, Fire Marshals, Fire Plans Examiners, and Fire Inspectors. This talented team of professionals review and inspect sprinklers, alarm systems, and other fire-related items. Our Fire Plans Examiners and Fire Inspectors come with many years of experience and are familiar with a wide range of projects. We service various Fire Districts and Fire Departments with Inspection and Plan Review scopes as well as consulting on large construction projects. Our team includes:

Fire Personnel	Registrations & Certifications
Geoff Aus	Fire Marshall, Inspector, and Plans Examiner
Jason Shearer	Fire Protection Engineer, Fire Plan Examiner
Gib Moush, P.E.	Registered Professional Engineer, Fire Protection Engineer
John Shoffa	Certified Fire Officer, Fire Plans Examiner, Fire Inspector
Loralyn Davis	Fire Plans Examiner/Fire Inspector
Ronald Griesinger	Fire Plans Examiner/Fire Inspector
John Riddell	Fire Plans Examiner/Fire Inspector
Randy Amores	Fire Plans Examiner/Fire Inspector
Rebecca Lauricella	Fire Plans Examiner/Fire Inspector
Stuart Blakesley	Fire Plans Examiner/Fire Inspector
Vincent Fung	Fire Plans Examiner/Fire Inspector
Christopher Fowler, CBO	Fire Inspector II (ICC)
Brent Hipsher, CBO, CASp	Fire Inspector
Tom Cervantes	Fire Prevention Officer, Fire Inspector I, II, and Fire Plans Examiner
	10+ Additional Fire Professionals

Project Experience

County of Sonoma, CA

Plan Review and Inspection Services

4LEAF was awarded the sole source contract with the County of Sonoma to perform all operations relating to the damage caused by the 2017 Sonoma Complex fires.

Resiliency Permit Center



Following the 2017 Complex fires, which spread across ~245,000 acres and resulted in the destruction of 3,000+ residential structures in unincorporated Sonoma County alone, the County contracted with a third-party firm to establish an on-site disaster recovery center. The Resiliency Permit Center (RPC) opened in February 2018 and is currently staffed and operated by 4LEAF. The RPC is exclusively dedicated to the residential reconstruction permitting needs of unincorporated Sonoma County. The recovery center provides a full range of development services to residents, contractors, and developers in Sonoma County. 4LEAF's skilled on-site project team consists of 20+ Building and Fire Inspectors, Plans Examiners, Project Administration Staff, and an Engineering team for this $5+ Billion rebuilding effort. **The County has recently added recovery for the LNU Complex Fires and Glass Incident recovery to our contract.**

Services performed by 4LEAF include:





- Project management, scheduling, and support
- Permit intake and processing
- Plan review services for compliance with environmental building, planning, septic, well, storm drainage, and engineering regulations
- On-site plan review and inspection
- Plan intake, routing, and comment return
- Community engagement

Project Highlights:

- Preapplication screening appointments conducted with applicants to streamline the permitting process
- 100% electronic record keeping program providing project submissions and updated information
- Permit application & review process with a five (5) business day maximum comment response time

Emergency Inspection Response

In the Spring of 2019, the County suffered extensive flooding due the rising waters of the Russian River. 4LEAF immediately dispatched 20 inspectors to inspect the damages caused to properties as a result of the flood.

Estimated Contract Value: ~$20 million

Agency Name:	County of Sonoma
Project Dates:	2018 - Present
Client Contact:	Tennis Wick, AICP
Client Telephone:	(707) 565-1925
Client Address:	2550 Ventura Avenue, Santa Rosa, CA 95403
Contact Email:	Tennis.Wick@Sonoma-County.org

Town of Paradise, CA

Plan Review, Inspection, Planning, Public Works, and Fire Recovery Services

On November 8, 2018, the most destructive wildfire in California history began in Butte County, CA and quickly spread to the Town of Paradise. The Town of Paradise is Butte County's second largest incorporated jurisdiction with more than 26,000 people and the loss of housing displaced over 10% of the County's population. After burning for over three weeks, the fire ultimately destroyed, within the Town limits alone:

- 12,000 Residential Units
- 400 Commercial structures
- 3,000 Accessory structures



4LEAF is currently providing complete Community Development Services to the Town of Paradise. This four-year contract was put into place and 4LEAF is to provide Permitting, Plan Review, Building Inspections, Public Works Inspections, Planning, Code Enforcement, Debris Removal Management, and Public Outreach for this $9.5 Billion rebuild set to take place over the next 10 years. 4LEAF is assisting the Town with a post disaster recovery-centered office that offers permit intake and processing, record support, plan review, and inspections services for the peak rebuild during the next several years. This office will offer the full range of planning and building assistance to residents, contractors, and developers. In addition, 4LEAF provides outreach specialists to help provide education and outreach to the community on processes and progress of rebuilding. 4LEAF and its staff utilize the Accela software for permitting, building, and inspections. Our staff currently includes 15 personnel.

Current staff:

- 2 Directors
- 3 Building Inspectors
- 5 Permit Technicians
- 2 Planners
- 2 Plans Examiners

Agency Name: Town of Paradise
Project Dates: 2019 - Present
Client Contact: Steve Crowder, Mayor
Client Telephone: (530) 872-6291 ext. 114
Client Address: 5555 Skyway Road, Paradise CA 95969
Contact Email: SCrowder@TownOfParadise.com
Valuation: $9.5 Billion

County of Santa Clara Facilities and Fleet, CA

Fire Plan Review & Fire Inspection Services

4LEAF is currently supplying on-site inspection and off-site fire review and design consulting for numerous fire alarm and sprinkler system reviews. To date since 2013, 4LEAF has completed more than 25 projects including work with several different County Project Managers, other County consulting firms, and the Fire Marshal.

Agency Name: County of Santa Clara, Facilities and Fleet & Office of the Fire Marshal
Contact Name: Roger Soohoo, Deputy Director
Contact Telephone: Office: (408) 993-4614
Contact Email: Roger.Soohoo@FAF.sccgov.org
Date of Service: 2013 - Present

Livermore Pleasanton Fire Department, CA

Fire Plan Review & Fire Inspection Services

4LEAF is currently supplying on-site inspection and on-site review for projects in the City of Pleasanton and City of Livermore. 4LEAF has completed hundreds of projects including work on the $50 Million outlet mall "Paragon." 4LEAF also works at least one day per week at the LPFD station on Nevada street and routinely meets with applicants to discuss their reviews. 4LEAF is also currently reviewing the 2nd phase of the Paragon Outlet.

Agency Name: Livermore Pleasanton Fire Department
Contact Name: Ryan Rucker, Fire Marshal
Contact Phone: (925) 454-2330
Contact Email: RRucker@LPFire.org
Dates of Services: 2012 - Present

Menlo Park Fire Protection District, CA

Fire Review & Fire Inspection Services

4LEAF is currently supplying on-site inspection and on-site review for projects in the Menlo Park Fire Protection District. 4LEAF's scope includes performing professional duties in the inspection and assessment of hazardous materials facilities and sites.

Agency Name: Menlo Park Fire District
Contact Name: John Johnston, Deputy Fire Marshal
Contact Phone: (650) 688-8400
Contact Email: JohnJ@MenloFire.org
Dates of Services: 2014 - Present

QUALIFICATIONS TO PROVIDE

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY OF ROLLING HILLS

SECTION 4

FEE SCHEDULE

2022-2023 FEE SCHEDULE & BASIS OF CHARGES

FOR THE CITY OF ROLLING HILLS

All Rates are Subject to Basis of Charges

PLAN REVIEW COST STRUCTURE	NOTES
Complete Plan Review Percentage Cost: 70% Partial Review (Structural and Non-Structural): 40% Hourly Plan Review: $140 Non-Structural Review $160 Structural Review	Fee includes: ➢ Initial review and two (2) rechecks. Hourly charges apply after three (3) or more rechecks. ➢ Shipping, courier, and electronic service.

Code Enforcement

Project Manager	$180/hour
Director of Code Enforcement	$170/hour
Senior Code Enforcement Officer	$125/hour
Code Enforcement Officer	$105/hour
Administrative Support	$80/hour

Building & Fire

Permit Manager	$120/hour
Senior Permit Technician	$100/hour
Permit Technician	$90/hour
Clerk/Administrator	$70/hour
Chief Building Official	$170/hour
Senior Combination Building Inspector (Building Inspector III)	$135/hour
Commercial Building Inspector (Building Inspector II)	$115/hour
Residential Building Inspector (Building Inspector I)	$105/hour
Civil Plan Review (Grading, Improvement Plans)	$170/hour
Structural Plan Review Engineer	$160/hour
Non-Structural Plans Examiner	$140/hour
Fire Prevention Officer	$155/hour
Fire Protection Engineer (FPE)	$205/hour
Fire Plans Examiner	$145/hour
Fire Inspector II	$125/hour
Fire Inspector I	$115/hour
Inspector of Record	$160/hour
Public Works Inspector	$155/hour
DSA Class 1 / OSHPD A Inspector	$155/hour
DSA Class 2 / OSHPD B Inspector	$115/hour
DSA Class 3 / OSHPD C Inspector	$105/hour
Certified Access Specialist (CASp)	$170/hour
GoFormz Software	$50/user monthly
Hourly overtime charge per inspector	1.5 x hourly rate
Mileage (for inspections performed within the City)	IRS Rate + 20%

Planning

Principal-in-Charge	$275/hour
Housing Policy Director	$220/hour
Planning Director	$200/hour
Principal/Planning Manager	$170/hour
Senior Planner	$155/hour
Associate Planner	$135/hour
Assistant Planner	$110/hour
Senior Planning Technician	$100/hour
Planning Technician	$90/hour

BASIS OF CHARGES – BUILDING & FIRE

Rates are inclusive of "tools of the trade" such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within seven (7) days of receipt of the plans from the City.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- All plan review services will be subject to a $250.00 minimum fee if percentage-based fee or two (2) hour minimum charge if hourly rates apply.
- Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with discounted pricing when applicable.
- 4LEAF assumes that these rates reflect the 2022-2023 contract period. 3% escalation for 2024-2025 and 2025-2026 is negotiable per market conditions.
- Overtime and Premium time will be charged as follows:
  - *Regular time (work begun after 5AM or before 4PM)* — *1 x hourly rate*
  - *Nighttime (work begun after 4PM or before 5AM)* — *1.125 x hourly rate*
  - *Overtime (over 8-hour M-F or Saturdays)* — *1.5 x hourly rate*
  - *Overtime (over 8 hours Sat or 1st 8-hour Sun)* — *2 x hourly rate*
  - *Overtime (over 8 hours Sun or Holidays)* — *3 x hourly rate*
- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.

BASIS OF CHARGES – PUBLIC WORKS

- Rates shown assume the projects will require compliance with California Prevailing Wage rate requirements and assumes the Client will be filing a PWC-100 Form to the California Department of Industrial Relations (DIR) for the projects.
- Rates for prevailing wage categories are subject to annual escalations in accordance with the bi-annual wage determinations from the California DIR.
- Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the Client to the CA DIR for each project, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. 4LEAF will not know the labor classification of the Public Works Apprentice until an Apprentice is dispatched to the site; therefore, the rates for the five Periods listed under the California DIR's Wage determination for Building Construction Inspector were used to determine the range of hourly rates for Public Works Inspector Apprentice.
- Pre-approved Overtime and Premium hours for labor categories subject to Prevailing Wage requirements will be charged per the following:

- *Nighttime (work begun after 4PM or before 5AM)*	*1.125 x hourly rate*
- *Overtime (over 8 hour M-F or Saturdays)*	*1.35 x hourly rate*
- *Overtime (over 8 hours Sat or 1st 8 hour Sun)*	*1.85 x hourly rate*
- *Overtime (over 8 hours Sun or Holidays)*	*2.35 x hourly rate*

- All invoicing will be submitted monthly.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Subconsultant Invoices will be assessed a 10% Administrative Processing Fee.
- Project-related mileage for inspections will be billed at the allowable IRS Rate.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.

JANUARY 31, 2022

QUALIFICATIONS TO PROVIDE

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY OF ROLLING HILLS

APPENDIX

KEY STAFF RESUMES

Pedro “Pete” Roque

Director of Code Enforcement

Experience
17+ years

Education
B.S., Management & Human Resources
Minor in Organizational Leadership
California State University Dominguez

A.A., General Education
Long Beach City College

Certifications
EPA Lead Renovation, Repair, & Painting
Environmental Protection Agency (EPA)

National Storm Water Inspector
National Stormwater Center

Certified Code Enforcement Officer
CA Association of Code Enforcement

PC 832
Rio Hondo College

Experience Summary

Pete is a Code Enforcement expert with PC 832 and Advanced Certificates. He brings with him over 17 years of experience in Code Enforcement and has served in the capacities of Code Enforcement Administrator, Code Enforcement Manager, and Community Development Inspector II for multiple California public agencies.

With a demonstrated history of working in the government administration industry, Pete is skilled in Government, Emergency Management, Law Enforcement, Disaster Response, and Plan Review. He is a strong Business Development professional with a Bachelor of Science focused in Business Administration. Pete is proficient in conflict resolution and has a wealth of knowledge in the subjects of permit regulations, City codes, housing investigations, citation issuance, and lien appeals. Pete is also skilled in working with others to achieve compliance while maintaining a safe working environment.

Select Professional Experience

4LEAF, Inc.
Director of Code Enforcement
2021 - Present
Pete recently joined 4LEAF as the Director of Code Enforcement where he receives and documents complaints from citizens regarding jurisdictional ordinance violations. Additional responsibilities include:

- Indicating procedures to abate violations of fire, building, business license, zoning, housing, dangerous building and property maintenance codes, and ordinances regulating abandoned vehicles, trash, and weeds.
- Supervising the preparation of Code Enforcement cases for legal action; provides testimony for administrative hearings, City Council or Planning Commission hearings, and court proceedings.
- Responding to complex or sensitive complaints/inquiries
- Conducting inspections, developing recommendations, and taking enforcement actions as needed.
- Supervising enforcement personnel.

City of Garden Grove – City of Garden Grove, CA
Code Enforcement Administrator
July 2018 - 2021

- Supervised Senior and Junior Code Compliance Personnel as well as Administrative Staff.
- Prepared staff evaluations and performance measures.

- Acted in the capacity of Grant Coordinator of Proposition 56 Tobacco Grant Program.
- Prepared criminal prosecutions and receivership.
- Created and implemented divisional policies and procedures.
- Public Speaking and Training Facilitator for Building, Safety, and Law Enforcement personnel.
- Performed community outreach to multiple agencies and community groups.
- Prepared and presented City Council and other commission hearings/presentations.
- Oversaw cost recovery and neighborhood preservation programs.

City of Montebello – Montebello, CA
Code Enforcement Manager
May 2014 - July 2018

- Supervised Senior and Junior Code Compliance Personnel.
- Formulated and implemented municipal code text amendments and ordinances.
- Evaluated staff performance and created professional development plans.
- Prepared and presented staff reports for City Administrator and City Council.
- Prepared criminal prosecutions for nuisance properties.
- Prepare outstanding problem properties for receivership process.
- Created and implemented departmental policies and procedures.
- Provided public speaking and training to Community Development Department.
- Spearheaded community outreach programs for seniors, community events, and schools.
- Prepared City Council and various commissions hearings and presentations.
- Created and implemented Cost Recovery and Neighborhood Preservation Programs.
- Program Coordinator and Administrator for the Community Development Block Grant (CDBG).

City of Bellflower – Bellflower, CA
Community Development Inspector II / Lead Code Enforcement Inspector
June 2005 - May 2014

- Created and Implemented Cost Recovery and Neighborhood Preservation Programs.
- Program Coordinator and Administrator for the Community Development Block Grant (CDBG).
- Created and administered Administrative Citation Program.

Driving and Training Instructor – Long Beach, CA
Driving Instructor / Drivers Education Trainer / Traffic School Instructor
May 2005 - February 2020

- Taught the rules of the road and safety to traffic violators and new drivers.
- Taught behind the wheel training for seniors and teenage drivers.
- Certified Department of Motor Vehicles (DMV) trainer.

United States NAVY – San Diego CA
Gas Turbine Systems Engineer - Petty Officer Third Class
August 1996 - August 1999

- Contributed to the repair and maintenance of gas turbine electrical systems.
- Certified Gas Turbine Systems Electrician.
- Supervised Naval Engineering Room.
- Supervised staff of 15 enlisted service members.
- Honorably Discharged.

Marcus Johnson

Project Manager / Director of Operations

Experience
15+ years

Education
AA, Architectural Technology

Certifications
ICC Building Plans Examiner
ICC Accessibility Inspector/Plans Examiner
ICC Commercial Plumbing Inspector
ICC Residential Plumbing Inspector
ICC Plumbing Inspector
ICC Building Inspector
ICC CALGreen Inspector
SAP CA DSW Local Inspector

Professional Affiliations
California Building Officials
County Building Officials Assoc. of CA.
East Bay Chapter, ICC
Napa Solano Chapter, ICC
Sac. Valley Assoc. of Building Officials
Redwood Empire Chapter. ICC

Experience Summary

Marcus is responsible for day to day contact with many of 4LEAF's valuable clients in the Building & Safety, Engineering, Construction Management, and Plan Check industries. Marcus manages numerous Building Department clients and is responsible for recruiting, qualifying, and placing staff throughout the organization.

Marcus carries comprehensive experience as an ICC certified senior level inspector and plans examiner. His experience encompasses the more complex plan review and field inspections of building construction, plumbing, mechanical and electrical installations in residential single, multi-family, commercial, and industrial construction. He is extremely knowledgeable of required compliance with applicable building, plumbing, electrical, energy, green, accessibility and mechanical codes along with applicable jurisdictional ordinances, state, and local statutes.

His high-level of experience and invaluable personal skills allows him to quickly improve and acclimate to jurisdiction procedures. Marcus thoroughly understands the construction process and the need for speedy project completion in conjunction with accurate compliance and positive customer relations.

Select Project Experience

4LEAF, Inc.

Director of Operations – Project Manager

Marcus is 4LEAF's Director of Operations. Among Marcus's responsibilities include the day to day contact with many of 4LEAF's valuable clients in the Building & Safety, Engineering, Construction Management, and Plan Check industries. Marcus's responsibilities include:

- Recruiting and interviewing prospective employees.
- Mentoring and developing plan review, building inspectors, and permit staff.
- Assisting in managing the placement of inspection staff including the tracking of customer service delivery.
- Providing quality answers to code-related or situational questions from inspection staff or clientele.
- Performing plan reviews and inspections on as-needed basis.

Town of Paradise, CA, Fire Recovery

Operations Manager

In 2018 the most destructive wildfire in California history began in Butte County, CA and quickly spread to the Town of Paradise, displacing over 10% of the County's population. Marcus oversees a staff of more than 12 that provides complete Community Development Services to the Town of Paradise. This four-year contract provides Permitting, Plan Review, Building Inspections, Public Works Inspections, Planning, Code Enforcement, Debris Removal Management, and Public Outreach for this **$9.5 Billion rebuild**.

County of Sonoma, CA, Resiliency Permit Center (RPC)

Operations Manager

Marcus oversees all the daily operations including plan review and inspections. He ensures the staffing and training is completed for a skilled team to expedite the recovery process. Marcus ensures a cohesive partnership between the County of Sonoma and 4LEAF Inc. operations.

South Napa Earthquake Recovery, **City of Napa, CA**

Building Inspector

Marcus assisted the City of Napa during the South Napa Earthquake recovery. The earthquake caused close to $1 billion in damage. Marcus's responsibilities included providing rapid assessment (RESA), processing FEMA valuation reports, providing inspections, and completing plan review to expedite the recovery process and ensure the safety of the community.

West Coast Code Consultants, Inc., San Ramon, CA

Manager of Jurisdictional Services

Marcus provided client services for jurisdictional clients encompassing plan review and inspection services. He was responsible for coordination of all staff augmentation throughout the state of California. His experience included working in complex municipalities to provide permits processing, inspections, and plan review services.

City of Hesperia, CA

Building Inspector, Plans Examiner

Marcus reviewed plans and issued building permit applications for new construction, alterations, and remodeling of existing structures; verified compliance with applicable codes and ordinances and accepted construction practices; and, issued certificates of occupancy. Provided technical information and professional advice to City staff, officials and the public regarding city codes relating to construction; assists architects, residential designers, engineers, contractors and property owners in interpreting and meeting code requirements; established and maintains a customer service orientation; responds to complaints and resolves more difficult inspection problems.

JAS Pacific, Upland, CA

Permit Technician, Building Inspector

Marcus reviewed plans and building permit applications for new construction, alterations, and remodeling of existing structures; verified compliance with applicable codes and ordinances and accepted construction practices; and, issues certificates of occupancy. Acted as project coordinator for routing of plans, tracking status of plans while they are being checked by staff in other City divisions.

Lorena Quilla-Soules, CASp

Building Services Manager

Experience

23+ years

Certifications

ICC Certified Residential Building Inspector

ICC Certified Permit Technician

ICC Certified Residential Plans Examiner

California Accessibility Specialist, CASp # 833

Experience Summary

Lorena is CASp Certified and also is a ICC Certified Building Inspector, Plans Examiner, and Permit Technician with over 23 years of municipal experience in various jurisdictions. Lorena is an integral part of our team and has the industry know-how to provide quality deliverables to our clients.

Both in and out of the field, Lorena has exceptional interpersonal skills, with an uncanny ability to effectively develop and maintain relationships with diverse individuals to coordinate successful building projects. She has the ability to manage multiple tasks, changing priorities with excellent results, proven leadership qualities, organized, with a strong desire to learn and succeed.

Lorena's professional endeavors center around utilizing her background and development skills to improve community livability, promote local economies, and protect the public health, safety, and welfare in the built environment.

Select Professional Experience

4LEAF, Inc. – Newport Beach, CA

Building Services Manager

5/2021 - Present

Lorena spearheads the management of plan review, inspection services, and consulting services for several different 4LEAF clients. She is also leading our training efforts out of our Newport Beach location to mentor, and place Permit Technicians and Engineering Technicians to Building and Public Works Departments throughout Central and Southern California. She is currently managing a team of more than 10 personnel.

City of Garden Grove, CA

Permit Center Supervisor

September 2017 – 2021

- Manage permit staff, public counter activity related to plan check tracking, permit processing and issuance, ensuring a high-level customer service experience for the public.
- Assign work and monitor permit staff workload and assist in backlog processing when necessary.
- Assist and train staff developing their knowledge, growth, and confidence related to permit issuance.
- Perform quality control for permits issued daily, verifying accuracy of the permit description,

contact information, valuation and fees collected.
- Coordinate with Postal Service, and Emergency Responders in processing city wide addressing.
- Complete plan reviews related to accessibility barrier removals/ voluntary ADA upgrades.
- Perform rough and final accessibility inspections, documenting barriers and corrections needed for compliance.
- Represent the Chief Building Official at various meetings including but not limited to Site Plan Review, and Site C hotel development.
- Develop/revise work instructions, policies and procedures related to plan check intake, and permit processing. Ensure permit staff is trained and apprised of updates or new instructions.

City of Visalia, CA

Residential Plan Checker

November 2016 – September 2017

- Review and approve residential building plans for accuracy and compliance with city amendments and current building codes.
- Interpret plumbing, electrical, mechanical, and structural plans for compliance with codes.
- Coordinate with architects, engineers, designers, contractors, and property owner to develop plans that comply with codes.
- Interpret and answer questions on building codes and permit processing at the public counter, telephone or by email.
- Provide information and guidance to the public relating to code compliance and city's organizational procedures.
- Assign sub-division, multi-family, residential and commercial addressing within city limits.
- Perform inspections as back-up to inspection staff, verifying construction work is being done according to approve plans.

City of Visalia, CA

Lead Permit Technician

February 2016 – November 2016

- Recommend and assist the Building Official in implementing goals, objectives, policy, and procedures for permit issuance.
- Evaluate current processes and responsibilities of permit staff; recommend improvements and modification to processes as needed.
- Prepare statistics on public interface which includes counter activity, peak hours of operation, and percentage of customer wait times. Submit monthly report to Building Official and Department Head.
- Assign and review work of Permit Techs and Sr. Office Assistants.
- Train and assist in the hiring and evaluation of personnel including those involved with issuing permits.
- Perform comprehensive performance reviews for Permit Techs and Sr. Office Assistants.
- Ensure compliance of policies, ordinances, building codes and laws related to permit operations.
- Resolve complex problems related to permit acceptance and issuance.
- Assist the Building Official with the Building Advisory Committee and keep him informed of any impending issues.
- Respond to requests from management and staff.
- Perform plan check review for solar, pools, fences and patios over the counter as needed daily.

Joceline Rivera

Code Enforcement Officer

Experience

7+ years

Education

Bachelor of Arts, Sociology
California State University, Los Angeles

PC 832 Arrest and Firearms Course
El Camino College

Santiago Canyon College
Module I, II, III

Experience Summary

Joceline is a Code Enforcement Officer with a Bachelor of Arts degree in Sociology and has completed the PC 832 course. She is proficient in conflict resolution and has a wealth of knowledge in the subjects of permit regulations, City codes, housing investigations, citation issuance, and lien appeals. Joceline is a dependable, proactive, and engaged professional with a lifelong passion for community service and a proven track record of building positive relationships with others. She is also skills in working with others to achieve compliance while maintaining a safe working environment.

Select Professional Experience

4LEAF, Inc.
Code Enforcement Officer
2022 - Present

Joceline is a Code Enforcement Officer who receives and documents complaints from citizens regarding safety, health, building, business licenses, and other City ordinance violations. Additional services include:

- Indicating procedures to abate violations of fire, building, business license, zoning, housing, dangerous building and property maintenance codes, and ordinances regulating abandoned vehicles, trash, and weeds.
- Conducting field investigations to determine if violations have occurred and checking to see that violations have been corrected.
- Assisting with preparation of court cases.
- Performing field inspections of single and multi-family residential, and commercial buildings and installation during rough to finished stages of construction, remodeling, and repair.
- Inspecting foundation, excavation, concrete, framing, plastering, plumbing, heating, air conditioning and electrical installations.
- Coordinating with City departments and outside agencies in the resolution of complaints.

City of Garden Grove, CA
Code Enforcement Officer
2021 - 2022

- Inspected and monitored local municipal, county, and state code violations.
- Residential property maintenance enforcement.
- Building abatement and unlawful construction enforcement.
- Business license enforcement.
- Report writing and documentation.

- Zoning enforcement and short-term rental officer.
- Sign Enforcement (garage sales, concert/shows, commercial advertising, storage of business activities).
- Issued administrative citations and prepare all hearing documents.
- Community engagement and task force enforcement.

City of Garden Grove, CA
Code Enforcement Volunteer
2020 - 2021

- Documented and monitored local municipal code violations.
- Monitored vehicles parked on landscaped lawn areas, excessive garage sales in residential neighborhoods.
- Removed of illegal signs (garage sales, concert/shows, commercial advertising, storage of business activities).
- Monitored and reported all graffiti and created work orders for bulky item removal.
- Conducted neighborhood sweeps and educated residents of minor violations.

Ultimate DX Laboratories
Laboratory Technician
2020 - 2021

- Collected, received, labeled, and analyzed samples using the correct testing equipment.
- Cleaned, sterilized, maintained, and calibrated laboratory equipment.
- Provided technical support when necessary.
- Conducted Oropharynx Covid-19 Test.

California Student Opportunity and Access Program
Student Success Coach
2019 - 2020

- Provided one-on-one or group assistance to high school students at assigned high school during the school year.
- Provided classroom workshops at the school site as scheduled.
- Advised students and families on the college application process.
- Provided college and career planning to Cal-SOAP students.

Glazer Family Dreamers Resources Center
Lead Assistant
2015 - 2019

- Provided front-desk clerical support and assisted with greeting and answering general inquiries.
- Assisted students with completing applications, such as California Dream Act Application for Financial Aid, Tuition Exemption Form, and refer when appropriate.
- Provided support/assistance at programs and events hosted by the Dreamers Resource Center.
- Provided academic support and general counseling to students and their family members.

QUALIFICATIONS TO PROVIDE

CODE ENFORCEMENT, COMMUNITY DEVELOPMENT, PUBLIC WORKS, & FIRE SERVICES

to the

CITY OF ROLLING HILLS

SECTION 4

FEE SCHEDULE

2022-2023 FEE SCHEDULE & BASIS OF CHARGES

FOR THE CITY OF ROLLING HILLS

All Rates are Subject to Basis of Charges

PLAN REVIEW COST STRUCTURE	NOTES
Complete Plan Review Percentage Cost: 70% Partial Review (Structural and Non-Structural): 40% Hourly Plan Review: $140 Non-Structural Review $160 Structural Review	Fee includes: ➢ Initial review and two (2) rechecks. Hourly charges apply after three (3) or more rechecks. ➢ Shipping, courier, and electronic service.

Code Enforcement

Project Manager $180/hour
Director of Code Enforcement $170/hour
Senior Code Enforcement Officer $125/hour
Code Enforcement Officer $95/hour
Administrative Support $80/hour

Building & Fire

Permit Manager $120/hour
Senior Permit Technician $100/hour
Permit Technician $90/hour
Clerk/Administrator $70/hour
Chief Building Official $170/hour
Senior Combination Building Inspector (Building Inspector III) $135/hour
Commercial Building Inspector (Building Inspector II) $115/hour
Residential Building Inspector (Building Inspector I) $105/hour
Civil Plan Review (Grading, Improvement Plans) $170/hour
Structural Plan Review Engineer $160/hour
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DSA Class 3 / OSHPD C Inspector $105/hour
Certified Access Specialist (CASp) $170/hour
GoFormz Software ..... $50/user monthly
Hourly overtime charge per inspector ..... 1.5 x hourly rate
Mileage (for inspections performed within the City) ..... IRS Rate + 20%

Planning

Principal-in-Charge	$275/hour
Housing Policy Director	$220/hour
Planning Director	$200/hour
Principal/Planning Manager	$170/hour
Senior Planner	$155/hour
Associate Planner	$135/hour
Assistant Planner	$110/hour
Senior Planning Technician	$100/hour
Planning Technician	$90/hour

BASIS OF CHARGES – BUILDING & FIRE

Rates are inclusive of "tools of the trade" such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within seven (7) days of receipt of the plans from the City.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- All plan review services will be subject to a $250.00 minimum fee if percentage-based fee or two (2) hour minimum charge if hourly rates apply.
- Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with discounted pricing when applicable.
- 4LEAF assumes that these rates reflect the 2022-2023 contract period. 3% escalation for 2024-2025 and 2025-2026 is negotiable per market conditions.
- Overtime and Premium time will be charged as follows:
  - *Regular time (work begun after 5AM or before 4PM)* — *1 x hourly rate*
  - *Nighttime (work begun after 4PM or before 5AM)* — *1.125 x hourly rate*
  - *Overtime (over 8-hour M-F or Saturdays)* — *1.5 x hourly rate*
  - *Overtime (over 8 hours Sat or 1st 8-hour Sun)* — *2 x hourly rate*
  - *Overtime (over 8 hours Sun or Holidays)* — *3 x hourly rate*
- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.

BASIS OF CHARGES – PUBLICWORKS

- Rates shown assume the projects will require compliance with California Prevailing Wage rate requirements and assumes the Client will be filing a PWC-100 Form to the California Department of Industrial Relations (DIR) for the projects.
- Rates for prevailing wage categories are subject to annual escalations in accordance with the bi-annual wage determinations from the California DIR.
- Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the Client to the CA DIR for each project, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. 4LEAF will not know the labor classification of the Public Works Apprentice until an Apprentice is dispatched to the site; therefore, the rates for the five Periods listed under the California DIR's Wage determination for Building Construction Inspector were used to determine the range of hourly rates for Public Works Inspector Apprentice.
- Pre-approved Overtime and Premium hours for labor categories subject to Prevailing Wage requirements will be charged per the following:

- *Nighttime (work begun after 4PM or before 5AM)*	*1.125 x hourly rate*
- *Overtime (over 8 hour M-F or Saturdays)*	*1.35 x hourly rate*
- *Overtime (over 8 hours Sat or 1st 8 hour Sun)*	*1.85 x hourly rate*
- *Overtime (over 8 hours Sun or Holidays)*	*2.35 x hourly rate*

- All invoicing will be submitted monthly.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Subconsultant Invoices will be assessed a 10% Administrative Processing Fee.
- Project-related mileage for inspections will be billed at the allowable IRS Rate.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.F
Mtg. Date: 02/14/2022

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **PRESENT THE CITY COUNCIL PRIORITIES FOR FISCAL YEARS 2022-2023 AND 2023-2024 DEVELOPED AS PART OF THE JANUARY 22, 2022 STRATEGIC PLANNING WORKSHOP.**

DATE: **February 14, 2022**

BACKGROUND:
On Saturday, January 22, 2022, the City Council held a bi-annual Strategic Planning Session facilitated by City Manager Elaine Jeng. The City Council, with Councilmember Mirsch absent:

- reviewed the established priorities from the 2020 Strategic Planning Workshop;
- evaluated City actions and activities since January 2020 supporting the establish priorities;
- reviewed the Capital Improvement Plan approved as part of FY 20/21 and FY 21/22 Budget adoption;
- discussed and established priorities including capital and non-capital projects for the next two fiscal years (FY 22/23 and FY 23/24); and
- received public comment for residents in attendance.

DISCUSSION:
Information shared with the City Council at the strategic planning workshop are included with this report.

At the workshop, the City Council shared individual priorities and goals for the next two fiscal years including a comparison of the current priorities and goals to the 2020 established priorities and goals. Staff recommends that the City Council receive a recap of the conversations at the strategic planning session, review the listed priorities and goals for the next two fiscal years, finalize the list and direct staff to develop budget items to support the list.

FISCAL IMPACT:
The 2022 strategic planning workshop was facilitated by staff. There was no fiscal impact to conducting the workshop.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
CL_MIN_220122_CC_StrategicPlan_DetailedNotes.pdf
2_SP_2020-Jan-25_StrategicPlanningNotes2.pdf
3_SP_StrategicItems_F.pdf
4_FY 2022 Expenditures by Department.pdf
5_CIP_3Years_2020.pdf
6_CIP_3Years_2021-June-28.pdf
7_SP_2022staffPresentation.pdf
8_StrategicPlanningWorkshopBudgetItems_2020-04-27.pdf
CC_SP_2022CouncilPrioritiesGoals.docx
CC_SP_2020_vs_2022_BriefComparison.docx
CC_SP_2022FinalPrioritiesGoals.pdf

Rolling Hills Strategic Plan 2022 – Notes

EJ (Elaine Jeng)

- Set ground rules
- Goals of workshop
- Objectives
    - Specific / precise 3-5
    - 2 year period
- Beyond today
    - Follow-up on 2/28 and 3/14
- 2020 common priorities = 4
- SP sets roadmap for staff work
- Recap of past 2 years

JP (Jeff Pieper) – asks about revenues vs. expenses to understand where we are at

PW (Patrick Wilson) – looking forward to a Mid-year recalculation regarding deficit budget

EJ – kudos to CC

BD (Bea Dieringer) – kudos to Elaine and staff. Appreciate thankless hours and heavy lifting. Still will have goals. Want to focus on priorities. Would be helpful to know how much do we have for each category and do we have the money to accomplish certain goals.

EJ – you tell us what you want done, then we come back with cost, trends, etc.
- adopted CIP in last 2 years and have not allocated monies yet

Priorities Review

PW – Fire fuel reduction – comments on how only 30 properties are truly affected by grant

JB (James Black) – Cost is on everyone

PW – a lot of people have questions. They need to be involved.

JB – nothing about city paying for anything

PW – could be financial exposure to some residents. We are looking at high level. Residents want to know how it will affect them.

EJ – Affordable housing requirements

PW – ongoing struggle

JP – going as well as it can. Did good job on SB9. ADU's – staff is handling well. No real train wrecks.

PW – we should continue as a balance priority

JB – worried about Sacramento destroying our city. We may have dodged bullet.

JP – we should revisit within a year to make adjustments if necessary.

JB – look at fencing on Crest Rd. between school property and below. A Large low-income housing project below. Should be a fence with stuff at top to create protection.

BD – going as well as it can. Legislature is always pushing limits. Have lobbyist or access to what is going on. Do whatever mitigations possible. Having experts on tap per Elaine's suggestion may be worthwhile.

JB – camping laws and trespass laws to minimize homeless issues. LA County DA is not prosecuting homeless.

BD – we have our own ordinance re: trespass

JB – reinforcing no camping

JP – brings up Martin vs. Boise court case

BD – need to be able to provide shelter per case ruling

EJ – Understanding obligations re: stormwater impacts to budget. Storm drains / RHCA. Uses Middleridge example and the finding of the city to maintain is problematic.

PW – that was stunning to find out. Talks about another resident blocking a storm drain. Responsibility for the system – understanding. Push back on RHCA. Could be a slow painful process. Will be a budget impact – like Middleridge.

EJ – getting pricing on Middleridge - coming to the CC meeting on the 24th.

PW – costs could be significant especially with no knowedge of maintenance on the system.

JP – find out what our liabilities are and what else may be in our purview

PW – county uncovered this… can we go through their records?

EJ – no organization regarding record keeping on site. New team is focusing on that. Plan to go to county for assistance. Asks CC if they are in agreement on funding what is within our control.

JB – don't need to redo all the drains. Don't waste staff time to find out what is in our control.

PW – not suggesting that

JB – not legal for someone to block drains. Thought residents were liable for care of water that comes onto property. Code enforcement should handle.

BD – Can't increase flow of gravity. In terms of drainage, mitigate costs for stormwater. Trying to get out of MS4 permit. Big storm event caused flow. Will that put kibosh on our plan?

EJ – Don't have results on flow yet.

PW – Comments on capturing runoff on private property. Who governs release of water retention LIV's?

JB – Who comes out to inspect?

JP – Comment about "grading-lady"

JB – LA County Civil Engineers

PW – New projects have to retain water on site

EJ – Required to have it in our code. There is a trigger. LIV kicks in if you hit threshold of impervious surface. Typically does not get reached. Very few hit threshold her. We try to capture and infiltrate. We contract out to County.

BD – Mechanism for enforcement

JB – Not a private action. City has to get involved.

PW – Ping pong between RHCA and City. Doesn't care about RHCA… they get sued and lose. We have the law on our side.

JS – mentions EWMP and consultant being on the 24th agenda.

JP – We should dump on County to get them to give us the data. Otherwise we fix things when it pops up.

BD – agrees

PW – Doesn't want staff to do. If easy though… then yes.

EJ – County has a database. Sounds like there is consensus for County to do the research?

JP – Value in asking the question.

JB – Limit amount of staff time to 8 hours.

BD – Agrees

JB – Everything is harder than it sounds.

PW – Ask County and report back to CC

JB – reemphasizes no staff time past 8 hours.

EJ – tries to characterize Leah's comments. Her point is that CC should apply resources to figure out how the city can have a positive impact.

JP – retention is future condition.

EJ – Leah is saying "what about current conditions?" 2 Wrangler Road / Paintbrush Canyon. Erosion. Not just drainage on one property. It affects multiple properties.

PW – Support RHCA?

EJ – this is regarding…

PW – Do they have interest in any drains?

EJ – they are responsible for those adjacent to roads or underneath.

BD – on case-by-case basis?

EJ –

BD – We can evaluate and get more info and then come back to discuss.

JP – start there and mover forward. Comment on grant.

BD – We need info about what we are responsible for.

PW – Go back to prior plan.

EJ – Completion of City Hall campus improvements.

PW – Need options from staff… maybe 3?. Given too much input. We (CC) are not designers or planners.

JB – revisions made it better though.

PW – we've reviewed enough. Move forward.

EJ – Leah has a similar point.

PW – we continued it. Do we have plans agreed upon? Budget implications.

JP – How are we paying?. Take punch list (referring to all SP items) and put it in order. HOA wants generator – one big enough for both of us. Re-caps his meeting with RHCA. Removes cost burden from City. This building, tennis courts and sewers (crazy expensive). Federal monies can only be used for broadband, sewer, water. Can we find something that allows us to use grant funds. Sewer should be at bottom of list. Tennis court #1. Fix City Hall - #2.

EJ – per Leah – regarding Fire Safety – we are headed in right direction. Sounds like there may be agreement.

BD – We should be doing something but there are different sentiments from residents about what we should be spending money on. Should do a survey and pursuing based on resident priorities.

EJ – Higher level – do you feel like it is a priority – not a detail level. Specifics will still come to council for a vote. Do you still have same commitment to overall goal. Talks about Leah re: Sewr / City Hall project. Leah also has concerns on city staffing, re: retention, attraction and development of quality employees to support council vision and goals.

JB – still thinks we should go to old view ordinance. Attorneys- not saving money. Residents not working it out. Need to go back. Now it is nebulous. Has not worked and should be a priority.

BD - ?

PUBLIC COMMENT

Alfred Visco – storm drain at end of Cinchring road dumping into Paintbrush canyon. Backing up – coming down his driveway. RHCA says they don't maintain and said it is city responsibility. Figure out whose responsibility it is.

Arlene Honbo – Fire safety is key. Representing block captains. Emergency communication in event of n phones or internet. Doesn't know if sirens are best option. Need to be educated. If doing a survey – need to educate people first. Emphasizes costs. This effort can be contingent

on grant funding. Beta test of emergency information system. Block captains are frustrated with time to execute and push things out. Consider a temp to help get things done. It is ready for deployment. Evacuation brochure is ready to go. Canyon videos are great way to educate residents. Block captains want an evacuation drill. Ready to take on new things but want to finish old objectives.

Mike Schoettle – take Fire Fuel seriously especially home hardening. SCE caused fires in 1973. Encourage consideration of ALL options. Cameras on SCE poles and historic fire locations to notify FD early.

Alfred Visco – fire safety is main concern. Urge consideration of more exits out of city for evacuation. Example is Crenshaw / Silver Spur or Portuguese Bend reserve exit. Alerting residents. Multiple channels of communication. Siren, satellite phones to block captains – what are those costs. Take a holistic approach on fire.

Priorities

EJ – goes over list on priorities. Remove purchase property.

JB – re: Sewer. Reserves – 3 operational. If we can get grant funding he is interested. If city funds or borrows – he won't support

JP – more bang for your buck on undergrounding

BD – Tennis Courts

JP – financially out of whack. If we can't find a grant to supplement $400K for sewer – use it for something else.

BD – utility underground… should it still be a priority?

JB – absolutely. Need a plan for the whole city. Move sewer down the list. Fire and undergrounding - move up.

JP – Master Plan not his top priority. Tennis courts and city hall.

EJ – ?

JB – we should generate communication in house. Only outsource production

EJ – just looking for efficiencies

BD – we will keep this

JB – no law says we can only have 5 priorities

JP – ok with outsourcing production

EJ – suggests removing "refund residents"

JP – deferred maintenance

JB – our revenues are going to go up. Concept of notary is a good idea. Doesn't RHCA have one?

JP – no one knows – it's hidden.

JB – passports could be good.

JP – service is better than refunds.

EJ – for 2022, some of this is too specific.

BD – lots of her priorities fall under Emergency preparedness / fire safety

JP – just add courts and city hall and be done.

EJ – make it “capital improvements”

JB – view ordinance

JP – re-evaluate view ordinance

JB – should we drill down?

JP – RHCA is better at some services. What are the cost breakdowns between city and RHCA for some of the cap costs like tennis courts

JB – agrees – courts first. It’s been 10 years of ADA talk. We saved money by waiting because the rules have changed so many times and now have a better plan.

BD – courts are heavily used. Make the area safe. Next priority is city hall.

JB – when will we talk specifically about fire – cameras, etc. sirens?

JP – piggyback on RPV

BD – would be great to prevent fires

EJ – tennis court ADA is because RHCA wants to replace septic first. If we do court 1 improvements, there is an order of things.

EJ - Additional services for residents: people have asked about movie nights; block captain event (outside); community is thirsty for events; no city sponsored opportunities; residents are craving

JB – great idea – thank you

BD – agree

EJ – Retention: none of the above is possible without staff. Important to have solid folks here and to retain them. Residents have given feedback re: not knowing who is who. Tried different methods for recruitment. Would like to discuss this as a priority to make it a non-issue.

JS – mentions steep learning curve for new hires. Need for a contract planner.

JP – not against people staying and being happy. This is a problem everyone is having. Mentions inflation. This topic goes unsaid – doesn’t necessarily need to be on SP. This was a better place to work when state wasn’t so in our face. Evolution. Length of meeting is doing more stuff. How CC uses staff time. How can CC help manage time and maximize removal of pain and suffering? How can CC smooth things out?

EJ – filling vacancies starts and repeats. Would like to make this a priority. Staff wears multiple hats. Wants to be direct and honest. Wants to strategically put on the map.

JB – we will never out pay or out “stupid” other cities. If you are looking for us to jack-up pay… no. need to go outside of government for recruitment. We can’t fix certain things. Hire the person… not the position. Treat people well. Respect and appreciate them. Uses Meredith as an example.

JP – all about quality of life. Comments on residents.

EJ –

JP – talks about virtual workspace. New flexibility adds to quality of life. Whatever makes sense – we should talk about it. We only have a $1.8MM budget.

EJ –

BD - get temps to fill in

EJ –

BD –

CIP List

JB – distribute materials to city residents so they know

EJ – will do

JB – you deserve credit

EJ – says the council deserves credit

Public Comment

Melissa McNab – Community communication and outreach. So many more people could be here. Good priority.

Jim Aichele – movie night sounds great… but may need a bigger area. Then it is open to anyone in the public, not just RH. Suggests that RHCA put on to avoid that.

Sewer	In the past, people were not interested due to high cost Wait for results and costs then figure out next steps Phased. First phase limited scope. **Supports waiting for results, costs and determining next steps from there**
Wildfire	City in charge of safety Great job clearing but need to be expanded City should continue Conservancy's work City should hire Association to clear vegetations (use striping funds) City enforcement should include easements. Residents should clear easements. Crest Gate should open easily. City take on enforcement responsibility. **Supports City enforcement on easements; authority over Crest Gate's accessibility; expanding vegetation clearance done by Conservancy and providing firebreak**
Emergency Preparedness Evacuation	Devote money to education, planning and dissemination of information **Supports increasing budget next year**
Utility Undergrounding	Have grant cover costs Buy SCE rights **Supports undergrounding and expanding to other areas**
Drainage	Improve civic center campus Install catch basins at key locations Try to eliminate flow outside of the City Figure out a way to use money being paid to consultant on infrastructure that will eliminate the need to participate in MS4. Find Exit strategy. Educate residents on drainage and erosion **Make it standard requirement to retain 100% of water on site and enforced by PC. Figure out exit strategy from MS4 reporting and divert money paid to consultant to help build infrastructure. Educate residents about drainage and erosion.**
Ease Permit Process	**no change**
Communication with Residents	Keep Blue Newsletter. Periodically increase content; quarterly. Explore other medium of dissemination Explore costs to outsource production Explore additional information provided **Keep Blue Newsletter. Periodically increase content; quarterly. Come back with costs regarding outsourcing.**
Shorter Council Meetings	Behavioral. Have staff bring CC back to focus to keep meeting moving forward **Have staff bring CC back to focus to keep meeting moving forward**
Minimize Legal Liability	Put money to minimize liability ADA compliance moving forward Legal costs keep going up. Limit inquiries to legal questions. JPA a great resource **Supports ADA project to decrease potential liabilities. Staff to define and narrow breadth of legal inquiries.**
Public Safety	Improve coordinatioon with the Association. Add camera but privacy issues. How can City enforce public safety with limited tools Armed school officer not meeting terms of contract. City will pull out of Agreement if required job not performed. **Use advocacy to promote safety; if needed CC will exercise more authority in the future. Ensure armed officer meeting terms of contract.**
Reinstate View Ordinance	Have City protect and enforce view ordinance Wait to process two complaints in the queue and determine if there's a need for city to change ordinance **Supports waiting for outcome of current complaints before changing current process**
Purchase Property for OS	**not acquire**
Refund the Residents	Refund yearly surplus to residents Use money for programmatic services that will benefit larger community Identify CIP to fund in next two to three years to really see if there's surplus Not connecting to sewer might be missed opportunity. **Staff coming back with recommendations on how to spend surplus: services, drainage, firebreak, etc. Come back after fiscal year. CC committing money TBD.**

2022 STRATEGIC PLANNING MEETING

JANUARY 22, 2022

PROJECTS	2020 COUNCIL'S PROJECT INPUT	ACTIVITIES TAKEN WITHIN TWO YEARS	SUGGESTIONS/STAFF'S NOTES
SEWER	In the past, people were not interested due to high cost. Wait for results and costs then figure out next steps. Phased. First phase limited scope. **Supports waiting for results, costs and determining next steps from there.**	- Completed phase 2 feasibility study. This includes Will Serve Letters from Los Angeles County. Study provided high-level estimate for a new sewer line along Rolling Hills Road. - Hired NV5 to provide engineering design for 8" sewer main along Rolling Hills Road. Design at 100% completion and provided detailed engineering estimate of 8" sewer main. - Completed phase 3 feasibility study. Council authorized study of sewer outlets to Palos Verdes Drive North (residents' proposed project). The study provided high level of construction costs for three options to outlet the effluent. - Conducted a community survey, asking residents if they want the City to implement sewer main. Data presented to the City Council. - Requested the hire of consultant to pursue grant, low interest loans for sewer projects. - Coordinated with RHCA to keep them updated on the status of the project. They are in the holding pattern for the amenities project at the Tennis Courts pending sewer installation or septic tank replacement. - The City's Tennis Court ADA improvement is on hold pending	- Make a decision on the 8" sewer main. - Make a decision on the residents' request to provide sewer outlet at Palos Verdes Drive North. - Sewer is an eligible expense for the American Rescue Plan Act (APPA) allocation of $441,000.

		sewer installation or septic tank replacement.	
WILDFIRE	City in charge of safety. Great job clearing but need to be expanded. City should continue Conservancy's work. City should hire Association to clear vegetation (using striping funds). City enforcement should include easements. Residents should clear easements. Crest Gate should open easily. City take on enforcement responsibility. **Supports City enforcement on easement; authority over Crest Gate's accessibility; expanding vegetation clearance done by Conservancy and providing firebreak.**	- Based on the City's advocacy, the RHCA automated the Crest Road East gate. - Staff report on dead vegetation enforcement on a quarterly basis. - Requested Council to purchase a Kubota to assist with code enforcement's work on enforcing dead vegetation ordinance. - City received grant funding from CALOES/FEMA; Vegetative Management Grant Project Performed Environmental Assessment for 30 residents Filed CEQA Categorical Exemption - City staff met with LACFD and began forming the project design for the Vegetative Management Grant Project - Palos Verdes Peninsula Land Conservancy fuel load reduction (40+ acre area) - Drafted, adopted a Community Wildfire Protection Plan (CWPP) - City started the Fire Fuel Committee specifically to problem solve for potential wildfire community concerns - Hardening the Home Videos: instructions on how to harden your home - Canyon Management Videos: instructions on how to manage your canyons - Harden the Home inspections from the Los Angeles County Fire	

		Department Forestry Division- Trevor Moore - Fire Works Ordinance (not passed) - Communal Bin event (Five 40-cubic yard bins) for community use to reduce vegetation - Worked with RHCA to add chipping event for the community. - Worked with LACFD to conduct roadside clearance inspections for all roads in Rolling Hills.	
EMERGENCY PREPAREDNESS EVACUATION	Devote money to education, planning and dissemination of information. **Supports increasing budget next year.**	- Block Captain/Emergency Preparedness budget in 17/18 was $4,500. In 18/19, the budget was $8,000, in 19/20 the budget was $14,875. The budget for 20/21 was $29,000 and the budget for 21/22 is $137,360. - Council was asked to consider hiring a marketing firm to provide an Evacuation procedures brochure drafted by the Block Captains and place the company on-call for educational material on emergency preparedness. - Block Captain communication project: outdoor alert system (HQE feasibility study). - Emergency Information System (EIS) online database for city contact with residents - Communications Project (RHCA Improving Wi-fi) - City participation in the Prepared Peninsula Expo - Peninsula Wide Evacuation Map	- Conduct citywide emergency drill.

UTILITY UNDERGROUNDING	Have grant cover costs. Buy SCE rights. **Supports undergrounding and expanding to other areas.**	- Staff conducts monthly meetings with utility companies for progress updates on the Eastfield Assessment District project. - Staff conducts monthly meetings with residents to educate them on the process to create an assessment district. - Completed design to the Eastfield Assessment District project. - Completed numerous meetings with residents in the Eastfield Assessment District area with subject matter experts including financial advisors. - Brought the project to a vote and the project was voted down. - Council approved resolution on the city's contribution to single pole undergrounding, and assessment district projects. - Processed one reimbursement for single pole undergrounding project. - Awarded by CalOES/FEMA approximately $1.5M grant funds for Crest Road East Undergrounding project. Preliminary Drawing/Design began. Confirmed Rule 20A with Utility Companies. Monthly status meetings with all stakeholders (SCE, utilities, engineers, etc.) will commence in February 2022. - Worked with Cal/OES on potential Eastfield Drive Utility Undergrounding grant award. Council approved environmental clearance documents for the said	- Focus on completing Cal/OES grant project on Crest Road East - Consider a utility underground masterplan for the entire city.

		project and agreed to adhere to constructions provisions if the city was awarded funds. Waiting to hear from CalOES/FEMA.	
DRAINAGE	Improve civic center campus. Install catch basins at key locations. Try to eliminate flow outside of the City. Figure out a way to use money being paid to consultants on infrastructure that will eliminate the need to participate in MS4. Find Exit strategy. Educate residents on drainage and erosion. **Make it standard requirement to retain 100% of water on site and enforced by PC.** **Figure out exit strategy from MS4 reporting and divert money paid to consultant to help build infrastructure.** **Educate resident about drainage and erosion.**	- Submitted a revised TMRP to requested the LA Regional Water Quality Control Board to reduce the frequency of trash monitoring to comply with the trash TMDL. Reduction in frequency was grant but not at the level requested by the City. - Review diversion project (Bent Springs Canyon) as a strategy to comply with MS4 permit. - Initiated the Sepulveda Canyon monitoring. Council approved to release the first year data (no flow) to the LA Regional Water Quality Control Board to consider that the City does not discharge to impair waters of the US. - Council conducted a workshop with the Planning Commission in September 2021 to direct PC to find ways to retain more stormwater discharge on private property. - Council authorized joining the Peninsula EWMP and directed staff to prepare addendum. - Consulted directed staff to ask City of Torrance to design Torrance Airport infiltration project increments should the Regional Board reject City's approach to compliance with TMDL (no flow or clean flow from Sepulveda monitoring data).	- Investigate outstanding agreements with County to maintain drains in the community. - Work plan to meet obligations of the drainage maintenance agreement.

		- Council and staff looking at creative ways to spend Measure W local returns to implement impactful clean water projects. - The City has been an outlet for residents to voice drainage issues experienced in the community (Mayor Dieringer's recent meeting with resident of 2 Wrangler Road).	
EASE PERMIT PROCESS	No change	- Previously, applicants of development projects subjected to discretionary review had to complete the entitlement process over four Planning Commission meetings (a duration of a minimum of four months). - Staff cut down the entitlement process to two Planning Commission meetings but drafting resolutions of approval ahead of time to be reviewed by the Planning Commission.	- Improvements where possible, staff is always evaluating. Operational improvements are within the purview of the staff. - Proposed staffing change for efficiency. Current Planning Department: Director, Code Enforcement officer, part-time Admin Clerk. Proposed Planning Department: Director, Assistant Planner. Eliminate Code Enforcement officer and part-time Admin Clerk. Out source code enforcement to utilize the resources of companies. - Additional planner to help process develop applications and work with applicants to provide guidance on approvable projects.
COMMUNICATION WITH RESIDENTS	Keep Blue Newsletter. Periodically increase content, quarterly. Explore other medium dissemination. Explore costs to outsource production. Explore additional information provided. **Keep Blue Newsletter. Periodically increase content; quarterly. Come back with costs regarding outsourcing.**	- 47 Blue Newsletters produced in calendar year 2020. - 45 Blue Newsletters produced in calendar year 2021. - In contrast, 24 Blue Newsletters produced in calendar year 2017; 25 Blue Newsletter produced in calendar year 2016.	- Outsource production of Blue Newsletter would allow internal staff to be available for other impactful assignments. - Residents like the Blue Newsletter format. Received many compliments on the Blue Newsletter. CONSIDER POSTING

		- Approximately $24,000 per year (material, postage, production time excluding time to produce contents) to produce Blue Newsletter in house. - Launched new website with continuous improvements for functionality. Pushing info out via Blue Newsletter to ask residents to refer to the website for more information. - Launched Granicus with audio and video recordings of City Council meetings. Agendas are achieved on the City's website. - Regional Law, and Public Safety Committee agendas achieved on the City's website. - Block Captain meeting agendas, minutes, and or recordings are available on the City's website. - Home hardening education videos are on the City's website. - Joined AlertSouthBay using the Everbridge Platform. Residents can get alerts. - Roll out of Emergency Information System (EIS) on the City's website. - Council authorized the creation of a database on the City's website. In 2022, to have contact information for all residents for emergency purposes.	THE BLUE NEWSLETTER ON THE CITY'S WEBSITE. - CONSIDER USING SOCIAL MEDIA TO REACH RESIDENTS – NEXTDOOR, FACEBOOK, TWITTER, AND ETC.
MINIMIZE LEGAL LIABILITY	Put money to minimize liability. ADA compliance moving forward. Legal costs keep going up. Limit inquiries to legal questions. JPA a great resource.	- Conducted countless meetings on City Hall ADA improvement project at the Council level and staff level to finalize the best way	- On-call consultants: geologist, soils engineer, hydrologist, and civil engineer. - On-call contractors: general contractor, piping contractor, tree

	Support ADA project to decrease potential liabilities. Staff to define and narrow breadth of legal inquiries.	to bring City Hall to comply with accessibility regulations. - Council authorized a loan application to the CJPIA to fund the construction of the City Hall ADA improvement project. - Mitigated liability relating to non-complaint 5th cycle housing element. - On the path to comply with the 6th cycle housing element. - Complied with SB9 with local ordinance adoption. - Complied with ADU mandate with local ordinance adoption. - Applied and achieved SB1383 (organics) waiver to implement a organics collection program.	trimming contractor, and paving contractor. - On-call expertise to support the city when needed. Landslides, drainage/erosion.
PUBLIC SAFETY	Improve coordination with the Association. Add camera put privacy issues. How can City enforce public safety with limited tools? Armed school officer not meeting terms of contract. City will put out of Agreement. If required job not performed. **Use advocacy to promote safety; if need CC will exercise more authority in the future. Ensure armed officer meeting terms of contract.**	- Monthly meetings with Captain Powers and other Regional Law City Managers on policing issues. - Twice a month call with Captain Powers to discuss Rolling Hills matters. - Quarterly report from school district on the performance of the School Resource Officer funded by jointly by the school district and Peninsula cities. - Quarterly reports from Captain Powers on crime stats and crime trends for the Peninsula. - Use Lomita Sheriff's Department CORE Team to address neighbor issues in the community and for educating the community. - Sheriff's Department and Fire Department attend all zone	

		meetings, and all Block Captain meetings. They also attend coyote forums, and public safety forms whenever they are held. - Operations visibility. Councilmember Pieper asked the Sheriff's Department to show presence in the community by having Black and Whites drive in the community often.	
REINSTATE VIEW ORDINANCE	Have City protect and enforce view ordinance. Wait to process two complaints in the queue and determine if there's a need for City to change ordinance. **Supports waiting for outcome of current complaints before changing current process.**	- Processed one view case under new code: Juge (view seeker) and Tamayo (vegetation owner). Long process, no mediation, findings by the Committee on Trees and View. Currently in the appeal period. - A second pending view case just getting started on the process (view case against four properties) - A third pending view case submitted (2 El Concho – vegetation owner).	- $2,000 application fee is far below the amount of money needed to recover the cost: staff and attorney. City Attorney's office is intimately involved and $2,000 only pays for 10 hours of work for the City Attorney's office. Consider increasing to cover the cost of the City Attorney's time. - View case against 4 properties, code only allows the charge of one application fee. Consider changing code so that each address has an application fee.
PURCHASE PROPERTY FOR OS	Not acquire		
REFUND THE RESIDENTS	Refund yearly surplus to residents. Use money for programmatic services that will benefit larger community. Identify CIP to fund in next year to three years to really see if there's surplus. Not connecting to sewer might be missed opportunity. **Staff coming back with recommendations on how to spend surplus: services, drainage, firebreak, etc. Come back after fiscal year. CC committing money TBD.**	- FY21-22, Council adopted a deficit budget. Reserves are needed for capital improvement projects, operation improvements, cost of service to residents and meeting mandates.	- Expenditures throughout the year are monitored by staff to prevent overspending. - Can use reserves to hire a Notary to be at City Hall one day a week and offer free service to the residents of Rolling Hills. - Can use reserve funds to start a public access channel to communication with residents and

			can broadcast public meetings, fill contents with educational videos. - Provide passport service at City Hall.

CITY OF ROLLING HILLS
Summary of Expenditures
July 1 to December 31, 2021

		Adopted Budget	YTD Expenditures	Available
GENERAL FUND				
01 - CITY ADMINISTRATOR				
702	Salaries -Full Time	$ 429,100.00	$ 227,038.49	$ 202,061.51
710	Retirement CalPERS-Employer	29,000.00	20,599.73	8,400.27
710	CalPERS Unfunded Liability	59,026.00	57,063.00	1,963.00
715	Workers Compensation Insurance	7,700.00	4,089.96	3,610.04
716	Group Insurance	55,000.00	41,506.67	13,493.33
717	Retiree Medical	30,300.00	19,789.11	10,510.89
718	Employer Payroll Taxes	28,400.00	12,680.22	15,719.78
719	Deferred Compensation	4,300.00	2,400.00	1,900.00
720	Auto Allowance	4,800.00	2,550.00	2,250.00
XXX	Phone Allowance	1,300.00	-	1,300.00
761	Auto Mileage	500.00	-	500.00
740	Office Supplies	38,040.00	9,255.49	28,784.51
745	Equipment Leasing Costs	14,850.00	6,175.34	8,674.66
750	Dues & Subscriptions	15,240.00	1,490.00	13,750.00
755	Conference Expense	10,000.00	5,429.96	4,570.04
757	Meetings Expense	2,000.00	5,843.00	(3,843.00)
759	Training & Eduxcation	5,000.00	-	5,000.00
765	Postage	20,000.00	7,500.00	12,500.00
770	Telephone	5,700.00	3,180.22	2,519.78
775	City Council Expense	10,000.00	1,785.00	8,215.00
776	Miscellaneous Expenses	-	111.03	(111.03)
780	Minutes Clerk Meetings	6,000.00	2,254.99	3,745.01
785	Codification	5,000.00	1,446.09	3,553.91
795	Other Gen Admin Expense	4,900.00	1,441.18	3,458.82
801	City Attorney	91,000.00	64,408.00	26,592.00
820	Website	6,000.00	9,764.00	(3,764.00)
850	Election Expense City Council	-	166.85	(166.85)
890	Consulting Fees	161,400.00	43,775.12	117,624.88
925	Utilities	-	1,473.69	(1,473.69)
955	Disaster Emergency Equipment	-	1,392.00	(1,392.00)
802	Legal Expense - Other	3,000.00	-	3,000.00
790	Advertising	1,000.00	-	1,000.00
	Total City Administrator	1,048,556.00	554,609.14	489,946.86

CITY OF ROLLING HILLS
Summary of Expenditures
July 1 to December 31, 2021

		Adopted Budget	YTD Expenditures	Available
05 - Finance				
750	Dues & Subscriptions	200.00	-	200.00
810	Annual Audit	17,630.00	-	17,630.00
890	Consulting Fees	99,500.00	62,709.15	36,790.85
	Total Finance	117,330.00	62,709.15	54,620.85
15- PLANNING & DEVELOPMENT				
702	Salaries	$ 237,200.00	115,656.91	121,543.09
710	Retirement CalPERS-Employer	17,750.00	8,702.01	9,047.99
715	Workers Compensation Insurance	3,800.00	2,014.50	1,785.50
716	Group Insurance	30,900.00	11,721.41	19,178.59
718	Employer Payroll Taxes	18,790.00	8,990.92	9,799.08
719	Deferred Compensation	1,200.00	-	1,200.00
720	Auto Allowance	2,400.00	1,100.00	1,300.00
XXX	Phone Allowance	600.00	-	600.00
758	Planning Commission Meetting	-	988.12	(988.12)
761	Auto Mileage	-	37.24	(37.24)
770	Telephone	-	960.82	(960.82)
776	Miscellaneous Expense	2,000.00	-	2,000.00
750	Dues & Subscription	850.00	-	850.00
755	Conference Expense	5,000.00	-	5,000.00
759	Training & Education	1,000.00	-	1,000.00
790	Advertising	-	2,405.65	(2,405.65)
801	City Attorney	-	608.00	(608.00)
802	Legal Expenses-Other	-	17,376.60	(17,376.60)
872	Property Development-Legal Exp	100,000.00	4,060.85	95,939.15
878	Build Inspect. LA County/Willd	150,000.00	36,138.07	113,861.93
881	Storm Water Management	275,800.00	143,037.85	132,762.15
882	Variance & CUP Expense	7,000.00	5,913.95	1,086.05
884	Special Project Study & Consulting	180,000.00	179,792.64	207.36
950	Capital Outlay	26,400.00	-	26,400.00
	Total Planning & Development	1,060,690.00	539,505.54	521,184.46
25 - Public Safety				
830	Law Enforcement	220,380.00	85,015.79	135,364.21
833	Other Law Enforcement Expenses	3,000.00	1,129.73	1,870.27
837	Wild Life Mgmt & Pest Control	50,000.00	1,412.40	48,587.60

CITY OF ROLLING HILLS
Summary of Expenditures
July 1 to December 31, 2021

		Adopted Budget	YTD Expenditures	Available
838	Animal Control Expense	6,000.00	2,204.45	3,795.55
890	Consulting Fees	-	17,264.35	(17,264.35)
	Total Public Safety	279,380.00	107,026.72	172,353.28
65 - NON-DEPARTMENTAL				
895	Insurance & Bond Expense	30,260.00	11,025.46	19,234.54
901	South Bay Comm. Organization	20,100.00	1,200.00	18,900.00
915	Community Recognition	16,000.00	4,718.25	11,281.75
916	Civil Defense Expense	650.00	-	650.00
917	Emergency Preparedness	137,360.00	18,988.58	118,371.42
985	Contingency	25,000.00	-	25,000.00
	Total Non-Departmental	229,370.00	35,932.29	193,437.71
75 - CITY PROPERTIES				
925	Utilities	$ 33,810.00	$ 18,684.92	15,125.08
930	Repairs & Maintenance	36,963.00	8,615.00	28,348.00
932	Area Landscaping	28,500.00	7,238.91	21,261.09
	Capital Outlay - Buildings & Equip	250,000.00	-	250,000.00
	Total City Properties	349,273.00	34,538.83	314,734.17
	GENERAL FUND TOTAL	$ 3,084,599.00	$ 1,334,321.67	$ 1,746,277.33

CITY OF ROLLING HILLS
Summary of Expenditures
July 1 to December 31, 2021

	Adopted Budget	YTD Expenditures	Available
10 - COPS FUND			
COPS Program Expenditures	$ 161,100.00	$ 89,712.28	$ 71,387.72
14 - Traffic Safety Fund			
Road Striping-Delineators/Pavement	$ 10,000.00	$ 2,500.00	$ 7,500.00
16 - CAL/OES			
Safety Element DR4344-PL0521	$ -	$ 4,261.00	$ (4,261.00)
Vegetation Magmnt DR4382-PJ0175	-	83,950.43	(83,950.43)
	$ -	$ 88,211.43	$ (88,211.43)
25 - Prop A Transportation Fund			
Prop A Excbange	$ -	$ 84,000.00	$ (84,000.00)
40 - Capital Projects Fund			
City Hall Improvements	$ 300,000.00	$ 12,952.50	$ 287,047.50
41 - Utility Fund			
Legal Other & Outside Council		$ 1,452.00	
Sewer Feasibility Project		7,280.00	
	$ 763,638.00	$ 8,732.00	$ 754,906.00
50 - Refuse Collection Fund			
Refuse Service Contract		$ 456,348.00	
Operating Transfer Out		12,000.00	
	$ 912,700.00	$ 468,348.00	$ 444,352.00

PROPOSED 3-YEAR CAPITAL IMPROVEMENT PLAN
CITY OF ROLLING HILLS
FY2020-2021 TO FY 2022-2023

		Current Year		Year 1		Year 2		Year 3	
	Project Description	FY 2018-2019 Phase	Cost	FY 2019-2020 Phase	Cost	FY 2020-2021 Phase	Cost	FY 2021-2022 Phase	Cost	FY 2022-2023 Phase	Cost
1	8" Sewer Main along Rolling Hills Road*	Feasibility Study Phase I	$11,391	Feasibility Study Phase II	$30,000	Design/Construction	$400,000	Construction	$700,000		
2	Tennis Courts ADA Improvements**	Design	$8,000			Construction	$50,000	Construction	$250,000		
3	City Hall ADA Improvements**			Design	$30,000	Design	$7,000	Construction	$300,000		
4	City Hall campus parking lot improvements***	Design	$21,000					Design	$50,000	Construction	$500,000
	Total		$40,391		$60,000		$457,000		$1,300,000		$500,000

* Possible offset of General Fund with successful grant pursuits.
** Low interest rate financing available through CJPIA for ADA projects with 5 year repay plan.
*** Eligible to be funded using a combination of accumulated local returns from Measures R and M transportation funds, Measure A County Park fund, and Measure W Clean Water fund.

SCHEDULE

	Project Description	FY 2018-2019 Phase	Timeframe	FY 2019-2020 Phase	Timeframe	FY 2020-2021 Phase	Timeframe	FY 2021-2022 Phase	Timeframe	FY 2022-2023 Phase	Timeframe
1	8" Sewer Main along Rolling Hills Road*	Feasibility Study Phase I	Feb 18 - Oct 18	Feasibility Study Phase II	May 19- May 20	Design/Construction	July20- Feb21, May 21 - Sept 21	Construction	May 21 - Sept 21		
2	Tennis Courts ADA Improvements**	Design				Construction	May 21 - Sept 21	Construction	May 21 - Sept 21		
3	City Hall ADA Improvements**			Design	Jan 20 - Sept 20	Design	Jan 20 - Sept 20	Construction	July 21 - Nov 21		
4	City Hall campus parking lot improvements***	Design						Design	Feb 22 - Jun 22	Construction	Aug 22 - Dec 22

PROPOSED 3-YEAR CAPITAL IMPROVEMENT PLAN
CITY OF ROLLING HILLS
FY2020-2021 TO FY 2022-2023

		Year 0		Current Year		Year 2		Year 3	
	Project Description	FY 2018-2019 Phase	Cost	FY 2019-2020 Phase	Cost	FY 2020-2021 Phase	Cost	FY 2021-2022 Phase	Cost	FY 2022-2023 Phase	Cost
1	8" Sewer Main along Rolling Hills Road [1]	Feasibility Study Phase I	$11,391	Feasibility Study Phase II	$30,000	Design	$81,196	Construction	$1,700,000		
2	Tennis Courts ADA Improvements	Design	$8,000					Construction	$300,000		
3	City Hall ADA Improvements [2]					Design	$37,000	Construction	$784,390		
4	Crest Road East Utility Undergrounding Grant Project [3]					Design		Design/Construction	$763,638	Construction	$763,638
5	Vegetation/Fire Fuel Management Grant Project [4]					Design [6]	$0	Environmental/ Construction	$975,144		
6	City Hall campus parking lot improvements [5]									Design	$50,000
	Total		$19,391		$30,000		$118,196		$4,523,172		$813,638

[1] Off-set of general fund ($350,000) using American Rescue Fund
[2] Low interest rate financing secured ($300,000) through CJPIA for ADA projects with 5 year repay plan.
[3] Grant requires 25% local match. City will use Rule 20A credit for local match.
[4] Only phase 1 has been awarded. Phase 2 approval will depend on the completion of phase 1.
[5] Eligible to be funded using a combination of accumulated local returns from Measures R and M transportation funds, Measure A County Park fund, and Measure W Clean Water fund.
[6] No cost to the City; contribution by the Los Angeles County Fire Department

SCHEDULE

	Project Description	FY 2018-2019 Phase	Timeframe	FY 2019-2020 Phase	Timeframe	FY 2020-2021 Phase	Timeframe	FY 2021-2022 Phase	Timeframe	FY 2022-2023 Phase	Timeframe
1	8" Sewer Main along Rolling Hills Road [1]	Feasibility Study Phase I	Feb 18 - Oct 18	Feasibility Study Phase II	May 19- May 20	Design	Sept '20 - Jun '21	Construction	Jul '21 - Nov '21		
2	Tennis Courts ADA Improvements	Design						Construction	Nov '21 - Apr '22		
3	City Hall ADA Improvements [2]					Design	Mar '20 - May '21	Construction	Oct '21 - Feb '22		
4	Crest Road East Utility Undergrounding Grant Project [3]					Design	Jan '21 - Jun '22	Design/Construction	Jul '21 -Jun '22	Construction	Jul'22 - Sept '22
5	Vegetation/Fire Fuel Management Grant Project [4]					Design	Dec '20 - Mar '21	Environmental/ Construction	May '21 - Nov '21; Jan '22 - Apr '22		
6	City Hall campus parking lot improvements [5]									Design	Jun '22 - Dec '22

2022 STRATEGIC PLANNING WORKSHOP

Saturday, January 22, 2022

City of Rolling Hills

2022 COUNCILMEMBER'S PRIORITIES

- Balance the need for fire fuel reduction with concerns and reservations of residents as well as mitigating the financial impact on residents.
- Compliance with Affordable housing requirements while maintaining the traditional Rolling Hills community expectations.
- Developing an understanding of the City's obligations and responsibilities regarding storm drains and the impact on the budget.
- Completion of the City Hall campus improvements.

2022 COUNCILMEMBER'S PRIORITIES (cont.)

- Fire Safety – implement all programs (videos, work in conservancy, vegetation management, incentives, etc) to continue to support fire safety.
- Storm drain – what role can the city play to encourage and support RHCA's efforts to address?
- ADA at City Hall – need to make decision to minimize exposure to complaints and lawsuits.
- Sewer – continue with existing City Hall campus project?
- City staffing – what can the city do to attract, retain, and develop top quality employees to support Council's visions/goals?

ADDITIONAL GOALS AND PRIORITIES?

- Council discussion.

CITY COUNCIL
STRATEGIC PRIORITIES
Proposed Budget Items for Fiscal Year 2020-2021

	Wildfire Mitigation/Emergency Preparedness		Utility Undergrounding		Drainage		Sewer	
	Budget Item	Cost	Budget Item	Cost	Budget Item	Cost	Budget Item	Cost
1	Block Captain Program	$50,000	Crest Road Undergrounding - CalOES grant	City match provided by Rule 20A purchased credits	Parcel based hydromodification policy development*	$8,000	Investigate extension of existing sewer mains into the City of Rolling Hills	$30,000
2	Fire Fuel Reduction in the Preserve	$100,000	Eastfield Undergrounding - CalOES grant	City match provided by Rule 20A purchased credits	Bend Springs capital improvement project feasibility study to include City Hall campus*	$80,000	Design of 8" sewer main along Portuguese Bend Road/Rolling Hills Road to connect with County truck line on Cresshaw Blvd.	$90,000
3	Fire Fuel Reduction in Rolling Hills in the areas adjacent to the Preserve	$50,000	Assessment District Project Support - workshops for neighborhood groups and supple technical experts for Q/A	$15,000	Masterplan: eliminate stormwater discharge from the City*	$50,000	Pursue grants for capital improvement projects	$20,000
4	CWPP - Development/Adoption	$5,000	Pursue grants for projects	$10,000				
5	Arborist to support enforcement of Fire Fuel Abatement	$5,000						
		$210,000		$25,000	*Eligible to use Measure W local returns	$138,000		$140,000
							Grand Total	$513,000

CITY COUNCIL INDIVIDUAL GOALS AND PRIORITIES
PROVIDED BEFORE AND DURING THE 2022 STRATEGIC PLANNING WORKSHOP

	Mayor Dieringer	Mayor Pro Tem Black	Councilmember Wilson	Councilmember Mirsch	Councilmember Pieper
1			Complete City Hall campus improvements	ADA at City Hall – need to make decision to minimize exposure to complaints and lawsuits	
2	Hire expert on-call consultants; understand drainage responsibility and issues; stormwater retention	Does not want to pursue drainage responsibility; limit staff time to do preliminary investigation on the responsibility of the city with respect to drains in the city	Develop an understanding of city's obligations and responsibilities regarding storm drains and impact on budget	Storm drain – what role can the city play to encourage and support RHCA's effort to address drainage issues?	
3	Electronic system to notify residents; evacuation drill; evacuation zone study, incentives for home hardening; community survey on vegetation draft ordinance		Balance the need for fire fuel reduction with concerns and reservations of residents as well as mitigating the financial impact on residents	Fire safety – implement all programs (videos, work in conservancy, vegetation management, incentives, etc) to continue to support fire safety	
4			Compliance with affordable housing requirements while maintaining the traditional Rolling Hills Community expectation		
5				Sewer – Continue with existing City Hall campus project?	Installation of sewer main lines – seek grants for implementation
6				City staffing – what can the city do to attract, retain, and develop top	

				quality employees to support Council's visions/goals?	
7			Utility Underground projects		
8		Reinstate view ordinance to have city have enforcement power			Have the Rolling Hills Community Association take on the emergency power project for the city hall campus
9		Prioritize tennis courts improvements above other listed improvements on CIP list			Prioritize tennis court improvements above other improvements on CIP list

[X] Provided by Councilmembers prior to the January 22, 2022 Strategic Planning Workshop.

[X] Expressed by Councilmembers at the January 22, 2022 Strategic Planning Workshop

2022 CITY COUNCIL STRATEGIC PLANNING WORKSHOP

CITY COUNCIL'S REVIEW AND DISCUSSION OF THE 2020 ESTABLISHED PRIORITIES/GOALS

	2020 Established Priorities and Goals	2022 Council Comments on 2020 Priorities and Goals
1	Sewer	The City Council stated that the cost of sewer installation is cost prohibitive given the available general funds to construct the 8" main line. One Councilmember expressed that this priority should be moved to the bottom of the list for the next two years pending availability of grant funds. Another Councilmember expressed that this priority should be entirely removed from the list. The City Council expressed consensus for staff to pursue grant funds to install the sewer lines. There was no discussion on the current activities relating to this priority and whether if the activities should be abandoned or continued (preparation of 8" sewer main).
2	Wildfire/Emergency Preparedness	The City Council expressed consensus that the activities, actions, and pursuits on the wildfire mitigation and emergency preparedness front were good and should continue. Individual Council members provided input on aspects of this priority (i.e., balance between cost and fire fuel abatement) but there was not consensus on the actions items relating to those input.
3	Utility Undergrounding	The City Council expressed consensus that the Crest Road East Utility Undergrounding grant project, and the Eastfied Drive Utility Undergrounding grant project – if awarded, should be the focus on fulfilling this priority.
4	Drainage	The City Council expressed consensus that the work to date on finding alternative compliance solutions to the MS4 permit should continue, including retaining more stormwater discharge on private property. On drainage issues in the community

		(erosion, and unclaimed drains accepting stormwater discharges from easement areas), majority of the Council expressed the need to investigate to find out the City's obligations on this front. Investigation includes research into the ownership of the drains accepting flow from easement areas of the community. Investigation includes identify the responsible party for maintaining and operating the drains accepting flow from easement areas of the community. One Councilmember expressed opposing views on the investigation needed but later agreed to it if the amount of staff time spent on the investigation was minimal.
A.	~~Ease permit process – no action identified in 2020~~	Remove from list.
B.	Communication with residents – keep blue newsletter. Periodically increase content. Come back with costs regarding outsourcing.	The City Council recognized that the blue newsletter is a popular item and expressed that the contents should continue to be povided by staff but that the production of the newsletter can be contracted out to eliminate tedious manual labor for a small staff.
C.	~~Shorter council meetings – have staff bring the City Council back to focus to keep meeting moving forward.~~	The City Council expressed that this item should be removed from the priority/goal list for the next two Fiscal Years.
D.	~~Minimize legal liability – Support ADA project to decrease potential liabilities. Staff to define and narrow breadth of legal inquiries.~~	The City Council discussed that inherent to the city operations, minimize legal liability is a core function of the city and therefore does not need to be listed as a priority/goal.
E.	~~Public Safety – Use advocacy to promote safety, if needed City Council will exercise more authority in the future. Ensure armed school resource officer is armed as a provision of contract.~~	As with the item on minimize legal liability, the City Council discussed that public safety is an obligation of the city and therefore does not need to be listed as a priority/goal.
F.	Reinstate view ordinance – Support waiting for outcome of current complaints before changing current process.	A member of the City Council expressed that only one case has been processed with the current view case and that the City should collect more experience with the current view ordinance before changes are implemented. Another member of the City Council expressed that the fee on view application ($2,000 per application for case against unlimited properties) is insufficient for cost recovery and the fee should be increased. There was no consensus among the City Council to change the current view ordinance.

G.	~~Purchase property for open space – not acquire~~	The City Council agreed to eliminate this item as a priority/goal due to the Surplus Land Act.
H.	Refund the residents – staff coming back with recommendations on how to spend surplus: services, drainage, firebreak, etc. Come back after fiscal year. City Council committing money TBD.	Staff recommended that the City Council hold community events such as outdoor moving nights at the City Hall campus during the summer time. The City Council expressed consensus to fund community events. There was also consensus among the Council that surplus should not be used to refund the residents but the surplus funds should be used to provide more services to the residents. With the capital improvement backlog, there was discussion that there would no surplus until after all the capital improvements were completed.

Strategic Plan 2022

for Fiscal Year 2022-2023 and Fiscal Year 2023-2024

	Priority 2022	Action Notes 2022
1	**Wildfire/Emergency Preparedness Evacation**	City should continue work in the Preserve by the Conservancy Conduct emergency prepardness drill. Consider vegetation management in the canyon ordinance. Apply for additional grants for fuel management in the community Complete the CALOES/FEMA Vegetation Managgement Grant project **Allocate funds to Block Captain Program, fuel abatement in the Preserve, education on emergency prepardness planning and dissemination of information.**
2	**Utility Undergrounding**	Complete CALOES/FEMA Utility Undergrounding grant projects. **Support utility undergrounding projects.**
3	**Drainage**	Elminate stormwater discharge out of the City. Retain as much stormwater discharge as much as possible on individual parcels. Find alternative compliance approaches for the MS4 permit. Reserch ownership, and responsible party for maintaining and operating the common drains in the City of Rolling Hills. **Allocate funding to support the above measures.**
4	**Communication with Residents**	Blue Newsletter: good content and quantity. Continue to have staff manage the content of the Blue Newsletters. Complete Emergency Information System (EIS) and utilize the Alert Southbay to notify residents electronically. **Out source the production of the Blue Newsletter to allow staff time to be spent on services.**
5	**City personnel recruitment and retention plan**	Consider benefit package improvements to attract and retain personnel. Explore quality of life workspace including telecommuting policies, four days per week/ten hour day operations, compensation time, and etc. **Allocate funding to support the above measures.**
6	**Reinstate View Ordinance**	Process current view cases per the current ordiannce, observe process, and evaluate after cases have concluded. property. **Wiat for outcome of current complaints before changing current process.**
7	**Expand resident services**	Hire notary using General Fund and provide one day a month free service at City Hall Consider providing passport service at City Hall Hold additional community events like "Outdoor Movie Nights," and utilize the City Hall campus for events. **Staff to provide recommendations on service expansion.**
8	**Sewer**	Complete current design and feasibility studies in progress. Apply for Federal, State and Local grants for constructon of the 8" main line along Rolling Hills Road. **Seek and apply for grant funds to support construction of sewer mains in the community.**

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 14.A
Mtg. Date: 02/14/2022

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

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

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

SUBJECT: **VERBAL REPORT ON THE TRAFFIC COMMISSION MEETING OF FEBRUARY 7, 2022**

DATE: **February 14, 2022**

BACKGROUND:
Report from Traffic Commission Chair Pat Wilson.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Receive and file.

ATTACHMENTS:

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 15.A
Mtg. Date: 02/14/2022

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

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

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

SUBJECT: **RECEIVE AND FILE A VERBAL REPORT ON UPDATE TO EXPAND TENNIS COURT 1 TO ADD PICKLEBALL COURTS.**

DATE: **February 14, 2022**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
TBD.

RECOMMENDATION:
Receive and file.

ATTACHMENTS:
CL_AGN_220214_RB_RecParks_AdminReport_Example.pdf

Administrative Report

J.1., **File #** RP21-3357 **Meeting Date:** 1/12/2022

To: RECREATION AND PARKS COMMISSION

From: CAMERON HARDING, COMMUNITY SERVICES DIRECTOR

TITLE

DISCUSS AND PROVIDE INPUT ON PROPOSED PICKLEBALL LOCATIONS AS IDENTIFIED IN THE FEASIBILITY STUDY

EXECUTIVE SUMMARY

As part of the fiscal year 2021-22 budget, the City Council directed staff to conduct a pickleball feasibility study. The city obtained the services of a landscape architect, Hirsch & Associates, to complete this study. Hirsch & Associates provided the Recreation and Parks Commission its proposed scope of work, which was unanimously approved at the Commission's August 11, 2021 meeting.

Hirsch & Associates has completed its analysis of potential sites for pickleball courts and has identified seven locations for consideration. Each location has its own advantages and limitations that impact the possible number of pickleball courts. These should be considered and balanced when determining the preferred location(s) for future pickleball courts. Staff will include input from the commission as part of a subsequent presentation to the City Council to determine a future site.

BACKGROUND

As part of the fiscal year 2021-22 budget, the City Council directed staff to conduct a pickleball feasibility study. The city obtained the services of a landscape architect, Hirsch & Associates, to complete this study. Hirsch & Associates provided the Recreation and Parks Commission its proposed scope of work, which was unanimously approved at the Commission's August 11, 2021 meeting.

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- Alta Vista Park
- Perry Park
- Anderson Park
- Franklin Park
- Perry Allison Playfield
- Dominguez Park
- Aviation Park Open Field

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Alta Vista Park

Alta Vista Park is located at 801 Camino Real. The park is 19.42 acres and is a combination of parcels owned by the city and the Redondo Beach School District including three individual multi-purpose sports fields, one little league field, Alta Vista Community Center, a picnic shelter, and tennis and racquetball courts. Options for future pickleball facilities at this location include the conversion of one tennis court to become four pickleball courts and the addition of a new, stand-alone single pickleball court on existing green space.

This location is ideal for the conversion of pickleball courts as it would benefit from the existing sport court infrastructure and lighting of the tennis court facility. This would result in cost savings and a shortened installation time. Additionally, Alta Vista Park has on-site, dedicated parking already available so nearby neighborhoods would not be impacted by visitors to the park. Concerns with this location include the need for additional site work for necessary ADA enhancements; the reduction of one tennis court; and potential noise concerns associated with pickleball play to those living nearby the park, specifically on S. Juanita Avenue.

Perry Park

Perry Park is located at 2301 Grant Avenue. It is a 4.13-acre park featuring a teen center, Senior Center, Scout House, sports field, basketball courts, play equipment, and picnic areas. Additionally, a skate park is scheduled to be installed in early 2022. Future pickleball court opportunities have been identified on the basketball courts with enough space for three pickleball courts. Informal pickleball play has been taking place on the basketball courts for quite some time with little to no issues. The proximity of this location to nearby homes is a positive attribute, which would eliminate any noise concerns, especially with the vehicular traffic from Grant Avenue. Perry Park has dedicated, on-site parking as well as existing sport court lighting and fencing on the basketball court, which make it a good location for consideration of permanent pickleball courts.

Alternatively, the surface of the basketball courts would need to be repaired prior to the installation of any pickleball court, which would be an added expense and time. Additional site work for ADA enhancements would also need to be completed.

Anderson Park

Anderson Park is located at 2229 Ernest Avenue and is surrounded by residential properties and Lincoln Elementary School. Anderson Park is a 12.4-acre park that includes the following amenities: Anderson Park Senior Center, Anderson Park Scout Houses, children’s play area, and basketball and tennis courts.

Options for future pickleball facilities at this location include:

- Restriping of one existing tennis court to allow 4 pickleball courts;
- Restriping of one existing half-court basketball court for a single pickleball court; and
- Three new, stand-alone pickleball courts in the open field area.

Although this location provides a lot of space for consideration, there are a few drawbacks that should be considered, including additional site work for ADA enhancements; the transition of existing tennis and basketball court play into a shared space with pickleball play; and noise impacts to those living nearby with the addition of pickleball play. Alternatively, future pickleball courts could benefit from this location due to existing sport court lighting on the tennis court that could allow pickleball to be played longer hours; the half-court basketball court includes existing sport court lighting and the surface is in good shape, so site work would be minimal; and there is existing on-site parking.

Franklin Park

Franklin Park is located at 807 Inglewood Avenue and features play equipment, restrooms, two basketball courts, two shuffleboard courts, and picnic areas with two BBQ's. Options for future pickleball courts include the restriping of two half-court basketball courts, and an expansion of an existing oversized concrete area. Collectively, this would provide a total of six pickleball courts at this location.

Similar to Perry Park, informal pickleball is being played at this location without issue. While there is some level of concern with expanding the number of pickleball courts due to how close this park is to nearby residential property and the noise impacts this could pose, the fact that it is already taking place makes this location a worthy prospect.

Unfortunately, there are several concerns that should be considered, including the fact that there is no on-site parking. An increase to park amenities may result in parking impacts in the surrounding neighborhood. Additionally, there would need to be a lot of site work beyond the pickleball courts such as the installation of pathways, ensuring ADA compliance; and fencing and sport court lighting.

Perry Allison Playfield

Perry Allison Playfield is located on 190th Street between Cluster and Blossom Lanes. It is a 0.59-acre park that includes a fenced in grass area. The feasibility study provides an option for future pickleball facilities at this location to include a single, stand-alone court. The use of this open space for a future pickleball court is ideal in the fact that it would not impact an existing sport court. Additionally, the vehicular noise from 190th may be helpful to negate some of the potential noise impacts from the sport to those living adjacent to the playfield. However, this location has a number of concerns including a lack of available on-site or dedicated parking; no existing sport court lighting, which would limit pickleball play to only daylight hours; proximity to houses, and the need for additional site work for ADA enhancements.

Dominguez Park

Dominguez Park is located at 200 Flagler Lane and is a 24-acre park that includes grass areas, picnic areas, play equipment, a dog park, Heritage Court, and two Little League fields.

The feasibility study identifies the open grass area between the dog park and the baseball fields as a potential location that could accommodate six pickleball courts. These courts would need to be installed on their own individual concrete pads due to concerns with ground movement and differential settling as a result of this site being on top of an old landfill. While this would not impact game play, it would increase project costs for installation and maintenance. City engineers have expressed concern with the potential effects of the differential settling and, therefore, do not recommend this location for future pickleball courts.

Aviation Park Open Field

Aviation Park is located at 1935 Manhattan Beach Boulevard and includes two indoor gymnasiums, a track and field, and the Redondo Beach Performing Arts Center. Located behind the gymnasium facilities is an unused open field area that has been identified as a potential site for pickleball courts. As noted in the study, up to six pickleball courts could fit within this space.

This is an ideal location as it would not displace any existing recreational sport or amenity. Its location away from residential areas greatly limits noise impacts, although these impacts should be considered for the Child Development Center on the northwest side of the field.

Additional concerns for this location include the added project costs and installation time associated with the construction of pickleball courts from the ground up. Unique to this location is also the fact that parking adjacent to this area is privately owned by Northrup Grumman. If this site were selected for future pickleball courts, staff would need to determine a parking plan that would ensure pickleball players did not use these private parking spaces.

The completion of the pickleball feasibility study is a helpful and critical step in the development of future pickleball courts in Redondo Beach. Although the results of the study did not find a location void of any major concerns or potential issues, there are a number of viable locations that could be workable with creative approaches to noise abatement materials or other infrastructure modifications. Input received from the commission will be shared with the City Council as part of its determination of the results of the feasibility study and the potential for future pickleball courts in Redondo Beach.

COORDINATION

The City obtained the services of a landscape architect, Hirsch & Associates, to complete this study.

FISCAL IMPACT

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FISCAL IMPACT

The city has allocated $50,000 to initiate construction of a future pickleball facility. Additional funding will likely be needed if a location is formally approved. Each proposed location has varying costs associated with the installation of pickleball court(s). Individual options for each location include the following rough cost estimations:

Alta Vista Park	$82,400
Conversion of tennis court: $42,400	
New stand-alone court: $40,000	

Anderson Park $222,400
Re-stripe existing tennis court: $6,000
Re-stripe existing basketball court: $1,500
New stand-alone courts: $159,900 ($53,300 per court X 3)
Sports court surfacing: $15,000 ($5,000 per court X 3)
Sport court lighting: $40,000

Perry Park $35,000
Re-stripe existing basketball court: $4,500
Sports court surfacing with multi-sport stripes: $30,500

Franklin Park $399,200
Re-stripe basketball court: $6,000 ($3,000 each court X 2)
New stand-alone court: $213,200 ($53,500 per court X 4)
Sports court surfacing with multi-sport stripes: $20,000 ($5,000 per court X 4)
Sport court lighting: $160,000 ($40,000 per court X 4)

Perry Allison Playfield $58,300
New stand-alone court: $53,300
Sport court surfacing: $5,000

Dominguez Park $349,800
New stand-alone court: $319,800 ($53,300 each court X 6)
Sport court surfacing: $30,000 ($5,000 each court X 6)

Aviation Park Open Field $599,800
New stand-alone court: $319,800 ($53,500 per court X 6)
Sports court surfacing with multi-sport stripes: $30,000 ($5,000 per court X 6)
Sport court lighting: $240,000 ($40,000 per court X 6)
Electrical improvements: $10,000

These costs are purely for estimation purposes and don't include anticipated costs fir site surveys, conceptual drawings, noise abatement needs, and other site-specific needs.

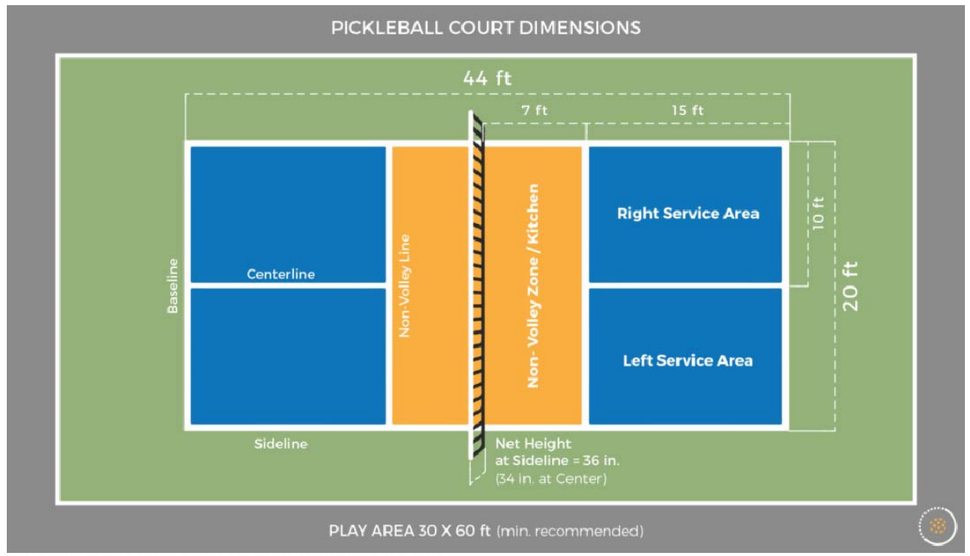
ATTACHMENTS

1. Pickleball Feasibility Study

City of Redondo Beach
Pickleball Feasibility Study
~DRAFT~

11-22-21

HIRSCH & ASSOCIATES, INC.
LANDSCAPE ARCHITECTURE & PLANNING
2221 EAST WINSTON ROAD, SUITE A
ANAHEIM, CALIFORNIA 92806
PHONE 714-776-4340 FAX 714-776-4395
WWW.HAILANDARCH.COM LA#1710

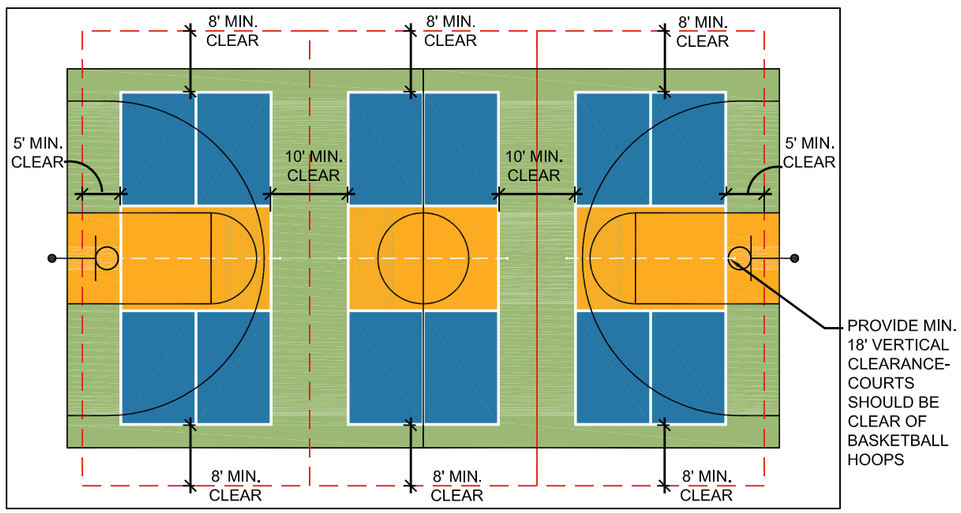


PICKLEBALL COURT DIMENSIONS

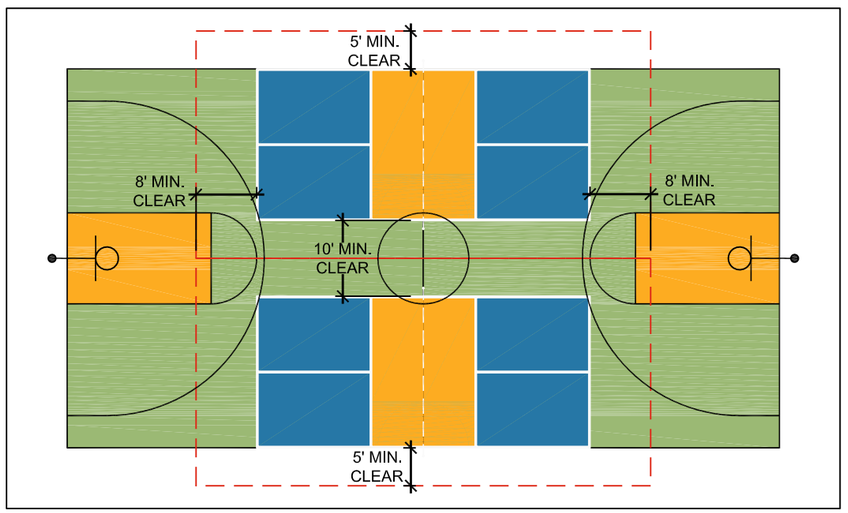
PICKLEBALL COURT CRITERIA:
Court Orientation: North / South orientation is ideal
Sideline Clearance: 5' minimum, 7'+ ideal
Baseline Clearance: 8' minimum, 10' ideal
Lightpole placement: Locate outside of sideline clearance zone behind fencing, where possible. If lightpoles are located adjacent to net, they need to set back a minimum 2' from net poles. Lights should provide average of 30 foot candles and mounted on 18'-20' high poles.
Fencing: 10' high is preferred, 4' can be used if top is padded and where ball bounce into traffic is not an issue
Vertical clearance above court: 18'

BASKETBALL COURT OVERLAY CONSIDERATIONS:

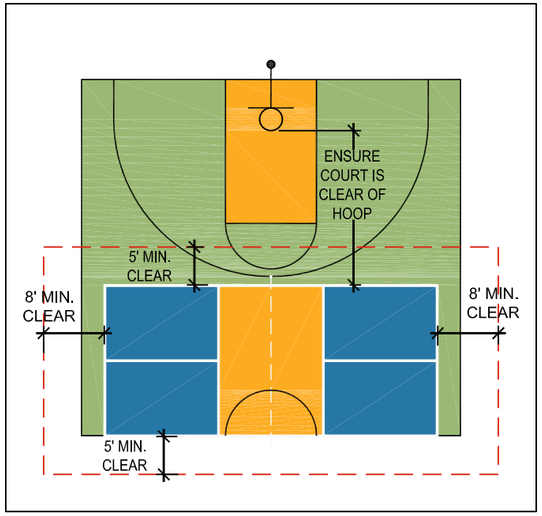
- Basketball courts come in half courts and full courts, but the dimensions of the courts found in parks and schoolyards vary greatly.
- The number of pickleball court overlays on a court depends on the ability to meet the minimum pickleball court clearances to ensure the safety of the players.



3-COURT PICKLEBALL OVERLAY ON FULL BASKETBALL COURT
EAST / WEST ORIENTATION

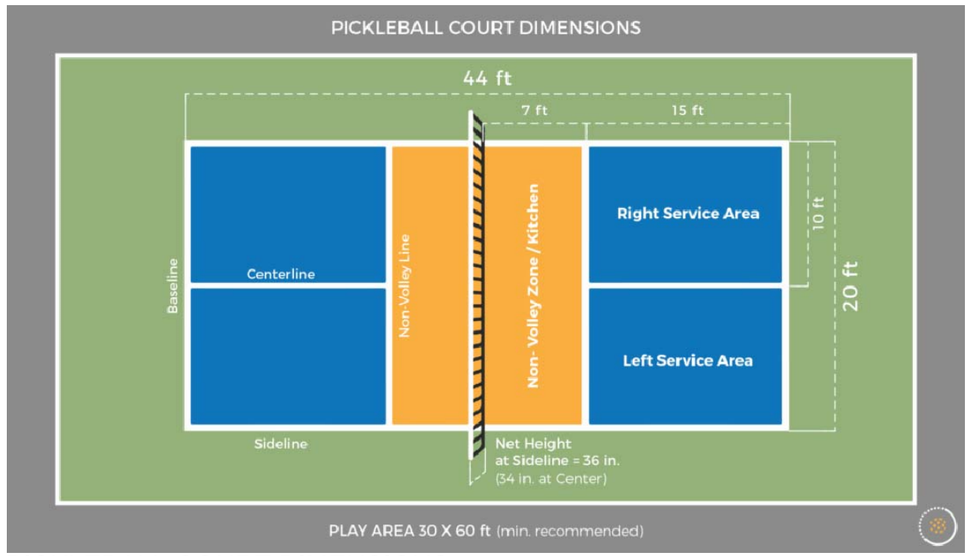


2-COURT PICKLEBALL OVERLAY ON FULL BASKETBALL COURT
NORTH-SOUTH ORIENTATION



PICKLEBALL OVERLAY ON BASKETBALL
HALF-COURT- EAST / WEST ORIENTATION

Pickleball Courts and Existing Basketball Court Overlay Striping



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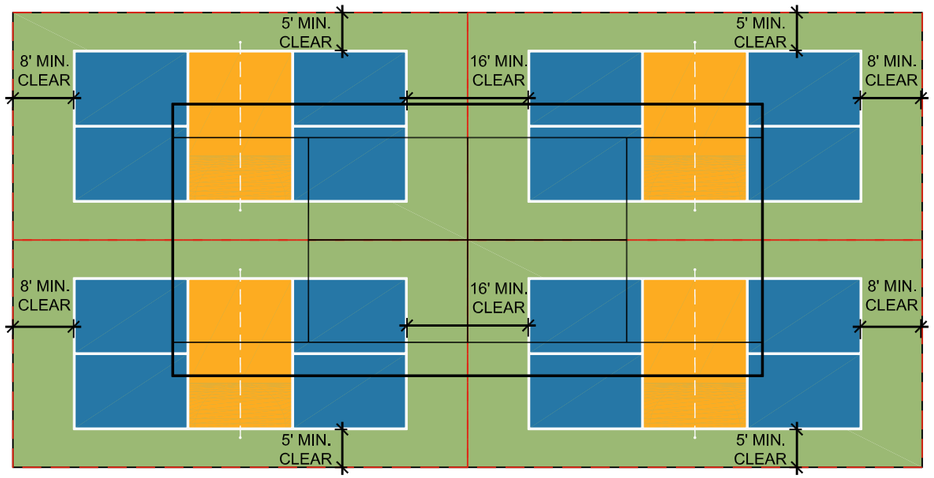
Fencing: 10' high is preferred, 4' can be used if top is padded and where ball bounce into traffic is not an issue
Vertical clearance above court: 18'



4-COURT PICKLEBALL OVERLAY ON SINGLES TENNIS COURT
NORTH/ SOUTH ORIENTATION

TENNIS COURT OVERLAY CONSIDERATIONS:

- Tennis courts are most often oriented in a north / south direction.
- Tennis courts come in two different sizes, for singles (36'x78') and doubles(45'x78') games . The court size along with the clearance around the courts, allows a maximum of four pickleball courts to be stiped over an existing tennis court in a north / south orientation.
- Tennis courts generally have existing perimeter fencing and lighting, which would allow for play to occur in the evening hours.

Pickleball Courts and Existing Tennis Court Overlay Striping



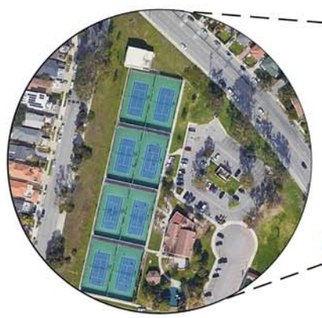
AVIATION PARK OPEN FIELD, LS-10



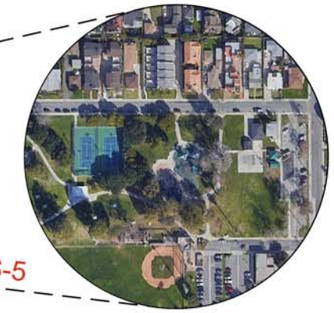
PERRY PARK, LS-6



PERRY ALLISON PLAYFIELD, LS-8



ALTA VISTA PARK, LS-4



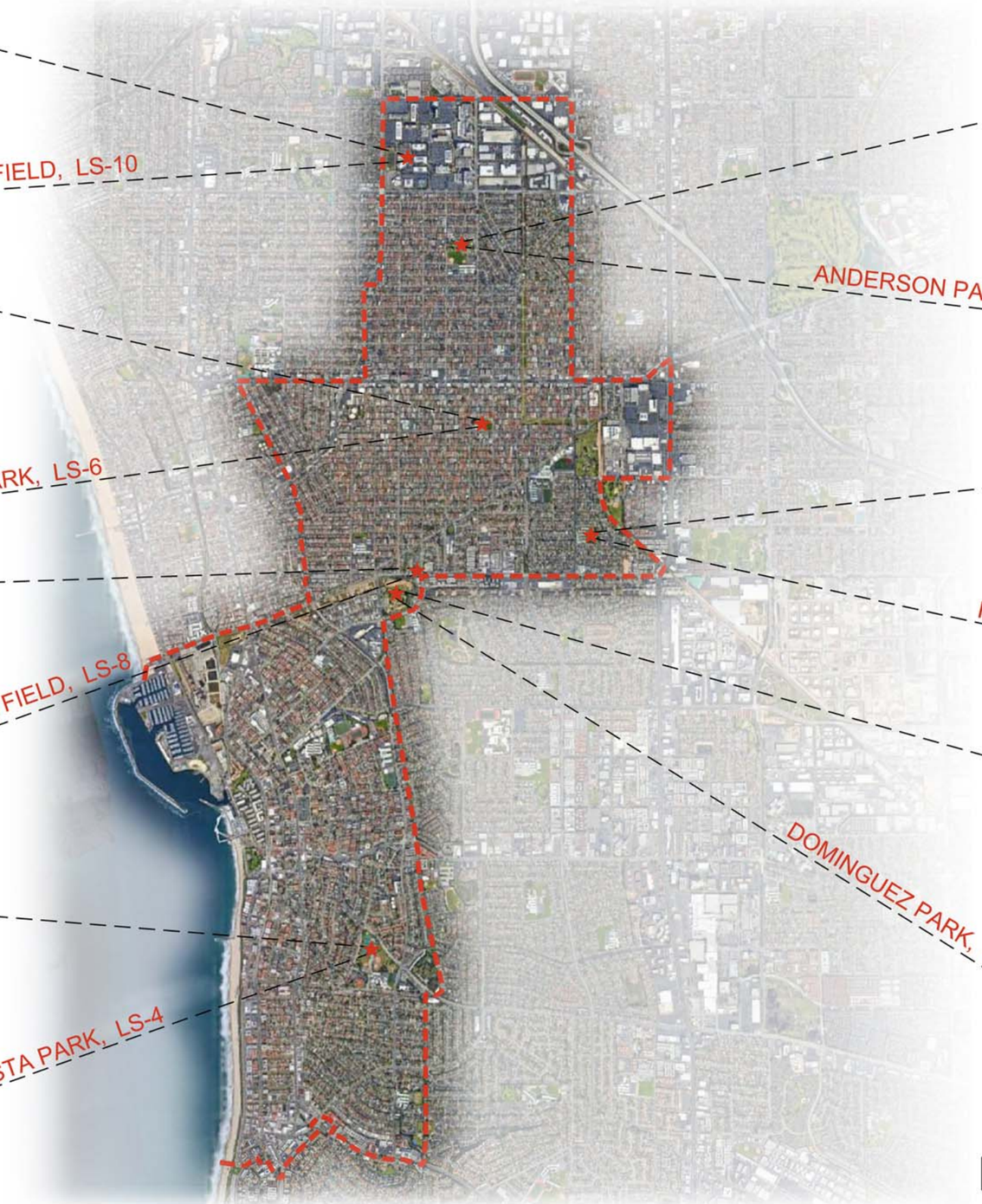
ANDERSON PARK, LS-5



FRANKLIN PARK, LS-7



DOMINGUEZ PARK, LS-9



north

Key Map of Sites

CITY OF REDONDO BEACH, CALIFORNIA



4-COURT PICKLEBALL OVERLAY ON EXISTING TENNIS COURT

Alta Vista Park

ALTA VISTA PARK ANALYSIS:

- 8 qty. existing tennis courts in slight northeast / southwest orientation
- 1 qty. tennis court can be re-surfaced to accommodate 4 pickleball courts
- Existing fencing and sports court lighting
- Paths lead to all other park amenities and adjacent on-site parking
- Potential location for one stand-alone pickleball court with lighting and fencing, tree removal
- Tennis courts located down slope approximately 140'-150' from residential housing across both S. Juanita Avenue and Camino Real. Residences are between 5'-11'+ higher than the tennis courts

SITE CONSTRAINTS

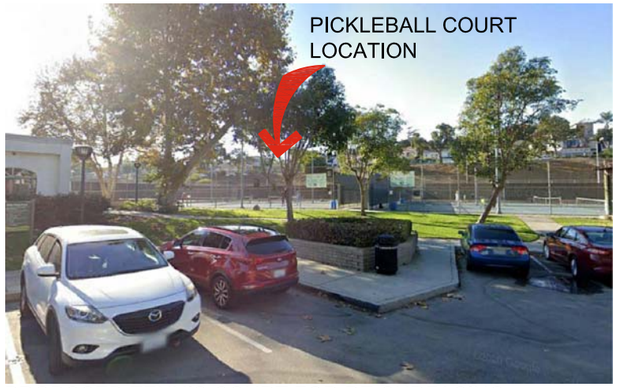
- Existing A.D.A. parking striping and ramp do not meet current building codes and would need to be updated.
- A single stand-alone, lighted court would cost more than refinishing one tennis court and serve fewer people. One court: 4 players. Four courts: 16 players
- Park Hours: 5:30 a.m. to 10:00 p.m.

ESTIMATE OF PROBABLY COSTS:

Converting One Existing Tennis Court: remove existing netting posts/sleeves/anchors and cap, resurface and restriping court, install 8 netting posts/footings, 4 nets, 2 additional benches: *$42,400

New Stand-Alone Pickleball Court: concrete pad, court striping, fencing and gates, 2 poles, 1 net, 1 bench, lighting, remove 2 trees, remove turf grass, grading to level area:*$53,300 plus site work. Optional sports court surfacing: $5,000. Lighting: $40,000

*All estimated costs are for basic amenities only. A survey would need to be conducted, along with a conceptual design to determine more accurate costs due to the extent of: grading, retaining curbs or low walls, tree removal, noise abatement structure, accessible path and other items that may need to be addressed on a site specific basis.



PROPOSED TENNIS COURT FOR RE-SURFACING



EXISTING A.D.A. RAMP TO BE REPLACED, RE-STRIPE A.D.A. STALLS



POTENTIAL LOCATION FOR STAND-ALONE PICKLEBALL COURT



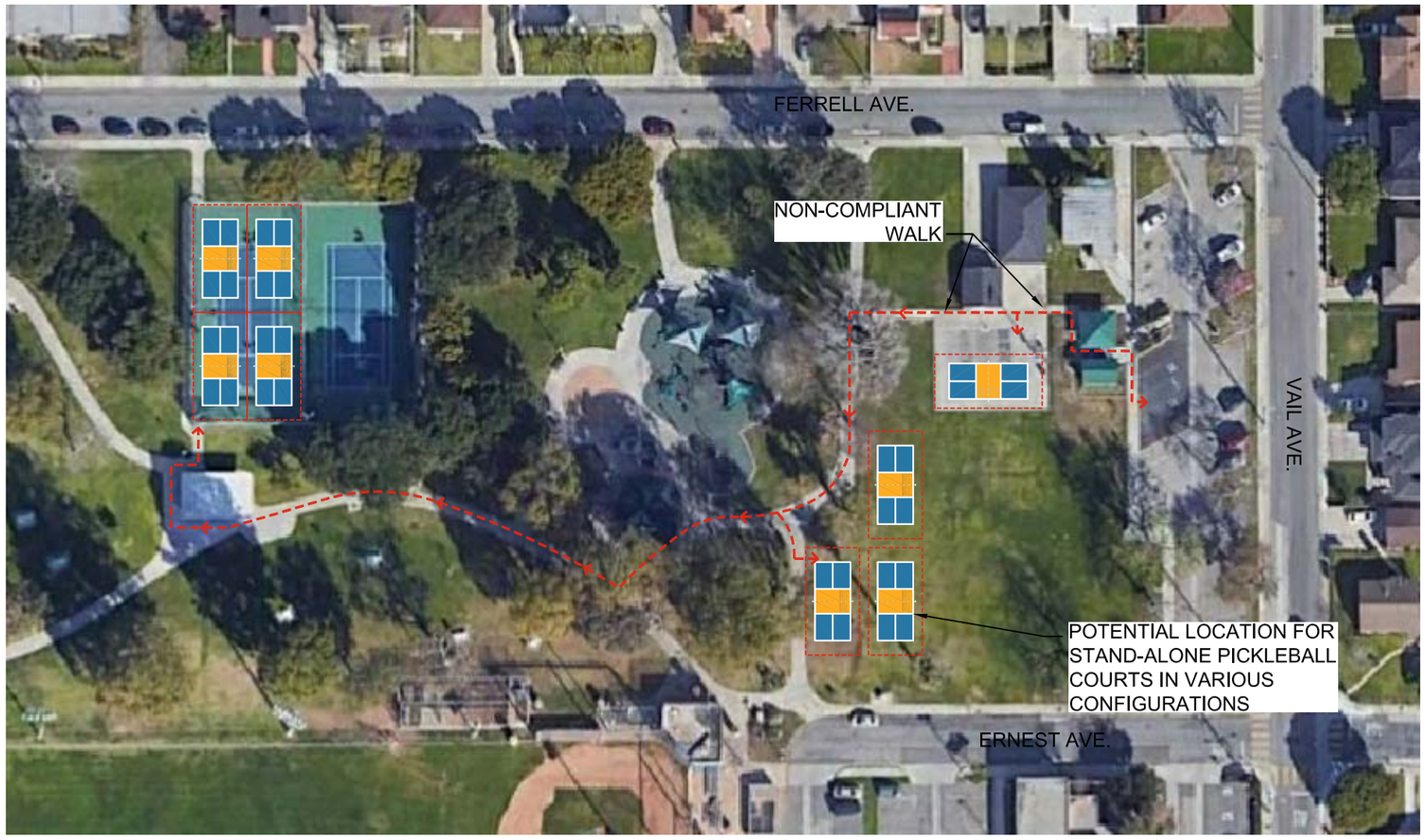
EXISTING HALF BASKETBALL COURT CAN BE OVERSTRIPED



ONE OF TWO EXISTING TENNIS COURTS CAN BE OVERSTRIPED



POTENTIAL LOCATION FOR ONE STAND-ALONE PICKLEBALL COURT AT EDGE OF TURF FIELD



PICKLEBALL OVERLAY ON EXISTING COURTS & NEW COURT OPTIONS

Anderson Park

north

SCALE: 1"=80'-0"

ESTIMATE OF PROBABLY COSTS:

Re-Stripe Existing Tennis Court: clean existing surfacing, maintain existing tennis court striping and add pickleball striping in contrasting color, possible gate modification to meet ADA requirements: *$6,000 to add pickleball striping

Re-Stripe Existing Basketball Half-Court: clean existing surfacing, maintain or refresh basketball court striping and add pickleball striping with acrylic resurfacer in contrasting color, pad to wrap around pole of sports light: *$1,500 to add pickleball striping

New Stand-Alone Pickleball Court to Include: concrete pad, surfacing/striping court, fencing and gates, 2 poles, 1 net, 2 benches, lighting, possible tree removal, remove turf grass, grading to level area, possible need for retaining curb: *$53,300 per court plus site work. Optional sports court surfacing: +$5,000 per court. Sports Lighting: $40,000

*All estimated costs are for basic amenities only. A survey would need to be conducted, along with a conceptual design to determine more accurate costs due to the extent of: grading, retaining curbs or low walls, tree removal, noise abatement structure, accessible path and other items that may need to be addressed on a site specific basis.

ANDERSON PARK ANALYSIS:

- 1 qty. existing tennis courts in north / south orientation can be overlayed to accommodate a multi-court with tennis and 4 pickleball courts
- 1 qty. existing half basketball court can be overlayed to accommodate a multi-court with basketball and 1 pickleball court
- Relatively level field can accommodate 1 stand-alone pickleball court with fencing and sports lighting and still allow for open field play in adjacent turf
- Existing fencing and sports court lighting at tennis court
- Existing sports court lighting at basketball court
- Paths lead to all other park amenities including on-site and street parking
- Potential location for one stand-alone pickleball court with lighting and fencing, possible tree removal depending on extent of surface rooting
- Tennis courts located approximately 90' from residential housing across Ferrell Avenue. Basketball court approximately 180' from housing across Vail Avenue, partially screened by restroom building. Location of potential stand-alone court, as shown, is approximately 215' from housing across Vail and 100' across Ernest Street to school building.
- Park Hours: 6:00 a.m. to 8:00 p.m.

SITE CONSTRAINTS AND CONSIDERATIONS

- Existing path from A.D.A. parking has portions of the walkway that are non-compliant and would need to be replaced. A survey would be needed to determine extent of walkways to be replaced.
- A single stand-alone, lighted court would cost more than overstriping one tennis court and half basketball court and serve fewer people. Overstriping one or both existing courts could serve: 16-20 players. Stand-alone court could serve: 4 players
- Noise abatement may be needed for the residences across Vail Avenue, depending on the quantity and arrangement of courts
- The number of on-site parking spaces may limit the number of courts that should potentially be installed at this location. 3 courts would increase parking needs by an additional 12 people.



EXISTING HALF BASKETBALL COURT CAN BE OVERSTRIPED



EXISTING BASKETBALL COURTS WITH TEMPORARY STRIPING USED FOR PICKLEBALL



PICKLEBALL OVERLAY ON EXISTING BASKETBALL COURTS

north

SCALE: 1"=60'-0"

ESTIMATE OF PROBABLY COSTS:

Re-Stripe Existing Basketball Courts: clean existing surfacing, repair damaged concrete patches, maintain or refresh basketball court striping and add pickleball striping in contrasting color, option to re-surface courts prior to striping: *$4,500 pickleball court striping only, plus site work. Optional sports court surfacing with multi-court striping: $30,000-$35,000

*All estimated costs are for basic amenities only. A survey would need to be conducted, along with a conceptual design to determine more accurate costs due to the extent of: grading, retaining curbs or low walls, tree removal, noise abatement structure, accessible path and other items that may need to be addressed on a site specific basis.

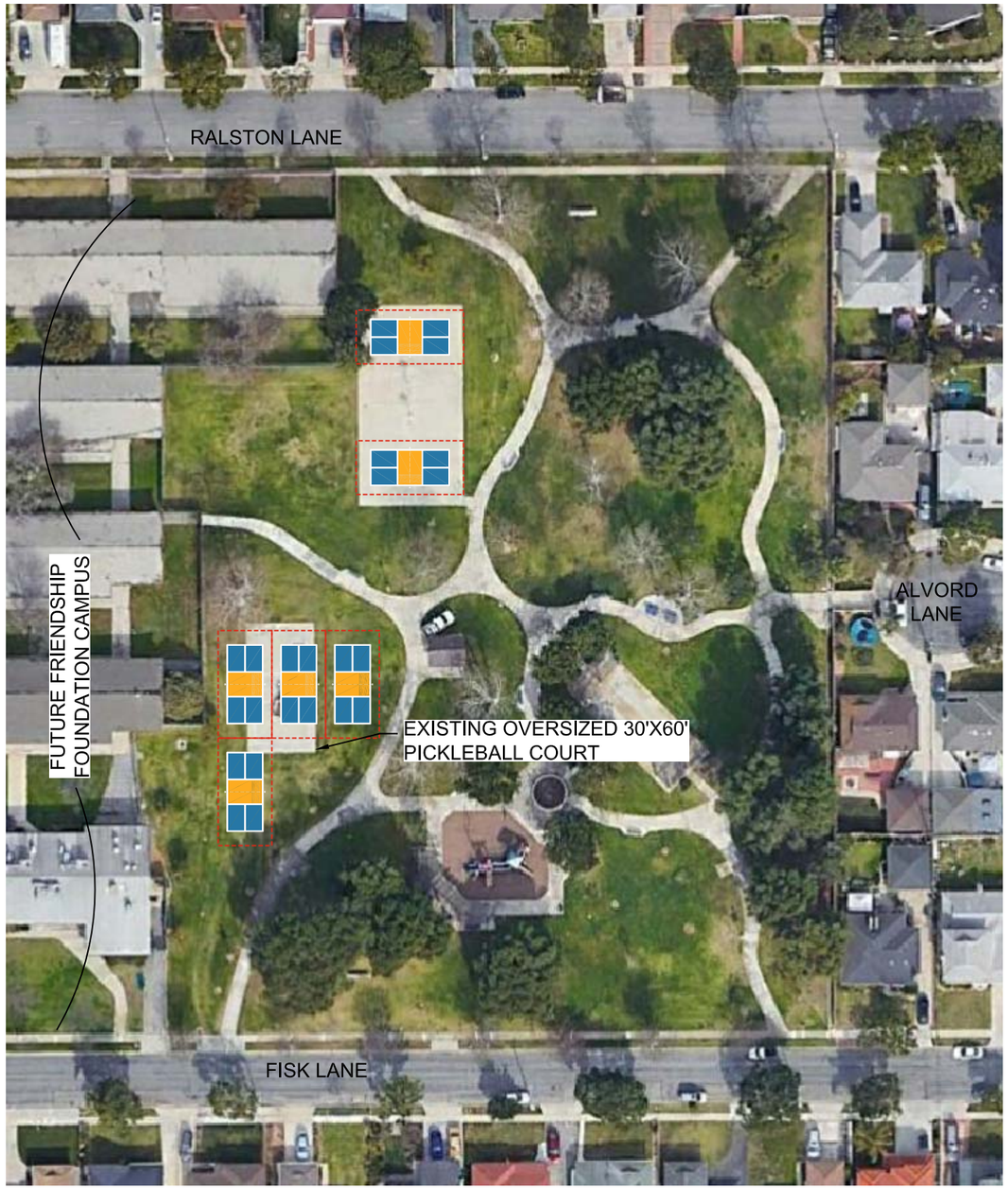
PERRY PARK ANALYSIS:

- 2 qty. existing 50' x 85' basketball courts in north / south orientation can be overlayed to accommodate a multi-court with 2 basketball courts and 3 pickleball courts
- One court is currently being used for two pickleball courts with temporary taped striping
- Existing temporary striping is not ideal with basketball backboards and hoops encroaching into pickleball play space and backboard pole located within safety over run zone just outside of courts
- Existing fencing and sports court lighting
- Street parking only along Rockefeller Lane and Slauson Lane
- Existing A.D.A. parking along Rockefeller does not meet current code
- Paths lead to all other park amenities including street parking
- Basketball/Pickleball courts located adjacent to busy Grant Avenue in the center of the park. There are no noise complaints or concerns currently at this location
- Park Hours: 6:00 a.m. to 8:00 p.m.

SITE CONSTRAINTS AND CONSIDERATIONS

- Not much open space available for a stand-alone pickleball court at this location.
- Existing court concrete has patches that are pitting, spalling and previous repairs were carved into. These would need to be repaired. Another option would be to resurface and stripe the court with colored surfacing to better define the courts from the adjacent plaza to the east
- Existing A.D.A. parking striping and ramping along Rockefeller Lane should be brought up to current code.

Perry Park



PICKLEBALL OVERLAY AND EXPANSION OPPORTUNITIES

Franklin Park

north

SCALE: 1"=80'-0"



EXISTING BASKETBALL HALF COURTS WITH TEMPORARY STRIPING USED FOR PICKLEBALL



EXISTING PICKLEBALL COURT-OVERSIZED. COURT STRIPING: 30'X60', CONCRETE PAD: 38' X 70'



FLAT TURF AREA CAN ACCOMMODATE UP TO FOUR PICKLEBALL COURTS

ESTIMATE OF PROBABLY COSTS:

Re-Stripe Existing Basketball Courts: clean existing surfacing, repair damaged concrete cracks, maintain or refresh basketball court striping and add pickleball striping in contrasting color: *$3,000 pickleball striping only, plus site work

New Stand-Alone Pickleball Court (per court): concrete pad, court striping, noise abatement fencing, 2 poles, 1 net, 2 benches, lighting, remove 2 trees, remove turf grass, grading to level area: *$53,300/court plus site work, optional sports court surfacing: $5,000/court, 18' high sports lights: up to $40,000/court plus $10,000 for electrical improvements

*All estimated costs are for basic amenities only. A survey would need to be conducted, along with a conceptual design to determine more accurate costs due to the extent of: grading, retaining curbs or low walls, tree removal, noise abatement structure, accessible path and other items that may need to be addressed on a site specific basis.

FRANKLIN PARK ANALYSIS:

- 2 qty. existing basketball half-courts on 58' x 110' concrete pad in north / south orientation can be overlayed to accommodate a multi-court with 2 basketball half courts and 2 pickleball courts
- Both half-courts are currently being used for two pickleball courts with temporary taped striping
- 1 qty. oversized unlit pickleball court
- No existing fencing or sports court lighting
- Parallel street parking along Fisk Lane and Ralston Lane
- Lit paths lead to all park amenities except existing pickleball court
- Basketball/Pickleball courts located in neighborhood park. Basketball courts are approximately 156' from residences across Ralston Lane. Pickleball court is about 225' from houses across Fisk Lane and 285' from houses on Alvord Lane.
- Park Hours: 5:30 a.m. to 10:00 p.m.

SITE CONSTRAINTS AND CONSIDERATIONS

- Park is within residential neighborhood, so noise and sports court lighting could be considered an issue if people are playing at night. Sports lighting scheduled to shut off at a particular time may mitigate this.
- Existing basketball court concrete has cracks that will need to be filled and grass removed from the cracks.
- Existing pickleball court does not have an accessible path to it
- Short concrete pad to existing basketball court may not be considered accessible



EXISTING OPEN PLAYFIELD, WEST ENTRANCE



EXISTING OPEN PLAYFIELD, EAST ENTRANCE



INTERSECTION OF BLOSSOM LANE & 190TH STREET



PICKLEBALL OVERLAY AND EXPANSION OPPORTUNITIES

north

SCALE: 1"=50'-0"

ESTIMATE OF PROBABLY COSTS:

New Stand-Alone Pickleball Court: concrete pad, court striping, noise abatement fencing, raised fencing along 190th Street and Blossom Lane, 2 poles, 1 net, 1 bench, remove 2 trees, remove turf grass, grading to level area: *$53,300 plus site work, optional colored sports surfacing: +$5,000

*All estimated costs are for basic amenities only. A survey would need to be conducted, along with a conceptual design to determine more accurate costs due to the extent of: grading, retaining curbs or low walls, tree removal, noise abatement structure, accessible path and other items that may need to be addressed on a site specific basis.

PERRY ALLISON PLAYFIELD ANALYSIS:

- Open turf field surrounded on three sides by a 4' high chain link fence, separated from residences to the north by block wall topped with wood picket fencing
- No existing lighting within the playfield
- Street parking along 190th Street (4-lane street with striped median), Cluster Lane and further north along Blossom Lane
- Potential pickleball court location is approximately 39' from houses to the north and 270' from houses to the west. East of the site is Southern California Edison
- Playfield Hours: 5:30 a.m. to 8:30 p.m.

SITE CONSTRAINTS AND CONSIDERATIONS

- Park is adjacent to a residential neighborhood, so noise will need to be mitigated.
- Lighting is not recommended to avoid disturbing residences to the north. This limits hours that the pickleball court can be used.
- Playfield opens early, perhaps a sign limiting pickleball play to later in the morning would be appropriate
- Court would need accessible path to it from at least one playfield entrance

Perry Allison Playfield



NEW PICKLEBALL COURT OPPORTUNITY

north

SCALE: 1"=80'-0"







EXISTING TURF AREA, NORTH AND EAST OF EXISTING BASEBALL FIELDS

ESTIMATE OF PROBABLY COSTS:

New Stand-Alone Pickleball Court (per court):

concrete pad, court striping,fencing, 2 poles, 1 net, 2 benches, remove 5 trees, remove turf grass, grading to level area, retaining wall or curb:

*$53,300 - $319,800 for 1-6 courts plus site work, optional sports court surfacing: +$5,000/court

*All estimated costs are for basic amenities only. A survey would need to be conducted, along with a conceptual design to determine more accurate costs due to the extent of: grading, retaining curbs or low walls, tree removal, noise abatement structure, accessible path and other items that may need to be addressed on a site specific basis.

DOMINGUEZ PARK ANALYSIS:

- Open turf field located beyond the outfields of the park's two baseball fields
- No existing permanent lighting within the park other than within parking lot and at buildings
- Street parking and on-site parking available
- Park is located on a landfill
- No residences within close proximity, no concerns about noise
- Electrical lines and gas lines within park
- Park Hours: 8:00 a.m. to 6:00 p.m.

SITE CONSTRAINTS AND CONSIDERATIONS

- Courts cannot be built beneath the electrical lines or within any existing utility easements on site.
- Park hours limit time available to use the courts.
- Differential settling will most likely occur and has been an issue with other amenities within the park. If courts are built here, it is recommended to have individual court pads connected by decomposed granite path in lieu of one large pad for all courts.
- Accessible path to new courts would need to be added

Dominguez Park



NEW PICKLEBALL COURT OPPORTUNITY

north

SCALE: 1"=60'-0"







EXISTING TURF AREA, NORTH AND EAST OF EXISTING BASEBALL FIELDS

ESTIMATE OF PROBABLY COSTS:

New Stand-Alone Pickleball Court (per court):

concrete pad, court striping,fencing, 2 poles, 1 net, 2 benches, remove 5 trees, remove turf grass, grading to level area, retaining wall or curb:

*$53,300 - $319,800 for 1-6 courts plus site work, optional sports court surfacing: +$5,000/court. 18' high sports lights: up to $40,000/court plus $10,000 for electrical improvements

*All estimated costs are for basic amenities only. A survey would need to be conducted, along with a conceptual design to determine more accurate costs due to the extent of: grading, retaining curbs or low walls, tree removal, noise abatement structure, accessible path and other items that may need to be addressed on a site specific basis.

AVIATION PARK OPEN FIELD ANALYSIS:

- Open field is bounded by a public gymnasium, a child development center, and parking lots for the adjacent Northrup Grumman complex
- No existing permanent lighting within the field area other than within parking lots and at buildings
- Parking directly adjacent to open field is privately owned by Northrup Grumman
- There is no accessible parking for open field access
- Electrical and water is available at adjacent gym
- Existing fitness center has agreement with Northrup Gumman for parking in private parking lots

SITE CONSTRAINTS AND CONSIDERATIONS

- If no exterior lighting is provided, court use would be limited to daylight hours.
- Accessible parking should be installed including ramp and necessary striping. Approval by Northrup Grumman would be required
- Root damage to parking lot curbs and asphalt from adjacent mature trees
- Accessible path to new courts would need to be added, but there is ample space for access to all courts, lighting,seating, and other park amenities
- Noise abatement may be needed near the child development center if the noise is distracting to the children or they have nap times during the day.

Aviation Park Open Field

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 16.A
Mtg. Date: 02/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONFERENCE WITH LABOR NEGOTIATOR
GOVERNMENT CODE SECTION 54957.6

CITY'S DESIGNATED REPRESENTATIVE: MAYOR BEA DIERINGER
UNREPRESENTED EMPLOYEE: CITY MANAGER ELAINE JENG

DATE: February 14, 2022

BACKGROUND:
None

DISCUSSION:
None

FISCAL IMPACT:
None

RECOMMENDATION:
None.

ATTACHMENTS: