City of Rolling Hills INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521

AGENDA | **CITY COUNCIL** | **CITY OF ROLLING HILLS**
Regular City Council Meeting | **Monday, January 23, 2023** | **7:00 PM**

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://www.rolling-hills.org/government/agenda/index.php

Next Resolution No. 1325 *Next Ordinance No. 383*

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS/PROCLAMATIONS/ANNOUNCEMENTS

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 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 JANUARY 23, 2023

RECOMMENDATION: Approve.
CL_AGN_230123_CC_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 9, 2023
RECOMMENDATION: Approve as presented.
CL_MIN_230109_CC_F.pdf

8.D. PAYMENT OF BILLS.
RECOMMENDATION: Approve as presented.
CL_AGN_230123_CC_PaymentOfBills.pdf

8.E. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR DECEMBER 2022
RECOMMENDATION: Receive and file.
CL_AGN_230123_CC_TonnageReport_Dec2022.pdf

8.F. ADOPT RESOLUTION 1323 AUTHORIZING THE EXCHANGE OF PROPOSITION A FUNDS WITH THE CITY OF BEVERLY HILLS FOR GENERAL FUNDS; AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE FUND EXCHANGE AGREEMENT
RECOMMENDATION:

Approve as presented.

PW_TRA_230112_FY23_PropA_FundExchangeAgrnt_BevHills_F.pdf
ResolutionNo1323_PropA_BevHills_FundExchange_F.pdf

8.G. ADOPT BY RESOLUTION NO. 1324 AUTHORIZING A BUDGET AMENDMENT OF $13,000.00 IN GENERAL FUND RESERVES FOR THE STREET AND TRAFFIC IMPROVEMENTS ON JOHNS CANYON ROAD
RECOMMENDATION: Approve as presented and adopt Resolution No. 1324.
ResolutionNo1324_Budget_Amendment_JohnsCanyonRd_Improvements_D.pdf
PW_TRA_TRF_STR_202319_Email_from_Grzywacz_Tangen_ShenSmith.pdf

9. EXCLUDED CONSENT CALENDAR ITEMS

10. COMMISSION ITEMS

11. PUBLIC HEARINGS

11.A. ADOPT RESOLUTION NO. 1322 TO CREATE THE UNDERGROUND UTILITY DISTRICT NO. 2 (UDD-02) (EASTFIELD DRIVE)
RECOMMENDATION: Adopt Resolution No. 1322 to create Underground Utility District No. 2 (UUD-02) (Eastfield Drive)
CL_AGN_230123_CC_ResolutionNo1322_Eastfield Dr UUDistrict Rule20A_F.pdf
CL_AGN_230123_CC_ROM_Eastfield Dr 20A Letter with Conditions and Exhibits.pdf

CL_AGN_230123_CC_4 Hackamore.pdf

12. OLD BUSINESS

12.A. RECEIVE AND FILE AN UPDATE TO THE OUTDOOR SIREN PROJECT

RECOMMENDATION:

It is Staff's recommendation to identify up to four locations where the siren system could be installed.

CL-AGN_230109_CC_22-12-21_SpecialNewsletter.pdf
CL_AGN_230123_CC_SpecialBN1-9-2023.pdf
CL_AGN_230123_CC_Block Captain Letter - draft 01 18 2023.pdf
CL_AGN_230123_CC_Siren_Comments Received from Special Blue Newsletter_1-20-2023.pdf

12.B. CONSIDER ENGAGING 4LEAF, INC. TO PROVIDE CODE ENFORCEMENT SERVICES, AND DIRECT STAFF TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR AN AMOUNT NOT-TO-EXCEED $79,040 FOR A ONE-YEAR TERM INCLUDING $33,440 FOR THE REMAINDER OF THE 2022-2023 FISCAL YEAR

RECOMMENDATION: Direct the City Manager to execute a Professional Services Agreement with 4LEAF, Inc. for code enforcement services.

PL_CON_20221128_CE_4LEAF_SOQ_without_appendix.pdf
PL_CON_CE_2023_4LEAF_FeeSchedule.pdf
CA_AGR_230123_4Leaf_OnCall_CE_ContractServices.pdf

12.C. RECEIVE AND FILE SUPPLEMENTAL SEWER STUDY PREPARED BY WILLDAN ENGINEERING TO PHASE THE CONSTRUCTION OF THE 8" SEWER MAIN PROJECT AND DIRECT STAFF TO PREPARE AN AMENDED PROFESSIONAL SERVICE AGREEMENT WITH NV5 TO PREPARE CONSTRUCTION DOCUMENTS IN ACCORDANCE WITH THE PHASING OF THE PROJECT.

RECOMMENDATION: 1. Receive and File the Supplemental Sewer Study from Willdan Engineering.

2. Direct staff to prepare an amended professional service agreement with NV5 in the amount of $23,670.

NV5_Rolling Hills Sewer Main Rolling Hills Only Additions_09.28.22.pdf
RH Sewer Area Study Supplement-1-19-2023-Final.pdf

12.D. RECEIVE AND FILE A TECHNICAL MEMORANDUM FROM PACIFIC ARCHITECTURE AND ENGINEERING INC., ON OPTIONS TO REPLACE THE EXISTING CITY HALL CAMPUS EMERGENCY STANDBY DIESEL GENERATOR AND PROVIDE DIRECTION TO STAFF.

RECOMMENDATION: Receive and file technical memorandum and select a replacement option.

20221215_Gen Vs Solar memo_V1.pdf

12.E. APPROVE REVISED FISCAL YEAR 2023/24 BUDGET CALENDAR

RECOMMENDATION: Review and approve the updated budget calendar for the development of the fiscal year 2023/24 budget.

FN_BUD_230123_Calendar_FY23-24_F.pdf

13. NEW BUSINESS

13.A. AUDITED ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2022

RECOMMENDATION: Accept the audited financial statements for the fiscal year ended June 30, 2022.

FN_AUD_230120_LSL_AuditCommunicationLetter_F.pdf
FN_AUD_230120_LSL_ReportOn_IC_F.pdf
FN_AUD_230120_LSL_ACFR_F.pdf

13.B. RECEIVE PRESENTATION ON FISCAL YEAR 2023/24 BUDGET DEVELOPMENT KICKOFF AND PROVIDE INPUT TO THE FINANCE/BUDGET/AUDIT COMMITTEE

RECOMMENDATION: Receive a presentation on an overview of the General Fund revenues, expenditures and reserves in anticipation of initiating the budget process for the development of the fiscal year 2023/24 budget and provide input to the Finance/Budget/Audit Committee in advance of the February 13, 2023 committee meeting.

CL_AGN_230123_CC_FY23_BudgetedExpenditures.pdf
CL_AGN_230123_CC_FY23_SummaryOfSources&Uses_at12-31-22.pdf
CL_AGN_230123_CC_GF_ReserveStatus_AsOf_12-31-22_F.pdf

13.C. CONSIDER AND APPROVE THE UPDATED CITY COUNCIL COMMITTEE ASSIGNMENTS FOR 2023

RECOMMENDATION: Staff recommends that the City Council consider the updated City Council committee assignments and approve the assignments as presented.

CC_ASM_220509_2022.pdf

13.D. APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITIES OF RANCHO PALOS VERDES, PALOS VERDES ESTATES, ROLLING HILLS ESTATES, AND ROLLING HILLS REGARDING IMPLEMENTATION OF THE "KNOW YOUR ZONE" EVACUATION WEB PLATFORM

RECOMMENDATION: Approve the Memorandum of Understanding between the Palos Verdes Peninsula Cities as approved to form by the City Attorney with the established not-to-exceed total cost of $10,000, with Rolling Hills' estimated share in the amount of $700 based upon the established cost allocation formula for the four Peninsula cities.

CL_AGN_CC_230109_Zone Evacuation Website MOU 4889-3618-4637 v.4.pdf
CL_AGN_230123_CC_LA County #1 Initial Attack Slides.pdf

13.E. RECEIVE AND FILE CLOSED CIRCUIT TELEVISION (CCTV) INSPECTION OF THE MIDDLERIDGE LANE STORM DRAIN LINE PERFORMED BY THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

RECOMMENDATION: Receive and file.

PW_DRA_221101_LACo_Middleridge_PipeRunWithImages.pdf
PW_DRA_221101_LACo_Middleridge_MainInspectionSummary.pdf
PW_DRA_221101_LACo_Middleridge_PACP_InspectionWithScoring.pdf

13.F. RECEIVE A REPORT ON NEW SINKHOLE AT 1 MIDDLERIDGE LANE SOUTH AND DIRECT STAFF TO ENGAGE ONWARD ENGINEERING TO PROVIDE REPAIR RECOMMENDATION BASED ON FIELD OBSERVATIONS AND LA COUNTY DEPARTMENT OF PUBLIC WORKS PIPLELINE VIDEO INSPECTION.
RECOMMENDATION: Receive report and direct staff to engage Onward Engineering for providing repair recommendation.
PW_DRA_220107_AsBuilts_MiddleridgeLane_6650 U1-B.pdf
PW_DRA_230118_1MiddleridgeLnS_Sinkhole_OE_ObservationReport.pdf
PW_PJI_221109_OnwardEng_Proposal.pdf
PW_PJI_221109_OnwardEng_RateSheet.pdf

13.G. RECEIVE AND FILE PROGRESS UPDATE ON CREST ROAD EAST UTILITY UNDERGROUNDING PROJECT
RECOMMENDATION: Receive and file.
Underground Utility District Limits Exhibit_Parcels_V1- adresses.pdf
GR_OES_230120_CrestRoad_UU_Rule20_SegmentMap.pdf

14. MATTERS FROM THE CITY COUNCIL

14.A. DISCUSS CALL FOR SERVICE EMAILS GENERATED BY THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (COUNCILMEMBER JEFF PIEPER)
RECOMMENDATION: Provide direction to staff.

15. MATTERS FROM STAFF

16. RECESS TO CLOSED SESSION

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

17. RECONVENE TO OPEN SESSION

18. ADJOURNMENT

Next regular meeting: Monday, February 13, 2023 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.: 8.A
Mtg. Date: 01/23/2023

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 JANUARY 23, 2023**

DATE: **January 23, 2023**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve.

ATTACHMENTS:
CL_AGN_230123_CC_AffidavitofPosting.pdf

Administrative Report

7.A., **File #** 1621 **Meeting Date**: 01/23/2023

To: MAYOR & CITY COUNCIL

From: Christian Horvath, City Clerk

TITLE

APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JANUARY 23, 2023

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 City Website: https://www.rolling-hills.org/government/agenda/index.php https://www.rolling-hills.org/government/city_council/city_council_archive_agendas/index.php
Meeting Date & Time	January 23, 2023 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: January 20, 2022

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.B
Mtg. Date: 01/23/2023

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: **January 23, 2023**

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: 01/23/2023

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 9, 2023**

DATE: **January 23, 2023**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
CL_MIN_230109_CC_F.pdf

Minutes
Rolling Hills City Council
Monday, January 9, 2023
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 7:00 p.m. Mayor Wilson presiding.

2. ROLL CALL

Councilmembers Present:	Black, Dieringer, Pieper, Mayor Pro Tem Mirsch, Mayor Wilson
Councilmembers Absent:	None
Staff Present:	Vanessa Hevener, Senior Management Analyst
	Christian Horvath, City Clerk / Executive Assistant to the City Manager
	John Signo, Planning & Community Services Director
	Robert Samario, Finance Director
	Pat Donegan, City Attorney

3. PLEDGE OF ALLEGIANCE – Mayor Wilson

4. PRESENTATIONS/PROCLAMATIONS/ANNOUNCEMENTS – NONE

5. BLUE FOLDER ITEMS (SUPPLEMENTAL)

Motion by Councilmember Pieper, seconded by Councilmember Dieringer to receive and file Blue Folder Items for 11A and 11B. Motion carried unanimously with the following vote:

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

6. PUBLIC COMMENT ON NON-AGENDA ITEMS

Public Comment: Sean Bennett

7. CONSENT CALENDAR

7.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JANUARY 9, 2023

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

7.C. APPROVE THE FOLLOWING CITY COUNCIL MINUTES: DECEMBER 13, 2022

7.D. PAYMENT OF BILLS

7.E. APPROVE CITY COUNCIL MEETING DATES FOR CALENDAR YEAR 2023

7.F. PULLED BY COUNCILMEMBER DIERINGER

7.G. APPROVE REPUBLIC SERVICES' 2023 CLEAN-UP AND COMMUNAL BIN SCHEDULE

7.H. FOR SECOND READING AND ADOPTION: ADOPT BY TITLE ONLY ORDINANCE NO. 381 AMENDING CHAPTER 17.28 OF THE ROLLING HILLS MUNICIPAL CODE REGARDING ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS AND DETERMINING THE ORDINANCES TO BE EXEMPT FROM CEQA

7.I. FOR SECOND READING AND ADOPTION: ADOPT BY TITLE ONLY ORDINANCE NO. 382 AMENDING TITLE 15 (BUILDINGS AND CONSTRUCTION) OF THE ROLLING HILLS MUNICIPAL CODE AND DETERMINING THE ORDINANCE EXEMPT FROM CEQA

7.J. ADOPT RESOLUTION NO. 1321 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 Councilmember Pieper, seconded by Councilmember Dieringer to approve Consent Calendar except Item 7F. Motion carried unanimously with the following vote:

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

8. EXCLUDED CONSENT CALENDAR ITEMS

7.F. APPROVE ANNUAL VENDOR LIST FOR CALENDAR YEAR 2023

Motion by Councilmember Dieringer to table the item until next meeting. Motion failed for lack of a second.

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Mirsch approve as presented. Motion carried unanimously with the following vote:

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

9. COMMISSION ITEMS – NONE

10. PUBLIC HEARINGS – NONE

Mayor Wilson moved to New Business Items.

12. NEW BUSINESS

12.A. PROPOSED FISCAL YEAR 2023/24 BUDGET CALENDAR

Presentation by Finance Director Robert Samario

City Council directed staff to return with a revised Budget Calendar at the next Council meeting and to retain existing presented dates through February 13, 2023.

12.B. CONSIDER ENGAGING 4LEAF, INC. TO PROVIDE CODE ENFORCEMENT SERVICES, AND DIRECT STAFF TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR AN AMOUNT NOT-TO-EXCEED $87,880 FOR ONE CALENDAR YEAR INCLUDING $68,380 FOR THE REMAINDER OF THE 2022-2023 FISCAL YEAR

Presentation by Planning & Community Services Director Signo

Public Comment: Sean Bennett, Pete Roque

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Mirsch directing staff to renegotiate with 4Leaf and return at the next meeting with lower contractor hourly rate options for two Code Enforcement position designations per Council discussion. Motion carried unanimously with the following vote:

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

Mayor Wilson moved to Old Business Items.

11. OLD BUSINESS

11.A. APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE SOLICITATION FOR CONSTRUCTION BIDS FOR THE CITY HALL HEATING, VENTILATION AND AIR CONDITIONING (HVAC) PROJECT AND FINDING THE SAME EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Presentation by Vanessa Hevener, Senior Management Analyst

Motion by Councilmember Pieper, seconded by Mayor Pro Tem Mirsch to authorize solicitation for construction bids without the engineer's estimate if deemed allowable and find the same exempt from CEQA. Motion carried unanimously with the following vote:

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

11.B. RECEIVE AND FILE AN UPDATE TO THE OUTDOOR SIREN PROJECT

Presentation by Vanessa Hevener, Senior Management Analyst

Motion by Councilmember Pieper, seconded by Councilmember Black to receive and file, and have Mayor Wilson reach out to the Mayor of Paradise. Motion carried unanimously with the following vote:

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

13. MATTERS FROM THE CITY COUNCIL

The City Council directed staff to compile an itemized GL Code comparison document of Adopted Budget versus Fiscal Year-to-date expenses.

14. MATTERS FROM STAFF

14.A. FIRE FUEL ABATEMENT AND CODE ENFORCEMENT QUARTERLY REPORT FOR THE FOURTH QUARTER OF 2022 (OCTOBER 1 THROUGH DECEMBER 31)

Presentation by Planning & Community Services Director Signo

Motion by Councilmember Dieringer, seconded by Councilmember Pieper to receive and file. Motion carried unanimously with the following vote:

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

15. RECESS TO CLOSED SESSION – NONE

16. RECONVENE TO OPEN SESSION – NONE

17. ADJOURNMENT: 9:06 P.M.

The meeting was adjourned at 9:06 p.m on January 9, 2023. The next regular adjourned meeting of the City Council is scheduled to be held on Monday, January 23, 2023 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,

_____
Patrick Wilson, Mayor

Agenda Item No.: 8.D
Mtg. Date: 01/23/2023

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: **PAYMENT OF BILLS.**

DATE: **January 23, 2023**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve as presented.

ATTACHMENTS:
CL_AGN_230123_CC_PaymentOfBills.pdf

CITY OF ROLLING HILLS
AP23-019, & ACH23-027
Check Run 12-20-2022 & 1-9-2023

Check No.	Check Date	Payee	Description	Amount
027976	1/18/2023	Abila	12-18-2022 - 01-17-2023 Addtl User Cloud Accounting Software	98.37
027977	1/18/2023	Barry J. Miller, FAICP	Oct, Nov, Dec 2022 Svcs - RH 6th Cycle Hsng Element	1,050.00
027978	1/18/2023	Caballeros Del Rancho Palos Verdes	Reimbursement for city events	4,948.51
027979	1/18/2023	Southern California News Group	City Notices for 01/05/2023	606.00
027979	1/18/2023	Southern California News Group	City Notices for 01/11/2023	430.92
027979	1/18/2023	Southern California News Group	City Notices for 01/5/2023	577.22
027979	1/18/2023	Southern California News Group	City Notices for 12/08/2022	632.48
027979	1/18/2023	Southern California News Group	City Notices for 12/15/2022	739.32
027979	1/18/2023	Southern California News Group	City Notices for 12/23/2022	438.10
027979	1/18/2023	Southern California News Group	City Notices for 12/30/2022	438.10
027979	1/18/2023	Southern California News Group	City Notices for December 2022	486.75
CHECK TOTAL			**$ 4,348.89**	
027980	1/18/2023	Environmental Design Associates	12 Upper Blackwater Cyn Prelim Landscape Plan Review	250.00
027980	1/18/2023	Environmental Design Associates	4 Poppy Trail Prelim Landscape Plan Review	375.00
CHECK TOTAL			**$ 625.00**	
027981	1/18/2023	Konica Minolta Business Solutions USA Inc.	Monthly Maintenance 12-11-22 to 01-10-23	433.34
027982	1/18/2023	County of Los Angeles	Building & Safety Services for October 2022	19,166.09
027983	1/18/2023	LA County Sheriff's Department	December2022 Law Enforcement Services	31,092.99
027984	1/18/2023	MCA Direct LLC.	Election supplies for December 2022	65.45
027985	1/18/2023	McGowan Consulting	Municipal Stormwater Consulting Services Dec. 22	2,966.84
027986	1/18/2023	Nem Bajra	C&D Refund Permit#877 ZC22-101	1,000.00
027987	1/18/2023	NV5, INC.	December 2022 Services- CORH-209641 MS4 Monitoring	332.50
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services August 2021 Task 8	384.75
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services August 2022 Task 9	17,413.50
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services December 2021 Task 8	1,870.83
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services December 2022 Task 9	3,268.75
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services July 2022 Task 9	6,457.32
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services June 2022 Task 9	6,383.37
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services May 2022 Task 8	684.00
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services November 2021 Task 8	5,864.50
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services November 2022 Task 9	6,395.25
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services October 2021 Task 8	2,661.25
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services October 2022Task 9	7,125.00
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services Sept 2021 Task 8	1,992.30
027988	1/18/2023	Pacific Architecture and Engineering, Inc.	Architectural Services September 2022 Task 9	5,478.75
CHECK TOTAL			**$ 65,979.57**	
027989	1/18/2023	Robert Half	Temp service week ending 1/13/2023 for Planning	1,448.00
027989	1/18/2023	Robert Half	Temp service week ending 1/6/2023 for Planning	1,158.40
CHECK TOTAL			**$ 2,606.40**	
027990	1/18/2023	Timothy McHugh	Refund ZC21-10 for Landscape Deposit	5,000.00
ACH-157	12/27/2022	ELAN Cardmember Services	Elan Credit Card Dec 2022	2,240.15
PR LINK	12/2/2022	PR LINK - Payroll & PR Taxes PR#25	Payroll Processing Fee PR#25 11/30/2022 - 12/13/2022	59.36
PR LINK	12/2/2022	PR LINK - Payroll & PR Taxes PR#25	Pay Period - PR#25 11/30/2022 - 12/13/2022	23,616.34

Check No.	Check Date	Payee	Description	Amount
PR LINK	12/27/2022	PR LINK - Payroll & PR Taxes PR#26	Payroll Processing Fee PR#26 12/14/2022 - 12/27/2022	69.96
PR LINK	12/27/2022	PR LINK - Payroll & PR Taxes PR#26	Pay Period - PR#26 12/14/2022 - 12/27/2022	24,667.26
PR LINK	1/10/2023	PR LINK - Payroll & PR Taxes PR#1	Payroll Processing Fee PR#1 12/28/2022 - 01/10/2023	72.91
PR LINK	1/10/2023	PR LINK - Payroll & PR Taxes PR#1	Pay Period - PR#1 12/28/2022 - 01/10/2023	23,034.19
				$ 213,474.12

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

213,474.12 for the payment of above items.

1/19/2023

Elaine Jeng, P.E., City Manager

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.E
Mtg. Date: 01/23/2023

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: REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR DECEMBER 2022

DATE: January 23, 2023

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Receive and file.

ATTACHMENTS:
CL_AGN_230123_CC_TonnageReport_Dec2022.pdf

CITY OF ROLLING HILLS RESIDENTIAL FRANCHISE

2022

Year 2022
Franchise Y/N Y

Month	Commodity	Tons Collected	Tons Recovered	Tons Disposed	Diversion %
Jan	Greenwaste	98.26	98.26	-	100.00%
	Trash	156.54	-	156.54	0.00%
Jan Total		254.80	98.26	156.54	38.56%
Feb	Greenwaste	93.00	93.00	-	100.00%
	Trash	134.41	-	134.41	0.00%
Feb Total		227.41	93.00	134.41	40.90%
Mar	Greenwaste	111.44	111.44	-	100.00%
	Trash	183.40	-	183.40	0.00%
Mar Total		294.84	111.44	183.40	37.80%
Apr	Greenwaste	100.44	100.44	-	100.00%
	Trash	156.07	-	156.07	0.00%
Apr Total		256.51	100.44	156.07	39.16%
May	Greenwaste	111.54	111.54	-	100.00%
	Trash	162.42	-	162.42	0.00%
May Total		273.96	111.54	162.42	40.71%
Jun	Greenwaste	79.14	79.14	-	100.00%
	Trash	177.90	-	177.90	0.00%
Jun Total		257.04	79.14	177.90	30.79%
Jul	Greenwaste	92.26	92.26	-	100.00%
	Greenwaste - Free Residential Roll Off Bin	2.37	2.37	-	100.00%
	Trash	158.90	-	158.90	0.00%
	Trash - Free Residential Roll Off Bin	32.09	-	32.09	0.00%
Jul Total		285.62	94.63	190.99	33.13%
Aug	Greenwaste	80.20	80.20	-	100.00%
	Greenwaste - Free Residential Roll Off Bin	-	-	-	#DIV/0!
	Trash	176.31	-	176.31	0.00%
	Trash - Free Residential Roll Off Bin	7.76	-	7.76	0.00%
Aug Total		264.27	80.20	184.07	30.35%
Sep	Greenwaste	94.35	94.35	-	100.00%
	Greenwaste - Free Residential Roll Off Bin	5.81	5.81	-	100.00%
	Trash	186.19	-	186.19	0.00%
	Trash - Free Residential Roll Off Bin	6.46	-	6.46	0.00%
Sep Total		292.81	100.16	192.65	34.21%
Oct	Greenwaste	73.45	73.45	-	100.00%
	Greenwaste - Free Residential Roll Off Bin	5.21	5.21	-	100.00%
	Recycle	0.42	0.23	0.19	53.90%
	Trash	214.19	-	214.19	0.00%
Oct Total		293.27	78.89	214.38	26.90%
Nov	Greenwaste	79.19	79.19	-	100.00%
	Trash	168.71	-	168.71	0.00%
Nov Total		247.90	79.19	168.71	31.94%
Dec	Greenwaste	97.47	97.47	-	100.00%
	Greenwaste - Free Residential Roll Off Bin	4.76	4.76	-	100.00%
	Trash	174.15	-	174.15	0.00%
	Trash - Free Residential Roll Off Bin	3.24	-	3.24	0.00%
Dec Total		279.62	102.23	177.39	36.56%
Grand Total		3,228.05	1,129.12	2,098.93	34.98%

CITY OF ROLLING HILLS NON-FRANCHISE

2022

Year (All)
Franchise Y/N N

Month	Commodity	Tons Collected	Tons Recovered	Tons Disposed	Diversion %
Jan	C&D	39.88	32.61	7.27	81.78%
	Greenwaste	12.46	12.46	-	100.00%
	Recycle	0.29	0.06	0.24	18.95%
	Trash	81.22	-	81.22	0.00%
Jan Total		133.85	45.13	88.72	33.72%
Feb	C&D	20.81	17.02	3.79	81.78%
	Greenwaste	12.73	12.73	-	100.00%
	Recycle	0.28	0.08	0.20	29.05%
	Trash	119.33	-	119.33	0.00%
Feb Total		153.15	29.83	123.32	19.48%
Mar	C&D	3.52	2.88	0.64	81.78%
	Greenwaste	12.76	12.76	-	100.00%
	Recycle	0.46	0.28	0.18	61.72%
	Trash	181.46	-	181.46	0.00%
Mar Total		198.20	15.92	182.28	8.03%
Apr	C&D	11.41	9.33	2.08	81.78%
	Greenwaste	5.27	5.27	-	100.00%
	Recycle	0.26	0.16	0.10	62.30%
	Trash	69.21	-	69.21	0.00%
Apr Total		86.15	14.76	71.39	17.14%
May	Greenwaste	14.21	14.21	-	100.00%
	Recycle	0.32	0.20	0.12	63.09%
	Trash	59.18	-	59.18	0.00%
May Total		73.71	14.41	59.30	19.55%
Jun	Recycle	0.31	0.20	0.11	62.90%
	Trash	81.77	-	81.77	0.00%
Jun Total		82.08	0.20	81.88	0.24%
Jul	Greenwaste	4.20	4.20	-	100.00%
	Recycle	0.22	0.13	0.09	58.67%
	Trash	44.40	-	44.40	0.00%
Jul Total		48.82	4.33	44.49	8.87%
Aug	Recycle	0.29	0.16	0.13	55.53%
	Trash	113.97	-	113.97	0.00%
Aug Total		114.26	0.16	114.10	0.14%
Sep	Greenwaste	3.22	3.22	-	100.00%
	Recycle	0.22	0.12	0.10	55.66%
	Trash	76.05	-	76.05	0.00%
Sep Total		79.49	3.34	76.15	4.20%
Oct	Recycle	0.32	0.18	0.15	53.90%
	Trash	66.09	-	66.09	0.00%
Oct Total		66.41	0.18	66.24	0.26%
Nov	Greenwaste	3.82	3.82	-	100.00%
	Recycle	0.34	0.17	0.16	51.30%
	Trash	96.30	-	96.30	0.00%
Nov Total		100.45	3.99	96.46	3.97%
Dec	C&D	4.04	3.30	0.74	81.78%
	Recycle	0.14	0.07	0.07	49.30%
	Trash	54.90	-	54.90	0.00%
Dec Total		59.08	3.37	55.70	5.71%
Grand Total		1,195.65	135.63	1,060.03	11.34%

Agenda Item No.: 8.F
Mtg. Date: 01/23/2023

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: **ADOPT RESOLUTION 1323 AUTHORIZING THE EXCHANGE OF PROPOSITION A FUNDS WITH THE CITY OF BEVERLY HILLS FOR GENERAL FUNDS; AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE FUND EXCHANGE AGREEMENT**

DATE: **January 23, 2023**

BACKGROUND:

The City annually receives countywide tax disbursements from Proposition A, Proposition C, Measure R and Measure M funds to be used for transportation and transit-related purposes. Proposition A and C funds are dedicated to transit and major arterial improvements; they are not eligible for use in Rolling Hills due to the roads within the City being privately owned and maintained. Measure R and Measure M funds are eligible for transportation improvement projects on public properties. In years past, the City would accumulate local return funds and solicit interest in exchanging the local return funds for General Fund monies or gift funds towards other transportation-related purposes with another public agency.

In 2021, the City exchanged Prop A funds with the City of Beverly Hills (COBH). During the past year, COBH had expressed interest in doing an exchange with the City of Rolling Hills for $58,400.00 of accumulated Proposition A funds since 2021.

DISCUSSION:

COBH staff expressed interest in an exchange of Proposition A Funds at the requested exchange rate of $0.75 in General Funds for $1.00 in Proposition A Funds. COBH proposes to use the Proposition A Local Return funding to provide Dial-A-Ride services, On-Demand Transportation, and Senior 30-Day Bus Passes to its elderly and individuals with disabilities, as well fund eligible capital improvement projects related to the new Metro D Line (Purple) that

is currently being built. COBH has received authority from their Council to execute the attached agreements, once approved by the Rolling Hills City Council. Staff recommends that the City Council approve the exchange rate of $0.75 in General Funds for $1.00 in Proposition A funds and direct staff to prepare documents to finalize the exchange.

FISCAL IMPACT:

If the City Council approves the exchange the City will receive $43,800 in General Fund revenues in exchange for $54,400 in restricted funds that the City is unable to spend. The following summarizes the disposition of Proposition A funds over the past 12 years:

Proposition A

Fiscal Year (FY)	Amount	Benefiting Agency	Exchange Rate	General Fund Revenue
1999/2000	$ 40,000	Torrance	$0.65	$26,000
2001/2002	$ 80,000	Torrance	$0.65	$52,000
2004/2005	$ 87,475	Torrance	$0.65	$56,858
2007/2008	$100,000	PVP Transit	$0.70	$70,000
2010/2011	$ 65,000	Rancho PV	$0.75	$48,750
2012/2013	$ 60,000	Rancho PV	$0.75	$45,000
2014/2015	$ 75,000	PVP Transit	$0.75	$56,250
2016/2017	$ 75,000	Rancho PV	$0.75	$56,250
2018/2019	$ 75,000	PVP Transit	$0.75	$56,250
2020/2021	$ 84,000	Beverly Hills	$0.75	$63,000
2022/2023	$ 58,400	Beverly Hills	$0.75	$43,800

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:
PW_TRA_230112_FY23_PropA_FundExchangeAgrnt_BevHills_F.pdf
ResolutionNo1323_PropA_BevHills_FundExchange_F.pdf

FUND EXCHANGE AGREEMENT
BETWEEN THE CITY OF ROLLING HILLS, CALIFORNIA
AND THE CITY OF BEVERLY HILLS, CALIFORNIA
PROP A LOCAL RETURN FUND EXCHANGE

This Fund Exchange Agreement is made and entered into this _____day of _____, 2023, by and between the City of Beverly Hills, California and the City of Rolling Hills, California with respect to the following facts:

A. The City of Beverly Hills proposes to use Proposition A Local Return funding to provide Dial-A-Ride services, On-Demand Transportation, and Senior 30-Day Bus Passes to its elderly and individuals with disabilities, as well as fund eligible capital improvement projects related to the new Metro D Line (Purple) that is currently being built. Adequate Proposition A Local Return funding for such services is not available given the limited amount of the City of Beverly Hills' Local Return allocation and the needs of other priority transit projects in the City.

B. City of Rolling Hills has uncommitted funding authority for its Fiscal Year 2022-2023 allocation of Proposition A Local Return funds which could be made available to the City of Beverly Hills to assist in providing the services discussed in Paragraph A of this Agreement.

C. City of Beverly Hills is willing to exchange its unrestricted General Fund revenues in the amount indicated in Section 1 below in exchange for City of Rolling Hills' uncommitted Proposition A Local Return funds.

D. City of Rolling Hills is willing to exchange its uncommitted Proposition A Local Return funding in the amount indicated in Section 1 below to City of Beverly Hills, for the purpose identified in Paragraph A above, for City of Beverly Hills' unrestricted General Fund revenues.

Now, therefore, in consideration of the mutual benefits to be derived by the parties and of the premises herein contained, it is mutually agreed as follows:

1. Exchange. City of Rolling Hills shall transfer $58,400 of its Fiscal Year 2022-2023 Proposition A Local Return Funds to City of Beverly Hills. In return, City of Beverly Hills shall transfer $43,800 of its unrestricted General Fund revenues to City of Rolling Hills.

2. Consideration. City of Rolling Hills shall transfer the Proposition A Local Return funds to City of Beverly Hills in one lump sum payment. City of Beverly Hills shall transfer its funds to City of Rolling Hills in one lump sum payment. The payment shall be due and payable upon approval by the Los Angeles County Metropolitan Transportation Authority ("Metro") of City of Beverly Hills' project description Form (Form A) covering the services discussed in Paragraph A above.

3. Term. This Agreement is effective on the date above written and for such time as is necessary for both parties to complete their mutual obligations under this Agreement.

4. Termination. Termination of this Agreement may be made by either party before the date of approval of the project description covering the funds in question by the Metro so long as written notice of intent to terminate is given to the other party at least five (5) days prior to the termination date.

5. Notices. Notices shall be given pursuant to this agreement by personal service on the party to be notified, or by written notice upon such party deposited in the custody of the United States Postal Service addressed as follows:

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

b. George Chavez, City Manager
City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210

6. Assurances

a. City of Beverly Hills shall use the assigned Proposition A Local Return funds only for the purpose of providing the services discussed in Paragraph A of this Agreement and within the time limits specified in Metro's Proposition A Local Return Program Guidelines.

b. Concurrently with the execution of this Agreement City of Beverly Hills shall provide Metro with the Standard Assurances and Understandings Regarding Receipt and Use of Proposition A Funds specified in the Guidelines regarding the use of the assigned Proposition A Local Return funds.

7. This Agreement constitutes the entire understanding between the parties, with respect to the subject matter herein. This Agreement shall not be amended nor any provisions or breach hereof waived, except in writing signed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Fund Exchange Agreement to be executed by their respective officers, duly authorized, on the day and year above written.

CITY OF ROLLING HILLS

_____
Elaine Jeng, City Manager

ATTEST:

_____
Christian Horvath, City Clerk

Approved as to Form:

_____
Patrick Donegan, City Attorney

CITY OF BEVERLY HILLS

_____
Nancy Hunt-Coffey, City Manager

Approved as to Form:

_____
Laurence S. Wiener, City Attorney

RESOLUTION NO. 1323

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA APPROVING AN AGREEMENT BY AND BETWEEN THE CITY OF ROLLING HILLS AND THE CITY OF BEVERLY HILLS THAT AUTHORIZES THE EXCHANGE OF PROPOSITION "A" TRANSPORTATION LOCAL RETURN FUNDS FOR GENERAL FUNDS.

WHEREAS, the City of Rolling Hills has uncommitted Proposition "A" Funds within its reserve allocation; and

WHEREAS, Proposition "A" Funds are dedicated to transit and major arterial improvements; and

WHEREAS, the roads within the City are privately owned and maintained, and there are no, and will be no, projects within the City that are eligible for Proposition "A" Funds in the foreseeable future; and

WHEREAS, on January 27, 2021, the City sent a letter to neighboring Peninsula cities inquiring as to interest in an exchange of Proposition "A" Funds at the requested exchange rate of $0.75 in General Funds for $1.00 in Proposition "A" Funds; and

WHEREAS, none of the Peninsula cities expressed interest in the requested exchange to the City of Rolling Hills staff. However, the City of Beverly Hills staff expressed an interest in exchanging, so staff is recommending an exchange with the City of Beverly Hills as the City of Beverly Hills has transportation programs eligible to be funded by Proposition "A" Funds; and

WHEREAS, the City of Rolling Hills desires to transfer $58,400 of its Fiscal Year 2022-2023 Proposition A Local Return Funds to City of Beverly Hills and in exchange the City of Beverly Hills shall transfer $43,800 of its unrestricted General Fund revenues to City of Rolling Hills; and

WHEREAS, both agencies agree that this exchange of funds would provide a benefit to both agencies.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, AS FOLLOWS:

Section 1. The City Council approves an Agreement for the acquisition of General Funds from the City of Beverly Hills in exchange for Proposition "A" Funds from the City of Rolling Hills. Said Agreement is hereto attached as Exhibit "A", and is made a part hereof by reference.

Section 2. The Mayor or her representative is hereby authorized to affix her signature to this Resolution, indicating its approval.

Section 3. The City Manager is hereby directed and authorized to execute any necessary documents, including, but not limited to agreements, amendments, forms, applications, etc., to follow through with the exchange of funds.

Section 4. The City Clerk, or duly appointed deputy, is directed to attest thereto.

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ON THIS 23rd DAY OF JANUARY, 2023.

_____
Patrick Wilson
Mayor

ATTEST:

_____
Christian Horvath
City Clerk

EXHIBIT A

FUND EXCHANGE AGREEMENT
BETWEEN THE CITY OF ROLLING HILLS, CALIFORNIA
AND THE CITY OF BEVERLY HILLS, CALIFORNIA
PROP A LOCAL RETURN FUND EXCHANGE

This Fund Exchange Agreement is made and entered into this _____day of _____, 2023, by and between the City of Beverly Hills, California and the City of Rolling Hills, California with respect to the following facts:

A. The City of Beverly Hills proposes to use Proposition A Local Return funding to provide Dial-A-Ride services, On-Demand Transportation, and Senior 30-Day Bus Passes to its elderly and individuals with disabilities, as well as fund eligible capital improvement projects related to the new Metro D Line (Purple) that is currently being built. Adequate Proposition A Local Return funding for such services is not available given the limited amount of the City of Beverly Hills' Local Return allocation and the needs of other priority transit projects in the City.

B. City of Rolling Hills has uncommitted funding authority for its Fiscal Year 2022-2023 allocation of Proposition A Local Return funds which could be made available to the City of Beverly Hills to assist in providing the services discussed in Paragraph A of this Agreement.

C. City of Beverly Hills is willing to exchange its unrestricted General Fund revenues in the amount indicated in Section 1 below in exchange for City of Rolling Hills' uncommitted Proposition A Local Return funds.

D. City of Rolling Hills is willing to exchange its uncommitted Proposition A Local Return funding in the amount indicated in Section 1 below to City of Beverly Hills, for the purpose identified in Paragraph A above, for City of Beverly Hills' unrestricted General Fund revenues.

Now, therefore, in consideration of the mutual benefits to be derived by the parties and of the premises herein contained, it is mutually agreed as follows:

1. Exchange. City of Rolling Hills shall transfer $58,400 of its Fiscal Year 2022-2023 Proposition A Local Return Funds to City of Beverly Hills. In return, City of Beverly Hills shall transfer $43,800 of its unrestricted General Fund revenues to City of Rolling Hills.

2. Consideration. City of Rolling Hills shall transfer the Proposition A Local Return funds to City of Beverly Hills in one lump sum payment. City of Beverly Hills shall transfer its funds to City of Rolling Hills in one lump sum payment. The payment shall be due and payable upon approval by the Los Angeles County Metropolitan Transportation Authority ("Metro") of City of Beverly Hills' project description Form (Form A) covering the services discussed in Paragraph A above.

3. Term. This Agreement is effective on the date above written and for such time as is necessary for both parties to complete their mutual obligations under this Agreement.

4. Termination. Termination of this Agreement may be made by either party before the date of approval of the project description covering the funds in question by the Metro so long as written notice of intent to terminate is given to the other party at least five (5) days prior to the termination date.

5. Notices. Notices shall be given pursuant to this agreement by personal service on the party to be notified, or by written notice upon such party deposited in the custody of the United States Postal Service addressed as follows:

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

b. George Chavez, City Manager
City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210

6. Assurances

a. City of Beverly Hills shall use the assigned Proposition A Local Return funds only for the purpose of providing the services discussed in Paragraph A of this Agreement and within the time limits specified in Metro's Proposition A Local Return Program Guidelines.

b. Concurrently with the execution of this Agreement City of Beverly Hills shall provide Metro with the Standard Assurances and Understandings Regarding Receipt and Use of Proposition A Funds specified in the Guidelines regarding the use of the assigned Proposition A Local Return funds.

7. This Agreement constitutes the entire understanding between the parties, with respect to the subject matter herein. This Agreement shall not be amended nor any provisions or breach hereof waived, except in writing signed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Fund Exchange Agreement to be executed by their respective officers, duly authorized, on the day and year above written.

CITY OF ROLLING HILLS

_____
Elaine Jeng, City Manager

ATTEST:

_____
Christian Horvath, City Clerk

Approved as to Form:

_____
Patrick Donegan, City Attorney

CITY OF BEVERLY HILLS

_____
Nancy Hunt-Coffey, City Manager

Approved as to Form:

_____
Laurence S. Wiener, City Attorney

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

The foregoing Resolution No. 1323 entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA APPROVING AN AGREEMENT BY AND BETWEEN THE CITY OF ROLLING HILLS AND THE CITY OF BEVERLY HILLS THAT AUTHORIZES THE EXCHANGE OF PROPOSITION "A" TRANSPORTATION LOCAL RETURN FUNDS FOR GENERAL FUNDS.

was approved and adopted at a regular meeting of the City Council on January 23, 2023 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Christian Horvath
City Clerk

Agenda Item No.: 8.G
Mtg. Date: 01/23/2023

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 BY RESOLUTION NO. 1324 AUTHORIZING A BUDGET AMENDMENT OF $13,000.00 IN GENERAL FUND RESERVES FOR THE STREET AND TRAFFIC IMPROVEMENTS ON JOHNS CANYON ROAD**

DATE: **January 23, 2023**

BACKGROUND:
At the November 14, 2022 City Council meeting the Council unanimously approved street improvements on Johns Canyon Road as recommended by the Traffic Commission and directed staff to bring back a budget amendment. The street improvements, while estimated to be $28,000.00, the work was completed for $13,000.00. This resolution memorializes the budget amendment for FY 2022-23.

DISCUSSION:
Work on Johns Canyon Road has been completed. LA County installed four traffic signs on December 21, 2022. At the request of the homeowner at 4 Johns Canyon Road, the sign nearest the homeowner's driveway was moved farther away to the homeowner's satisfaction. During a storm, one of the signs fell and was reported by residents. LA County quickly went out to repair the sign.

Work to restripe the road was supposed to begin the first week of January but was delayed due to rain. A crew was able to start and complete the restriping on January 18, 2023. Residents were very complimentary of the work and feel it will make the road safer. Their emails are attached.

FISCAL IMPACT:
The budget modification would require the use of $13,000.00 from the General Fund Reserves.

RECOMMENDATION:
Approve as presented and adopt Resolution No. 1324.

ATTACHMENTS:

ResolutionNo1324_Budget_Amendment_JohnsCanyonRd_Improvements_D.pdf
PW_TRA_TRF_STR_202319_Email_from_Grzywacz_Tangen_ShenSmith.pdf

RESOLUTION NO. 1324

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS. CALIFORNIA AUTHORIZING A FISCAL YEAR 2022-2023 BUDGET MODIFICATION TO APPROPRIATE $13,000.00 IN GENERAL FUND RESERVES FOR THE STREET AND TRAFFIC IMPROVEMENTS ON JOHNS CANYON ROAD

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

Section 1. Recitals.

A. It is the intention of the City Council of the City of Rolling Hills to review the adopted budget from time to time.

B. On November 14, 2022 the City Council received a report from staff regarding the Traffic Commission's recommendation for traffic improvements on Johns Canyon Road.

C. After the report the City Council approved street improvements on Johns Canyon Road as recommended by the Traffic Commission and directed staff to bring back a budget amendment to fund the improvements

D. The street improvements, while estimated to be $28,000.00, the work was completed for $13,000.00.

D. The City desires to appropriate $13,000.00 from the General Fund Reserves to fund the street improvements on Johns Canyon Road as recommended by the Traffic Commission.

Section 2. The sum of thirteen thousand dollars ($13,000.00) is hereby appropriated from the General Fund Reserves to fund the street improvements on Johns Canyon Road as recommended by the Traffic Commission.

Section 3. 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 or original resolutions.

PASSED, APPROVED, AND ADOPTED this 23rd day of January, 2023

_____
PATRICK WILSON
MAYOR

ATTEST:

_____
CHRISTIAN HORVATH
CITY CLERK

John Signo

From: CLAUDIA GRZYWACZ <cstormbird@aol.com>
Sent: Thursday, January 19, 2023 2:37 PM
To: John Signo
Cc: Nicole Tangen; A.Shen.Smith; Tom Heinsheimer; Elaine Jeng; Vanessa Munoz
Subject: Re: Johns Canyon Road Traffic Safety Improvements

Thank you so much John. We really appreciate all of the help. It looks so much better and hopefully will be safer.

Claudia

On Jan 19, 2023, at 7:47 AM, John Signo <jsigno@cityofrh.net> wrote:

That's great to hear, Anne and Nicole! Thanks for letting us know.

John F. Signo, AICP
Director of Planning and Community Services

<image003.jpg> **City of Rolling Hills – City Hall**
2 Portuguese Bend Road, Rolling Hills CA 90274
O: 310.377.1521 | F: 310.377.7288

This is a transmission from the City of Rolling Hills. The information contained in this email pertains to City business and is intended solely for the use of the individual or entity to whom it is addressed. If the reader of this message is not an intended recipient, or the employee or agent responsible for delivering the message to the intended recipient and you have received this message in error, please advise the sender by reply email and delete the message.

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From: Nicole Tangen <nicoletangen@yahoo.com>
Sent: Wednesday, January 18, 2023 10:43 PM
To: A.Shen.Smith <a.shen.smith@gmail.com>
Cc: John Signo <jsigno@cityofrh.net>; Grzywacz Claudia <cstormbird@aol.com>; Heinsheimer Tom <theinsheimer@col-heins.com>; Elaine Jeng <ejeng@cityofrh.net>; Vanessa Munoz <vmunoz@willdan.com>
Subject: Re: Johns Canyon Road Traffic Safety Improvements

Agree with Anne!
Thank you!!!

Sent from my iPhone

On Jan 18, 2023, at 10:07 PM, A.Shen.Smith <a.shen.smith@gmail.com> wrote:

John,
The striping looks great - day time and night time!!! This, plus the signs, should be very helpful in enhancing traffic safety on the street.
The work was done very efficiently, with minimal disruption to the traffic. Thank you very much for all your help and support.

Anne

On Jan 18, 2023, at 3:17 PM, John Signo <jsigno@cityofrh.net> wrote:

All,

I understand from the developer of Storm Hill Lane that the land is too saturated to start next week, so they will have to wait until Monday, January 30, at the earliest.

Regards,

John F. Signo, AICP
Director of Planning and Community Services

<image002.jpg> **City of Rolling Hills – City Hall**
2 Portuguese Bend Road, Rolling Hills CA 90274
O: 310.377.1521

From: John Signo
Sent: Wednesday, January 18, 2023 8:42 AM
To: A.Shen.Smith <a.shen.smith@gmail.com>; Grzywacz Claudia <cstormbird@aol.com>; Tangen Nicole <nicoletangen@yahoo.com>; Heinsheimer Tom <theinsheimer@col-heins.com>
Cc: Elaine Jeng <ejeng@cityofrh.net>; Vanessa Munoz <vmunoz@willdan.com>
Subject: RE: Johns Canyon Road Traffic Safety Improvements

Good morning! According to LA County, they will have a crew working on re-striping Johns Canyon Road today. You may have already seen them setting up.

In addition, work on Storm Hill Lane is expected to start next week.

Have a great day!

John F. Signo, AICP
Director of Planning and Community Services

<image002.jpg> **City of Rolling Hills – City Hall**
2 Portuguese Bend Road, Rolling Hills CA 90274
O: 310.377.1521 | F: 310.377.7288

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Agenda Item No.: 11.A
Mtg. Date: 01/23/2023

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

FROM: **VANESSA HEVENER, SENIOR MANAGEMENT ANALYST**

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

SUBJECT: **ADOPT RESOLUTION NO. 1322 TO CREATE THE UNDERGROUND UTILITY DISTRICT NO. 2 (UDD-02) (EASTFIELD DRIVE)**

DATE: **January 23, 2023**

BACKGROUND:
To preserve the rural character of Rolling Hills and to eliminate risks of wildfires, the City Council encourages and supports utility undergrounding throughout the community. In line with this vision, the City applied for grant funds through the FEMA Hazard Mitigation Program.

On January 26, 2022, the City was awarded $1,971,882 in Federal funds to underground utility infrastructure on Eastfield Drive between Outrider Road and Hackamore Road. The grant requires a Local Match of 25% or $657,294 for a total project amount of $2,629,176. The Local Match can be fulfilled using the City's Rule 20A work credits.

Through efforts and involvement from Councilmember Wilson, a donation of $1,000,000 Rule 20A work credits from Supervisor Hahn's Office was approved in December 2022.

The California Public Utility Commission requires the local agencies to adopt an ordinance creating an underground district in the area in which both the existing and new facilities are and will be located. The formation of the Underground Utility District (UUD) provides SCE the authorization needed to develop the design plans to remove existing overhead facilities and installation of replacement underground facilities.

As such, on November 14, 2022, the City Council adopted Resolution No. 1316 to create Underground Utility District No. 2 (UUD-02) (Eastfield Drive) and set a public hearing for the January 23, 2023 City Council meeting. Letters were sent on November 29, 2022 and January 4, 2023 to all property owners whose property or portion of their property would fall within the proposed Underground Utility District to notify them on the formation of UUD and the public hearing that would take place on the January 23, 2023 City Council meeting.

DISCUSSION:

The length of UUD-02 is divided into two segments: Rule 20A and Rule 20B. Southern California Edison (SCE) handles the design, joint trench bidding and assist in the coordination with the other utility companies for Rule 20A projects. Rule 20B projects are also designed by SCE; however, joint trench bidding is handled by the City. Over the past several years, City Staff has held monthly meeting with SCE and other utility service providers to ensure that the project continues moving forward. In preparation for the UUD, SCE has conducted numerous site visits to confirm scope and limits of work and the preparation of a Rough Order of Magnitude (ROM), an estimate of the project. On January 4, 2023, SCE submitted the ROM for the Rule 20A segment (attached), which is based on the estimated trench footage of 1,250 feet and includes all mainline trenching as well as crossings, streetlights, and service laterals with the cost estimate of $1,000,000, expressed in 2024 dollars.

Approval of Resolution No. 1322 is required for SCE to begin designing the undergrounding system to replace the existing overhead facilities within the designated Underground Utility District. In addition, SCE will be contacting and coordinating with other utility service providers that have facilities on the existing overhead system to begin their design to underground these facilities to coincide with SCE's design efforts.

The Federal grant received for the Eastfield Drive Underground Utility project requires the project must be completed by August 4, 2024 in order to expend the grant funds. Any delay in establishing the Underground Utility District hinders the project and could potentially jeopardize the availability and use of the grant funds.

On November 22, 2022, the City received a letter from a resident requesting that an electric pole located between 57 Eastfield and 4 Hackamore be removed as part of the Underground Utility District (attached). Because the pole is located outside of the UUD and is not identified in the grant application, the subject pole cannot be included as a part of the project. SCE also has determined that the pole is not technically integral to the UUD.

FISCAL IMPACT:
Under Rule 20A, SCE does not send an invoice when the design is completed. The City would be reimbursed from the grant funds less the City required Local Match. The City's work credit will be used to meet the required Local Match of $657,294.

RECOMMENDATION:
Adopt Resolution No. 1322 to create Underground Utility District No. 2 (UUD-02) (Eastfield Drive)

ATTACHMENTS:
CL_AGN_230123_CC_ResolutionNo1322_Eastfield Dr UUDistrict Rule20A_F.pdf
CL_AGN_230123_CC_ROM_Eastfield Dr 20A Letter with Conditions and Exhibits.pdf
CL_AGN_230123_CC_4 Hackamore.pdf

RESOLUTION NO. 1322

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, FORMING THE CITY OF ROLLING HILLS UNDERGROUND UTILITY DISTRICT NO. 2 (UUD-02) (EASTFIELD DRIVE), ORDERING THE REMOVAL AND UNDERGROUND INSTALLATION OF CERTAIN OVERHEAD FACILITIES AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, RESOLVES AS FOLLOWS:

SECTION 1. The City Council finds as follows:

A. The City has received a grant from the Federal Emergency Management Agency ("FEMA") and the California Governor's Office of Emergency Services ("CalOES") to underground utility infrastructure along Eastfield Drive from Outrider Road to Hackamore Road;

B. Rule 20A of the California Public Utilities Commission ("Rule 20A") allows Southern California Edison ("Edison") to remove poles, overhead wires and associated overhead structures, and the underground installation of wire and facilities for supplying electric, communication and similar services to underground utility districts;

C. Rule 20A funds are expected to be used as the local match portion for the CalOES/FEMA grant to provide for the undergrounding of such utility infrastructure;

D. Chapter 15.32 of the Municipal Code of the City of Rolling Hills permits the City to form underground utility districts if the City Council finds, after holding a public hearing, that the public necessity, health, safety or welfare requires the removal of poles, overhead wires and associated overhead structures within designated areas of the City and the underground installation of wires and facilities for supplying electric, communication or similar associated service;

E. On November 14, 2022, the City Council adopted Resolution No. 1316, setting a public hearing to consider the formation of City of Rolling Hills Underground Utility District No. 2 (UUD-02) (Eastfield Drive) (the "District");

F. The proposed boundaries of the District are shown on a map included as Exhibit A to this Resolution;

G. On January 23, 2023 at 7:00 p.m., a public hearing was held at the regular meeting place of the City Council at City Hall Council Chambers, 2 Portuguese Bend Road, Rolling Hills, California 90274 to consider whether the public necessity, health, safety or welfare requires the removal of poles, overhead wires and associated overhead structures within the proposed District and the underground installation of wires and facilities for supplying electric, communication or similar associated service;

H. Prior to such public hearing, the City Clerk notified all affected property owners as shown on the last equalized assessment roll and the utilities concerned by mail of the time and place of such public hearing at least ten days prior to the date thereof, and at such public hearing all persons interested were given an opportunity to be heard.

I. The City Engineer has consulted with all affected utilities and has prepared a report (the "Engineer's Report"), which was submitted to the City Council at the public hearing, which contained, among other information, the extent of such utilities' participation and estimates of the total costs to the City and affected property owners. Such report also contained an estimate of the time required to complete such underground installation and removal of overhead facilities.

SECTION 2. The above recitals, and each of them, are true and correct.

SECTION 3. Pursuant to Chapter 15.32 of the Municipal Code of the City of Rolling Hills, the City Council finds that the public necessity, health, safety and welfare requires the removal of the poles, overhead wires and associated overhead structures, and the underground installation of wire and facilities for supplying electric, communication and similar services, as described in the Engineer's Report. The City Council hereby declares the area described in Exhibit A to this Resolution to be the City of Rolling Hills Underground Utility District 2 (UUD-02) (Eastfield Drive) and hereby orders such removal and underground installation as described in the Engineer's Report.

SECTION 4. Such removal and underground installation shall be accomplished no later than, and all affected property owners within the District shall be ready to receive underground services by, January 1, 2023. The City Council finds that such time is a reasonable time for such removal and underground installation, having due regard for the availability of labor, materials and equipment necessary for such removal and installation of such underground facilities, as described in the Engineer's Report. The City Manager may extend such time, upon providing notice to the property owners within the District, if the City Manager finds such extension is necessary to meet to the requirements of Section 15.31.040 of the Municipal Code of the City of Rolling Hills.

SECTION 5. The City Council finds that the estimated total costs and expense of the project within the District, less the FEMA and CalOES grant amounts and Rule 20A funds, is $0.00 and no assessments will be charged to property owners within the District, as described further in the Engineer's Report.

SECTION 6. The City Clerk is hereby directed to give notice of the passage of this Resolution pursuant to Section 15.32.080 of the Municipal Code of the City of Rolling Hills to all affected utilities and all persons owning real property within the District. The City Clerk is hereby further directed to notify such affected property owners of the necessity that if they or any person occupying such property desire to continue to receive electric, communication, or similar or associated service, they or such occupant shall provide all necessary facility changes on their premises so as to receive such service from the lines of the supplying utility or utilities at a new location.

SECTION 7. All inquiries for any and all information relating to these proceedings and the proposed District should be directed to:

Elaine Jeng, City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274
(310) 377-1521

SECTION 8. This Resolution shall take effect immediately upon its passage.

SECTION 9. 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 on January 23, 2023.

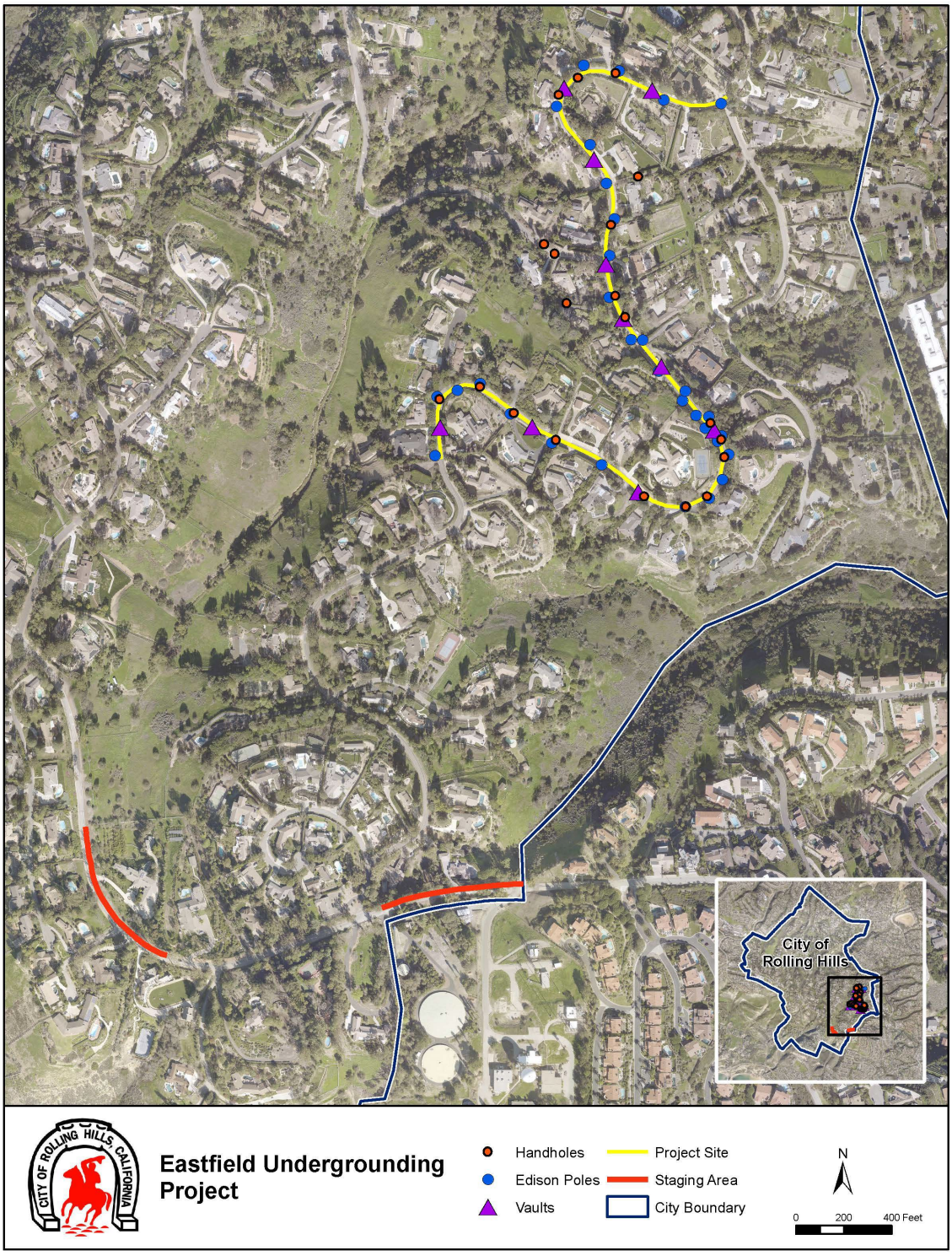
_____
PATRICK WILSON
MAYOR

ATTEST:

_____
CHRISTIAN HORVATH
CITY CLERK

EXHIBIT A

BOUNDARY MAP OF PROPOSED
CITY OF ROLLING HILLS UNDERGROUND UTILITY DISTRICT NO. 2 (UUD-02)
(EASTFIELD DRIVE)



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

I certify that the foregoing Resolution No. 1322 entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, FORMING THE CITY OF ROLLING HILLS UNDERGROUND UTILITY DISTRICT NO. 2 (UUD-02) (EASTFIELD DRIVE), ORDERING THE REMOVAL AND UNDERGROUND INSTALLATION OF CERTAIN OVERHEAD FACILITIES AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

was approved and adopted at a regular meeting of the City Council on the 23th day of January 2023 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Administrative Offices.

_____

CHRISTIAN HORVATH
CITY CLERK

January 4, 2023

Vanessa Hevener
Senior Management Analyst
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Subject: Rough Order of Magnitude (ROM) Cost Estimate
City of Rolling Hills Rule 20A Undergrounding Project
Eastfield Drive from Hackamore Road to Power Pole #4866725E

Dear Vanessa,

Rule 20A Project Management has reviewed the Rule 20A project in City of Rolling Hills: Eastfield Drive from Hackamore Road to Power Pole #4866725E. The Rough Order of Magnitude cost estimate for the project is **$1,000,000,** expressed in **2024** dollars. The estimated trench footage for the project is 1,250 feet and includes all mainline trenching as well as crossings, streetlights, and service laterals. The cost of the project is escalated to the year 2024, which is the earliest anticipated year that construction would be scheduled and includes an estimated accuracy variance of approximately 40%. This assumes all the other utilities involved in the project can complete their design and prepare construction documents in the same timeframe as SCE has estimated. Should the City and SCE agree to proceed with the Rule 20A project, the scope of work and SCE estimated cost for the project can be updated and with greater accuracy following the completion of SCE's final engineering design.

City of Rolling Hills at the time of the estimate has enough allocations for this project.

SCE's ability to proceed with this project is dependent upon the annual CPUC approved budget for the Rule 20A Program, which provides for the availability of capital funding and resources for Rule 20A projects. Funding levels for the Rule 20A Program may directly impact future allocations and the anticipated year of construction for this proposed project.

The ROM estimate is based on the following assumptions:

- SCE has an available budget to proceed with the project.
- City of Rolling Hills has accumulated an adequate allocation balance
- City of Rolling Hills has established an underground utility district by resolution or ordinance for this project and/or area.
- City of Rolling Hills will allow and provide for the granting of easement(s) to SCE for trench installation within the project boundary, as necessary.

Additional terms and conditions assumed in the ROM estimate are outlined in the attached **Rule 20A General Conditions Policy** document, which further defines the responsibilities of SCE and City of Rolling Hills to ensure the success of this project.

Please communicate the current ROM estimate and the information included regarding allocations and assumptions to the appropriate City of Rolling Hills staff.

Thank you for your assistance in this matter and should you have any questions please feel free to call me directly.

Sincerely,

Robert Ciccarelli

Robert Ciccarelli
Electrical Transmission and/or Distribution
Rule 20 Project Manager
Metro West Region

cc:
Dean Heiss, Senior Manager Northwest Division DSP
Talisa Lee, SCE Rule 20 Project Management
Project Files

Appendix A: SCE General Conditions Policy

Rule20A General Conditions

General Conditions:

SCE will, at its expense, replace its existing overhead electric facilities with underground electric facilities as outlined in the Rule 20 Tariff. To ensure the success of this program, this policy document further defines the responsibilities of SCE and the sponsoring governmental agency (applicant) as follows:

Responsibilities of SCE:

1. Provide initial project assessment including qualification under Rule 20A, suggestions as to cost-effective use of 20A allocations and possible exemptions for poles that are not cost-effective to underground.
2. Provide a Rough Order of Magnitude (ROM) estimate for the undergrounding of SCE's facilities and a preliminary schedule based on an analysis of available allocations.
3. Provide consultation to the Applicant to establish or modify the project boundary map for SCE's operational benefits and if necessary, to improve wheelchair access adjacent to SCE's facilities, and to facilitate approval of the project resolution or ordinance.
4. After approval and formation of the Underground Utility District (UUD) and, as requested by the Applicant, meet at least once every other month with the Applicant to discuss project status and progress.
5. Initiate and complete SCE's preliminary design identifying SCE's trench route and location of structures.
6. Provide an electronic copy (CADD) of SCE's preliminary design to the Applicant for distribution to the joint utilities.
7. Identify locations that require an easement for the placement of SCE's facilities on private property.
8. Prepare necessary easement documents, make initial contact with affected property owners, and make reasonable efforts to secure the necessary easements. If SCE cannot obtain easements, SCE will solicit the Applicant's assistance to do so.
9. Replace existing SCE-owned overhead fed streetlights with new underground fed marbelite streetlights within the UUD.
10. Provide approved Storm Water Pollution Prevention Plans (SWPPP) where required.
11. Provide temporary traffic control consistent with the California Joint Utility Traffic Control Manual.

12. Provide overall coordination of the bid process for the civil portion of the project (underground ducts and structures) for affected joint utilities. After installation and completion of the ducts and structures, each utility is solely responsible for its cabling and overhead removal.
13. Upon request of the Applicant, SCE may use Rule 20 allocations for the installation of no more than 100 feet of each customer's underground electric service lateral and for the conversion of electric service panels to accept underground service, excluding permit fees.
14. Provide necessary materials and construction to complete the new underground electrical system.
15. Provide proper notification to affected customers when electrical outages are necessary to complete conversion to the new underground electrical system and when access is needed to private property.
16. Upon completion of SCE's underground system, remove SCE's existing overhead electrical facilities within the UUD in accordance with the Joint Pole Agreement.
17. Provide the Applicant with an updated schedule when the project is anticipated to experience a delay of three or more months.
18. Provide the Applicant with a revised project estimate when costs are anticipated to exceed the estimate by 10% or more.
19. Provide the Applicant with a "Letter of Completion" after removal of SCE's overhead facilities to document completion of the new underground system and to report on the estimated cost at completion.

Responsibilities of the Applicant:

1. Consult with SCE to confirm the requirements and location of the project.
2. Once the project's boundary has been determined, identify, and notify all utilities within the proposed project's boundary.
3. Provide an approved resolution or ordinance forming a UUD and a boundary map as required by SCE's Tariff Rule 20.
4. Notify each property owner and affected utility in writing of the conversion with a copy of the adopted resolution/ordinance and boundary map.
5. Provide any studies or information if available regarding known environmental, biological, geological and or cultural areas within the approved UUD, including recent pot holing/core samplings and soils/paving information from recently completed projects.
6. Provide overall coordination of all utilities involved in the project, including project scheduling and status meetings and ensure each utility performs its required agreed-upon scope of work.
7. The applicant may provide SCE with the locations of all known utilities within the project boundary including boundary, roads, future road improvements, sidewalks, curbs, property lines, buildings, existing water and sewer, easements, and any other known utilities or obstacles. The Applicant may also opt to provide SCE with complete base maps including all utilities. If no base map information is provided, SCE will perform its own research and lookups and complete the necessary base maps.
8. Although SCE will prepare all necessary easement documents and meet with the affected property owners in person to secure easements, the applicant will assist in the process as needed and meet with the property owners to help secure the easements.

9. Review, comment upon, and approve SCE's design plans, street light authorization form, and traffic control plans within 30 days of receipt from SCE.
10. Manage and pay all costs associated with the remediation of contaminated soils and cultural resource findings. Rule 20A funding may not be used for environmental remediation costs.
11. Stake and survey for any associated future grade changes.
12. If available, provide SCE or SCE's contractor with an acceptable construction yard for material and equipment laydown.
13. Limit the paving and restoration requirements to SCE's standard excavation and restoration (APWA Standard 133-2) necessary for construction of the project. SCE and joint trench participants will replace paving, landscaping, sidewalks, etc. that are removed during construction. Rule 20A funding may not be used for additional restoration costs or street improvements beyond that necessitated by the project.
14. Waive pavement moratorium requirements or pay for additional costs above SCE's standard for pavement and restoration.
15. Should applicant require any additional traffic control planning beyond that which SCE provides (per California Joint Utility Traffic Control Manual), Applicant will prepare or pay to prepare such a plan.
16. Pay for the installation of any additional streetlights or decorative streetlights requested by the Applicant in accordance with SCE's Street Light Agreement.
17. Remove Applicant-owned streetlights attached to utility poles and located within the UUD at Applicant expense.
18. Minimize work hour restrictions for construction, including holiday and/or special construction limitations.
19. Waive all permit fees and other incidental project specific costs, including, but not limited to, inspection, parking charges, rental cost of Applicant properties and lost revenues.
20. Guarantee to authorize SCE to proceed with the conversion of a minimum 600 feet of existing continuous overhead electrical facilities to underground facilities within the area of the approved UUD. This is the minimum length of undergrounding that can be constructed and capitalized under SCE's Rule 20A tariff, allowing SCE to recover its investment from its ratepayers. Once approved by SCE, a Rule 20A project may not be cancelled by the applicant.

City of Rolling Hills
20A Underground Utility
Conversion Project
Limits of OH lines to be removed
Eastfield Dr
Hackamore Rd
Bridle Trail
Google

811518E
45 1949 CL-H2
4866304E
55 2016 CL-H3
1/25/16340-120/240
757232E
45 2016 CL-2
BF44350
757237E
50 2016 CL-3
1/25/16340-120/240
757234E
45 1948 CL-4
757235E
50 2016 CL-1
1/75/16340-120/240
4454141E
50 2016 CL-H4
1/50/16340-120/240
4459016E
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3003277E
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4861582E
50 2016 CL-H4
757229E
45 1948 CL-H1
1/25/16340-120/240
4866725E
55 2016 CL-H1
1/50/16340-120/240
781303E
50 1949 CL-1
874032E
35 1951 CL-
781302E
50 2016 CL-3
1/37/16340-120/240
1035897E
40 1955 CL-5
4445499E
50 2013 CL-4
PS1099
FI44203
FI44203
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40 2015 CL-5
757242E
50 2016 CL-H2
757244E
50 2016 CL-4
PS1259
757243E
50 2016 CL-3
1/25/16340-120
757241E
50 2016 CL-H2
PS1258
FI44204
FI44204
FI44204
4855307E
50 2016 CL-2
1/100/16340-120/240
EASTFIELD DR
49

David S. Brown
mrtorts@aol.com
310-567-3570

David and Joan Brown
4 Hackamore Road
Rolling Hills, CA 90274

Joan Benjamin Brown
joanbbrown13@aol.com

November 22, 2022

City Council, City of Rolling Hills
Jeff Pieper, Bea Dieringer, James Black, Leah Mirsch, and Patrick Wilson

Re: Eastfield pole removal project

Dear Council Members:

Please make sure that the phone pole at the northeast corner of 57 Eastfield is included in the Eastfield pole removal project.

The pole stands between 57 Eastfield and 4 Hackamore Road. The proposed project is said to run from Outrider to Hackamore, but exactly which poles are to be removed at the Hackamore end of the run is not clear. Vanessa thought this pole would be included in the project, but she was not sure. She suggested we communicate our interest.

From the diagram we've seen, it looks like if this pole is not removed it will be a lone, ugly relic, since the poles up the hill and down the hill will be gone. The pole up the hill on Eastfield appears to be included in the project, as are the ones down the hill on Eastfield. The pole down the hill at 8 Hackamore was removed with your help in 2015, and the wires on Hackamore are already underground. We can't leave this one ugly pole in the middle of it all.

Please define the district so that the pole at the northeast corner of 57 Eastfield is included in the project.

Thanks.

Sincerely,

David S. Brown

Agenda Item No.: 12.A
Mtg. Date: 01/23/2023

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

FROM: **VANESSA HEVENER, SENIOR MANAGEMENT ANALYST**

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

SUBJECT: **RECEIVE AND FILE AN UPDATE TO THE OUTDOOR SIREN PROJECT**

DATE: **January 23, 2023**

BACKGROUND:
In Fiscal Years 2019-2020 and 2020-2021, the City Council provided funding for the Block Captain Program to investigate communication platforms in the event of complete power failure in the community. The Block Captains and City staff used funds to purchase two-way radios and when the handheld radio option proved to be ineffective, a Request for Proposal (RFP) was issued in February 2021 to solicit proposals on other communication systems. The City received one proposal from HQE Systems, Inc. (HQE).

On April 26, 2021, Staff recommended that City Council engage the services of HQE. The City Council directed Councilmember Pieper to work with Staff to better understand the evolution of the communication project and the scope of the feasibility study. As directed, Staff met with Councilmember Pieper on four occasions: May 20, 2021, July 15, 2021, July 23, 2021 and August 12, 2021. Some of the meetings with Councilmember Pieper included the Lead Block Captains Arlene and Gene Honbo. Staff also worked with Project Manager Alan Palermo and HQE to provide technical information requested by Councilmember Pieper. The Lead Block Captains, along with members of the Block Captains were in support of a feasibility study. The City Council approved a Professional Services Agreement (PSA) with HQE to prepare a feasibility study that would identify the hardware, location of the hardware, software, system integration, and a detailed cost estimate to install a siren system for the community.

At the January 10, 2022, City Council meeting Staff presented the final Feasibility Study and recommended to City Council to conduct a community survey to gauge interest for an outdoor siren system. In review of the Feasibility Study, the City Council requested information relating to the annual maintenance cost of the proposed outdoor siren system. The City Council also requested a street level map of Solution A and Solution B presented in the Feasibility Study.

On March 14, 2022, the City Council unanimously voted to amend the PSA with HQE allocating an additional not to exceed $3,500 to investigate potential co-location sites of the poles. On June 16, 2022, HQE Staff and Block Captain Leads Arlene and Gene Honbo

conducted a site visit at the Main Gate, Crest Gate, Eastfield Gate and the Radar Station. In early July, HQE submitted the revised Feasibility Study that included two additional options: Solution C included the three gates and FAA Radar Station and Solution D included only the three gates.

At the August 8, 2022, City Council meeting, Staff presented potential site locations and to consider Solution D. HQE representatives were present to answer questions from Council and members of the public. HQE informed City Council that they had completed the remaining tasks of the Feasibility Study at no cost to the City, a savings of $22,814 and invited the Council to observe a demonstration of the proposed system, if desired. City Council directed Staff to seek approval from the Rolling Hills Community Association to place the siren poles at the three gate locations.

On September 1, 2022, Staff and Councilmember Mirsch attended a demonstration of the proposed outdoor siren system equipment at HQE headquarters. The demonstration included a tour of their facility where manufacturing of the equipment was conducted in-house and a demonstration simulated a test warning that would be sent out in case of an emergency. The equipment used consisted of a single 4' speaker mounted on a pole 25 feet above ground (for Rolling Hills, there would be 4-4' speakers mounted 50 feet above ground at each gate). The quality of the intelligible voice was clear and could be easily heard. The speakers could be adjusted to rotate a few degrees at a time through the use of a software application to ensure the best sound coverage.

In our discussion with HQE, it was conveyed that they were recently awarded a contract with the City of Paradise to install 21 poles and are in the process of installing them.

On September 1, 2022, Staff also attended the Rolling Hills Community Association (RHCA) Board meeting. Per Council direction, the City Manager asked that the RHCA Manager present to the Board of Directors the City's request to place the siren poles at the three gatehouse locations. During that meeting, the City's question was not presented as requested. As a result, the Board of Directors began asking questions with respect to public safety, an area outside the purview of the RHCA. The Board of Directors ultimately did not discuss the City's request to place siren poles at the three gates. Instead, the Board of Directors requested that the RHCA Manager meet with City Staff and that the RHCA Liaisons meet with the City Council Subcommittee to discuss why the Board of Directors were not informed of the project, if the project was warranted, and concerns relating to only having one proposer submit a proposal for the project.

In addition, per Council direction, Staff reached out to the five homes adjacent to the three gates to inform them of the project. Two residences were in support, one was opposed, and the other two did not respond.

At the September 12, 2022 City Council meeting, the City Council directed the Subcommittee members to follow up with their counterparts at RHCA. On September 15, 2022, Staff made a presentation at the Rolling Hills Community Association Board meeting requesting an approval to place the siren system at the three gates. The RHCA Board expressed concerns about the health of the guard attendants who would be exposed to high levels of sound emitting from the sirens, interference with the operations of the guardhouses, and aesthetics and noise impacts on residents. The RHCA Board ultimately voted to not support the the City's request of placing the siren system at the gates.

Following the RHCA Board meeting, Staff contacted HQE to seek additional information on noise levels that could be heard at the base of the poles. Based on HQE's response, the speakers will emit up to 124 decibels 50' above ground; however, at the base of the pole, the decibel is 90 or equivalent to a hairdryer. Included in the packet is additional information on sound prepared by HQE.

At the September 26, 2022 City Council meeting, the City Council directed Staff to do the following:

- seek input from the First Responders on usage scenarios when the siren system is deployed for evacuation and non-evacuation purposes and system with voice capability vs siren only
- obtain information on easement requirements from the Rolling Hills Community Association

Staff contacted Los Angeles County Fire Department Chief Bennett and Los Angeles County Sheriff's Department Captain Powers to seek their input on the proposed usage scenarios and whether siren only system or a system with siren tone and intelligible voice would be the preferred option. Based on feedback received from the First Responders, their preferred option is the combined siren tone and intelligible voice because it could provide information to residents that are comprehensible regardless of the scenario (e.g., shelter in Place or mandatory evacuation). Staff has also created a flow chart to activate the siren.

In addition, on September 28, 2022, Staff submitted a letter to the RHCA requesting easement requirements for siting of poles at locations identified in Solution A and Solution B in easements held by RHCA with a response date of October 6, 2022. It is important to note that RHCA staff was present when pole locations were identified in Solution A and Solution B.

At the October 6, 2022 RHCA Board meeting, the Board discussed the item and requested that the City follow these procedures:

1. Obtain permission from the owner of the property where the siren will be placed,
2. Submit a written request to the Board for a license(s) to use the Association easement for Board review and approval. The request should include:
    - Site plan with the location of the pole and any ground mounted equipment indicated,
    - Specifications of the height and size of the pole and any pole mounted equipment

Site plans should include property and easement lines, edge of pavement and property address. If the license is approved by the Board, the City would be responsible for legal and recording fees incurred for the license agreement(s). RHCA would waive fees for excavation permits.

Per Council direction, the pole locations are identified based on the "Outdoor Siren Location-Street Level" prepared by HQE:

Solution A - Proposed Pole Locations

- Siren A-1: On Blackwater Canyon Trail (behind 13 Portuguese Bend Rd) between Lower Blackwater Canyon Rd and Portuguese Bend Road
- Siren A-2: In front of 9 Upper Black Canyon Rd

- Siren A-3: In front of 57 Saddleback Rd
- Siren A-4: On Storm's Ridge Trail/Buggy Whip Trail (near 4 Storm Hill Ln)
- Siren A-5: In the canyon behind 4 Possum Ridge Road
- Siren A-6: Near 4 Poppy Trail
- Siren A-7: In the canyon behind 1 Hackamore Rd
- Siren A-8: Near 74 Portuguese Bend Rd
- Siren A-9: On Crest Rd East (near 63 Crest Road East)

Solution B- Proposed Pole Locations

- Siren B-1: On Pine Tree Lane (adjacent to 10 Pine Tree Ln)
- Siren B-2: Corner of Portuguese Bend Road and Fuld's Furlong Trail
- Siren B-3: In the canyon on Crest Road East (east of 38 Crest Road East)

Based on the discussion from the October 10, 2022 City Council meeting, Staff was directed to the do following:

- seek permission from CalWater to place 50' poles at their water facilities
- identify City properties where the poles could be placed

On October 19, 2022, Staff held a virtual meeting with CalWater representatives to discuss whether there is a possibility of installing poles in their three water facilities. CalWater representatives were open to the discussion and asked that the City provide additional information such as the specification of poles to be installed, length of access needed at their facilities, and any electronic equipment placed on poles. The requested information will assist CalWater to determine if the proposed poles would interfere with their current operations and/or any future planned activities at their sites. It may take up to the end of this year or early next year for CalWater to decide if their sites are viable options to install the poles.

HQE has been a generous partner with the City in providing additional information requested by Staff without receiving additional compensation. Given the new locations to investigate, it was necessary to obtain another proposal from HQE in order to conduct a site survey, perform a sound propagation analysis, provide systems option and cost to provide technical support to third-party entities. HQE submitted a proposal in the amount of $6,095 to evaluate up to four sites and correspond directly with CalWater on behalf of the City on technical matters.

At the October 24, 2022 City Council meeting, the City Council directed staff to engage the services of HQE to provide technical support in conversations with CalWater for $1,900.

To keep the community informed of the outdoor siren project, the City published a Special Blue Newsletter on October 27, 2022 identifying the proposed ten sites with the disclaimer that the final locations were not confirmed.

On October 28, 2022, Staff, HQE, and CalWater representatives held a follow-up meeting to discuss the proposed locations, specification of poles to be installed, length of access needed at their facilities, and any electronic equipment placed on poles. During the meeting, CalWater eliminated the following facilities for consideration due to space constraints: CalWater Reservoir #12, 23 Portuguese Bend (Water Tank Trail/Black Water Cayon/Tallyhand Rd), CalWater on Sunnyridge Rd in unincorporated LA County and tentatively allowed the possibility of installations of poles at the CalWater Reservoir #22 on Spur Lane and at 3960 Crest Road upon further review by various CalWater departments. On November 1, 2022, with

assistance from HQE, Staff submitted the requested document to CalWater for their review. Staff anticipates to receive a response from CalWater in the next two weeks to determine if any follow-up steps are warranted.

Subsequent to that meeting, the City published another Special Blue Newsletter on November 3, 2022, updating the residents of promising news in which CalWater had tentatively allowed two facilities as possible sites for the installation of siren poles. Following that publication, Mr. Frederick Lorig submitted an email on November 7, 2022 to Staff and the City Council to express his concerns.

At the November 14, 2022 City Council meeting, the City Council directed Staff to eliminate the CalWater facility on Spur Lane and look into two other locations: Fire Station 56 and Rancho del Mar High School, located at 12 and 38 Crest Road West.

On December 5, 2022, Staff, HQE and representatives from CalWater, Los Angeles County Fire Department, and Palos Verdes Peninsula Unified School District conducted separate consultation visits at the three proposed sites to assess the properties and answer questions from the respective agencies. All three agencies were in support of having the poles placed at their properties and were open to assisting the City with its outdoor siren project.

At the December 13, 2022 City Council meeting, the City Council directed Staff to send out a Blue Newsletter with one side using a simplified map with the eight proposed locations and the other side with photos depicting the siren system. In addition, the Blue Newsletter should also indicate that the City Council is soliciting feedback and that this item will continue in January.

On December 22, 2022, Staff mailed the Special edition of the Blue Newsletter based on the City Council's direction. At the time of writing, the City received seven comments (attached). Due to the holiday season and to provide ample opportunity to comment on the outdoor siren project, an identical Special Blue Newsletter will be mailed on January 9, 2023 to solicit additional feedback from the community. Staff will present comments received at the January 23, 2023 City Council meeting for consideration of next steps.

DISCUSSION:

On January 9, 2023, Staff mailed another Special Edition of the Blue Newsletter inviting residents to provide comments on the siren system project. At the time of writing, the City received a total of 21 written comments from 49 residents (i.e., one letter had 32 signatures). The majority of the written comments received (or 76% of the residents) were in support of the siren system, while five residents expressed the need for better cell phone reception.

In addition, at the last City Council meeting, two Council members offered to contact the Town of Paradise and the City of Mill Valley to inquire about their siren system.

FISCAL IMPACT:
There is no fiscal impact.

RECOMMENDATION:
It is Staff’s recommendation to identify up to four locations where the siren system could be

installed.

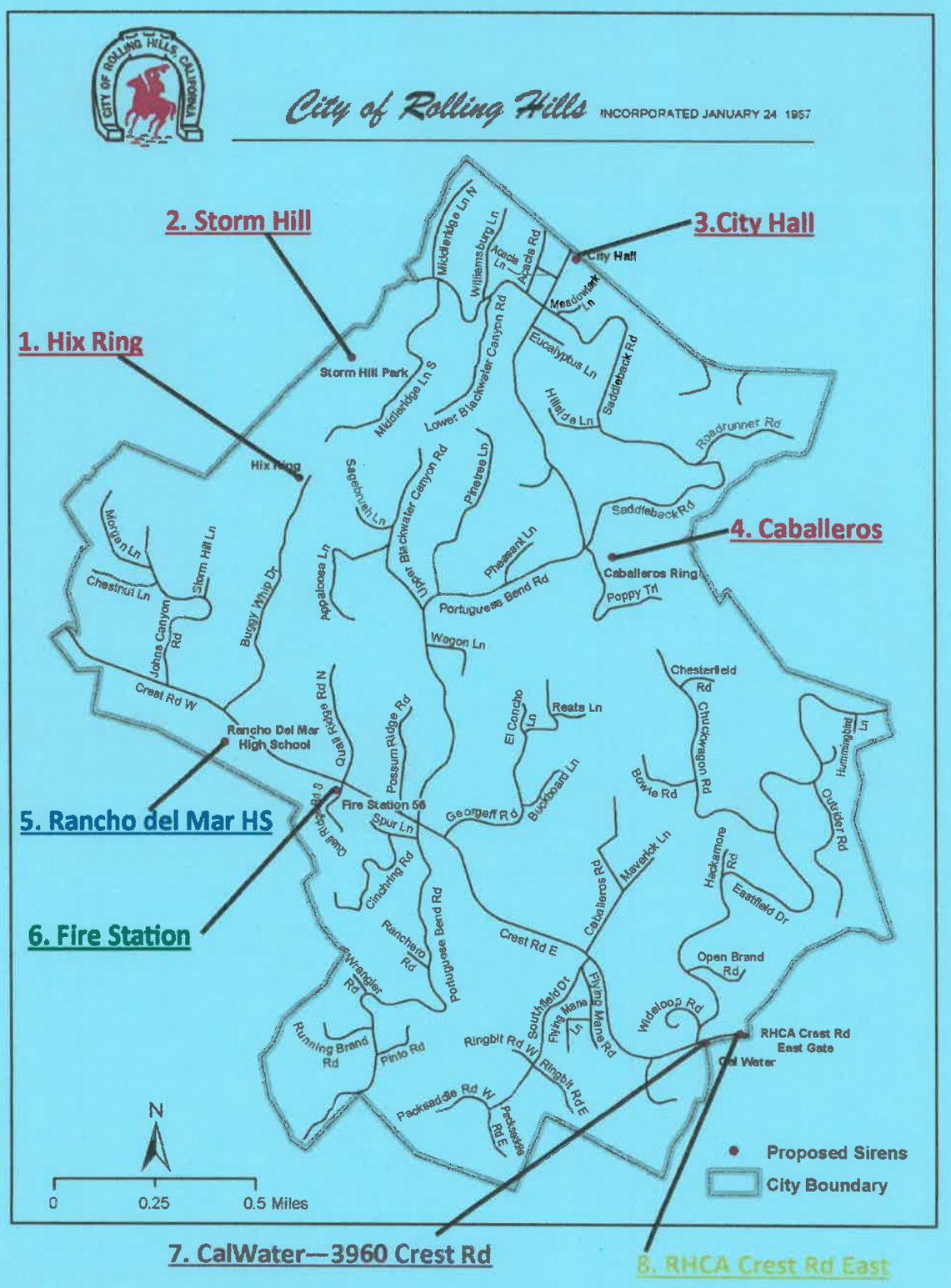
ATTACHMENTS:
CL-AGN_230109_CC_22-12-21_SpecialNewsletter.pdf
CL_AGN_230123_CC_SpecialBN1-9-2023.pdf
CL_AGN_230123_CC_Block Captain Letter - draft 01 18 2023.pdf
CL_AGN_230123_CC_Siren_Comments Received from Special Blue Newsletter_1-20-2023.pdf

City of Rolling Hills Newsletter
offfice: (310) 377-1521 • fax: (310) 377-7288
www.Rolling-Hills.org

RESIDENTS INPUT NEEDED!

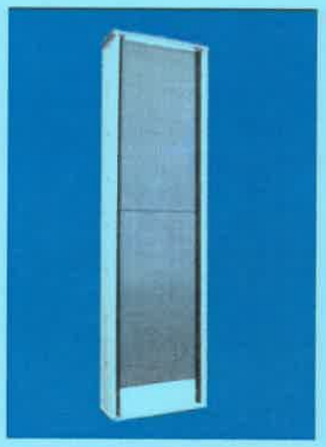
The City Council is seeking your input on the proposed outdoor siren project. Below is a map of the eight proposed siren locations that have been identified. The final locations have **NOT** been confirmed.

The outdoor siren project will be discussed at the next City Council meeting on January 9, 2023. Please attend the City Council meeting and/or send in your comments/concerns to Vanessa Hevener, Senior Management Analyst at vhevener@cityofrh.net.

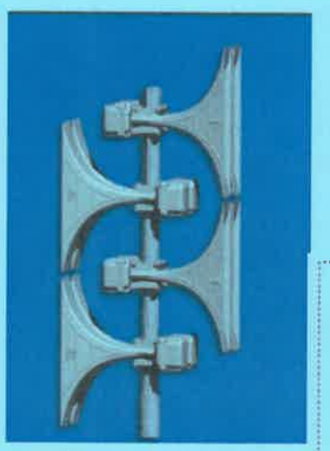


OUTDOOR SIREN SYSTEM

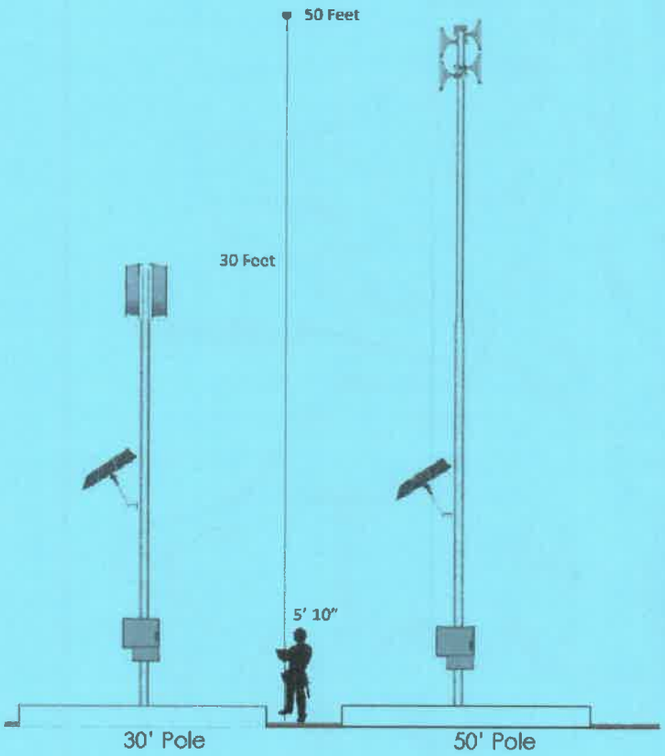
The siren system is comprised of two types of speakers: the siren tone plus intelligible voice or horn (siren tone only). They can be mounted on either a 30' or 50' pole. Tree facades are an option to cover and disguise the siren.

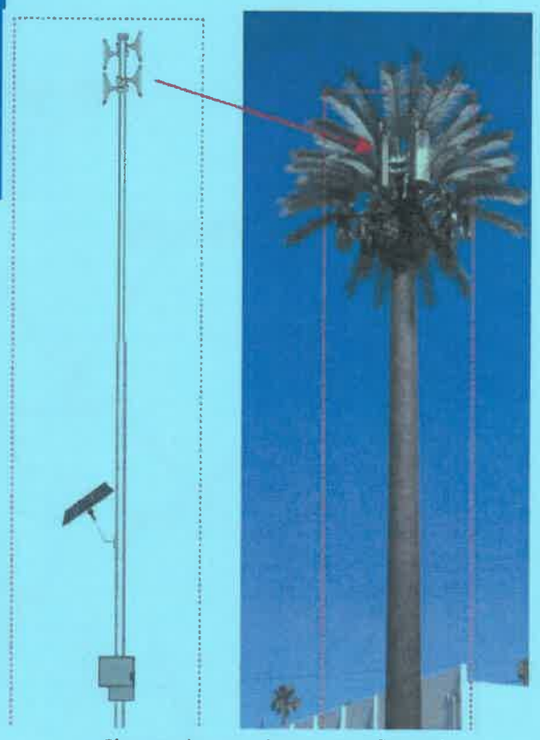


Siren tone + intelligible voice speaker



Horn (siren tone only)





Siren poles can be camouflaged

Tree Façade Covering Options

City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, California 90274

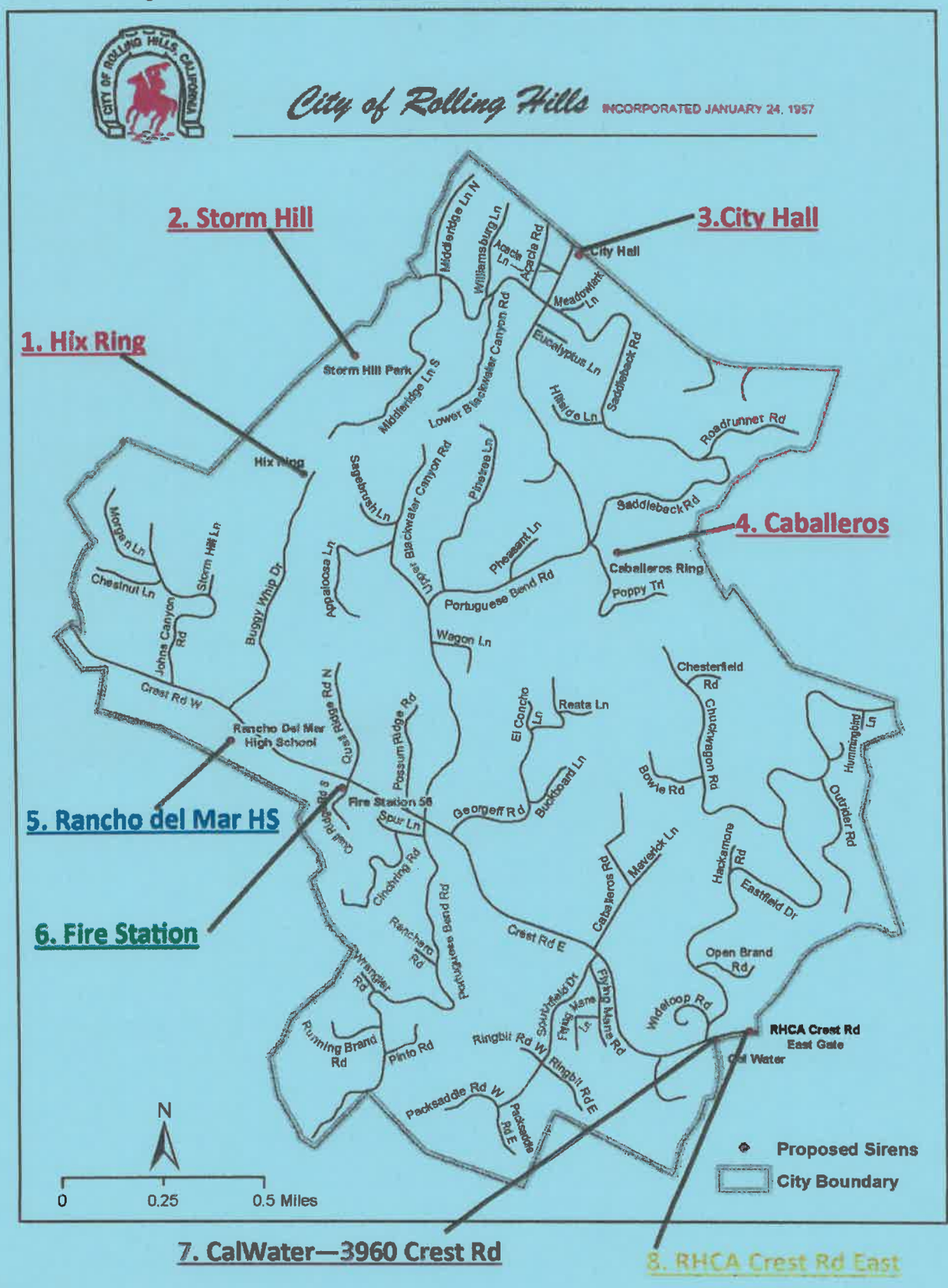
City of Rolling Hills Newsletter

offfice: (310) 377-1521 • fax: (310) 377-7288
www.Rolling-Hills.org

RESIDENTS INPUT NEEDED!

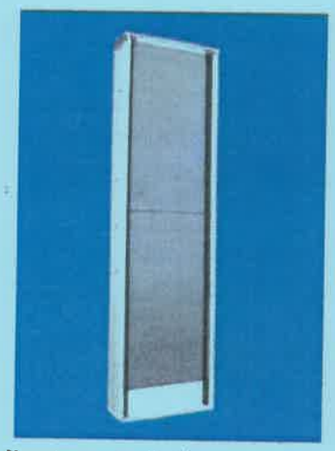
The City Council is seeking your input on the proposed outdoor siren project. Below is a map of the eight proposed siren locations that have been identified. The final locations have **NOT** been confirmed.

To provide sufficient time to comment on the outdoor siren project, this item will be discussed again at the next City Council meeting on January 23, 2023. Please attend the City Council meeting and/or send in your comments/concerns to Vanessa Hevener, Senior Management Analyst at vhevener@cityofrh.net.

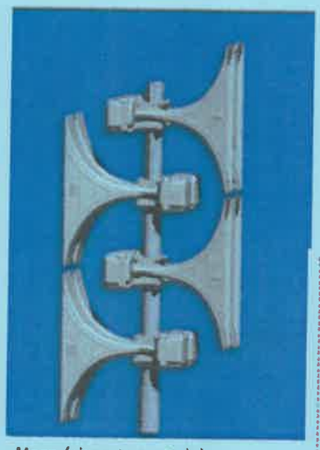


OUTDOOR SIREN SYSTEM

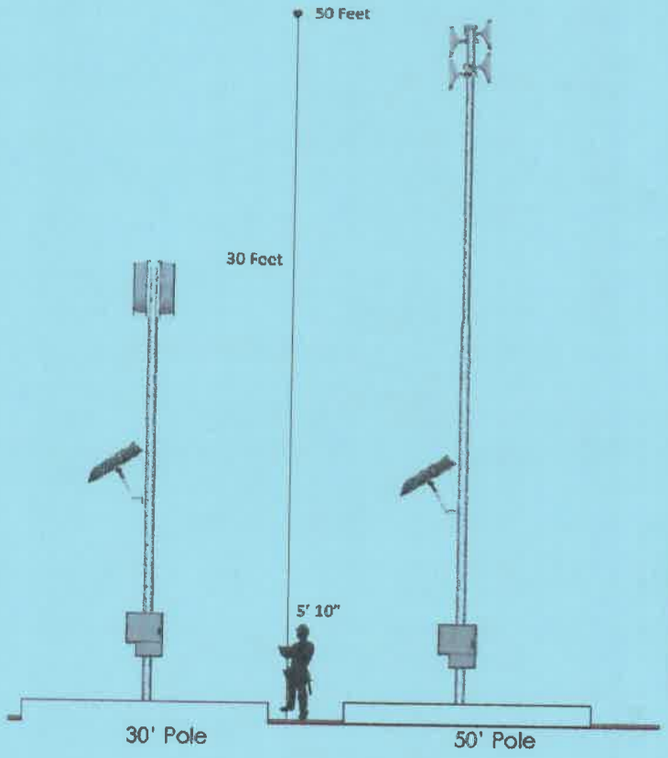
The siren system is comprised of two types of speakers: the siren tone plus intelligible voice or horn (siren tone only). They can be mounted on either a 30' or 50' pole. Tree facades are an option to cover and disguise the siren.

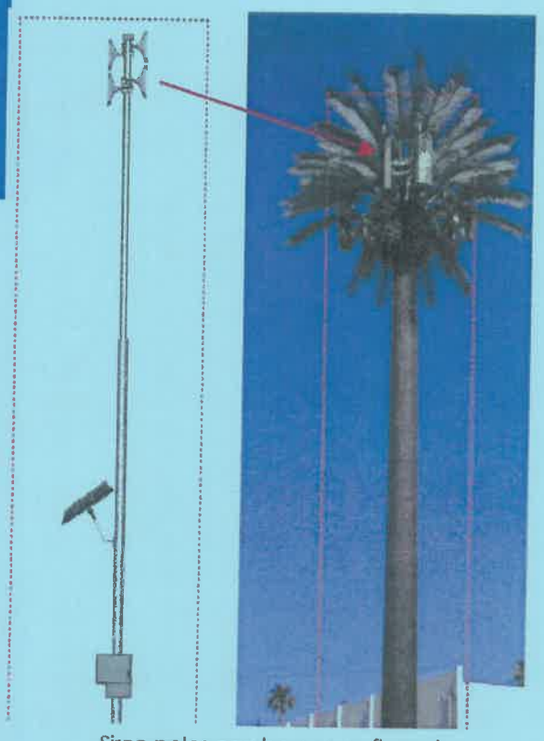


Siren tone + intelligible voice speaker



Horn (siren tone only)





Siren poles can be camouflaged

Tree Façade Covering Options

City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, California 90274

January 18, 2023

Dear Honorable Mayor and RH City Councilmembers:

Thank you for requesting input on the Outdoor Siren System and for distributing a “fact sheet” to residents on siren options, descriptions, and possible locations. The sirens remain a viable option to satisfy the concerns on how residents are notified in the event of a complete power failure.

Block Captains and the Support Team prefer sirens with:

- tone and intelligible voice, an option preferred by First Responders;
- camouflaged tree facade coverings, if costs can be supported;
- minimum number of poles throughout the city assuming either 30’ or 50’ poles and coverage is sufficient to notify all residents.

Safety of residents and adequate emergency communications are more important than preserving views. Feedback on EIS from residents include our cellular service is so unreliable in Rolling Hills that emergency notification may be problematic even with adequate power.

Respectfully submitted,

Block Captains
Arlene Honbo, Portuguese Bend Road
Gene Honbo, Portuguese Bend Road
Debra Shrader, Saddleback Road
Kay Lupo, Georgeff Road
Ed Swart, Meadowlark Lane
Kathy Patman, Chuckwagon Road
Rae Walker, Wagon Lane
Marita Geraghty, Southfield Drive
Arun Bhumitra, Buggy Whip Drive
Dorothy Vinter, Georgeff Road
Kathleen Hughes, Caballeros Road
Susan Collida, Ringbit Road West
Carol Marrone, Southfield Drive
Judith Haenel, Eastfield Drive
Nicole Tangen, Johns Canyon Road
Leslie Stetson, Saddleback Road
Clint Patterson, Georgeff Road
Giancarlo Starinieri, Palos Verdes Drive North
Michael Sherman, Crest Road East
Tony Mian, Palos Verdes Drive North
Pam Crane, Caballeros Road

Block Captains continued
Diane Montalto, Quail Ridge South
Marian Visco, Cinchring Road
Diane Gilman, Chuckwagon Road

Block Captain Support Team
Kelly Cook, Ringbit Road West
Carmen Schaye, Portuguese Bend Road
Sandy Sherman, Crest Road East
Maureen Hill, Cinchring Road

Residents
Don Crocker, Cinchring Road
Ron Sommers, Poppy Trail
Jim Scharffenberger, Appaloosa Lane
Rick Boos, Georgeff Road

Comments Received from Special Edition of Blue Newsletter dated December 22, 2022 and January 9, 2023

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
1.	12/26/22	Thomas Brodie	Hummingbird Ln	In looking at the proposed locations for the emergency warning sirens, it appears that an area of Lower (**Eastfield, Chuckwagon and Outrider**) would probably not be adequately covered. I am sure that considerable thought has gone into this matter. Am I missing something?	The City previously identified the Eastfield Gate as a potential location, however, it was not supported by the RHCA.
	1/12/23			Once again, WHY is the Council leaving a large part of the City without any warning sirens. Due to the topography, I doubt that a siren on Crest would be audible on lower Eastfield, Maverick or where I live on Hummingbird. Has the Council tried a fog horn at the intersection of Crest and Westfield and seen if anyone at the Westfield could hear it ? I did and no-one could hear the fog horn.	Once the locations have been identified, the City's consultant (subject matter expert) would run a sound propagation analysis to ensure that all areas of the City are covered.

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
2.	12/26/22	Allen Lay		Project seems marginally useful to me. Has staff fully explored the cost of maintenance and how often it would require a test to keep it operational. I suspect the siren project has a significant cost to install and maintain therefore I am reluctant to support it.	Your email has been received. The City has budgeted $300,000 for the siren system for Fiscal Year 2022-23. Depending on the type of siren speakers chosen and the number of locations approved by City Council will determine the maintenance level needed. According to the subject matter expert, HQE, the siren system will be tested daily; a signal will be sent to the system which is inaudible to residents and pets. The annual cost of maintenance vary between $13,981 and $32,798.
3.	12/26/22	Pete Hazelrigg	Chuckwagon Rd	What the heck. There is nothing on what these might be good for. An earlier proposal for alert towers was rejected. Better that cell service capability be greatly improved. Since June, we have periods of no service and its sketchy otherwise at best. Though I understand this is a matter for RHCA.	The outdoor siren system project is intended to be used during emergency wildfire events where complete power failure wiping out communications (i.e., email, phone call, etc). To improve cellular service, additional cell infrastructure is needed in the easement. RHCA has control of the easement and they are

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
					working with cell service providers.
4.	12/27/22	Melissa & Dustin McNabb		Per the Blue newsletter just received, I wanted to give you our feedback re: proposed siren locations. Dustin McNabb and I prefer the following 3 locations: A. Fire Station or Rancho Del Mar HS B. Caballeros Ring. C. RHCA Crest Rd East or CalWater 3960 Crest Rd. Additionally, we prefer 30' tall poles. We are split on siren only (Dustin) vs. siren plus voice capacity (Melissa) And we would prefer camouflage on the poles, IF they are in a normally visible area.	Thank you for list of preferred project components.
5.	12/28/2022	David S. Brown		Sirens? Are we going back to the fifties? What a waste. **What we need is cell service.** Then the authorities can communicate proper emergency messages, rather than just blaring obnoxious noise from speakers on towers. We can also call 911 if	According to the subject matter expert, HQE, the siren system will be tested daily; a signal will be sent to the system which is inaudible to residents and pets. To improve cellular service, additional cell infrastructure is needed in the easement.

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
				needed. Let's get into the nineties! The obsolete sirens will require periodic testing, unnecessarily bothering residents, perhaps unnecessarily alarming them. Just get us the cell service we need!	RHCA has control of the easement and they are working with cell service providers.
6.	12/30/22	Sue and Dave Breiholz		Dear Rolling Hills City Council, We feel the siren project would be a mistake for our city to pursue because of the following concerns: 1) The nuisance of noise to the quiet nature of the area from routine testing heard by Rolling Hills residents and the neighboring cities. 2) An alert system could be provided by good cell phone coverage. The money and energy would be better spent to create adequate cell service for our entire city. Good cell service would provide residents access to emergency services and notifications at all times.	According to the subject matter expert, HQE, the siren system will be tested daily; a signal will be sent to the system which is inaudible to residents and pets. To improve cellular service, additional cell infrastructure is needed in the easement. RHCA has control of the easement and they are working with cell service providers.

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
7.	12/31/22	Lisa L. Hancock		My concerns are spending money on this unnecessary siren system. Rolling Hills is very small. I would notice if there was an earthquake or power outage without a fancy siren. Why are we doing this? I would feel safer if our cell coverage was better. And why are the sirens all clustered so close together with none down by the old Crest Road Gate? If we have so much money to spend, surely there are better uses than sirens???	The outdoor siren system project is intended to be used during emergency wildfire events where complete power failure wiping out communications (i.e., email, phone call, etc) and provides a method for the City to community with residents to take action.
8.	1/6/23	Jeanne Colette Saks		I am in favor of the siren project and their placements in the city. Thank you.	Your email has been received.
9.	1/6/23	Maribeth King		City Council Members, I am addressing the outdoor siren system. I am not against this. I grew up in a Midwestern town where we had this siren mounted about 15 feet high on a telephone pole. We did hear it from 15 feet – not 50 feet. We did not have to have a speaker to talk us through it. We knew it was trouble. I have a never seen a “fake” tree that looked natural. Do you remember in the 80’s we were in a legal dispute with Bob Mohr of Advanced Electronics	The height of the poles are dependent on the sound propagation analysis by subject matter expert, HQE. Preliminary analysis results show 30-50 feet is needed to have complete coverage for the entire community. The City would own the poles and would have control over items placed on the siren poles.

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
				because of multitude of dishes they kept adding to the facility at the end of Crest Road? If you have a high enough pole it is difficult to deny access to the Sheriff's Department, Torrance Hospital, Highway Patrol, etc. Soon, because you have no control you also have a dish for Joe's Plumbing, Yellow Cab Company. I hope you address this very carefully.	
10.	1/9/22	*Block Captains and Support Team* 1.Arlene Honbo, 2.Gene Honbo, 3.Debra Shrader, 4.Kay Lupo, 5.Ed Swart, 6.Carmen Schaye, 7.Kathy Patman, 8.Rae Walker, 9.Kelly Cook, 10.Marita Geraghty, 11.Arun Bhumitra, 12.Judith Haenel, *Residents*	Portuguese Bend Rd Portuguese Bend Rd Saddleback Rd Georgeff Rd Meadowlark Ln Portuguese Bend Rd Chuckwagon Rd Wagon Lane Ringbit Road W Southfield Dr Buggy Whip Dr Eastfield Dr	Dear Honorable Mayor and RH City Councilmembers: Thank you for requesting input on the Outdoor Siren System and for distributing a "fact sheet" to residents on siren options, descriptions, and possible locations. The sirens remain a viable option to satisfy the concerns on how residents are notified in the event of a complete power failure. Block Captains prefer sirens with • tone and intelligible voice, an option preferred by First Responders;	Thank you for your list of preferred project components.

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
		13.Don Crocker, 14.Ron Sommers, 15Jim Scharffenberger, 16.Dorothy Vinter, 17.Kathleen Hughes, 18.Susan Collida, 19.Maureen Hill, 20.Carol Marrone,	Cinchring Road Poppy Trail Appaloosa Lane Georgeff Caballeros Ringbit West Cinchring Southfield	• camouflaged tree facade coverings, if costs can be supported; • minimum number of poles throughout the city assuming either 30' or 50' poles and coverage is sufficient to notify all residents. Safety of residents and adequate emergency communications are more important than preserving views. Feedback on EIS from residents include our cellular service is so unreliable in Rolling Hills that emergency notification may be problematic even with adequate power.	
COMMENTS RECEIVED AFTER JANUARY 9, 2023 CITY COUNCIL MEETING					

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
11.	1/9/23	Ron Sommers	Poppy Trail	Your letter to the city Council is excellent. I agree with you wholeheartedly. I have only one or two comments. 1: if the 30 to 50 foot poles are offensive to some people, why can't we use volunteer homes which have a height of perhaps 30 feet and mount a pole with a siren to the side of the house. A 20 foot pole would make a 50 foot elevation, in addition to the height of a house relative to lower lying houses. Since the houses are white, the pole would be white in addition to the siren. A voice is essential to delineate the nature of emergency. 2: in the case of a power outage, one would need to rely on a small solar panel and a rechargeable battery such as seen on the freeway telephones.	Thank you for the suggestions, and preference for project components. The small solar panel is proposed by subject matter expert, HQE, at the pole level.
12.	1/6/23	Carol Marrone	Crest Road West	Block Captain, Carol Marrone, agrees with the letter signed by the Block Captains and Support Team. She has an additional concern: The outdoor sirens must adequately cover all areas of Rolling Hills especially Southfield Drive and other streets in the	Once the locations have been identified, the City's consultant (subject matter expert) would run a sound propagation analysis to ensure that all areas of the City are covered.

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
				southern part of the city. Emergency notification via sirens of just a portion of the city is unacceptable. All residents must be notified. Thank you.	
13.	1/11/23	Donald Crocker		There needs to be voice capability. How about cameras? Please add my name in strong support. “Remember Paradise”	Thank you for your suggestion and the preferred project components.
14.	1/11/23	Jim Scharffenberger		I am in favor and support a siren program! Thanks	Your email has been received.
15.	1/11/23	Leslie Stetson		We can not depend on cell service and that is a 20 year fact, nor does the EIS seem to allow for full notification if only one phone number per address? Last test Mark got a notification but I did not? Is there a way to get all numbers in a household notified? Or at least two? 2023 is off and running and hope to see you soon!	Staff is analyzing the data from the last EIS emergency notification exercise before holding another exercise.
16.	1/11/23	Scott Holt		Residents who live on Williamsburg Lane, Middleridge Lane North and South, feel the RH City Council should spend funds on reliable cell coverage and improved safety/security; both are higher priorities than outdoor sirens.	To improve cellular service, additional cell infrastructure is needed in the easement. RHCA has control of the easement and they are working with cell service providers.

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
				• Residents on Williamsburg and Middleridge Lanes experience unreliable cell phone service on a daily basis. The City Council should work to ensure reliable cell service. Why fund a siren system for use during an emergency when residents do not have daily cell communication? Daily communication, much less emergency notification, is unpredictable and problematic. • Residents in our neighborhoods experience break-ins and burglaries due to the close proximity to trails and major thoroughfares (e.g., PV Drive North, etc.). Why spend funds implementing a siren system when funds should be allocated to increasing the protection of people/households and monitoring traffic speeds on our roads? Residents in our section of the city feel the City Council should allocate funds on these higher	

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
				priorities over sirens. You should fund improved cell phone coverage. You should fund more sheriff coverage or hire security companies to protect our residents and our properties.	
17.	1/13/23	Nina and Gary Turpanjian	Buggy Whip	We have read the rationale for having this proposed outdoor siren project and do not find it compelling. If there is a disaster it will be quite obvious to everyone. Having a loud siren does nothing to help the situation. However, if the city does plan to go ahead with this project we would like the Hix Ring Siren moved to another spot that is as far away from us as possible. Our home is located right across from Hix Ring.	Comment noted about removing the Hix Ring location.
18.	1/14/23	Alida Calvillo		We are in favor of the HORN SIREN TONE ONLY with 30 foot pole. The tree facade on a tall pole looks Awful when you see then in other Cities. The other is far less noticeable. This is our vote.	Thank you for your preferred project components.

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
19.	1/18/23	<u>Block Captain</u> 1.Arlene Honbo, 2.Gene Honbo, 3.Debra Shrader, 4.Kay Lupo, 5.Ed Swart, 6.Kathy Patman, 7.Rae Walker, 8.Marita Geraghty, 9.Arun Bhumitra, 10.Dorothy Vinter, 11.Kathleen Hughes, 12.Susan Collida, 13.Carol Marrone, 14.Judith Haenel, 15.Nicole Tangen, 16.Leslie Stetson, 17.Clint Patterson, 18.Giancarlo Starinieri, 19.Michael Sherman, 20.Tony Mian, 21.Pam Crane, 22.Diane Montalto, 23.Marian Visco, 24.Diane Gilman <u>BC Support Team</u> 25.Kelly Cook, 26.Carmen Schaye, 27.Sandy Sherman, 28.Maureen Hill,	 Portuguese Bend Rd Portuguese Bend Road Saddleback Rd Georgeff Rd Meadowlark Ln Chuckwagon Rd Wagon Lane Southfield Drive Buggy Whip Dr Georgeff Caballeros Ringbit Rd West Southfield Dr Eastfield Dr Johns Canyon Rd Saddleback Rd Georgeff PVDN Crest Rd East PVDN Caballeros Rd Quail Ridge S Cinchring Rd Chuckwagon Rd Ringbit Rd West Portuguese Bend Rd Crest Rd East Cinchring	Dear Honorable Mayor and RH City Councilmembers: Thank you for requesting input on the Outdoor Siren System and for distributing a “fact sheet” to residents on siren options, descriptions, and possible locations. The sirens remain a viable option to satisfy the concerns on how residents are notified in the event of a complete power failure. Block Captains and the Support Team prefer sirens with: • tone and intelligible voice, an option preferred by First Responders; • camouflaged tree facade coverings, if costs can be supported; • minimum number of poles throughout the city assuming either 30’ or 50’ poles and coverage is sufficient to notify all residents. Safety of residents and adequate emergency communications are more important than preserving views. Feedback on EIS from residents include our cellular service is so unreliable in Rolling Hills that emergency notification	Thank you for your preferred project components.

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
		Residents 29.Don Crocker, 30.Ron Sommers, 31.Jim Scharffenberger 32.Rick Boos	 Cinchring Poppy Trail Appaloosa Lane Georgeff	may be problematic even with adequate power.	
20.	1/18/23	Marian Visco		As discussed, I do support the siren project as part of a disaster warning system. My main concern is the cost and as I have mentioned if it saves one life it would be worthwhile. The importance of all the other projects as home hardening, vegetation management (yard and canyon) disaster preparedness, cameras and improved cell service are all important. Appreciate all the work Arlene you and Gene along with city staff have done!	In the adopted budget for FY 2022-23, the City Council allocated $300,000 to the project. The implementation cost is estimated to be $250,000.
21.	1/19/23	James and Colleen McKinnell		The McKinnell family, Colleen and Jamie are staunchly against the installation of sirens in Rolling Hills. This is the digital information age, essentially every single resident in the city has a cell phone in their pocket.	To improve cellular service, additional cell infrastructure is needed in the easement. RHCA has control of the easement and they are working with cell service providers. The project includes an audible component that would

	DATE	NAME	ADDRESS	COMMENT	CITY RESPONSE
				If you really need an emergency alert system, just use the cell phones. I would be terribly disappointed if anyone spent any money on installing sirens in our community. They looked ugly and I cannot understand why you would want to spend any money on that when we can much more effectively communicate with our residents. Honestly, if the sirens went off, what would I do? A blaring siren does not communicate sufficient information for any of the residence to make any emergency decisions.	provide spoken messages in addition to the sirens.

Agenda Item No.: 12.B
Mtg. Date: 01/23/2023

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 ENGAGING 4LEAF, INC. TO PROVIDE CODE ENFORCEMENT SERVICES, AND DIRECT STAFF TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR AN AMOUNT NOT-TO-EXCEED $79,040 FOR A ONE-YEAR TERM INCLUDING $33,440 FOR THE REMAINDER OF THE 2022-2023 FISCAL YEAR**

DATE: **January 23, 2023**

BACKGROUND:
On January 9, 2022, the City Council considered an item to execute a Professional Services Agreement with 4LEAF, Inc. for code enforcement services. Mr. Pete Roque was in attendance to represent 4LEAF. After discussing the matter, Council directed staff to work with 4LEAF to see if rate could be lowered for a code enforcement technician who is capable of providing code enforcement services to the City, particularly for identifying dead trees and vegetation. The item was continued to tonight's meeting.

The matter is being brought to the Council after the contract with the former code enforcement provider, Willdan Group, Inc. (Willdan), was terminated on December 31, 2022.

DISCUSSION:
4LEAF, Inc. submitted a proposal in February 2022 to provide code enforcement services but was not selected. 4LEAF, Inc. is still interested in serving the City with services. Staff emphasized the importance of providing a Code Enforcement Officer who can commit long-term and who is familiar with dead vegetation and weed abatement. The expectation is for a Code Enforcement Officer to be available twice a week for 16 hours. Typically, the Code Enforcement Officer will report to City Hall in the morning to handle paperwork and make phone calls. The Officer would conduct field visits in the middle of the day and would return to the office in the afternoon for follow-up paperwork and phone calls.

The draft agreement attached to this staff report includes a clause that the consultant shall use best efforts to provide the same Code Compliance staff to the City to ensure operational consistency. If two staffing changes occur in any one-year period, 4LEAF, Inc. will be required to provide a written memorandum explaining the circumstances resulting in the turnover and

provide the City with an action plan that ensures consistency. In addition, 4LEAF, Inc. shall provide a new officer to the City and incur the costs for proper on-boarding and training. Although there are no guarantees that turnover will not occur, this would provide an incentive for 4LEAF, Inc. to have committed staffing and gives the City leverage to renegotiate or terminate the agreement.

At the last meeting, 4LEAF showed a proposal for a Code Enforcement Officer at a rate of $105 per hour. 4LEAF considered the concerns of the Council and went back to reassess its staff. 4LEAF was able to break down the Code Enforcement Officer position into three categories based on experience (Code Enforcement Officer, Code Enforcement Officer 1, and Code Enforcement Officer 2). The lowest rate for Code Enforcement Officer is at $95 per hour. The $10 per hour difference compared to the original amount equates to a $8,320 savings over the course of a year, considering the officer works 16 hours per week, 52 weeks per year.

For the first six months of the 2022-2023 fiscal year (FY), the City paid Willdan $19,468. If the new Code Enforcement Officer starts on January 31, there will be 22 weeks left in the FY. If the Officer works 16 hours per week for the remainder of the FY, it will cost $33,440. Thus, the total cost of services for 2022-2023 FY would be $52,908.

The term of the agreement is for one year from the date the agreement is executed. Based on the $95 per hour rate for 16 hours per week, this gives a not-to-exceed amount of $79,040 for the one-year term.

The rates in 4LEAF's fee schedule reflects the FY2023-2024 contract period. A 3% escalation for FY2025-2026 is negotiable per market conditions.

FISCAL IMPACT:
The 2022-2023 FY budget allocates $87,880 for contract code enforcement services. Willdan's services for the first six months cost $19,468, which means there is $69,311 remaining in the budget. 4LEAF is expected to cost $33,440 for the remainder of the FY, which is well below budget. If the budget remains the same for the 2023-2024 FY, it will be adequate to provide a Code Enforcement Officer 16 hours a week for the entire FY.

RECOMMENDATION:
Direct the City Manager to execute a Professional Services Agreement with 4LEAF, Inc. for code enforcement services.

ATTACHMENTS:
PL_CON_20221128_CE_4LEAF_SOQ_without_appendix.pdf
PL_CON_CE_2023_4LEAF_FeeSchedule.pdf
CA_AGR_230123_4Leaf_OnCall_CE_ContractServices.pdf

QUALIFICATIONS TO PROVIDE

ON-CALL CODE ENFORCEMENT SERVICES

TO THE

CITY OF ROLLING HILLS

Submitted November 28, 2022

4LEAF, INC.
ENGINEERING . CONSTRUCTION MANAGEMENT
PLAN CHECK . BUILDING INSPECTION . PLANNING

TABLE OF CONTENTS

SECTION 1
COVER LETTER 1

SECTION 2
PROFILE OF THE FIRM 3

SECTION 3
WORK APPROACH 4

SECTION 4
PERSONNEL 10

SECTION 5
PROJECT EXPERIENCE 12

APPENDIX
RESUMES 20

QUALIFICATIONS TO PROVIDE

ON-CALL CODE ENFORCEMENT SERVICES

TO THE

CITY OF ROLLING HILLS

SECTION 1

COVER LETTER

City of Rolling Hills
Planning & Community Services Department
2 Portuguese Bend Road
Rolling Hills, CA 90274
Attn: John F. Signo, AICP

November 28, 2022

RE: Qualifications to Provide Code Enforcement Services.

Dear Mr. Signo,

4LEAF, Inc. (4LEAF) is excited to have the opportunity to submit our qualifications to provide professional Code Enforcement Services to the City of Rolling Hills. 4LEAF has been providing these services to numerous public and private clients throughout California for more than 21 years and is eager to provide these services to the City. Our Code Enforcement Division is our newest and fastest growing scope—we have grown our team to 30+ professionals and tripled our Code Enforcement clients in the course of the past year. 4LEAF is the ideal choice for the following reasons:

Local Presence

4LEAF has provided Code Enforcement Services to many clients throughout California, including the cities of Lomita, Hermosa Beach, and Signal Hill and the counties of Los Angeles, Riverside, and San Bernardino.

Team

4LEAF holds its employees in high regard and can ensure the City that all personnel have the knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their assigned positions. We are confident in the quality team we can provide to the City and guarantee high-quality service in conformity with your projects' standards.

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.

Scopes of Work

- ✓ Blight Enforcement
- ✓ Business License Enforcement
- ✓ Classroom Training with CEUs
- ✓ Community Outreach
- ✓ Department Assessments
- ✓ Hearing Officers
- ✓ Lead Paint Abatement
- ✓ Massage Parlor Enforcement
- ✓ Parking Enforcement
- ✓ Policy Review
- ✓ Program Analysis
- ✓ Program Development
- ✓ Project-Specific Assignments
- ✓ Rental Housing Enforcement
- ✓ Review and Develop SOPs
- ✓ Short-Term Rental Programs
- ✓ Staff Augmentation
- ✓ Stormwater Enforcement
- ✓ Subject-Matter Experts
- ✓ Substandard Housing
- ✓ Tobacco Enforcement
- ✓ Training Field Staff
- ✓ Vendor Enforcement
- ✓ Zoning Enforcement

☑ Leadership

The contract with the City of Rolling Hills will be managed by Pete Roque and Ceci Muela, our Directors of Code Enforcement. Pete has 17+ years of industry experience, has served on several local, State, and national boards, has managed several Code Enforcement Divisions, and is an industry subject matter expert. Cecilia is also a Code Enforcement expert with 20+ years of experience, is a national Code Enforcement trainer for state, national, and international code enforcement organizations, and is the founder of Women Leaders in Code Enforcement (WLCE).

Both Pete and Cecilia have implemented policies and procedures in many jurisdictions as well as created needed text amendments to ensure that Code Enforcement departments, projects, and personnel have the proper tools to succeed. They will both be available to the City to discuss project needs, staff requests, and contractual details.

PM/Director of Code Enforcement	PM/Director of Code Enforcement	4LEAF Local Office
Pete Roque Office: (949) 877-9432 Mobile: (562) 569-0098 Email: PRoque@4leafinc.com	Cecilia Muela Office: (949) 877-9432 Mobile: (707) 479-9883 Email: CMuela@4leafinc.com	5140 Birch Street, 2nd Floor Newport Beach, CA 92660 Phone: (949) 877-9432 Website: 4LEAFINC.COM

We appreciate this opportunity to present our qualifications and look forward to hearing back from the City. Should you have any questions, please do not hesitate to contact us.

Respectfully submitted,

Cecilia Muela
Director of Code Enforcement

Pete Roque
Director of Code Enforcement

QUALIFICATIONS TO PROVIDE

ON-CALL CODE ENFORCEMENT SERVICES

TO THE

CITY OF ROLLING HILLS

SECTION 2

PROFILE OF THE FIRM

SECTION 2: PROFILE OF THE FIRM

4LEAF, Inc. (4LEAF) is a California "C" Corporation that was established in 1999 and incorporated in 2001. Our extensive team of field staff, engineers, and managers are fully equipped with the training and experience needed to successfully provide complete services including Code Enforcement, Plan Check (on-site and virtual/remote), CASp, Inspections, Permit Technician assistance, professional development training, and other related professional and technical services to the City's Community Development Department. Our goal is to set the industry standard for excellent customer service, and we have grown to more than 400 personnel throughout California, Arizona, Washington, Nevada, and New England. We are able to serve any full-time or part-time need the City may have, regardless of scope and duration.

Management Team

President: Kevin Duggan
Phone: (925) 462-5959
Email: KDuggan@4leafinc.com

PM/Director of Code Enforcement: Cecilia Muela
Phone: (707) 479-9883
Email: CMuela@4leafinc.com

PM/Director of Code Enforcement: Pete Roque
Phone: (562) 569-0098
Email: PRoque@4leafinc.com

Director of Inspection: Mike Leontiades, CBO
Phone: (925) 681-8842
Email: MLeontiades@4leafinc.com

Office Locations

Bay Area - Headquarters
2126 Rheem Drive
Pleasanton, CA 94588

Southern California
5140 Birch Street, Second Floor
Newport Beach, CA 92660

San Diego
402 West Broadway, Suite 400
San Diego, CA 92101

Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Sacramento
8896 North Winding Way
Fair Oaks, CA 95628

Paradise
6848 Skyway, Suite F
Paradise, CA 95969

Washington
1201 Pacific Avenue, Suite 600
Tacoma, WA 98402

4LEAF Consulting, LLC
125 E. Reno Ave., Suite 3
Las Vegas, NV 89119

New England
132 Central St., Suite 210
Foxboro, MA 02035

Professionals

4LEAF maintains the largest database of qualified personnel of varied qualifications.

Title	# of Staff	Title	# of Staff
Code Enforcement Staff (PC832)	30+	**ICC Certified Inspectors & Inspectors of Record**	200+
ICC Certified Building Officials	40+	**Registered Architects**	5+
Registered Engineers (PE, SE)	20+	**ICC Permit Technicians**	60+
ICC Certified Plans Examiners	65+	**CASp**	12
Construction Managers/Inspectors	40+	**Fire Plans Examiners & Inspectors**	30+

Company 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 the industry leader in providing Building and Safety Services to both public and private clients.

Our Code Enforcement Division is a scope we have been aggressively expanding in recent years and we have strategically advanced our team of professionals to further strengthen our project endeavors. Our 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 4LEAF. Our Code Enforcement Division endeavors to improve communities through education, cooperation, and responsive enforcement.

We have the resources to deploy staff to any state and 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 in order to gain more understanding about our firm and how we can help achieve the City's project goals.

Code Enforcement Scopes of Service

Below is a comprehensive chart of 4LEAF's Code Enforcement services. We have detailed each scope of service in Section 3: Work Approach.

Blight Enforcement	Parking Enforcement	Staff Augmentation (all levels)
Business License Enforcement	Policy Review	Stormwater Enforcement
Classroom Training with CEUs	Program Analysis	Subject-Matter Experts
Community Outreach	Program Development	Substandard Housing
Department Assessments	Project-Specific Assignments	Tobacco Enforcement
Hearing Officers	Rental Housing Enforcement	Training Field Staff
Lead Paint Abatement	Review and Develop SOPs	Vendor Enforcement
Massage Parlor Enforcement	Short-Term Rental Programs	Zoning Enforcement

QUALIFICATIONS TO PROVIDE

ON-CALL CODE ENFORCEMENT SERVICES

TO THE

CITY OF ROLLING HILLS

SECTION 3

WORK APPROACH

SECTION 3: WORK APPROACH

Our Code Enforcement personnel are certified through the **International Code Council, CACEO, and various training programs offered through accredited institutions**. In addition, most of our personnel hold a PC832, ICC Property Maintenance and Housing Inspector, and/or CACEO certification.

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 investigative practices that aid in substantiating a complaint exists on a property and in turn address verified violations through proper due process noticing.

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. We focus on nearly every area of Code Enforcement including but not limited to the following categories detailed below.

SCOPE OF SERVICES & AREAS OF ENFORCEMENT

Blight Enforcement

Our team works to identify and enforce State and Local laws pertaining to the maintenance of private property. Through field contact with tenants and property owners, our team works efficiently in providing guidance to address blighted conditions such as overgrown weeds, trash and debris, and graffiti.

Business License Enforcement

4LEAF is trained to identify businesses that operate without a required business license making them non-compliant with municipal code requirements.

Classroom Training with CEUs

You can often find members of 4LEAF training nationally for organizations such as the International Code Council (ICC), American Association of Code Enforcement (AACE), California Association of Code Enforcement Officers (CACEO), and other nationally recognized affiliations of these chapters. 4LEAF's training leads include Cecilia Muela, Pete Roque, Nick Henderson, CBO, and Anthony Mullins. Our instructors are nationally accredited and offer Continuing Education Credits (CEUs). They currently cover training topics such as:

- Building Blocks for Code Enforcement Officer Success
- Building Inspections and Code Enforcement – A Powerful Duo

- Case Management from Start to Finish
- Effective Communications – Bridging the Gap with External and Internal Customers
- IPMC 2021 or 2018 Exam Prep
- IPMC 2021 Overview
- Mold, Lead, Asbestos, & Vectors Enforcement
- Officer Safety – Drug Awareness for the Code Enforcement Officer
- Officer Safety – Encountering Mental Illness in the field of Code Enforcement (Self-Care)
- Officer Safety – Field Inspection Protocols for the Code Enforcement Officer
- Officer Safety – Gang Awareness for the Code Enforcement Officer
- Officer Safety – Hazardous Building Safety for the Code Enforcement Officer

Community Outreach

4LEAF will review current outreach and engagement initiatives and make appropriate recommendations to the municipality. Items typically reviewed include:

- Opportunities for involvement in community events
- Creation of pamphlets and marketing material
- Social media engagement
- News media outlets
- Municipal Code Enforcement web page
- Review of frequently asked questions

Department Assessments

4LEAF is working with several Community Development Departments to provide assessments of their code units reviewing closely staffing levels, Standard Operating Procedures (including branding/rebranding, target issues, prioritization of existing code enforcement cases, community engagement strategies, written materials such as compliance notices, postings and door hangers, data entry, inspection response time management, and training programs. 4LEAF provides in-house assessments and regular meetings with directors and municipal stakeholders for plan implementation and execution.

Hearing Officers

4LEAF has Hearing Officers available for contracted municipalities. Our seasoned officers are trained to understand the existing Municipal Code as well as other adopted codes and make findings as to whether a violation exists. Results may include fines or granting additional time for compliance for respondents with unusual hardships.

Inspections

4LEAF can provide certified and qualified staff to perform 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 are compliant with applicable sections of the current editions of the International Property Maintenance Code (IPMC), Municipal Code, Zoning Code, California Health and Safety Codes, CA Residential Building Code, and trade codes.

Upon assignment, 4LEAF's Code Enforcement staff will be ready to respond and provide compliance solutions to code compliance cases new and existing with minimal impact to current processes.

4LEAF Code Enforcement Inspectors are qualified to do the following:

- Perform inspections for violations of Building Codes and Ordinances as adopted by the municipality.
- Research properties for prior approvals, permits, and general information relating to violations.
- Investigate and take necessary action when a violation of municipal codes exists
- Consult with the City Counsel as required, when requested by the Code Enforcement Manager/Director, and when escalated enforcement may be required.
- Comply with the municipality's procedures for reporting inspection results and deficiencies.
- Using municipal inspection correction forms.
- Making appropriate entries while resulting inspections, capturing case status communications, and login-in of notices sent to responsible parties.
- 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 municipality.
- Meet with members of the general public and municipal staff on a daily basis as needed.

Lead Abatement

Although lead-based legislation has been around since the 1950s, nationwide regulation was not enforced until 1971 with the introduced of the Lead-Based Paint Poisoning Prevention Act (LBPPPA), which prohibited the use of lead-based paint in residential structures constructed or rehabilitated by the Federal government or with Federal assistance. In 1973, an amendment to the LBPPPA stated that lead-based paint should be removed from pre-1950 housing and structures. Our Code Enforcement team follows the requirements set forth by the State of California to ensure proper lead safe practices are taking place in removal of lead-based paint to protect citizens from exposure.

Additionally, our team participated at the National Healthy Homes Conference in 2022 in Baltimore, MD, where we spoke on the importance of Code Enforcement for Lead Paint Abatement Programs to safeguard communities.

Massage Parlor Enforcement

This scope can often be utilized for undercover stings with partnering agencies for businesses that not only violate criminal laws but also building code violations, licensing requirements, and potential massage parlor ordinances in the jurisdiction. Early detection is vital in these cases and steps include background checks and comparable effort applied. Our team has lead programs specializing in organizing and mitigating illegal actions in massage parlors.

Parking Enforcement

4LEAF has the capabilities of providing parking enforcement. This includes:

- Enforcement of State and municipal parking regulations.
- Removal of abandoned and nuisance vehicles from the public right-of-way.
- Issuance of parking citations and review of contested citations.

Policy Review

4LEAF shall review and read current policies and procedures and define policy clearly as it sets the tone for your municipality's Code Enforcement Program. A clear policy communicates to everyone what is expected of them—whether it's how they handle complaints, how Code Enforcement Officers conduct compliance reviews, or any other aspect that the municipality needs to have communicated and consistently followed. 4LEAF will develop a well-defined user-friendly format.

Program Analysis

4LEAF understands that Code Enforcement is an essential part of a community's public health and safety, providing a regulatory mechanism to ensure the public's overall wellbeing. Addressing the community's concern in a timely and efficient manner is paramount to a successful Code Enforcement Program. 4LEAF personnel will perform the following:

- Conduct investigative inspections of unpermitted activities
- Create standard operating procedure if required
- Conduct review of all administrative/misdemeanor citations
- Provide guidance for resolution of high case load along commercial corridors
- Assist with complex code enforcement cases
- Provide guidance for resolution of existing cases
- Provide field training if required
- Provide in-house training of traditional code enforcement protocols
- Create an outreach plan to address and deter unpermitted vending/commercial corridor violations

Program Development

4LEAF project managers have the experience in working cooperatively with our clients to further develop and enhance their Code Enforcement Program when requested. Our project managers are currently working with local jurisdictions to revamp and strengthen Code Enforcement Programs to gain voluntary compliance, provide resident education, and effectively communicate with the public. 4LEAF staff takes an approach in recommending, implementing, and executing program assessments, creation of policies and procedures, creation of training manuals for new hires, providing educational materials for the public, providing staff with up-to-date training, teaching current Code Enforcement staff options for compliance using adopted ordinances, and providing recommendations to cases that may require specialized expertise that may be sensitive in nature. 4LEAF staff also has designated staff tracking recent legislation to ensure the municipality follows state regulations and clients are aware of upcoming legislation that may affect their Code Enforcement Program.

Project-Specific Assignments

Our Code Enforcement Directors are often brought on board by municipalities to provide Code Enforcement consulting for on-going cases that need a fresh set of eyes and assessment. Our personnel can review current case files and compare that to the existing Municipal Code and Department's Standard Operating Procedures.

Once the review is conducted, 4LEAF provides a report of our findings and our mitigation strategies related to that case. 4LEAF personnel is made available to speak with stakeholders such as Department Heads, Council, and other elected officials. If necessary, we can also provide Expert Witness Testimony.

Rental Housing Enforcement

Our team will assist with the inspection of residential rental properties on a routine and comprehensive basis to assure the overall quality of the rental meets the requirements of the Health and Safety Code and property maintenance guidelines. This includes educating property owners, property managers, and tenants about those requirements.

Review and Develop SOP's

4LEAF routinely works with Code Enforcement Divisions to review the current Standard Operating Procedures and provide suggestions for enhancing SOP's. Our staff can also help implement and train the existing municipal personnel in these changes. Currently, we are providing these services for California municipalities such as the cities of Napa, Lathrop, and Artesia.

Staff Augmentation

4LEAF specializes in providing personnel to municipalities on a part-time or full-time basis. We provide staff with training opportunities, study materials, company phones, and energy- saving fleet vehicles. 4LEAF's Code Enforcement Staff Augmentation personnel categories include:

- Department Director
- Department Manager
- Senior Code Enforcement Officer
- Code Enforcement Officer II
- Code Enforcement Officer I
- Code Enforcement Coordinator
- Hearing Officer

Short-Term Rental Programs

One of the fastest growing programs within Code Enforcement Divisions is short-term rentals. 4LEAF assists with compliance with municipal short-term rental ordinances that require property owners to adhere to several rules including limiting the number of daytime and overnight guests, prohibiting events and amplified sound, and posting specific rules and emergency information, among others.

Stormwater Enforcement

4LEAF provides Stormwater Enforcement. This includes the visual inspection of infrastructure dedicated to the management of rainwater. Violations would include having inadequate erosion/sediment controls for property, failing to conduct/document inspections, illegal dumping, overgrowth of vegetation, and flooding.

Substandard Housing

One of the major areas of code enforcement throughout the U.S. is the inspection of Substandard Housing. 4LEAF Code Enforcement Officers routinely inspect and report any violations to housing codes including substandard and uninhabitable conditions, accumulation of trash and debris, lack of utilities, property maintenance, mold, and rodent/insect infestations.

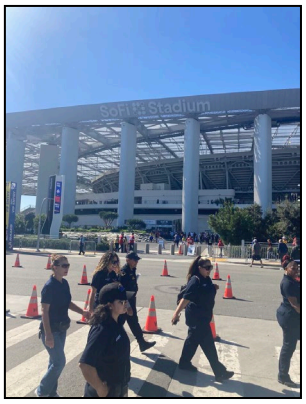
Tobacco Enforcement

4LEAF has experience working within Tobacco Enforcement programs to ensure retailers are properly licensed/permitted for the sale of tobacco and such establishments are posting proper notification such as STAKE Act stickers at each point of sale. In addition, we can assist in compliance with work-place smoking and vaping prohibitions.

Field Staff Training

Aside from the classroom training, 4LEAF personnel is also available to conduct field training. This includes ride-alongs with municipal personnel. This hands-on approach is often effective for training in communication, technical training, and enforcement of Municipal Codes.

Vendor Enforcement



4LEAF personnel are trained to enforce State and Local laws regarding unpermitted vending activity, issuance of Administrative Citations to vendors, generating inspection reports, testify at hearings, and provide strategic planning for large scale vending activities associated with entertainment venues. Often, this can include property the municipality owns or controls for areas such as vending like food or merchandise. This includes areas such as:

- Parks
- Public Right of Ways (such as sidewalks)
- Areas outside permitted Vending Locations

Zoning

4LEAF personnel can work with Departments to help determine whether project plans have been executed according to the conditions of approval for approved projects. Examples include:

- Construction of a building that is not allowed in a particular zoning designation.
- Building a structure (or an addition to a structure) that is too tall or that obstructs another person's view or access to light/air space.
- Conducting various operations in non-designated areas, including manufacturing, packaging, selling, growing, labeling, and other business/industrial activities.
- Living in spaces that are not designated as residential areas.
- Creating amounts of pollution or noise that exceed local limits.
- Adherence to set back and lot coverage requirements.

QUALIFICATIONS TO PROVIDE

ON-CALL CODE ENFORCEMENT SERVICES

TO THE

CITY OF ROLLING HILLS

SECTION 4

PERSONNEL

SECTION 4: PERSONNEL

As your consultant, 4LEAF understands that **our role is to be an advocate on behalf of the City and** represent the municipality'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, which we have successfully accomplished on previous clients' projects, is to have our staff integrate with yours and be accepted as an essential part of your team. **4LEAF will not utilize subconsultants and can provide full- or part-time personnel for this contract.**

PROGRAM MANAGEMENT

Cecilia Muela – Project Manager/Director of Code Enforcement

This contract will be co-managed by our **Project Manager and Director of Code Enforcement, Cecilia Muela.** Cecilia is a Code Enforcement expert with over 20 years of experience in the field and has served in the capacities of Assistant Chief Building Official, Code Enforcement Supervisor, and Building Inspector for multiple California public agencies. Cecilia is a national code enforcement trainer for state, national, and international code enforcement organizations. Cecilia is skilled in Code Compliance, Government, Emergency Management, Law Enforcement, Disaster Response, and Substandard Housing. Cecilia founded the Women Leaders in Code Enforcement Symposium (WLCE), which was created to promote a supportive learning environment for women in the building industry. Through training opportunities, networking, and connecting with fellow industry leaders, WLCE's goal is to foster and support the ongoing development of women in current and future leadership roles.

Cecilia's contact information:
Office – (949) 877-9432 | Cell – (707) 479-9883
Email – CMuela@4leafinc.com

Pete Roque – Project Manager/Director of Code Enforcement

This contract will be co-managed by our **Project Manager/Director, Pete Roque.** Pete is a Code Enforcement expert with over 17 years of experience in the field 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 Code Compliance, Government, Emergency Management, Law Enforcement, Disaster Response, and Plan Review.

Pete's contact information:
Office – (949) 877-9432 | Cell – (562) 569-0098
Email – PRoque@4leafinc.com

PROJECT TEAM QUALIFICATIONS

4LEAF holds its employees in high regard and can ensure the City that all personnel have the knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their assigned positions. Our team members are results- and detail-oriented and uphold the values of our company. Below is a quick look into 4LEAF's Code Enforcement database. Our team includes:

Enforcement Staff	Title	Certifications
Pete Roque	Director of Code Enforcement	EPA Lead Renovation, Repair, & Painting, National Storm Water Inspector, Certified Code Enforcement Officer, PC832
Cecilia Muela	Director of Code Enforcement	SAP Evaluator, International Lead Safety for Renovation, Repair, & Painting, PC832, Certified Building Inspector, IPMC, Certified Permit Technician
Rodrigo Ochoa-Reynoso	Code Enforcement Officer/Inspector	PC832 *(Pending)*
Anthony Mullins	Senior Code Enforcement Officer	PC832, IPMC
Mike Aguirre	Code Enforcement Officer/Inspector	PC832
Tom Cervantes	Code Enforcement/Fire Inspector	PC832
Erasmia Konstantopoulos	Code Enforcement Officer	PC832, IPMC *(Pending)*
Jose Murillo	Code Enforcement Officer/Inspector	PC832, IPMC
Al Fasulo	Code Enforcement Officer	PC832, Certified Code Enforcement Officer
Nick Henderson, CBO	Code Enforcement Officer/Inspector	PC832
Doug Martin, CASp	Code Enforcement Officer/Inspector	PC832
JorDann Crawford	Code Enforcement Officer	PC832, IPMC *(Pending)*
Leonard Powell	Code Enforcement/Hearing Officer	PC832, Certified Code Enforcement Officer, IPMC
Nina Hamilton	Code Enforcement/Senior Inspector	PC832 *(Pending),* Certified Code Enforcement Officer
John Juarez	Senior Code Enforcement Officer	PC832
Michael Legault	Code Enforcement Officer/Inspector	PC832 *(Pending)*, Certified Code Enforcement Officer, IPMC
Andrea Nance Sevilla	Code Enforcement Officer	PC832
Milissa Hughes	Code Enforcement Officer/Inspector	PC832, Certified Code Enforcement Officer
Noah Roque	Code Enforcement Officer/Inspector	Certified Code Enforcement Officer
Eric Stephens	Code Enforcement Officer/Inspector	PC832, Certified Code Enforcement Officer, IPMC
Sarah Patton	Code Enforcement Officer/Inspector	CACEO Level I
Jennifer Keleher	Code Enforcement Officer/Inspector	PC832 *(Pending),* IPMC *(Pending)*

QUALIFICATIONS TO PROVIDE

ON-CALL CODE ENFORCEMENT SERVICES

TO THE

CITY OF ROLLING HILLS

SECTION 5

PROJECT EXPERIENCE

SECTION 5: PROJECT EXPERIENCE

City of Lathrop

Code Enforcement and Building Department Services

Since 2015, 4LEAF has been working with the City of Lathrop in several 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.

4LEAF is assisting Lathrop with Municipal, Zoning, and Building Codes on public and private property throughout the City. Code Enforcement works to administer a fair and unbiased enforcement program, improve the overall appearance of the City, and works with residents, neighborhood associations, public service agencies, and other City departments to facilitate voluntary compliance with City codes, and correct municipal code and land use violations.

Code Enforcement Department Assessment

4LEAF is currently working with the Department Director to evaluate and develop the Code Enforcement Division's Standard Operating Procedures to ensure enforcement is able to be carried out per the City's Municipal Code. This includes the development of enforcement strategies and materials crucial to daily activities. Pete is focusing on several areas of enforcement, including:

- Abandoned Vehicles
- Air Pollution
- Graffiti
- Noise Complaints
- Standing Water / Water Waste
- Public Nuisance Violations
- Field Training Existing Staff

Building Department Consulting

In addition to Code Enforcement, 4LEAF has also provided as-needed consulting services to the City of Lathrop's Building Division. 4LEAF has provided such services as:

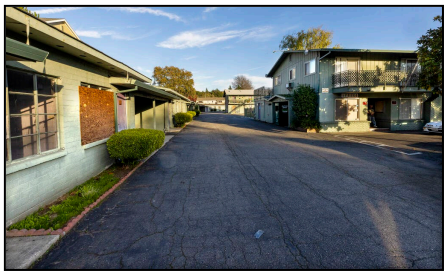
- Interim Building Official Services
- Staff Augmentation for Building Inspection and Permit Technicians
- Off-Site Plan Checking Services

Client Name: City of Lathrop
Project Location: Lathrop, CA
Client Contact: Teresa Vargas, City Manager
Client Address: 390 Town Centre Drive / Lathrop, CA 95330
Client Phone: (209) 941-7229
Contact Email: TVargas@ci.Lathrop.ca.us

City of Santa Rosa

Code Enforcement

4LEAF provides the City of Santa Rosa with two full-time Code Enforcement Officers, Milissa Hughes and Eric Stephens, to perform as-needed services for the City. The City's Code Enforcement Division is dedicated to working in partnership with residents, tenants, landlords, and business owners to promote and maintain a safe and desirable living and working environment. Additionally, the Division is responsible for ensuring that City codes are implemented on private property to address general health, life, fire, and safety issues facing residents.



A large undertaking includes an assignment to review 200+ backlog cases involving files that had fallen through City cracks due to officer resignations/retirees or were not re-assigned to other officers. Milissa works with the City's Senior Code officer to determine which cases can be closed or if an updated letter must be sent to the owner for follow up. Additional responsibilities for this project include updating the City's database with notes and creating notices to be mailed to the property owner or tenant. Case violations consist of construction without obtaining permits (garage conversions, remodel, electrical, plumbing), expired permits, cannabis grows, substandard conditions, non-operable vehicles, trash/debris, site planning, historical landmark alterations, etc.

An additional assignment for the City that began in September 2022 includes addressing short-term rentals (STR), which entails on-call (24-hour) and after-hour response, processing a backlog of 100+ STR cases, addressing new cases and complaints, data collection, and issuing citations (30+ to date).

Common violations our Code Enforcement Officers address for as-needed services include the following:

- Animal violations
- Unpermitted work
- Cannabis cultivation
- Graffiti
- Home business
- Overgrown vegetation
- Signs
- Short-term rentals
- Substandard housing
- Vehicle storage

By working together with the community, 4LEAF and the City's Code Enforcement team help reduce crime, protects the health and well-being of residents, helps maintain property values, and preserves and enhances our community for future generations.

Client Name: City of Santa Rosa
Project Location: Santa Rosa, CA
Client Contact: Maraskeshia Smith, City Manager
Client Address: 100 Santa Rosa Avenue / Santa Rosa, CA 95404
Client Phone: (707) 543-3030
Contact Email: CMOffice@SRCity.org

City of Rohnert Park

Code Enforcement, Plan Review, Inspection, Planning, Permitting, and Building Official Services

Since 2019, 4LEAF has been working with the City of Rohnert Park in several capacities including Code Enforcement, Plan Review, Inspections, Planning, Permitting, 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.

The City's Code Compliance Division works with the community to ensure that the intent of the City's Zoning, Building, and Nuisance Abatement Ordinances are consistently met. 4LEAF's goal is to help the City maintain a healthy, safe, and clean environment and preserve the quality of life for residents and businesses. 4LEAF works in partnership with the City, its citizens, and business owners to ensure the City remains safe and compliant.

We have two dedicated Code Enforcement Officers, JorDann Crawford and Jennifer Keleher, and one Senior Code Enforcement Officer, Cecilia Muela, performing services at the City on an as-needed basis. Our Code Enforcement services include:

- Working with Code Compliance Officers from the City to help with their caseload, including researching and doing background checks on a property to determine next steps.
- Performing inspections, writing inspection reports, and generating notices of violation.
- Working with other departments within the city.
- Providing direction to constituents to help them come into compliance.
- Working with the Building Department to ensure we are giving accurate information about permits.
- Working with permit technicians on open code cases.
- Data entry for compliance cases

Building Department Consulting

In addition to Code Enforcement, 4LEAF has also provided as-needed consulting services to the City of Rohnert Park's Building Division. 4LEAF has provided such services as:

- Interim Building Official Services
- Combination Building Inspection Services (Residential and Commercial)
- Off-Site Plan Checking Services
- Permit Technician Services

Client Name: City of Rohnert Park
Project Location: Rohnert Park, CA
Client Contact: Mary Grace Pawson, Development Services Director
Client Address: 130 Avram Avenue / Rohnert Park, CA 94928
Client Phone: (707) 588-2226
Contact Email: MPawson@RPCity.org

City of Newark, CA

Code Enforcement, Building Department, and Planning Department Services

Since 2016, 4LEAF has been working with the City of Newark in several capacities including Code Enforcement, Plan Review, Inspections, Interim Chief Building Official, Fire Review, Public Works, and Permitting 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.

4LEAF provides Code Enforcement Officer Nina Hamilton to perform Code Enforcement Inspection services for the City. The City of Newark Community Preservation Division operates under the Community Development Department and is comprised of Community Preservation Specialists who are responsible for enforcing the provisions of the Newark Municipal Code and various other related codes and policies. 4LEAF assists with this endeavor while assisting with code enforcement response for a backlog of cases that remained in cue.

Building Department Consulting

In addition to Code Enforcement, 4LEAF has also provided as-needed consulting services to the City of Newark's Building Division. 4LEAF has provided such services as:

- Interim Building Official Services
- Combination Building Inspection Services (Residential and Commercial)
- On-Site Plan Checking Services
- Off-Site Plan Checking Services
- Permit Technician Services

Planning Department Consulting

4LEAF is currently providing an Associate Level Planner full-time (Waqar Shah) to the City of Newark who works seamlessly with the Planning Director and other members of the Planning Division on a number of different Planning Projects throughout the City.

Client Name: City of Newark
Project Location: Newark, CA
Client Contact: Steven Turner, Community Development Director
Client Address: 37101 Newark Blvd. / Newark, CA 94560
Client Phone: (510) 578-4330
Contact Email: StevenT@Newark.org

City of San Pablo, CA

Code Enforcement, Plan Review, Inspection Services, and Chief Building Official

For the past 4 years, 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.

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. Both of 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-site and off-site coordinating, managing, and assigning inspections regarding this program.

Interim Chief Building Official

4LEAF has provided 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.

Building Department Consulting

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. In addition, 4LEAF has helped manage up to 2 Permit Technicians, 1 Building Inspector, and 3 Permit Technicians.

Client Name: City of San Pablo
Project Location: San Pablo, CA
Client Contact: Charles Ching, Assistant CM
Client Address: 13831 San Pablo Ave., San Pablo
Client Phone: (510) 215-3031
Contact Email: CharlesC@SanPabloCA.GOV

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 Services

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. 4LEAF has provided as many as two Code Enforcement Officers who focus on a variety of Code Enforcement cases throughout the County.

Project Highlight – Panoche Valley Solar Project

4LEAF performed 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

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.

Weed Abatement Program

4LEAF provides pro-active inspection support for the Weed Abatement Program during the high-fire season. Our weed abatement inspector ensures that requirements of the Weed Abatement Program are being met and provides notices as required for those properties in violation thereof.

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.

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

County of San Mateo, CA

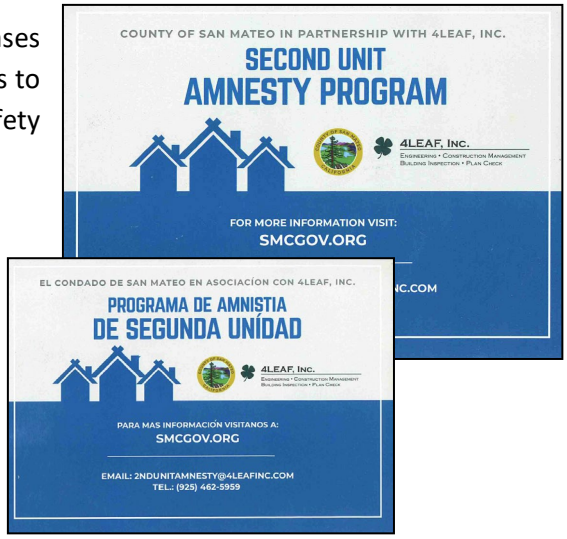
Second Unit Amnesty Program – Code Enforcement Services

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 July 2018, 4LEAF was awarded the contract for San Mateo County's Second-Unit Amnesty Program.

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

FEE SCHEDULE

FY2023-2024 FEE SCHEDULE & BASIS OF CHARGES

FOR THE CITY OF ROLLING HILLS

All Rates are Subject to Basis of Charges

PLAN REVIEW COST STRUCTURE	NOTES
Plan Review Percentage: 70% *(Inclusive of all disciplines except Fire and Civil which are billed on an hourly basis)* **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

Code Enforcement Director	$170/hour
Code Enforcement Manager	$155/hour
Senior Code Enforcement Officer	$125/hour
Code Enforcement Officer II	$115/hour
Code Enforcement Officer I	$105/hour
Code Enforcement Officer	$95/hour
Code Enforcement Technician	$80/hour
Code Enforcement Coordinator	$70/hour

Building

Chief Building Official	$170/hour
Structural Plan Review Engineer	$160/hour
Non-Structural Plans Examiner	$140/hour
Certified Access Specialist (CASp)	$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
Permit Manager	$120/hour
Senior Permit Technician	$100/hour
Permit Technician	$90/hour
Clerk/Administrator	$70/hour
Civil Plan Review (Grading, Improvement Plans)	$170/hour
Inspector of Record	$160/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
GoFormz Software	$50/user monthly

Planning

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
Planning Technician $90/hour

Fire

Fire Protection Engineer (FPE) $205/hour
Fire Prevention Officer $155/hour
Fire Plans Examiner $145/hour
Fire Inspector II $125/hour
Fire Inspector I $115/hour

Project Management

Project Manager $195/hour
Principal-in-Charge $275/hour

Engineering, Public Works Inspection, & Construction Management (Prevailing Wage)

Civil Plan Review (Grading, Improvement Plans) $170/hour
Traffic Engineer $225/hour
Construction Manager $156/hour
Certified Access Specialist (CASp) Inspector (Regular time) $155/hour
Certified Access Specialist (CASp) Inspector (Nighttime) $179/hour
Certified Access Specialist (CASp) Inspector (Overtime) $287/hour
Certified Access Specialist (CASp) Plans Examiner $155/hour
Public Works Inspector (Regular Time) $144/hour
Public Works Inspector (Nighttime) $162/hour
Public Works Inspector (Overtime) $195/hour
Public Works Inspector Apprentice $92/hour

BASIS OF CHARGES

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 2-hour minimum charge if hourly rates apply.
- Larger complex plan reviews can be negotiated to achieve the best possible pricing.
- All plan review services will be subject to 2-hour minimum fee.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
    - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
    - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.
- 4LEAF assumes that these rates reflect the FY2023-2024 contract period. 3% escalation for FY2025-2026 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 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.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

BASIS OF CHARGES – PREVAILING WAGE

- 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.
- 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.
- In accordance with California's Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF's non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

AGREEMENT FOR PROFESSIONAL SERVICES

CODE ENFORCEMENT SERVICES

This Agreement is made and entered into by and between the City of Rolling Hills (hereinafter referred to as the "City"), and 4Leaf, Inc. a California Corporation (hereinafter referred to as "Consultant").

RECITALS

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

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

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

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

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

2.0 TERM OF AGREEMENT. This Agreement will become effective upon execution by both parties and will remain in effect for a period of one year from said date. At its sole discretion, the City shall have the option to extend this Agreement for two, one-year terms provided that the City gives Consultant notice of the extension prior to the end date of the Agreement. This Agreement may also be expressly extended and agreed to by both parties or terminated by either party as provided herein.

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

4.0 COMPENSATION FOR SERVICES. The City shall pay the Consultant for its professional services rendered and costs incurred pursuant to this Agreement in accordance with Exhibit B, the Scope of Work's fee and cost schedule for the services attached to and made part of this Agreement subject to a do not exceed amount in the amount of $79,040/year. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager, or her designee. Further, in the event that staff provided to the City from Consultant changes twice in any six month period (*i.e.,* a third new staff member from Consultant is assigned

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to the City within a six month period), Consultant shall provide this staff member to the City for 32 hours without any cost to the City so that the City can properly on-board and train this new staff member.

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

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

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

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

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

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

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

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under this Agreement may be withheld to off-set anticipated damages.

7.0 INSURANCE.

7.1 Without limiting Consultant's obligations arising under paragraph 8 - Indemnity, Consultant shall not begin work under this Agreement until it obtains policies of insurance required under this section. The insurance shall cover Consultant, its agents, representatives, and employees in connection with the performance of work under this Agreement, and shall be maintained throughout the term of this Agreement. Insurance coverage shall be as follows:

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

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

7.1.3 Worker's Compensation Insurance for all Consultant's employees to the extent required by the State of California. Consultant shall similarly require all authorized subcontractors pursuant to this Agreement to provide such compensation insurance for their respective employees.

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

7.2 Deductibility Limits for policies referred to in subparagraphs 7.1.1 and 7.1.2 shall not exceed $5,000 per occurrence.

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

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

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

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

9.0 GENERAL TERMS AND CONDITIONS.

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

9.2 Non-Discrimination. The Consultant shall not discriminate as to race, creed, gender, color, national origin or sexual orientation in the performance of its services and duties pursuant to this Agreement, and will comply with all applicable laws, ordinances and codes of the federal, state, county and city governments.

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

9.4 Independent Contractor. Consultant is an independent contractor. This Agreement is by and between the City and the Consultant and is not intended, and shall not be construed, to

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create the relationship of agency, servant, employee, partnership, joint venture or association, as between the City and the Consultant.

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

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

9.6 Legal Construction.

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

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

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

9.6.4 Whenever in this Agreement the context may so require, the masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

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

9.8 Final Payment Acceptance Constitutes Release. The acceptance by the Consultant of the final payment made under this Agreement shall operate as and be a release of the City from all claims and liabilities for compensation to the Consultant for anything done, furnished or relating to the Consultant's work or services. Acceptance of payment shall be any negotiation of the City's check or the failure to make a written extra compensation claim within ten (10) calendar days of

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the receipt of that check. However, approval or payment by the City shall not constitute, nor be deemed, a release of the responsibility and liability of the Consultant, its employees, sub-consultants, and agents for the accuracy and competency of the information provided or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the City for any defect or error in the work prepared by the Consultant, its employees, sub-consultants, and agents.

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

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

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

9.12 Mitigation of Damages. In all such situations arising out of this Agreement, the parties shall attempt to avoid and minimize the damages resulting from the conduct of the other party.

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

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

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

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

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

CITY:	CONSULTANT:
Elaine Jeng, P.E.	4Leaf, Inc.
City Manager	Attn: Pete Roque
2 Portuguese Bend Road	5140 Birch Street, Second Floor
Rolling Hills, CA 90274	Newport Beach, CA 92660
TEL (310) 377-1521	TEL (949) 887-9432

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

11.1 Disclosure Required. By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City's Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City's Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant's disclosure obligations in accordance with the City's Conflict of Interest Code.

City Initials _____
Consultant Initials_____

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

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City Initials _____
Consultant Initials _____

This Agreement is executed on January __, 2023, at City of Rolling Hills, California.

CITY OF ROLLING HILLS:

_____
Elaine Jeng, P.E., City Manager

CONSULTANT:

_____
Pete Roque, Director of Code Enforcement

ATTEST:

_____
Christian Horvath, City Clerk

APPROVED AS TO FORM:

_____
Patrick Donegan, City Attorney

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EXHIBIT A

SCOPE OF SERVICES

1. Overview

The project shall consist of Consultant's staff coordinating with the City of Rolling Hills Community and Planning Department to provide Code Compliance staff to the City. Pete Roque shall be the Project Manager and is fully responsible for seeing that the project is completed in compliance with the provisions of the agreement. Consultant shall use best efforts to provide the same Code Compliance staff to the City to ensure operational consistency. In the event that Code Compliance staff provided to the City changes for a second time in any one year period (*i.e.,* Consultant provides a third different staff member to the City for code compliance work), Consultant shall provide the City a written memorandum explaining the circumstances resulting in the staff turnover and provide an action plan to the City that will be employed to ensure staffing consistency to the City.

2. Scope of Work

A. Consultant's staff shall conduct all inspections and re-inspections of single family and multi-family properties and public facility 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.

B. In addition to the services mentioned above, Consultant will provide the following services to the City (this is not intended to be a comprehensive list):

i. Investigate complaints from the public and staff regarding violations of the municipal codes, ordinances, standards and health and safety regulations.
ii. 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.
iii. Prepare notices of violation for non-compliance according to applicable codes and regulations.
iv. Prepare reports for cases requiring legal action or civil abatement.
v. When required, meet with legal counsel and provide testimony on criminal cases.
vi. Maintain records of complaints, inspections, violation notices, and other field enforcement activities.
vii. Coordinate with City departments on cases as they relate to code enforcement.

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EXHIBIT B

FEE AND COST SCHEDULE

Task	Cost
Code Enforcement Officer	$95.00/hour

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Agenda Item No.: 12.C
Mtg. Date: 01/23/2023

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

FROM: **ALAN PALERMO, PROJECT MANAGER**

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

SUBJECT: **RECEIVE AND FILE SUPPLEMENTAL SEWER STUDY PREPARED BY WILLDAN ENGINEERING TO PHASE THE CONSTRUCTION OF THE 8" SEWER MAIN PROJECT AND DIRECT STAFF TO PREPARE AN AMENDED PROFESSIONAL SERVICE AGREEMENT WITH NV5 TO PREPARE CONSTRUCTION DOCUMENTS IN ACCORDANCE WITH THE PHASING OF THE PROJECT.**

DATE: **January 23, 2023**

BACKGROUND:
At the May 13, 2019 City Council Meeting, City Council considered and approved a Professional Services Agreement (PSA) with Willdan Engineering for the Phase II Sanitary Sewer Improvement Feasibility Study. This report was submitted to the City of Rolling Hills, Rolling Hills Estate, and City of Torrance for review and comments. Concurrently, this report and Will Serve Letter requests (2 letters) were submitted to Sanitation Districts of Los Angeles County for downstream treatment of wastewater. The first Will Serve Letter request was for connecting the City Hall and Tennis Court sites. The second Will Serve Letter request was for connecting existing 235 single family homes in the City of Rolling Hills.

After all agencies reviewed and provided comments, Willdan Engineering updated the study and submitted the Final Report in December 2019. All agencies approved the study with final approval from Los Angeles County Department of Public Works (LACDPW) on May 6, 2020.

The City released a Request for Proposal and engaged the services of NV5 in 2020 to provide engineering design for the 8" sewer main along Portuguese Bend Road/Rolling Hills Road. Since the commencement of the design work, NV5 has met the 65% design, 90% design, and the 100% design milestones. This proposed sewer main crosses several jurisdictions and approval from each jurisdiction is necessary before the project is deemed complete. The additional jurisdictions reviewing the plans are Rolling Hills Estates and City of Torrance.

During the review process for the construction documents, the City of Torrance has made several requests requiring additional design services in order to approve the plans. The additional design services are necessary to obtain approval from the City of Torrance and

proceed to the construction phase of this project. A proposal to amend NV5's PSA was presented to City Council April 25, 2022 at which time City Council directed staff to look at bifurcating the project into phases and identify options to do so.

Phase 1 would include the new 8-inch downstream sewer improvements in Rolling Hill and Rolling Hills Estates needed to connect Rolling Hills City Hall, RHCA Building, Main Gatehouse, and Tennis Courts to the existing public sewer system in Rolling Hills Estates.

Phase 2 would involve the downstream sewer improvements in the City of Torrance (upsizing existing sewer) along Rolling Hills Road from Lariat Lane to Crenshaw Boulevard. Per the City Council's direction at the April 25, 2022 meeting, staff confirmed with the cities of Rolling Hills Estates and Torrance as well as LACDPW that the proposed 8-inch sewer main along Portuguese Bend Road/Rolling Hills could be phased as previously described on the condition that the Sanitary Sewer Improvement Feasibility Study prepared by Willdan Engineering be updated. All agencies wanted to confirm that the existing sewer main lines in Rolling Hills Estates and the City of Torrance have the capacity to accept effluent from the City Hall campus and the Tennis Courts (Phase 1) without upsizing downstream segments.

In June 2022, Willdan Engineering provided a proposal to amend the Sanitary Sewer Improvement Feasibility Study for $9,010. At the June 27, 2022 meeting, the City Council reviewed Willdan Engineering's proposal and directed staff to bring this item back in six months.

At the November 14, 2022 City Council meeting, staff returned as directed and the Council voted unanimously to approve the proposal from Willdan Engineering and directed staff to prepare an amended PSA. At the December 13, 2022 meeting, the City Council approved the amended PSA with Willdan Engineering.

Willdan Engineering completed the Supplemental Sewer Study in early January 2023 and the updated study is attached to this report.

DISCUSSION:
In accordance with the City Council's direction to phase the project, in September 2022, NV5 provided a proposal to bifurcate the 8" Sewer Main Improvement Plans and update construction documents for Phase I only. This effort includes updating the construction documents to reflect only Phase I improvements and includes construction support, record drawing preparation, and optional service to design the sewer connection to City Hall and Rolling Hills Community Association building.

In order to pursue grants to construct Phase 1 of the project, a set of completed construction document ready to be advertised for bids is necessary. Previously, the City Council decided not to use General Fund and directed staff to pursue grant funds for the construction of the project. Staff is preparing a Request for Proposal for a grant writer, anticipated to be release in late January 2023.

FISCAL IMPACT:
NV5 provided a fee proposal to revise and update the 8" Sewer Main Improvement Plans for Phase I in the amount of $23,670. This fee was not included in the adopted budget for Fiscal Year 2022-2023. If the City Council should move forward with an amended agreement with

NV5 to complete the 8" Sewer Main Improvement Plans for Phase I, General Fund Reserves will need to be used for the engineering design fees.

RECOMMENDATION:
Receive and file the Supplemental Sewer Study prepared by Willdan Engineering, and direct staff to prepare an amended agreement with NV5 in the amount of $23,670.

ATTACHMENTS:
NV5_Rolling Hills Sewer Main Rolling Hills Only Additions_09.28.22.pdf
RH Sewer Area Study Supplement-1-19-2023-Final.pdf

September 28, 2022

Alan Palermo
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

SUBJECT: Phase 1 – 8-inch Sewer Main from Rolling Hills to Existing Rolling Hills Estates

Dear Mr. Palermo,

NV5 is currently completing the design for the Rolling Hills Portuguese Bend Sewer Main Improvement Project. The project impacts the intersection of Crenshaw Boulevard and Rolling Hills Road along with Rolling Hills Road itself on both sides of the street. Currently, the City has asked that NV5 split the original design package that included both the Rolling Hills Portuguese Bend and the City of Torrance portions into two separate bid packages from the original single bid package at the commencement of design. Therefore, the City has requested that the project be split such that Phase 1 becomes the new 8-inch sewer from Rolling Hills to the existing 8-inch sewer in Rolling Hills Estates and Phase 2 becomes the new Sewer Upgrades in the City of Torrance. This request addresses the Phase 1 split for the Rolling Hills/Rolling Hills Estates portion.

Our Rolling Hills Plans are essentially complete, and hours assume incorporating previous comments on sheet C-6 Striping Plans, and removal of the City of Torrance sheet with renumbering of sheets.

The City is engaging another engineering firm to perform a supplemental Sewer Study, which will show future sewer connections as well as update the Sewer Study to show the existing sewer downstream of the upgraded area can accept the conveyance from Rolling Hills, including City Hall, the Community Association Building, Tennis Court Facilities, and the Main Gatehouse. Minor revisions to NV5's plans, such as sewer upsizing on the plan-set and minor specification updates, may, therefore, be needed pending the outcome of the Sewer Study by others and is not included herein.

NV5 will update our existing engineer's cost estimate for this portion of the work. While this is a standard Class 2 Cost Estimate in accordance with AACEI for control or bid/tender, the City should be aware of the current pricing volatility due to COVID-19 constraints, lack of workforce, and lack of materials is driving up pricing at an unprecedented rate, leading to a larger margin of ranges in the cost estimate.

The City has additionally requested that the City Hall Building located at the southeast corner of Palos Verdes North Drive and Portuguese Bend Road with the 4-inch sewer lateral out of the north side of the building be extended and connected to the new sewer down Portuguese Bend Road. This will be incorporated into an additional sheet, if necessary, as an optional item on the project plans to show the sewer lateral extending to the east to connect the City Hall and the separate Rolling Hills Community Association Building.

The NV5 team will provide limited office engineering during construction. This may include meeting attendance and limited submittal review and processing for up to 24 hours of the Project Engineer's time and 8 hours of the CAD Designer's time. Additionally, NV5 will process the Contractor's red-line, as-built information into CADD format for electronic delivery to the City with 16 hours of CADD time.

No additional utility investigation will be added, as it is assumed that the prior utility investigation for the sewer line in the same vicinity will be sufficient. It is assumed additionally that the City will not require engineered traffic control and that this can be assigned to the Contractor to be performed by the Construction Contractor prior to commencement of construction. NV5 will update the specifications for the sewer lines, including the bid schedule, pipeline material, and testing process. NV5 assumes one submittal to the City.

The fee to provide these services is as follows:

TASK NO.	WORK DESCRIPTION	PROJECT MANAGER		PROJECT ENGINEER		CAD DESIGNER		ODCs *	**FEE ***
		$190		$150		$120			
		Hours	$	Hours	$	Hours	$		
1	Prior Rolling Hills Submittals	3	$570	10	$1,500	25	$3,000		$5,070
2	Rolling Hills Updates								
2.1	Future Minor Design Updates to Rolling Hills from Willdan Study (NIC)								
2.2	Updates Rolling Hills Set (C-6 and Sheet Renumbering	2	$380	8	$1,200	8	$960		$2,540
3	Update Engineering Cost Estimate	4	$760	8	$1,200				$1,960
4	Limited Office Engineering During Construction								
4.1	Construction Support	8	$1,520	24	$3,600	8	$960		$6,080
4.2	Record Drawing Preparation (CADD Contractor's As-Builts)	2	$380	2	$300	16	$1,920		$2,600
	Subtotal Items 1-4 Above	19	$3,610	52	$7,800	57	$6,840		$18,250
5	Optional Connection Sheet to City Hall & Rolling Hills Community Association Building	2	$380	8	$1,200	32	$3,840		$5,420
Total Fee		**21**	**$3,990**	**60**	**$9,000**	**89**	**$10,680**	**$0**	**$23,670**

* Subconsultant and ODCs are Marked Up 15%

The method of compensation will be based on time and materials in accordance with the rates provided in this fee proposal. The estimated hours are listed for each task, and the actual hours may vary. The total compensation for the services and work rendered will not exceed the total fee.

We greatly appreciate your consideration of this matter, and we thank you for the opportunity to work with the City on this project. Should you have any questions or require additional information, please contact me at 951.377.1566 or via email at luanne.bean@nv5.com.

Respectfully submitted,
NV5, Inc.

Luanne Bean, PE
Director of Water & Wastewater Operations

Jeffrey M. Cooper, PE
Senior Vice President

PN: P27022-0006149.00

CITY OF ROLLING HILLS

SEWER AREA STUDY
INCLUDING
CITY HALL, TENNIS COURT SITE, and UPSTREAM PROPERTIES
PHASE II - SUPPLEMENT

LACDPW #ESTU2019000732

LACDPW #PC12523AS

Prepared Under the Supervision of
Tyrone Peter, P.E.
R.C.E. No. 81888

Willdan Engineering
2401 E. Katella Avenue, Suite 300
Anaheim, California 92806
(714) 940-6300

January 2023

TABLE OF CONTENTS

Introduction..... 1
Revised Information..... 2
Existing Conditions Model Revisions..... 2
Proposed Conditions Model Revisions..... 3
Conclusions..... 4

Appendices

B Sewer Area Study Exhibits - Existing and Proposed
J-1 Sewer Capacity and Design Analysis – Existing Conditions
J-2 Sewer Capacity and Design Analysis – Proposed Conditions
M Construction Plans by NV5
Q Email from LACDPW

INTRODUCTION

The City of Rolling Hills, CA ("City") has retained Willdan Engineering to prepare a supplement to the previously accepted and approved Sewer Area Study for City Hall, Tennis Court Site and Upstream Properties ("Study"). The Study analyzed existing and proposed sewer flows in the sanitary sewer line in Rolling Hills Road from Palos Verdes Drive North to Crenshaw Boulevard (See Appendix B) and presented conceptual design plans to extend the existing sewer south in Rolling Hills Road to accept sewer flows from the City of Rolling Hills City Hall, Tennis Court Site, and parcels upstream thereof. As the City Hall, Tennis Court Site and Upstream Parcels are not currently served by sanitary sewer lines, the Study analyzed the impact that sewer flows generated by these properties would have on the existing downstream sewer. The Study was reviewed and approved by LACDPW (#ESTU2019000732, #PC12523AS, approved 5/6/2020); Sanitation District of LA County (Will Serve Letter 5362190, November 5, 2019 and 5363326, December 6, 2019); and the Cities of Torrance and Rolling Hills Estates. The Study determined that the additional flows from the studied areas would require upsizing of the existing sewer pipes near Crenshaw Boulevard in the City of Torrance. The City subsequently contracted with NV5 to prepare construction documents for the upsizing of the downstream pipes as well as the construction of the extension of the pipe south in Rolling Hills Road to just south of the City Hall (see Appendix M). As it is likely many years before the upstream parcels develop, the City now desires to study the impact to the existing sewer lines with the additional sewer flows from the City Hall and Tennis Court Site only (no flow from Upstream Parcels), and to determine if there is any need to upsize the downstream pipes under this scenario. This supplement (Supplement) utilizes the information presented in the Study, incorporates information from the construction plans prepared by NV5, and modifies the Sewer Modeling to reflect no flow from the Upstream Parcels. LACDPW was contacted and its' review of the Supplement is not needed (See Appendix Q).

REVISED INFORMATION

The Study presented substantial information that was included as Appendix material. Most of that material remains unchanged and is not resubmitted. The Appendices that are changed and resubmitted with this Supplement are B, J-1, J-2, M and Q. The table below presents the information from the Study and its status relative to the Supplement.

Appendix	Title	Status
A	LACSD Will Serve Letters	No change. Not resubmitted.
B	Sewer Area Exhibits	Revised and resubmitted.
C	Upstream Parcels	No change. Not resubmitted.
D	CSM Maps	No change. Not resubmitted.
E	As-Builts	No change. Not resubmitted.
F	Zoning	No change. Not resubmitted.
G	LACDPW Cap. Policy	No change. Not resubmitted.
H	LACDPW Flow Table	No change. Not resubmitted.
I	San Dist. Loading Table	No change. Not resubmitted.
J-1	Sewer Model-Existing	Revised and resubmitted.
J-2	Sewer Model-Proposed	Revised and resubmitted.
K-1	Ex. Cap. Calcs	Minor change. Not resubmitted.
K-2	Pr. Cap. Calcs	Minor change. Not resubmitted.
K-3	Ex. d/D and Vel Calcs	Minor change. Not resubmitted.
K-4	Pr. d/D and Vel Calcs	Minor change. Not resubmitted.
L	LA Co. Assessor info	No change. Not resubmitted.
M	Prelim. Plans	Submitting plans by NV5.
N	Rolling Hills Comments	N/A
O	RHE Comments	N/A
P	Torrance Comments	N/A
Q	LACDPW Email	Submitting 5/17/2022 Email.

EXISTING CONDITIONS MODEL REVISIONS

The Existing Conditions Sewer Model has been revised to reflect the pipe slopes in the downstream sewer line segments per the NV5 plans. The table below provides a listing of the changes in the Existing Conditions in the downstream sewer line segments:

		Study		Supplement	
MH From	MH To	Slope	% of 1/2 Full (Des. Cap.)	Slope	% of 1/2 Full (Des. Cap.)
1	9	0.022	60.5	0.021	61.9
9	8	0.0104	92.6	0.0152	76.5
8	7=2126	0.1	29.8	0.1292	26.2

The most notable change is between MH's 9 and 8 where the pipe slope is revised to reflect the slope of 0.0152 (previously 0.0104). The slope from the Study utilized As-Built information and the slope from the Supplement is based on survey information from the NV5 plans. The result of the changes indicates that in the Existing Condition, between MH's 9 and 8, the sewer pipe is at 76.5% of Design Capacity. The complete modeling is shown in Appendix J-1.

PROPOSED CONDITIONS MODEL REVISIONS

The Proposed Conditions Sewer Model has been revised to reflect the pipe slopes per the NV5 plans and to eliminate the sewer flows from the Upstream Parcels. The table below provides a listing of the changes in the Proposed Conditions in the downstream sewer line segments:

		Study		Supplement	
MH From	MH To	Slope	% of 1/2 Full (Des. Cap.)	Slope	% of 1/2 Full (Des. Cap.)
1	9	0.022	63.4	0.021	64.9
9	8	0.0104	96.8	0.0152	80
8	7=2126	0.1	31.2	0.1292	27.4

The most notable change is between MH's 9 and 8 where the pipe slope is revised to reflect the slope of 0.0152 (previously 0.0104). The slope from the Study utilized As-Built information and the slope from the Supplement is based on survey information from the NV5 plans. The result of the changes indicates that in the Proposed Condition, between MH's 9 and 8 the sewer pipe is at 80.0% of Design Capacity. The complete modeling is shown in Appendix J-2. Although not pertinent to this analysis, it is noted that the MH numbering in the NV5 plans at the upstream end is different than what was utilized in the Study. Essentially, MH's 100, 99 and 98 from the Study are MH's 12, 14 and 16 on the NV5 plans.

CONCLUSIONS

The calculations indicate that with the added flows from the Tennis Court Site (0.014 cfs) and the City Hall (0.010 cfs), all pipe segments are under capacity (< 100% of Design Capacity). The sewer system has the flattest slope, and the most flow at the downstream end of the sewer within the City of Torrance. Reviewing the Existing and Proposed Model Revisions, the sewer segment which experiences the greatest impact is between MH's 9 and 8 where the line is at 76.5% of Design Capacity in the Existing Condition and at 80.0% of Design Capacity in the Proposed Condition. The addition of 0.024 cfs to the sewer line from the Tennis Court Site and City Hall only (excluding Upstream Parcels) produces a minor impact to the downstream sewer. As the pipes remain under Design Capacity, there is no need to upsize the downstream sewer lines under this scenario.

APPENDIX B

Sewer Area Study Exhibits – Existing and Proposed

Crenshaw Blvd

TORRANCE

233C= MH 8

2126= MH 7

233A= MH 1

233B= MH 9

233= MH 2

232

231

217

218

212

210

211

207

202

203

201

ROLLING HILLS ESTATES

LA COUNTY

Botanical Comfort Station

2369

2126

4" FORCE MAIN

Rolling Hills Rd

New Horizons Child Dev Ctr.

Tennis Court Site

Rolling Hills City Hall

Peninsula Heritage School

Dapplegray Elementary School

Palos Verdes Dr N

RANCHO PALOS VERDES

ROLLING HILLS

REVISED FOR SUPPLEMENT - JANUARY 2023

Legend

- LA County SMD Sewer Pipes
- Jurisdiction Boundary
- Tributary Area

ZONING

- Agricultural
- Commercial
- Commercial Recreation
- Institutional
- Open Space Recreation
- Residential
- Residential Agricultural Suburban
- Residential Multi-Family

N W E S

0 150 300 600 900

Feet

1 in = 500 ft

(For 11x17: 1 in = 1000 ft)

CITY OF ROLLING HILLS
PROPOSED SANITARY SEWER LINES
CITY HALL, TENNIS COURT SITE, ~~AND UPSTREAM PROPERTIES~~
SEWER AREA STUDY EXHIBIT
EXISTING (PAGE 1 OF 2)

WILLDAN Engineering | extending your reach

January 2023

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CITY OF ROLLING HILLS
PROPOSED SANITARY SEWER LINES
CITY HALL AND TENNIS COURT SITE
SEWER AREA STUDY EXHIBIT (SUPPLEMENT)
EXISTING (PAGE 2 OF 2)

Segment MH #	Segment MH #	Pipe Size	Pipe Slope	Area (ac) or Peak Flow (cfs)*	Design Capacity 1/2 Full (cfs)	Cum. Calc'd Flow (cfs)	Comment	% of Design Capacity
201	202	8"	0.0888	0.53	1.654	0.001	Min 20,000 sf lot size area	0.1%
202	203	8"	0.0888	27.14	1.654	0.061	Min 20,000 sf lot size area	3.7%
		8"	0.0888	3.67	1.654	0.120	Institutional	7.2%
203	207	8"	0.0688	7.79	1.455	0.137	Min 20,000 sf lot size area	9.4%
207	210	8"	0.066	3.43	1.425	0.144	Min 20,000 sf lot size area	10.1%
210	211	8"	0.067	1.35	1.436	0.147	Min 20,000 sf lot size area	10.3%
211	212	8"	0.044	57.83	1.164	0.274	Min 20,000 sf lot size area	23.6%
		8"	0.044	33.18	1.164	0.308	Min 1 ac lot size area	26.4%
		8"	0.044	0.025	1.164	0.333	Dapplegray Elem. School	28.6%
		8"	0.044	0.004	1.164	0.337	Peninsula Heritage School	28.9%
		8"	0.044	0.003	1.164	0.340	New Horizons Child Ctr.	29.2%
		8"	0.044	12.233	1.164	0.352	Comm. Rec.	30.2%
		8"	0.044	2.79	1.164	0.355	Inst. (Ball Field)	30.5%
212	216	8"	0.026	2.97	0.894	0.361	Min 20,000 sf lot size area	40.4%
216	218	8"	0.043	0.001	1.150	0.362	Botanical Comfort Station	31.5%
218	231	8"	0.043	7.34	1.150	0.378	Min 20,000 sf lot size area	32.9%
231	232	8"	0.043	0.58	1.150	0.380	Min 20,000 sf lot size area	33.0%
232	233 = 2	8"	0.052	0.65	1.265	0.381	Min 20,000 sf lot size area	30.1%
2	1	8"	0.051	3.182	1.253	0.432	Multi-Family	34.5%
1	9	8"	0.021	4.081	0.803	0.497	Multi-Family	61.9%
9	8	8"	0.0152	1.701	0.683	0.523	Commercial	76.5%
8	7 = 2126	8"	0.1292	0	1.995	0.523		26.2%

* Area (ac) or Peak Flow (cfs)

Left justified values are Areas in (acres). Used for parcel peak flow rates calculated as Area (ac) x Zoning Coeff. (cfs/ac).

Right justified values are peak flow rates in (cfs).

MH 211 to MH 212, Dapplegray Elem. School: (10 gpd/student) * 639 students * 2.5 * (1 cfs / 646317 gpd) = 0.025 cfs

MH 211 to MH 212, Peninsula Heritage School: (10 gpd/student) * 115 students * 2.5 * (1 cfs / 646317 gpd) = 0.004 cfs

MH 211 to MH 212, New Horizons Child Dev. Ctr.: (10 gpd/student) * 70 students * 2.5 * (1 cfs / 646317 gpd) = 0.003 cfs

MH 216 to MH 218, Botanical Comfort Station based on Apt 3 bdr = 300 gpd * 2.5 * (1 cfs / 646317 gpd) = 0.001 cfs

Crenshaw Blvd

LOMITA

TORRANCE

LOMITA

ROLLING HILLS ESTATES

2126= MH 7

233C= MH 8

233A= MH 1

233B= MH 9

232

233= MH 2

231

217

218

212

210

211

207

202

203

201

16

Botanical Comfort Station

2369

2126

4" FORCE MAIN

Rolling Hills Rd

LA COUNTY

New Horizons Child Dev Ctr.

Tennis Court Site

Rolling Hills City Hall

Peninsula Heritage School

Dapplegray Elementary School

ROLLING HILLS ESTATES

Palos Verdes Dr N

For Supplement Study:

No Sewer flows from Upstream Parcels, Tributary Area 16.

ROLLING HILLS

ROLLING HILLS

RANCHO PALOS VERDES

RANCHO PALOS VERDES

REVISED FOR SUPPLEMENT - JANUARY 2023

Legend

- Proposed Sewer
- LA County SMD Sewer Pipes
- Tributary Area
- Jurisdiction Boundary

ZONING

- Agricultural
- Commercial
- Commercial Recreation
- Institutional
- Open Space Recreation
- Residential
- Residential Agricultural Suburban
- Residential Multi-Family

N W E S

0 150 300 600 900

Feet

1 in = 500 ft

(For 11x17: 1 in = 1000 ft)

CITY OF ROLLING HILLS
PROPOSED SANITARY SEWER LINES
CITY HALL, TENNIS COURT SITE, ~~AND UPSTREAM PROPERTIES~~
SEWER AREA STUDY EXHIBIT
PROPOSED (PAGE 1 OF 2)

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January 2023

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CITY OF ROLLING HILLS
PROPOSED SANITARY SEWER LINES
CITY HALL AND TENNIS COURT SITE
SEWER AREA STUDY EXHIBIT (SUPPLEMENT)
PROPOSED (PAGE 2 OF 2)

Segment MH #	Segment MH #	Pipe Size	Pipe Slope	Area (ac) or Peak Flow (cfs)*	Design Capacity 1/2 Full (cfs)	Cum. Calc'd Flow (cfs)	Comment	% of Design Capacity
16	14	8"	0.0631	488.11	1.394	0.000	Min 2 ac lot size area	0.0%
16	14	8"	0.0631	233.51	1.394	0.000	Min 1 ac lot size area	0.0%
16	14	8"	0.0631	0.014	1.394	0.014	Tennis Ct. Area	1.0%
16	14	8"	0.0631	0.01	1.394	0.024	#City Hall	1.7%
14	12(47 + 78)	8"	0.0487	0	1.224	0.024		2.0%
12(47 + 78)	12(43 + 50)	8"	0.0653	0	1.418	0.024		1.7%
12(43 + 50)	201	8"	0.0738	0	1.507	0.024		1.6%
201	202	8"	0.0888	0.53	1.654	0.025	Min 20,000 sf lot size area	1.5%
202	203	8"	0.0888	27.14	1.654	0.085	Min 20,000 sf lot size area	5.1%
		8"	0.0888	3.67	1.654	0.144	Institutional	8.7%
203	207	8"	0.0688	7.79	1.455	0.161	Min 20,000 sf lot size area	11.0%
207	210	8"	0.066	3.43	1.425	0.168	Min 20,000 sf lot size area	11.8%
210	211	8"	0.067	1.35	1.436	0.171	Min 20,000 sf lot size area	11.9%
211	212	8"	0.044	57.83	1.164	0.298	Min 20,000 sf lot size area	25.6%
		8"	0.044	33.18	1.164	0.332	Min 1 ac lot size area	28.5%
		8"	0.044	0.025	1.164	0.357	Dapplegray Elem. School	30.6%
		8"	0.044	0.004	1.164	0.361	Peninsula Heritage School	31.0%
		8"	0.044	0.003	1.164	0.364	New Horizons Child Ctr.	31.3%
		8"	0.044	12.233	1.164	0.376	Comm. Rec.	32.3%
		8"	0.044	2.79	1.164	0.379	Inst. (Ball Field)	32.5%
212	216	8"	0.026	2.97	0.894	0.385	Min 20,000 sf lot size area	43.1%
216	218	8"	0.043	0.001	1.150	0.386	Botanical Comfort Station	33.6%
218	231	8"	0.043	7.34	1.150	0.402	Min 20,000 sf lot size area	35.0%
231	232	8"	0.043	0.58	1.150	0.404	Min 20,000 sf lot size area	35.1%
232	233 = 2	8"	0.052	0.65	1.265	0.405	Min 20,000 sf lot size area	32.0%
2	1	8"	0.051	3.182	1.253	0.456	Multi-Family	36.4%
1	9	8"	0.021	4.081	0.803	0.521	Multi-Family	64.9%
9	8	8"	0.0152	1.701	0.683	0.547	Commercial	80.0%
8	7 = 2126	8"	0.1292	0	1.995	0.547		27.4%

* Area (ac) or Peak Flow (cfs)

Left justified values are Areas in (acres). Used for parcel peak flow rates calculated as Area (ac) x Zoning Coeff. (cfs/ac).

Right justified values are peak flow rates in (cfs).

MH 16 to MH 14, Tennis Ct. based on Golf Course, Camp, and Park: 100 gpd/1000 sf = (100 gpd*37,460 sf/1000 sf)*2.5*(1 cfs/646317 gpd) = 0.014 cfs

MH 16 to MH 14, City Hall based on Office Bldg: 200 gpd/1000 sf gr. flr. area: 200 gpd*13,000 sf/1000 sf) *2.5*(1 cfs/646317 gpd) = 0.010 cfs

MH 211 to MH 212, Dapplegray Elem. School: (10 gpd/student) * 639 students * 2.5 * (1 cfs / 646317 gpd) = 0.025 cfs

MH 211 to MH 212, Peninsula Heritage School: (10 gpd/student) * 115 students * 2.5 * (1 cfs / 646317 gpd) = 0.004 cfs

MH 211 to MH 212, New Horizons Child Dev. Ctr.: (10 gpd/student) * 70 students * 2.5 * (1 cfs / 646317 gpd) = 0.003 cfs

MH 216 to MH 218, Botanical Comfort Station based on Apt 3 bdr = 300 gpd * 2.5 * (1 cfs / 646317 gpd) = 0.001 cfs

APPENDIX J-1

Sewer Capacity and Design Analysis –

Existing Conditions

City of Rolling Hills Sewer Service Feasibility Study - Phase II-REVISED FOR SUPPLEMENT-1-18-2023
Rolling Hills Road Sewer Analysis - Existing Condition

* Calculated using Kutter's Formula with n=0.013
Design Capacity keeps three decimal places at least
For pipes < 15", Design Capacity of the sewer mainline is defined as 1/2 Full = 100% capacity (d/D)
For pipes ≥ 15", Design Capacity of the sewer mainline is defined as 3/4 Full = 100% capacity (d/D)
** Based on current land use and coefficients (and occupancy) per LA County, (Attach supporting calculations)

Kutter's Formula

$$C = \frac{41.65 + 0.00281/S + 1.811/n}{1 + n/R^{(1/2)} * (41.65 + 0.00281/S)}$$

$$Q = CA(RS)^{(1/2)}$$

For 1/2 Full Pipe, R = D/4

Infosewer ID	Street Name	Segment MH #	Segment MH #	Pipe Size 8"=0.667' 10"=0.833' 12"=1'	Pipe Slope	Design Capacity* 1/2 Full <15" (cfs)	Design Capacity* 3/4 Full 15" or > (cfs)	# Area (ac) or Peak Flow (cfs)	## Zoning Coeff. (cfs/ac)	Calc'd Flow (cfs)	** Cum. Calc'd Flow (cfs)	As-Built/ Ref. Plan	Comment	% of 1/2 Full Cum. Calc'd Flow / Design Capacity	Cum. Calc'd flow depth/ Diameter See App. K-4	Cum. Calc'd Flow Vel. (fps) See App. K-4	Jurisdiction
5	Rolling Hills Rd.	201	202	0.667	0.0888	1.654	n/a	0.53	0.0022	0.001	0.001	PS005727	Min 20,000 sf lot size area	0.1%	Not recalculated	Not recalculated	RHE
7	Rolling Hills Rd.	202	203	0.667	0.0888	1.654	n/a	27.14	0.0022	0.060	0.061	PS005727	Min 20,000 sf lot size area	3.7%	"	"	RHE
				0.667	0.0888	1.654	n/a	3.67	0.016	0.059	0.120	PS005727	Institutional	7.2%	"	"	RHE
8	Rolling Hills Rd.	203	207	0.667	0.0688	1.455	n/a	7.79	0.0022	0.017	0.137	PS005727	Min 20,000 sf lot size area	9.4%	"	"	RHE
11	Rolling Hills Rd.	207	210	0.667	0.066	1.425	n/a	3.43	0.0022	0.008	0.144	PD07160	Min 20,000 sf lot size area	10.1%	"	"	RHE
3	Rolling Hills Rd.	210	211	0.667	0.067	1.436	n/a	1.35	0.0022	0.003	0.147	PD07160	Min 20,000 sf lot size area	10.3%	"	"	RHE
10	Rolling Hills Rd.	211	212	0.667	0.044	1.164	n/a	57.83	0.0022	0.127	0.274	PD07160	Min 20,000 sf lot size area	23.6%	"	"	RHE
				0.667	0.044	1.164	n/a	33.18	0.001	0.033	0.308		Min 1 ac lot size area	26.4%	"	"	RHE
				0.667	0.044	1.164	n/a	0.025	1	0.025	0.333		Dapplegray Elem. School	28.6%	"	"	RHE
				0.667	0.044	1.164	n/a	0.004	1	0.004	0.337		Peninsula Heritage School	28.9%	"	"	
				0.667	0.044	1.164	n/a	0.003	1	0.003	0.340		New Horizons Child Ctr.	29.2%	"	"	
				0.667	0.044	1.164	n/a	12.233	0.001	0.012	0.352		Comm. Rec.	30.2%	"	"	RHE
				0.667	0.044	1.164	n/a	2.79	0.001	0.003	0.355		Inst. (Ball Field)	30.5%	"	"	RHE
1	Rolling Hills Rd.	212	216	0.667	0.026	0.894	n/a	2.97	0.0022	0.007	0.361	PD07160	Min 20,000 sf lot size area	40.4%	"	"	RHE
4	Rolling Hills Rd.	216	218	0.667	0.043	1.150	n/a	0.001	1	0.001	0.362	PD07160	Botanical Comfort Station	31.5%	"	"	RHE
9	Rolling Hills Rd.	218	231	0.667	0.043	1.150	n/a	7.34	0.0022	0.016	0.378	PD07160	Min 20,000 sf lot size area	32.9%	"	"	RHE
6	Rolling Hills Rd.	231	232	0.667	0.043	1.150	n/a	0.58	0.0022	0.001	0.380	PD07160	Min 20,000 sf lot size area	33.0%	"	"	RHE
2	Rolling Hills Rd.	232	233 = 2	0.667	0.052	1.265	n/a	0.65	0.0022	0.001	0.381	PD07160	Min 20,000 sf lot size area	30.1%	"	"	RHE
12	Rolling Hills Rd.	2	1	0.667	0.051	1.253	n/a	3.182	0.016	0.051	0.432	SS-116/SS-0043	Multi-Family	34.5%	"	"	Torrance
13	Rolling Hills Rd.	1	9	0.667	0.021	0.803	n/a	4.081	0.016	0.065	0.497	SS-116/SS-0043	Multi-Family	61.9%	"	"	Torrance
14	Rolling Hills Rd.	9	8	0.667	0.0152	0.683	n/a	1.701	0.015	0.026	0.523	SS-116/SS-0043	Commercial	76.5%	"	"	Torrance
15	Rolling Hills Rd.	8	7 = 2126	0.667	0.1292	1.995	n/a	0	0	0.000	0.523	SS-116 / SS-0043 / 5-P-92		26.2%	"	"	Torrance

\# Area (ac) or Peak Flow (cfs)
Left justified values are Areas in (acres). Used for parcel peak flow rates calculated as Area (ac) x Zoning Coeff. (cfs/ac).
Right justified values are peak flow rates in (cfs).
MH 211 to MH 212, Dapplegray Elem. School: (10 gpd/student) * 639 students * 2.5 * (1 cfs / 646317 gpd) = 0.025 cfs
MH 211 to MH 212, Peninsula Heritage School: (10 gpd/student) * 115 students * 2.5 * (1 cfs / 646317 gpd) = 0.004 cfs
MH 211 to MH 212, New Horizons Child Dev. Ctr.: (10 gpd/student) * 70 students * 2.5 * (1 cfs / 646317 gpd) = 0.003 cfs
MH 216 to MH 218, Botanical Comfort Station based on Apt 3 bdr = 300 gpd * 2.5 * (1 cfs / 646317 gpd) = 0.001 cfs

\## Zoning Coeff. (cfs/ac)
Minimum 20,000 sf lot size: Coeff = 0.001 cfs/ac * (43,560/20,000) = 0.0022 cfs/ac
MH 202 to MH 203 Institutional based on R-4: Coeff = 0.016 cfs/ac
Minimum 1 ac lot size: Coeff = 0.001 cfs/ac per LACDPW
MH 211 to MH 212, Community Recreation based on 1 ac. lot size: Coeff = 0.001 cfs/ac
MH 211 to MH 212, Inst. (Ball Field) based on 1 ac lot size: Coeff = 0.001 cfs/ac
MH 2 to MH 1: City of Torrance Multi-Family based on R-4: Coeff = 0.016 cfs/ac
MH 1 to MH 9: City of Torrance Multi-Family based on R-4: Coeff = 0.016 cfs/ac
MH 9 to MH 8: City of Torrance Commercial based on C-1 through C-4: Coeff = 0.015 cfs/ac

APPENDIX J-2

Sewer Capacity and Design Analysis –

Proposed Conditions

City of Rolling Hills Sewer Service Feasibility Study - Phase II-REVISED FOR SUPPLEMENT-1-18-2023
Rolling Hills Road Sewer Analysis - Proposed Condition

* Calculated using Kutter's Formula with n=0.013
Design Capacity keeps three decimal places at least
For pipes < 15", Design Capacity of the sewer mainline is defined as 1/2 Full = 100% capacity (d/D)
For pipes ≥ 15", Design Capacity of the sewer mainline is defined as 3/4 Full = 100% capacity (d/D)
** Based on current land use and coefficients (and occupancy) per LA County, (Attach supporting calculations)

Kutter's Formula

$$C = \frac{41.65 + 0.00281/S + 1.811/n}{1 + n/R^{(1/2)} * (41.65 + 0.00281/S)}$$

$$Q = CA(RS)^{(1/2)}$$

For 1/2 Full Pipe, R = D/4

Infosewer ID	Street Name	Segment MH #	Segment MH #	Pipe Size 8"=0.667' 10"=0.833' 12"=1'	Pipe Slope	Design Capacity* 1/2 Full <15" (cfs)	Design Capacity* 3/4 Full 15" or > (cfs)	# Area (ac) or Peak Flow (cfs)	## Zoning Coeff. (cfs/ac)	Calc'd Flow (cfs)	** Cum. Calc'd Flow (cfs)	As-Built/ Ref. Plan	Comment	% of 1/2 Full Cum. Calc'd Flow / Design Capacity	Cum. Calc'd flow depth/ Diameter See App. K-4	Cum. Calc'd Flow Vel. (fps) See App. K-4	Jurisdiction
	Portuguese Bend	16	14	0.667	0.0631	1.394	n/a	488.11	0.0005	0.000	0.000	NV5 100% Plans	Min 2 ac lot size area	0.00%	Not recalculated	Not recalculated	RH
		16	14	0.667	0.0631	1.394	n/a	233.51	0.001	0.000	0.000	NV5 100% Plans	Min 1 ac lot size area	0.00%	"	"	RH
		16	14	0.667	0.0631	1.394	n/a	0.014	1	0.014	0.014	NV5 100% Plans	Tennis Ct. Area	1.00%	"	"	RH
		16	14	0.667	0.0631	1.394	n/a	0.01	1	0.010	0.024	NV5 100% Plans	#City Hall	1.72%	"	"	RH
		14	12(47 + 78)	0.667	0.0487	1.224	n/a	0	0	0.000	0.024	NV5 100% Plans		1.96%	"	"	RH
	Rolling Hills Rd.	12(47 + 78)	12(43 + 50)	0.667	0.0653	1.418	n/a	0	0	0.000	0.024	NV5 100% Plans		1.69%	"	"	RH
	Rolling Hills Rd.	12(43 + 50)	201	0.667	0.0738	1.507	n/a	0	0	0.000	0.024	NV5 100% Plans		1.59%	"	"	RHE
5	Rolling Hills Rd.	201	202	0.667	0.0888	1.654	n/a	0.53	0.0022	0.001	0.025	PS005727	Min 20,000 sf lot size area	1.5%	"	"	RHE
7	Rolling Hills Rd.	202	203	0.667	0.0888	1.654	n/a	27.14	0.0022	0.060	0.085	PS005727	Min 20,000 sf lot size area	5.1%	"	"	RHE
				0.667	0.0888	1.654	n/a	3.67	0.016	0.059	0.144	PS005727	Institutional	8.7%	"	"	RHE
8	Rolling Hills Rd.	203	207	0.667	0.0688	1.455	n/a	7.79	0.0022	0.017	0.161	PS005727	Min 20,000 sf lot size area	11.0%	"	"	RHE
11	Rolling Hills Rd.	207	210	0.667	0.066	1.425	n/a	3.43	0.0022	0.008	0.168	PD07160	Min 20,000 sf lot size area	11.8%	"	"	RHE
3	Rolling Hills Rd.	210	211	0.667	0.067	1.436	n/a	1.35	0.0022	0.003	0.171	PD07160	Min 20,000 sf lot size area	11.9%	"	"	RHE
10	Rolling Hills Rd.	211	212	0.667	0.044	1.164	n/a	57.83	0.0022	0.127	0.298	PD07160	Min 20,000 sf lot size area	25.6%	"	"	RHE
				0.667	0.044	1.164	n/a	33.18	0.001	0.033	0.332		Min 1 ac lot size area	28.5%	"	"	RHE
				0.667	0.044	1.164	n/a	0.025	1	0.025	0.357		Dapplegray Elem. School	30.6%	"	"	RHE
				0.667	0.044	1.164	n/a	0.004	1	0.004	0.361		Peninsula Heritage School	31.0%	"	"	RHE
				0.667	0.044	1.164	n/a	0.003	1	0.003	0.364		New Horizons Child Ctr.	31.3%	"	"	RHE
				0.667	0.044	1.164	n/a	12.233	0.001	0.012	0.376		Comm. Rec.	32.3%	"	"	RHE
				0.667	0.044	1.164	n/a	2.79	0.001	0.003	0.379		Inst. (Ball Field)	32.5%	"	"	RHE
1	Rolling Hills Rd.	212	216	0.667	0.026	0.894	n/a	2.97	0.0022	0.007	0.385	PD07160	Min 20,000 sf lot size area	43.1%	"	"	RHE
4	Rolling Hills Rd.	216	218	0.667	0.043	1.150	n/a	0.001	1	0.001	0.386	PD07160	Botanical Comfort Station	33.6%	"	"	RHE
9	Rolling Hills Rd.	218	231	0.667	0.043	1.150	n/a	7.34	0.0022	0.016	0.402	PD07160	Min 20,000 sf lot size area	35.0%	"	"	RHE
6	Rolling Hills Rd.	231	232	0.667	0.043	1.150	n/a	0.58	0.0022	0.001	0.404	PD07160	Min 20,000 sf lot size area	35.1%	"	"	RHE
2	Rolling Hills Rd.	232	233 = 2	0.667	0.052	1.265	n/a	0.65	0.0022	0.001	0.405	PD07160	Min 20,000 sf lot size area	32.0%	"	"	RHE
12	Rolling Hills Rd.	2	1	0.667	0.051	1.253	n/a	3.182	0.016	0.051	0.456	SS-116/SS-0043	Multi-Family	36.4%	"	"	Torrance
13	Rolling Hills Rd.	1	9	0.667	0.021	0.803	n/a	4.081	0.016	0.065	0.521	SS-116/SS-0043	Multi-Family	64.9%	"	"	Torrance
		~~1~~	~~9~~	~~0.833~~	~~0.021~~	~~1.490~~	~~n/a~~				~~0.521~~	~~Prelim Plans~~	~~Upgrade to 10"~~	~~35.0%~~	"	"	~~Torrance~~
14	Rolling Hills Rd.	9	8	0.667	0.0152	0.683	n/a	1.701	0.015	0.026	0.547	SS-116/SS-0043	Commercial	80.0%	"	"	Torrance
		~~9~~	~~8~~	~~0.833~~	~~0.0152~~	~~1.267~~	~~n/a~~				~~0.547~~	~~Prelim Plans~~	~~Upgrade to 10"~~	~~43.2%~~	"	"	~~Torrance~~
		~~9~~	~~8~~	~~1~~	~~0.0152~~	~~2.100~~	~~n/a~~				~~0.547~~	~~Prelim Plans~~	~~Upgrade to 12"~~	~~26.0%~~	"	"	~~Torrance~~
15	Rolling Hills Rd.	8	7 = 2126	0.667	0.1292	1.995	n/a	0	0	0.000	0.547	SS-116 / SS-0043 / 5-P-92		27.4%	"	"	Torrance
		~~8~~	~~7 = 2126~~	~~0.833~~	~~0.1292~~	~~3.699~~	~~n/a~~				~~0.547~~	~~Prelim Plans~~	~~Upgrade to 10"~~	~~14.8%~~	"	"	~~Torrance~~
		~~8~~	~~7 = 2126~~	~~1~~	~~0.1292~~	~~6.131~~	~~n/a~~				~~0.547~~	~~Prelim Plans~~	~~Upgrade to 12"~~	~~8.9%~~	"	"	~~Torrance~~

Per LA County Assessor, Parcel 7569-003-904 (City Hall) = 1.22 ac = 53,143 sf
Per LA County Assessor, Parcel 7569-015-900 (Tennis Court Site) = 37,460 sf

\# Area (ac) or Peak Flow (cfs)
Left justified values are Areas in (acres). Used for parcel peak flow rates calculated as Area (ac) x Zoning Coeff. (cfs/ac).
Right justified values are peak flow rates in (cfs).
MH 16 to MH 14, Tennis Ct. based on Golf Course, Camp, and Park: 100 gpd/1000 sf = (100 gpd*37,460 sf/1000 sf)*2.5*(1 cfs/646317 gpd) = 0.014 cfs
MH 16 to MH 14, City Hall based on Office Bldg: 200 gpd/1000 sf gr. flr. area: 200 gpd*13,000 sf/1000 sf) *2.5*(1 cfs/646317 gpd) = 0.010 cfs
MH 211 to MH 212, Dapplegray Elem. School: (10 gpd/student) * 639 students * 2.5 * (1 cfs / 646317 gpd) = 0.025 cfs
MH 211 to MH 212, Peninsula Heritage School: (10 gpd/student) * 115 students * 2.5 * (1 cfs / 646317 gpd) = 0.004 cfs
MH 211 to MH 212, New Horizons Child Dev. Ctr.: (10 gpd/student) * 70 students * 2.5 * (1 cfs / 646317 gpd) = 0.003 cfs
MH 216 to MH 218, Botanical Comfort Station based on Apt 3 bdr = 300 gpd * 2.5 * (1 cfs / 646317 gpd) = 0.001 cfs

\## Zoning Coeff. (cfs/ac)
Minimum 2 ac lot size: Coeff = 0.001 cfs/ac/2 = 0.0005 cfs/ac
Minimum 1 ac lot size: Coeff = 0.001 cfs/ac per LACDPW
Minimum 20,000 sf lot size: Coeff = 0.001 cfs/ac * (43,560/20,000) = 0.0022 cfs/ac
MH 202 to MH 203 Institutional based on R-4: Coeff = 0.016 cfs/ac
MH 211 to MH 212, Community Recreation based on 1 ac. lot size: Coeff = 0.001 cfs/ac
MH 211 to MH 212, Inst. (Ball Field) based on 1 ac lot size: Coeff = 0.001 cfs/ac
MH 2 to MH 1: City of Torrance Multi-Family based on R-4: Coeff = 0.016 cfs/ac
MH 1 to MH 9: City of Torrance Multi-Family based on R-4: Coeff = 0.016 cfs/ac
MH 9 to MH 8: City of Torrance Commercial based on C-1 through C-4: Coeff = 0.015 cfs/ac

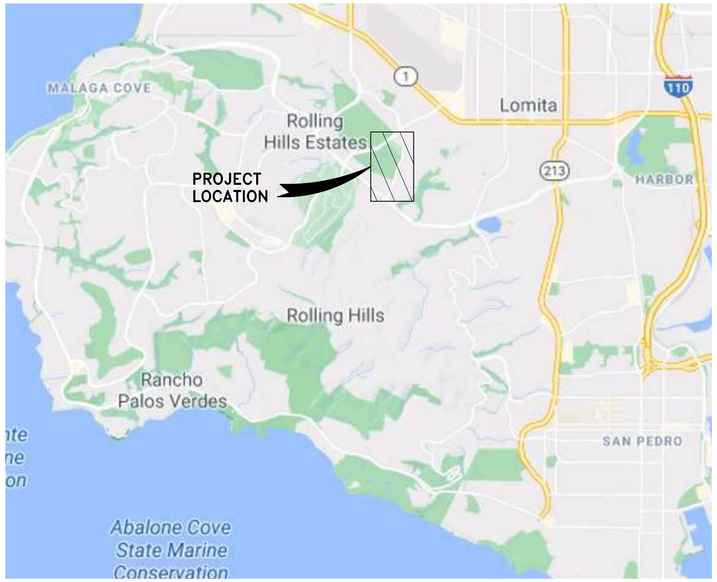
APPENDIX M

Construction Plans by NV5

PORTUGUESE BEND/ROLLING HILLS ROAD SEWER MAIN IMPROVEMENT PROJECT

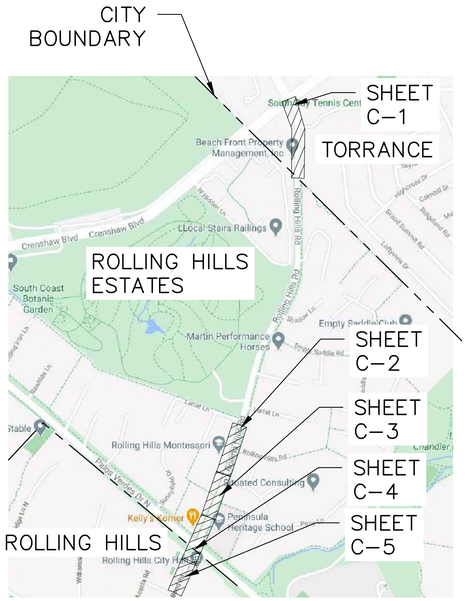
CITY OF ROLLING HILLS, COUNTY OF LOS ANGELES

NOVEMBER 2021



VICINITY MAP

NOT TO SCALE



LOCATION MAP

NOT TO SCALE

APPROVED BY:

CITY OF ROLLING HILLS DATE

CITY OF ROLLING HILLS ESTATES DATE

CITY OF TORRANCE DATE

SHEET INDEX

SHT. NO.	DWG. NO	DESCRIPTION
1	T-1	TITLE SHEET, VICINITY MAP, LOCATION MAP AND SHEET INDEX
2	T-2	GENERAL NOTES ABBREVIATIONS AND LEGEND
3	C-1	ROLLING HILLS RD SEWER MAIN PLAN STA. 10+00 TO STA. 16+00
4	C-2	ROLLING HILLS RD SEWER MAIN PLAN STA. 40+00 TO STA. 44+50
5	C-3	ROLLING HILLS RD SEWER MAIN PLAN STA. 44+50 TO STA. 49+50
6	C-4	ROLLING HILLS RD SEWER MAIN PLAN STA. 49+50 TO STA. 54+00
7	C-5	ROLLING HILLS RD SEWER MAIN PLAN STA. 54+00 TO STA. 57+00
8	C-6	ROLLING HILLS ESTATES RE-PAVEMENT AND MARKINGS
9	D-1	MANHOLE DETAILS
10	D-2	DETAILS

PUBLIC AGENCIES & UTILITIES

AGENCY	CONTACT PERSON	TELEPHONE NO.
COX COMMUNICATIONS	THOMAS ELDRED	1-800-290-6623
CALIFORNIA WATER SERVICE	–	310-257-1400
LA COUNTY DEPT PUBLIC WORKS	–	–
CROWN CASTLE – LA AND VEN	NICK BELINSKY	1-888-632-0931
FRONTIER		213-542-0100
CITY OF TORRANCE		310-618-2831
SCE	–	–
CITY OF ROLLING HILLS ESTATES		310-377-1577 ext. 103
CITY OF ROLLING HILLS		310-377-1521

REFERENCES:

SANITARY SEWER:
SS-1021 PALOS VERDES NORTH SLOPE TRUNK SEWER, SECTION 1
SS-1044 PALOS VERDES NORTH SLOPE RELIEF TRUNK SEWER
SS-43 PLAN AND PROFILE OF SANITARY SEWER IN ROLLING HILLS ROAD

STORM DRAIN PLANS:
SD-1027 LA COUNTY FLOOD CONTROL DISTRICT ROLLING HILLS ESTATES PORTION OF LINE A (CONCRETE CONDUIT)
SD-122 CITY OF TORRANCE STORM DRAIN

WATER PLANS:
WP-291 CITY OF TORRANCE WESTERN AVE AND ROLLING HILLS ROAD WATER MAIN REPLACEMENT ROJECT (CIP NO. I-107)
WP-179 CITY OF TORRANCE WATER DEPARTMENT 18 MG WALTERIA RESERVOIR

100% SUBMITTAL

CALL TOLL FREE 811 Know what's below. Call two working before you dig. Underground Service Alert

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD88, UTILIZING GEOID12(A) AND DETERMINED LOCALLY BY GPS TIES TO LOS ANGELES COUNTY BENCHMARK "GY12603". THE BENCHMARKS IS A LEAD AND DISK STAMPED "LS8601". ELEVATION =245.039 SFT

GY12603 – L & LS TAG #8601 E'LY CB ROLLING HILLS RD. 0.7' S'LY OF ECR NE'LY COR CRENSHAW BLVD.

NO.	DATE	REVISIONS	ENGR.	APPROV.	DATE
6					
5					
4					
3					
2					
1					

DRAWN BY: RG DATE DEC-20
DESIGNED BY: DAM DATE DEC-20
CHECKED BY: DAM DATE DEC-20

REGISTERED PROFESSIONAL ENGINEER LUANNE BEAN CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
NV5 WWW.NV5.COM
163 TECHNOLOGY DRIVE #100
IRVINE, CA 92618
TEL (949) 585-0477
FAX. (949) 585-0433

LUANNE BEAN, PE C50129 06/30/21
CIVIL ENGINEER: LICENSE NO. EXP. DATE

CITY OF ROLLING HILLS
PUBLIC WORKS DEPARTMENT

8-INCH SEWER MAIN PORTUGUESE BEND/ROLLING HILLS ROAD
TITLE SHEET, VICINITY MAP, LOCATION MAP AND SHEET INDEX

DWG. NO. T-1

SHEET 1 OF 10

G:\CS PROJECTS\Rolling Hills\8-inch Sewer Main Portuguese Bend\Plans\CAD\SHT T-1.dwg 02/09/22 1:02pm

8-INCH SEWER PORTUGUESE BEND PROJECT

142

GENERAL NOTES

1. ALL WORK SHALL CONFORM TO THE "STANDARD PLANS AND SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION" (GREENBOOK), LATEST EDITION, INCLUDING SUPPLEMENTS, AND TO THE CITY OF ROLLING HILLS ESTATES PUBLIC WORKS DEPARTMENT'S STANDARD CONSTRUCTION DRAWINGS.
2. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY IN THE FIELD THE EXACT LOCATION OF EXISTING UTILITIES, SIZE, QUANTITIES, AND SITE CONDITIONS
3. THE EXISTENCE AND LOCATION OF ALL UNDERGROUND UTILITIES, PIPES, OR STRUCTURES SHOWN ON PLANS ARE OBTAINED BY A SEARCH OF THE AVAILABLE RECORDS. APPROVAL OF THE PLANS BY THE CITY OF ROLLING HILLS ESTATES DOES NOT CONSTITUTE A REPRESENTATION OF THE ACCURACY, COMPLETENESS, LOCATION, EXISTENCE, OR NON-EXISTENCE OF ANY UNDERGROUND UTILITY, PIPE, OR STRUCTURE WITHIN THE LIMITS OF THIS PROJECT.
4. THE CONTRACTOR IS REQUIRED TO TAKE ALL DUE PRECAUTIONARY MEANS TO PROTECT UTILITY LINES. THE CONTRACTOR SHALL HAVE A COPY OF THE PROJECT PLANS AND SPECIFICATIONS ON THE JOB AT ALL TIMES.
5. THE ENGINEER SHALL BE NOTIFIED AT LEAST (5) WORKING DAYS PRIOR TO BEGINNING CONSTRUCTION FOR OBSERVATION OF CONSTRUCTION. NO FACILITIES SHALL BE BACKFILLED UNTIL OBSERVED BY THE ENGINEER.
6. ALL EXISTING IMPROVEMENTS INCLUDING CONCRETE CURB AND GUTTER, AC OR PCC PAVING WHICH ARE BEING JOINED OR MATCHED IN CONNECTION WITH THIS PROJECT SHALL BE JOINED OR MATCHED IN A MANNER SATISFACTORY TO THE ENGINEER, OWNER, AND/OR OWNER'S REPRESENTATIVE INCLUDING NECESSARY SAW CUTTING, REMOVAL, REPLACEMENT AND CAPPING. ALL CONCRETE SIDEWALKS OR CURBS TO BE REMOVED AND REPLACED SHALL BE SAW CUT TO THE NEAREST TRANSVERSE SCORE MARK OR ADJUSTABLE CONTROL, JOINT OR WEAKENED PLANE JOINT.
7. CONTRACTOR SHALL MAINTAIN THE WORK AREAS IN A NEAT, SAFE, CLEAN AND SANITARY CONDITION AT ALL TIMES AND TO THE SATISFACTION OF THE CITY. STREETS SHALL BE KEPT CLEAR OF DEBRIS, DUST AND OTHER NUISANCE AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY CLEANUP OF ADJACENT STREETS AFFECTED BY CONSTRUCTION.
8. TRAFFIC CONTROL DURING CONSTRUCTION OF CITY STREETS SHALL CONFORM TO THE STATE OF CALIFORNIA MANUAL OF TRAFFIC CONTROLS, SPECIAL PROVISIONS, CITY PERMIT, AND THE WORK AREA TRAFFIC CONTROL HANDBOOK (WATCH). TRAFFIC CONTROL PLAN, SIGNED BY LICENSED TRAFFIC ENGINEER, TO BE PROVIDED TO CITY OF TORRANCE.
9. THE CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT AT LEAST 48 HOURS BEFORE BEGINNING ANY CONSTRUCTION WORK BY CALLING 811.
10. SEWER LENGTHS SHOWN ARE HORIZONTAL DISTANCES AND MAY VARY FROM ACTUAL DISTANCES. CONTRACTOR'S PRICING SHALL BE BASED UPON ACTUAL DISTANCE REQUIRED TO INSTALL THE PIPES IN ACCORDANCE WITH CONTRACT DOCUMENTS AT NO ADDITIONAL COST TO THE OWNER FOR THE DURATION OF THE PROJECT WITHOUT LAPSES.
11. CONTRACTOR SHALL POSSESS A VALID CALIFORNIA CLASS "A" CONTRACTORS LICENSE.
12. WORK SHOWN OR INDICATED ON THESE PLANS, OR CALLED FOR IN THE SPECIFICATIONS BUT NOT INCLUDED AS PAY QUANTITY ITEMS, SHALL BE CONSIDERED INCIDENTAL WORK. THE COST OF WHICH SHALL BE INCLUDED IN THE CONTRACTOR'S BID FOR PAY QUANTITY ITEMS.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE TO EXISTING UTILITIES, PAVEMENT, CURBS, TRAFFIC STRIPING AND MARKINGS, TRAFFIC SIGNAL EQUIPMENT (INCLUDING DETECTOR LOOPS), STRUCTURES (GARDEN WALLS, IRRIGATION SYSTEMS, AND OTHER EXISTING IMPROVEMENTS, AS A RESULT OF CONTRACTOR'S OPERATIONS, AND WILL BE REQUIRED TO REPAIR, REMODEL OR REPLACE SAME TO THE SATISFACTION OF, AS DIRECTED BY THE ENGINEER, OWNER, OWNER'S REPRESENTATIVE OR UTILITY COMPANY AT NO ADDITIONAL COST TO THE OWNER.
14. THE CONTRACTOR SHALL FURNISH ALL CONSTRUCTION SURVEYS FOR THE PROJECT AS DESCRIBED IN THE SPECIFICATIONS AT NO ADDITIONAL COST TO THE OWNER. SURVEY POINTS DESCRIBED AS A RESULT OF THE CONTRACTOR'S NEGLIGENCE OR FAILURE TO PROVIDE PROPER PROTECTION, SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE, AT NO ADDITIONAL COST TO THE OWNER. THE CONTRACTOR SHALL NOTIFY THE CITY AT LEAST FIVE (5) WORKING DAYS PRIOR TO CONSTRUCTION STAKING, AND REGULATORY AGENCIES AS REQUIRED IN ENCROACHMENT PERMITS.
15. THE CONTRACTOR SHALL CONDUCT CONSTRUCTION OPERATIONS IN SUCH A MANNER THAT STORM RUNOFF OR OTHER WATERS MAY PROCEED UNINTERRUPTED ALONG THE STREET OR DRAINAGE COURSES IN ACCORDANCE WITH CONTRACTOR'S APPROVED WATER POLLUTION CONTROL PLAN AND FEDERAL/STATE/LOCAL REGULATORY REQUIREMENTS AND GUIDELINES.
16. STATIONING OF REMOVALS AND WIDTHS OF REMOVALS INDICATE SCOPE OF WORK AND ARE APPROXIMATE ONLY. ACTUAL REMOVALS SHALL BE DIRECTED BY THE ENGINEER. CONSTRUCTION SITE SHALL BE MAINTAINED IN SUCH A CONDITION THAT AN UNANTICIPATED STORM DOES NOT CARRY WASTES OR POLLUTANTS OFF THE SITE. SUCH "DISCHARGES" OF MATERIAL OTHER THAN STORM WATER ARE ALLOWED ONLY WHEN NECESSARY FOR PERFORMANCE AND COMPLETION OF CONSTRUCTION PRACTICES, AND WHERE THEY DO NOT CAUSE OR CONTRIBUTE TO A VIOLATION OF ANY WATER QUALITY STANDARD, CAUSE OR THREATEN TO CAUSE POLLUTION, CONTAMINATION, OR NUISANCE, OR CONTAIN A HAZARDOUS SUBSTANCE IN A QUANTITY REPORTABLE UNDER FEDERAL REGULATIONS 40 CFR PARTS 117 AND 302.
17. THE CONTRACTOR SHALL PROTECT ALL SURVEY MONUMENTATION, IF ANY SURVEYING MONUMENTS ARE DISTURBED OR DESTROYED. THE CONTRACTOR SHALL RETAIN A LICENSED SURVEYOR TO RE-ESTABLISH AND RECORD THE MONUMENT CHANGE PER STATE LAW.
18. ALL LANDSCAPING AND IRRIGATION WHICH IS DISTURBED DURING CONSTRUCTION SHALL BE REPLACED IN-KIND, AND SHOULD BE INCLUDED IN THE BID PROCESS FOR WHICH THESE ITEMS ARE A PART OF. TREES WHICH ARE TEMPORARILY REMOVED SHALL BE REPLACED AT LOCATIONS DIRECTED BY THE CITY OF ROLLING HILLS ESTATES.
19. CONTRACTOR SHALL FILL ABANDONED PIPES WITH 2 SACK SLURRY GROUT. CONTRACTOR TO PROVIDE CITY REPRESENTATIVE OR ENGINEER OF RECORD THEORETICAL VOLUME WITH ACTUAL GROUT VOLUME PLACED IN ABANDONED PIPES.
20. MATERIALS AND WORKMANSHIP TO CONFORM TO THE 2019 EDITION OF THE CALIFORNIA BUILDING CODE AND THE REQUIREMENTS OF THE CONTRACT DOCUMENTS.

DEWATERING NOTES

1. GROUNDWATER MAY BE HIGH AND SEASONALLY VARIABLE AT EXCAVATIONS. DEWATERING SYSTEMS SHALL EFFECTIVELY INTERCEPT AND REMOVE WATER FROM SURROUNDING STRATA AND THUS PREVENT ITS ENTRY INTO THE EXCAVATION. THE EMPLOYMENT OF ANY OF THE AVAILABLE ALTERNATIVES TO ACHIEVE THIS OBJECTIVE MAY BE REQUIRED. RELIANCE SHALL NOT BE PLACED SOLELY ON SHEETING TO PROTECT WORK AREAS. THE ALTERNATIVE USE OF SYSTEM OF INTERLOCKING SHEET PILING WITH BRACES OR ANCHORAGE SUPPLEMENTED BY DEWATERING MEASURES OR OTHER MEANS WHICH MAY BE SUITABLE, SHALL BE PERMITTED.
2. PROVIDE ALL EQUIPMENT, LABOR, MATERIALS, TOOLS, AND INCIDENTALS NECESSARY TO DESIGN, CONSTRUCT, INSTALL AND OPERATE DEWATERING FACILITIES FOR CONSTRUCTION OF THIS WORK SUCH THAT ALL UNDERGROUND AND BELOW-GRADE WORK IS PERFORMED OR INSTALLED IN DRY EXCAVATIONS.
3. DEWATERING OF CONTAMINATED GROUNDWATER, OR DISCHARGING CONTAMINATED SOILS VIA SURFACE EROSION IS PROHIBITED. DEWATERING OF NON-CONTAMINATED GROUNDWATER REQUIRES A NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT FROM THE RESPECTIVE STATE REGIONAL WATER QUALITY CONTROL BOARD.
4. CONTRACTOR SHALL OBTAIN A DEWATERING PERMIT FOR ANY SITE DEWATERING AS A PART OF THIS CONTRACT.

PAVEMENT NOTES

1. CONTRACTOR SHALL REMOVE AND DISPOSE OF EXISTING AC PAVEMENT AND PAVEMENT STRIPING IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL REGULATIONS. BASED ON THE CONTRACTOR'S MEANS & METHODS OF REMOVAL. ALL REMOVAL AND DISPOSAL OF AC PAVEMENT SHALL BE INCLUDED IN BID PRICING.

NOTES:

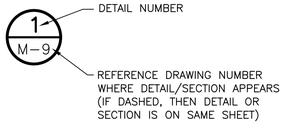
1. REMOVED SEWER PIPES SHALL BE LEGALLY DISPOSED OF OFFSITE.
2. THE LOCATION OF EXISTING SEWER LATERALS SHOWN ON PLANS ARE APPROXIMATE. THE CONTRACTOR SHALL CCTV THE EXISTING SEWER MAIN PRIOR TO CONSTRUCTION AND VERIFY THE LOCATION OF ALL ACTIVE LATERALS AND CLEAN SEWER MAIN LINE AS NECESSARY TO HAVE A FUNCTIONAL SEWER SYSTEM BEFORE ANY CONSTRUCTION.
3. CONTRACTOR SHALL MAINTAIN EXISTING SEWER FLOWS AT ALL TIMES DURING CONSTRUCTION. SUBMIT SEWER BYPASS PLAN TO THE CITY OF TORRANCE FOR APPROVAL.
4. EXACT LOCATION AND DEPTH OF EXISTING UTILITIES ARE UNKNOWN AND SHOWN ACCORDING TO THE AVAILABLE RECORD INFORMATION. CONTRACTOR SHALL TAKE PRECAUTIONARY MEASURES WHICH ARE REQUIRED (I.E. POTHOLING UTILITY LOCATION, ETC.) TO DETERMINE THE LOCATION OF THE EXISTING UTILITIES PRIOR TO PROCUREMENT OF MATERIALS OR CONSTRUCTION OF THE PIPELINE. WHEN LESS THAN 12-INCH CLEARANCE IS AVAILABLE, PIPE TRENCH SHALL BE SLURRY BACKFILLED, 2-FT EACH SIDE OF CROSSING UTILITY.
5. CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES IN PLACE.
6. CONTRACTOR SHALL PROVIDE SUPPORTS AT ALL EXISTING UTILITY CROSSINGS PER SPPWC STANDARD PLAN 224-2.

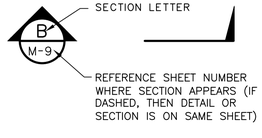
CONSTRUCTION NOTES:

		QTY.
(1)	REMOVE AND LEGALLY DISPOSE OF EXISTING 8" VCP SEWER PIPE.	578 LF
(2)	CONSTRUCT 8" VCP EXTRA STRENGTH SEWER PIPE PER TECHNICAL SPECIFICATIONS AND TRENCH PER COLA DPW STD PLAN S-477-2 ON SHEET D-2.	1,653 LF
(3)	CONSTRUCT 10" VCP EXTRA STRENGTH SEWER PIPE PER TECHNICAL SPECIFICATIONS AND TRENCH PER COLA DPW STD PLAN S-477-2 ON SHEET D-2.	351 LF
(4)	CONSTRUCT 12" VCP EXTRA STRENGTH SEWER PIPE PER TECHNICAL SPECIFICATIONS AND TRENCH PER COLA DPW STD PLAN S-477-2 ON SHEET D-2.	281 LF
(5)	RECONNECT ALL LIVE SEWER LATERALS AFFECTED BY CONSTRUCTION.	5
(6)	PRESSURE WASH AND PROTECT EXISTING MANHOLE IN PLACE.	5
(7)	CLEAN EXISTING MANHOLE AND COAT MANHOLE INTERIOR WITH 125 MIL EPOXY/POLYURETHANE LINING SYSTEM INCLUDING THE BASE.	5
(8)	CONSTRUCT NEW 48-INCH DIAMETER PRECAST CONCRETE MANHOLE LINED WITH POLYURETHANE (SANCON 100 OR EQUAL) PER LACSD STD. 2003-2.	4
(9)	REMOVE AND REPLACE IN KIND EXISTING IMPROVEMENTS INCLUDING BUT NOT LIMITED TO CURB AND GUTTER, PCC SIDE WALK, TRAFFIC SIGNAL LOOP DETECTION, GRASS, AND OTHER LANDSCAPING.	-
(10)	JOIN EXISTING MANHOLE, REMOVE CONFLICTING SEWER PIPE, CORE DRILL AND RE-CHANNELIZE EXISTING BASE IF NECESSARY TO MAINTAIN EXISTING SEWER FLOWS DURING CONSTRUCTION PER DETAIL 2 ON SHEET D-2.	5
(11)	REMOVE EXISTING MANHOLE AND FILL, COVER AND RESURFACE SPECIFICATIONS AND TRENCH PER COLA DPW STD PLAN S-477-2 ON SHEET D-2.	1
(12)	CONSTRUCT NEW SEWER LATERAL. WYE PER LACDPW STANDARD 2025-2	3
(13)	REMOVE EXISTING INTERFERING PORTION OF ABANDONED SEWER AND PLUG BOTH ENDS	1

ABBREVIATIONS

∠PT.	ANGLE POINT	ID	INSIDE DIAMETER
ABAND.	ABANDONED UTILITY	INT.	INTERSECTION
AB	AGGREGATE BASE	INV.	INVERT
AC	ASPHALT CONCRETE	IRR.	IRRIGATION
ACP	ASBESTOS CEMENT PIPE	LT.	LEFT
APN	ASSESSOR'S PARCEL NUMBER	L	LENGTH
ASPH.	ASPHALT	LAT.	LATERAL
AV	AIR/VAC	L.F.	LINEAL FEET
AWWA	AMERICAN WATER WORKS ASSOCIATION	LG	LIP OF GUTTER
BCR	BEGINNING OF CURB RETURN	MH	MANHOLE
BC	BEGINNING OF CURVE	MAX.	MAXIMUM
BF	BLIND FLANGE	MIN.	MINIMUM
BFV	BUTTERFLY VALVE	N	NORTHERLY
BM	BENCH MARK	OD	OUTSIDE DIAMETER
BO	BLOW-OFF	PVMT	PAVEMENT
BOT.	BOTTOM	P/L	PROPERTY LINE
CATV	CABLE TELEVISION	PI	POINT OF INTERSECTION
CIP	CAST IRON PIPE	PRC	POINT OF REVERSE CURVATURE
CB	CATCH BASIN	PE	POLYETHYLENE
℄	CENTERLINE	PVC	POLYVINYL CHLORIDE PLASTIC PIPE
CO	CLEAN OUT	PP	POWER POLE
CLR	CLEARANCE	PSI	PRESSURE PER SQUARE INCH
CONC	CONCRETE	R	RADIUS
CONST	CONSTRUCTION	RR	RAIL ROAD
CMP	CORRUGATED METAL PIPE	RW	RECLAIMED WATER
CML&C	CEMENT MORTAR LINED AND COATED	RCB	REINFORCED CONCRETE BOX
DIA.	DIAMETER	RCP	REINFORCED CONCRETE PIPE
DIP	DUCTILE IRON PIPE	RT	RIGHT
DWG.	DRAWING	ROW	RIGHT-OF-WAY
E	EASTERLY OR ELECTRICAL	S	SLOPE OR SEWER
ELEC.	ELECTRICAL	SD	STORM DRAIN
ELEV.	ELEVATION	SS	SANITARY SEWER OR STAINLESS STEEL
ENC.	ENCASED	SSPWC	STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION
EC	END OF CURVE	SPEC'S	SPECIFICATIONS
EXIST.	EXISTING	STA.	STATION
FBE	FUSION BONDED EPOXY	STD.	STANDARD
FL	FLOW LINE	STL.	STEEL
FLG	FLANGE	TEL	TELEPHONE
FM	FORCE MAIN	TC	TOP OF CURB
FS	FINISH SURFACE	TYP.	TYPICAL
FG	FINISH GRADE	U.O.N.	UNLESS OTHERWISE NOTED
FUT.	FUTURE	VCP	VITRIFIED CLAY PIPE
G	GAS	VERT	VERTICAL
GB	GRADE BREAK	W	WATER
HORIZ	HORIZONTAL	WV	WATER VALVE
HWL	HIGH WATER LEVEL		





SYMBOL LEGEND

- BLOCK WALL/BRICK WALL/HEAD WALL
- CABLE TELEVISION VALVE
- DRAIN ARROW
- D.I. DRAIN INLET
- EDGE OF PAVEMENT
- MHE ELECTRIC MANHOLE
- EM ELECTRIC METER
- ELECTRIC PULL BOX
- FH FIRE HYDRANT
- FP FLAG POLE
- GM GAS METER
- GV GAS VALVE
- GATE
- GRAVEL BAG
- G.P GUARD POST
- GUY WIRE
- HANDICAPPED
- CHAIN LINK FENCE
- IRRIGATION CONTROL VALVE
- LIGHT STD.
- PP47590002E POWER POLE
- PP W/TRANS
- RR LIGHT
- SCO SEWER CLEAN OUT
- SMH SEWER MANHOLE
- SIGN
- SLOPE
- STORM DRAIN MANHOLE
- STREET LIGHT
- MHT TELCO MANHOLE
- TELCO PULL BOX
- TRAFFIC SIGNAL
- TREE
- TREE PALM
- VENT RISER
- WMH WATER MANHOLE
- WM WATER METER
- WV WATER VALVE
- X X EXISTING FENCE
- E EXISTING POWER CABLE
- TEL EXISTING TELEPHONE CONDUIT
- CTV EXISTING UNDERGROUND T.V. CABLE
- G EXISTING GAS LINE – SIZE AS INDICATED ON PLAN
- W EXISTING WATERMAIN– SIZE AS INDICATED ON PLAN
- S EXISTING SANITARY SEWER–SIZE AS INDICATED ON PLAN
- SD EXISTING STORM DRAIN – SIZE AS INDICATED ON PLAN
- UNK UNKNOWN UTILITY
- 82.0 CONTOUR LINE
- W W ABANDONED UTILITY
- PROPERTY LINE

100% SUBMITTAL

CALL TOLL FREE 811 Know what's below. Call two working before you dig. Underground Service Alert

BENCH MARK

ELEVATIONS ARE REFERENCED TO NAVD88, UTILIZING GEOID12(A) AND DETERMINED LOCALLY BY GPS TIES TO LOS ANGELES COUNTY BENCHMARK "GY12603". THE BENCHMARKS IS A LEAD AND DISK STAMPED "LS8601". ELEVATION =245.039 SFT

GY12603 – L & LS TAG #8601 E'LY CB ROLLING HILLS RD. 0.7' S'LY OF ECR NE'LY COR CRENSHAW BLVD.

NO.	DATE	REVISIONS	ENGR.	APPROV.	DATE
6					
5					
4					
3					
2					
1					

DRAWN BY: RG — DATE: DEC-20
DESIGNED BY: DAM — DATE: DEC-20
CHECKED BY: DAM — DATE: DEC-20

REGISTERED PROFESSIONAL ENGINEER LUANNE BEAN CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
NV5
WWW.NV5.COM
163 TECHNOLOGY DRIVE #100
IRVINE, CA 92618
TEL (949) 585-0477
FAX. (949) 585-0433

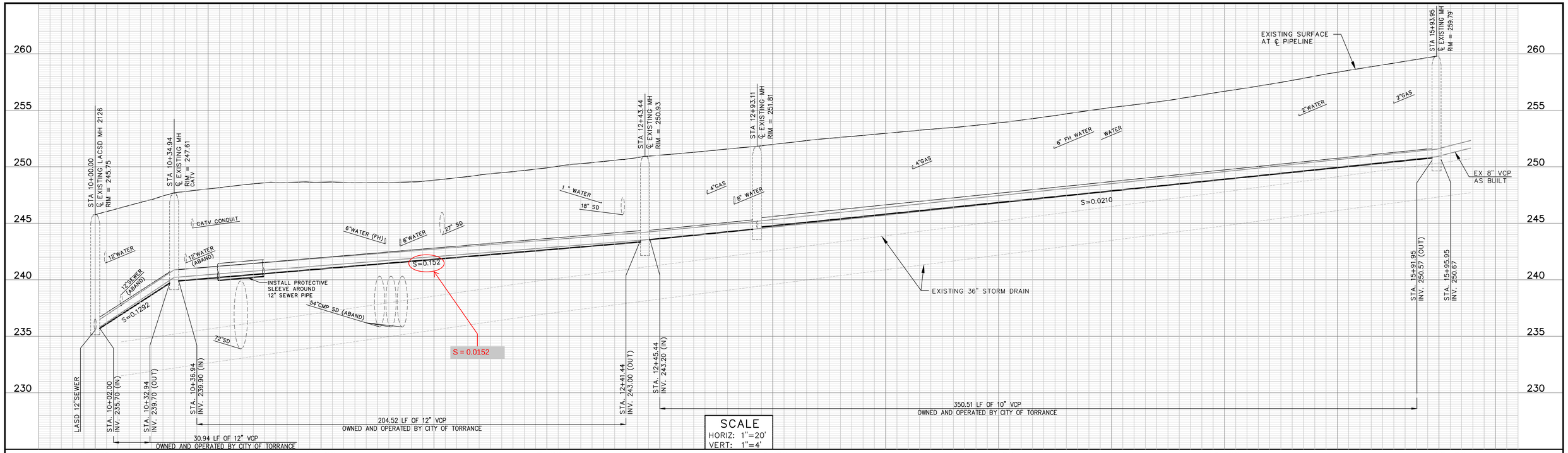
LUANNE BEAN, PE — C50129 — 06/30/21
CIVIL ENGINEER: — LICENSE NO. — EXP. DATE

CITY OF ROLLING HILLS
PUBLIC WORKS DEPARTMENT
8-INCH SEWER MAIN PORTUGUESE BEND/ROLLING HILLS ROAD
GENERAL NOTES ABBREVIATIONS AND LEGEND

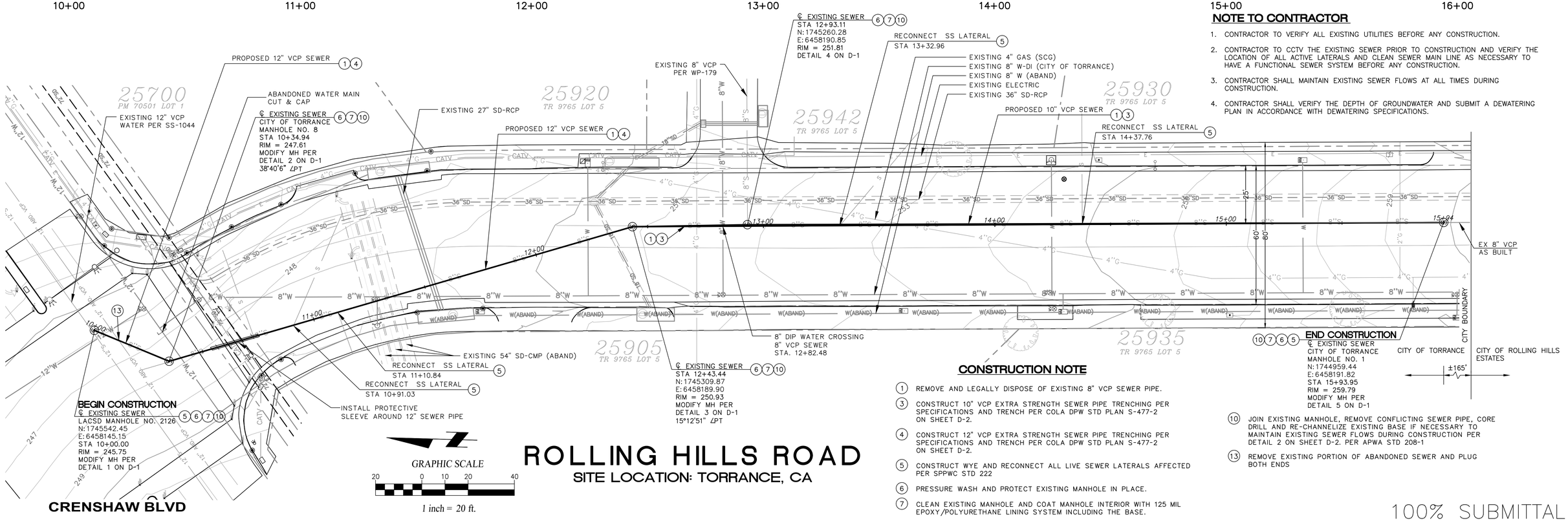
DWG. NO. T-2
SHEET 2 OF 10

8-INCH SEWER PORTUGUESE BEND PROJECT

C:\CS PROJECTS\Rolling Hills\8 -inch Sewer Main Portuguese Bend\Plans\CAD\SHT T-2.dwg 02/09/22 1:02pm



SCALE
HORIZ: 1"=20'
VERT: 1"=4'



GRAPHIC SCALE
20 0 10 20 40
1 inch = 20 ft.

ROLLING HILLS ROAD
SITE LOCATION: TORRANCE, CA

NOTE TO CONTRACTOR

1. CONTRACTOR TO VERIFY ALL EXISTING UTILITIES BEFORE ANY CONSTRUCTION.
2. CONTRACTOR TO CCTV THE EXISTING SEWER PRIOR TO CONSTRUCTION AND VERIFY THE LOCATION OF ALL ACTIVE LATERALS AND CLEAN SEWER MAIN LINE AS NECESSARY TO HAVE A FUNCTIONAL SEWER SYSTEM BEFORE ANY CONSTRUCTION.
3. CONTRACTOR SHALL MAINTAIN EXISTING SEWER FLOWS AT ALL TIMES DURING CONSTRUCTION.
4. CONTRACTOR SHALL VERIFY THE DEPTH OF GROUNDWATER AND SUBMIT A DEWATERING PLAN IN ACCORDANCE WITH DEWATERING SPECIFICATIONS.

CONSTRUCTION NOTE

(1) REMOVE AND LEGALLY DISPOSE OF EXISTING 8" VCP SEWER PIPE.

(3) CONSTRUCT 10" VCP EXTRA STRENGTH SEWER PIPE TRENCHING PER SPECIFICATIONS AND TRENCH PER COLA DPW STD PLAN S-477-2 ON SHEET D-2.

(4) CONSTRUCT 12" VCP EXTRA STRENGTH SEWER PIPE TRENCHING PER SPECIFICATIONS AND TRENCH PER COLA DPW STD PLAN S-477-2 ON SHEET D-2.

(5) CONSTRUCT WYE AND RECONNECT ALL LIVE SEWER LATERALS AFFECTED PER SPPWC STD 222

(6) PRESSURE WASH AND PROTECT EXISTING MANHOLE IN PLACE.

(7) CLEAN EXISTING MANHOLE AND COAT MANHOLE INTERIOR WITH 125 MIL EPOXY/POLYURETHANE LINING SYSTEM INCLUDING THE BASE.

(10) JOIN EXISTING MANHOLE, REMOVE CONFLICTING SEWER PIPE, CORE DRILL AND RE-CHANNELIZE EXISTING BASE IF NECESSARY TO MAINTAIN EXISTING SEWER FLOWS DURING CONSTRUCTION PER DETAIL 2 ON SHEET D-2. PER APWA STD 208-1

(13) REMOVE EXISTING PORTION OF ABANDONED SEWER AND PLUG BOTH ENDS

100% SUBMITTAL

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BENCH MARK

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GY12603 – L & LS TAG #8601 E'LY CB ROLLING HILLS RD. 0.7' S'LY OF ECR NE'LY COR CRENSHAW BLVD.

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REGISTERED PROFESSIONAL ENGINEER LUANNE BEAN CIVIL STATE OF CALIFORNIA

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TEL: (949) 585–0477
FAX: (949) 585–0433
LUANNE BEAN, PE C50129 06/30/21
CIVIL ENGINEER: LICENSE NO. EXP. DATE

CITY OF ROLLING HILLS
PUBLIC WORKS DEPARTMENT

8-INCH SEWER MAIN PORTUGUESE BEND/ROLLING HILLS ROAD
PLAN AND PROFILE STA. 10+00.00 TO 15+00.00

DWG. NO. C-1

SHEET 3 OF 10

8-INCH SEWER PORTUGUESE BEND PROJECT

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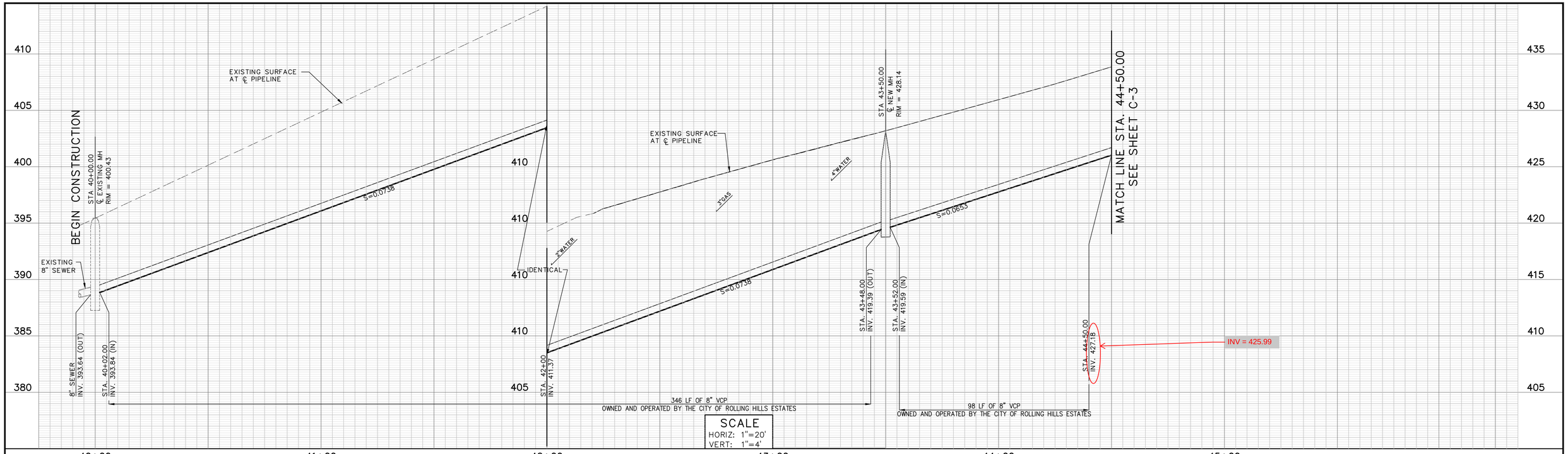

SCALE
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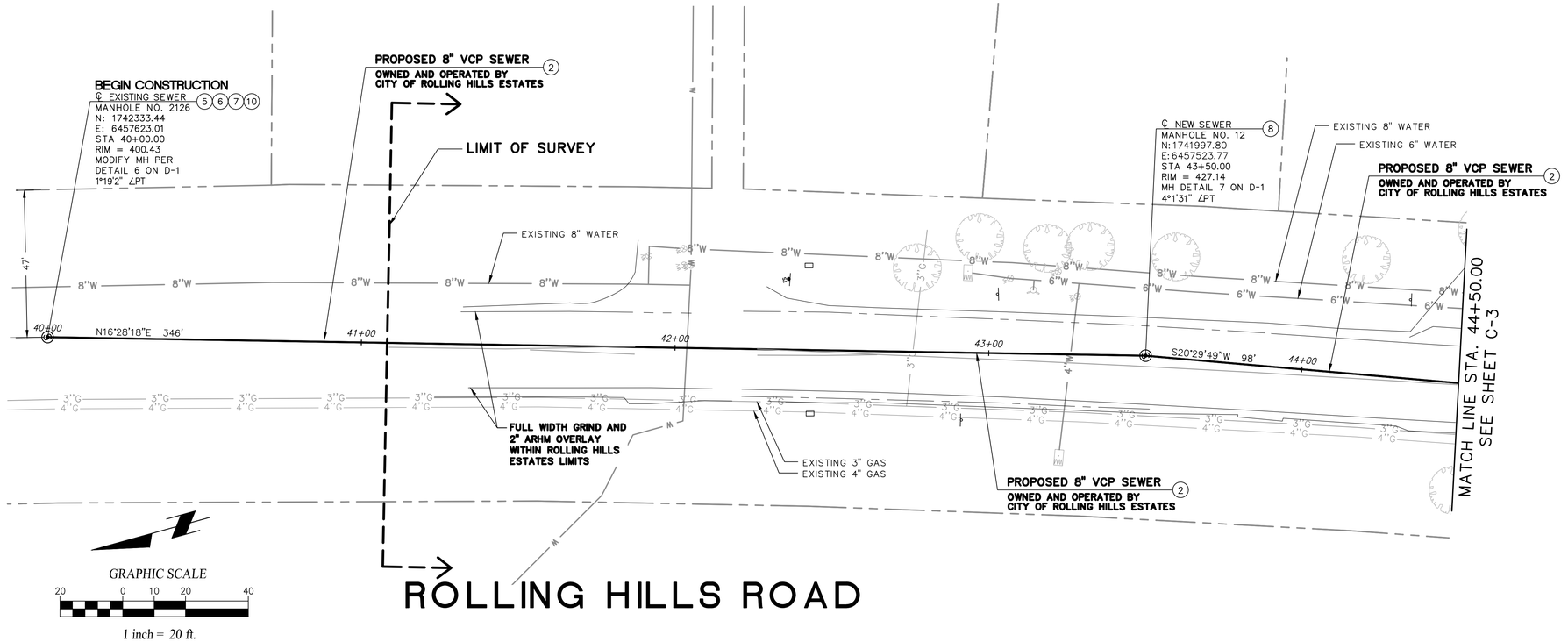
VERT: 1"=4'



CONSTRUCTION NOTE

(2) CONSTRUCT 8" VCP EXTRA STRENGTH SEWER PIPE PER TECHNICAL SPECIFICATIONS AND TRENCH PER COLA DPW STD PLAN S-477-2 ON SHEET D-2.

(5) RECONNECT ALL LIVE SEWER LATERALS AFFECTED BY CONSTRUCTION.

(6) PRESSURE WASH AND PROTECT EXISTING MANHOLE IN PLACE.

(7) CLEAN EXISTING MANHOLE AND COAT MANHOLE INTERIOR WITH 125 MIL EPOXY/POLYURETHANE LINING SYSTEM INCLUDING THE BASE.

(8) CONSTRUCT NEW 48-INCH DIAMETER PRECAST CONCRETE MANHOLE LINED WITH POLYURETHANE (SANCON 100 OR EQUAL) PER LACSD STD. 2003-2.

(10) JOIN EXISTING MANHOLE, REMOVE CONFLICTING SEWER PIPE, CORE DRILL AND RE-CHANNELIZE EXISTING BASE IF NECESSARY TO MAINTAIN EXISTING SEWER FLOWS DURING CONSTRUCTION PER DETAIL 2 ON SHEET D-2.

NOTE TO CONTRACTOR

1. CONTRACTOR TO VERIFY ALL EXISTING UTILITIES BEFORE ANY CONSTRUCTION.
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100% SUBMITTAL

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GY12603 – L & LS TAG #8601 E'LY CB ROLLING HILLS RD. 0.7' S'LY OF ECR NE'LY COR CRENSHAW BLVD.

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REGISTERED PROFESSIONAL ENGINEER LUANNE BEAN CIVIL STATE OF CALIFORNIA

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LUANNE BEAN, PE C50129 06/30/21
CIVIL ENGINEER: LICENSE NO. EXP. DATE

CITY OF ROLLING HILLS
PUBLIC WORKS DEPARTMENT

8-INCH SEWER MAIN PORTUGUESE BEND/ROLLING HILLS ROAD
PLAN AND PROFILE STA. 40+00.00 TO 44+50.00

DWG. NO. C-2
SHEET 4 OF 10

8-INCH SEWER PORTUGUESE BEND PROJECT

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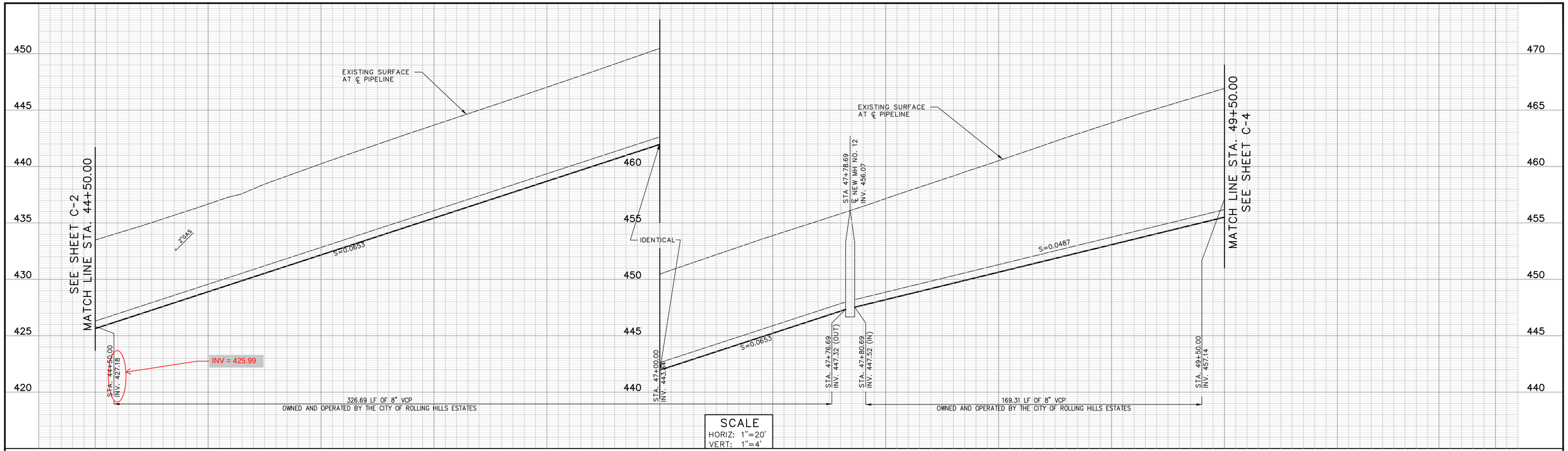

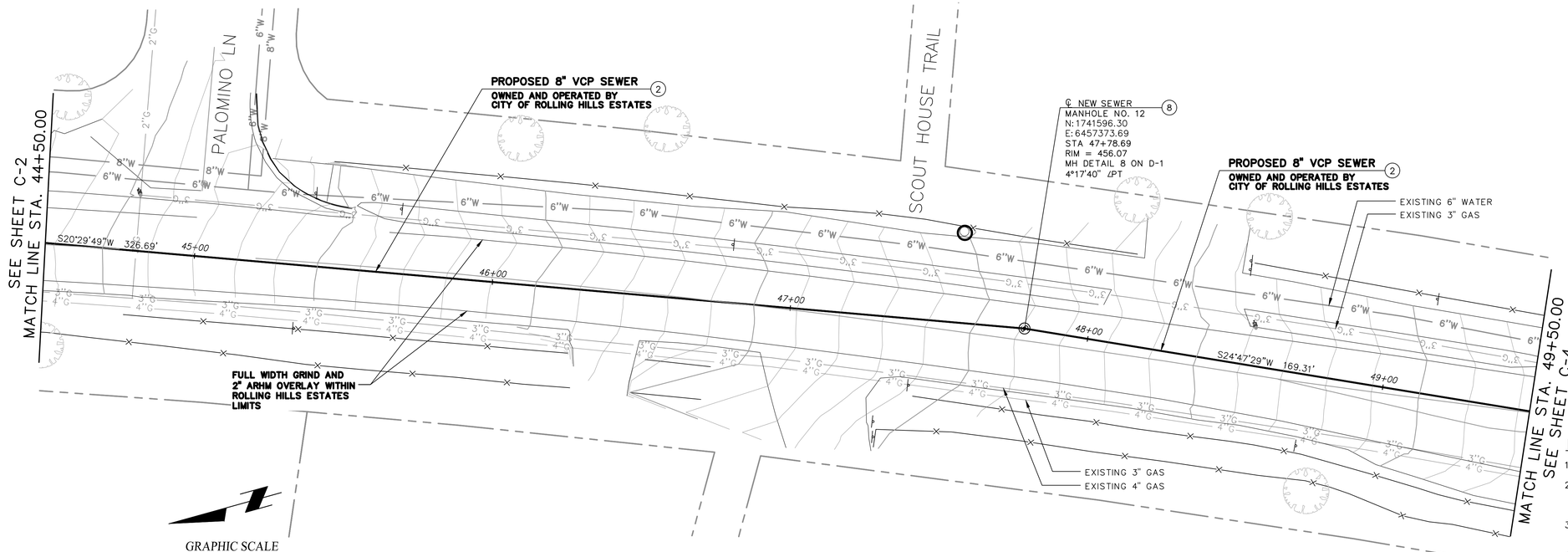

ROLLING HILLS ROAD

CONSTRUCTION NOTE

(2) CONSTRUCT 8" VCP EXTRA STRENGTH SEWER PIPE PER TECHNICAL SPECIFICATIONS AND TRENCH PER COLA DPW STD PLAN S-477-2 ON SHEET D-2.

(8) CONSTRUCT NEW 48-INCH DIAMETER PRECAST CONCRETE MANHOLE LINED WITH POLYURETHANE (SANCON 100 OR EQUAL) PER LACSD STD. 2003-2.

NOTE TO CONTRACTOR

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100% SUBMITTAL

SCALE
HORIZ: 1"=20'
VERT: 1"=4'

CALL TOLL FREE 811 Know what's below. Call two working before you dig. Underground Service Alert

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LUANNE BEAN, PE — C50129 — 06/30/21
CIVIL ENGINEER: — LICENSE NO. — EXP. DATE

CITY OF ROLLING HILLS
PUBLIC WORKS DEPARTMENT

8-INCH SEWER MAIN PORTUGUESE BEND/ROLLING HILLS ROAD
PLAN AND PROFILE STA. 44+50.00 TO 49+50.00

DWG. NO. C-3

SHEET 5 OF 10

8-INCH SEWER PORTUGUESE BEND PROJECT

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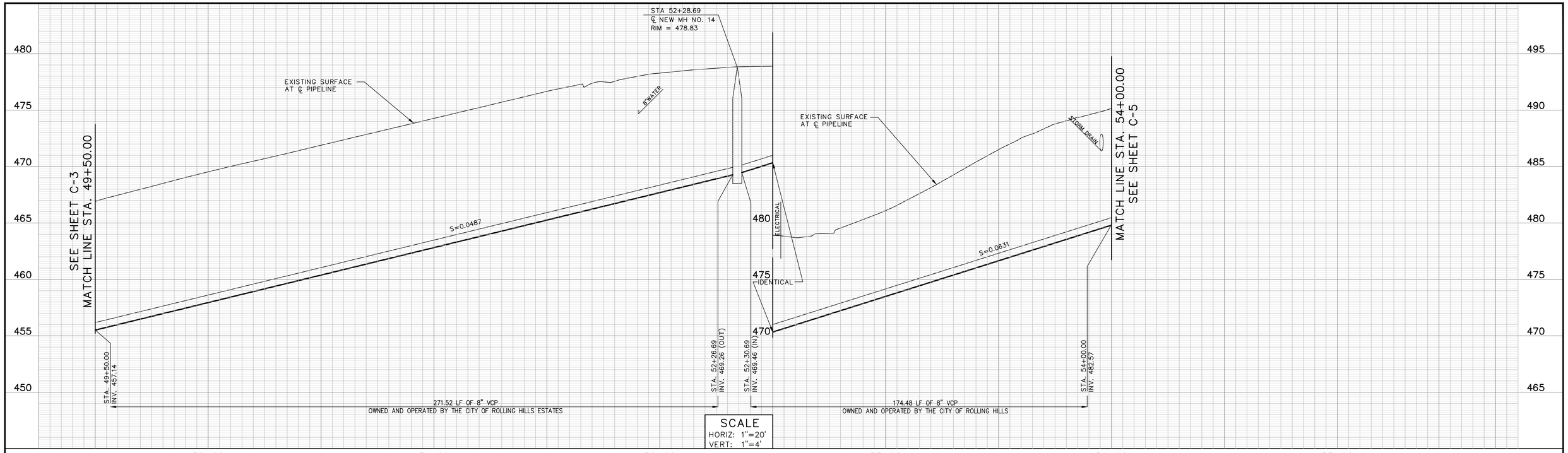

SCALE
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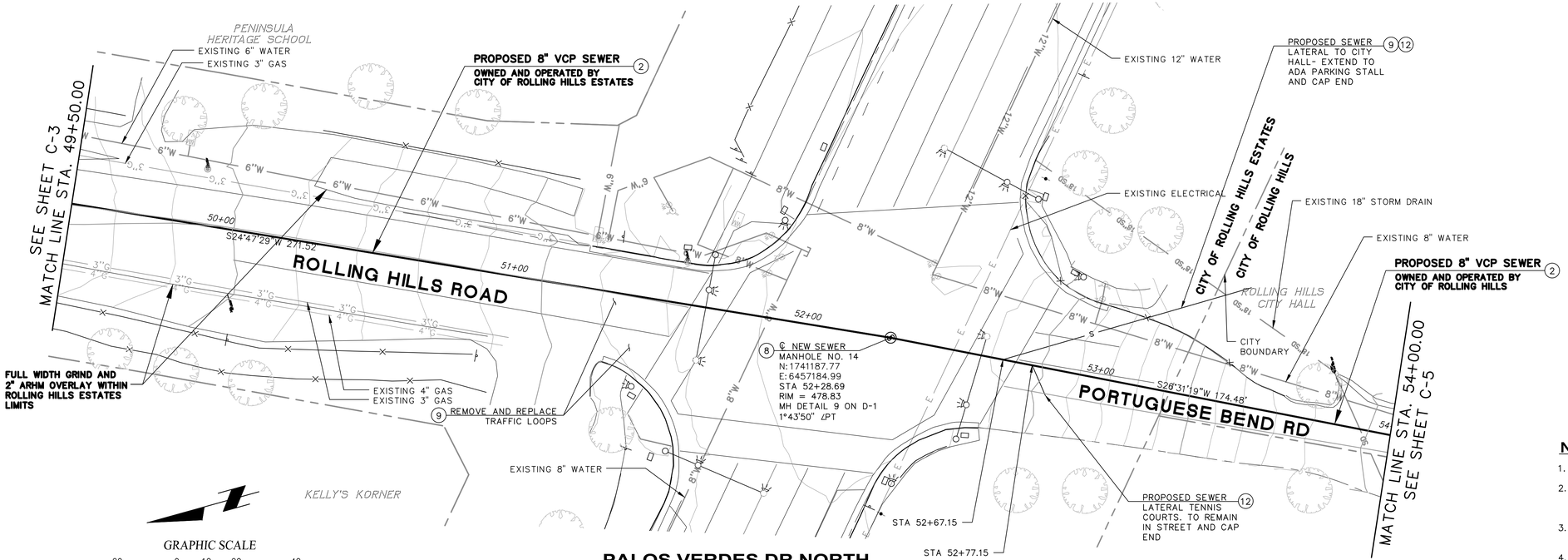

GRAPHIC SCALE
20 0 10 20 40
1 inch = 20 ft.

CONSTRUCTION NOTE

(2) CONSTRUCT 8" VCP EXTRA STRENGTH SEWER PIPE PER TECHNICAL SPECIFICATIONS AND TRENCH PER COLA DPW STD PLAN S-477-2 ON SHEET D-2.

(8) CONSTRUCT NEW 48-INCH DIAMETER PRECAST CONCRETE MANHOLE LINED WITH POLYURETHANE (SANCON 100 OR EQUAL) PER LACSD STD. 2003-2.

(9) REMOVE AND REPLACE IN KIND EXISTING IMPROVEMENTS INCLUDING BUT NOT LIMITED TO CURB AND GUTTER, PCC SIDE WALK, TRAFFIC SIGNAL LOOP DETECTION, GRASS, AND OTHER LANDSCAPING.

(12) CONSTRUCT SEWER LATERAL. WYE PER LACDPW STANDARD 2025-2

NOTE TO CONTRACTOR

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CITY OF ROLLING HILLS
PUBLIC WORKS DEPARTMENT

8-INCH SEWER MAIN PORTUGUESE BEND/ROLLING HILLS ROAD
PLAN AND PROFILE STA. 49+50.00 TO 54+00.00

DWG. NO. C-4

SHEET 6 OF 10

8-INCH SEWER PORTUGUESE BEND PROJECT

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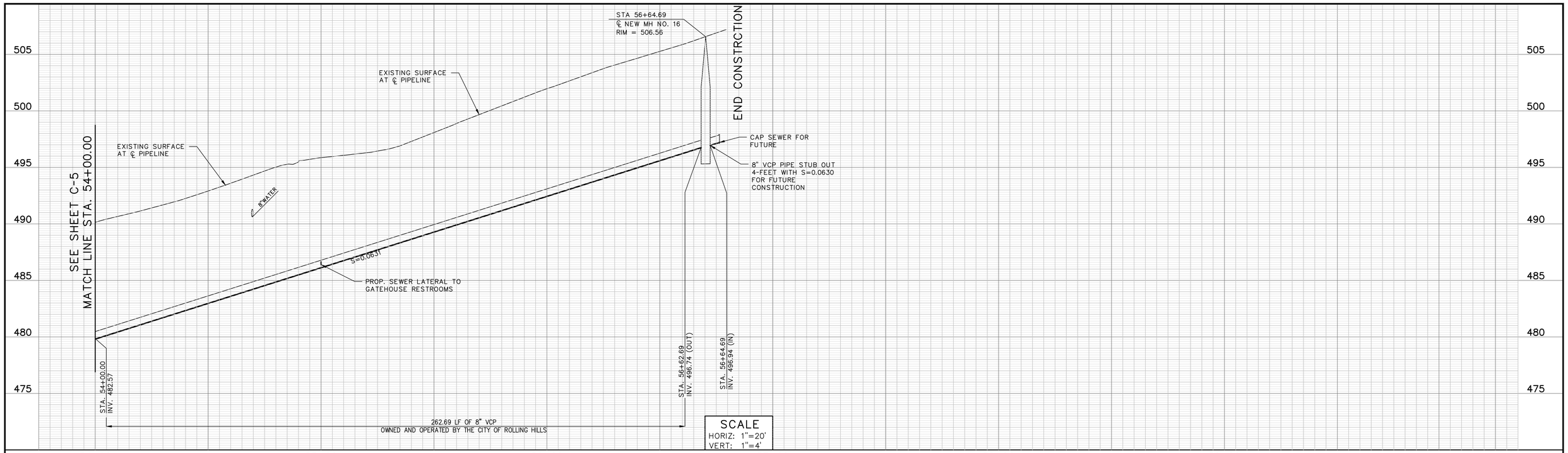

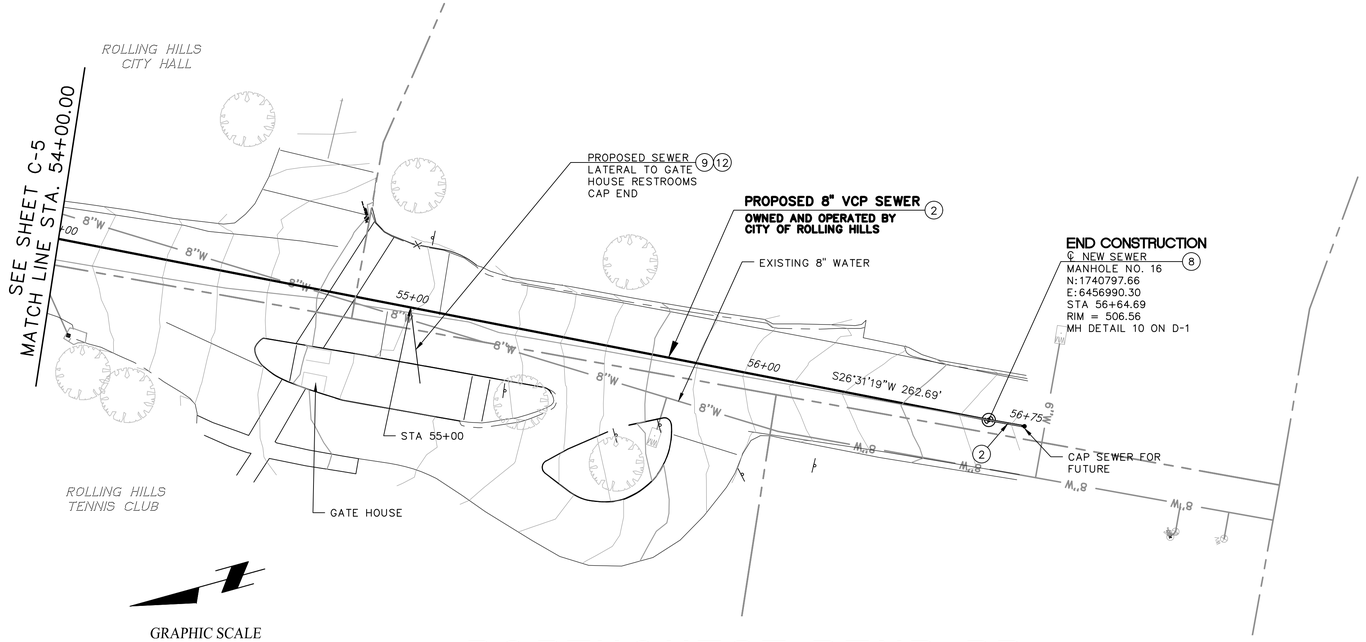

GRAPHIC SCALE
20 0 10 20 40
1 inch = 20 ft.

PORTUGUESE BEND RD

CONSTRUCTION NOTE

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100% SUBMITTAL

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CITY OF ROLLING HILLS
PUBLIC WORKS DEPARTMENT

8-INCH SEWER MAIN PORTUGUESE BEND/ROLLING HILLS ROAD
PLAN AND PROFILE STA. 54+00.00 TO 57+00±

DWG. NO. C-5
SHEET 7 OF 10

8-INCH SEWER PORTUGUESE BEND PROJECT

G:\CS PROJECTS\Rolling Hills\8 -Inch Sewer Main Portuguese Bend\Plans\CAD\SHEET C-5.dwg 02/09/22 1:03pm

APPENDIX Q

Email from LACDPW stating no review required

Chris Stone

From: Chris Stone
Sent: Tuesday, May 17, 2022 11:03 AM
To: Pedro Romero
Cc: Alan Palermo (alanmpal@gmail.com)
Subject: RE: ESTU2019000732

Pedro,

Thanks for the reply. The study is just for an initial phase of the overall project and will not exceed the ultimate flow approved, so no submittal will be made to LACDPW.

Thanks again,

Chris Stone
Willdan Engineering
2401 E. Katella, Ste. 300
Anaheim, CA 92806

702-289-4247
702-280-2381 cell

From: Pedro Romero <PROMERO@dpw.lacounty.gov>
Sent: Tuesday, May 17, 2022 10:16 AM
To: Chris Stone <cstone@willdan.com>
Cc: Alan Palermo (alanmpal@gmail.com) <alanmpal@gmail.com>
Subject: Re: ESTU2019000732

CAUTION: This email originated from outside of Willdan. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Chris,

If you are not exceeding the ultimate flow approved by the sewer area study, you do not need to re-submit.

Thanks.

Pedro Romero

Principal Civil Engineering Assistant

Los Angeles County Public Works

Flow is less than Ultimate (with Upstream Parcels) so no need to resubmit to LACDPW.

(626)458-4957

Public Works reopened its offices to the public. ***Our HQ office hours are Monday through Thursday, 7 a.m. – 5 p.m.*** ***Masks and distancing will be required*** *of all visitors and staff. You can avoid waiting in line by scheduling a virtual appointment now. Click* ***here*** *to schedule yours!*

From: Chris Stone <cstone@willdan.com>
Sent: Tuesday, May 17, 2022 8:11 AM
To: Pedro Romero <PROMERO@dpw.lacounty.gov>
Cc: Alan Palermo (alanmpal@gmail.com) <alanmpal@gmail.com>
Subject: RE: ESTU2019000732

CAUTION: External Email. Proceed Responsibly.

Hello Pedro,

I am just following up on the email below. I don't see that there is a need to submit to LACDPW but just want to confirm.

Regards,

Chris Stone
Willdan Engineering
2401 E. Katella, Ste. 300
Anaheim, CA 92806

702-289-4247
702-280-2381 cell

From: Chris Stone
Sent: Wednesday, May 4, 2022 12:33 PM
To: Pedro Romero <PROMERO@dpw.lacounty.gov>
Cc: Alan Palermo (alanmpal@gmail.com) <alanmpal@gmail.com>
Subject: RE: ESTU2019000732

Hi Pedro,

I am following up on a Sewer Area Study that we prepared a couple of years ago. LACDPW record number is ESTU2019000732. The Study analyzed the City of Rolling Hills City Hall, Tennis Court Site, and upstream properties connecting to an existing sewer in Rolling Hills Road (see snapshot below). The Study was approved by LACDPW on May 6, 2020. The City of Rolling Hills is looking to phase the project and construct Phase 1 at this time. Phase 1 would construct the sewer line to serve the City Hall and Tennis Court Site only at this time, and not construct pipe size upgrades downstream within the City of Torrance. Those upgrades will be constructed later when the sewer is extended to the upstream properties. The City of Torrance is allowing this, pending the submittal of a Supplement to the Sewer Area Study to delete the sewer flows upstream of the City Hall/Tennis Court Site and showing that the sewer pipes within the City of Torrance remain within Design Capacity. Phase 1 will reduce the flow to the LACDPW Trunk Sewer in Crenshaw Blvd. As there will be no impact to LACDPW with this Phase 1, I would just like to confirm that no submittal to LACDPW is required.

I am attaching 2 documents from the Sewer Area Study that demonstrate the scope of Phase 1; one is the Sewer Area Study Exhibit and one is the Sewer Model. Both are annotated with comments which describe the Phase 1 project.

Please confirm that no submittal to LACDPW is required and let me know if you have any questions.

Regards,

Chris Stone
Willdan Engineering
2401 E. Katella, Ste. 300
Anaheim, CA 92806

714-940-6300 x 1114
702-289-4247
702-280-2381 cell

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 12.D
Mtg. Date: 01/23/2023

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

FROM: **ALAN PALERMO, PROJECT MANAGER**

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

SUBJECT: **RECEIVE AND FILE A TECHNICAL MEMORANDUM FROM PACIFIC ARCHITECTURE AND ENGINEERING INC., ON OPTIONS TO REPLACE THE EXISTING CITY HALL CAMPUS EMERGENCY STANDBY DIESEL GENERATOR AND PROVIDE DIRECTION TO STAFF.**

DATE: **January 23, 2023**

BACKGROUND:

To replace the non-functioning standby generator that provides emergency power to City Hall and the Rolling Hills Community Association building, 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 as well as 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.

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 only space for 29 panels on the City Hall roof versus 66 panels on the RHCA building. Panels on both buildings will drive up the costs 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).

Through the City Council liaison to the RHCA, the City Council agreed to have the RHCA lead the project. In July 2022, the RHCA presented the option of using a natural gas unit to provide standby power to the City Hall campus. In November 2022, the City Council directed staff to take back the project and provide a comparison analysis between the solar and the natural gas options.

DISCUSSION:
Pacific Architecture and Engineering, Inc. (PAE) was engaged under their existing contract to prepare a technical memorandum comparing the natural gas emergency generator with the solar option. That memorandum with additional information researched by staff is attached for further discussion.

Based on the comparison data provided by PAE, staff recommends that the City Council continue to pursue the solar option. PAE noted that the solar option would provide a much higher cost savings as the solar system would be utilized all the time offsetting the cost of using energy from the grid. Additionally, the unknowns relating to the natural gas option could potentially increase the project cost by 50% having to retrofit the existing shed that houses the diesel generator. The solar option offers more flexibility for expansion as the space needed for a larger battery is easier to accommodate than to accommodate a larger natural gas unit. Natural gas is considered non-renewal energy. This could be a limiting factor in identify viable grants to pay for the construction of the project.

FISCAL IMPACT:
The fee for PAE to prepare a technical memo is funded through the capital fund.

RECOMMENDATION:
Provide direction to staff.

ATTACHMENTS:
20221215_Gen Vs Solar memo_V1.pdf

COMPARISON OF NATURAL GAS GENERATOR AND SOLAR PANELS

for the City of Rolling Hills

Below is a summary comparing using a fossil fuel generator or solar panels with battery storage as backup energy:

	FOSSIL FUEL NATURAL GAS GENERATOR	SOLAR ENERGY
CLIMATE IMPACT	HIGH -The usage of fossil fuels is discouraged in the industry.	LOW - Solar panels will not burn any fossil fuel to operate.
INITITAL COST	SIMILAR TO SOLAR - Infrastructure already exists if a new building is not required and existing gas supply may be used.	SIMILAR TO GAS - A battery storage system is required to always have energy available.
SOUND	MEDIUM – Minimize sound by maintaining a proper distance from the occupied area. Creates sound.	LOW - There is almost no noise to the community and surrounding areas. This is of consideration with the site being in close proximity to residences and a school.
SPACE	MEDIUM - Installation takes place in a relatively small space, however a new building may be required.	LOW – Install on existing roof. The battery storage system will require a dedicated space.
RELIABILITY	HIGH - Will operate at any time of the day.	HIGH - Will detect automatic power outages and engage at any time; if a battery storage system is installed.
MAINTENANCE	LOW TO MEDIUM - Fuel needs to be maintained. Scheduled testing should be performed, mechanical components may fail.	LOW - No mechanical parts to fail or fuel to refill. Solar panels may fail after a certain number of years.
ENERGY / Cost SAVINGS	LOW - It will only be used during an outage.	HIGH - The system can provide power anytime it is producing energy yielding savings throughout its life cycle.
Unknowns	It is not confirmed that the generator would fit in the existing shed with the electrical switchgear in the shed.	There may be additional batteries that would need to be purchased at additional cost if it is determined that more battery storage is required.
Flexibility	In order to add more power a larger generator would need to be purchased.	More battery may be added at any time and more solar panels may also be added.

Prepared by Pacific Architecture and Engineering 12/15/2022

Additional information/investigation by staff on Natural Gas Generators:

Advantages:

- The three most obvious pros of using natural gas as a fuel to power your generators is that it is cleaner, less expensive than other non-renewable fuels, and is considerably efficient.
- In comparison to oil and coal, the emissions of sulfur, nitrogen, and carbon dioxide (a greenhouse gas) are considerably lower. Hence, natural gas is one of the cleanest fossil fuels when it burns.
- Another advantage of natural gas generators is that natural gas does not produce a pungent odor, which is fairly common in generators powered by oil or diesel.
- Natural gas generators are also effective in reducing costs when used to power homes. This is because electricity from the main utility source is a far more expensive alternative.
- Apart from being cleaner and cheaper, natural gas is also readily available in large cities since it is delivered directly through pipelines. Hence, when using natural gas powered generators, storage of fuel becomes redundant.

Disadvantages

- When it comes to the cons of natural gas generators, one of its advantages can also be regarded as a disadvantage. Since natural gas need not be stored as it is supplied through gas pipelines, at times of natural calamities the supply of natural gas is disrupted. **You may find yourself facing a lack of fuel when you need to operate your generator the most.**
- Apart from this, natural gas is extremely explosive and can be a serious fire hazard should the pipeline burst.
- In comparison to diesel generators, natural gas generators are:
    - More expensive to run
- Emit more carbon dioxide, which is a greenhouse gas.
- Moreover, natural gas is a limited or non-renewable energy resource.

Additional information/investigation by staff on system life span:

Replacement Frequency / Costs	**Natural Gas Generator well maintained could have 25-30 year life**	**Solar Energy System with Batteries, Solar Panels well maintained could have 25-30 year life. Batteries may only have 5-15 life**

- To get the most benefit out of a Solar Energy System, a battery storage system would be required for the power to be available on days when the solar panels alone would not produce the power required and in emergencies.

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 12.E
Mtg. Date: 01/23/2023

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

FROM: **ROBERT SAMARIO, FINANCE DIRECTOR**

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

SUBJECT: **APPROVE REVISED FISCAL YEAR 2023/24 BUDGET CALENDAR**

DATE: **January 23, 2023**

BACKGROUND:
Each year staff develops a proposed budget calendar for City Council's review and approval. The budget calendar includes all of the key actions and dates directly or indirectly related to the development of next year's budget, which is effective on July 1.

The proposed budget calendar related to the development of the fiscal year 2023/24 budget is attached to this report. This is a revised calendar based on the City Council direction during their January 9, 2023 meeting.

DISCUSSION:
Based the budget calendar presented at the January 9, 2023 City Council meeting, the City Council directed staff to reduce the proposed workshops from three to one. The City Council also asked staff to commence the budget process earlier than previous years to give the City Council ample time on developing budget balancing strategies.

In response to the reduction of City Council budget workshops, the revised calendar includes one workshop scheduled for Monday, May 22, 2023 at 5pm. The proposed workshop would take place before a regular City Council meeting.

In response to commencing the budget process earlier, the revised budget calendar includes the Finance/Budget/Audit Committee meeting on February 13, February 27, April 24 and May 8. The revised calendar also includes the City Council considering the Finance/Budget/Audit Committee's recommendations for balance strategies at the March 13 City Council meeting.

The revised calendar maintains a public hearing, if needed, on June 12 to provide any protests regarding any proposed increases to refuse rates pursuant to Proposition 218. Staff will also seek any final directions from Council regarding the proposed budget scheduled for adoption on June 26, 2022.

FISCAL IMPACT:
None.

RECOMMENDATION:
Review and approve the revised budget calendar for the development of the fiscal year 2023/24 budget.

ATTACHMENTS:
FN_BUD_230123_Calendar_FY23-24_F.pdf

City of Rolling Hills INCORPORATED JANUARY 24, 1957

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

PROPOSED BUDGET CALENDAR
FISCAL YEAR 2023/2024

January 23, 2023		1. **City Council** receive and review FY 2021/2022 Audited Financial Statements. 2. **City Council** to receive an overview of the General Fund budget and insights in the major components that are in play towards developing a balanced FY 2023/24 budget the Finance/Audit/Budget Committee and staff will be considering in developing a recommended balancing strategy.
February 13, 2023		**Finance/Budget/Audit Committee** meeting to develop a recommended balancing strategy for the FY 2023/24 budget.
February 13, 2023		**City Council** receive and review FY 2022/2023 mid-year budget report showing the status of revenues and expenditures against budgeted amounts, including preliminary projections for the year.
February 20, 2023		Staff review of FY 2022/23 year-end revenues and expenditure projections with City Manager.
February 27, 2023		**Finance/Budget/Audit Committee** review of Financial and Investment Policies; and review and discuss Schedule of Fees and Charges
March 13, 2023		**City Council** review of FY 2022/2023 year-end revenue projections and preliminary FY 2023/24 revenue projections; and receive and confirm the Finance/Budget/Audit Committee's recommendations on the balancing recommendations to guide staff in building a complete budget for consideration.
March and April		City staff develop proposed FY 2023/24 budget.
March 24, 2023		If the solid waste collection fees are going to be increased by CPI, public notice sent to all property owners advertising a public hearing for an increase in the solid waste collection fee. Also, as directed, public notice is required for updates to Schedule of Fees & Charges (by June 12, 2023).
April 24, 2023		**Finance/Budget/Audit Committee** review of FY 2023/24 Proposed General Fund Revenue Projections, Proposed General Fund Expenditures by Department.

City of Rolling Hills INCORPORATED JANUARY 24, 1957

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

May 8, 2023		**Finance/Budget Audit Committee** review of Proposed Budgets for Special Revenue, Capital Improvement, and Refuse Fund Budgets
May 22, 2023		**Special Meeting (5pm before regular City Council meeting) -** City Council budget workshop
June 12, 2023		**City Council Meeting** - Prop 218 Hearing on Proposed FY 2023/24 Solid Waste Rate Increase (if needed); and final directions from Council to staff on proposed FY 2023/24 budget.
June 26, 2023		**City Council Meeting** - Budget Adoption

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.A
Mtg. Date: 01/23/2023

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

FROM: **ROBERT SAMARIO, FINANCE DIRECTOR**

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

SUBJECT: **AUDITED ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

DATE: **January 23, 2023**

BACKGROUND:
Each year, the City prepares a financial report covering all funds and operations. The financial report provides the City Council and public a measure of the financial condition of the City and the results of operations for the fiscal year. The financial statements are audited each year by an independent CPA firm to ensure that the financial statements are fairly presented.

DISCUSSION:
The attached financial statements for the fiscal year ended June 30, 2022, are not only required to be prepared each year, but they provide important information regarding the financial health of the City, and whether the financial health improved or deteriorated during the fiscal year.

The financial statements undergo a audit from an independent CPA firm which includes a review of the City's internal accounting procedures, to determine if the financial statements can be relied upon by City Council and the public to gauge the financial condition of the City.

The City's financial operations are organized into various funds. By far, the largest and most important fund is the General Fund, which accounts for a variety of unrestricted revenues, primarily taxes, that pay for core local governmental services, such as law enforcement, planning, building safety, emergency preparedness, and administration. Since the revenues are unrestricted, the City has considerable discretion on how these funds are spent.

The other funds largely account for revenues that are restricted to specified purposes, typically the enabling legislation that generates the revenues. These funds include Proposition A, Proposition C, Measure R and Measure M. All of these revenues are derived from special sales tax measure approved by Los Angeles County voters over the last few decades and are restricted to transit and transportation purposes.

The City also uses a separate fund to account of solid waste services provided under contract by a private waste hauling company. These services are paid for by City residents through their property taxes billed by Los Angeles County on behalf of the City. This operation is reported as an Enterprise Fund in the annual financial statements, which means the charges for the services must be determined based on the full cost to provide the services.

A summary of the City's financial position and results of operations is provided below.

CITY-WIDE ANALYSIS

The Citywide statements present all City operations in two categories. The governmental activities category includes all City funds except for the Refuse Collection Fund. In addition, this category almost entirely is made up of the General Fund, which is where most City services, along with tax revenues that primarily pay for those services, are reported.

The net position of the City's governmental activities, which includes all funds except the Refuse Fund, decreased by $187,233 (including the $54,589 restatement). Excluding transfers of $225,229, which include transfers to the Refuse Fund and the Capital Improvement Fund, the decrease was just $16,873. Given the expectations going into the year, as further described later, these are very good results.

The business-type activities includes refuse collection operations. Refuse collection services are considered a utility and, as such, are typically fully funded from direct charges to customers utilizing these services. For this reason, they tend to operate much like the private sector and thus are classified as a "business-type activity." In the case of the City's refuse operation, refuse rates have been partially subsidized by unrestricted General Fund revenues since 2016 in order to keep rates flat at $1,100 per year per parcel in spite of increases each year to the contracted services provided by a private hauling company. In fiscal year 2022, the General Fund transferred $249,229 to the Refuse Collection Fund. This was partially offset by a transfer from the Refuse Collection Fund of $24,000 back to the General Fund to cover administrative overhead costs. The net result of operations was a decrease in net position of $44,977, reducing the net position to $9,069.

GENERAL FUND

By far the largest of the governmental funds is the General Fund, in which where most of the City's operations are accounted for. The General Fund's financial position decreased by $357,326 for a net position at June 30, 2022 of $5,293,002. This decrease includes $128,039 in unrealized losses in its investments and the $54,795 realized loss in its pension trust, totaling $182,884. An additional $131,440 was the planned use of reserves for capital improvement projects. Overall, given a portion of the decrease stemmed from the planned use of reserves and a temporary, unrealized loss, in its investments, the results of operations did not affect the overall strong financial position of the City as a whole.

Property Tax revenues is the largest General Fund revenue at $1,323,001, making up 54% of total General Fund revenues. Property Tax revenues increased from the prior year total of $1,222,498 by 8% to a total of $1,323,001, which is a very strong growth for a revenue that historically grows by 3-6% per year. This growth is reflective of the strong real estate market over the last few years driven by low interest rates, strong demand, and a high volume of sales activity.

In March of 2021, the President signed the American Rescue Plan Act (ARPA), providing $1.9 trillion in federal relief to mitigate the impacts of the COVID-19 pandemic. Of that amount, approximately $64 billion was provided to provide direct and flexible financial resources for every city and town nationwide. The City received a total of $441,364 in two installments of $220,682 each, the first in June 2021 and the second a year later in June of 2022. As such, these revenues will not be available in subsequent years.

The City issues permits for building and construction projects undertaken by City residents. These revenues are highly tied to the economy and housing market. As real estate prices increase, there tends to be an increase in residential building activity. However, starting in 2021, as a result of COVID, building activity, and the associated revenues declined. Several years ago, revenues from building and related permits were almost $800,000. In fiscal year 2020/21, they dropped precipitously to $183,378. With the end of the pandemic, building activity picked up and revenues jumped to $518,309 and we continue to see that trend in the first six months of fiscal year 2022/23.

The City receives an allocation from the State of California called the Motor Vehicle License Fee (MVLF). The MVLF is a tax imposed in lieu of a local personal property tax on automobiles. In fiscal year 2021/22, the City's allocation totaled $247,231. This is a 4.4% increase from last fiscal year. This revenue is largely affected by the number in, and dollar increase of, car sales. With the recent rise in interest rates, car sales, as with real estate, will likely decrease to some degree.

RESULTS OF AUDIT

The City's financial records and annual financial report is subject to an audit by an independent CPA firm. At the conclusion of the audit, the auditors issue an opinion letter which indicates whether or not the financial statements are free of material misstatement and whether they can be relied upon. Based on their audit, the City received an "unmodified" opinion, which means the financial statements can indeed be relied upon. This opinion letter is included within the financial statements.

The auditors also provides City Council with two other letters separate from the opinion letter and that are not included within the financial report document. The first is a report on internal controls. Although the auditors do not express an opinion on internal controls, they do a fair amount of testing in this area to determine if the City's internal control procedures can be relied upon for purposes on conducting their audit. For example, if internal controls were weak, the auditors would have to perform more substantive test work to reach a comfort level sufficient to issue an unmodified opinion. As a result of the auditor's testing and evaluation of internal controls, the first letter indicates that there were no material weaknesses noted. The second letter contains certain areas the auditors are required to communicate to an audit committee or City Council about. Based on their audit, there were no items that required special communication other than the normal information required under government auditing standards.

FISCAL IMPACT:
None.

RECOMMENDATION:

That the City Council receive and approve the City of Rolling Hill's Audited Annual Financial Statements for the Fiscal Year Ended June 30, 2022.

ATTACHMENTS:
FN_AUD_230120_LSL_AuditCommunicationLetter_F.pdf
FN_AUD_230120_LSL_ReportOn_IC_F.pdf
FN_AUD_230120_LSL_ACFR_F.pdf

January 19, 2023

To the Honorable Mayor and Members of the City Council
City of Rolling Hills, California

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Rolling Hills, California (the City) for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 14, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings and Other Issues

Qualitative Aspects of Significant Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in the notes to the financial statements. In the fiscal year ended June 30, 2022, the City adopted new accounting guidance, GASB Statement No. 87, Leases. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the Governmental and Enterprise statements. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

> Management's estimates of its net pension liability and net other post-employment benefits asset are based on actuarial valuation specialist assumptions. We evaluated the key factors and assumptions used to develop the net pension liability and net other post-employment benefits asset in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Significant Unusual Transactions

Management is responsible for the policies and practices used to account for significant unusual transactions. No significant unusual transactions have occurred during fiscal year 2021-2022.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We are pleased to report that no such misstatements were identified during the course of our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Circumstances that Affect the Form and Content of the Auditor's Report

New auditing standards were implemented in fiscal year 2021-2022 related to Statement of Auditing Standards 134, *Auditor Reporting and Amendments, Including Amendments Addressing Disclosures in the Audit of Financial Statements*, through Statement of Auditing Standards 140, *Supplementary Information in Relation to the Financial Statements as a Whole*. These standards updated the form and content of the financial statement auditor's report. The purpose of the change was to present an easier format for users to understand the results of the audit and management's responsibilities.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 19, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues Discussed with Management

We generally discuss a variety of matters, including the significant events or transactions that occurred during the year, business conditions affecting the City and business plans and strategies that may affect the risks of material misstatements, the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management discussion and analysis, the budgetary comparison schedule for the General Fund, the schedule of proportionate share of the net pension liability, the schedule of plan contributions – miscellaneous, the schedule of changes in net OPEB asset and related ratio, and the schedule of plan contributions – OPEB, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

To the Honorable Mayor and Members of the City Council
City of Rolling Hills, California

We were engaged to report on the combining and individual non major fund financial statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

The following new Governmental Accounting Standards Board (GASB) pronouncements were effective for fiscal year 2021-2022 audit:

GASB Statement No. 87, *Leases.*

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period.*

GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans.*

The following GASB pronouncements are effective in the following fiscal years' audits and should be reviewed for proper implementation by management:

Fiscal year 2023

GASB Statement No. 91, *Conduit Debt Obligations.*

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangement.*

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements.*

Fiscal year 2024

GASB Statement No. 99, *Omnibus 2022.*

GASB Statement No. 100, *Accounting Changes and Error Corrections.*

Fiscal year 2025

GASB Statement No. 101, *Compensated Absences.*

Restriction on Use

This information is intended solely for the use of City Council and management of the City of Rolling Hills and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Lance, Soll & Lunghard, LLP

Brea, California

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the City Council
City of Rolling Hills, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Rolling Hills, California (the City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 30, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

To the Honorable Mayor and Members of the City Council
City of Rolling Hills, California

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lance, Soll & Lunghard, LLP

Brea, California
January 19, 2023

CITY OF ROLLING HILLS, CALIFORNIA

FOR THE FISCAL YEAR ENDED JUNE 30, 2022

FINANCIAL STATEMENTS

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CITY OF ROLLING HILLS, CALIFORNIA

FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2022

PREPARED BY:

THE CITY OF ROLLING HILLS, CALIFORNIA

FINANCIAL SERVICES DEPARTMENT

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CITY OF ROLLING HILLS, CALIFORNIA

FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2022

TABLE OF CONTENTS

Page Number

FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT 1

MANAGEMENT'S DISCUSSION AND ANALYSIS 5

BASIC FINANCIAL STATEMENTS

Government-Wide Financial Statements:
- Statement of Net Position 15
- Statement of Activities 17

Fund Financial Statements:
- Balance Sheet - Governmental Funds 18
- Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position 19
- Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds 20
- Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities 21
- Statement of Net Position - Proprietary Funds 22
- Statement of Revenues, Expenses and Changes in Fund Net Position - Proprietary Funds 23
- Statement of Cash Flows - Proprietary Funds 24

Notes to Financial Statements 25

CITY OF ROLLING HILLS, CALIFORNIA

FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2022

TABLE OF CONTENTS

Page Number

REQUIRED SUPPLEMENTARY INFORMATION

Notes to Required Supplementary Information 49

Budgetary Comparison Schedule – General Fund....50

Budgetary Comparison Schedule – LEAP Grant 51

Schedule of Proportionate Share of the Net Pension Liability – Miscellaneous 52

Schedule of Plan Contributions – Miscellaneous 54

Schedule of Changes in the Net OPEB Asset and Related Ratios....56

Schedule of Plan Contributions – OPEB 57

COMBINING AND INDIVIDUAL FUND STATEMENTS AND SCHEDULES

Combining Balance Sheet – Nonmajor Governmental Funds 58

Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Nonmajor Governmental Funds 62

Budgetary Comparison Schedules – Special Revenue Funds:
- Community Facilities Fund....65
- Transit Fund 66
- Traffic Safety Fund....67
- Measure R Fund 68
- COPS Fund....69
- CLEEP Fund 70
- Measure M Local Return Fund 71
- LA County Measure W Fund....72
- CAL/OES....73
- TDA Article 3 74
- SB 1383 Grant 75

Budgetary Comparison Schedules – Capital Projects Funds:
- Underground Utility Fund 76
- Capital Projects Fund....77

INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and Members of the City Council
City of Rolling Hills, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Rolling Hills, California, (the City) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, , each major fund, and the aggregate remaining fund information of the City of Rolling Hills, California, as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

Change in Accounting Principle

As described in Note 1 to the financial statements, in the fiscal year ended June 30, 2022, the City adopted new accounting guidance, GASB Statement No. 87, *Leases*. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Responsibilities

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison schedules for the General Fund and the LEAP Grant Fund, the schedule of proportionate share of the net pension liability, the schedule of plan contributions – miscellaneous plan, the schedule of changes in net OPEB asset and related ratios, and the schedule of plan contributions – OPEB, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of

financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual fund financial statements and schedules (supplementary information) are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 19, 2023 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Lance, Soll & Lunghard, LLP

Brea, California
January 19, 2023

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Management Discussion and Analysis

The following narrative provides an overview and analysis of the financial activities of the City of Rolling Hills for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in the City's financial statements.

Financial Highlights

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by $7,924,232 (net position). Of this amount, $4,956,939 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of $7,283,603. Of this amount $2,485,612 is unassigned and available for spending at the City's discretion. An additional $2,252,510 is assigned for emergencies and other contingencies pursuant to City policy.
- General Fund revenues exceeded budget by $319,263 and expenditures were $648,366 below budget. After operating transfers and a restatement of beginning fund balance, the General Fund's fund balance decreased by $357,326 decrease in fund balance.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements contain the following three components: 1) Government-wide Financial Statements, 2) Fund Financial Statements and 3) Notes to the Financial Statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private sector business. These statements include all assets and liabilities of the City using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

The statement of net position presents information on all of the City's assets, deferred inflows/outflows of resources and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change regardless of the timing of related cash flows. Thus, some of the revenues and expenses reported in this statement will have no effect on cash until some future fiscal period.

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from functions that are intended to recover some or all of their costs through user fees and charges (business-type activities).

Governmental activities. With the exception of refuse services, all of the City's basic services are reported in this category, including the general administration, public safety, planning and development, recreation and public works. Property taxes, sales tax, real estate transfer tax,

licenses and permits, franchise fees, charges for services, interest income, grants, contributions from other agencies, and other revenues finance these activities.

Business-type activities. The City charges a fee to customers to cover all or most of the costs of certain services it provides. The City's Refuse Collection operation is reported in this category.

The government-wide financial statements can be found on pages 15 to 17 of this report.

Fund Financial Statements

The fund financial statements provide detailed information about the City's most significant funds. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. Most of the City's basic services are reported in governmental funds, which focus on how money flows in and out of those funds and balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. The difference between the results in the Governmental Fund financial statements to those in the Government wide financial statements are explained in a reconciliation following each Governmental Fund financial statement.

In addition to the major funds reported separately on the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance, the City also maintains 7 special revenue funds and one capital project fund. Data from these funds are combined into a single, aggregated presentation referred to as other governmental funds.

Individual fund data for each of these non-major governmental funds are provided in the form of combining statements elsewhere in this report.

The City adopts an annual appropriated budget for all of its governmental and proprietary funds. A budget comparison statement has been provided for the General Fund to demonstrate compliance with this budget. This comparison can be found on page 37 of this report.

The basic governmental fund financial statements can be found on pages 18 to 21 of this report.

Proprietary funds. When the City charges customers for the services it provides, these services are generally reported in proprietary funds. Within the category of proprietary funds are Enterprise Funds and Internal Service Funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses an enterprise fund to account for its Refuse activity. Internal service funds are an accounting devise used to accumulate and allocate costs internally among the City's various functions. The City uses an internal service fund to account for its Municipal Self Insurance costs. Because these services predominantly benefit governmental rather than business-type functions, this fund has been included within the governmental activities in the government-wide financial statement.

The basic proprietary fund financial statements can be found on pages 22 to 24of this report.

The basic fiduciary fund financial statements can be found on page 24 of this report.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 25 to 48 of this report.

Other Information

The combining statements referred to earlier in connection with nonmajor governmental funds are presented immediately following the notes to the financial statements. Combining and individual fund statements and schedules can be found on pages 50 to 57 of this report.

Governmental-wide Financial Analysis

Net Position

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The City's net position for fiscal years 2020/21 and 2021/22 are shown in Table 1. In the City of Rolling Hills, total assets and deferred outflows exceeded total liabilities and deferred inflows by $7,924,232 at June 30, 2022. This is a decrease from prior year. However, overall, the City's financial position has been very stable over the last few years, which is a good thing to see.

Table 1
City of Rolling Hills
Net Position

	Government Activities		Business Activities		Total Primary Government	
	2022	2021	2022	2021	2022	2021
Assets:						
Current and other assets	$ 8,543,120	$ 8,344,698	$ 9,069	$ 54,046	$ 8,552,189	$8,398,744
Capital assets	741,184	684,427	-	-	741,184	684,427
Total Assets	9,284,304	9,029,125	9,069	54,046	9,293,373	9,083,171
Deferred outflows of resources:						
Pension/OPEB related items	344,619	236,068	-	-	344,619	236,068
Liabilities:						
Current and other liabilities	787,124	1,088,082	-	-	787,124	1,088,082
Total Liabilities	787,124	1,088,082	-	-	787,124	1,088,082
Deferred inflows of resources:						
Lease related items	452,504	-	-	-	452,504	-
Pension related items	474,132	74,535	-	-	474,132	74,535
	926,636	74,535	-	-	926,636	74,535
Net position:						
Invested in capital assets	741,184	684,427			741,184	684,427
Restricted	2,226,109	2,380,775			2,226,109	2,380,775
Unrestricted	4,947,870	5,037,374	9,069	54,046	4,956,939	5,091,420
Total Net Position	$ 7,915,163	$ 8,102,576	$ 9,069	$ 54,046	$ 7,924,232	$8,156,622

Of the City of Rolling Hills net position shown in the bottom section of Table 1, $741,184 (9.3%) reflects its investment in capital assets. An additional $2,226,109 (28.1%) of the net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position of $4,947,870 (62.5%) may be used to meet the government's ongoing obligations. It is worth noting that the unrestricted net position of almost $5 million is approximately 128% of total expenditures. This puts the City in a strong financial position, which provides a high level of resources to respond to natural disasters, economic downturns such as the Great Recession in 2008, and other unexpected events that may call on these resources.

Changes in Net Position

A summary of the changes to the net position is provided in Table 2 below.

Table 2
City of Rolling Hills
Changes in Net Position

	Government Activities		Business Activities		Total Primary Government	
	2022	2021	2022	2021	2022	2021
Revenues:						
Program revenues:						
Charges for services	$ 549,661	$ 247,203	$ 673,222	$ 784,200	$ 1,222,883	$ 1,031,403
Operating grants and contributions	639,864	494,533	-	-	639,864	494,533
Capital contributions and grants	87,749	-	-	-	87,749	-
General revenues:						
Property taxes	1,323,001	1,222,948	-	-	1,323,001	1,222,948
Franchise taxes	15,106	10,753	-	-	15,106	10,753
Other taxes	104,578	116,711	-	-	104,578	116,711
Motor vehicle fees	247,231	236,725	-	-	247,231	236,725
Use of money and property	(76,181)	160,061	-	-	(76,181)	160,061
Other	44,850	3,278	-	3,917	44,850	7,195
Total Revenues	2,935,859	2,492,212	673,222	788,117	3,609,081	3,280,329
Expenses:						
General government	1,468,917	1,105,892	-	-	1,468,917	1,105,892
Public safety	497,831	399,379	-	-	497,831	399,379
Planning and development	796,712	813,918	-	-	796,712	813,918
Public works	189,272	165,193	-	-	189,272	165,193
Refuse collection	-	-	912,728	886,143	912,728	886,143
Total Expenses	2,952,732	2,484,382	912,728	886,143	3,865,460	3,370,525
Excess (Deficiency) Before Transfers	(16,873)	7,830	(239,506)	(98,026)	(256,379)	(90,196)
Transfers	(225,229)	(44,706)	225,229	44,706	-	-
Increase (Decrease) in Net Position	(242,102)	(36,876)	(14,277)	(53,320)	(256,379)	(90,196)
Net Position - Beginning	8,102,576	8,139,452	54,046	107,366	8,156,622	8,246,818
Restatement of Beginning Balance	54,689	-	(30,700)	-	23,989	-
Net Position - Ending	$ 7,915,163	$ 8,102,576	$ 9,069	$ 54,046	$ 7,924,232	$ 8,156,622

Governmental Activities. As previously noted, the governmental activities category includes all City funds except for the Refuse Collection Fund. In addition, this category almost entirely is made up of the General Fund, which is where most city services, along with tax revenues that primarily pay for those services, are reported.

As shown in Table 2 above, the net position of the City's governmental activities, which includes all funds except the Refuse Fund, decreased by $187,233 (including the $54,589 restatement). Excluding transfers of $225,229, which include transfers to the Refuse Fund and the Capital Improvement Fund, the decrease was just $16,873. Given the expectations going into the year, as further described later, these are very good results.

Business-Type Activities. The program for the business-type activities includes refuse collection operations. Refuse collection services are considered a utility and, as such, are typically fully funded from direct charges to customers utilizing these services. For this reason, they tend to operate much like the private sector and thus are classified as a "business-type activity." In the case of the City's refuse operation, refuse rates have been partially subsidized by unrestricted General Fund revenues since 2016 in order to keep rates flat at $1,100 per year per parcel in spite of increases each year to the contracted services provided by a private hauling company. In fiscal year 2022, the General Fund transferred $249,229 to the Refuse Collection Fund. This was partially offset by a transfer from the Refuse Collection Fund of $24,000 back to the General Fund to cover administrative overhead costs. This explains the net transfer of $225,229 shown in Table 2 above.

The net result of operations was a decrease in net position of $44,977, reducing the net position to $9,069.

Financial Analysis of the Government's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental Funds

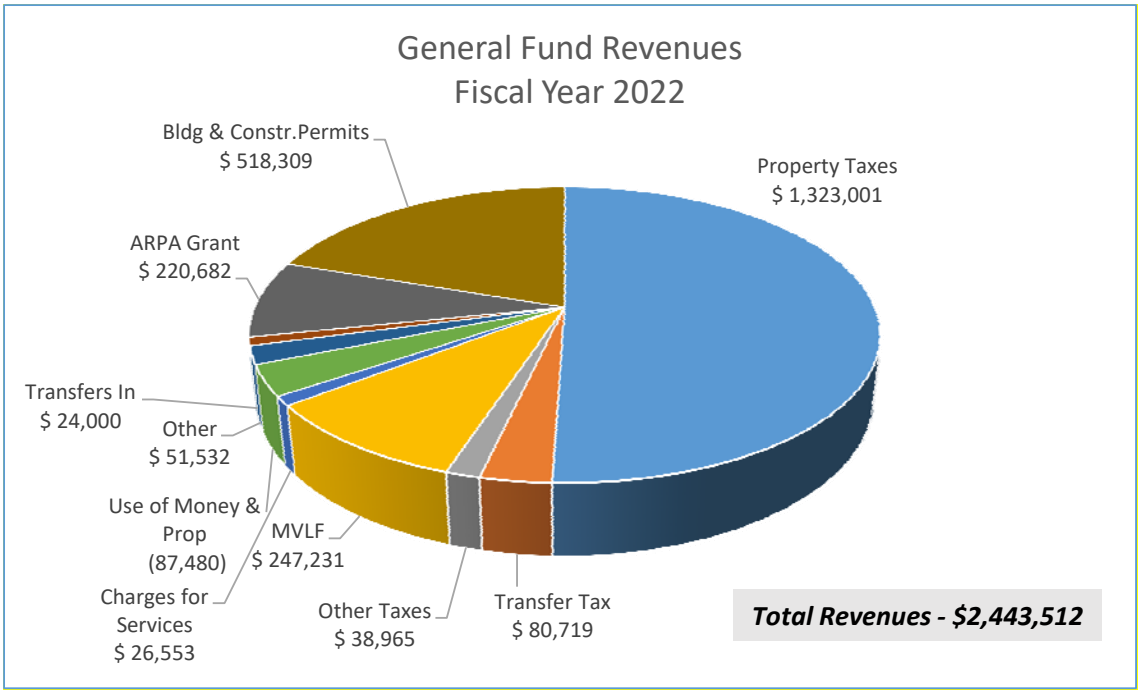
The focus of the City's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of fiscal year 2021-22, the City's governmental funds in total reported combined ending fund balances of $7,283,603, which indicates a strong financial position, largely due to the General Fund. This is a decrease of $272,680 from last fiscal year. The decrease is largely attributable to two reasons. First, pursuant to governmental accounting standards, the City must record any unrealized gains or losses stemming from changes in the market value of its investments. In fiscal year 2021-22, the market value of its investments decreased in total by $128,039, which was recorded as an unrealized loss and is netted against actual interest earnings and lease income. This combined total is reported as Use of Money and Property in the financial statements. It is important to note, however, that since the City holds its securities to maturity, any fluctuations in market value do not result in any realized gains or losses. Upon maturity, regardless of the market value, the City's securities are redeemed at par value. The other factor contributing to the overall decrease in net position was the losses realized in the City's pension trust. The pension trust fund is subject to different state laws allowing the fund to establish a longer investment horizon and invests in securities and programs that, over time, generate a higher rate of return. However, the types of securities are more volatile and, when market conditions are poor, can sustain realized losses. After three years of strong returns, the pension trust fund sustained losses of $54,795.

By far the largest of the governmental funds is the General Fund, in which where most of the City's operations are accounted for. The General Fund's financial position decreased by $357,326 for a net position at June 30, 2022 of $5,293,002. The $128,039 in unrealized losses in its investments and the $54,795 realized loss in its pension trust, totaling $182,884, both were recognized in the General Fund. An additional $131,440 was the planned use of reserves for capital improvement projects. Overall, given a portion of the decrease stemmed from the planned use of reserves and a temporary, unrealized loss, in its investments, the results of operations did not affect the overall strong financial position of the City as a whole.

General Fund Revenue Highlights

The breakdown of General Fund revenues is shown in the pie chart below.



As shown in the chart above, Property Tax revenues is the largest revenue at $1,323,001, making up 54% of total General Fund revenues. Property Tax revenues increased from the prior year total of $1,222,498 by 8%, which is a very strong growth for a revenue that historically grows by 3-6% per year. This growth is reflective of the strong real estate market over the last few years driven by low interest rates, strong demand, and a high volume of sales activity.

In March of 2021, the President signed the American Rescue Plan Act (ARPA), providing $1.9 trillion in federal relief to mitigate the impacts of the COVID-19 pandemic. Of that amount, approximately $64 billion was provided to provide direct and flexible financial resources for every city and town nationwide. The City received a total of $441,364 in two installments of $220,682 each, the first in June 2021 and the second a year later in June of 2022. As such, these revenues will not be available in subsequent years.

The City issues permits for building and construction projects undertaken by City residents. These revenues are highly tied to the economy and housing market. As real estate prices increase, there tends to be an increase in residential building activity. However, starting in 2021, as a result of COVID, building activity, and the associated revenues declined. Several years ago, revenues from building and related permits were almost $800,000. In fiscal year 2020/21, they dropped

precipitously to $183,378. With the end of the pandemic, building activity picked up and revenues jumped to $518,309 and we continue to see that trend in the first six months of fiscal year 2022/23.

The City receives an allocation from the State of California called the Motor Vehicle License Fee (MVLF). The MVLF is a tax imposed in lieu of a local personal property tax on automobiles. The MVLF is imposed at a rate of 2% on a vehicle's market value, adjusted by a depreciation schedule specified in state law. Pursuant to the State Constitution, VLF revenue is allocated to local governments. Approximately 75% of MVLF is split between cities and counties. The remaining 25% of local government VLF funds are restricted to funding various health, mental health, and social services programs shifted to the counties as part of the 1991 realignment. In fiscal year 2021/22, the City's allocation totaled $247,231. This is a 4.4% increase from last fiscal year. This revenue is largely affected by the number in, and dollar increase of, car sales. With the recent rise in interest rates, car sales, as with real estate, will likely decrease to some degree.

The Underground Utility Fund on the City's governmental funds balance sheet is a major fund. The Capital Projects – Utility Fund provides funds for consultant and construction services for underground utilities projects and other infrastructure improvements. The Capital Projects – Utility Fund has a total fund balance of $1,339,822. In fiscal year 2019, the City exchanged $675,295 with a neighboring City and received Southern Cal Edison Rule 20A credits of $1,125,491 for undergrounding projects. Virtually all of these credits will be used starting in fiscal year 2022 for two undergrounding projects, one on Crest Road East and other on Eastfield Drive.

Proprietary Funds

The City's proprietary funds provide the same type of information found in the government-wide financial statements but in greater detail.

Ending unrestricted net position for the Refuse Collection - Enterprise Fund is $9,069. The total change in net position for the Refuse Collection - Enterprise Fund was a net position decrease of $44,977

Ending unrestricted net position for the Municipal Self Insurance Fund - Internal Service Fund was unchanged at $262,197.

General Fund Budgetary Highlights

The fiscal year 2021/22 budget adopted budget totaled $3.4 million as shown in the Table 3 below. The amended budget, which reflects an increase in budgeted transfers out, totaled $3.5 million.

Table 3

General Fund Expenditures - Budget Vs Actual

Fiscal Year Ended June 30, 2022

	Adopted Budget	Amended Budget	Actuals	Variance
City Administration	$ 1,048,556	$ 1,048,556	$ 953,789	$ 94,767
Finance	117,330	117,330	158,088	(40,758)
Planning	1,060,690	1,060,690	759,658	301,032
Public Safety	279,380	279,380	255,276	24,104
City Properties	349,273	349,273	167,785	181,488
Non-Departmental	229,370	229,370	203,807	25,563
Transers Out	338,075	447,385	385,215	62,170
Totals	**$ 3,422,674**	**$ 3,531,984**	**$ 2,883,618**	**$ 648,366**

In contrast, expenditures totaled $2.9 million, resulting in savings of $648,366. With the exception of the Finance Department, all departments are well under budget. The largest savings is in the Planning Department at $301,032, which largely stems from underspending in two areas. The first is in storm water management costs. In late fiscal year 2021 the City received its first allocation from the County from Measure W (Safe Clean Water Program) passed in November of 2019. Measure W provides funding to increase water supply and improve water quality. Prior to Measure W, the City was funding these costs out of the General Fund. In addition, the fiscal year 2021/22 adopted budget included $275,800 for these costs. However, the City was able to allocate most of these costs to the Measure W Fund, resulting in budgetary savings of $187,967. The other saving came from consulting services for the update of the City's General Plan. This effort has been scaled back and pushed back a year, which resulted in a savings in fiscal year 2021/22 of $100,024.

The other area where we realized was in the City Properties Department. The $181,488 savings was largely due to planned capital expenditures that were delayed.

Capital Asset and Debt Administration

Capital Assets

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2022 amounts to $741,184. This investment includes land for the City Hall campus, tennis courts, Poppy Trail land, Hesse's Gap, Hix Ring and Storm Hill Park. Additional information on the City of Rolling Hills capital assets can be found in Note 5 on page 37 of this report.

Long-Term Debt

The City has no bonded indebtedness. At the end of the current fiscal year, the City's compensated absences increased from $46,759 to $59,449.

Other Post-Employment Health Care Benefits

The City offers its retired employees medical benefits through CalPERS, which provides medical insurance benefits to eligible retirees. Through CalPERS, the City pre-funds these benefits while the employees are actively working. Pursuant to GASB Statement 78, adopted during fiscal year 2017-18, the City is required to recognize a liability for any unfunded accrued liabilities as determined by an actuary. As of June 30, 2022, the City's total accrued liability was $544,859. However, this liability was offset by the prefunded investments held by CalPERS on the City's behalf which totaled $753,149. As a result, the City's net position was a net surplus/asset of $208,290, which is included on the Statement of Net Position. See Note 10 on pages 45 to 47.

Pension Plan Obligations

The City provides a defined benefit pension plan to its employees which is administered by CalPERS. Details of this pension plan can be found in Note 9 found on page 41. Pursuant to GASB Statement 68, the City reports any unfunded accrued liabilities in its financial statements. As of
June 30, 2022, the net pension liability was $391,149. However, the City has a established a Pension Stabilization Trust Fund to supplement the funding of its pension obligations. The balance in the trust as of June 30, 2022 was $419,325. AS such, the City's pension obligations are funded at 107%.

Economic Factors and Next Year's Budgets

The City almost exclusively provides services to the residents of the Rolling Hills Community Association. In addition, it has not retail or commercial businesses within its City limits. As such, the City only typically receives less than $25,000 annually from sales taxes, which are derived entirely

from online sales transactions; and its regular and ongoing operations are primarily funded from property taxes assessed on residential properties. Since assessed values grow at 2% or less per state law, and are only re-assessed to market value when properties are sold, growth in property taxes tends to range between 3-6% in normal conditions. However, the significant rise in real estate prices, coupled with the high volume of sales, have resulted in an 8% growth in fiscal year 2022.

One of the key services provided to the community are related to residential building activity, which generate revenues from building and construction-related permits and fees. These revenues make up approximately 20% of total revenues. Unlike property taxes, building revenues are tied to economic conditions and can be significantly impacted by major economic downturns or other event, such as the recent pandemic.

The City also receives funding from the state for vehicle licensing fees of almost $250,000 and over $100,000 in other taxes.

The City Council adopted the Fiscal Year 2022-23 budget in June 2022, and the following factors were considered in preparing the budget:

- Property taxes are expected to grow by 6%.
- The use of the second and final installment of ARPA grant revenues totaling $220,682, which will not be available starting in fiscal year 2023/24.
- A continued favorable trend in building activity and a commensurate increase in building related revenues is assumed. However, the recent increase in interest rates may result in some waning of activity.
- Much needed capital improvements are included in the budget, which are being funded from reserves.
- The General Fund currently has reserves that cover 128% of budgeted expenditures. These reserves include a contingency reserve of $2.2 million. The balance is earmarked for capital improvements.

Contacting the City's Financial Department

This financial report is designed to provide a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the City's Finance Department at the City of Rolling Hills, 2 Portuguese Bend Road, Rolling Hills, California 90274.

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CITY OF ROLLING HILLS, CALIFORNIA

STATEMENT OF NET POSITION
JUNE 30, 2022

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Assets:			
Cash and investments	$ 6,476,013	$ -	$ 6,476,013
Receivables:			
Accounts	-	24,343	24,343
Taxes	161,836	-	161,836
Accrued interest	5,775	-	5,775
Deposits	675,295	-	675,295
Internal balances	15,274	(15,274)	-
Prepaid costs	35,133	-	35,133
Due from other governments	98,675	-	98,675
Lease receivable	447,504	-	447,504
Restricted assets:			
Restricted cash and investments	419,325	-	419,325
Capital assets not being depreciated	719,899	-	719,899
Capital assets, net of depreciation	21,285	-	21,285
Net other post-employment benefits asset	208,290	-	208,290
Total Assets	**9,284,304**	**9,069**	**9,293,373**
Deferred Outflows of Resources:			
Pension deferrals	181,239	-	181,239
Other post-employment benefit deferrals	163,380	-	163,380
Total Deferred Outflows of Resources	**344,619**	**-**	**344,619**
Liabilities:			
Accounts payable	142,228	-	142,228
Accrued liabilities	1,450	-	1,450
Unearned revenue	79,682	-	79,682
Deposits payable	113,166	-	113,166
Compensated absences, due within one year	15,000	-	15,000
Noncurrent liabilities:			
Compensated absences	44,449	-	44,449
Net pension liability	391,149	-	391,149
Total Liabilities	**787,124**	**-**	**787,124**
Deferred Inflows of Resources:			
Deferred inflows lease related	452,504	-	452,504
Pension deferrals	382,022	-	382,022
Other post-employment benefit deferrals	92,110	-	92,110
Total Deferred Inflows of Resources	**926,636**	**-**	**926,636**
Net Position:			
Investment in capital assets	741,184	-	741,184
Restricted:			
Public safety	33,397	-	33,397
Public works	424,292	-	424,292
Capital projects	1,339,822	-	1,339,822
Quimby Act	9,273	-	9,273
Pension stabilization trust	419,325	-	419,325
Unrestricted	4,947,870	9,069	4,956,939
Total Net Position	**$ 7,915,163**	**$ 9,069**	**$ 7,924,232**

The notes to financial statements are an integral part of this statement.

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Contributions and Grants	Program Revenues: Capital Contributions and Grants
Governmental Activities:				
General government	$ 1,468,917	$ 433	$ -	$ -
Public safety	497,831	4,798	380,101	87,749
Planning and development	796,712	544,430	-	-
Public works	189,272	-	259,763	-
Total Governmental Activities	2,952,732	549,661	639,864	87,749
Business-Type Activities:				
Refuse collection	912,728	673,222	-	-
Total Business-Type Activities	912,728	673,222	-	-
Total	**$ 3,865,460**	**$ 1,222,883**	**$ 639,864**	**$ 87,749**

General Revenues:
- Taxes:
  - Property taxes
  - Sales taxes
  - Franchise taxes
  - Other taxes
- Motor vehicle in lieu - unrestricted
- Use of money and property
- Other

Transfers

Total General Revenues and Transfers

Change in Net Position

Net Position, Beginning of the Year

Restatement of Net Position

Net Position at the Beginning of the Year, as Restated

Net Position, End of the Year

The notes to financial statements are an integral part of this statement.

Net (Expenses) Revenues and Changes in Net Position		
Primary Government		
Governmental Activities	Business-Type Activities	Total
$ (1,468,484)	$ -	$ (1,468,484)
(25,183)	-	(25,183)
(252,282)	-	(252,282)
70,491	-	70,491
(1,675,458)	-	(1,675,458)
-	(239,506)	(239,506)
-	(239,506)	(239,506)
(1,675,458)	**(239,506)**	**(1,914,964)**
1,323,001	-	1,323,001
23,859	-	23,859
15,106	-	15,106
80,719	-	80,719
247,231	-	247,231
(76,181)	-	(76,181)
44,850	-	44,850
(225,229)	225,229	-
1,433,356	**225,229**	**1,658,585**
(242,102)	(14,277)	(256,379)
8,102,576	54,046	8,156,622
54,689	(30,700)	23,989
8,157,265	23,346	8,180,611
$ 7,915,163	**$ 9,069**	**$ 7,924,232**

The notes to financial statements are an integral part of this statement.

CITY OF ROLLING HILLS, CALIFORNIA

BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2022

	General	Special Revenue Funds: LEAP Grant Fund	Capital Projects Fund: Underground Utility Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets:					
Cash and investments	$ 4,778,482	$ -	$ 665,087	$ 770,247	$ 6,213,816
Receivables:					
Taxes	161,836	-	-	-	161,836
Accrued interest	5,775	-	-	-	5,775
Deposits	-	-	675,295	-	675,295
Prepaid costs	35,133	-	-	-	35,133
Due from other governments	-	72,720	-	25,955	98,675
Due from other funds	110,211	-	-	-	110,211
Lease receivable	447,504	-	-	-	447,504
Restricted assets:					
Restricted cash and investments	419,325	-	-	-	419,325
Total Assets	**$ 5,958,266**	**$ 72,720**	**$ 1,340,382**	**$ 796,202**	**$ 8,167,570**
Liabilities, Deferred Inflows of Resources, and Fund Balance:					
Liabilities:					
Accounts payable	$ 98,144	$ 17,830	$ 560	$ 25,694	$ 142,228
Accrued liabilities	1,450	-	-	-	1,450
Unearned revenues	-	72,720	-	6,962	79,682
Deposits payable	113,166	-	-	-	113,166
Due to other funds	-	54,890	-	40,047	94,937
Total Liabilities	212,760	145,440	560	72,703	431,463
Deferred Inflows of Resources:					
Lease deferrals	452,504	-	-	-	452,504
Total Deferred Inflows of Resources	**452,504**	**-**	**-**	**-**	**452,504**
Fund Balance:					
Nonspendable:					
Prepaid costs	35,133	-	-	-	35,133
Restricted:					
Public safety - police	-	-	-	33,397	33,397
Grants - public works	-	-	-	424,292	424,292
Capital projects	-	-	1,339,822	284,239	1,624,061
Quimby Act	-	-	-	9,273	9,273
Pension stabilization trust	419,325	-	-	-	419,325
Assigned to:					
Contingencies	2,252,510	-	-	-	2,252,510
Unassigned	2,586,034	(72,720)	-	(27,702)	2,485,612
Total Fund Balance	5,293,002	(72,720)	1,339,822	723,499	7,283,603
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	**$ 5,958,266**	**$ 72,720**	**$ 1,340,382**	**$ 796,202**	**$ 8,167,570**

The notes to financial statements are an integral part of this statement.

CITY OF ROLLING HILLS, CALIFORNIA

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION
JUNE 30, 2022

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balances - governmental funds		$ 7,283,603
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		741,184
Compensated absences are not due and payable in the current period, and therefore, are not reported in the funds.		(59,449)
Governmental funds report all pension contributions as expenditures; however, in the statement of activities, the excess/deficiency of the total pension liability over/under the plan fiduciary net position is reported as a net pension liability/asset.		(391,149)
Pension-related deferred outflows of resources that have not been included as financial uses in the governmental fund activity are as follows:		
Contributions made after the actuarial measurement date	$ 105,332	
Difference between expected and actual experiences	43,863	
Adjustments due to differences in proportions	32,044	181,239
Pension-related deferred inflows of resources that have not been included as financial resources in the governmental fund activity are as follows:		
Net difference between projected and actual earnings on plan investments	(341,451)	
Difference in proportionate share	(40,571)	(382,022)
Governmental funds report all other post-employment benefits contributions as expenditures; however, in the statement of net position, the excess of the plan fiduciary net position over the total other post-employment benefits liability is reported as a net other post-employment benefits asset.		208,290
Other post-employment benefits-related deferred outflows of resources that have not been included as financial uses in the governmental fund activity are as follows:		
Contributions made after the actuarial measurement date	33,632	
Differences between expected and actual experience	41,410	
Assumption changes	83,918	
Differences between projected and actual return on assets	4,420	163,380
Other post-employment benefits-related deferred inflows of resources that have not been included as financial resources in the governmental fund activity are as follows:		
Differences between expected and actual experience	(20,794)	
Differences between projected and actual return on assets	(71,316)	(92,110)
Internal service funds are used by management to charge the costs of certain activities, such as equipment and technology replacement, to individual funds. The assets and liabilities of the internal service funds must be added to the statement of net position.		262,197
Net Position of Governmental Activities		**$ 7,915,163**

The notes to financial statements are an integral part of this statement.

CITY OF ROLLING HILLS, CALIFORNIA

STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	General	Special Revenue Funds: LEAP Grant Fund	Capital Projects Fund: Underground Utility Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:					
Taxes	$ 1,442,685	$ -	$ -	$ -	$ 1,442,685
Licenses and permits	518,309	-	-	-	518,309
Intergovernmental	469,796	-	-	505,048	974,844
Charges for services	26,554	-	-	-	26,554
Use of money and property	(87,429)	-	4,624	4,801	(78,004)
Fines and forfeitures	4,798	-	-	-	4,798
Miscellaneous	44,850	-	-	-	44,850
Total Revenues	**2,419,563**	**-**	**4,624**	**509,849**	**2,934,036**
Expenditures:					
Current:					
General government	1,483,470	-	-	-	1,483,470
Public safety	255,275	-	-	242,556	497,831
Planning and development	759,658	44,680	-	-	804,338
Public works	-	-	5,881	138,918	144,799
Capital outlay	-	-	-	105,738	105,738
Total Expenditures	**2,498,403**	**44,680**	**5,881**	**487,212**	**3,036,176**
Excess (Deficiency) of Revenues Over (Under) Expenditures	(78,840)	(44,680)	(1,257)	22,637	(102,140)
Other Financing Sources (Uses):					
Transfers in	24,000	-	-	178,787	202,787
Transfers out	(385,215)	-	(42,801)	-	(428,016)
Total Other Financing Sources (Uses)	**(361,215)**	**-**	**(42,801)**	**178,787**	**(225,229)**
Net Change in Fund Balance	(440,055)	(44,680)	(44,058)	201,424	(327,369)
Fund Balance, Beginning of the Year, as previously reported	5,650,328	-	1,383,880	522,075	7,556,283
Restatements	82,729	(28,040)	-	-	54,689
Fund Balances, Beginning of Year, as restated	5,733,057	(28,040)	1,383,880	522,075	7,610,972
Fund Balance, End of the Year	**$ 5,293,002**	**$ (72,720)**	**$ 1,339,822**	**$ 723,499**	**$ 7,283,603**

The notes to financial statements are an integral part of this statement.

CITY OF ROLLING HILLS, CALIFORNIA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2022

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds		$ (327,369)
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays was less than depreciation expense in the current period.		
Capital outlay	$ 61,265	
Depreciation	(4,508)	56,757
Compensated absences expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		(12,690)
Pension obligation expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		20,090
Other post-employment benefits obligation expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		19,287
Internal service funds are used by management to charge the costs of certain activities, such as equipment and technology replacement, to individual funds. The net revenues of the internal service funds are reported with governmental activities.		1,823
Change in Net Position of Governmental Activities		**$ (242,102)**

The notes to financial statements are an integral part of this statement.

CITY OF ROLLING HILLS, CALIFORNIA

STATEMENT OF NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2022

	Business-Type Activities - Enterprise Fund	Governmental Activities- Internal Service Fund
	Refuse Collection Fund	
Assets:		
Current:		
Cash and investments	$ -	$ 262,197
Receivables:		
Accounts receivable	24,343	-
Total Current Assets	24,343	262,197
Total Assets	**24,343**	**262,197**
Liabilities:		
Current:		
Due to other funds	15,274	-
Total Current Liabilities	15,274	-
Total Liabilities	**15,274**	**-**
Net Position:		
Unrestricted	9,069	262,197
Total Net Position	**$ 9,069**	**$ 262,197**

The notes to financial statements are an integral part of this statement.

CITY OF ROLLING HILLS, CALIFORNIA

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION PROPRIETARY FUNDS FOR THE YEAR ENDED JUNE 30, 2022

	Business-Type Activities - Enterprise Fund	Governmental Activities- Internal Service Fund
	Refuse Collection Fund	
Operating Revenues:		
Sales and service charges	$ 673,222	$ -
Total Operating Revenues	**673,222**	**-**
Operating Expenses:		
Refuse collection	912,728	-
Total Operating Expenses	**912,728**	**-**
Operating Income (Loss)	(239,506)	-
Nonoperating Revenues (Expenses):		
Interest revenue	-	1,823
Total Nonoperating Revenues (Expenses)	**-**	**1,823**
Transfers in	249,229	-
Transfers out	(24,000)	-
Change in Net Position	(14,277)	1,823
Net Position, Beginning of the Year, as previously reported	54,046	260,374
Restatements	(30,700)	-
Beginning of Fiscal Year, as restated	23,346	260,374
Net Position, End of the Year	**$ 9,069**	**$ 262,197**

The notes to financial statements are an integral part of this statement.

CITY OF ROLLING HILLS, CALIFORNIA

STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Business-Type Activities - Enterprise Fund	Governmental Activities- Internal Service Fund
	Refuse Collection Fund	
Cash Flows from Operating Activities:		
Cash received from customers and users	$ 672,225	$ -
Cash paid to suppliers for goods and services	(912,728)	-
Net Cash Used for Operating Activities	**(240,503)**	**-**
Cash Flows from Non-Capital Financing Activities:		
Cash transfers out	(24,000)	-
Cash transfers in	249,229	-
Payment received from other funds	15,274	-
Net Cash Used for Non-Capital Financing Activities	**240,503**	**-**
Cash Flows from Investing Activities:		
Interest received	-	1,823
Net Cash Provided (Used) by Investing Activities	**-**	**1,823**
Net Decrease in Cash and Cash Equivalents	-	1,823
Cash and Cash Equivalents, July 1	-	260,374
Cash and Cash Equivalents, June 30	**$ -**	**$ 262,197**
Reconciliation of Operating Loss to Net Cash Used for Operating Activities:		
Operating loss	$ (239,506)	$ -
Adjustments to reconcile operating loss to net cash provided by operating activities:		
(Increase) decrease in accounts receivable	(997)	-
Total adjustments	(997)	-
Net Cash Provided by Operating Activities	**$ (240,503)**	**$ -**

The notes to financial statements are an integral part of this statement.

I. SIGNIFICANT ACCOUNTING POLICIES

Note 1: Organization and Summary of Significant Accounting Policies

The basic financial statements of the City of Rolling Hills, California (the City) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

a. Description of Entity

The accompanying basic financial statements present the financial activity of the City of Rolling Hills. The City is the level of government primarily accountable for activities relevant to the operations of the City of Rolling Hills, California.

The City of Rolling Hills (the City) was incorporated on January 25, 1957, under the provisions of the State of California. The City operates under a Council-Manager form of government and provides the following services as authorized by its charter: public safety, sanitation, animal control, culture and recreation, public improvement planning and zoning, and general administrative services.

The Rolling Hills Community Association is not a part of the City's reporting entity because the City has no accountability for fiscal matters of the Rolling Hills Community Association.

b. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

c. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the City's proprietary funds function and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for various functions concerned.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when the government receives cash.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, and then use unrestricted resources as needed.

The City reports the following major governmental funds:

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

The LEAP Grant special revenue fund is used to track funding for the LEAP Grant (Local Early Action Planning).

The Underground Utility capital projects fund is used to facilitate the expenditures necessary to construct the City's underground utility projects.

The City reports the following major proprietary fund:

The Refuse Collection Fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Additionally, the City reports the following fund types:

- The internal service fund accounts for the financing of goods and services provided by one department to other departments on a cost reimbursement basis. The City's internal service fund is for self-insurance.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the government's proprietary funds are charges to customers for sales and services. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting these definitions are reported as non-operating revenues and expenses.

d. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position or Equity

Cash and Investments

All cash and investments, except those that are held by fiscal agents, are held in a City pool. These pooled funds are available upon demand and, therefore, are considered cash and cash equivalents for purposes of the statement of cash flows. Investments held by fiscal agents with an original maturity of three months or less are also considered cash equivalents and are shown as restricted assets for financial statement presentation purposes.

Investments for the City, as well as for its component units, are reported at fair value. The City's policy is generally to hold investments until maturity.

Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances." All trade and property tax receivables are shown net of allowance for uncollectibles.

Prepaid Costs

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements using the purchases method.

Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, bridges, sidewalks and similar items), are reported in the governmental activities columns in the government-wide financial statements. The City defines capital assets as assets with an initial, individual cost of more than $5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Capital Assets

are recorded at historical cost when purchased or constructed. Donated capital assets are recorded at acquisition value at the date of acquisition.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant, equipment, and infrastructure of the primary government are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Building improvements	7-50
Improvements other than buildings	20
Computer equipment	5-20
Equipment and vehicles	5-20
Furniture and fixtures	20

Compensated Absences

It is the City's policy to permit employees to accumulate a limited amount of earned but unused vacation, which will be paid to employees in the period taken or upon separation from City's service. All vacation pay is accrued when incurred in the government-wide financial statements. In governmental funds, the cost of vacations is recognized when payments are made to employees.

Accumulated sick leave benefits are not recognized as liabilities of the City. The City's policy is to record sick leave as an operational expense in the period taken, since such benefits do not vest, nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position and governmental fund balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets or fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The government has two items that qualify for reporting in this category. They are deferred outflows relating to the net pension obligation and deferred outflows related to other post-employment benefits reported in the government-wide statement of net position. These outflows are the results of contributions made after the measurement period, the net difference between projected and actual earnings on plan investments, changes in actuarial assumptions, differences between expected and actual experiences, and adjustments due to differences in proportions. The amounts for contributions made after the measurement period will be recognized in the subsequent fiscal year; the net difference between projected and actual earnings on plan investments will be amortized over five years; and all remaining deferrals will be amortized over the remaining expected average remaining service life.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

In addition to liabilities, the statement of financial position or governmental fund balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The government has three items that qualify for reporting in this category. The government may report one item which arises only under a modified accrual basis of accounting that qualifies for reporting in this category, accordingly, unavailable revenue, is reported only in the governmental funds balance sheet and is related to grant revenue. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The other items that qualifies for reporting in this category are deferred inflows relating to the net pension obligation and other post-employment benefits reported in the government-wide statement of net position. These inflows are the result changes in actuarial assumptions, differences between expected and actual experiences, adjustments to proportions, and differences in the proportionate share of contributions. These amounts are deferred and amortized over the remaining service life. Lastly, leases related items for the amount of the lease receivable plus any lease payments related to future periods, less any lease incentives paid to, or on behalf of, the lessee at or before the commencement of the lease term.

Fund Equity

In the fund financial statements, government funds report the following fund balance classification:

Non-spendable includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted include amounts that are constrained on the use of resources by either (a) external creditors, grantors, contributors, or laws of regulations of other governments or (b) by law through constitutional provisions or enabling legislation.

Committed include amounts that can only be used for specific purposes pursuant to constraints imposed by the City Council through resolution. The City has no committed fund balance as of June 30, 2022.

Assigned include amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. The assigned balance is set aside with the intent to be used for a specific purpose by the City Council through resolution.

Unassigned include the residual amounts that have not been restricted, committed, or assigned to specific purposes.

An individual governmental fund could include non-spendable resources and amounts that are restricted or unrestricted (committed, assigned, or unassigned) or any combination of those classifications.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

The City established certain a minimum fund balance policy as follows:

The General Fund, Community Facilities Fund, and Underground Utility Fund shall maintain unrestricted fund balance (amount remaining after non-spendable and restricted fund balance) equivalent to a minimum of 100% of originally adopted annual expenditures (excluding one-time expenditures greater than $25,000) before transfers plus any City Council approved committed or assigned fund balance.

Fund Equity Flow Assumptions

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Net Position Flow Assumption

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Property Tax

Property tax revenue is recognized on the basis of GASB Code Section P70, that is, in the fiscal year for which the taxes have been levied providing they become available. Available means due or past due and receivable within the current period and collected within the current period or expected to be collected soon enough thereafter (not to exceed 60 days) to be used to pay liabilities of the current period.

The County of Los Angeles collects property taxes for the City. Tax liens attach annually as of 12:01 AM on the first day in January prior to the fiscal year for which the taxes are levied. Taxes are levied on both real and personal property, as it exists on that date. The tax levy covers the fiscal period July 1 to June 30. All secured personal property taxes and one-half of the taxes on real property are due November 1; the second installment is due February 1. All taxes are delinquent, if unpaid, by December 10 and April 10, respectively. Unsecured personal property taxes become due on March 1 each year and are delinquent, if unpaid, on August 31.

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Pension Plans

For purposes of measuring the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. CalPERS audited financial statements are publicly available reports that can be obtained at CalPERS' website under Forms and Publications.

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used.

Valuation Date (VD): June 30, 2020

Measurement Date (MD): June 30, 2021

Measurement Period (MP): July 1, 2020 to June 30, 2021

Other Post-Employment Benefits Plan

For purposes of measuring the net OPEB liability (asset), deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the City's plan (OPEB Plan), the assets of which are held by the California Public Employees' Retirement System (CalPERS), and additions to/deductions from the OPEB Plan's fiduciary net position have been determined by an independent actuary. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date (VD): June 30, 2021

Measurement Date (MD): June 30, 2021

Measurement Period (MP): July 1, 2020 to June 30, 2021

Note 1: Organization and Summary of Significant Accounting Policies (Continued)

Implementation of New Accounting Standards

During the year ended June 30, 2022, the City implemented the following new accounting standard issued by the Governmental Accounting Standards Board (GASB):

GASB Statement No. 87 Leases enhances usefulness and comparability of financial statements among governments by requiring lessees and lessors to report leases using a single model. This statement requires recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and recognizes inflows or outflows of resources based on the payment provisions of the lease contracts. Under GASB Statement No. 87, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and deferred inflow of resources.

II. DETAILED NOTES ON ALL FUNDS

Note 2: Cash and Investments

As of June 30, 2022, cash and investments were reported in the accompanying financial statements as follows:

Cash and Investments:	
Governmental activities	$ 6,476,013
Total cash and investments	6,476,013
Restricted cash and investments:	
Governmental activities	419,325
Total restricted cash and investments	419,325
Total	$ 6,895,338

Cash and investments as of June 30, 2022, consisted of the following:

Cash on hand	$ 1,500
Demand deposits	(465,998)
Restricted investments (Section 115 Trust)	419,325
Investments	6,940,511
Total Cash and Investments	$ 6,895,338

The City follows the practice of pooling cash and investments of all funds, except for funds required to be held by fiscal agents under provisions of bond indentures. Interest income earned on pooled cash and investments is allocated annually to the various funds based on average daily cash balances. Interest Income from cash and investments with fiscal agents is credited directly to the related fund.

a. Deposits

As of June 30, 2022, the carrying amount of the City's deposits was $(466,048) and the bank balance was $47,313. The $(418,734) difference represents outstanding checks and deposits in transit.

Note 2: Cash and Investments (Continued)

The California Government Code requires California banks and savings and loan associations to secure a City's deposits by pledging government securities with a value of 110% of a City's deposits. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of a City's total deposits. The City Treasurer may waive the collateral requirement for deposits which are fully insured up to $250,000 by the FDIC. The collateral for deposits in federal and state chartered banks is held in safekeeping by an authorized Agent of Depository recognized by the State of California Department of Banking. The collateral for deposits with savings and loan associations is generally held in safekeeping by the Federal Home Loan Bank in San Francisco, California as an Agent of Depository. These securities are physically held in an undivided pool for all California public agency depositors. Under Government Code Section 53655, the placement of securities by a bank or savings and loan association with an "Agent of Depository" has the effect of perfecting the security interest in the name of the local governmental agency. Accordingly, all collateral held by California Agents of Depository are considered to be held for, and in the name of, the local governmental agency.

b. Investments

Under provision of the City's investment policy, and in accordance with the California Government Code, the following investments are authorized:

- U.S. Treasury Bonds, Notes and Bills
- Money Market Savings Accounts
- Local Agency Investment Fund (State Pool)
- Deposit of Funds

c. Investments Authorized by Debt Agreements

The above investments do not address investment of debt proceeds held by a bond trustee. Investments of debt proceeds held by a bond trustee are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the City's investment policy.

d. Investments in State Investment Pool

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. LAIF is overseen by the Local Agency Investment Advisory Board, which consists of five members, in accordance with State statute. The State Treasurer's Office audits the fund annually. The fair value of the position in the investment pool is the same as the value of the pool shares.

e. Pension Rate Stabilization Program Section 115 Trust

In July 2018, the City Council authorized participation in the PARS Pension Rate Stabilization Program Section 115 Trust in order to mitigate rising pension costs through CalPERS. The initial funding amount was $185,000. The program has been established as a multiple employer trust so that public agencies regardless of size can join the program and receive the necessary economies of scale to keep administrative feels low and avoid any setup costs. The trust permits the City, under Federal and State law, to invest in a more diversified array of investments to maximize investment returns long term. The

Note 2: Cash and Investments (Continued)

balance of the Trust at June 30, 2022 is $419,325 and is reported as restricted cash and investments.

f. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. The City mitigates its credit risk generally by following its three primary investment objectives, in order, of safety, liquidity and yield. The California Government Code generally limits allowable investments to those classes of investments with lower risk (and therefore lower yields). The City's investment policy further restricts these investments to the highest quality within a category and excludes certain otherwise allowable investments as not meeting the City's liquidity requirement.

Credit risk is measured by the assignment of a rating by a nationally recognized statistical rating organization.

As of June 30, 2022, all securities were investment grade and were legal under State and City law. Investments in U.S. government securities are not considered to have a credit risk and, therefore, their credit quality is not disclosed As of June 30, 2022, the City's investments in external investment pools and money market mutual funds are unrated.

g. Custodial Credit Risk

The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party.

As of June 30, 2022, $538,968 of the City’s deposits or investments were exposed to custodial credit risk, although deposits are classified as local agency collateralized deposit account.

h. Concentration of Credit Risk

The City is in compliance with restrictions imposed by its investment policy, which limits certain types of investments. As of June 30, 2022, in accordance with GASB Statement No. 40, if the City has invested more than 5% of its total investments in any one issuer then it is exposed to credit risk. The Investments guaranteed by the U.S. government and investments in mutual funds and external investment pools are excluded from this.

As of June 30, 2022, none of the City’s deposits or investment were exposed to concentration of credit risk.

i. Interest Rate Risk

The City's investment policy limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The City's investment policy establishes a maximum maturity of three years for all individual investments.

Note 2: Cash and Investments (Continued)

As of June 30, 2022, the City had the following investments and original maturities:

	Investment Maturities (in Years)			
	1 year or less	1 - 3 years	3 - 5 years	Fair Value
Investments:				
Local Agency Investment Fund	$ 3,044,216	$ -	$ -	$ 3,044,216
Money Market Saving Accounts	741,655	-	-	741,655
Certificates of Deposits	231,177	984,287	1,939,176	3,154,640
Restricted investments:				
Money Market Funds	419,325	-	-	419,325
	$ 4,436,373	$ 984,287	$ 1,939,176	$ 7,359,836

j. Fair Value Hierarchy

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. At June 30, 2022, all of the City's investments are valued using Level 1 inputs, with the exception of the Local Agency Investment Fund and money market funds, which are considered to be uncategorized.

Note 3: Receivables

Receivables at June 30, 2022, for the City's individual major funds, and non-major and internal service funds in the aggregate, including applicable allowances for uncollectible accounts, are detailed below. All receivables are expected to be collected within one year, except for delinquent property taxes.

Accounts Receivable	General Fund	Refuse Collection Fund	Total
Taxes assessed for rubbish collection	$ 161,836	$ 24,343	$ 186,179
Total Receivables	$ 161,836	$ 24,343	$ 186,179

Note 4: Interfund Receivables, Payables and Transfers

a. Interfund Transfers

Individual fund operating transfers for the fiscal year ended June 30, 2022, are as follows:

	Transfers Out			
Funds	General Fund	Refuse Collection Fund	Underground Utility Fund	Total
Transfers In:				
General Fund	$ -	$ 24,000	$ -	$ 24,000
Refuse collection fund	249,229	-	-	249,229
Non-Major Funds	135,986	-	42,801	178,787
Total	$ 385,215	$ 24,000	$ 42,801	$ 452,016

Of the $385,215 transferred out of the General Fund, $135,986 was transferred to the non-major governmental funds and $249,229 was transferred to the Refuse Collection Fund to support operating costs and to cover traffic safety efforts. The Refuse Collection Fund transferred out $24,000 to the General Fund to cover administrative expenditures in the current fiscal year. The transfer of $42,801 to the General fund was to cover COPS and Underground Utility Fund costs.

b. Due To/From Other Funds

Receivable Fund	Payable Fund	Totals
General Fund	LEAP Grant Fund	$ 54,890
General Fund	NonMajor Governmental Funds	40,047
General Fund	Refuse Collection Fund	15,274
	Total	$ 110,211

The amounts loaned from the General Fund to the LEAP Grant Fund, non-major governmental funds and Refuse Collection fund were to eliminate negative cash balances as of June 30, 2022.

Note 5: Capital Assets

Capital asset activity for the year ended June 30, 2022, was as follows:

	Balance June 30, 2021	Increases	Decreases	Balance June 30, 2022
Governmental Activities:				
Capital assets, not being depreciated:				
Land	$ 564,040	$ -	$ -	$ 564,040
Construction-in-progress	94,594	61,265	-	155,859
Total Capital Assets, Not Being Depreciated	658,634	61,265	-	719,899
Capital assets, being depreciated:				
Land Improvements	176,139	-	-	176,139
Equipment	11,987	-	-	11,987
Fixtures	26,591	-	-	26,591
Total Capital Assets, Being Depreciated	214,717	-	-	214,717
Less accumulated depreciation:				
Land Improvements	176,139	-	-	176,139
Equipment	5,993	2,397	-	8,390
Fixtures	6,792	2,111	-	8,903
Total Accumulated Depreciation	188,924	4,508	-	193,432
Total capital assets being depreciated, net	25,793	(4,508)	-	21,285
Governmental Activities Capital Assets, net	$ 684,427	$ 56,757	$ -	$ 741,184

During the fiscal year ended June 30, 2022, depreciation expense was $4,508 and allocated to general government functional expense.

Note 6: Leases

The City implemented GASB Statement No. 87 in the fiscal year ended June 30, 2022. The primary objective of this statement is to enhance the relevance and consistency of information about governments' leasing activities. This statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. For additional information, refer to the disclosures below.

a. Leases Receivable and Deferred Inflows of Resources

The City entered into a 72 month-lease as Lessor for the use of a building at No. 1 Portugueses Bend Road and other near related common areas. An initial lease receivable was recorded in the amount of $497,765. As of June 30, 2022, the value of the lease receivable is $447,504. The lessee is required to make annual fixed payments of $5,749 until increased to $6,998 starting July 2023. The value of the deferred inflow of resources as of June 30, 2022 was $452,504, and the City recognized lease revenue of $68,991 during the fiscal year.

Note 6: Leases (Continued)

The principal and interest payments that are expected to maturity are as follows:

	Governmental Activities		
Fiscal Year	Principal Payments	Interest Payments	Total Payments
2023	$ 67,519	$ 1,472	68,991
2024	70,052	13,924	83,976
2025	72,906	11,070	83,976
2026	75,876	8,100	83,976
2027	78,967	5,009	83,976
2028	82,184	1,792	83,976
Total	$ 447,504	$ 41,367	$ 488,871

Note 7: Compensated Absences

The following is a summary of changes in compensated absences of the City for the fiscal year ended June 30, 2022:

	Balance June 30, 2021	Additions	Deletions	Balance June 30, 2022	Due Within One Year
Compensated Absences	$ 46,759	$ 28,060	$ 15,370	$ 59,449	$ 15,000
Total	$ 46,759	$ 28,060	$ 15,370	$ 59,449	$ 15,000

Liabilities for compensated absences are typically liquidated by the General Fund.

Note 8: Liability, Insured Programs and Workers' Compensation Protection

a. Description of Self-Insured Pool Pursuant to Joint Powers Agreement

The City of Rolling Hills is a member of the CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (Authority). The Authority is composed of 124 California public entities and is organized under a joint powers agreement pursuant to California Government Code §6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group purchased insurance for property and other lines of coverage. The California JPIA began covering claims of its members in 1978. Each member government has an elected official as its representative on the Board of Directors. The Board operates through a nine-member Executive Committee.

b. Primary Self-Insurance Programs of the Authority

Each member pays an annual contribution at the beginning of the coverage period. A retrospective adjustment is then conducted annually thereafter, for coverage years 2012-13 and prior. Coverage years 2013-14 and forward are not subject to routine annual retrospective adjustment. The total funding requirement for primary self-insurance programs is based on an actuarial analysis. Costs are allocated to individual agencies based on payroll and claims history, relative to other members of the risk-sharing pool.

Note 8: Liability, Insured Programs and Workers' Compensation Protection (Continued)

Primary Liability Program

Claims are pooled separately between police and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to $100,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from $100,000 to $500,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs from $500,000 to $50 million, are distributed based on the outcome of cost allocation within the first and second loss layers.

The overall coverage limit for each member, including all layers of coverage, is $50 million per occurrence. Subsidence losses also have a $50 million per occurrence limit. The coverage structure is composed of a combination of pooled self-insurance, reinsurance, and excess insurance. Additional information concerning the coverage structure is available on the Authority's website: https://cjpia.org/coverage/risk-sharing-pools/.

Primary Workers' Compensation Program

Claims are pooled separately between public safety (police and fire) and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to $75,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from $75,000 to $200,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs from $200,000 to statutory limits are distributed based on the outcome of cost allocation within the first and second loss layers.

For 2021-22 the Authority's pooled retention is $1 million per occurrence, with reinsurance to statutory limits under California Workers' Compensation Law. Employer's Liability losses are pooled among members to $1 million. Coverage from $1 million to $5 million is purchased through reinsurance policies, and Employer's Liability losses from $5 million to $10 million are pooled among members.

c. Purchased Insurance

Pollution Legal Liability Insurance

The City of Rolling Hills participates in the pollution legal liability insurance program which is available through the Authority. The policy covers sudden and gradual pollution of scheduled property, streets, and storm drains owned by the City of Rolling Hills. Coverage is on a claims-made basis. There is a $250,000 deductible. The Authority has an aggregate limit of $20 million.

Note 8: Liability, Insured Programs and Workers' Compensation Protection (Continued)

Property Insurance

The City of Rolling Hills participates in the all-risk property protection program of the Authority. This insurance protection is underwritten by several insurance companies. City of Rolling Hills property is currently insured according to a schedule of covered property submitted by the City of Rolling Hills to the Authority. City of Rolling Hills property currently has all-risk property insurance protection in the amount of $1,048,388. There is a $10,000 deductible per occurrence except for non-emergency vehicle insurance which has a $2,500 deductible.

Crime Insurance

The City of Rolling Hills purchases crime insurance coverage in the amount of $1,000,000 with a $2,500 deductible. The fidelity coverage is provided through the Authority.

d. Adequacy of Protection

During the past three fiscal years, none of the above programs of protection experienced settlements or judgments that exceeded pooled or insured coverage. There were also no significant reductions in pooled or insured liability coverage in 2021-22.

Note 9: Pension Plan Obligations

a. General Information about the Pension Plans

Plan Description

All qualified permanent and probationary employees are eligible to participate in the City of Rolling Hills' cost-sharing multiple-employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. Benefit provisions under the Plans are established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website. The City of Rolling Hills has a Miscellaneous cost-sharing plan including the Classic Tier and PEPRA Tier.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

Note 9: Pension Plan Obligations (Continued)

Below is a summary of the plans' provisions and benefits in effect at June 30, 2022, for which the City of Rolling Hills has contracted:

Major Benefit Options	Miscellaneous	Misc. PEPRA
	Prior to	January 1, 2013
Hire date	January 1, 2013	and thereafter
Benefit Provision		
Benefit formula	2% @60	2% @62
Social Security	Yes	No
Full/Modified	Modified	Modified
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life
Retirement age	Minumum 50 yrs	
Monthly benefits, as a % of		
eligible compensation	1.092% to 2.418%	1.0% to 2.5%
Required employer contribution rates	26.740%	8.670%
Required employee contribution rates	6.920%	7.250%

New entrants are not allowed in the Miscellaneous Classic Tier.

Contribution Description

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through the CalPERS' annual actuarial valuation process. For public agency cost-sharing plans covered by either the Miscellaneous or Safety risk pools, the Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year, and any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2022, the contributions recognized as a reduction to the net pension liability for all Plans was $92,977.

b. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2022, the City of Rolling Hills reported net pension liability for its proportionate shares of the net pension liability of the Plan was $391,149.

Note 9: Pension Plan Obligations (Continued)

The City of Rolling Hills' net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2021, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2020 rolled forward to June 30, 2021 using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the net pension liability for the Plan as of June 30, 2020 and 2021, was as follows:

	Miscellaneous Classic
Proportion - June 30, 2020	0.00699%
Proportion - June 30, 2021	0.00723%
Change - Increase (Decrease)	0.00025%

For the year ended June 30, 2022, the City of Rolling Hills recognized pension expense of $85,241. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	$ 105,332	$ -
Difference between expected and actual experiences	43,863	-
Net difference between projected and actual earnings on plan investments	-	(341,451)
Adjustment due to differences in proportions	32,044	-
Difference in proportionate share of contributions	-	(40,571)
Total	$ 181,239	$ (382,022)

The $105,332 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30	Deferred Outflows of Resources
2023	$ (65,173)
2024	(68,964)
2025	(77,620)
2026	(94,358)
Total	$ (306,115)

Note 9: Pension Plan Obligations (Continued)

Actuarial Assumptions

For the measurement period ended June 30, 2021 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2020, total pension liability. The June 30, 2020 and the June 30, 2021, total pension liabilities were based on the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial Assumptions	
Discount Rate	7.15%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table [(1)]	Derived using CalPERS' Membership Data for all Funds
Post Retirement Benefit Increase	Contract COLA up to 2.5% until Purchasing Power Protection Allowance Floor on Purchasing Power applies

[(1)] The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Subsequent Event

On November 15, 2021, the CalPERS Board of Administration selected a new asset allocation mix that will guide the fund's investment portfolio for the next for years, while at the same time retaining the current target rate of return. The Board also approved adding 5 percent leverage to increase investment diversification. The new asset allocation takes effect July 1, 2022 and is expected to decrease employer contribution rates from less than 1 percent to a decrease of more than 2 percent depending on the plan type. Employees in the PEPRA plans will likely see increases in their contribution rates. Contribution changes will take effect in fiscal year 2023-24.

Discount Rate

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

Note 9: Pension Plan Obligations (Continued)

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all of the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

Asset Class (1)	Assumed Asset Allocation	Real Return Years 1 - 10 (2)	Real Return Years 11+ (3)
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0	1.00	2.62
Inflation Assets	0.0	0.77	1.81
Private Equity	8.0	6.30	7.23
Real Assets	13.0	3.75	4.93
Liquidity	1.0	0.0	(0.92)

(1) In the System's ACFR, Fixed Income is included in Global Debt Securities; Liquidity is included in Short-Term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.
(2) An expected inflation of 2.0% used for this period.
(3) An expected inflation of 2.92% used for this period.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension liability/ (asset) of the Plan, calculated using the discount rate for the Plan, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% point lower (6.15 percent) or 1% point higher (8.15 percent) than the current rate:

Plan's Net Pension Liability/(Assets)	Discount Rate - 1% (6.15%)	Current Discount Rate (7.15%)	Discount Rate +1% (8.15%)
Miscellaneous Plan	$ 851,384	$ 391,149	$ 10,678

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports. See CalPERS website for additional information.

c. Pension Rate Stabilization Program Section 115 Trust

The City holds investments in a Section 115 Trust for pension stabilization. The current market value of the trust is $419,325. This trust fund is not included in the calculation of the net pension liability, as the assets are not in the custody of the plan administrator, CalPERS. Refer to Note 2 for additional information.

Note 10: Other Post-Employment Health Care Benefits

a. Plan Description

The City provides retiree medical benefits through an agent multiple-employer defined benefit healthcare plan, administered by the California Public Employees' Retirement System (CalPERS) which provides medical insurance benefits to eligible retirees. A separate financial report is not available for the plan. Employees are eligible for retiree health benefits if they retire from the City on or after age 60 with at least 5 years of service with the City and are eligible for a PERS pension.

b. Employees Covered

Membership of the plan consisted of 4 eligible active employees and 5 enrolled eligible retirees at June 30, 2022. These amounts do not reflect current retirees not enrolled in the CalPERS health plan who are eligible to enroll in the plan at a later date.

c. Contributions

The contribution requirements of plan members and the City are established and may be amended by the City Council. The City must agree to make a defined monthly payment towards the cost of each retiree's coverage. The actual contribution is based on projected pay-as-you-go financing requirements. For the measurement dated ended June 30, 2021, the City's contributions were $33,632 in total payments, which were recognized as a reduction to the OPEB liability.

d. Net OPEB Asset

The City's net OPEB asset was measured as of June 30, 2021 and the total OPEB liability used to calculate the net OPEB asset was determined by an actuarial valuation dated June 30, 2021 to determine the June 30, 2021 total OPEB liability, based on the following actuarial methods and assumptions:

Inflation:	2.50% per year
Investment Return / Discount Rate:	6.25% per year
Healthcare Trend:	4.00% per year
Payroll Increase:	2.75% per year
Mortality:	2017 CalPERS Mortality for Active Miscellaneous Employees
Retirement Rates:	2017 CalPERS 2.0% @ 60 Rates for Miscellaneous Employees (adjusted to reflect a minimum retirement age of 52 for those hired after 2012)

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Note 10: Other Post-Employment Health Care Benefits (Continued)

Asset Class	Target Allocation	Assumed Gross Return
All Equities	40.00%	7.545%
All Fixed Income	43.00%	4.250%
Real Estate Investment Trusts	8.00%	7.250%
All Commodities	4.00%	7.545%
Treasury Inflation Protected Securities (TIPS)	5.00%	3.000%
Total	100.00%	

e. Discount Rate

The discount rate used to measure the total OPEB liability was 6.25 percent. The projection of cash flows used to determine the discount rate assumed that City contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

f. Changes in the OPEB Liability (Asset)

	Total OPEB Liability	Fiduciary Net Position	Total OPEB Liability (Asset)
Roll back balance at June 30, 2020	$ 411,066	$ 657,747	$ (246,681)
Service Cost	15,651	-	15,651
Interest on TOL	26,260	-	26,260
Expected Investment Income	-	41,653	(41,653)
Employer Contributions	-	-	-
Administrative Expense	-	(239)	239
Benefit Payments	(33,632)	(33,632)	-
Expected Minus Actual Benefit Payments**	3,848	-	3,848
Expected Balance at June 30, 2021	423,193	665,529	(242,336)
Experience (Gains)/Losses	42,492	-	42,492
Changes in Assumptions	79,174	-	79,174
Investment Gains/(Losses)	-	87,620	(87,620)
Net Change during 2020-21	133,793	95,402	38,391
Balance at June 30, 2021*	$ 544,859	$ 753,149	$ (208,290)

*May include a slight rounding error.
**Deferrable as an Experience Gain or Loss

g. Sensitivity of the Net OPEB Asset to Changes in the Discount Rate

The following presents the net OPEB asset of the City if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2021:

	1% Decrease (5.25%)	Current Discount Rate (6.25%)	1% Increase (7.25%)
Net OPEB Asset	$ (159,492)	$ (208,290)	$ (249,796)

Note 10: Other Post-Employment Health Care Benefits (Continued)

h. Sensitivity of the Net OPEB Asset to Changes in the Healthcare Cost Trend Rate

The following presents the net OPEB liability of the City if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2021:

	1% Decrease	Current Healthcare Cost Trent Rates	1% Increase
Net OPEB Asset	$ (254,265)	$ (208,290)	$ (154,038)

i. OPEB Plan Fiduciary Net Position

CalPERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained from CalPERS' website at www.calpers.ca.gov.

j. OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2022, the City recognized OPEB expense of $4,079. As of fiscal year ended June 30, 2022, the City reported deferred outflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Contributions subsequent to measurement date	$ 33,632	$ -
Assumption changes	83,918	-
Difference in projected and actual return on assets	4,420	(71,316)
Difference between expected and actual experiences	41,410	(20,794)
Deferred Balances	$ 163,380	$ (92,110)

The $33,632 reported as deferred outflows of resources related to contributions subsequent to the June 30, 2021 measurement date will be recognized as a reduction of the net OPEB liability/(asset) during the fiscal year ending June 30, 2023. All other deferred items will be amortized and recognized in pension expense as follows:

Fiscal Year Ended June 30,	Deferred (Inflows) of Resources
2023	$ (4,579)
2024	(4,923)
2025	(4,314)
2026	(5,672)
2027	11,874
Thereafter	45,252
Total	$ 37,638

Note 11: Deferred Compensation Plan

The City offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. Pursuant to the IRC 457 subsection (g); all amounts of compensation deferred under the deferred compensation plan, all property, or rights are solely the property and rights of the employee and beneficiaries of the plan. Deferred compensation funds are not subject to the claims of the City's general creditors; consequently, the assets and related liabilities of the plan are not included within the City's financial statements. The ending investment balance of the plan as of June 30, 2022, was $170,166.

Note 12: Commitments and Contingencies

a. Litigation

In the opinion of the California Joint Powers Insurance Authority, there are no known claims which would exceed the City's applicable coverage. The City's management is not aware of any lawsuits or claims that would have a material adverse effects on the financial position of the City.

b. Grants

Amounts received or receivable from granting agencies are subject to audit and adjustment by grantor agencies. While no matters of non-compliance were disclosed by prior year's audits of the financial statements or by a prior year single audit of a Federal grant program; grantor agencies may subject grant programs to additional compliance tests, which may result in disallowed costs. In the opinion of management, future disallowances of current or prior grant expenditures, if any, would not have a material adverse effect on the financial position of the City.

Note 13: Restatements

Grant expenditures totaling $28,040 related to the LEAP Grant were incorrectly charged the General Fund in fiscal year 2021. These costs have been moved to a new LEAP Grant Fund as of June 30, 2021. Construction permit fees and deposits of $30,700 were incorrectly recorded in the Refuse Enterprise Fund in fiscal year 2021. $5,200 represented permit fees and $25,500 were refundable deposits. These amounts were moved to the General Fund as of June 30, 2021. Taxes receivable as of June 30, 2021 were understated by $50,917. The receivable balance at June 30, 2021 was restated accordingly.

Stewardship, Compliance and Accountability

General Budget Policies

The City Council is required to adopt an annual budget resolution by July 1 of each fiscal year. Annual budgets are adopted and presented for reporting purposes on a basis consistent with generally accepted accounting principles.

The City Council reviews a tentative budget and adopts a final budget after a public hearing is conducted to receive comments prior to adoption. The City's governing board satisfied these requirements.

Expenditures may not exceed the total annual budgeted amount in any category without the approval of the City Council. Throughout the fiscal year, monthly financial reports comparing actual figures with budgeted figures are prepared and distributed to the City Manager and members of the City Council. As these reports are reviewed, attention is drawn to variations between budgeted amounts and actual amounts and if necessary the City Council considers the need for increases in expenditure categories. The original adopted budgets are revised by the City Council during the year to give consideration to these modified expenditure categories and to unanticipated income. It is this final revised budget including all revisions and amendments approved by the City Council subsequent to the initial budget adoption that is presented in the financial statements.

The level of appropriated budgetary control is the total adopted budget which is defined as the total budget for all funds and divisions. The City Manager may authorize transfers of appropriations within the sub-categories of the major expenditure categories of the adopted budget. Supplemental appropriations during the year must be approved by the City Council.

Unexpended or unencumbered appropriations lapse at the end of the fiscal year. Encumbered appropriations are reappropriated in the subsequent year's budget by action of the City Council.

Excess of expenditure over appropriation per activity is as follows:

Fund	Final Budget	Expenditures	Excess
Major Funds			
General Fund			
Finance	$ 117,330	$ 158,089	$ (40,759)
City properties	99,273	167,785	(68,512)

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1, as restated	$ 5,733,057	$ 5,733,057	$ 5,733,057	$ -
Resources (Inflows):				
Taxes	1,309,700	1,309,700	1,442,685	132,985
Licenses and permits	300,000	300,000	518,309	218,309
Intergovernmental	266,900	266,900	469,796	202,896
Charges for services	23,000	23,000	26,554	3,554
Use of money and property	148,000	148,000	(87,429)	(235,429)
Fines and forfeitures	14,900	14,900	4,798	(10,102)
Miscellaneous	37,800	37,800	44,850	7,050
Transfers in	24,000	24,000	24,000	-
Amounts Available for Appropriations	**7,857,357**	**7,857,357**	**8,176,620**	**319,263**
Charges to Appropriations (Outflows):				
General government	1,494,529	1,494,529	1,483,470	11,059
Public safety	279,380	279,380	255,275	24,105
Planning and Development	1,034,290	1,034,290	759,658	274,632
Capital outlay	276,400	276,400	-	276,400
Transfers out	338,075	447,385	385,215	62,170
Total Charges to Appropriations	**3,422,674**	**3,531,984**	**2,883,618**	**648,366**
Budgetary Fund Balance, June 30	**$ 4,434,683**	**$ 4,325,373**	**$ 5,293,002**	**$ 967,629**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
LEAP GRANT FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1, as restated	$ (28,040)	$ (28,040)	$ (28,040)	$ -
Charges to Appropriation (Outflow):				
Community development	-	-	44,680	(44,680)
Total Charges to Appropriations	**-**	**-**	**44,680**	**(44,680)**
Budgetary Fund Balance, June 30	**$ (28,040)**	**$ (28,040)**	**$ (72,720)**	**$ (44,680)**

CITY OF ROLLING HILLS, CALIFORNIA

COST-SHARING MULTIPLE EMPLOYER MISCELLANEOUS PLAN
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS [1]

	2022	2021	2020	2019
Measurement Date	6/30/2021	6/30/2020	6/30/2019	6/30/2018
Proportion of the Net Pension Liability	0.00723%	0.00699%	0.00672%	0.00679%
Proportionate Share of the Net Pension Liability	$ 391,149	$ 759,963	$ 688,971	$ 622,418
Covered Payroll	$ 470,458	$ 522,620	$ 458,829	$ 408,643
Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	83.14%	145.41%	150.16%	152.31%
Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	88.29%	75.10%	75.30%	75.30%

Notes to Schedule of Proportionate Share of the Net Pension Liability:

Benefit Changes: The figures above include any liability impact that may have resulted from voluntary benefit changes that occurred after the June 30, 2020 valuation. However, offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes) that occurred after the June 30, 2020 valuation date are not included in the figures above, unless the liability impact is deemed to be material by the plan actuary.

Changes of Assumptions: None in 2020 or 2021. In 2018, demographic assumptions and inflation rate were changed in accordance to the CalPERS Experience Study and Review of Actuarial Assumptions December 2017. There were no changes in discount rate in 2018. In 2017, the accounting discount rate reduced from 7.65 percent to 7.15 percent. In 2016, there were no changes. In 2015, amounts reported reflect an adjustment of the discount rate from 7.5 percent (net of administrative expense) to 7.65 percent (without a reduction for pension plan administrative expense.) In 2014, amounts reported were based on the 7.5 percent discount rate.

[1] Historical information is required only for measurement for which GASB 68 is applicable. Fiscal Year 2014-15 was the first year of implementation, therefore only eight years are shown.

2018	2017	2016	2015
6/30/2017	6/30/2016	6/30/2015	6/30/2014
0.00633%	0.00611%	0.00539%	0.00678%
$ 627,859	$ 528,827	$ 369,954	$ 421,924
$ 492,817	$ 465,123	$ 453,661	$ 410,896
127.40%	113.70%	81.55%	102.68%
73.30%	74.10%	78.30%	81.00%

CITY OF ROLLING HILLS, CALIFORNIA

COST-SHARING MULTIPLE EMPLOYER MISCELLANEOUS PLAN
SCHEDULE OF PLAN CONTRIBUTIONS
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS [1]

	2022	2021	2020	2019
Actuarially Determined Contribution	$ 105,332	$ 92,977	$ 84,285	$ 68,379
Contribution in Relation to the Actuarially Determined Contribution	(105,332)	(92,977)	(84,285)	(68,379)
Contribution Deficiency (Excess)	$ -	$ -	$ -	$ -
Covered Payroll	$ 432,749	$ 470,458	$ 522,620	$ 458,829
Contributions as a Percentage of Covered Payroll	24.34%	19.76%	16.13%	14.90%

Notes to Schedule of Plan Contributions:

Valuation Date: June 30, 2019

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method: Entry Age Normal Cost Method

Amortization method: Level percentage of pay, a summary of the current policy is provided in the table below:

	Source				
	(Gain)/Loss		Assumption/ Method		
Driver	Investment	Non-investment	Change	Benefit Change	Golden Handshake
Amortization Period	30 years	30 Years	20 Years	20 Years	5 Years
Escalation Rate					
- Active Plans	2.750%	2.750%	2.750%	2.750%	2.750%
- Inactive Plans	0%	0%	0%	0%	0%
Ramp Up	5	5	5	0	0
Ramp Down	5	5	5	0	0

Asset valuation method: Direct rate smoothing

Inflation: 2.50%

Payroll Growth: 2.75%

Projected Salary Increases: Varies by Entry Age and Service

Investment Rate of Return: 7.15% (net of pension plan investment and administrative expenses, includes inflation)

Retirement Age: All other actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from 1997 to 2015, including updates to salary increase, mortality and retirement rates. The Experience Study report may be accessed on the CalPERS website at www.calpers.ca.gov under Forms and Publications.

Mortality: The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using 90 percent of Society of Actuaries' Scale 2016. For more details on this table, please refer to the 2017 experience study report.

[1] Historical information is required only for measurement for which GASB 68 is applicable. Fiscal Year 2015 was the first year of implementation, therefore only eight years are shown.

2018	2017	2016	2015
$ 54,671	$ 53,328	$ 45,578	$ 34,611
(54,671)	(53,328)	(45,578)	(34,611)
$ -	$ -	$ -	$ -
$ 408,643	$ 492,817	$ 465,123	$ 453,661
13.38%	10.82%	9.80%	7.63%

CITY OF ROLLING HILLS, CALIFORNIA

SCHEDULE OF CHANGES IN THE NET OPEB ASSET AND RELATED RATIOS
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS [1]

	2022	2021	2020	2019	2018
Measurement Date	6/30/2022	6/30/2021	6/30/2019	6/30/2018	6/30/2017
Total OPEB Liability:					
Service cost	$ 15,651	$ 15,232	$ 19,302	$ 18,785	$ 18,282
Interest on the total OPEB liability	26,260	25,506	24,323	22,828	20,310
Benefit payments	(33,632)	(18,424)	(18,424)	(18,424)	(17,715)
Expected Minus Actual Benefit Payments	-	(10,483)	(879)	-	-
Experience (Gains)/Losses	46,340	-	(22,094)	-	-
Changes in assumptions	79,174	-	22,803	-	-
Net change in total OPEB liability	133,793	11,831	25,031	23,189	20,877
Total OPEB liability - beginning	411,066	399,235	374,204	351,015	330,138
Total OPEB liability - ending (a)	**544,859**	**411,066**	**399,235**	**374,204**	**351,015**
Plan Fiduciary Net Position:					
Contribution - employer	-	18,424	18,424	18,424	17,715
Net investment income	129,273	40,568	37,919	35,713	37,288
Benefit payments	(33,632)	(18,424)	(18,424)	(18,424)	(17,715)
Administrative expense	(239)	(308)	(125)	(1,017)	(449)
Investment Gains/Losses	-	(6,790)	3,053	(1,742)	-
Other	-	-	-	542	-
Net change in plan fiduciary net position	95,402	33,470	40,847	33,496	36,839
Plan fiduciary net position - beginning	657,747	624,277	583,430	549,934	513,095
Plan fiduciary net position - ending (b)	**753,149**	**657,747**	**624,277**	**583,430**	**549,934**
Net OPEB Liability/(Asset) - ending (a) - (b)	**$ (208,290)**	**$ (246,681)**	**$ (225,042)**	**$ (209,226)**	**$ (198,919)**
Plan fiduciary net position as a percentage of the total OPEB liability	138.23%	160.01%	156.37%	155.91%	156.67%
Covered-employee payroll	$ 470,458	$ 522,620	$ 458,829	$ 408,643	$ 492,817
Net OPEB asset as a percentage of covered-employee payroll	44.27%	47.20%	49.05%	51.20%	40.36%

Notes to Schedule of Changes in Net OPEB Asset and Related Ratios:

Changes in assumptions: Expected rate of return was changed from 6.50% to 6.25%.

[1] Historical information is required only for the measurement periods for which GASB 75 is applicable. Fiscal Year 2018 was the first year of implementation. Future years' information will be displayed up to 10 years as information becomes available.

CITY OF ROLLING HILLS, CALIFORNIA

SCHEDULE OF PLAN CONTRIBUTIONS
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS [1]

	2022	2021	2020	2019	2018
Actuarially Determined Contribution	$ 33,632	$ 18,424	$ 18,424	$ 18,424	$ 17,422
Contribution in Relation to the Actuarially Determined Contributions	(33,632)	(18,424)	(18,424)	(18,424)	(17,422)
Contribution Deficiency (Excess)	$ -	$ -	$ -	$ -	$ -
Covered-employee payroll	$ 432,749	$ 470,458	$ 522,620	$ 458,829	$ 408,643
Contributions as a percentage of covered-employee payroll	7.77%	3.92%	3.53%	4.02%	4.26%

Notes to Schedule:

Methods and assumptions used to determine contributions:

Valuation Date	June 30, 2021
Actuarial Cost Method	Entry Age Normal
Amortization Valuation Method/Period	Level percent of payroll over a closed rolling 15-year period
Asset Valuation Method	Market value
Inflation	2.75%
Payroll Growth	2.75%
Investment Rate of Return	6.25% per annum
Healthcare cost-trend rates	4.00%
Retirement Age	2017 CalPERS 2.0%@60 Rates for Miscellaneous Employees
Mortality	2017 CalPERS Mortality for Active Miscellaneous Employees

[1] Historical information is required only for the measurement periods for which GASB 75 is applicable. Fiscal Year 2018 was the first year of implementation. Future years' information will be displayed up to 10 years as information becomes available.

CITY OF ROLLING HILLS, CALIFORNIA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2022

	Special Revenue Funds			
	Community Facilities Fund	Transit Fund	Traffic Safety Fund	Measure R
Assets:				
Cash and investments	$ 9,273	$ 105,350	$ 155	$ 136,964
Due from other governments	-	-	-	-
Total Assets	**$ 9,273**	**$ 105,350**	**$ 155**	**$ 136,964**
Liabilities and Fund Balance:				
Liabilities:				
Accounts payable	$ -	$ -	$ 155	$ -
Unearned revenues	-	-	-	-
Due to other funds	-	-	-	-
Total Liabilities	-	-	155	-
Fund Balances:				
Restricted:				
Public safety -police	-	-	-	-
Grants - public works	-	105,350	-	136,964
Capital Projects	-	-	-	-
Quimby Act	9,273	-	-	-
Unassigned	-	-	-	-
Total Fund Balances	9,273	105,350	-	136,964
Total Liabilities and Fund Balance	**$ 9,273**	**$ 105,350**	**$ 155**	**$ 136,964**

CITY OF ROLLING HILLS, CALIFORNIA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2022

	Special Revenue Funds			
	COPS	CLEEP	Measure M Local Return	LA County Measure W
Assets:				
Cash and investments	$ 36,618	$ 12,695	$ 137,515	$ 25,994
Due from other governments	-	-	-	-
Total Assets	**$ 36,618**	**$ 12,695**	**$ 137,515**	**$ 25,994**
Liabilities and Fund Balance:				
Liabilities:				
Accounts payable	$ 15,848	$ 68	$ -	$ 1,855
Unearned revenues	-	-	-	-
Due to other funds	-	-	-	-
Total Liabilities	15,848	68	-	1,855
Fund Balances:				
Restricted:				
Public safety -police	20,770	12,627	-	-
Grants - public works	-	-	137,515	24,139
Capital Projects	-	-	-	-
Quimby Act	-	-	-	-
Unassigned	-	-	-	-
Total Fund Balances	20,770	12,627	137,515	24,139
Total Liabilities and Fund Balance	**$ 36,618**	**$ 12,695**	**$ 137,515**	**$ 25,994**

CITY OF ROLLING HILLS, CALIFORNIA

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2022

	Special Revenue Funds			Capital Projects Fund	
	CAL/OES	TDA Article 3	SB 1383 Grant	Capital Projects Fund	Total Nonmajor Governmental Funds
Assets:					
Cash and investments	$ -	$ -	$ 20,324	$ 285,359	$ 770,247
Due from other governments	20,955	5,000	-	-	25,955
Total Assets	**$ 20,955**	**$ 5,000**	**$ 20,324**	**$ 285,359**	**$ 796,202**
Liabilities and Fund Balance:					
Liabilities:					
Accounts payable	$ 6,648	$ -	$ -	$ 1,120	$ 25,694
Unearned revenues	6,962	-	-	-	6,962
Due to other funds	35,047	5,000	-	-	40,047
Total Liabilities	48,657	5,000	-	1,120	72,703
Fund Balances:					
Restricted:					
Public safety -police	-	-	-	-	33,397
Grants - public works	-	-	20,324	-	424,292
Capital Projects	-	-	-	284,239	284,239
Quimby Act	-	-	-	-	9,273
Unassigned	(27,702)	-	-	-	(27,702)
Total Fund Balances	(27,702)	-	20,324	284,239	723,499
Total Liabilities and Fund Balance	**$ 20,955**	**$ 5,000**	**$ 20,324**	**$ 285,359**	**$ 796,202**

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CITY OF ROLLING HILLS, CALIFORNIA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Special Revenue Funds			
	Community Facilities Fund	Transit Fund	Traffic Safety Fund	Measure R
Revenues:				
Intergovernmental	$ -	$ 86,578	$ -	$ 29,436
Use of money and property	64	733	-	953
Total Revenues	**64**	**87,311**	**-**	**30,389**
Expenditures:				
Current:				
Public safety	-	-	-	-
Public works	-	-	4,545	-
Capital outlay	-	-	-	-
Total Expenditures	**-**	**-**	**4,545**	**-**
Excess (Deficiency) of Revenues Over (Under) Expenditures	64	87,311	(4,545)	30,389
Other Financing Sources:				
Transfers in	-	-	4,545	-
Total Other Financing Sources	**-**	**-**	**4,545**	**-**
Net Change in Fund Balance	64	87,311	-	30,389
Fund Balance, Beginning of the Year	9,209	18,039	-	106,575
Fund Balance, End of the Year	**$ 9,273**	**$ 105,350**	**$ -**	**$ 136,964**

CITY OF ROLLING HILLS, CALIFORNIA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Special Revenue Funds			
	COPS	CLEEP	Measure M Local Return	LA County Measure W
Revenues:				
Intergovernmental	$ 138,050	$ -	$ 33,310	$ 104,742
Use of money and property	255	88	956	181
Total Revenues	**138,305**	**88**	**34,266**	**104,923**
Expenditures:				
Current:				
Public safety	138,047	198	-	-
Public works	-	-	-	129,373
Capital outlay	-	-	-	-
Total Expenditures	**138,047**	**198**	**-**	**129,373**
Excess (Deficiency) of Revenues Over (Under) Expenditures	258	(110)	34,266	(24,450)
Other Financing Sources:				
Transfers in	-	-	-	-
Total Other Financing Sources	**-**	**-**	**-**	**-**
Net Change in Fund Balance	258	(110)	34,266	(24,450)
Fund Balance, Beginning of the Year	20,512	12,737	103,249	48,589
Fund Balance, End of the Year	**$ 20,770**	**$ 12,627**	**$ 137,515**	**$ 24,139**

CITY OF ROLLING HILLS, CALIFORNIA

COMBINING STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Special Revenue Funds			Capital Projects Fund	
	CAL/OES	TDA Article 3	SB 1383 Grant	Capital Projects Fund	Total Nonmajor Governmental Funds
Revenues:					
Intergovernmental	$ 87,749	$ 5,000	$ 20,183	$ -	$ 505,048
Use of money and property	-	-	141	1,430	4,801
Total Revenues	**87,749**	**5,000**	**20,324**	**1,430**	**509,849**
Expenditures:					
Current:					
Public safety	104,311	-	-	-	242,556
Public works	-	5,000	-	-	138,918
Capital outlay	44,473	-	-	61,265	105,738
Total Expenditures	**148,784**	**5,000**	**-**	**61,265**	**487,212**
Excess (Deficiency) of Revenues Over (Under) Expenditures	(61,035)	-	20,324	(59,835)	22,637
Other Financing Sources:					
Transfers in	33,333	-	-	140,909	178,787
Total Other Financing Sources	**33,333**	**-**	**-**	**140,909**	**178,787**
Net Change in Fund Balance	(27,702)	-	20,324	81,074	201,424
Fund Balance, Beginning of the Year	-	-	-	203,165	522,075
Fund Balance, End of the Year	**$ (27,702)**	**$ -**	**$ 20,324**	**$ 284,239**	**$ 723,499**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
COMMUNITY FACILITIES FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	$ 9,209	$ 9,209	$ 9,209	$ -
Resources (Inflows):				
Use of money and property	-	-	64	64
Amounts Available for Appropriations	**9,209**	**9,209**	**9,273**	**64**
Budgetary Fund Balance, June 30	**$ 9,209**	**$ 9,209**	**$ 9,273**	**$ 64**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
TRANSIT FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	$ 18,039	$ 18,039	$ 18,039	$ -
Resources (Inflows):				
Intergovernmental	69,500	69,500	86,578	17,078
Use of money and property	1,250	1,250	733	(517)
Amounts Available for Appropriations	**88,789**	**88,789**	**105,350**	**16,561**
Budgetary Fund Balance, June 30	**$ 88,789**	**$ 88,789**	**$ 105,350**	**$ 16,561**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
TRAFFIC SAFETY FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	$ -	$ -	$ -	$ -
Resources (Inflows):				
Transfers in	10,000	10,000	4,545	(5,455)
Amounts Available for Appropriations	**10,000**	**10,000**	**4,545**	**(5,455)**
Charges to Appropriations (Outflows):				
Public works	10,000	10,000	4,545	5,455
Total Charges to Appropriations	**10,000**	**10,000**	**4,545**	**5,455**
Budgetary Fund Balance, June 30	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
MEASURE R FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 106,575	$ 106,575	$ 106,575	$ -
Resources (Inflows):				
Intergovernmental	24,000	24,000	29,436	5,436
Use of money and property	1,000	1,000	953	(47)
Amounts Available for Appropriations	**131,575**	**131,575**	**136,964**	**5,389**
Budgetary Fund Balance, June 30	**$ 131,575**	**$ 131,575**	**$ 136,964**	**$ 5,389**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
COPS FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 20,512	$ 20,512	$ 20,512	$ -
Resources (Inflows):				
Intergovernmental	160,000	160,000	138,050	(21,950)
Use of money and property	-	-	255	255
Amounts Available for Appropriations	**180,512**	**180,512**	**158,817**	**(21,695)**
Charges to Appropriations (Outflows):				
Public safety	160,000	160,000	138,047	21,953
Transfers out	-	-	-	-
Total Charges to Appropriations	**160,000**	**160,000**	**138,047**	**21,953**
Budgetary Fund Balance, June 30	**$ 20,512**	**$ 20,512**	**$ 20,770**	**$ 258**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
CLEEP FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	$ 12,737	$ 12,737	$ 12,737	$ -
Resources (Inflows):				
Use of money and property	50	50	88	38
Amounts Available for Appropriations	**12,787**	**12,787**	**12,825**	**38**
Charges to Appropriations (Outflows):				
Public safety	1,100	1,100	198	902
Total Charges to Appropriations	**1,100**	**1,100**	**198**	**902**
Budgetary Fund Balance, June 30	**$ 11,687**	**$ 11,687**	**$ 12,627**	**$ 940**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
MEASURE M LOCAL RETURN FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 103,249	$ 103,249	$ 103,249	$ -
Resources (Inflows):				
Intergovernmental	26,500	26,500	33,310	6,810
Use of money and property	1,100	1,100	956	(144)
Amounts Available for Appropriations	**130,849**	**130,849**	**137,515**	**6,666**
Budgetary Fund Balance, June 30	**$ 130,849**	**$ 130,849**	**$ 137,515**	**$ 6,666**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
LA COUNTY MEASURE W FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 48,589	$ 48,589	$ 48,589	$ -
Resources (Inflows):				
Intergovernmental	110,000	110,000	104,742	(5,258)
Use of money and property	900	900	181	(719)
Amounts Available for Appropriations	**159,489**	**159,489**	**153,512**	**(5,977)**
Charges to Appropriations (Outflows):				
Public works	38,750	38,750	129,373	(90,623)
Total Charges to Appropriations	**38,750**	**38,750**	**129,373**	**(90,623)**
Budgetary Fund Balance, June 30	**$ 120,739**	**$ 120,739**	**$ 24,139**	**$ (96,600)**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
CAL/OES
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ -	$ -	$ -	$ -
Resources (Inflows):				
Intergovernmental	-	3,359,994	87,749	(3,272,245)
Transfers in	-	80,875	33,333	(47,542)
Amounts Available for Appropriation	**-**	**3,440,869**	**121,082**	**(3,319,787)**
Charges to Appropriation (Outflow):				
Public safety	-	323,500	104,311	219,189
Capital outlay	-	4,156,482	44,473	4,112,009
Total Charges to Appropriations	**-**	**4,479,982**	**148,784**	**4,331,198**
Budgetary Fund Balance, June 30	**$ -**	**$ (1,039,113)**	**$ (27,702)**	**$ 1,011,411**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
TDA ARTICLE 3
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ -	$ -	$ -	$ -
Resources (Inflows):				
Intergovernmental	-	-	5,000	5,000
Amounts Available for Appropriation	**-**	**-**	**5,000**	**5,000**
Charges to Appropriation (Outflow):				
Public works	-	-	5,000	(5,000)
Total Charges to Appropriations	**-**	**-**	**5,000**	**(5,000)**
Budgetary Fund Balance, June 30	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
SB 1383 GRANT
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ -	$ -	$ -	$ -
Resources (Inflows):				
Intergovernmental	-	-	20,183	20,183
Use of money and property	-	-	141	141
Amounts Available for Appropriation	**-**	**-**	**20,324**	**20,324**
Budgetary Fund Balance, June 30	**$ -**	**$ -**	**$ 20,324**	**$ 20,324**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
UNDERGROUND UTILITY FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1	$ 1,383,880	$ 1,383,880	$ 1,383,880	$ -
Resources (Inflows):				
Charges for services	763,638	1,039,113	-	(1,039,113)
Use of money and property	-	-	4,624	4,624
Amounts Available for Appropriations	**2,147,518**	**2,422,993**	**1,388,504**	**(1,034,489)**
Charges to Appropriations (Outflows):				
Public works	763,638	763,638	5,881	757,757
Transfers out	-	1,039,113	42,801	996,312
Total Charges to Appropriations	**763,638**	**1,802,751**	**48,682**	**1,754,069**
Budgetary Fund Balance, June 30	**$ 1,383,880**	**$ 620,242**	**$ 1,339,822**	**$ 719,580**

CITY OF ROLLING HILLS, CALIFORNIA

BUDGETARY COMPARISON SCHEDULE
CAPITAL PROJECTS FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Budgetary Fund Balance, July 1	$ 203,165	$ 203,165	$ 203,165	$ -
Resources (Inflows):				
Use of money and property	-	-	1,430	1,430
Transfers in	88,000	121,235	140,909	19,674
Amounts Available for Appropriations	**291,165**	**324,400**	**345,504**	**21,104**
Charges to Appropriations (Outflows):				
Capital outlay	300,000	381,880	61,265	320,615
Total Charges to Appropriations	**300,000**	**381,880**	**61,265**	**320,615**
Budgetary Fund Balance, June 30	**$ (8,835)**	**$ (57,480)**	**$ 284,239**	**$ 341,719**

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Agenda Item No.: 13.B
Mtg. Date: 01/23/2023

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

FROM: **ROBERT SAMARIO, FINANCE DIRECTOR**

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

SUBJECT: **RECEIVE PRESENTATION ON FISCAL YEAR 2023/24 BUDGET DEVELOPMENT KICKOFF AND PROVIDE INPUT TO THE FINANCE/BUDGET/AUDIT COMMITTEE**

DATE: **January 23, 2023**

BACKGROUND:
The City of Rolling Hills will soon initiate the development of fiscal year 2023/24 budget. One of the first steps involves staff working with the Finance Committee to develop a recommended balancing strategy for the General Fund, which will likely be facing a budgeted deficit and, thus, require some action, such as budget cuts, to balance the General Fund budget.

As the initiation of the budget development process approaches, staff will be providing Council with an overview of General Fund revenues, expenditures, and reserves to help shape the discussion moving forward with both the Finance Committee and City Council.

DISCUSSION:
The fiscal year 2023 operating adopted budget (i.e., excluding capital and other one-time costs) was balanced with one-time Federal American Rescue Plan (ARPA) grant revenues of $220,682 plus $151,889 in reserves. Since the ARPA grant revenues will not be available next fiscal year and the use of reserves for ongoing costs is not sustainable, the baseline operating budget going into next fiscal year is unbalanced absent any adjustments.

Some of the structural imbalance may be resolved with revenue growth. For example, property taxes will likely see growth in the 4-6% range. Staff also expects similar growth in property transfer taxes. At approximately $1.5 million combined from these two revenue sources, an overall 6% growth would generate approximately $93,000 in additional revenues and would help address the imbalance. The most upside potential is in building revenues. A few years ago, building revenues exceeded $700,000. However, as a result of pandemic, building activity declined substantially and building revenues fell to approximately $183,000 in fiscal year 2020/21. With the effects of the pandemic waning beginning last year, building activity has risen, and accordingly, revenues increased to over $500,000 in fiscal year

2021/22. In addition, this favorable trend has continued through the first half of fiscal year 2022/23. The only caveat is that, with the recent and marked increase in interest rates, this may have an impact on building activity and related revenues in the second half of fiscal.

Increases to the revenues noted above, as well as other revenue increases, will reduce the expected deficit; however, the increases will unlikely not be adequate to fully resolve the entire deficit. Thus, some cuts to the budget may be necessary to fully balance the budget.

In addition to General Fund revenues, staff will present the major categories of ongoing costs that Council will need to evaluate and prioritize to determine where and what extent cuts will be made if necessary.

FISCAL IMPACT:
None.

RECOMMENDATION:
Staff recommends the City Council receive the preliminary budget information and provide input on balancing strategies to the Finance/Budget/Audit Committee.

ATTACHMENTS:
CL_AGN_230123_CC_FY23_BudgetedExpenditures.pdf
CL_AGN_230123_CC_FY23_SummaryOfSources&Uses_at12-31-22.pdf
CL_AGN_230123_CC_GF_ReserveStatus_AsOf_12-31-22_F.pdf

CITY OF ROLLING HILLS
Recap of Expenditures
General Fund - Amended Budget

	Ongoing	One-Time	Total
Salaries & Benefits	$1,093,842	$ -	1,093,842
Public Safety	245,000	-	245,000
Contracted Legal Services	223,000	-	223,000
Emergency Preparedness	221,700	-	221,700
Building Services - County & Wildan	200,000	-	200,000
Operating Transfers - Refuse Fund	168,500	-	168,500
Contracted Finance Staff	120,000	-	120,000
Storm Water Management	97,142	-	97,142
Utilities	85,212	-	85,212
Code Enforcement Consulting Fees	80,000	-	80,000
IT Services	54,000	-	54,000
Repairs & Maint./Landscaping	47,500	62,003	109,503
Community Support/Recognition	35,000	-	35,000
Insurance	29,657	-	29,657
Other	237,700	170,700	408,400
Capital Transfers	-	450,797	450,797
	$2,938,253	$ 683,500	$3,621,753

CITY OF ROLLING HILLS
Summary of Sources and Uses of Funds
General Fund - Adopted & Amended Budget

	Adopted Budget	Carryovers/ Amendments	Amended Budget
REVENUES			
Total FY 2023 Budgeted Revenues	$2,728,384	$ -	$2,728,384
Less: One-Time ARPA Revenues	(220,682)	-	(220,682)
Ongoing Revenues	**2,507,702**	**-**	**2,507,702**
EXPENDITURES			
Total FY 2023 Budgeted Expenditures	3,428,273	193,480	3,621,753
Less: One-Time Costs			
- Capital Transfers	(396,000)	(54,797)	(450,797)
- Other	(152,000)	(105,173)	(257,173)
Ongoing Costs	**2,880,273**	**33,510**	**2,913,783**
Budgeted Operating Deficit	**$ (372,571)**	**$ (33,510)**	**$ (406,081)**
Total Budgeted Use of Reserves	**$ (699,889)**	**$(193,480)**	**$ (893,369)**

CITY OF ROLLING HILLS
Schedule of Budgeted Use of Reserves
GENERAL FUND
Fiscal Year 2023

Budgeted Use of Reserves - Adopted Budget		**$ 699,889**	
FY 2023 Budget Carryovers			
Veg. Mgmt Mitig. Proj. - HMGP-4382-175-13R		54,797	One-Time
FY 2023 Budget Amendments			
GMU Geotechnical, Inc. - City Hall ADA Improvements	09/26/2022	9,700	One-Time
PVP Land Conservancy - 5th Amendment	09/26/2022	33,500	Ongoing
Emergency Storm Drain Repair Work - E.C. Construction	10/24/2022	40,503	One-Time
HVAC Repairs - S&K Consulting	10/24/2022	21,500	One-Time
On Call Maintenance Services - Onward Engineering	12/13/2022	24,470	One-Time
Feasibility Study 8" Sewer Main - Willdan	12/13/2022	9,010	One-Time
Total FY 2023 Amendments Through 12/31/2022		138,683	
Total Carryovers and Amendments		193,480	
Budgeted Use of Reserves - As Amended		**$ 893,369**	

RESERVE STATUS

Audited Balance in Reserves at June 30, 2022	$ 4,838,544	
Budgeted Use of Reserves - FY 2023	(893,369)	
Reserve Balance - 12/31/2022	3,945,175	
Contingency Reserves per City Policy (FY 2022 Revenues)	2,222,881	Excl. ARPA
Reserves Above Policy at 12/31/2022	**$ 1,722,294**	

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.C
Mtg. Date: 01/23/2023

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **CONSIDER AND APPROVE THE UPDATED CITY COUNCIL COMMITTEE ASSIGNMENTS FOR 2023**

DATE: **January 23, 2023**

BACKGROUND:
The City Council reorganizes annually in December. The new Mayor reviews the City Council committee assignments and adjusts accordingly

DISCUSSION:
The updated City Council committee assignments will be blue foldered by Mayor Wilson on Monday, January 23, 2023 for consideration and approval. The current assignments from May, 2022 are attached in the meantime.

Under the category of Official Commissions/Boards, the assignments were updated to reflect the new Mayor. Under the category of Standing City Council Committees, adjustments were made by the new Mayor giving consideration to expertise, availability, interest and opportunities for rotation.

FISCAL IMPACT:
There is no fiscal impact associated with this item.

RECOMMENDATION:
Consider the updated City Council committee assignments and approve the assignments as presented.

ATTACHMENTS:
CC_ASM_220509_2022.pdf

CITY OF ROLLING HILLS CITY COUNCIL COMMITTEE ASSIGNMENTS
2022

1. OFFICIAL COMMITTEES/BOARDS

COMMITTEE LIAISON	BLACK	DIERINGER	MIRSCH	PIEPER	WILSON
a. CALIFORNIA CONTRACT CITIES ASSOCIATION		D			A
b. LEAGUE OF CA CITIES		D			A
c. SOUTH BAY CITIES COUNCIL OF GOVERNMENTS		D			
d. LA SANITATION DISTRICT NO. 5	A				D
e. VECTOR CONTROL DISTRICT					
f. SMBRC - WATERSHED ADVISORY COUNCIL (RALPH SCHMOLLER-D)					
g. PEN. REG. LAW ENFORCEMENT COM./PUBLIC SAFETY		D			D
h. PENINSULA CITIES MAYORS' COMMITTEE	A				D
i. LOS ANGELES COUNTY CITY SELECTION COMMITTEE	A				D
j. SOUTHERN CALIFORNIA ASSOC. OF GOVERNMENTS (SCAG)	A				D

2. CITY COUNCIL COMMITTEES (STANDING)

COMMITTEE	BLACK	DIERINGER	MIRSCH	PIEPER	WILSON
a. PERSONNEL		X		X	
b. FINANCE/BUDGET/AUDIT	X			X	
c. PLANNING COMMISSION LIAISON			X		
d. EMERGENCY SERVICES/DISASTER PREPAREDNESS		X			X
e. TENNIS CLUB LIAISON				X	
f. CABALLEROS LIAISON			X		
g. INSURANCE COMMITTEE (CJPIA)		D		A	
h. WOMEN'S COMMUNITY CLUB LIAISON			X		
i. TRAFFIC COMMISSION REPRESENTATIVE					X
j. SOLID WASTE/RECYCLING			X		X
k. CITY/ASSOCIATION LIAISON				X	
l. UNDERGROUND UTILITY				X	X
j. FIRE FUEL REDUCTION	X		X		

3. AD HOC SUBCOMMITTEES (FYI ONLY)

COMMITTEE	BLACK	DIERINGER	MIRSCH	PIEPER	WILSON
a. HOUSING AD HOC SUBCOMMITTEE				X	X
b. DRAINAGE AD HOC SUBCOMMITTEE			X	X	

D = Delegate A = Alternate X = Representative

May 9, 2022

Agenda Item No.: 13.D
Mtg. Date: 01/23/2023

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

FROM: **VANESSA HEVENER, SENIOR MANAGEMENT ANALYST**

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

SUBJECT: **APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITIES OF RANCHO PALOS VERDES, PALOS VERDES ESTATES, ROLLING HILLS ESTATES, AND ROLLING HILLS REGARDING IMPLEMENTATION OF THE "KNOW YOUR ZONE" EVACUATION WEB PLATFORM**

DATE: **January 23, 2023**

BACKGROUND:
The Peninsula Public Safety Committee (PPSC) is comprised of two council members from each Peninsula city and meets quarterly to discuss emergency preparedness and safety matters in the region. Over the last year, the Committee has discussed mass evacuation planning for the Palos Verdes Peninsula with a goal of identifying neighborhood ingress and egress routes and concerns about impaired access, as well as establishing communication best practices with public safety, local agencies, and the community to ensure messages are clear and received timely, and how to repopulate an area in the event of an evacuation.

The County of Los Angeles Office of Emergency Management (OEM) is collaborating with local jurisdictions located in Very High Fire Severity Zones for the development of evacuation zones and processes supported by the evacuation platform (currently known as the Zonehaven Evacuation Project). The system is a cloud-based evacuation management platform that leverages critical data and assists local public safety personnel (i.e., Los Angeles County Fire and Sheriff Departments and Palos Verdes Estates Police Department) by providing actionable insight to emergency responders and the public in the event of a disaster. The system also serves as a tool for evacuation pre-planning and assists during real world incidents. The project's overarching goal is to develop a centralized online interactive map that divides a local city into evacuation zones based on geography, threat direction, jurisdictional boundaries, population density, and other regional and/or city specific factors.

OEM is offering this resource to the Palos Verdes Peninsula cities at no cost for up to three years. City staff has been working closely with OEM over the past year to form the evacuation zones within the system in coordination with Los Angeles County Fire and Sheriff Departments

and Palos Verdes Estates Police Department, with reports shared periodically with the PPSC. Once ready to launch, the system will be public facing for the community to become acquainted with their respective zone and possible evacuation routes.

In addition to the four Palos Verdes Peninsula cities, in Los Angeles County, the Zonehaven Evacuation Project currently includes: Avalon, Agoura Hills, Calabasas, Hidden Hills, Malibu, Palmdale, Santa Clarita, Westlake Village, Arcadia, Azusa, Bradbury, Burbank, Claremont, Covina, Diamond Bar, Duarte, Glendale, Glendora, Irwindale, La Canada Flintridge, La Habra Heights, La Verne, Monrovia, Pasadena,Pomona, San Dimas, Sierra Madre, Walnut, West Covina, and Whittier. Zonehaven is a tool currently in use in Northern California areas such as Napa County and Sierra County.

DISCUSSION:

For the success of the program, the public needs to be aware of where to access this important information. As a result, the Palos Verdes Peninsula cities are collaborating in the development of a shared web platform that will direct the public to view the evacuation map and other important emergency messaging and resources.

With a goal of establishing a simple and uniform message, the four cities have worked together to create a Peninsula-specific “Know Your Zone” public outreach campaign. Within this campaign, a shared webpage will encompass emergency preparedness information and other valuable resources. The County-provided evacuation system platform will be embedded within this shared webpage for easy access. The “Know Your Zone” campaign will have co-branded city logos, marketing materials and media pieces to promote awareness of and access to the platform.

City staff and the City Attorney have developed a Memorandum of Understanding (MOU) with the four Peninsula cities that outlines the joint effort of developing a shared emergency preparedness resource web platform for residents to access this important and timely information. The MOU also sets forth the terms and conditions of the collaboration and implementation of the platform such as: webpage set-up and hosting, administrative rights, financial obligations, and general provisions.

The County is currently working with cities to finalize the evacuation zone system with final meetings and trainings scheduled for staff in January and February 2023. City staff plans to have the MOU in place and a public outreach campaign developed before the platform is live for the Peninsula region and anticipates a public launch no later than April 2023.

Each Peninsula city will contribute to the implementation and promotion of a shared web platform that hosts the “Know Your Zone” evacuation program as determined by a cost allocation formula used previously in other joint public safety efforts (i.e., Automatic License Plate Reader System).

Cost Allocation Formula

Member	Percentage
City of Palos Verdes Estates	20
City of Rancho Palos Verdes	60
City of Rolling Hills	7
City of Rolling Hills Estates	13

FISCAL IMPACT:
The initial website development, domain name purchase, administration, ongoing maintenance, and marketing costs is estimated not-to-exceed a total cost of $10,000, which equates to $700 for Rolling Hills based upon the established cost allocation formula between the four Peninsula cities. Once the website is developed, the cost will decrease to only the website hosting services and domain name, anticipated at approximately $1,500 total annually ($105 ongoing estimated cost for Rolling Hills). There is sufficient budget in the General Fund in account 01-65-917 for emergency preparedness related expenses.

There is no cost anticipated for the Zone Evacuation system to the City as this is fully supported by OEM for three years.

RECOMMENDATION:
Approve the Memorandum of Understanding between the Palos Verdes Peninsula Cities as approved to form by the City Attorney with the established not-to-exceed total cost of $10,000, with Rolling Hills' estimated share in the amount of $700 based upon the established cost allocation formula for the four Peninsula cities.

ATTACHMENTS:
CL_AGN_CC_230109_Zone Evacuation Website MOU 4889-3618-4637 v.4.pdf
CL_AGN_230123_CC_LA County #1 Initial Attack Slides.pdf

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF RANCHO PALOS VERDES,
THE CITY OF PALOS VERDES ESTATES, THE CITY OF ROLLING HILLS,
AND THE CITY OF ROLLING HILLS ESTATES
REGARDING
THE COLLABORATIVE IMPLEMENTATION OF THE KNOW YOUR ZONE EVACUATION WEB PLATFORM

This Memorandum of Understanding ("**MOU**"), is effective as of January 1, 2023 ("**Effective Date**") and is between the CITY OF RANCHO PALOS VERDES **("Rancho Palos Verdes"**), a California municipal corporation, the CITY OF ROLLING HILLS ESTATES **("Rolling Hills Estates"),** a California municipal corporation, the CITY OF PALOS VERDES ESTATES **("Palos Verdes Estates"),** a California municipal corporation, and the CITY OF ROLLING HILLS **("Rolling Hills"),** a California municipal corporation. (These entities may be referred to collectively or individually as **"Parties"** or **"Party**").

RECITALS

A. It is the goal of the Parties to implement a shared web platform that encompasses emergency response and preparedness resources for the public.

B. An online zone evacuation map provided to agencies such as the Parties whose jurisdiction encompasses high wildfire-prone areas will be available through the Los Angeles County Emergency Management on a shared web platform. An overview of the zone evacuation map resource is provided in EXHIBIT A.

C. The Parties desire to provide the public easy access to view their evacuation zone and obtain emergency preparedness tips and tools on the shared web platform.

D. The Parties intend to promote the online zone evacuation resource through the established joint Palos Verdes Peninsula platform with the web address: PVPready.org

E. The Parties are willing to contribute general municipal funds to pay for web management services to accomplish this goal.

F. The purpose of this MOU is to set forth the terms and conditions of the collaboration and financial participation between the Parties with respect to the implementation and operation of the zone evacuation resource.

NOW, THEREFORE, in consideration of the mutual benefits to be derived by the Parties, and of the promises contained in this MOU, the Parties agree as follows:

Section 1. Recitals. The recitals set forth above are incorporated into this MOU.

Section 2. Term. Subject to Section 7 (Termination) below, this MOU will remain in effect on a year-to-year basis from the Effective Date, subject to any Party's right to withdraw from this MOU by notifying the other Parties in writing of its decision not to renew the MOU for the next year at least 30 days' prior to the anniversary of the Effective Date.

Section 3. Administrator. The City of Rolling Hills Estates agrees to host a web

platform, as the "Host Administrator," for the purpose of a Palos Verdes Peninsula joint zone evacuation resource available to the general public on behalf of the other Parties to this MOU.

Section 4. Obligations. Each Party will have a representative authorized to access to website management system to provide oversight of content and resources in coordination with the designated Host Administrator.

a. Invoice City. The Host Administrator will invoice each Party on an annual basis for each Party's share of the cost of website hosting and will include with such invoice reasonable documentation of the services provided.
.
b. Records. The Host Administrator will provide the Parties within five business days of a request with all requested information regarding the costs of the website hosting to assure proper accounting for all funds provided and expended under this MOU.

Section 4. Financial Obligation. The Parties will pay a share of the cost of the website set-up, hosting, administration, on-going maintenance and joint-marketing of the site. Each Party will contribute based upon the established cost-share formula for the four Peninsula cities, in an amount not-to-exceed cost of $10,000 per year. The percentages to be paid by each Party under the Cost Allocation Formula (the "Formula") are as follows:

COST ALLOCATION FORMULA ("FORMULA")	
Member	**Percentage**
City of Palos Verdes Estates	20%
City of Rancho Palos Verdes	60%
City of Rolling Hills	7%
City of Rolling Hills Estates	13%

Payment by each Party to the Host Administrator must be made within thirty (30) days of receipt of invoice.

Section 5. Insurance. The Parties are insured by virtue of their membership in pooled insurance authorities for purposes of Professional Liability, General Liability, and Worker's Compensation. The Parties warrant that through their programs of insurance, they have adequate Professional Liability, General Liability and Workers' Compensation to provide coverage for liabilities arising out of the Parties' performance of this MOU.

Section 6. Indemnification. Each Party agrees to indemnify, defend, assume all liability for andhold harmless all other Parties and their respective officers, employees, and agents, to the maximum extent allowed by law, from all actions, claims, suits, penalties, obligations, liabilities, damages to property, costs and expenses (including without limitation any fines, penalties, judgments, actual litigation

expenses and attorneys' fees), or bodily and/or personal injuries or death to any persons, arising out of or in any way connected to the negligence or willful misconduct of such Party, and its officers, employees or agents in connection with or arising from any of the activities under this MOU. The provisions of this Section will survive the expiration or termination of this MOU.

Section 7. Termination; Withdrawal. This MOU may be terminated upon the express written agreement of the Parties. Additionally, a Party may withdraw from the MOU by a notice of non-renewal in accordance with Section 2 (Term) above and the MOU will remain in effect for the remaining Parties.

Section 8. General Provisions

a. Notices. Any notices, invoices, or reports relating to this MOU, and any request, demand, statement, or other communication required or permitted hereunder must be in writing and be delivered to the representatives of the Parties at the addresses set forth below. The Parties shall promptly notify each other in writing of any change of contact information, including personnel changes.

City of Rancho Palos Verdes
Attn: City Manager
30940 Hawthorne Blvd
Rancho Palos Verdes, CA 90275

City of Palos Verdes Estates
Attn: City Manager
340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274

City of Rolling Hills Estates
Attn: City Manager
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274

City of Rolling Hills
Attn: City Manager
2 Portuguese Bend Rd
Rolling Hills, CA 90274

b. Relationship of the Parties. The Parties are, and will at all times remain as to each other, wholly independent entities. No Party to this MOU will have power to incur any debt, obligation, or liability on behalf of any other Party unless expressly provided to the contrary by this MOU. No employee, agent, or officer of a Party will be deemed for any purpose whatsoever to be an agent, employee, or officer of another Party.

c. Amendment. The terms and provisions of this MOU may not be amended, modified, or waived, except by an instrument in writing signed by all Parties.

d. Law to Govern. This MOU is governed by, and will be interpreted, construed

and enforced in accordance with the laws of the State of California.

e. Severability. If any provision of this MOU is be determined by any court of competent jurisdiction to be invalid, illegal, or unenforceable to any extent, then the remainder of this MOU will not be affected, and this MOU will be construed as if the invalid, illegal, or unenforceable provision had never been contained in this MOU.

f. Entire Agreement. This MOU constitutes the entire agreement of the Parties with respect to the subject matter of this MOU.

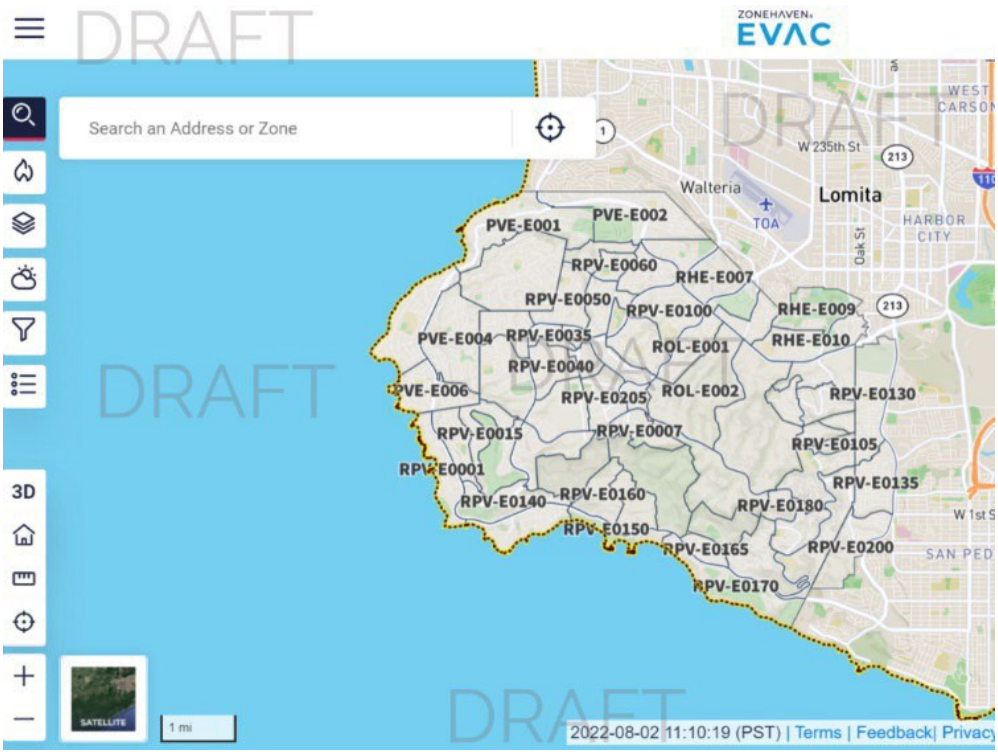
g. Waiver. Waiver by any Party to this MOU of any term, condition, or covenant of this MOU will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party to any breach of the provisions of this MOU will not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this MOU.

h. Counterparts. This MOU may be executed in counterparts, each of which will be an original, but all of which taken together will constitute one and the same instrument.

i. The Parties have been represented by counsel in the preparation and negotiation of this MOU. Accordingly, this MOU will be construed according to its fair language. Any ambiguities will be resolved in a collaborative manner by the Parties and may be rectified by amending this MOU as described in Section 8(c).

[Signatures on the following page.]

EXHIBIT A



The Know Your Zone digital tool is an interactive mapping system that allows first responders to update specific zones and regions with evacuation information that can be publicly viewed and accessed.

The Parties have caused this MOU to be executed by their duly authorized representatives and affixed as of the date of signature of the Parties:

CITY OF RANCHO PALOS VERDES

By: _____
,MAYOR

ATTEST:

By: _____

APPROVED AS TO FORM:

By: _____

CITY OF ROLLING HILLS ESTATES

By: _____
MAYOR

ATTEST:

By: _____
Lauren Pettit, City Clerk

APPROVED AS TO FORM:

By: _____
Donald M. Davis, City Attorney

CITY OF ROLLING HILLS

By: _____
, Mayor

ATTEST:

By: _____
, City Clerk

APPROVED AS TO FORM:

By: _____,
City Attorney

CITY OF PALOS VERDES ESTATES

By: _____
, Mayor

ATTEST:

By: _____
, City Clerk

APPROVED AS TO FORM:

By: _____,
City Attorney

Initial Attack Phase of Emerging Fire

EVACUATION Management

Community Warning System Alert Workflow

Photo Credit: Levan Badzgaradze

Agenda

Target 60 Minute Webinar

- Introductions and Objectives
- EVAC vs AWARE
- Review NOAA New Fire Threat Category - Particularly Dangerous Situation
- Review Initial Attack Operations - (Life Safety Priority)
- Review Evacuation Alert Request Workflow - (Life Safety Priority)
- Discuss Zone Status Change and Reason Field in EVAC - (Common Operating Picture)
- Pre-Plan Zone PDF's and Mutual Aid Tools - (Operations and Accountability)
- Simulation Tool - (Planning the Next Operational Period)
- Q n A

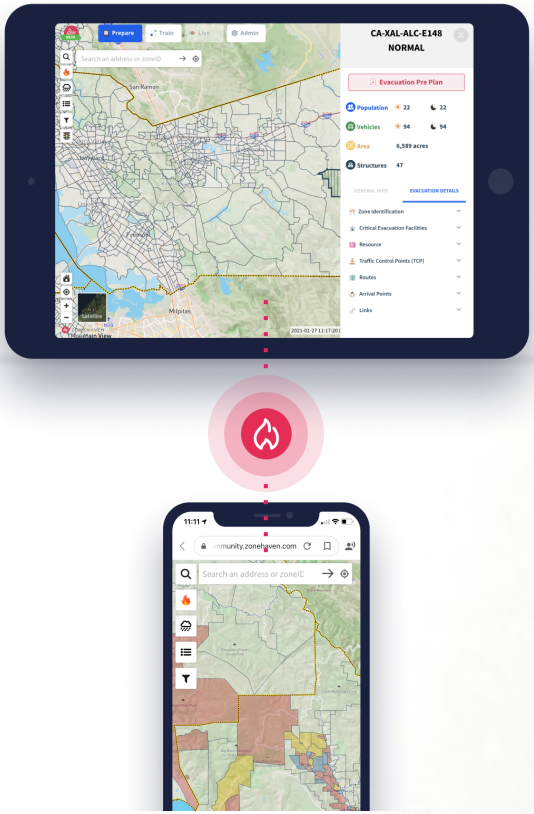
Review Zonehaven Tools

ZONEHAVEN® EVAC

- **app.zonehaven.com**
  - Public Safety ONLY
  - Zone Status and Data Inputting

ZONEHAVEN® AWARE

- **community.zonehaven.com**
  - This is LIVE to the Internet 24/7
  - Public Facing Immediately



*Recommendation - have both sites up and running while working in the applications.

Particularly Dangerous Situation (PDS RFW)

[Particularly Dangerous Situation Explanation]

Red Flag Weather Matrix		Sustained Winds				
		<6 mph	6--11 mph	12-20 mph	21-29 mph	30+ mph
Humidity	Daytime Min <29-42% and/or Night Max 60-80%					RFW
	Daytime Min <19-28% and/or Night Max 46-60%				RFW	RFW
	Daytime Min <9-18% and/or Night Max 31-45%			RFW	RFW	RFW
	Daytime Min <9% and/or Night Max <31%		RFW	RFW	RFW	PDS RFW
						NEW
		Low	Medium	High	Very High	Extreme

Brian Garcia - NWS Bay Area

PDS - “Check & Go” Tactic - Life Safety Priority

STRUCTURE DEFENSE TACTICAL ACTIONS

- **Check & Go** – Most appropriate action when no Safety Zone/TRA is present and fire front impact is imminent. Conduct rapid evaluation to check for occupants and evaluate for follow up action. **LEAVE promptly.**

- **Prep & Go** – Structure preparation can be safely completed prior to fire front impact. Potential fire activity is too dangerous to remain and/or there is no Safety Zone/TRA present. **LEAVE before escape routes are compromised.**

Unified Command - Life Safety Priority

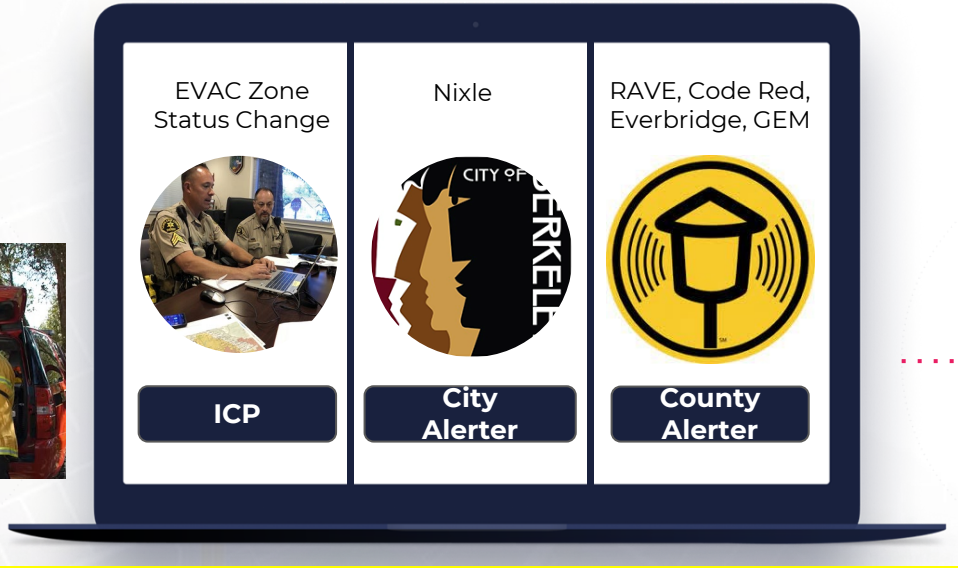
Evacuation Request Process - ICP, City, County

1

Unified Command
Request thru Law

2

Information "Relay"
Multi-Channel Notifications

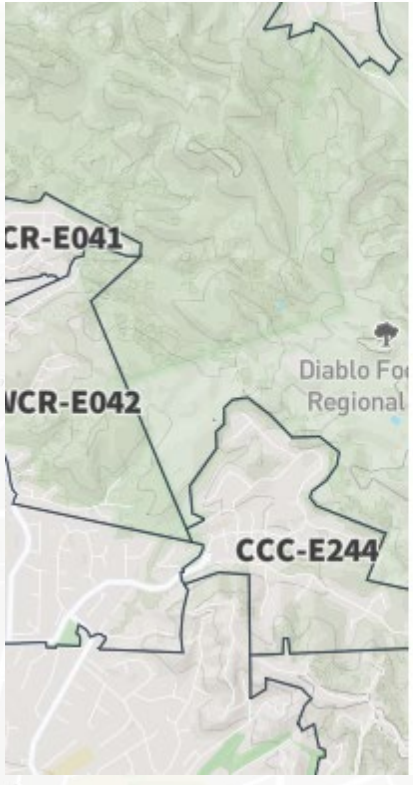


3

Notification
out to the Public

Potential for 3 different people using 3 different applications.

Use the Reason Field! - Can Guide Common Messaging



Add Reason LIVE

LINK TO AFFECTED ZONES
https://zonehaven.link/44cwHx

REASON

You are under a mandatory evacuation. This is NOT a drill. Please leave the area immediately. Relocate to Heather Farms Park, Walnut Creek. Check AWARE website for updates. www.community.zonehaven.com

Coordinate with County Alerter ASAP

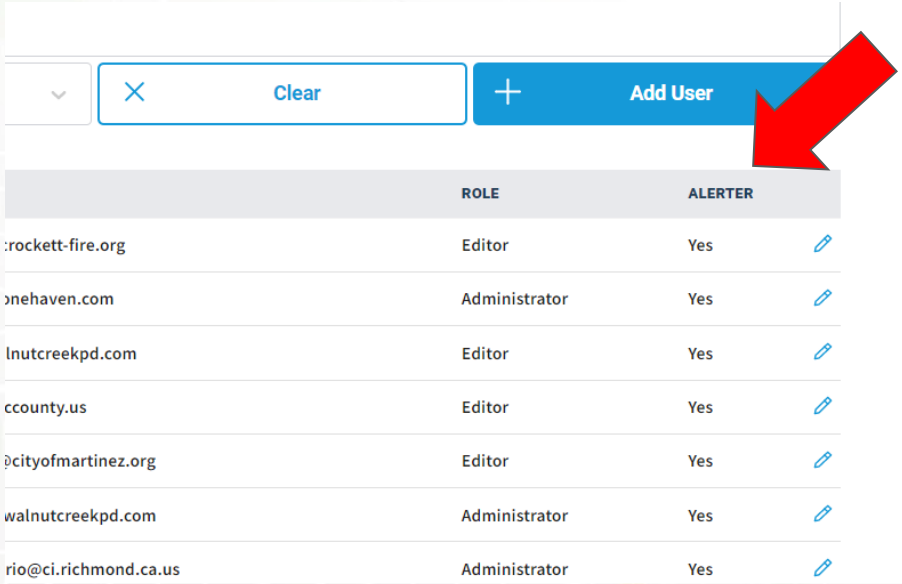
Zone Status Change in ICP - Who?

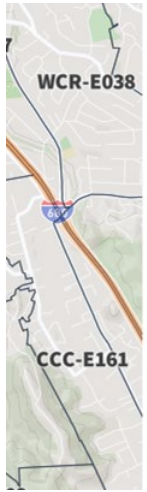
ZONEHAVEN®
EVAC

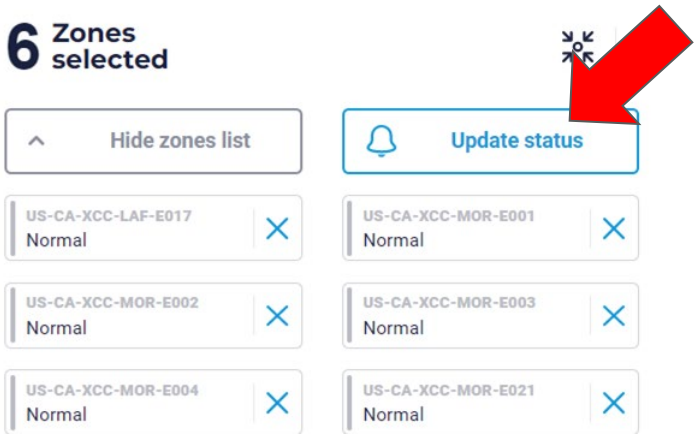
Examples:

- Police Capt, LT, Sgt
- Fire: DC, AC, BC
- County Alerters
- Dispatchers

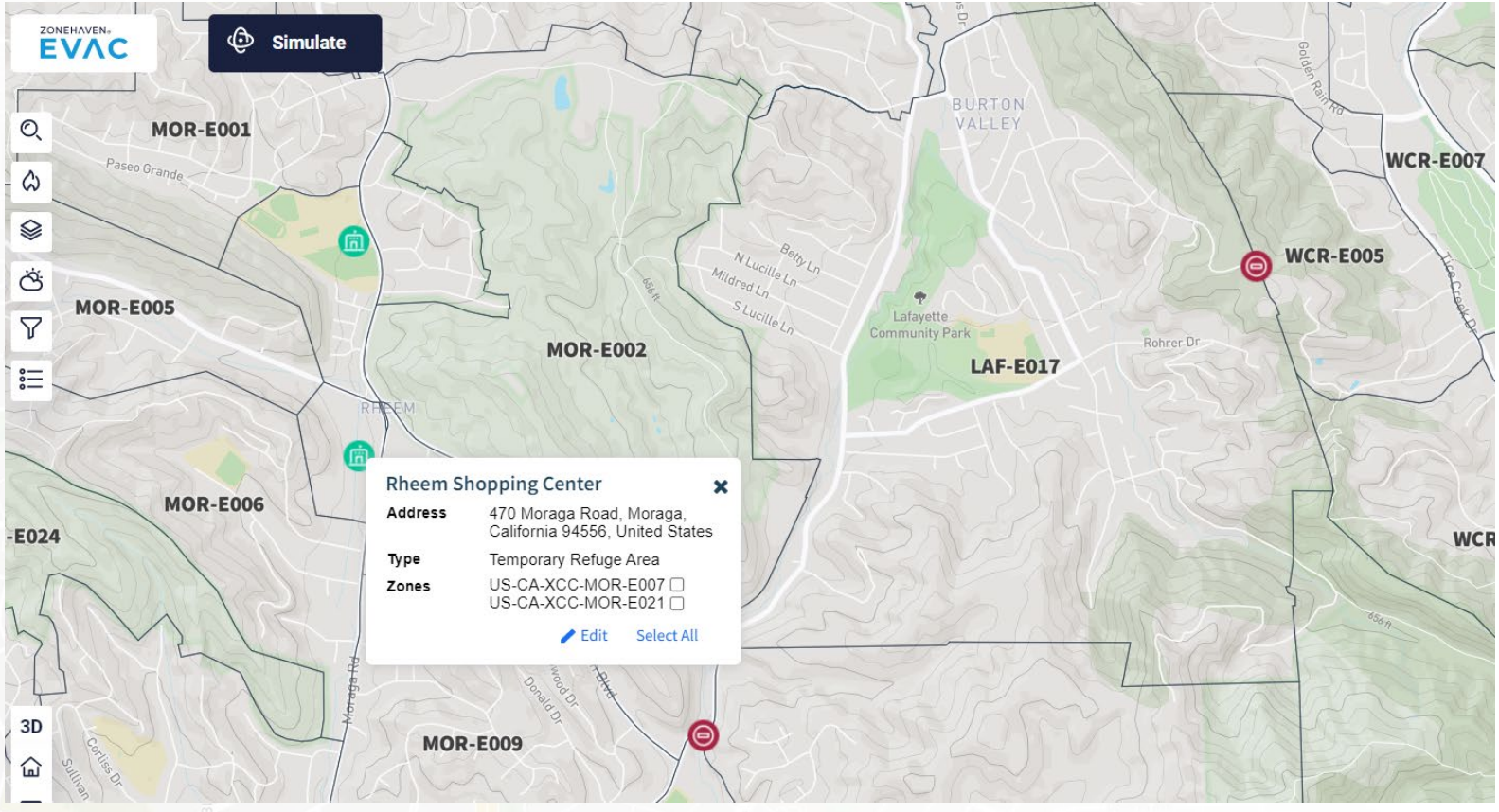
DEMO - Zone Change Status



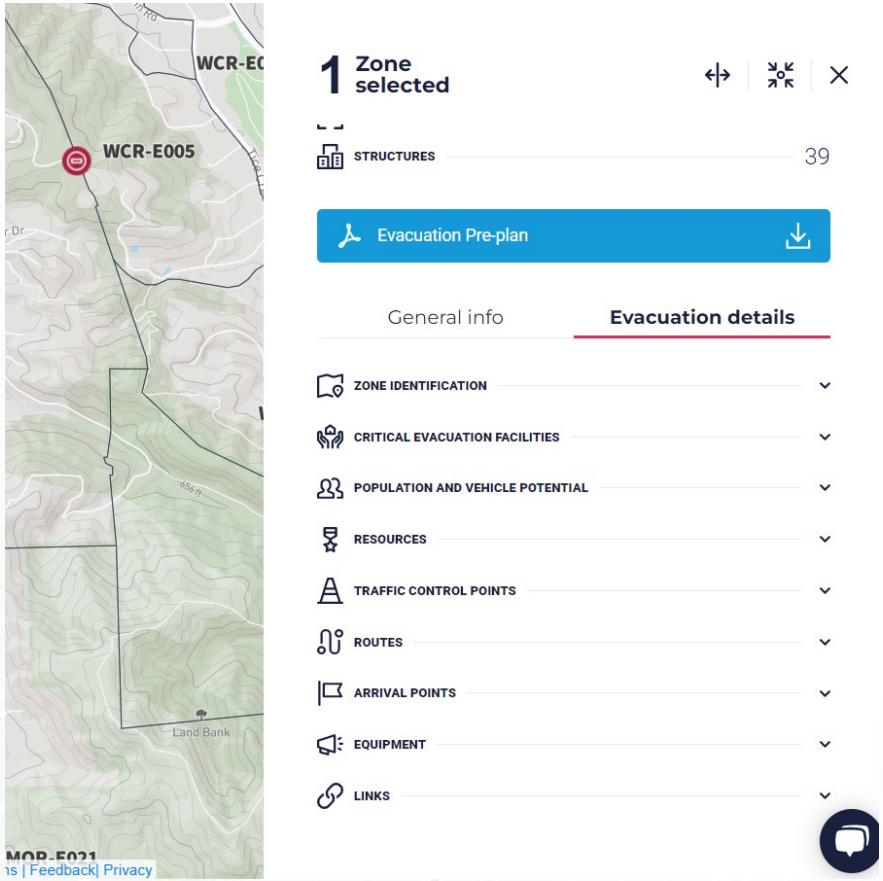




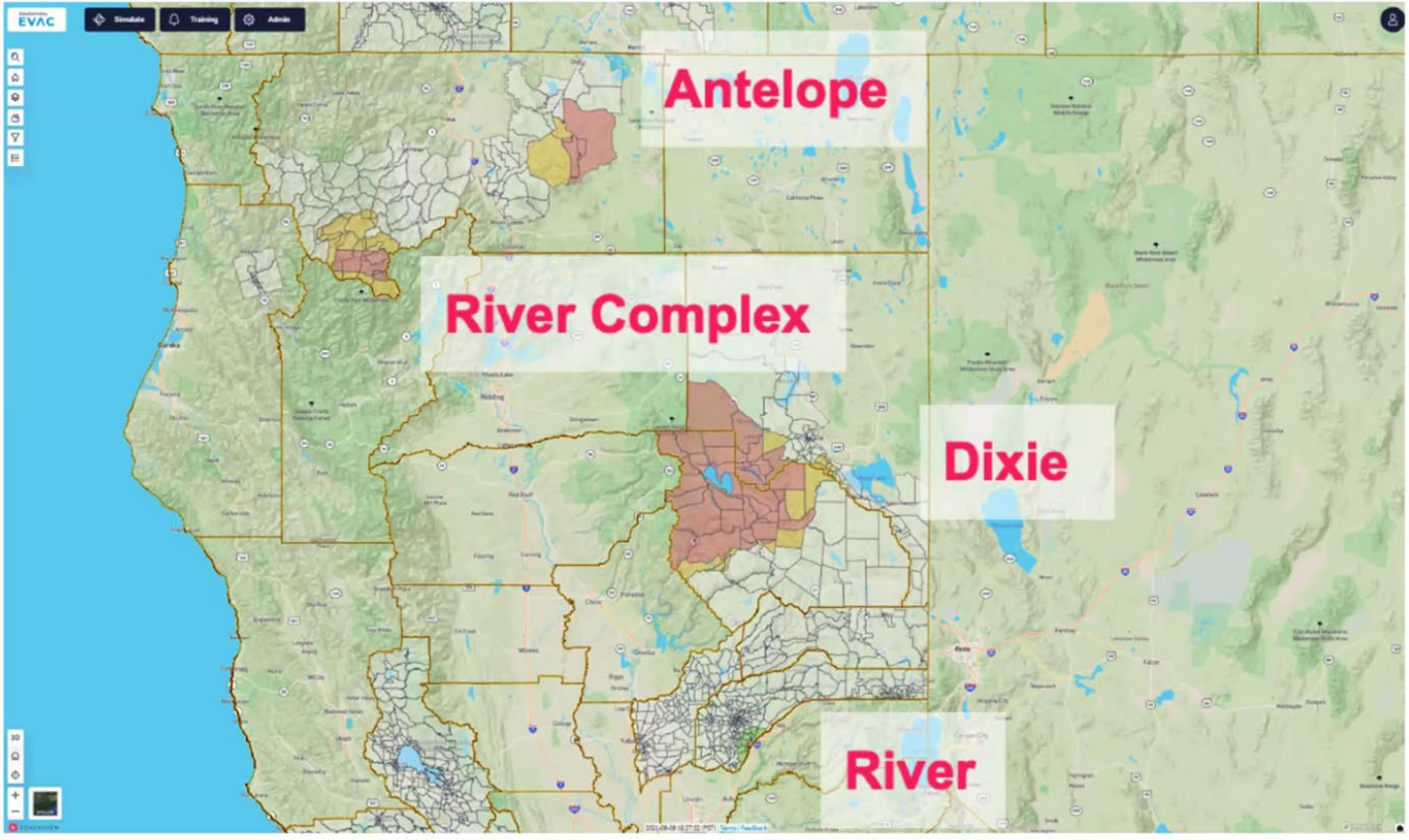
Add Arrival Point and Road Closure Data



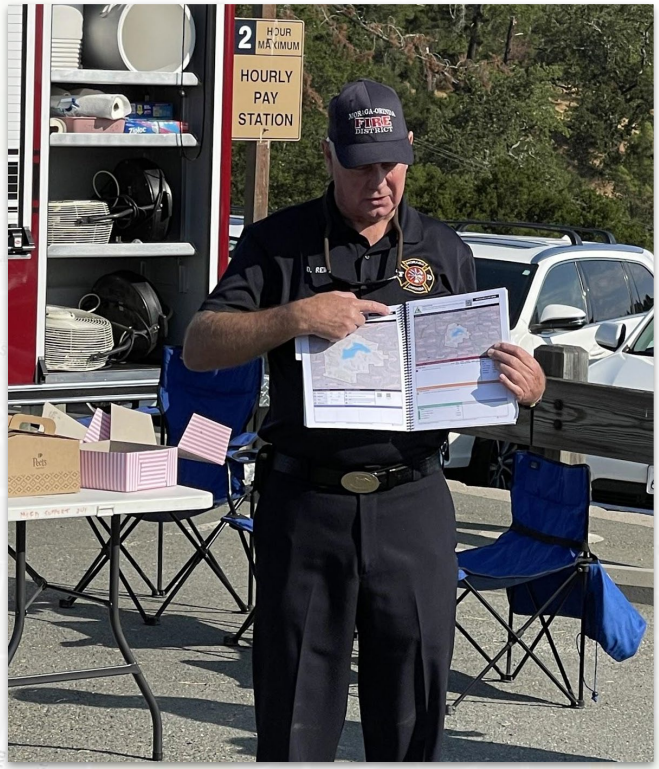
DEMO - Add Arrival Points and Road Closures

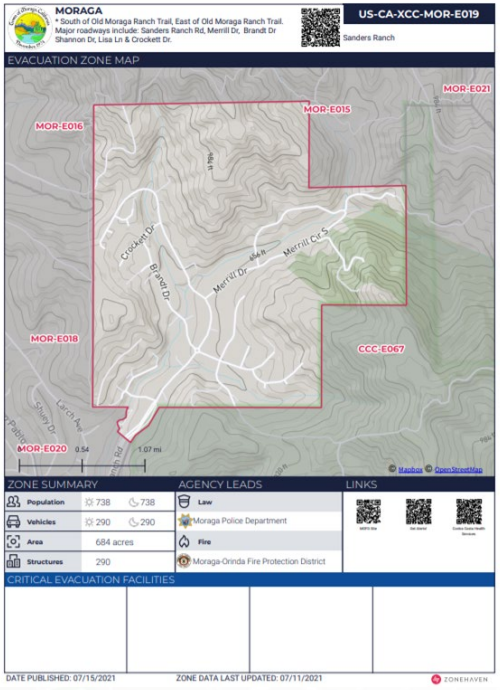


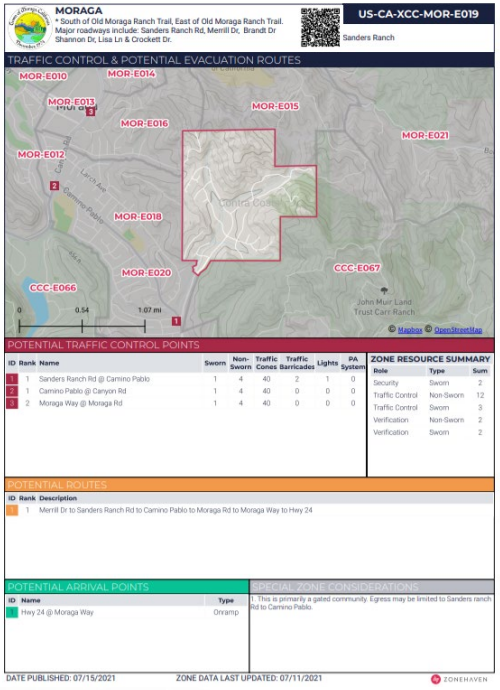
Zone Status Changes - Common Operating Picture



Pre-Plan PDF - Mutual Aid Tool

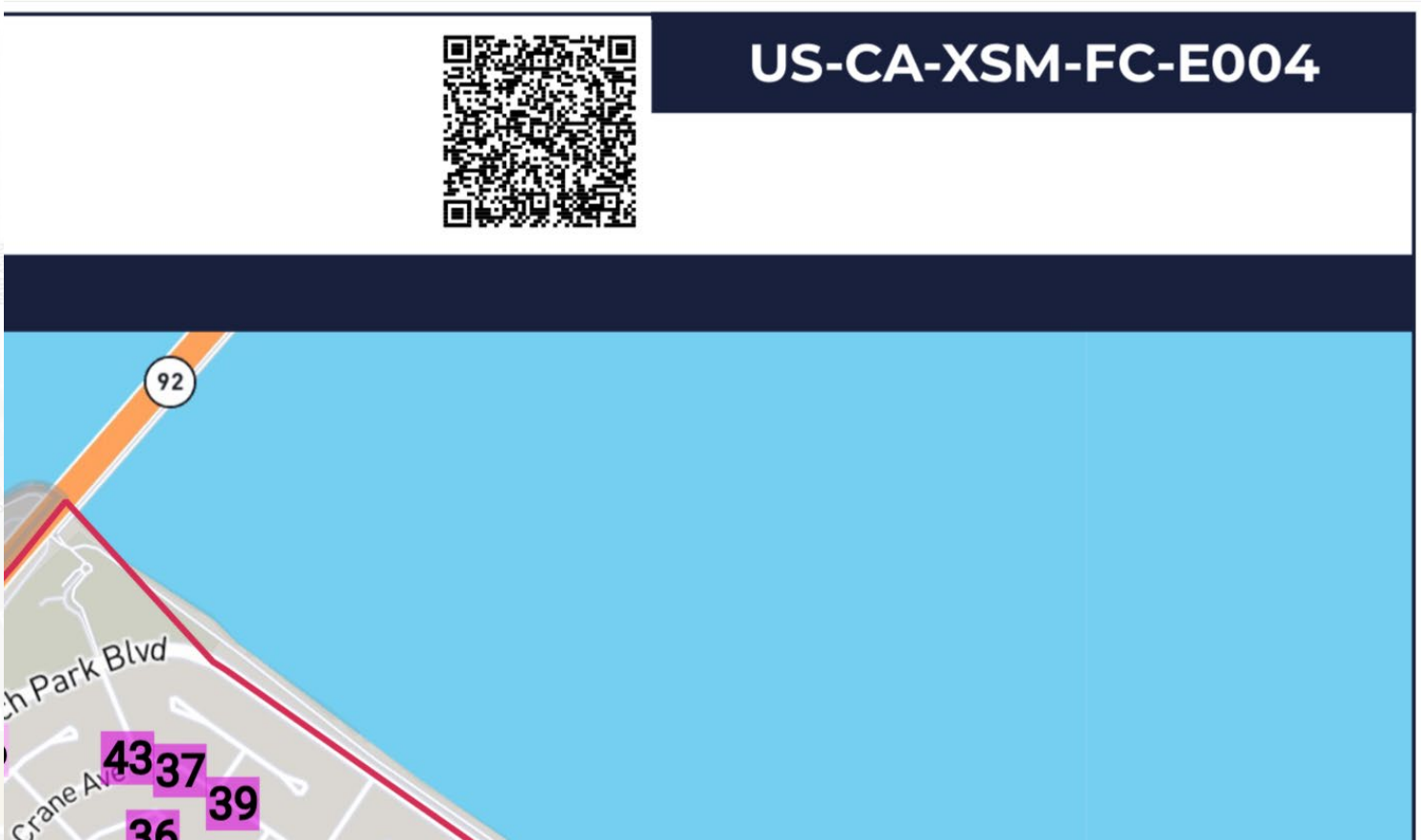






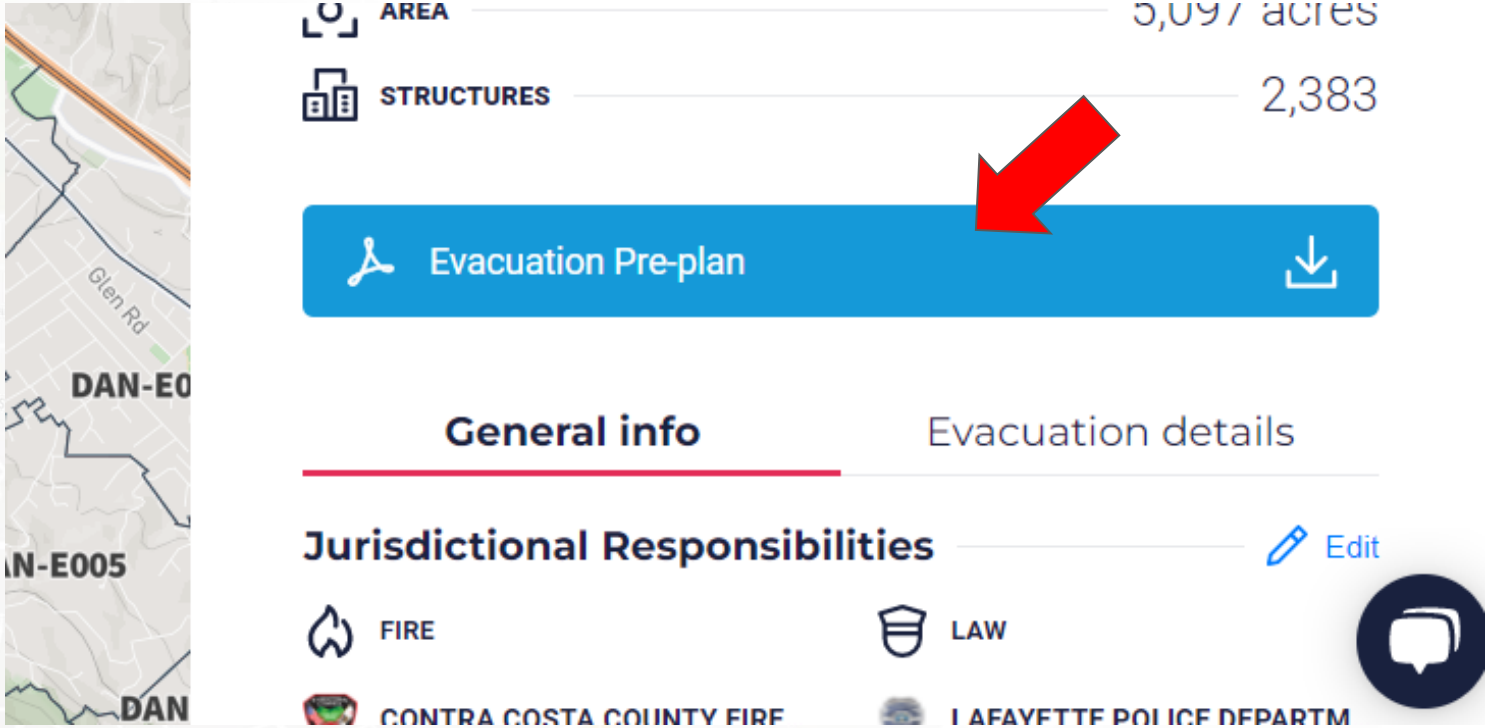
XCC-MOR-E019

QR Code - Mutual Aid Tool

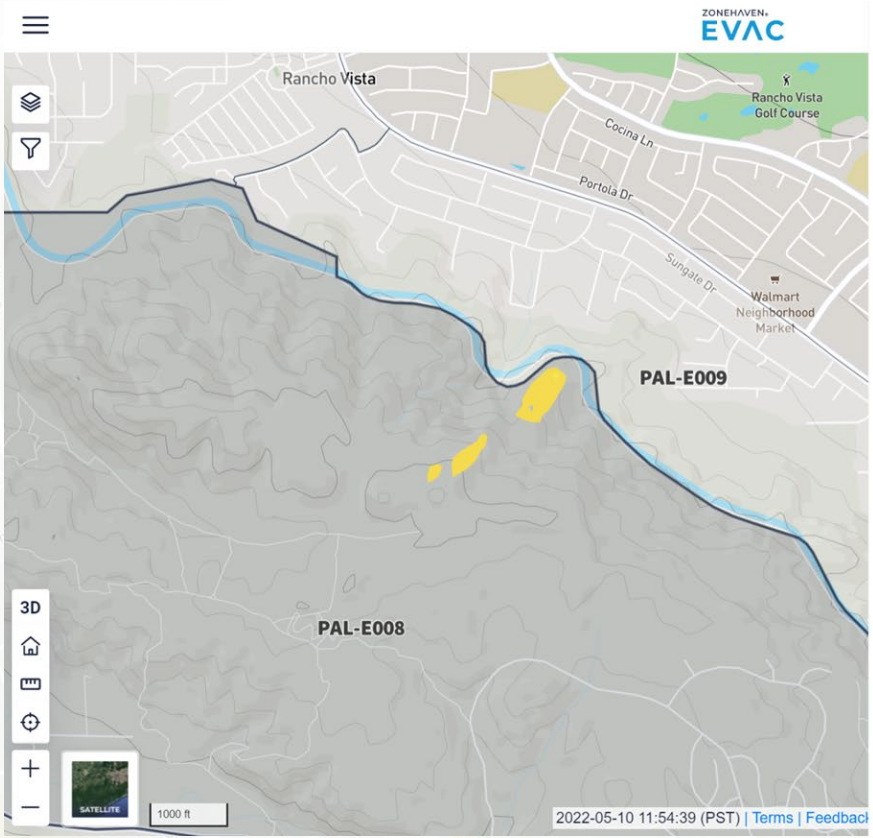


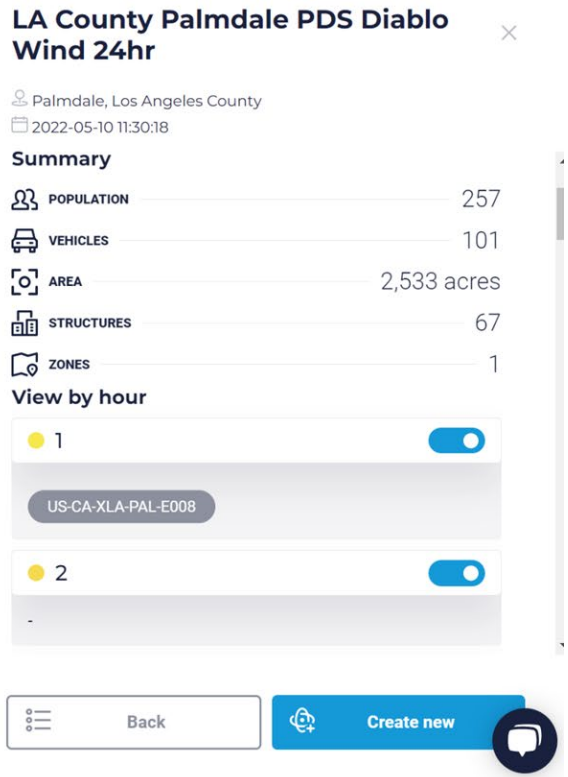
DEMO - PDF

Watch for Pop Up Blockers!!!

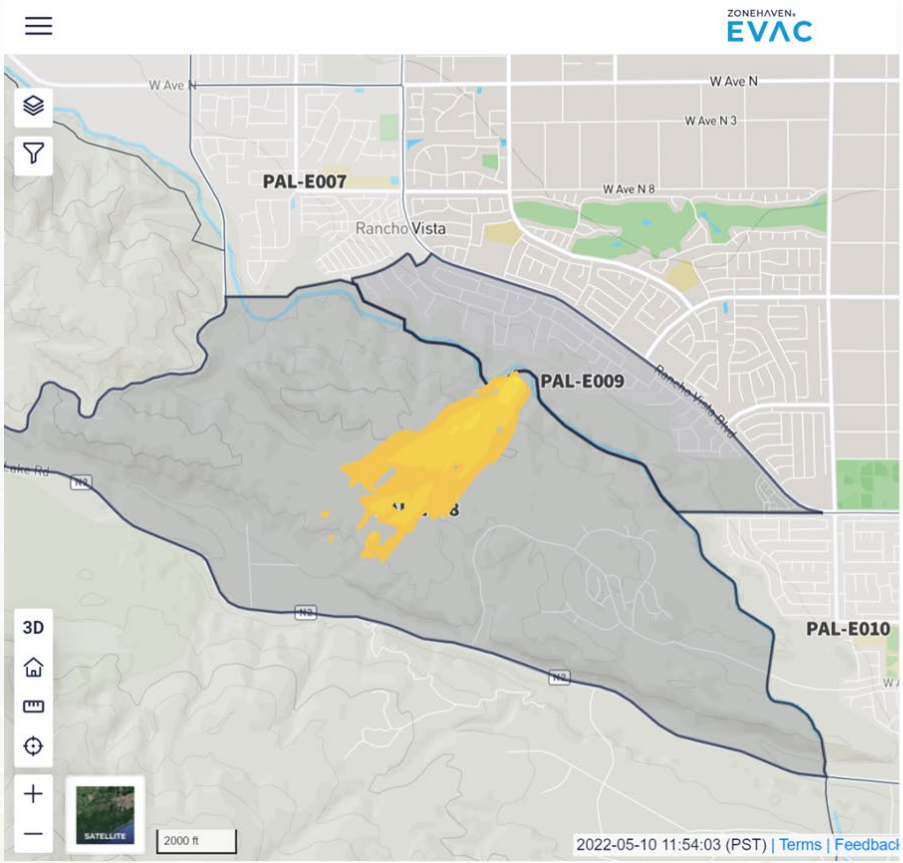


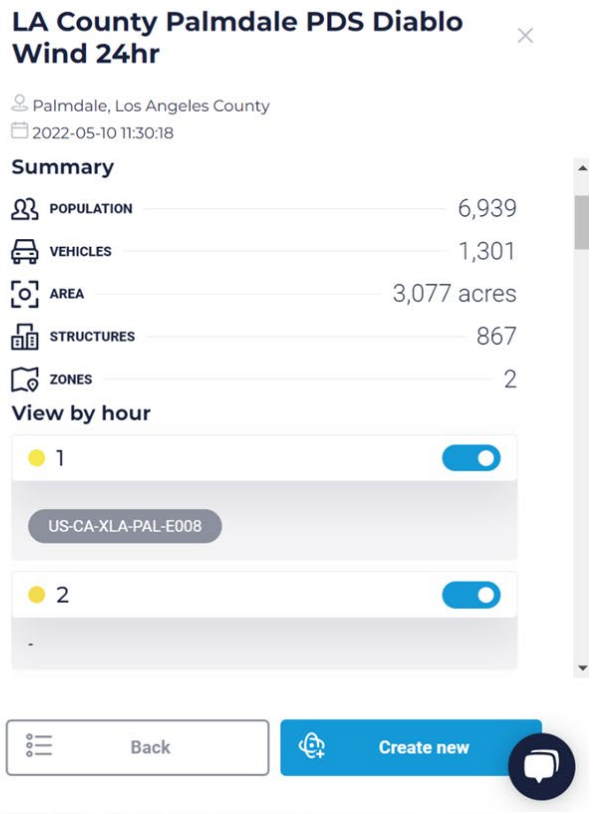
Simulation Tool - 2hr Model (Battalion Chief/Unified Command)



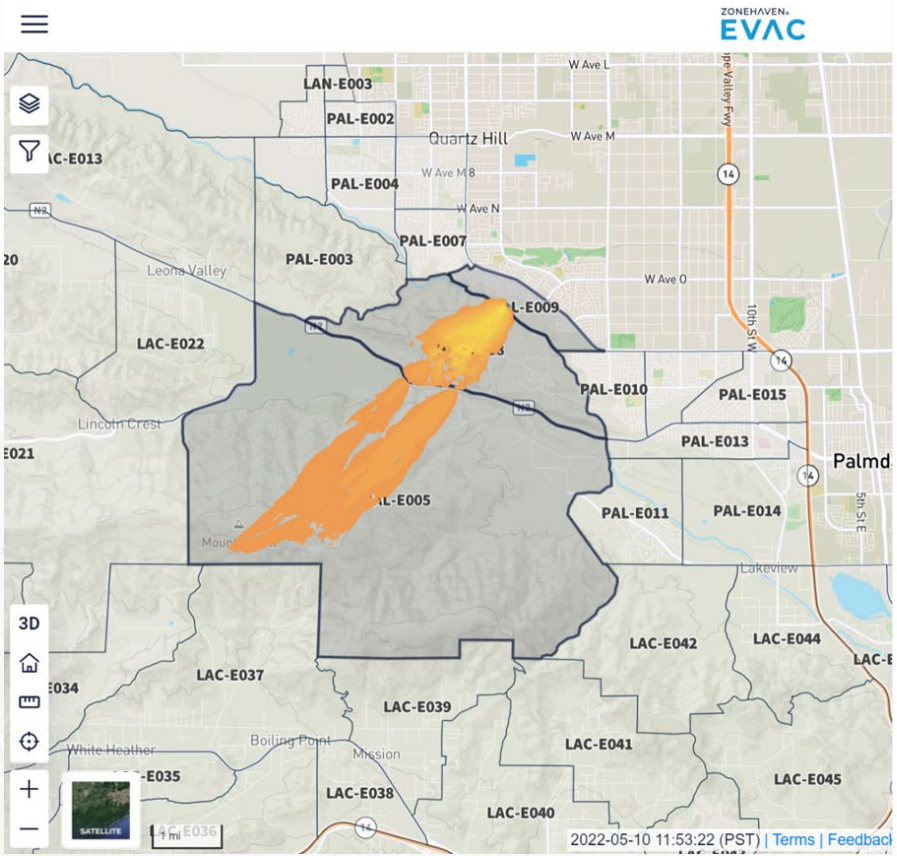


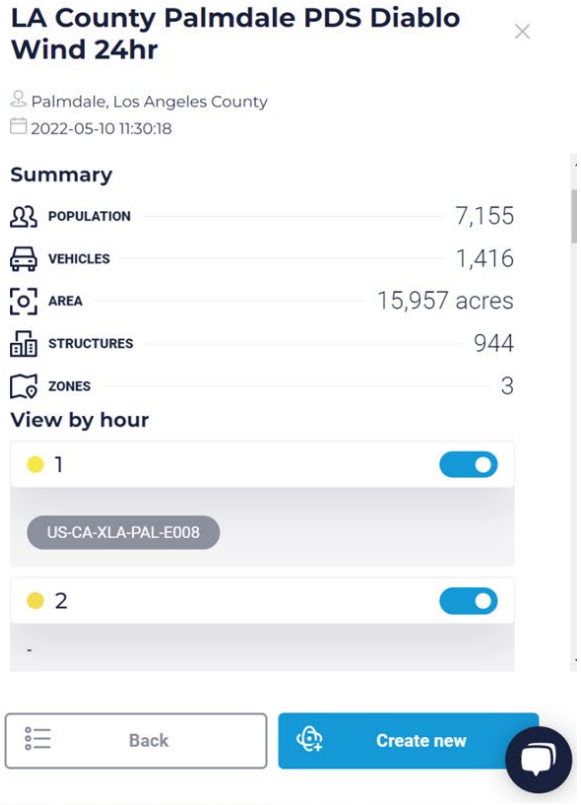
Simulation Tool - 4hr Model (Unified Command/EOC)



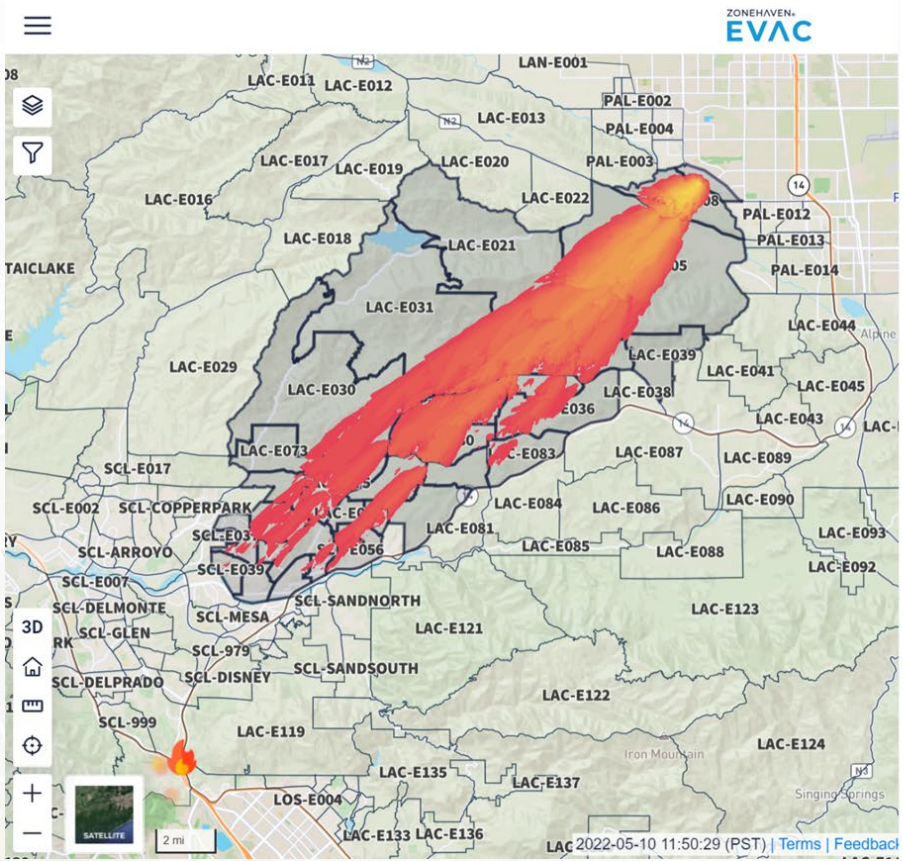


Simulation Tool - 8hr Model (Operations Section Chief)





Simulation Tool - 16hr Model (Transition to Type 3 IMT)



LA County Palmdale PDS Diablo Wind 24hr

Palmdale, Los Angeles County

2022-05-10 11:30:18

Summary

POPULATION	138.2k
VEHICLES	24,420
AREA	89,055 acres
STRUCTURES	16,280
ZONES	35

View by hour

1

US-CA-XLA-PAL-E008

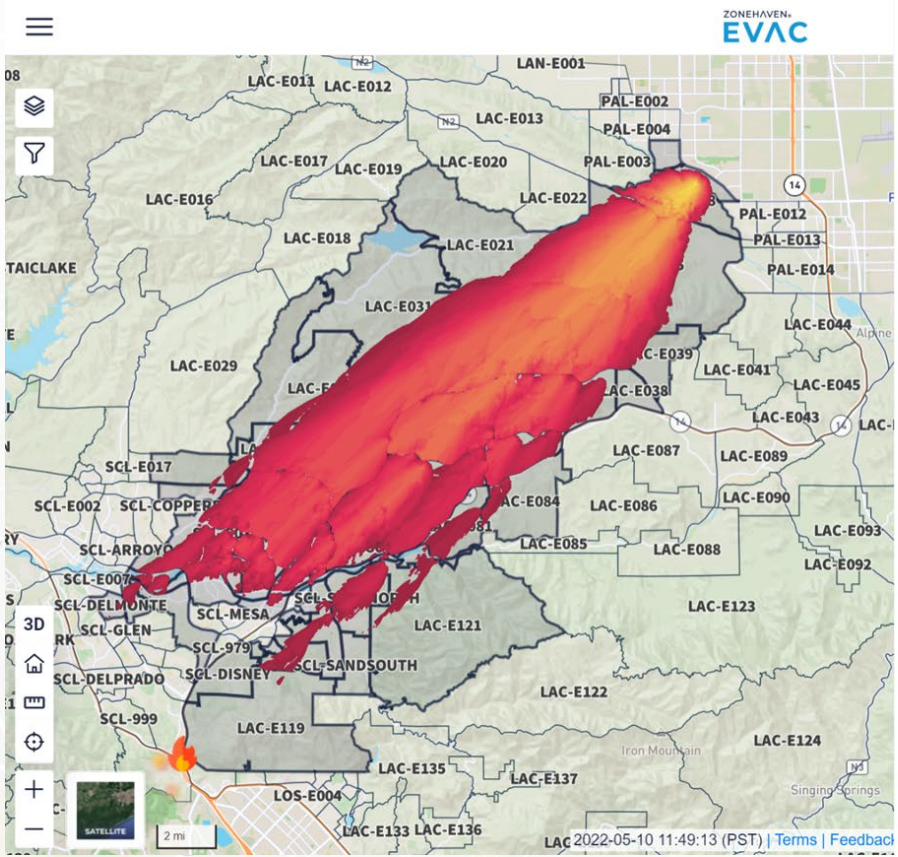
2

-

Back

Create new

Simulation Tool - 24hr Model (Transition to Type 1 IMT)



LA County Palmdale PDS Diablo Wind 24hr

Palmdale, Los Angeles County
2022-05-10 11:30:18

Show simulation conditions

Impacted zones

Summary

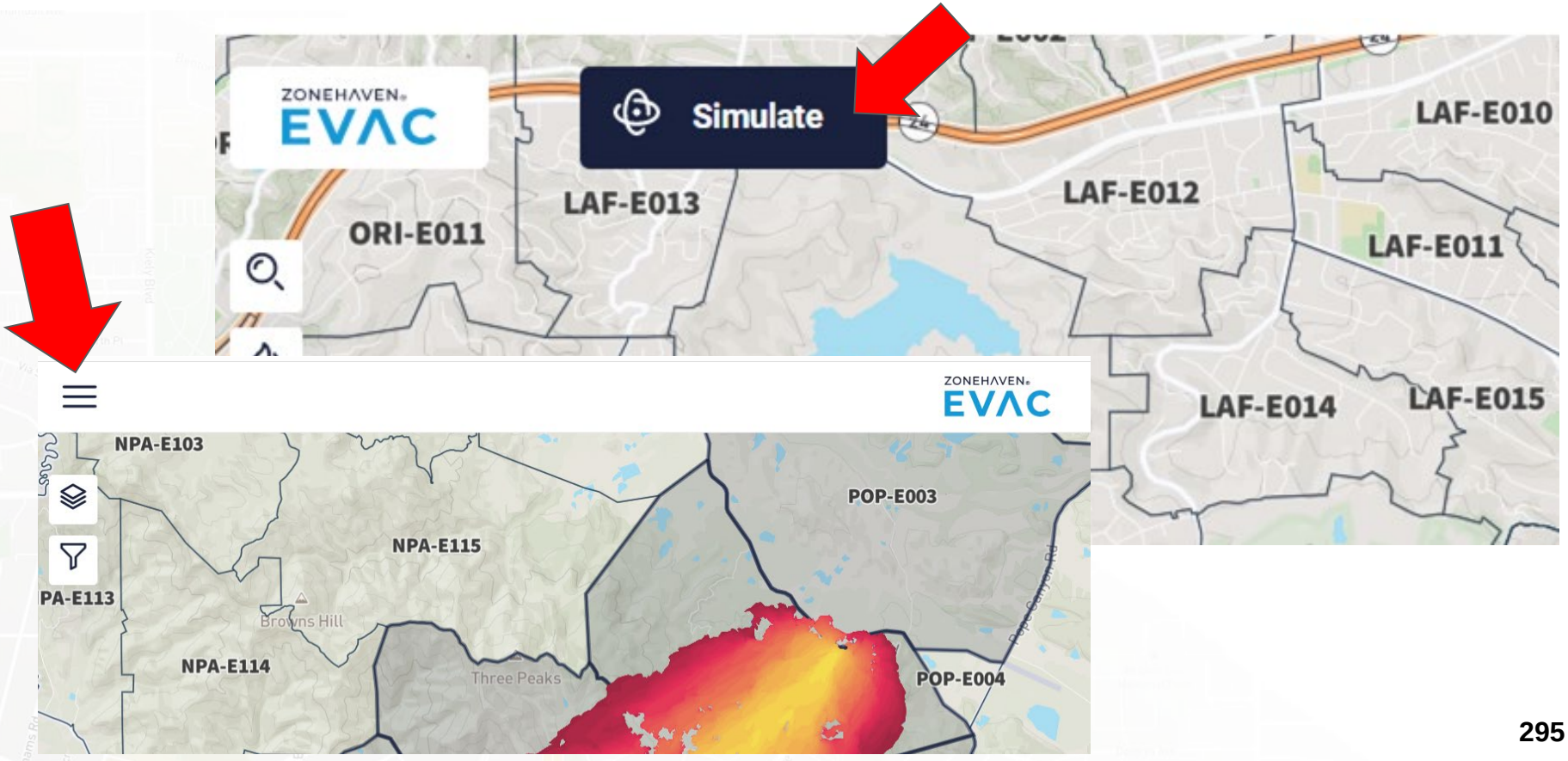
POPULATION	275.2k
VEHICLES	46,491
AREA	139,321 acres
STRUCTURES	30,994
ZONES	65

View by hour

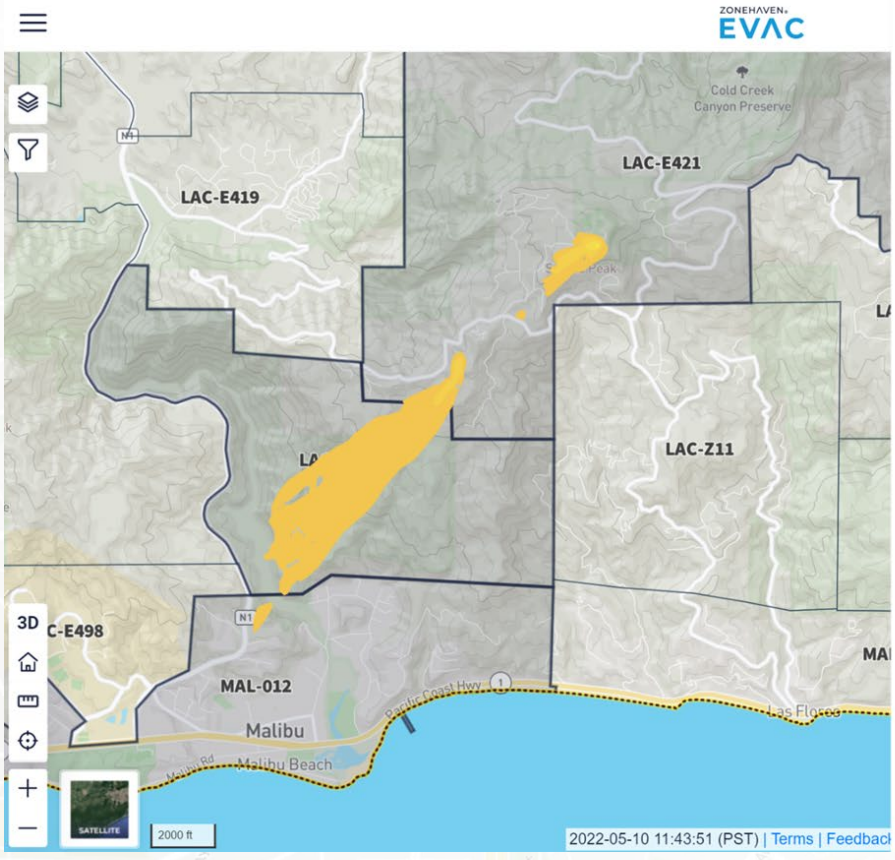
1

Back | Create new

Simulations - User Interface Buttons



Simulation - Malibu (4hr)



LA County Malibu Saddle Peak PDS Diablo Wind 24hr

Malibu, Los Angeles County
2022-05-10 11:23:37

Summary

POPULATION	4,648
VEHICLES	1,523
AREA	7,318 acres
STRUCTURES	1,015
ZONES	3

View by hour

1

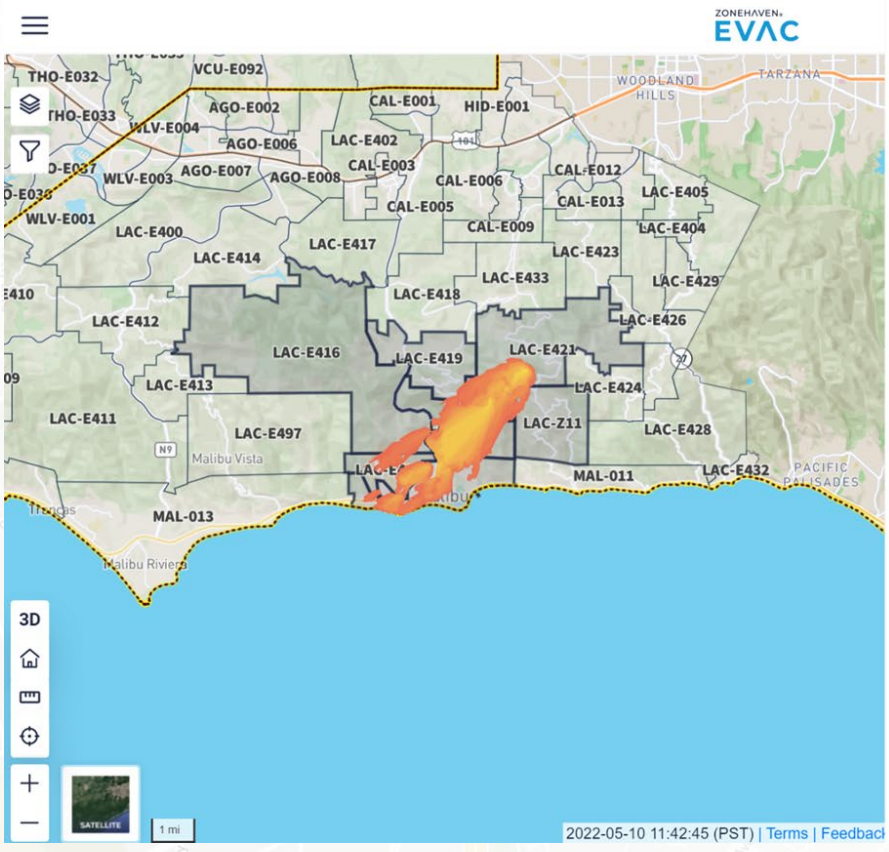
US-CA-XLA-LAC-E421

2

-

Back | Create new

Simulation - Malibu (12hr)



LA County Malibu Saddle Peak PDS Diablo Wind 24hr

Malibu, Los Angeles County

2022-05-10 11:23:37

Summary

POPULATION	14.2k
VEHICLES	2,715
AREA	19,341 acres
STRUCTURES	1,810
ZONES	7

View by hour

1

US-CA-XLA-LAC-E421

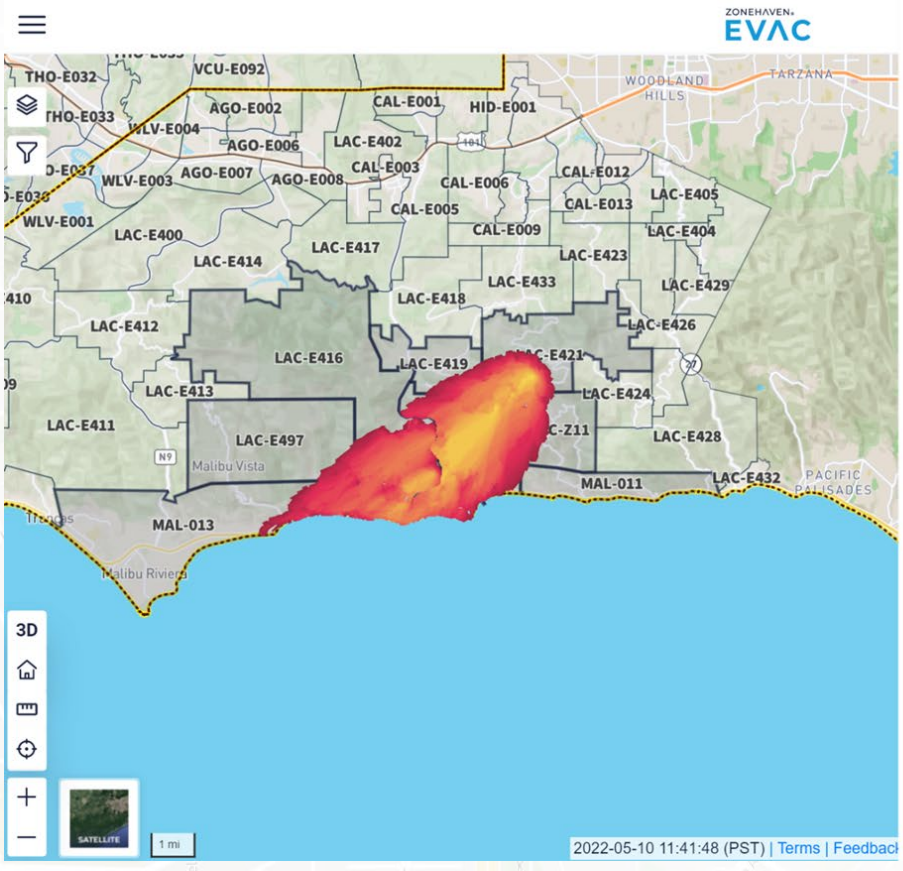
2

-

Back

Create new

Simulation - Malibu (24hr)



LA County Malibu Saddle Peak PDS Diablo Wind 24hr

Malibu, Los Angeles County

2022-05-10 11:23:37

Summary

POPULATION	38.4k
VEHICLES	9,434
AREA	31,069 acres
STRUCTURES	6,289
ZONES	10

View by hour

1

US-CA-XLA-LAC-E421

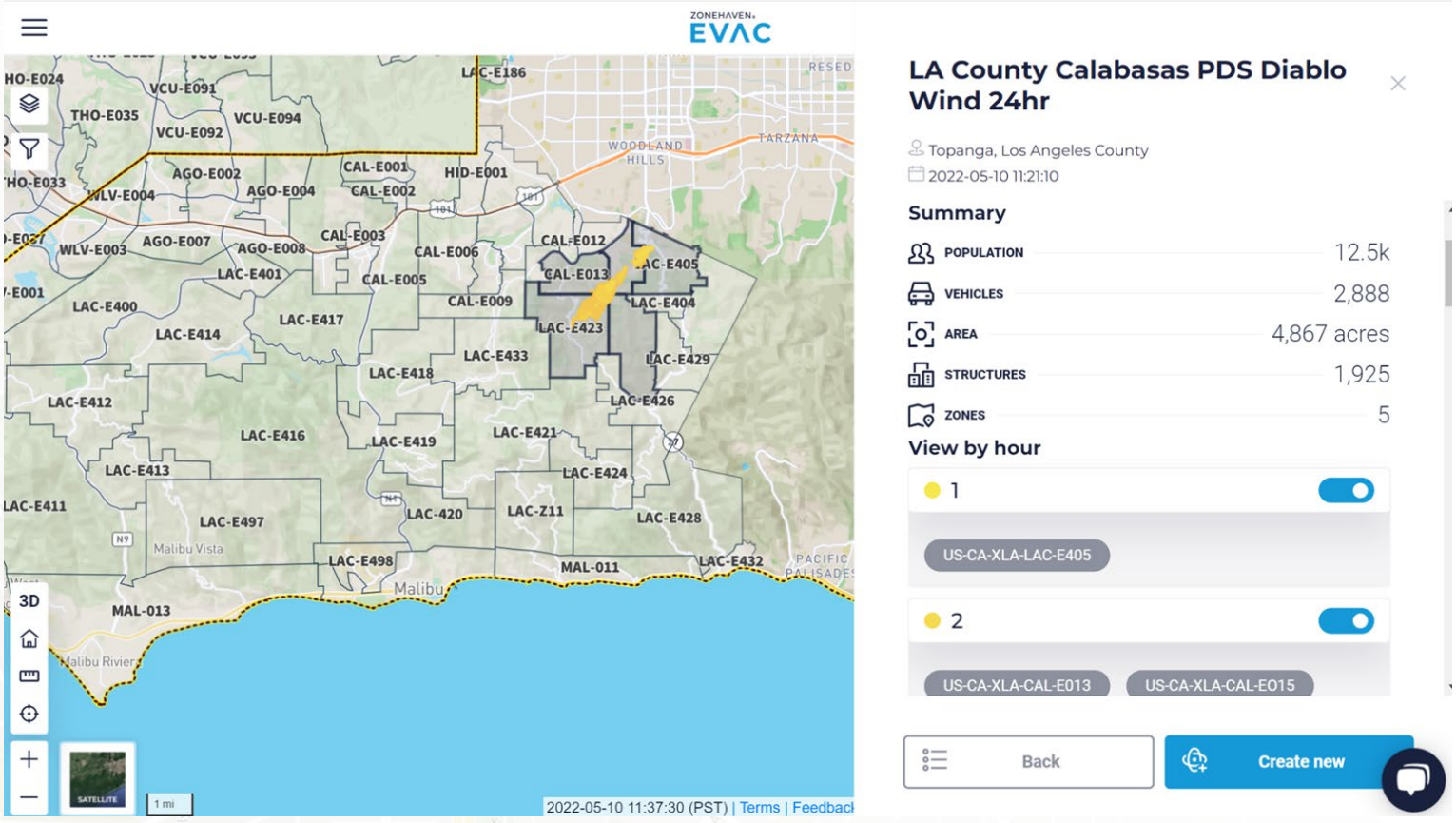
2

-

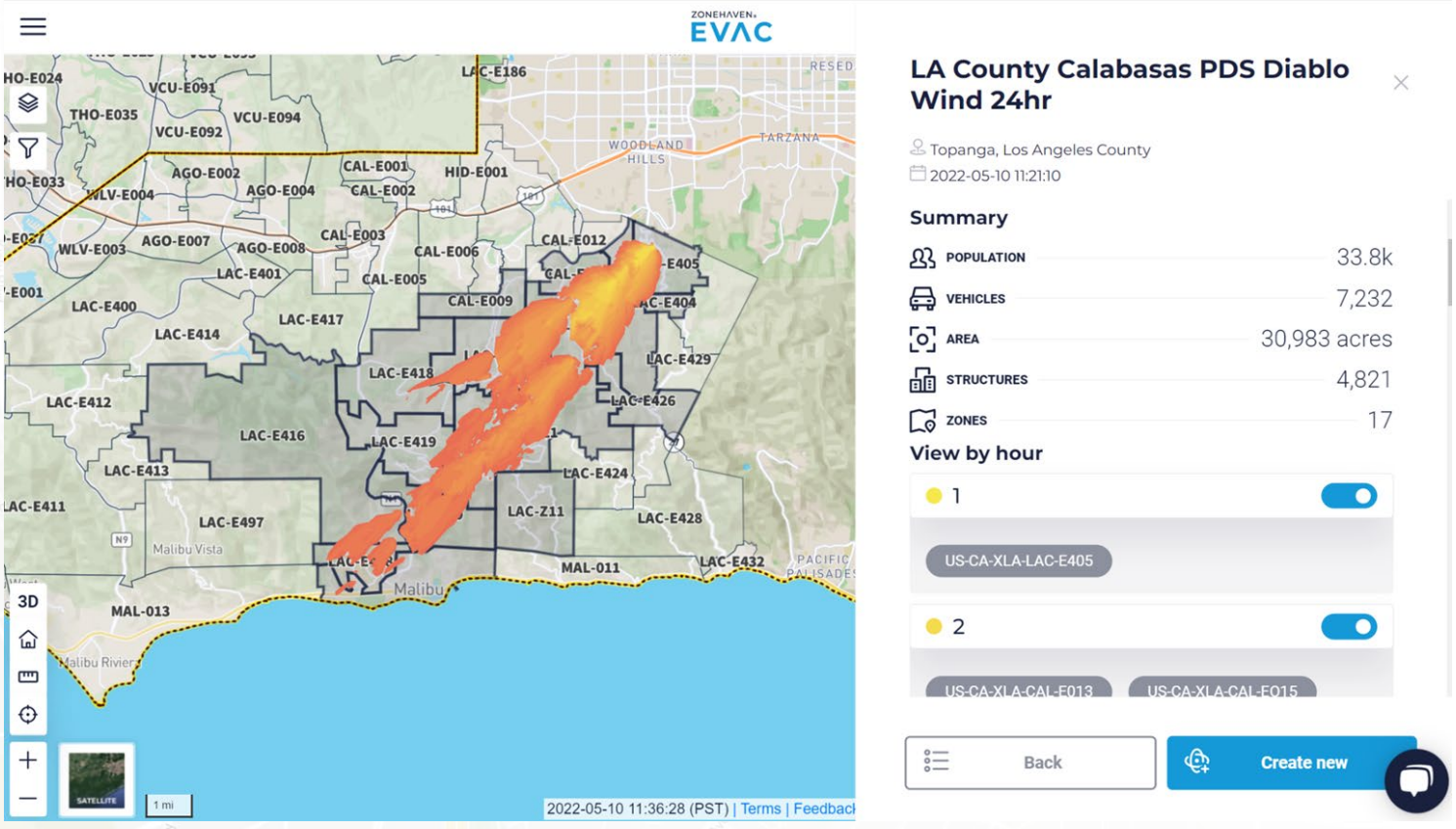
Back

Create new

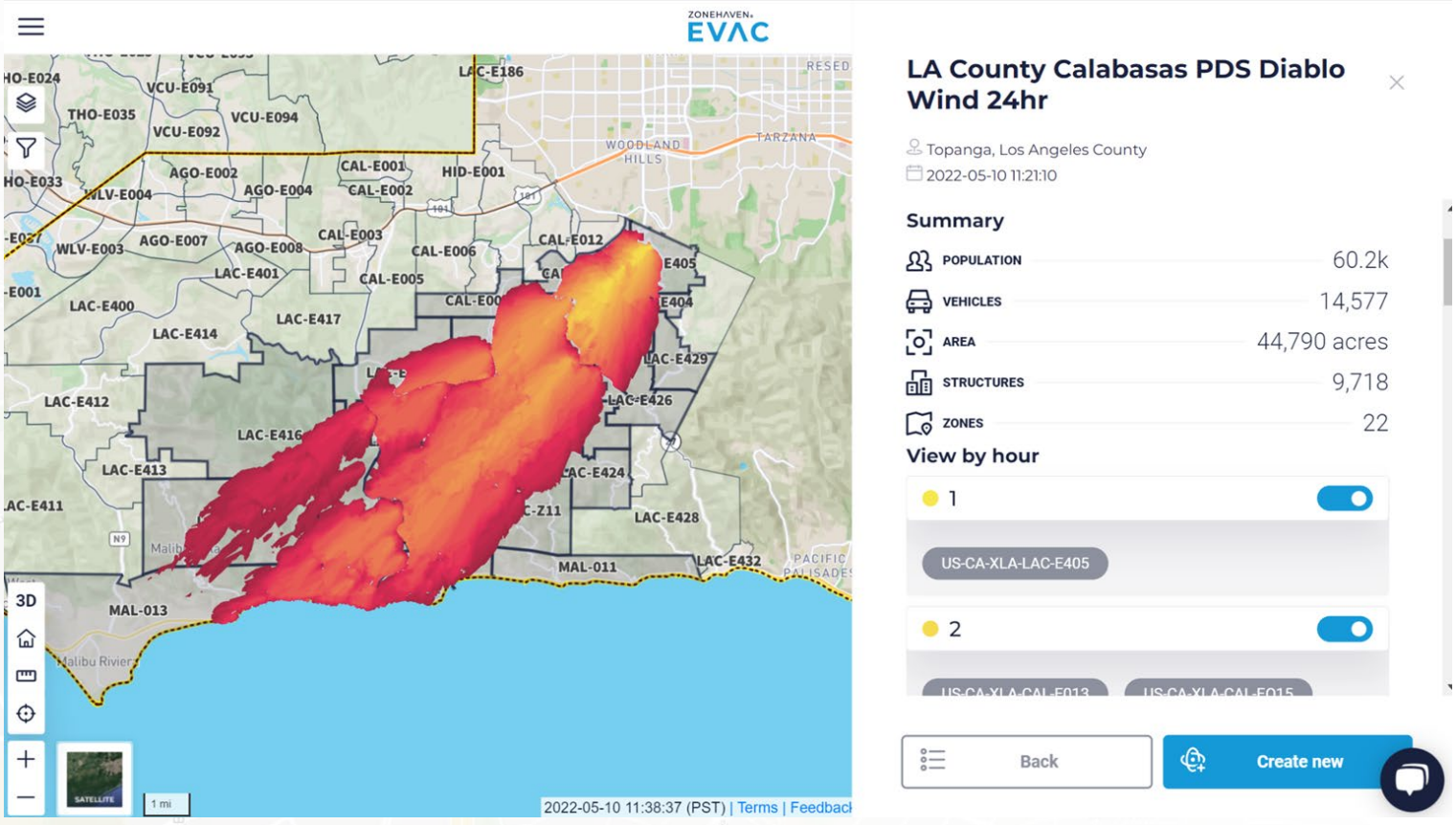
Simulation - Calabasas (4hr)



Simulation - Calabasas (12hr)



Simulation - Calabasas (24hr)



QnA

ZONEHAVEN® EVAC

ZONEHAVEN® AWARE

Agenda Item No.: 13.E
Mtg. Date: 01/23/2023

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 CLOSED CIRCUIT TELEVISION (CCTV) INSPECTION OF THE MIDDLERIDGE LANE STORM DRAIN LINE PERFORMED BY THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS**

DATE: **January 23, 2023**

BACKGROUND:
The December 2021 rain storms caused three sinkholes on Middleridge Lane, North and South. Working with the Los Angeles County Department of Public Works to address the sinkholes, the department found a 1972 signed agreement between the Los Angeles County Flood Control District and Rolling Hills noting that the City is responsible for the maintenance of a storm drain line along Middleridge Lane North and South. The sinkholes, located adjacent to the roadway on Middleridge Lane South were caused by breaks in the subject storm drain line as with the sinkhole on 1 Middleridge Lane North. The City made emergency repairs on three areas of the storm drain system between February and April 2022.

In September, staff was alerted to another section at 3 Middleridge Lane North creating safety issues on private property and the City Council directed staff to address via emergency repairs as well. That project was officially accepted as completed during the December 13, 2022 City Council meeting.

DISCUSSION:
In anticipation of the rainy season and to gain a better understanding of the City's future obligations in addressing the maintenance and functionality of the existing drainage infrastructure, the City Council directed staff to contract LA County Department of Public Works (LACDWP) to perform a video inspection of the entire storm drain line. The cost of service was $2,532.

The video showed severe corrosion and damage in varying degrees through the majority of the line (excluding the portions repaired via emergency orders in 2022) including segments

underneath two independent sections of roadway at Middleridge Lane North and Middleridge Lane South. Video images and reports provided by the LACDWP are attached to this report.

In November, 2022, the City requested and approved a $6000 estimate from LACDWP to prepare repair recommendation for the remainder of the conveyance system. LACDWP anticipates providing a proposal by January 30, 2023.

FISCAL IMPACT:
This proactive inspection to the storm drain line is an unexpected expense and not budgeted in the FY 2022-2023 adopted budget. Staff will return with a budget amendment resolution at the February 13, 2023 City Council meeting.

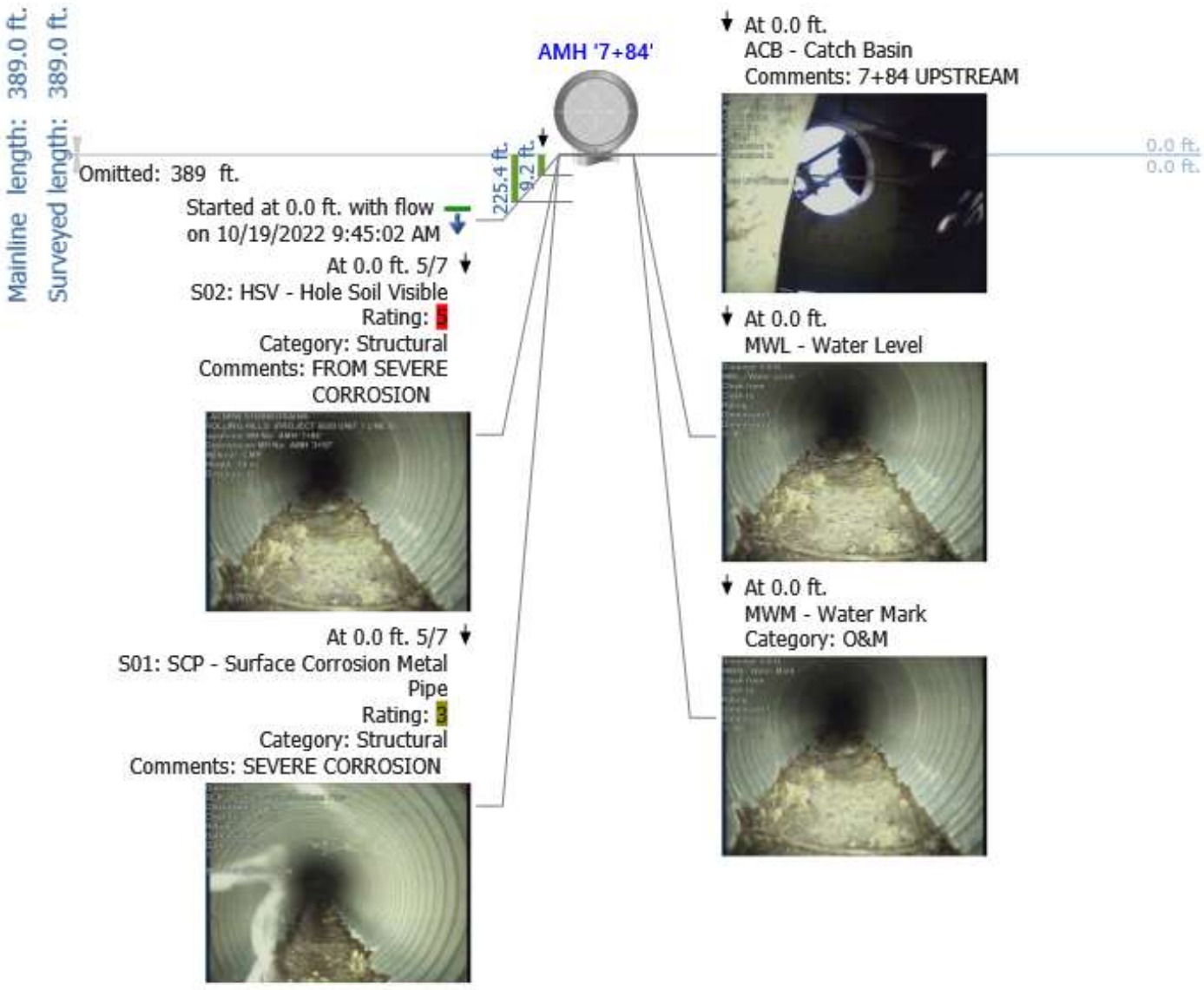
RECOMMENDATION:
Receive and file.

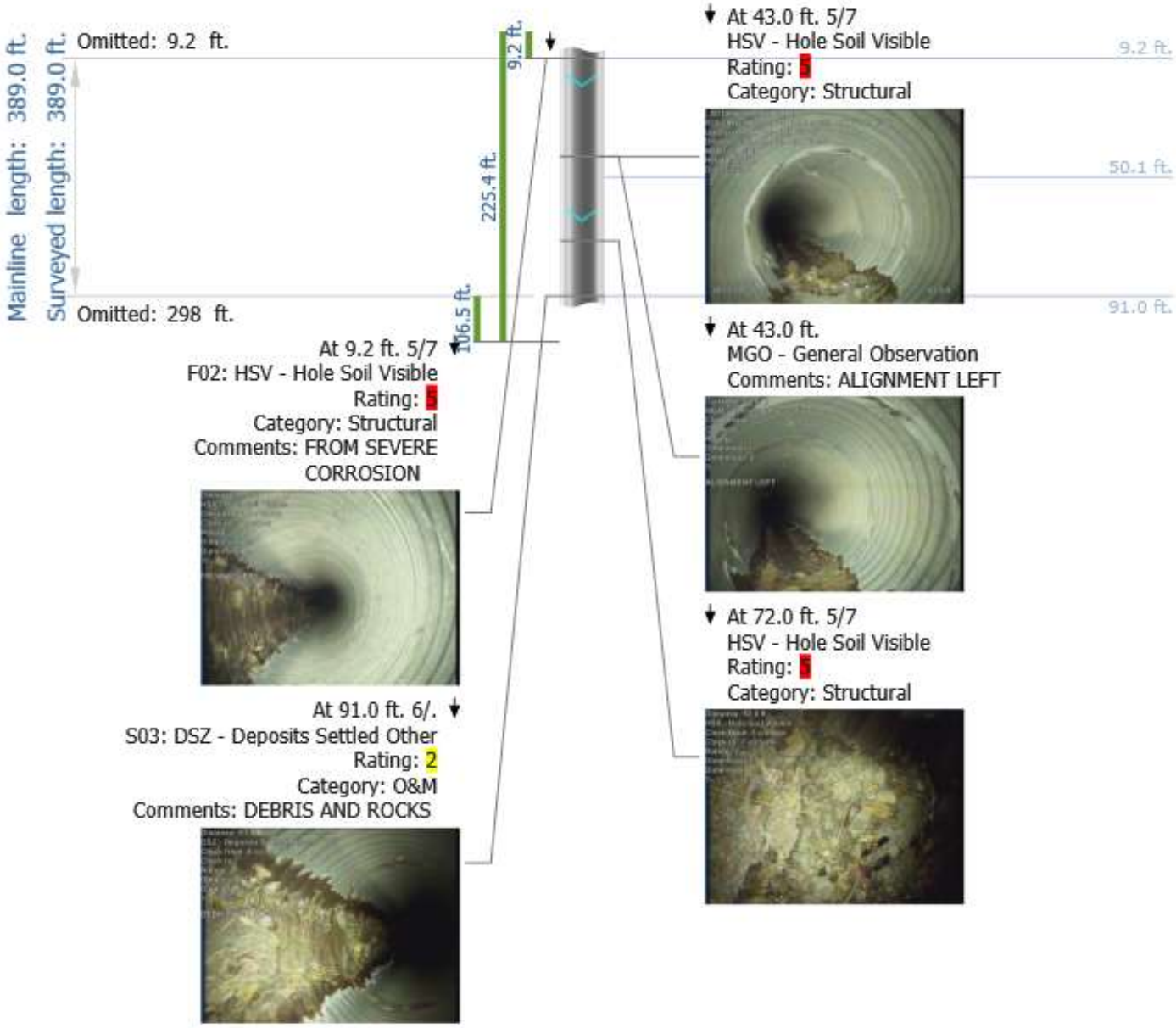
ATTACHMENTS:
PW_DRA_221101_LACo_Middleridge_PipeRunWithImages.pdf
PW_DRA_221101_LACo_Middleridge_MainInspectionSummary.pdf
PW_DRA_221101_LACo_Middleridge_PACP_InspectionWithScoring.pdf

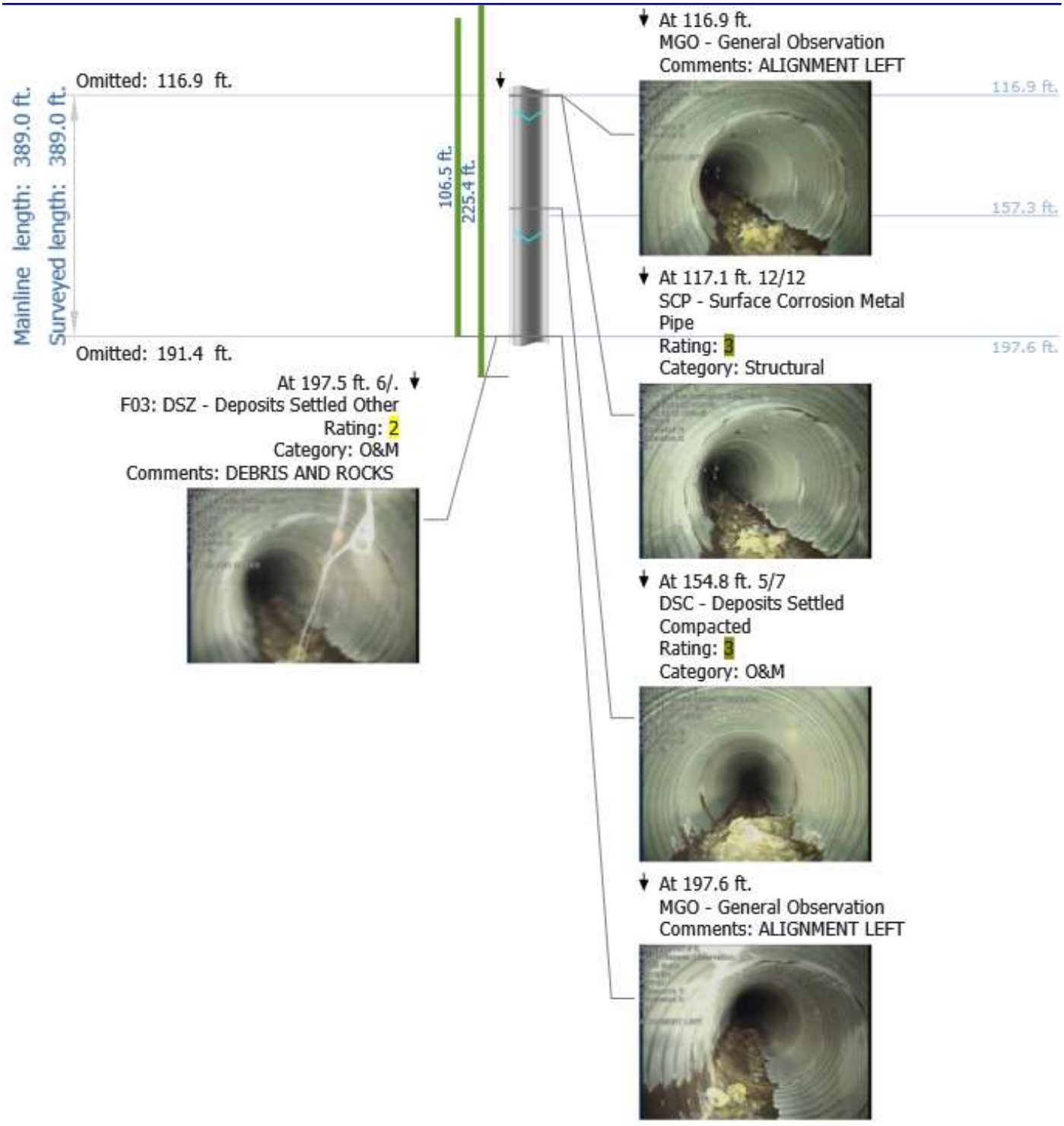
NATIONAL PLANT
SERVICES INC
1461 HARBOR AVE
LONG BEACH, CA
1(562)436-7600

Main Inspections Pipe Run with Images

Project name:	Mainline ID:	City:	Street:
LACDPW IMPERIAL 10.19.22	**PROJ 6650 UNIT 1 LINE B**	**ROLLING HILLS**	**MIDDLE RIDGE LANE SOUTH**
Start date/time:	Direction:	Weather:	Location code:
10/19/2022 9:45 AM	**D**	**1**	**C**
Shape:	Material:	Height:	Width:
C	**CMP**	**24 in.**	



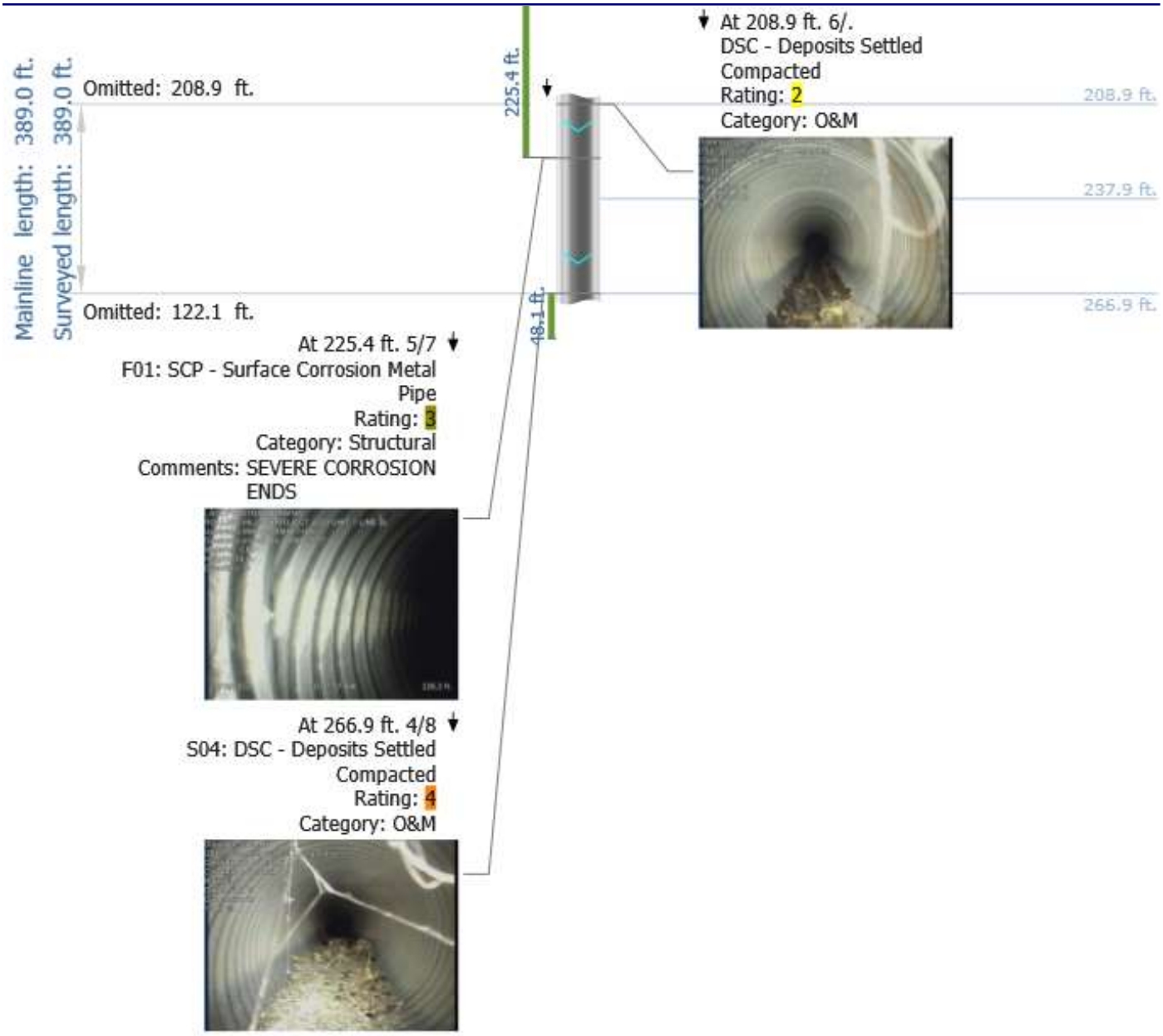

Mainline length: 389.0 ft.
Surveyed length: 389.0 ft.
Omitted: 9.2 ft.
Omitted: 298 ft.
9.2 ft.
225.4 ft.
106.5 ft.
9.2 ft.
50.1 ft.
91.0 ft.
At 43.0 ft. 5/7
HSV - Hole Soil Visible
Rating: 5
Category: Structural
At 43.0 ft.
MGO - General Observation
Comments: ALIGNMENT LEFT
At 72.0 ft. 5/7
HSV - Hole Soil Visible
Rating: 5
Category: Structural
At 9.2 ft. 5/7
F02: HSV - Hole Soil Visible
Rating: 5
Category: Structural
Comments: FROM SEVERE CORROSION
At 91.0 ft. 6/.
S03: DSZ - Deposits Settled Other
Rating: 2
Category: O&M
Comments: DEBRIS AND ROCKS

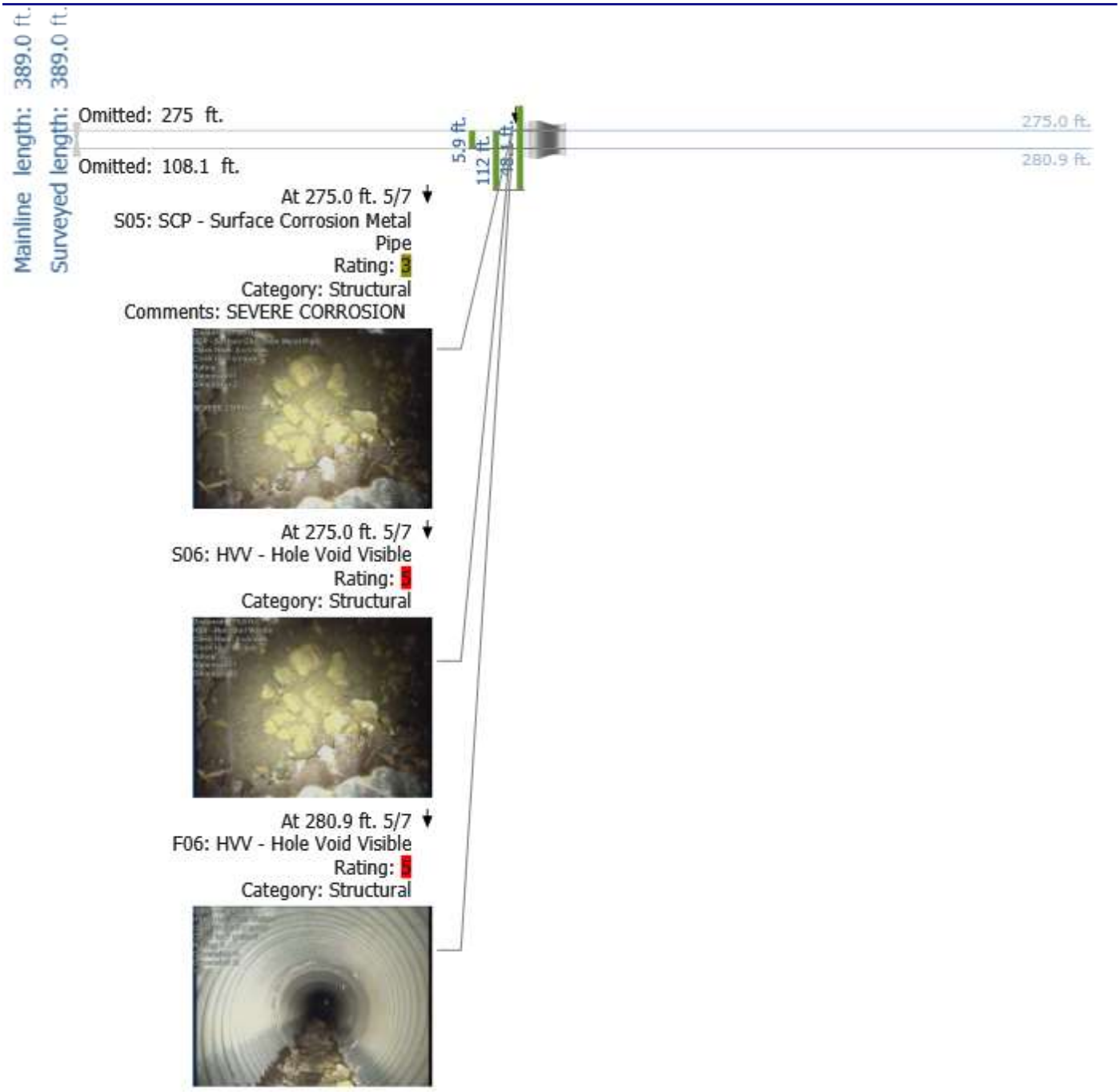

Mainline length: 389.0 ft.
Surveyed length: 389.0 ft.
Omitted: 116.9 ft.
Omitted: 191.4 ft.
106.5 ft.
225.4 ft.
116.9 ft.
157.3 ft.
197.6 ft.
At 116.9 ft.
MGO - General Observation
Comments: ALIGNMENT LEFT
At 117.1 ft. 12/12
SCP - Surface Corrosion Metal Pipe
Rating: 3
Category: Structural
At 154.8 ft. 5/7
DSC - Deposits Settled Compacted
Rating: 3
Category: O&M
At 197.6 ft.
MGO - General Observation
Comments: ALIGNMENT LEFT
At 197.5 ft. 6/.
F03: DSZ - Deposits Settled Other
Rating: 2
Category: O&M
Comments: DEBRIS AND ROCKS

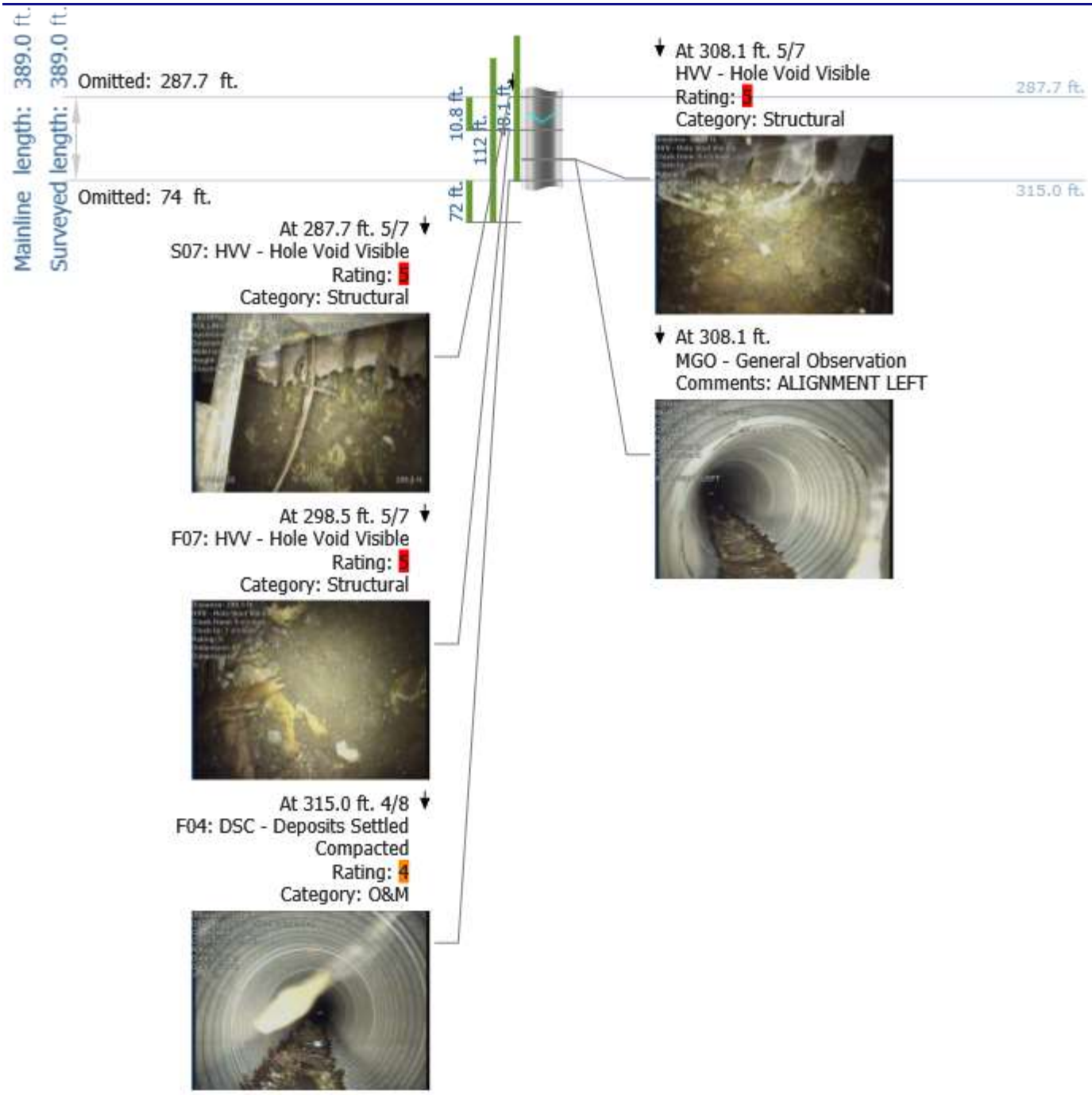
Project name:	Mainline ID:	Start date/time:	Direction:
LACDPW IMPERIAL 10.19.22	**PROJ 6650 UNIT 1 LINE B**	**10/19/2022 9:45 AM**	**D**

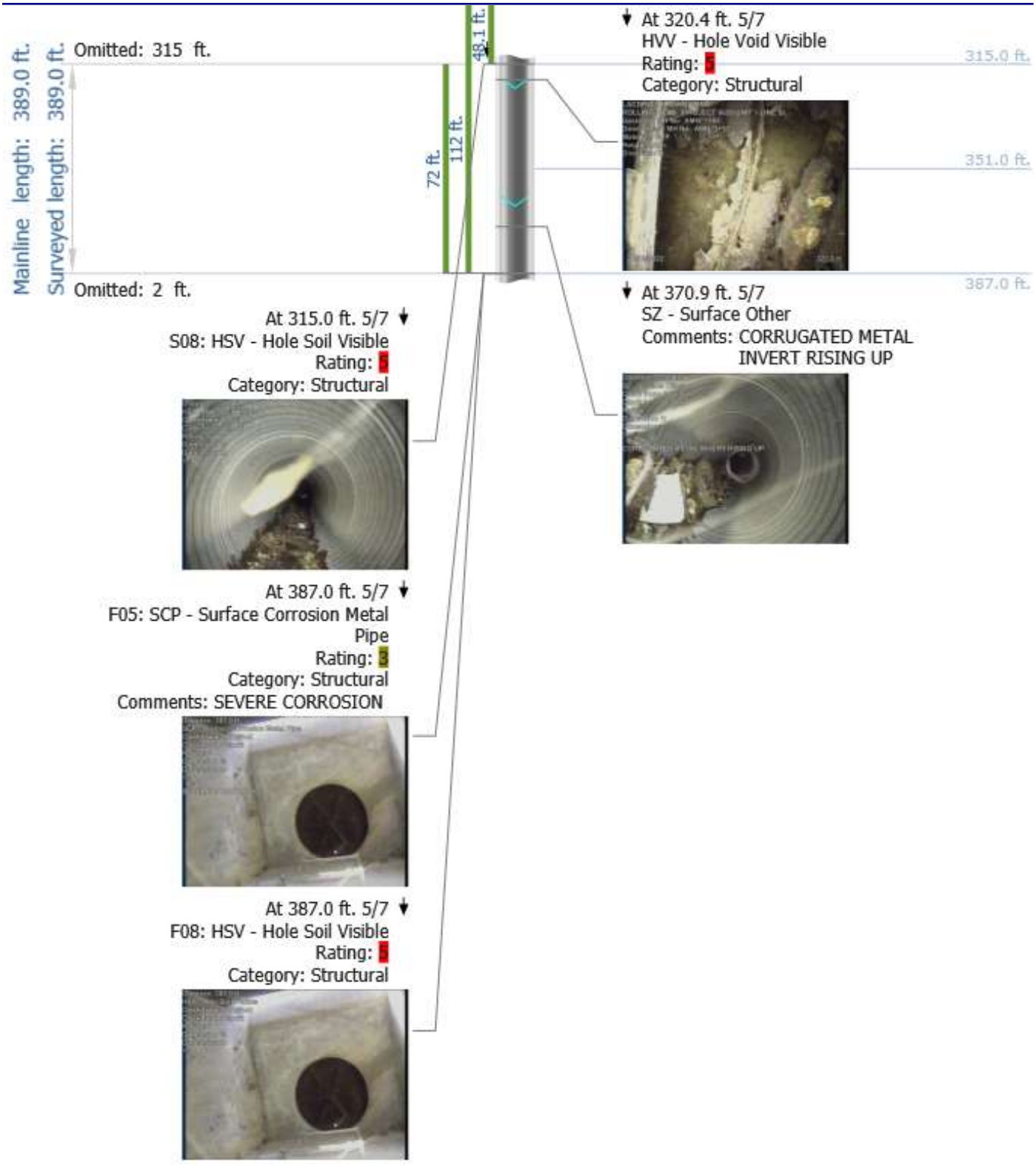
Weather:

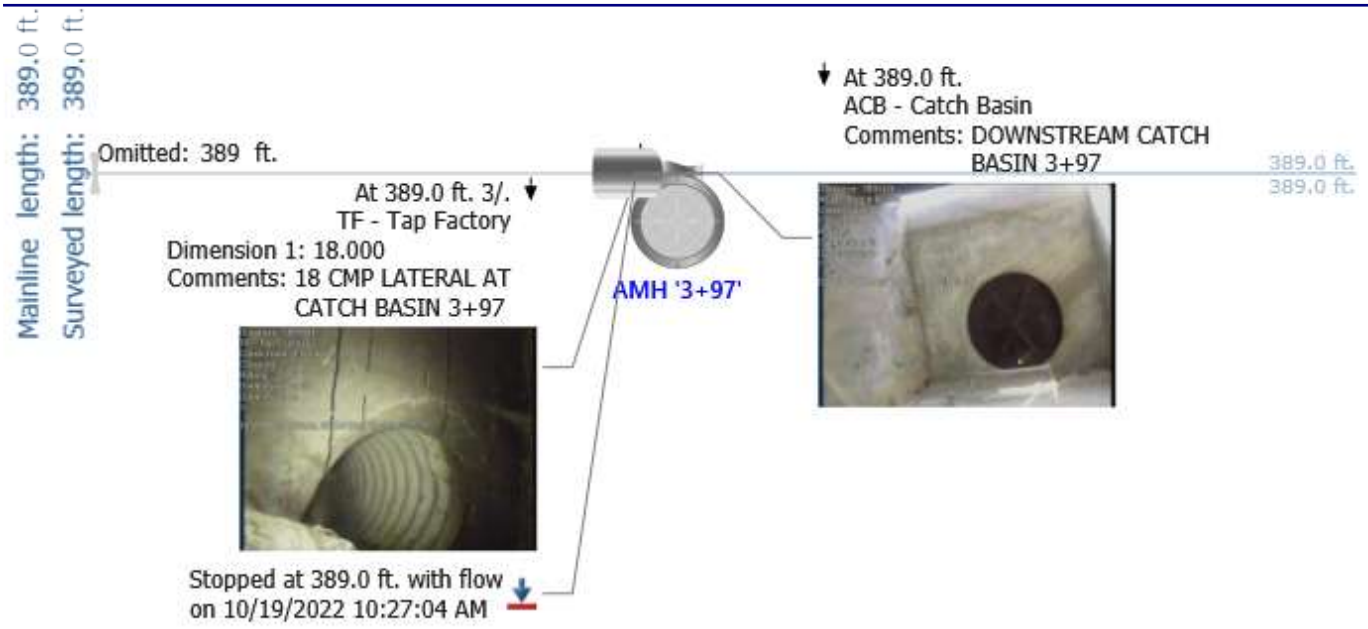
1




Mainline length: 389.0 ft.
Surveyed length: 389.0 ft.
Omitted: 275 ft.
Omitted: 108.1 ft.
5.9 ft.
112 ft.
275.0 ft.
280.9 ft.
At 275.0 ft. 5/7
S05: SCP - Surface Corrosion Metal Pipe
Rating: 3
Category: Structural
Comments: SEVERE CORROSION
At 275.0 ft. 5/7
S06: HVV - Hole Void Visible
Rating: 5
Category: Structural
At 280.9 ft. 5/7
F06: HVV - Hole Void Visible
Rating: 5
Category: Structural

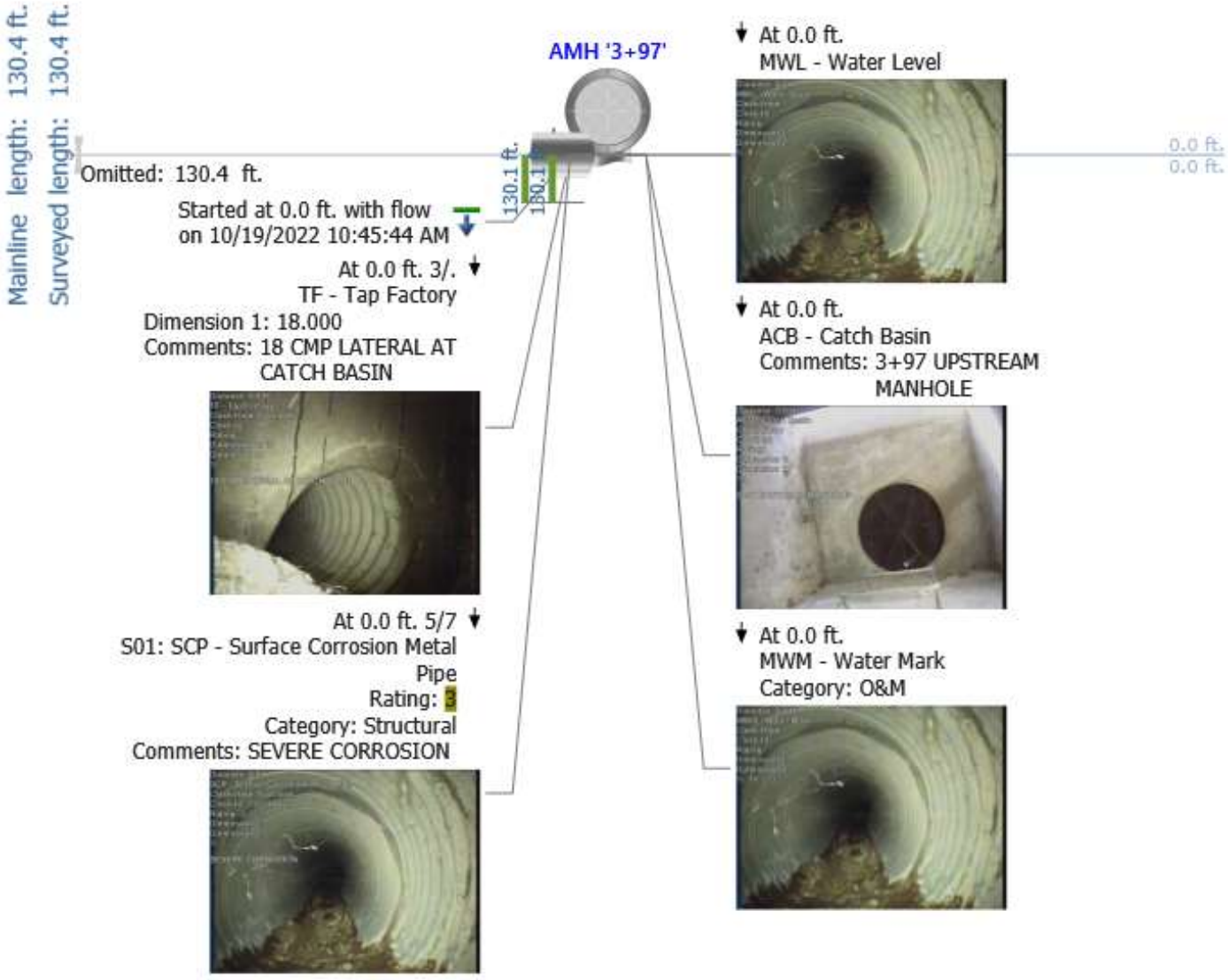

Mainline length: 389.0 ft.
Surveyed length: 389.0 ft.
Omitted: 287.7 ft.
Omitted: 74 ft.
10.8 ft.
112 ft.
72 ft.
38.1 ft.
287.7 ft.
315.0 ft.
At 308.1 ft. 5/7
HVV - Hole Void Visible
Rating: 5
Category: Structural
At 308.1 ft.
MGO - General Observation
Comments: ALIGNMENT LEFT
At 287.7 ft. 5/7
S07: HVV - Hole Void Visible
Rating: 5
Category: Structural
At 298.5 ft. 5/7
F07: HVV - Hole Void Visible
Rating: 5
Category: Structural
At 315.0 ft. 4/8
F04: DSC - Deposits Settled Compacted
Rating: 4
Category: O&M

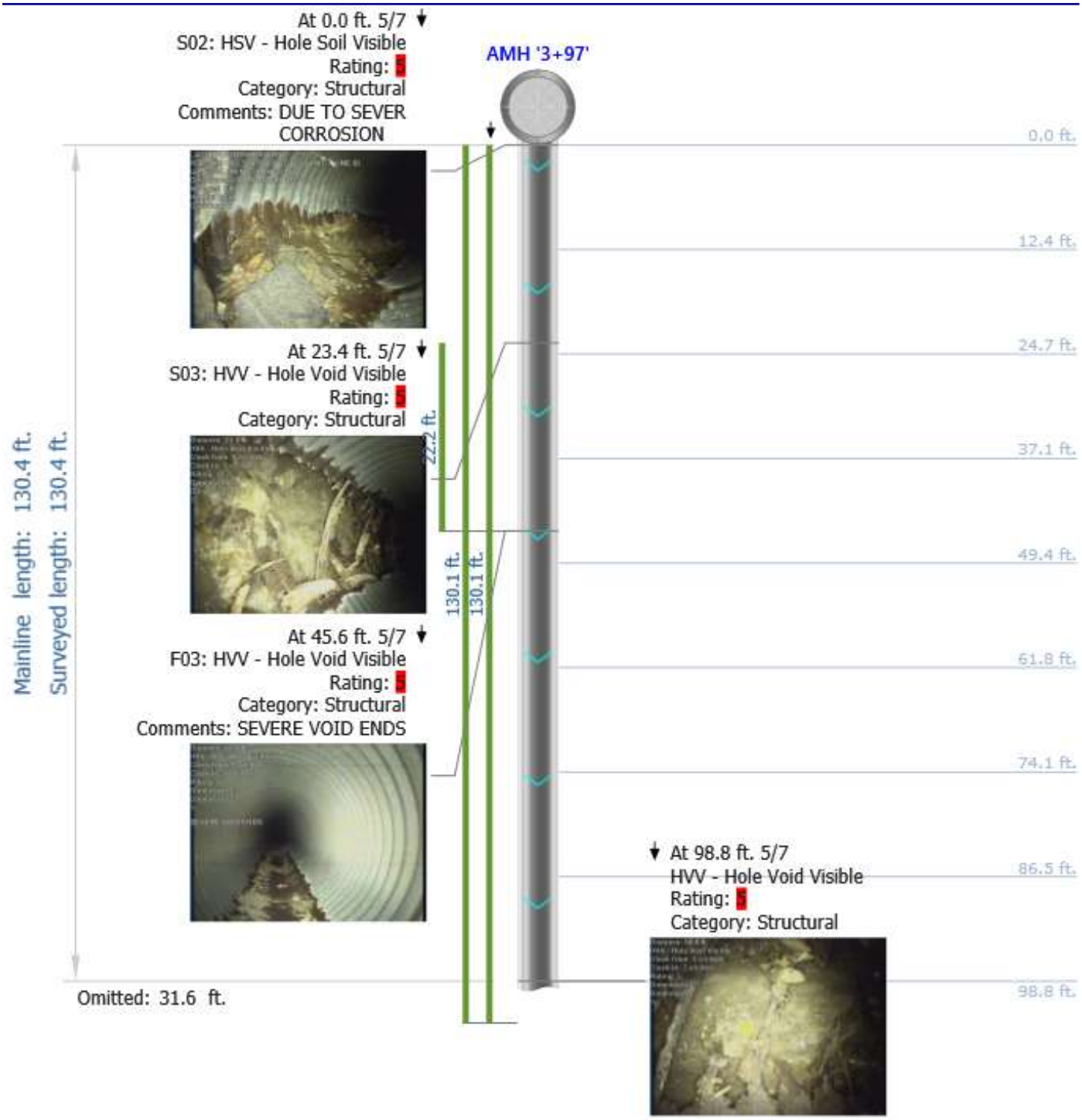

Mainline length: 389.0 ft.
Surveyed length: 389.0 ft.
Omitted: 315 ft.
Omitted: 2 ft.
48.1 ft.
112 ft.
72 ft.
315.0 ft.
351.0 ft.
387.0 ft.
At 320.4 ft. 5/7
HVV - Hole Void Visible
Rating: 5
Category: Structural
At 370.9 ft. 5/7
SZ - Surface Other
Comments: CORRUGATED METAL INVERT RISING UP
At 315.0 ft. 5/7
S08: HSV - Hole Soil Visible
Rating: 5
Category: Structural
At 387.0 ft. 5/7
F05: SCP - Surface Corrosion Metal Pipe
Rating: 3
Category: Structural
Comments: SEVERE CORROSION
At 387.0 ft. 5/7
F08: HSV - Hole Soil Visible
Rating: 5
Category: Structural

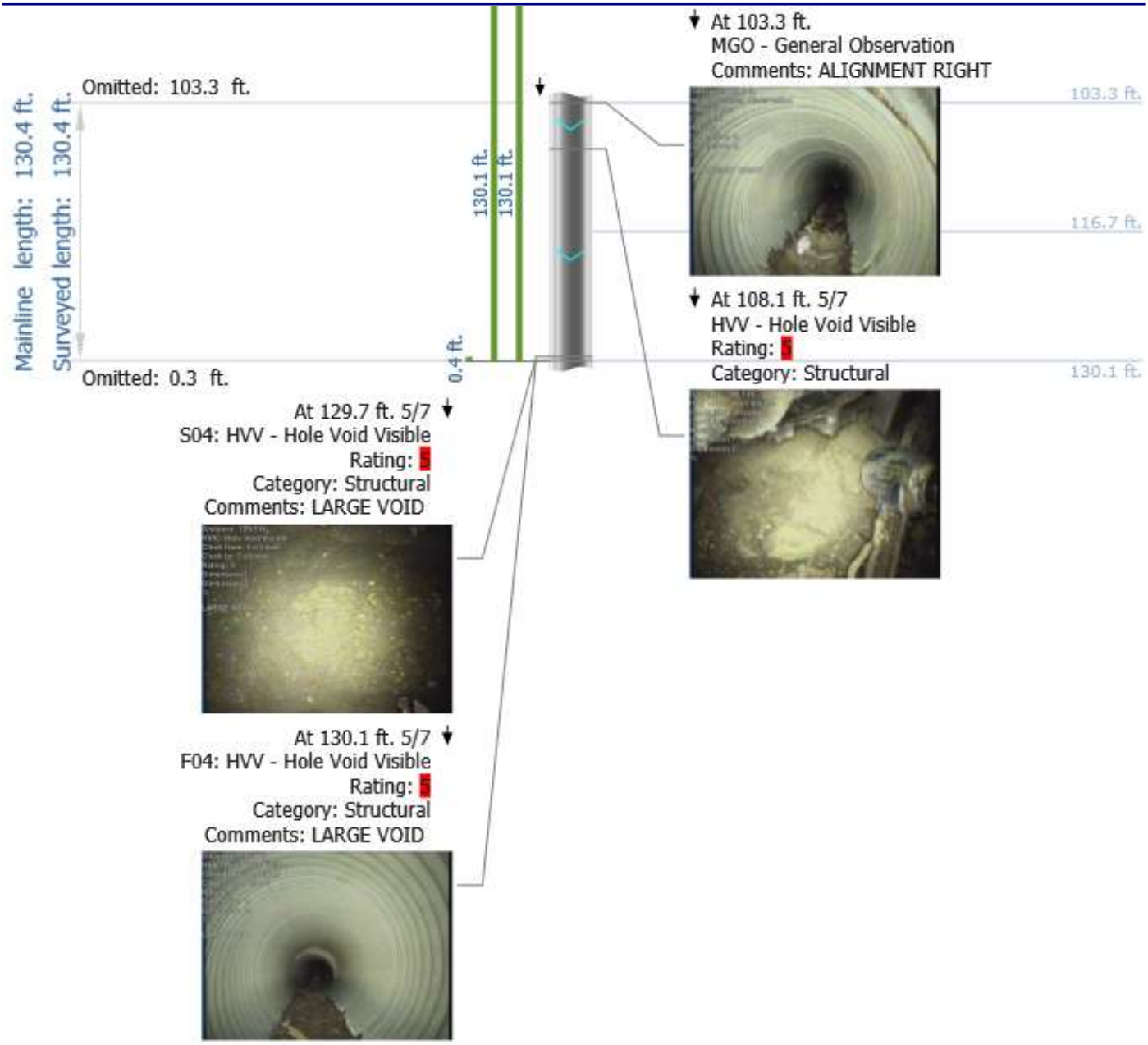

Mainline length: 389.0 ft.
Surveyed length: 389.0 ft.
Omitted: 389 ft.
At 389.0 ft. 3/.
TF - Tap Factory
Dimension 1: 18.000
Comments: 18 CMP LATERAL AT CATCH BASIN 3+97
AMH '3+97'
At 389.0 ft.
ACB - Catch Basin
Comments: DOWNSTREAM CATCH BASIN 3+97
389.0 ft.
389.0 ft.
Stopped at 389.0 ft. with flow on 10/19/2022 10:27:04 AM

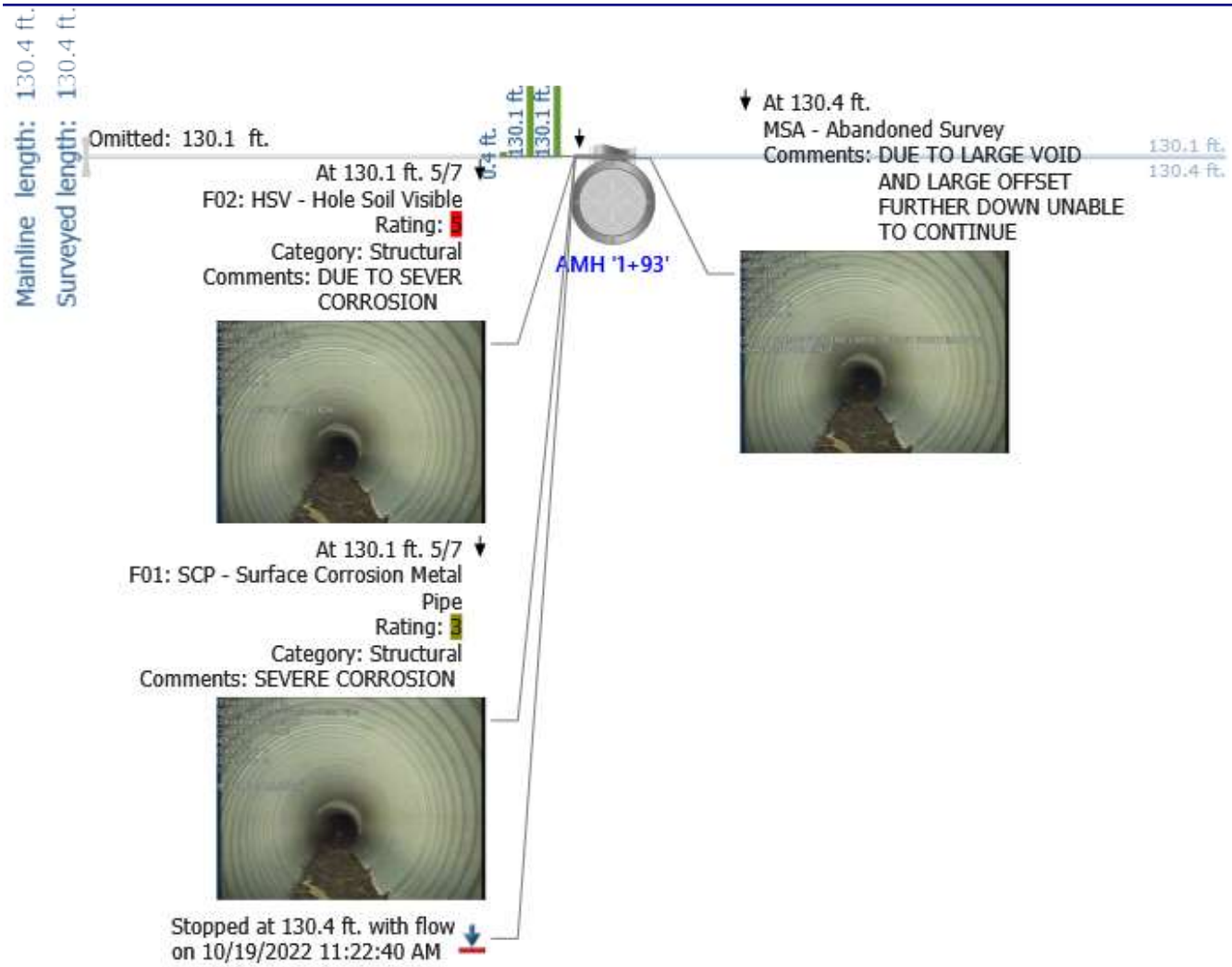
Main Inspections Pipe Run with Images

Project name:	Mainline ID:	City:	Street:
LACDPW IMPERIAL 10.19.22	**PROJ 6650 UNIT 1 LINE B.**	**ROLLING HILLS**	**MIDDLE RIDGE LN**
Start date/time:	Direction:	Weather:	Location code:
10/19/2022 10:45 AM	**D**	**1**	**C**
Shape:	Material:	Height:	Width:
C	**CMP**	**24 in.**	



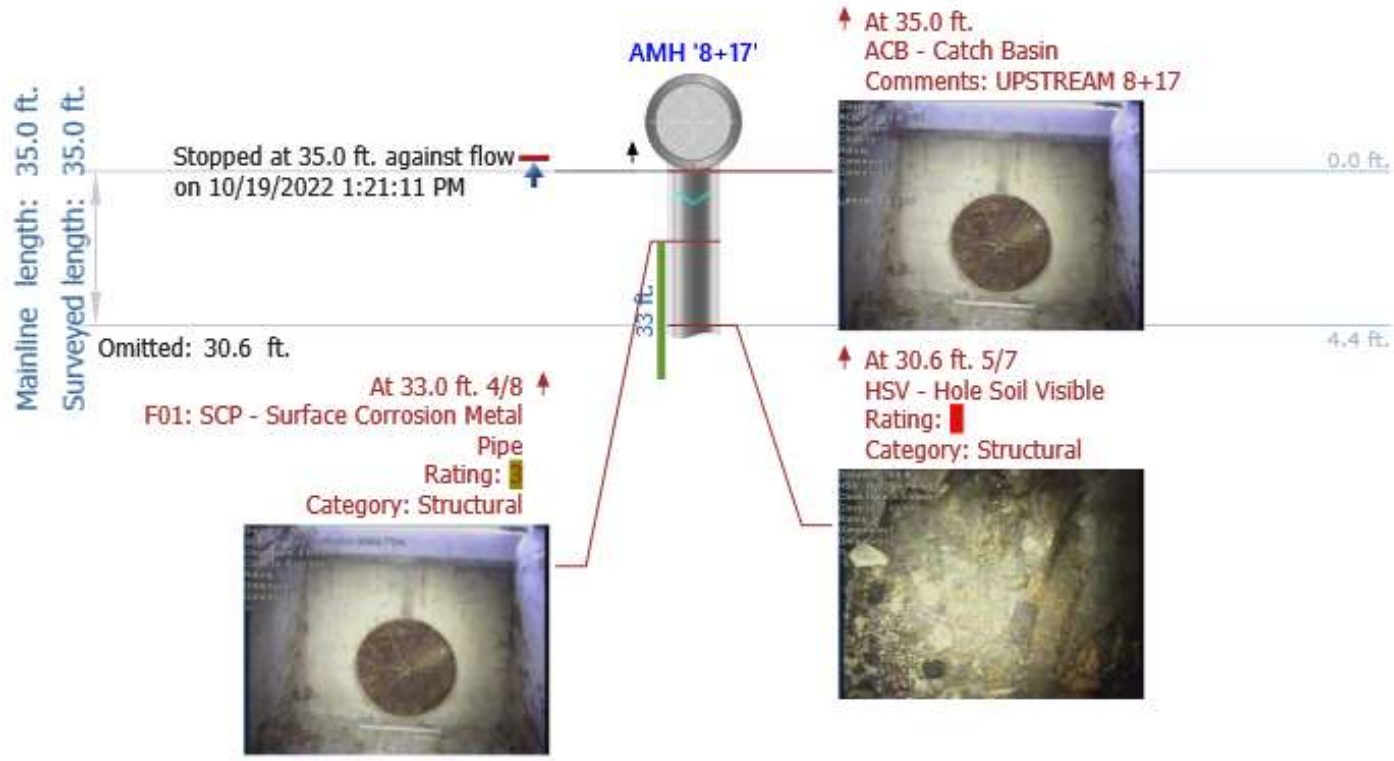

At 0.0 ft. 5/7
S02: HSV - Hole Soil Visible
Rating: 5
Category: Structural
Comments: DUE TO SEVER CORROSION
AMH '3+97'
At 23.4 ft. 5/7
S03: HVV - Hole Void Visible
Rating: 5
Category: Structural
22.2 ft.
At 45.6 ft. 5/7
F03: HVV - Hole Void Visible
Rating: 5
Category: Structural
Comments: SEVERE VOID ENDS
130.1 ft.
130.1 ft.
At 98.8 ft. 5/7
HVV - Hole Void Visible
Rating: 5
Category: Structural
Mainline length: 130.4 ft.
Surveyed length: 130.4 ft.
Omitted: 31.6 ft.
0.0 ft.
12.4 ft.
24.7 ft.
37.1 ft.
49.4 ft.
61.8 ft.
74.1 ft.
86.5 ft.
98.8 ft.

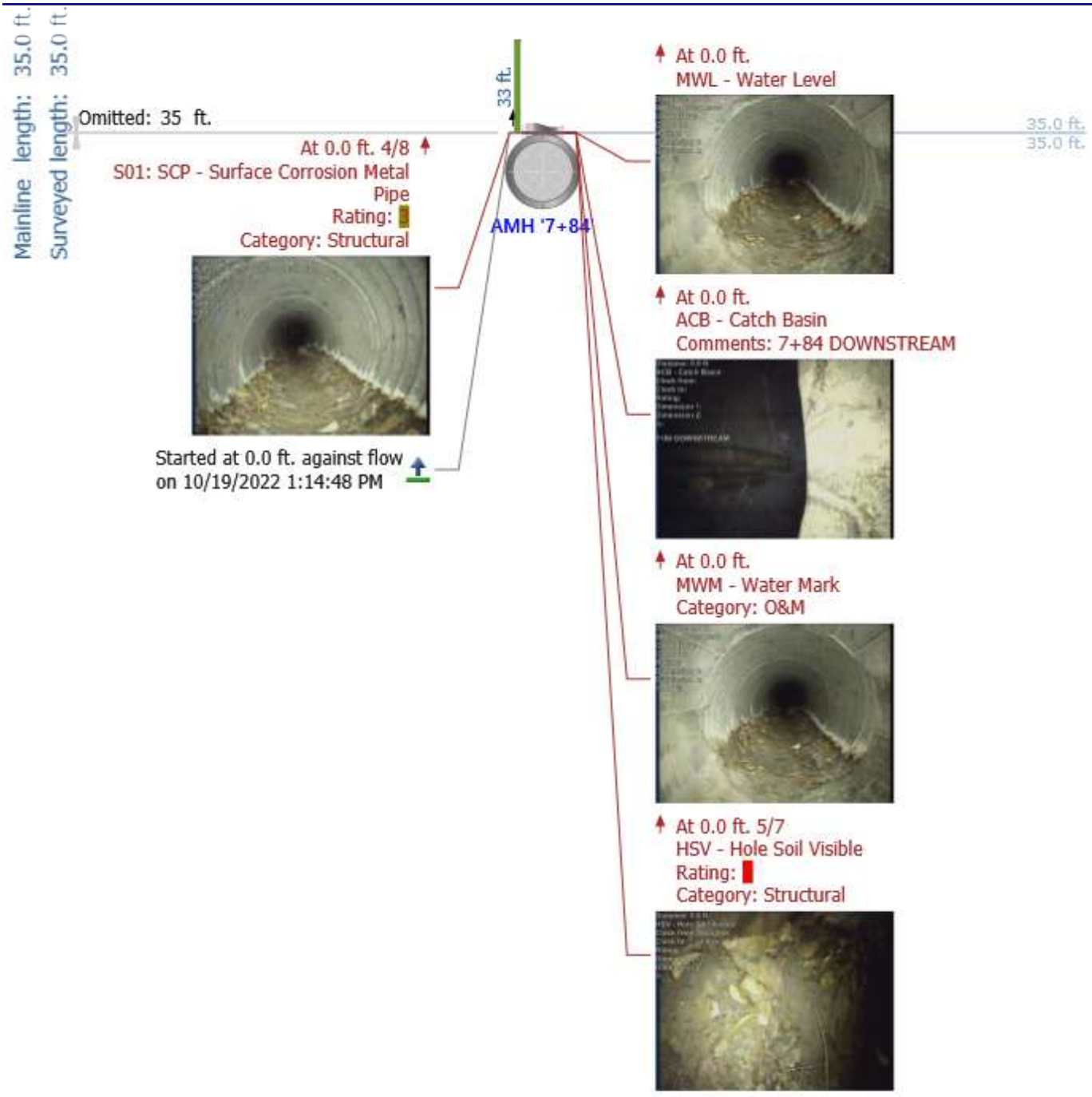

Mainline length: 130.4 ft.
Surveyed length: 130.4 ft.
Omitted: 103.3 ft.
Omitted: 0.3 ft.
130.1 ft.
130.1 ft.
0.4 ft.
At 103.3 ft.
MGO - General Observation
Comments: ALIGNMENT RIGHT
103.3 ft.
116.7 ft.
At 108.1 ft. 5/7
HVV - Hole Void Visible
Rating:
Category: Structural
130.1 ft.
At 129.7 ft. 5/7
S04: HVV - Hole Void Visible
Rating:
Category: Structural
Comments: LARGE VOID
At 130.1 ft. 5/7
F04: HVV - Hole Void Visible
Rating:
Category: Structural
Comments: LARGE VOID


Mainline length: 130.4 ft.
Surveyed length: 130.4 ft.
Omitted: 130.1 ft.
130.1 ft.
130.1 ft.
At 130.4 ft.
MSA - Abandoned Survey
Comments: DUE TO LARGE VOID AND LARGE OFFSET FURTHER DOWN UNABLE TO CONTINUE
130.1 ft.
130.4 ft.
At 130.1 ft. 5/7
F02: HSV - Hole Soil Visible
Rating:
Category: Structural
Comments: DUE TO SEVER CORROSION
AMH '1+93'
At 130.1 ft. 5/7
F01: SCP - Surface Corrosion Metal Pipe
Rating:
Category: Structural
Comments: SEVERE CORROSION
Stopped at 130.4 ft. with flow on 10/19/2022 11:22:40 AM

Main Inspections Pipe Run with Images

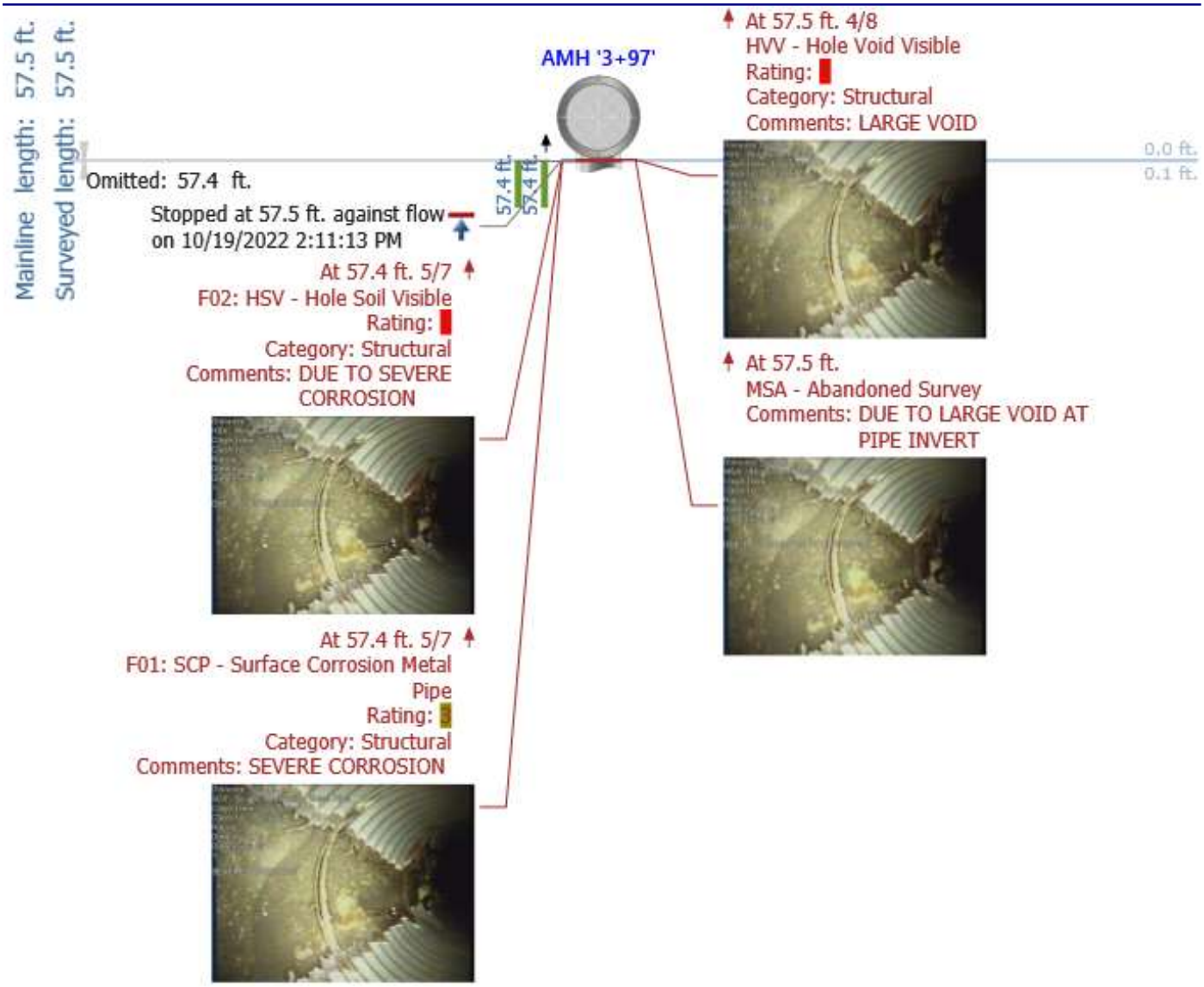
Project name:	Mainline ID:	City:	Street:
LACDPW IMPERIAL 10.19.22	**PROJ 6650 UNIT 1 LINE B..**	**ROLLING HILLS**	**MIDDLE RIDGE LN**
Start date/time:	Direction:	Weather:	Location code:
10/19/2022 1:14 PM	**U**	**1**	**C**
Shape:	Material:	Height:	Width:
C	**CMP**	**18 in.**	

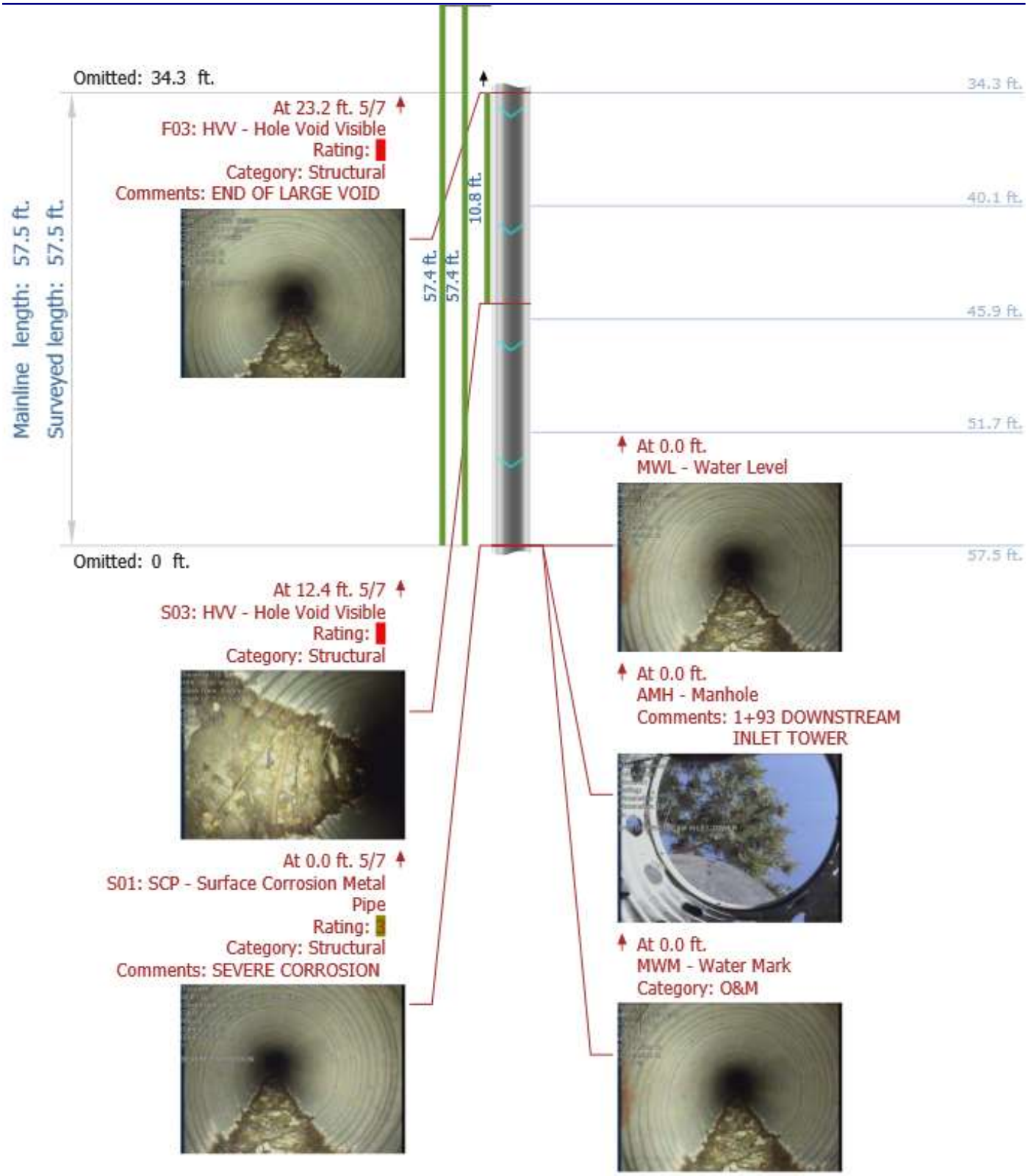


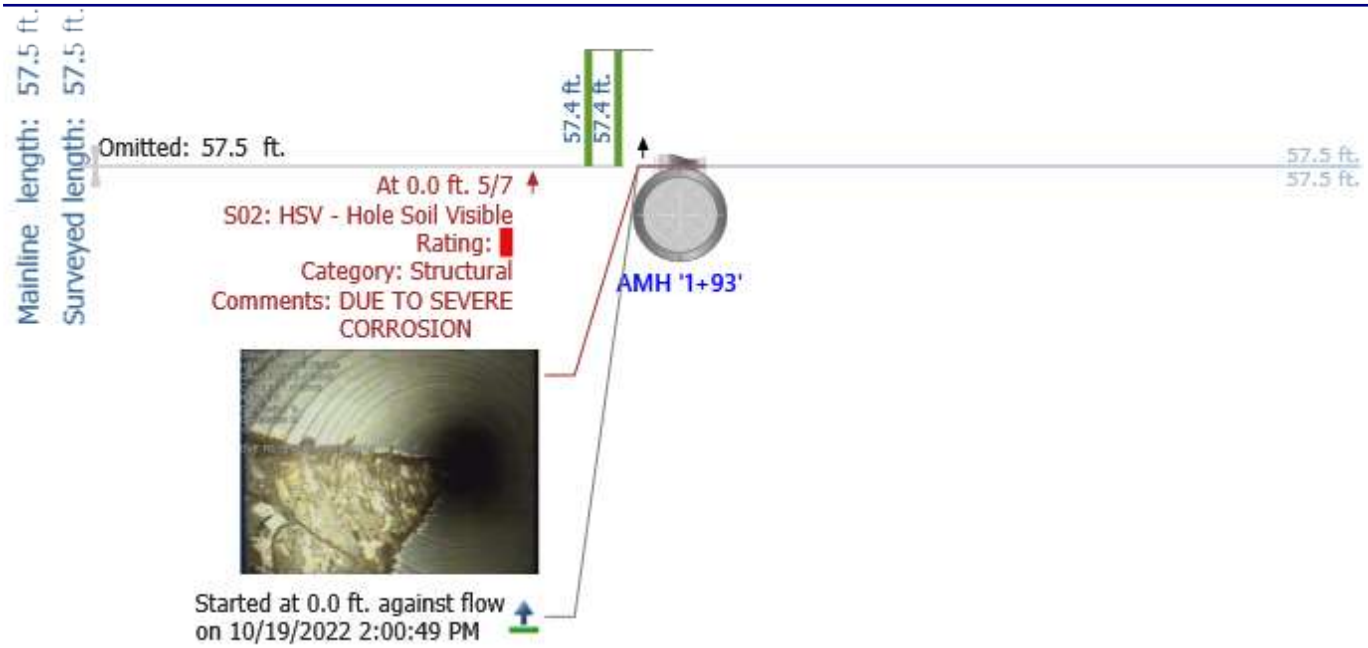

Mainline length: 35.0 ft.
Surveyed length: 35.0 ft.
Omitted: 35 ft.
33 ft.
AMH '7+84'
35.0 ft.
35.0 ft.
At 0.0 ft. 4/8
S01: SCP - Surface Corrosion Metal Pipe
Rating:
Category: Structural
Started at 0.0 ft. against flow
on 10/19/2022 1:14:48 PM
At 0.0 ft.
MWL - Water Level
At 0.0 ft.
ACB - Catch Basin
Comments: 7+84 DOWNSTREAM
At 0.0 ft.
MWM - Water Mark
Category: O&M
At 0.0 ft. 5/7
HSV - Hole Soil Visible
Rating:
Category: Structural

Main Inspections Pipe Run with Images

Project name:	Mainline ID:	City:	Street:
LACDPW IMPERIAL 10.19.22	**PROJ 6650 UNIT 1 LINE B.**	**ROLLING HILLS**	**MIDDLE RIDGE LN**
Start date/time:	Direction:	Weather:	Location code:
10/19/2022 2:00 PM	**U**	**1**	**C**
Shape:	Material:	Height:	Width:
C	**CMP**	**24 in.**	

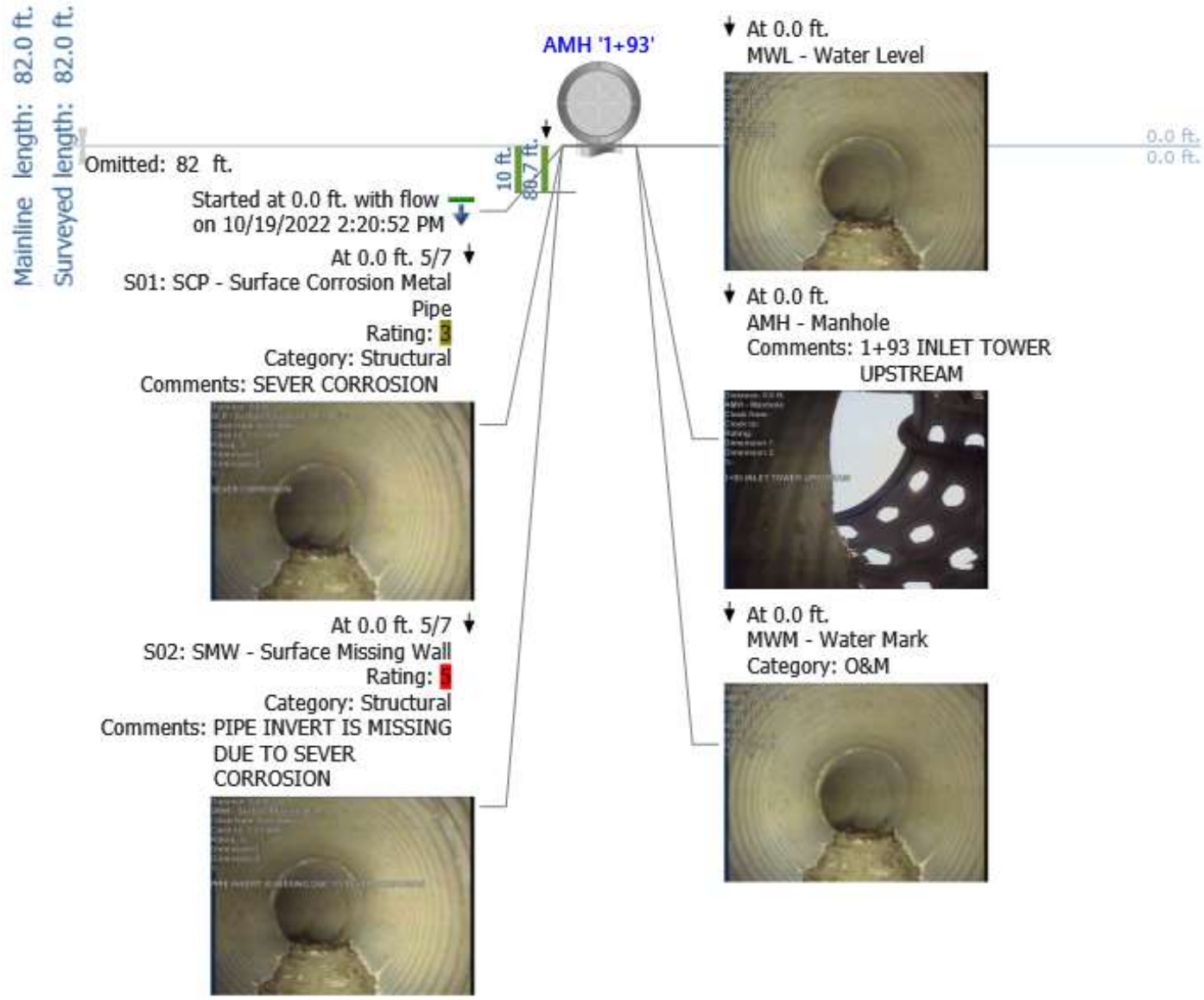


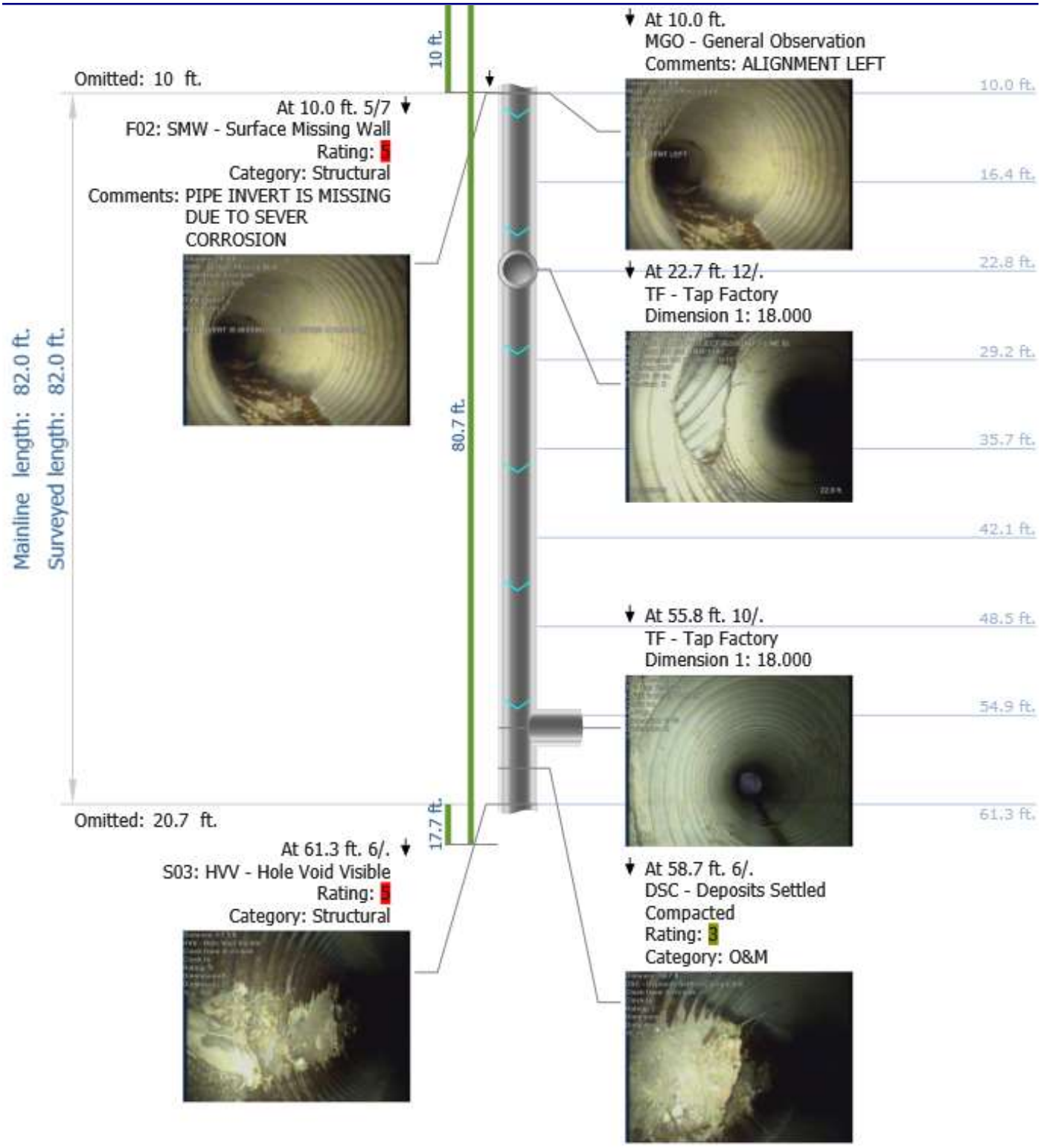

Omitted: 34.3 ft.
At 23.2 ft. 5/7
F03: HVV - Hole Void Visible
Rating:
Category: Structural
Comments: END OF LARGE VOID
Mainline length: 57.5 ft.
Surveyed length: 57.5 ft.
57.4 ft.
57.4 ft.
10.8 ft.
34.3 ft.
40.1 ft.
45.9 ft.
51.7 ft.
57.5 ft.
At 0.0 ft.
MWL - Water Level
Omitted: 0 ft.
At 12.4 ft. 5/7
S03: HVV - Hole Void Visible
Rating:
Category: Structural
At 0.0 ft.
AMH - Manhole
Comments: 1+93 DOWNSTREAM INLET TOWER
At 0.0 ft. 5/7
S01: SCP - Surface Corrosion Metal Pipe
Rating:
Category: Structural
Comments: SEVERE CORROSION
At 0.0 ft.
MWM - Water Mark
Category: O&M


Mainline length: 57.5 ft.
Surveyed length: 57.5 ft.
Omitted: 57.5 ft.
57.4 ft.
57.4 ft.
57.5 ft.
57.5 ft.
At 0.0 ft. 5/7
S02: HSV - Hole Soil Visible
Rating:
Category: Structural
Comments: DUE TO SEVERE CORROSION
AMH '1+93'
Started at 0.0 ft. against flow
on 10/19/2022 2:00:49 PM

Main Inspections Pipe Run with Images

Project name:	Mainline ID:	City:	Street:
LACDPW IMPERIAL 10.19.22	**PROJ 6650 UNIT 1 LINE B,**	**ROLLING HILLS**	**MIDDLE RIDGE LN**
Start date/time:	Direction:	Weather:	Location code:
10/19/2022 2:20 PM	**D**	**1**	**C**
Shape:	Material:	Height:	Width:
C	**CMP**	**36 in.**	

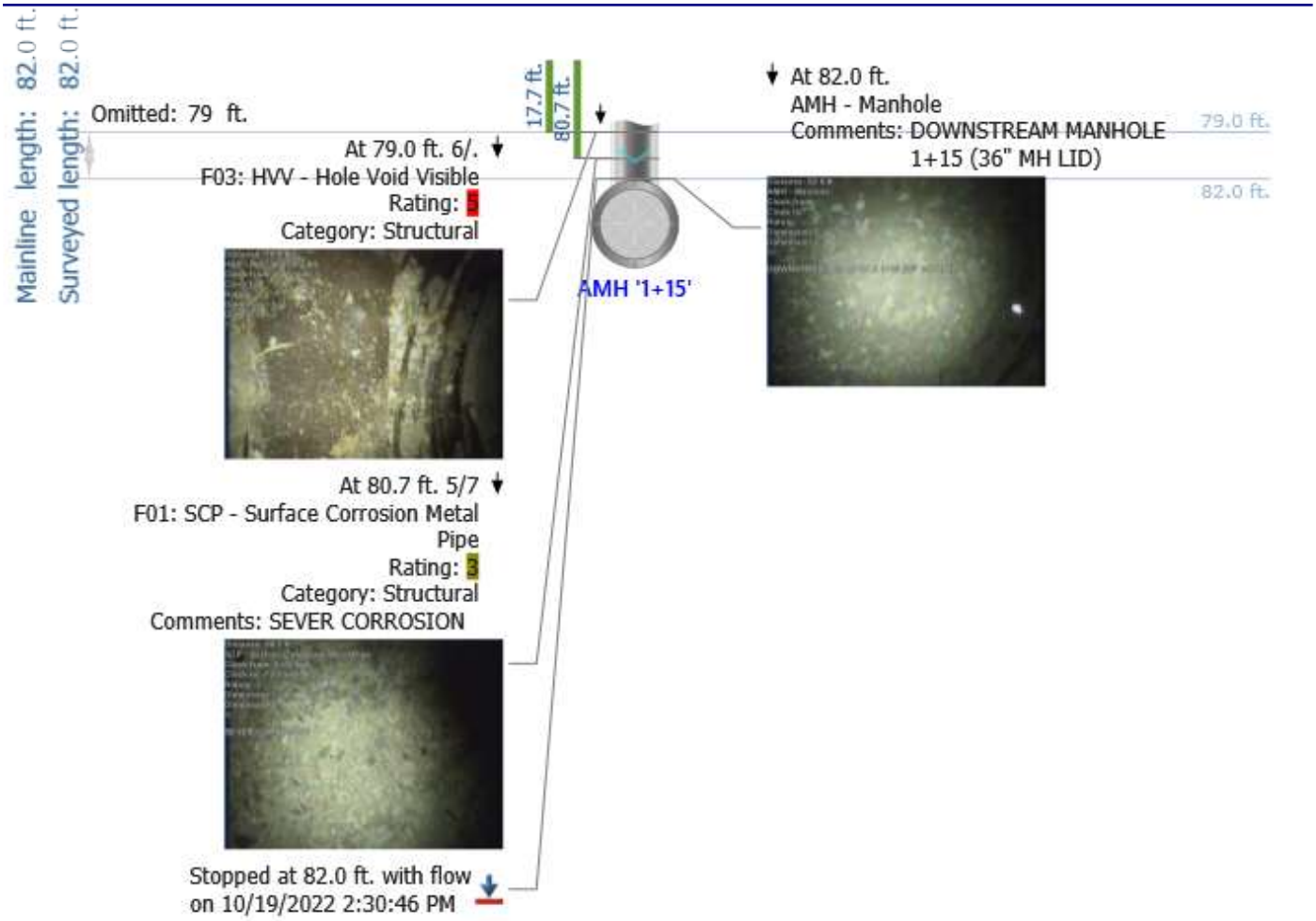



Mainline length: 82.0 ft.
Surveyed length: 82.0 ft.
10 ft.
80.7 ft.
17.7 ft.
Omitted: 10 ft.
At 10.0 ft. 5/7
F02: SMW - Surface Missing Wall
Rating:
Category: Structural
Comments: PIPE INVERT IS MISSING DUE TO SEVER CORROSION
Omitted: 20.7 ft.
At 61.3 ft. 6/.
S03: HVV - Hole Void Visible
Rating:
Category: Structural
At 10.0 ft.
MGO - General Observation
Comments: ALIGNMENT LEFT
At 22.7 ft. 12/.
TF - Tap Factory
Dimension 1: 18.000
At 55.8 ft. 10/.
TF - Tap Factory
Dimension 1: 18.000
At 58.7 ft. 6/.
DSC - Deposits Settled Compacted
Rating: 3
Category: O&M
10.0 ft.
16.4 ft.
22.8 ft.
29.2 ft.
35.7 ft.
42.1 ft.
48.5 ft.
54.9 ft.
61.3 ft.

Project name:	Mainline ID:	Start date/time:	Direction:
LACDPW IMPERIAL 10.19.22	**PROJ 6650 UNIT 1 LINE B,**	**10/19/2022 2:20 PM**	**D**

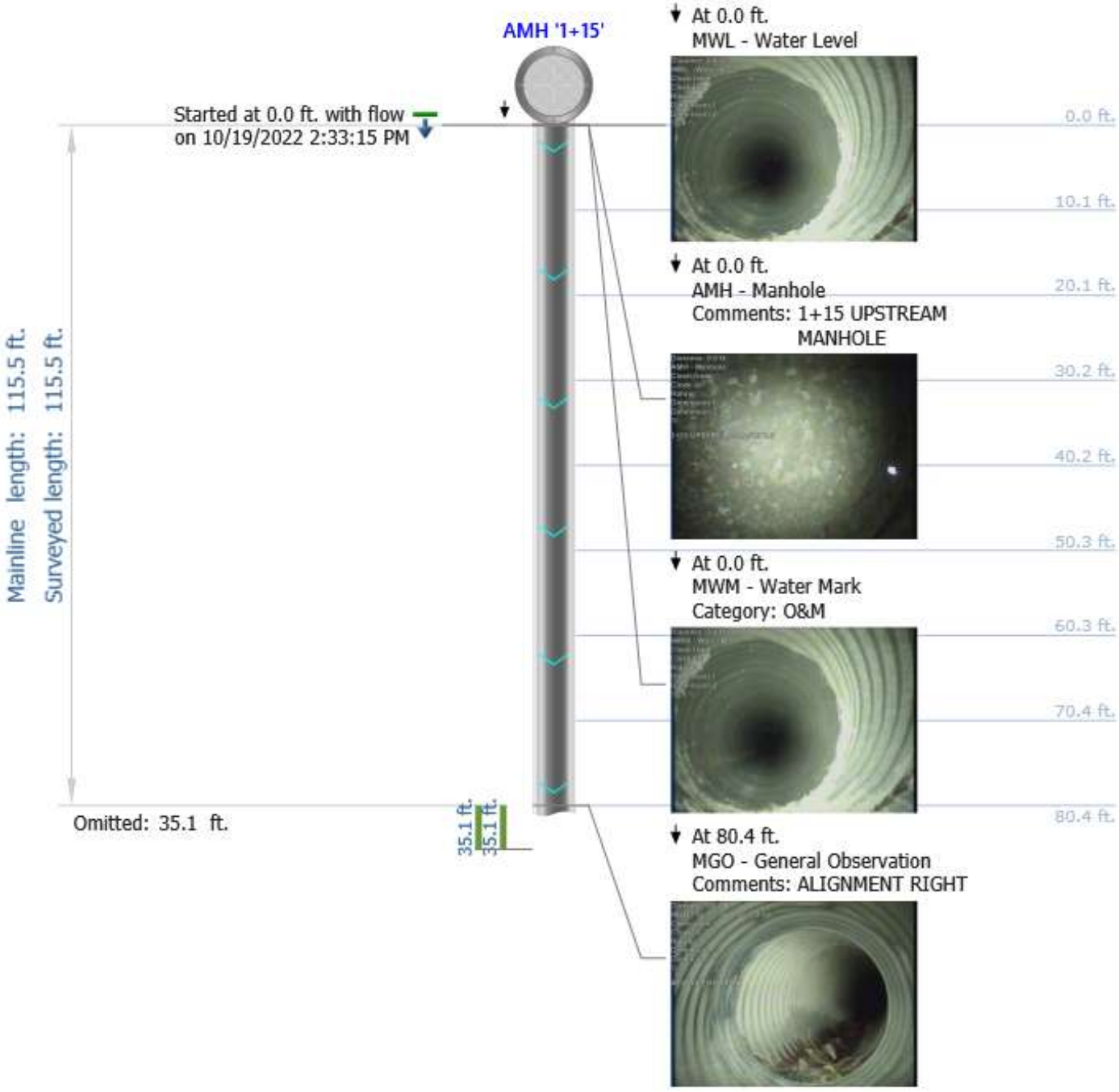
Weather:

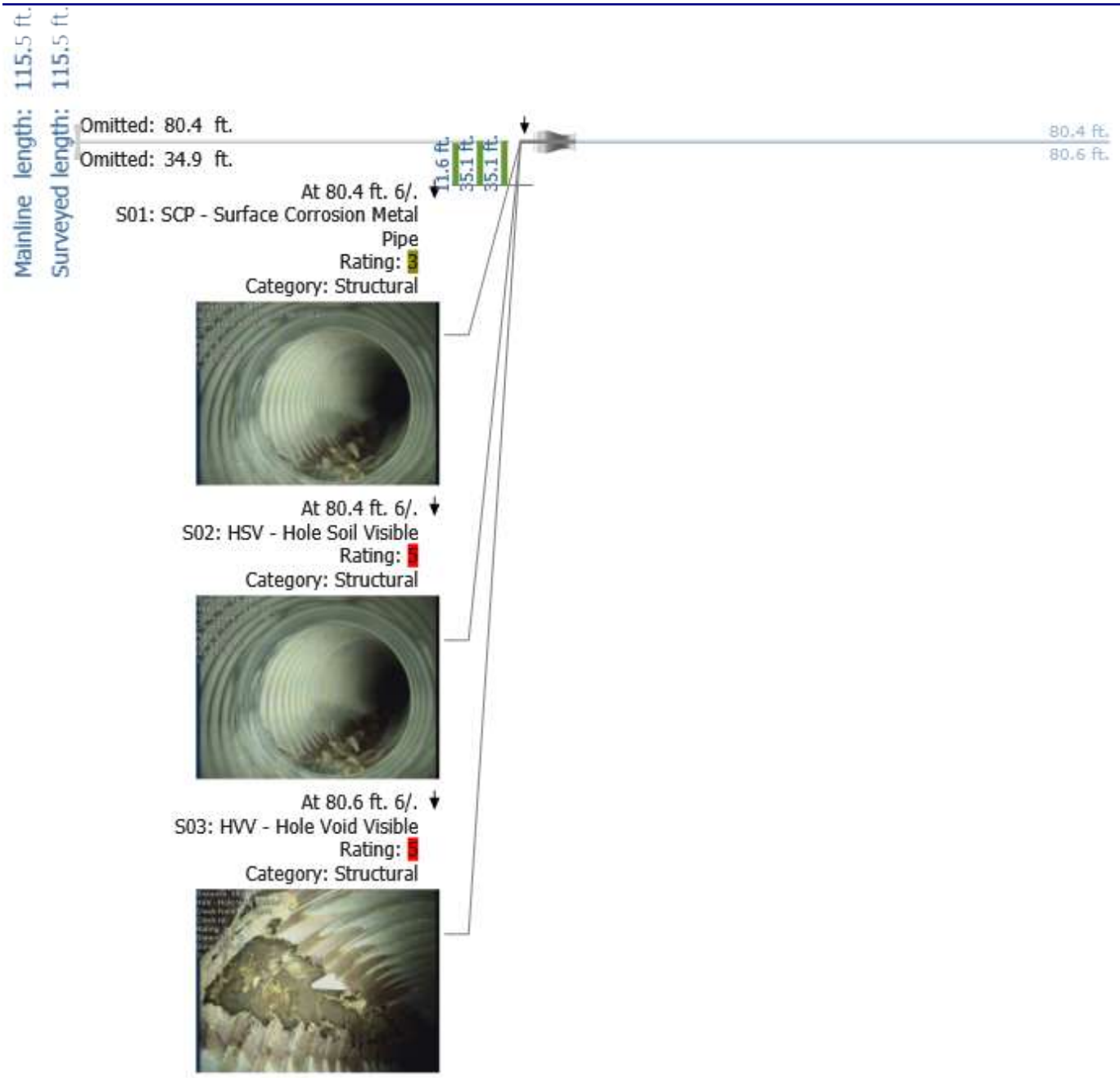
1

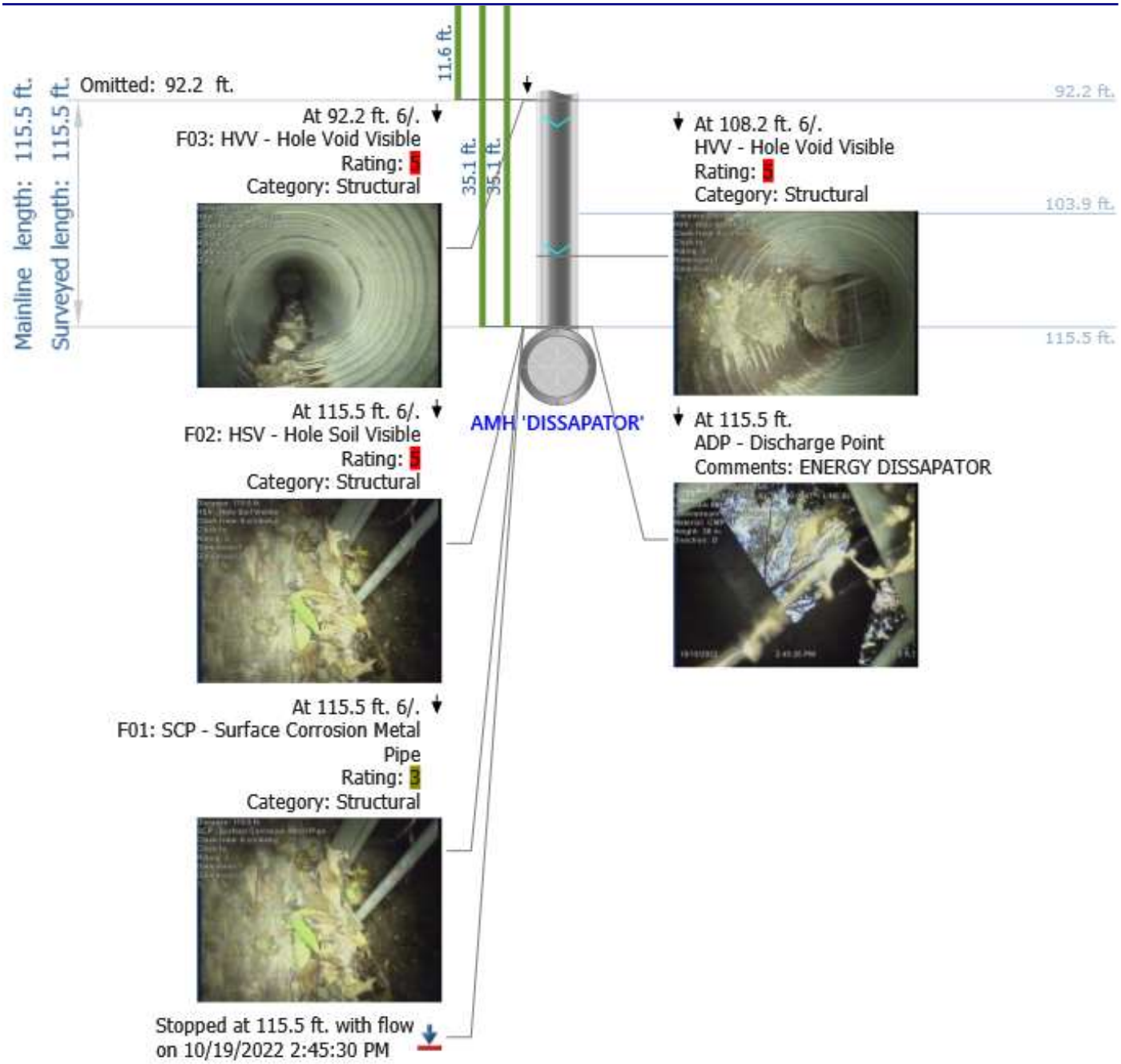


Main Inspections Pipe Run with Images

Project name:	Mainline ID:	City:	Street:
LACDPW IMPERIAL 10.19.22	**PROJ 6650 UNIT 1 LINE B,,**	**ROLLING HILLS**	**MIDDLEW RIDGE LN**
Start date/time:	Direction:	Weather:	Location code:
10/19/2022 2:33 PM	**D**	**1**	**C**
Shape:	Material:	Height:	Width:
C	**CMP**	**36 in.**	




Mainline length: 115.5 ft.
Surveyed length: 115.5 ft.
Omitted: 80.4 ft.
Omitted: 34.9 ft.
1.6 ft.
35.1 ft.
35.1 ft.
80.4 ft.
80.6 ft.
At 80.4 ft. 6/.
S01: SCP - Surface Corrosion Metal Pipe
Rating: 3
Category: Structural
At 80.4 ft. 6/.
S02: HSV - Hole Soil Visible
Rating: 4
Category: Structural
At 80.6 ft. 6/.
S03: HVV - Hole Void Visible
Rating: 4
Category: Structural


Mainline length: 115.5 ft.
Surveyed length: 115.5 ft.
11.6 ft.
35.1 ft.
35.1 ft.
Omitted: 92.2 ft.
92.2 ft.
103.9 ft.
115.5 ft.
At 92.2 ft. 6/.
F03: HVV - Hole Void Visible
Rating:
Category: Structural
At 108.2 ft. 6/.
HVV - Hole Void Visible
Rating:
Category: Structural
AMH 'DISSAPATOR'
At 115.5 ft. 6/.
F02: HSV - Hole Soil Visible
Rating:
Category: Structural
At 115.5 ft.
ADP - Discharge Point
Comments: ENERGY DISSAPATOR
At 115.5 ft. 6/.
F01: SCP - Surface Corrosion Metal Pipe
Rating:
Category: Structural
Stopped at 115.5 ft. with flow on 10/19/2022 2:45:30 PM

NATIONAL PLANT
SERVICES INC
1461 HARBOR AVE
LONG BEACH, CA
1(562)436-7600

Main Inspections Summary

LACDPW IMPERIAL 10.19.22

Mainline ID	End date/time	Surveyed by	Start MH	Finish MH	Material	Height	Total length	Length
PROJ 6650 UNIT 1 LINE B	10/19/2022 10:27 AM	J CORTAZAR	7+84	3+97	CMP	24 in.	389.0 ft.	389.0 ft.
PROJ 6650 UNIT 1 LINE B.	10/19/2022 11:22 AM	J CORTAZAR	3+97	1+93	CMP	24 in.	130.4 ft.	130.4 ft.
PROJ 6650 UNIT 1 LINE B..	10/19/2022 1:21 PM	J CORTAZAR	7+84	8+17	CMP	18 in.	35.0 ft.	35.0 ft.
PROJ 6650 UNIT 1 LINE B.	10/19/2022 2:11 PM	J CORTAZAR	1+93	3+97	CMP	24 in.	57.5 ft.	57.5 ft.
PROJ 6650 UNIT 1 LINE B,	10/19/2022 2:30 PM	J CORTAZAR	1+93	1+15	CMP	36 in.	82.0 ft.	82.0 ft.

Mainline ID	End date/time	Surveyed by	Start MH	Finish MH	Material	Height	Total length	Length
PROJ 6650 UNIT 1 LINE B,,	**10/19/2022 2:45 PM**	**J CORTAZAR**	**1+15**	**DISSAPATOR**	**CMP**	**36 in.**	**115.5 ft.**	**115.5 ft.**
					Sub-Total		**809.3 ft.**	**809.3 ft.**
					Total		**809.3 ft.**	**809.3 ft.**

GraniteNet
ASSET INSPECTION / DECISION SUPPORT SOFTWARE

NATIONAL PLANT SERVICES INC
1461 HARBOR AVE
LONG BEACH, CA
1(562)436-7600

PACP Inspection and Scoring

Surveyed by:	Certificate number:	Owner:	Customer:	Drainage area:	P/O number:	Sheet number:
J CORTAZAR	U-1014-06022533					

Pipe segment ref.:	Start date/time:	Street:	City:
PROJ 6650 UNIT 1 LINE B	20221019 09:45	MIDDLE RIDGE LANE SOUTH	ROLLING HILLS

Location details:	Upstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
	7+84			

Sewer use:	Direction:	Flow control:	Downstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
SW	D		3+97			

Height:	Width:	Shape:	Material:	Lining method:	Pipe joint length:	Total length:	Length surveyed:	Year laid:	Year renewed:
24 in.		C	CMP			389.0 ft.	389.0 ft.		

Media label:	Purpose:	Sewer category:	Pre-cleaning:	Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:
	F		N			1	C	

Project name:	Additional info:
LACDPW IMPERIAL 10.19.22	

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	319	5C3L	3.51	0	0	87	4A31	2.64	406	3.27
2	0	0				22	44					
3	68	204				1	3					
4	0	0				10	40					
5	23	115				0	0					

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	2nd	%	Joint	Circumferential Location At/From	To	Rating	Image Ref.	Remarks
0.0 ft.		ACB						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-ACB at 0.0 ft.JPG	7+84 UPSTREAM
0.0 ft.		MWL					0	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-MWL at 0.0 ft.JPG	
0.0 ft.	00:01:40	MWM					20	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-MWM at 0.0 ft.JPG	
0.0 ft.	00:02:00	HSV	S02					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HSV at 0.0 ft_1.JPG	FROM SEVERE CORROSION
0.0 ft.	00:01:51	SCP	S01					☐	5 / 7		3	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-SCP at 0.0 ft_2.JPG	SEVERE CORROSION
9.2 ft.	00:04:24	HSV	F02					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HSV at 9.2 ft.JPG	FROM SEVERE CORROSION
43.0 ft.	00:06:28	HSV						☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HSV at 43.0 ft_1.JPG	

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	2nd	%	Joint	Circumferential Location At/From	To	Rating	Image Ref.	Remarks
43.0 ft.	00:06:45	MGO						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-MGO at 43.0 ft.JPG	ALIGNMENT LEFT
72.0 ft.	00:07:49	HSV						☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HSV at 72.0 ft.JPG	
91.0 ft.	00:09:48	DSZ	S03				10	☐	6 /		2	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-DSZ at 91.0 ft.JPG	DEBRIS AND ROCKS
116.9 ft.	00:11:44	MGO						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-MGO at 116.9 ft_1.JPG	ALIGNMENT LEFT
117.1 ft.	00:12:18	SCP						☐	12 / 12		3	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-SCP at 117.1 ft.JPG	
154.8 ft.	00:13:51	DSC					20	☐	5 / 7		3	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-DSC at 154.8 ft.JPG	
197.5 ft.	00:15:57	DSZ	F03				10	☐	6 /		2	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-DSZ at 197.5 ft.JPG	DEBRIS AND ROCKS

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	2nd	%	Joint	Circumferential Location At/From	To	Rating	Image Ref.	Remarks
197.6 ft.	00:16:27	MGO						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-MGO at 197.6 ft.JPG	ALIGNMENT LEFT
208.9 ft.	00:17:09	DSC					5	☐	6 /		2	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-DSC at 208.9 ft.JPG	
225.4 ft.	00:17:54	SCP	F01					☐	5 / 7		3	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-SCP at 225.4 ft_2.JPG	SEVERE CORROSION ENDS
266.9 ft.	00:21:15	DSC	S04				25	☐	4 / 8		4	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-DSC at 266.9 ft.JPG	
275.0 ft.	00:21:43	SCP	S05					☐	5 / 7		3	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-SCP at 275.0 ft.JPG	SEVERE CORROSION
275.0 ft.	00:21:52	HVV	S06					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HSV at 275.0 ft.JPG	
280.9 ft.	00:22:53	HVV	F06					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HVV at 280.9 ft.JPG	

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	2nd	%	Joint	Circumferential Location At/From	To	Rating	Image Ref.	Remarks
287.7 ft.	00:23:34	HVV	S07					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HVV at 287.7 ft_1.JPG	
298.5 ft.	00:24:34	HVV	F07					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HVV at 298.5 ft.JPG	
308.1 ft.	00:25:24	HVV						☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HVV at 308.1 ft.JPG	
308.1 ft.	00:25:45	MGO						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-MGO at 308.1 ft.JPG	ALIGNMENT LEFT
315.0 ft.	00:26:23	DSC	F04				25	☐	4 / 8		4	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-DSC at 315.0 ft.JPG	
315.0 ft.	00:26:24	HSV	S08					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HSV at 315.0 ft.JPG	
320.4 ft.	00:26:56	HVV						☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HVV at 320.4 ft_2.JPG	

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	2nd	%	Joint	Circumferential Location At/From	To	Rating	Image Ref.	Remarks
370.9 ft.	00:29:37	SZ						☐	5 / 7			LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-SZ at 370.9 ft.JPG	CORRUGATED METAL INVERT RISING UP
387.0 ft.	00:32:27	SCP	F05					☐	5 / 7		3	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-SCP at 387.0 ft.JPG	SEVERE CORROSION
387.0 ft.	00:32:42	HSV	F08					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-HSV at 387.0 ft.JPG	
389.0 ft.	00:31:46	TF			18.000			☐	3 /			LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-TF at 389.0 ft.JPG	18 CMP LATERAL AT CATCH BASIN 3+97
389.0 ft.	00:32:15	ACB						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '7+84'-AMH '3+97'-ACB at 389.0 ft_1.JPG	DOWNSTREAM CATCH BASIN 3+97

PACP Inspection and Scoring

Surveyed by:	Certificate number:	Owner:	Customer:	Drainage area:	P/O number:	Sheet number:
J CORTAZAR	U-1014-06022533					

Pipe segment ref.:	Start date/time:	Street:	City:
PROJ 6650 UNIT 1 LINE B.	20221019 10:45	MIDDLE RIDGE LN	ROLLING HILLS

Location details:	Upstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
	3+97			

Sewer use:	Direction:	Flow control:	Downstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
SW	D		1+93			

Height:	Width:	Shape:	Material:	Lining method:	Pipe joint length:	Total length:	Length surveyed:	Year laid:	Year renewed:
24 in.		C	CMP			130.4 ft.	130.4 ft.		

Media label:	Purpose:	Sewer category:	Pre-cleaning:	Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:
	F		N			1	C	

Project name:	Additional info:
LACDPW IMPERIAL 10.19.22	

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0					0						
2	0					0						
3	0					0						
4	0					0						
5	0					0						

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	Value Inches (mm) 2nd	%	Joint	Circumferential Location At/From	Circumferential Location To	Rating	Image Ref.	Remarks
0.0 ft.		MWL					0	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-MWL at 0.0 ft.JPG	
0.0 ft.		ACB						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-ACB at 0.0 ft.JPG	3+97 UPSTREAM MANHOLE
0.0 ft.	00:01:20	TF			18.000			☐	3 /			LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-TF at 0.0 ft.JPG	18 CMP LATERAL AT CATCH BASIN
0.0 ft.	00:01:44	MWM					15	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-MWM at 0.0 ft.JPG	
0.0 ft.	00:01:48	SCP	S01					☐	5 / 7		3	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-SCP at 0.0 ft.JPG	SEVERE CORROSION
0.0 ft.	00:01:55	HSV	S02					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HSV at 0.0 ft_1.JPG	DUE TO SEVER CORROSION
23.4 ft.	00:06:44	HVV	S03					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HVV at 23.4 ft.JPG	

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	2nd	%	Joint	Circumferential Location At/From	To	Rating	Image Ref.	Remarks
45.6 ft.	00:08:53	HVV	F03					☐	5	7	5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HVV at 45.6 ft_1.JPG	SEVERE VOID ENDS
98.8 ft.	00:11:21	HVV						☐	5	7	5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HVV at 98.8 ft.JPG	
103.3 ft.	00:11:35	MGO						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-MGO at 103.3 ft.JPG	ALIGNMENT RIGHT
108.1 ft.	00:12:00	HVV						☐	5	7	5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HVV at 108.1 ft.JPG	
129.7 ft.	00:14:32	HVV	S04					☐	5	7	5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HVV at 129.7 ft.JPG	LARGE VOID
130.1 ft.	00:16:38	HVV	F04					☐	5	7	5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HVV at 130.1 ft.JPG	LARGE VOID
130.1 ft.	00:16:41	HSV	F02					☐	5	7	5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HSV at 130.1 ft.JPG	DUE TO SEVER CORROSION

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	2nd	%	Joint	Circumferential Location At/From	To	Rating	Image Ref.	Remarks
130.1 ft.	**00:16:42**	**SCP**	**F01**					☐	**5**	**7**	**3**	**LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-SCP at 130.1 ft.JPG**	**SEVERE CORROSION**
130.4 ft.	**00:15:41**	**MSA**						☐	**/**			**LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-MSA at 130.4 ft_3.JPG**	**DUE TO LARGE VOID AND LARGE OFFSET FURTHER DOWN UNABLE TO CONTINUE**

PACP Inspection and Scoring

Surveyed by:	Certificate number:	Owner:	Customer:	Drainage area:	P/O number:	Sheet number:
J CORTAZAR	U-1014-06022533					

Pipe segment ref.:	Start date/time:	Street:	City:
PROJ 6650 UNIT 1 LINE B..	20221019 13:14	MIDDLE RIDGE LN	ROLLING HILLS

Location details:	Upstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
	8+17			

Sewer use:	Direction:	Flow control:	Downstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
SW	U		7+84			

Height:	Width:	Shape:	Material:	Lining method:	Pipe joint length:	Total length:	Length surveyed:	Year laid:	Year renewed:
18 in.		C	CMP			35.0 ft.	35.0 ft.		

Media label:	Purpose:	Sewer category:	Pre-cleaning:	Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:
	F		N			1	C	

Project name:	Additional info:
LACDPW IMPERIAL 10.19.22	

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	31	5237	3.44	0	0	0	0000	0.00	31	3.44
2	0	0				0	0					
3	7	21				0	0					
4	0	0				0	0					
5	2	10				0	0					

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	Value Inches (mm) 2nd	%	Joint	Circumferential Location At/From	Circumferential Location To	Rating	Image Ref.	Remarks
0.0 ft.		MWL					0	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '8+17'-AMH '7+84'-MWL at 0.0 ft.JPG	
0.0 ft.		ACB						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '8+17'-AMH '7+84'-ACB at 0.0 ft.JPG	7+84 DOWNSTREAM
0.0 ft.	00:01:10	MWM					20	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '8+17'-AMH '7+84'-MWM at 0.0 ft.JPG	
0.0 ft.	00:01:35	SCP	S01					☐	4 / 8		3	LACDPW IMPERIAL 10.19.22 -AMH '8+17'-AMH '7+84'-SCP at 0.0 ft.JPG	
0.0 ft.	00:01:46	HSV						☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '8+17'-AMH '7+84'-HSV at 0.0 ft.JPG	
30.6 ft.	00:04:08	HSV						☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '8+17'-AMH '7+84'-HSV at 30.6 ft.JPG	
33.0 ft.	00:05:04	SCP	F01					☐	4 / 8		3	LACDPW IMPERIAL 10.19.22 -AMH '8+17'-AMH '7+84'-SCP at 33.0 ft.JPG	

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	2nd	%	Joint	Circumferential Location At/From	To	Rating	Image Ref.	Remarks
35.0 ft.	**00:04:56**	**ACB**						☐	**/**			**LACDPW IMPERIAL 10.19.22 -AMH '8+17'-AMH '7+84'-ACB at 35.0 ft.JPG**	**UPSTREAM 8+17**

PACP Inspection and Scoring

Surveyed by:	Certificate number:	Owner:	Customer:	Drainage area:	P/O number:	Sheet number:
J CORTAZAR	U-1014-06022533					

Pipe segment ref.:	Start date/time:	Street:	City:
PROJ 6650 UNIT 1 LINE B.	20221019 14:00	MIDDLE RIDGE LN	ROLLING HILLS

Location details:	Upstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
	3+97			

Sewer use:	Direction:	Flow control:	Downstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
SW	U		1+93			

Height:	Width:	Shape:	Material:	Lining method:	Pipe joint length:	Total length:	Length surveyed:	Year laid:	Year renewed:
24 in.		C	CMP			57.5 ft.	57.5 ft.		

Media label:	Purpose:	Sewer category:	Pre-cleaning:	Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:
	V		N			1	C	

Project name:	Additional info:
LACDPW IMPERIAL 10.19.22	

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	103	5A3A	4.12	0	0	0	0000	0.00	103	4.12
2	0	0				0	0					
3	11	33				0	0					
4	0	0				0	0					
5	14	70				0	0					

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	Value Inches (mm) 2nd	%	Joint	Circumferential Location At/From	Circumferential Location To	Rating	Image Ref.	Remarks
0.0 ft.		MWL					0	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-MWL at 0.0 ft_1.JPG	
0.0 ft.		AMH						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-AMH at 0.0 ft.JPG	1+93 DOWNSTREAM INLET TOWER
0.0 ft.	00:01:14	MWM					15	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-MWM at 0.0 ft_2.JPG	
0.0 ft.	00:01:48	SCP	S01					☐	5 / 7		3	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-SCP at 0.0 ft_1.JPG	SEVERE CORROSION
0.0 ft.	00:02:18	HSV	S02					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HSV at 0.0 ft_2.JPG	DUE TO SEVERE CORROSION
12.4 ft.	00:02:59	HVV	S03					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HVV at 12.4 ft.JPG	
23.2 ft.	00:04:38	HVV	F03					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HVV at 23.2 ft.JPG	END OF LARGE VOID

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	2nd	%	Joint	Circumferential Location At/From	To	Rating	Image Ref.	Remarks
57.4 ft.	00:07:22	HSV	F02					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HSV at 57.4 ft.JPG	DUE TO SEVERE CORROSION
57.4 ft.	00:07:24	SCP	F01					☐	5 / 7		3	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-SCP at 57.4 ft.JPG	SEVERE CORROSION
57.5 ft.	00:07:17	HVV						☐	4 / 8		5	LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-HVV at 57.5 ft.JPG	LARGE VOID
57.5 ft.	00:07:33	MSA						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '3+97'-AMH '1+93'-MSA at 57.5 ft.JPG	DUE TO LARGE VOID AT PIPE INVERT

PACP Inspection and Scoring

Surveyed by:	Certificate number:	Owner:	Customer:	Drainage area:	P/O number:	Sheet number:
J CORTAZAR	U-1014-06022533					

Pipe segment ref.:	Start date/time:	Street:	City:
PROJ 6650 UNIT 1 LINE B,	20221019 14:20	MIDDLE RIDGE LN	ROLLING HILLS

Location details:	Upstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
	1+93			

Sewer use:	Direction:	Flow control:	Downstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
SW	D		1+15			

Height:	Width:	Shape:	Material:	Lining method:	Pipe joint length:	Total length:	Length surveyed:	Year laid:	Year renewed:
36 in.		C	CMP			82.0 ft.	82.0 ft.		

Media label:	Purpose:	Sewer category:	Pre-cleaning:	Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:
	F		N			1	C	

Project name:	Additional info:
LACDPW IMPERIAL 10.19.22	

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	78	563B	3.55	0	0	3	3100	3.00	81	3.52
2	0	0				0	0					
3	16	48				1	3					
4	0	0				0	0					
5	6	30				0	0					

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	Value Inches (mm) 2nd	%	Joint	Circumferential Location At/From	Circumferential Location To	Rating	Image Ref.	Remarks
0.0 ft.		MWL					0	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-MWL at 0.0 ft.JPG	
0.0 ft.		AMH						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-AMH at 0.0 ft.JPG	1+93 INLET TOWER UPSTREAM
0.0 ft.	00:01:03	MWM					15	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-MWM at 0.0 ft.JPG	
0.0 ft.	00:01:36	SCP	S01					☐	5 / 7		3	LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-SCP at 0.0 ft_1.JPG	SEVER CORROSION
0.0 ft.	00:01:56	SMW	S02					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-SMW at 0.0 ft_1.JPG	PIPE INVERT IS MISSING DUE TO SEVER CORROSION
10.0 ft.	00:02:53	SMW	F02					☐	5 / 7		5	LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-SMW at 10.0 ft.JPG	PIPE INVERT IS MISSING DUE TO SEVER CORROSION
10.0 ft.	00:02:55	MGO						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-MGO at 10.0 ft.JPG	ALIGNMENT LEFT

Observations

Distance	Video Ref.	PACP Code	Continuous S/M/L	Value Inches (mm) 1st	2nd	%	Joint	Circumferential Location At/From	To	Rating	Image Ref.	Remarks
22.7 ft.	00:03:19	TF		18.000			☐	12 /			LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-TF at 22.7 ft_2.JPG	
55.8 ft.	00:04:44	TF		18.000			☐	10 /			LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-TF at 55.8 ft_1.JPG	
58.7 ft.	00:05:17	DSC				15	☐	6 /		3	LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-DSC at 58.7 ft_1.JPG	
61.3 ft.	00:05:45	HVV	S03				☐	6 /		5	LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-HVV at 61.3 ft_1.JPG	
79.0 ft.	00:06:46	HVV	F03				☐	6 /		5	LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-HVV at 79.0 ft.JPG	
80.7 ft.	00:06:54	SCP	F01				☐	5 / 7		3	LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-SCP at 80.7 ft.JPG	SEVER CORROSION
82.0 ft.	00:07:12	AMH					☐	/			LACDPW IMPERIAL 10.19.22 -AMH '1+93'-AMH '1+15'-AMH at 82.0 ft_1.JPG	DOWNSTREAM MANHOLE 1+15 (36" MH LID)

PACP Inspection and Scoring

Surveyed by:	Certificate number:	Owner:	Customer:	Drainage area:	P/O number:	Sheet number:
J CORTAZAR	U-1014-06022533					

Pipe segment ref.:	Start date/time:	Street:	City:
PROJ 6650 UNIT 1 LINE B,,	20221019 14:33	MIDDLEW RIDGE LN	ROLLING HILLS

Location details:	Upstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
	1+15			

Sewer use:	Direction:	Flow control:	Downstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
SW	D		DISSAPATOR			

Height:	Width:	Shape:	Material:	Lining method:	Pipe joint length:	Total length:	Length surveyed:	Year laid:	Year renewed:
36 in.		C	CMP			115.5 ft.	115.5 ft.		

Media label:	Purpose:	Sewer category:	Pre-cleaning:	Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:
	F		N			1	C	

Project name:	Additional info:
LACDPW IMPERIAL 10.19.22	

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	71	5A37	4.18	0	0	0	0000	0.00	71	4.18
2	0	0				0	0					
3	7	21				0	0					
4	0	0				0	0					
5	10	50				0	0					

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	Value Inches (mm) 2nd	%	Joint	Circumferential Location At/From	Circumferential Location To	Rating	Image Ref.	Remarks
0.0 ft.		MWL					0	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-MWL at 0.0 ft.JPG	
0.0 ft.		AMH						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-AMH at 0.0 ft.JPG	1+15 UPSTREAM MANHOLE
0.0 ft.	00:01:28	MWM					5	☐	/			LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-MWM at 0.0 ft.JPG	
80.4 ft.	00:04:05	MGO						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-MGO at 80.4 ft.JPG	ALIGNMENT RIGHT
80.4 ft.	00:04:13	SCP	S01					☐	6 /		3	LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-SCP at 80.4 ft.JPG	
80.4 ft.	00:04:14	HSV	S02					☐	6 /		5	LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-HSV at 80.4 ft.JPG	
80.6 ft.	00:04:34	HVV	S03					☐	6 /		5	LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-HVV at 80.6 ft.JPG	

Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st	2nd	%	Joint	Circumferential Location At/From	To	Rating	Image Ref.	Remarks
92.2 ft.	00:05:11	HVV	F03					☐	6 /		5	LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-HVV at 92.2 ft.JPG	
108.2 ft.	00:05:46	HVV						☐	6 /		5	LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-HVV at 108.2 ft.JPG	
115.5 ft.	00:06:28	HSV	F02					☐	6 /		5	LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-HSV at 115.5 ft.JPG	
115.5 ft.	00:06:32	SCP	F01					☐	6 /		3	LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-SCP at 115.5 ft.JPG	
115.5 ft.	00:06:35	ADP						☐	/			LACDPW IMPERIAL 10.19.22 -AMH '1+15'-AMH 'DISSAPATOR'-ADP at 115.5 ft_4.JPG	ENERGY DISSAPATOR

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.F
Mtg. Date: 01/23/2023

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 A REPORT ON NEW SINKHOLE AT 1 MIDDLERIDGE LANE SOUTH AND DIRECT STAFF TO ENGAGE ONWARD ENGINEERING TO PROVIDE REPAIR RECOMMENDATION BASED ON FIELD OBSERVATIONS AND LA COUNTY DEPARTMENT OF PUBLIC WORKS PIPLELINE VIDEO INSPECTION.**

DATE: **January 23, 2023**

BACKGROUND:
The December 2021 rain storms caused three sinkholes on Middleridge Lane, North and South. Working with the Los Angeles County Department of Public Works to address the sinkholes, the department found a 1972 signed agreement between the Los Angeles County Flood Control District and Rolling Hills noting that the City is responsible for the maintenance of a storm drain line along Middleridge Lane North and South. The sinkholes, located adjacent to the roadway on Middleridge Lane South were caused by breaks in the subject storm drain line as with the sinkhole on 1 Middleridge Lane North. The City made emergency repairs on three areas of the storm drain system between February and April 2022.

In September, staff was alerted to another section at 3 Middleridge Lane North creating safety issues on private property and the City Council directed staff to address via emergency repairs as well. That project was officially accepted as completed during the December 13, 2022 City Council meeting.

DISCUSSION:
Staff was notified over the weekend of January 14, 2023 that another sinkhole had developed adjacent to 1 Middleridge Lane South just south of the repaired segments from January 2022. On Wednesday, January 18, 2023, staff met on site with the city contracted inspector from Onward Engineering to evaluate the situation. Staff also provided the inspector with documentation and pipeline video from LA County Department of Public Works.

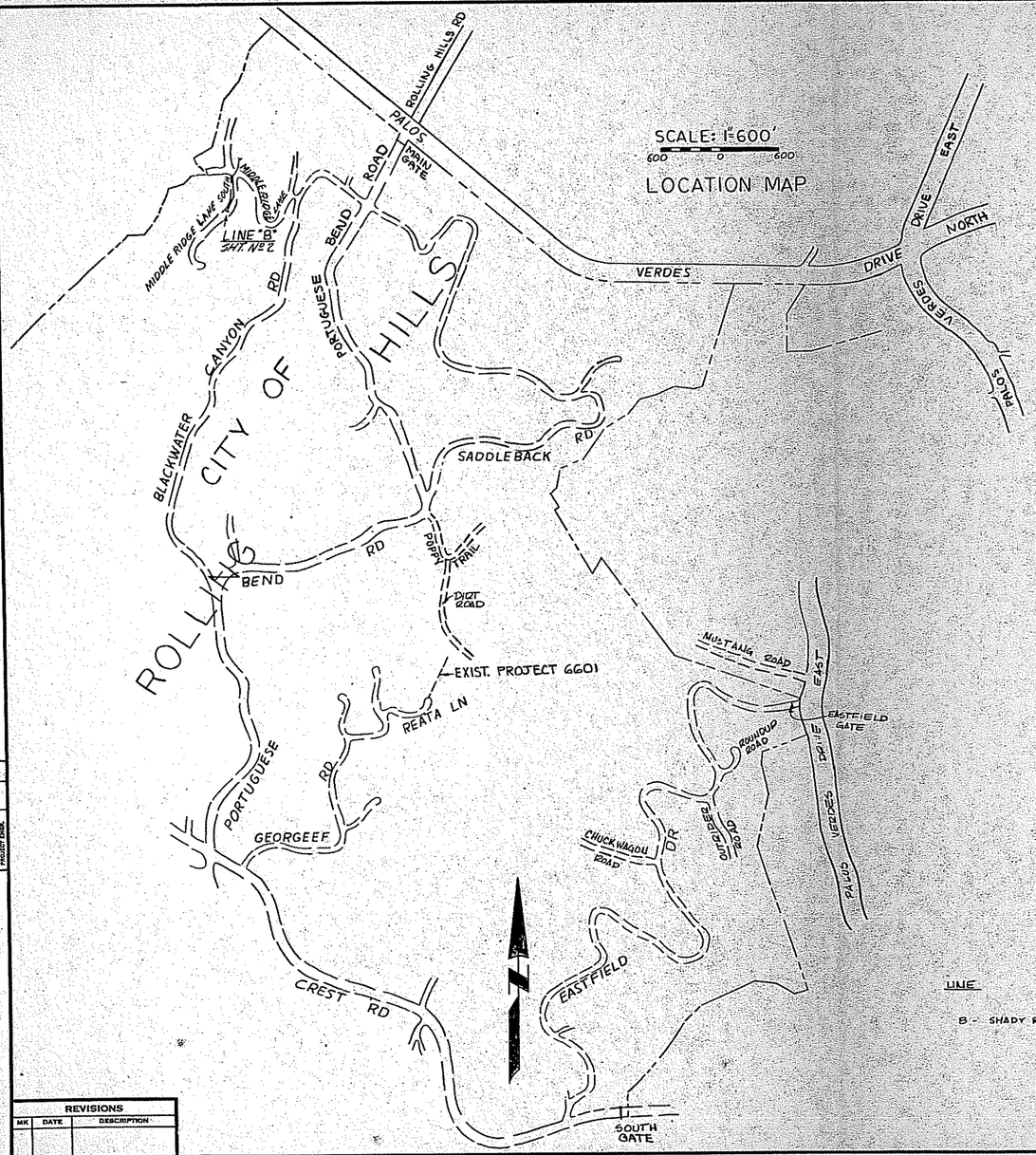
Onward Engineering has provided the following Observation Report based on their inspection. The report, including images, is attached. Onward Engineering inspector observed the

reported sink hole and found two sink holes adjacent to the catch basin and parallel & behind edge of pavement. Onward Engineering recommended to engage its engineering group to develop repair measures for the City.

FISCAL IMPACT:
The repair to the storm drain line is an unexpected expense and not budgeted in the FY 2022-2023 adopted budget.

RECOMMENDATION:
Receive report and direct staff to engage Onward Engineering for providing repair recommendations.

ATTACHMENTS:
PW_DRA_220107_AsBuilts_MiddleridgeLane_6650 U1-B.pdf
PW_DRA_230118_1MiddleridgeLnS_Sinkhole_OE_ObservationReport.pdf
PW_PJI_221109_OnwardEng_Proposal.pdf
PW_PJI_221109_OnwardEng_RateSheet.pdf



LEGEND

STORM DRAIN TO BE CONSTRUCTED
PROPERTY LINE
STORM DRAIN RIGHT OF WAY LINE
EDGE OF EXISTING A.C. PAVEMENT
SOIL BORING LOCATION
CONSTRUCTION CALL OUT
HOUSE NUMBERS

3 #5

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT STANDARD DRAWINGS

CATCH BASIN NO. 1 ..... 2-D 160
PROTECTION BARRIER ..... 2-D261, 2, & 3
CONCRETE COLLAR 2-D 393
STANDARD DROP STEP 2-D 96
STD. A-615 REINFORCING BARS .. 2-D 171
SOIL CLASSIFICATION SYSTEM ... 2-D 413
MANHOLE FRAME AND COVER *FOR CATCH BASINS* 2-D 156
CATCH BASIN REINFORCEMENT FOR ROUND MANHOLES 2-D 157
CATCH BASIN REINFORCEMENT 2-D 172
STANDARD 24-INCH MANHOLE FRAME AND COVER 2-D 472
CATCH BASIN FRAME AND GRATING 2-D 271
DETAIL OF CATCH BASIN OPENING 2-D 232
TYPICAL FENCE, GATE, AND HEADWALL DETAILS FOR CHANNEL WALLS 2-D 180
REMOVABLE PROTECTION BAR *FOR CATCH BASINS* 2-D 115
CRITERIA FOR THE DESIGN OF SHORING FOR EXCAVATIONS 2-D 466
SAMPLE SHEET FOR USE AS A GUIDE IN PREPARING CALCULATIONS FOR SHORING OF EXCAVATIONS 2-D 400
ADJUSTABLE PROTECTION BAR STIRRUP 2-D 264
WOODEN LAMINATED RAIL ST. BARRICADE 2-D 152
CONNECTION TO CATCH BASIN FOR PIPES 12" THROUGH 72" 2-D 224
LOCAL DEPRESSION NO. 2 ..... 2-D 88

PORTABLE SECURITY FENCE FOR OPEN TRENCHES 2-D 476

PD052603

CALIFORNIA STATE STANDARD PLANS

PIPE INLETS ..... D 75-1

PAVING SCHEDULE

LINE	EXIST	RESURFACING
B - SHADY RIDGE LANE	*	3"AC/6"AB

* EXIST. PAVING VARIES (2-8"AC/0-18"AB)

GENERAL NOTES

1. ELEVATIONS SHOWN ARE ON ASSUMED DATUMS. REFER TO PLAN AND PROFILE ON EACH LINE FOR INDIVIDUAL BENCH MARKS.
2. STATIONS SHOWN ON DRAWINGS ARE ALONG CENTERLINE OF CONDUIT OR ON A LINE NORMAL TO CENTERLINE OF CONDUIT.
3. SOIL TEST BORINGS FOR THIS PROJECT WERE MADE BY WESTERN LABORATORIES DURING AUGUST 1971.
4. ALL C.M.P. SHALL BE 16 GA *UNLESS OTHERWISE SHOWN*
5. OPEN CHANNEL FLOW CONDITIONS EXIST WHERE THE HYDRAULIC GRADE LINE IS NOT SHOWN.
6. NUMBERS IN CIRCLES INDICATE ITEMS UNDER WHICH PAYMENT WILL BE MADE.
7. STATIONS AND INVERT ELEVATIONS OF PIPE INLETS SHOWN ON THE PROFILES ARE AT THE INSIDE FACE OF THE CONDUIT, UNLESS OTHERWISE SHOWN.
8. LOCATIONS OF CATCH BASIN CONNECTOR PIPE JUNCTIONS WITH CATCH BASINS AS SHOWN ON THE DRAWINGS ARE SCHEMATIC. IT IS INTENDED THAT SUCH JUNCTIONS BE LOCATED AT THE DOWNSTREAM END OF THE CATCH BASIN, UNLESS A DETAIL OF THE CONNECTION IS SHOWN OR A NOTE SPECIFICALLY INDICATES OTHERWISE. IN ALL CASES, THE EXACT LOCATIONS WILL BE *DETERMINED IN THE FIELD BY THE ENGINEER TO MEET FIELD CONDITIONS*
8a. TREES DESIGNATED AS "UKE" ARE EUCALYPTUS TREES.
9. MONOLITHIC CATCH BASIN CONNECTIONS SHALL BE CONSTRUCTED, WHERE APPLICABLE, PER STANDARD DRAWING 2-D 224.
10. "V_i" IS THE DEPTH OF INLET OF CATCH BASINS IN SERIES MEASURED FROM TOP OF CURB TO INVERT OF CONNECTOR PIPE.
11. EXISTING UTILITIES SHALL BE MAINTAINED IN PLACE BY THE CONTRACTOR, UNLESS OTHERWISE NOTED.
12. ALL OPENINGS RESULTING FROM THE CUTTING OR PARTIAL REMOVAL OF EXISTING CULVERTS PIPES OR SIMILAR STRUCTURES SHALL BE SEALED WITH 8 INCHES OF BRICK AND MORTAR OR 6 INCHES OF CONCRETE, UNLESS OTHERWISE SHOWN.
13. ALL RESURFACING, CURBS, GUTTERS, SIDEWALKS, DRIVEWAY, AND OTHER EXISTING IMPROVEMENTS TO BE RECONSTRUCTED SHALL BE CONSTRUCTED AT THE SAME ELEVATION AND LOCATION AS THE EXISTING IMPROVEMENTS, UNLESS OTHERWISE NOTED
14. ALL WATER LINES OWNED BY PALOS VERDES WATER CO.
ALL GAS LINES OWNED BY SOUTHERN CALIF. GAS CO.
ALL OVERHEAD POWER LINES OWNED BY SOUTHERN CALIF. EDISON CO.
15. CURB FACE (C.F.) SHOWN ON THE GENERAL PLAN PERTAINS TO THE CURB FACE AT THE CATCH BASIN OPENING UNLESS OTHERWISE NOTED.
16. ALL CONC. ANCHORS ARE TO BE CONSTRUCTED PER DETAIL SHT. 3.
17. *UTILITIES DESIGNATED BY THE SYMBOL "*" WILL BE ABANDONED IN PLACE AND THE OWNER WILL INSTALL A NEW SECTION OF THE AFFECTED UTILITY AT A LOCATION IN CLOSE PROXIMITY TO, BUT WHICH DOES NOT PHYSICALLY INTERFERE WITH, THE PROPOSED STORM DRAIN CONDUIT AND APPURTENANT STRUCTURES.*

INDEX TO DRAWINGS

SHEET No.	DESCRIPTION
SHEET 1	LOCATION MAP, LEGEND, GENERAL NOTES, INDEX TO DRAWINGS AND STANDARD DRAWINGS
SHEET 2	LINE B - PLAN AND PROFILE
SHEET 3	DETAILS AND LOG OF BORINGS

1970 STORM DRAIN BOND ISSUE

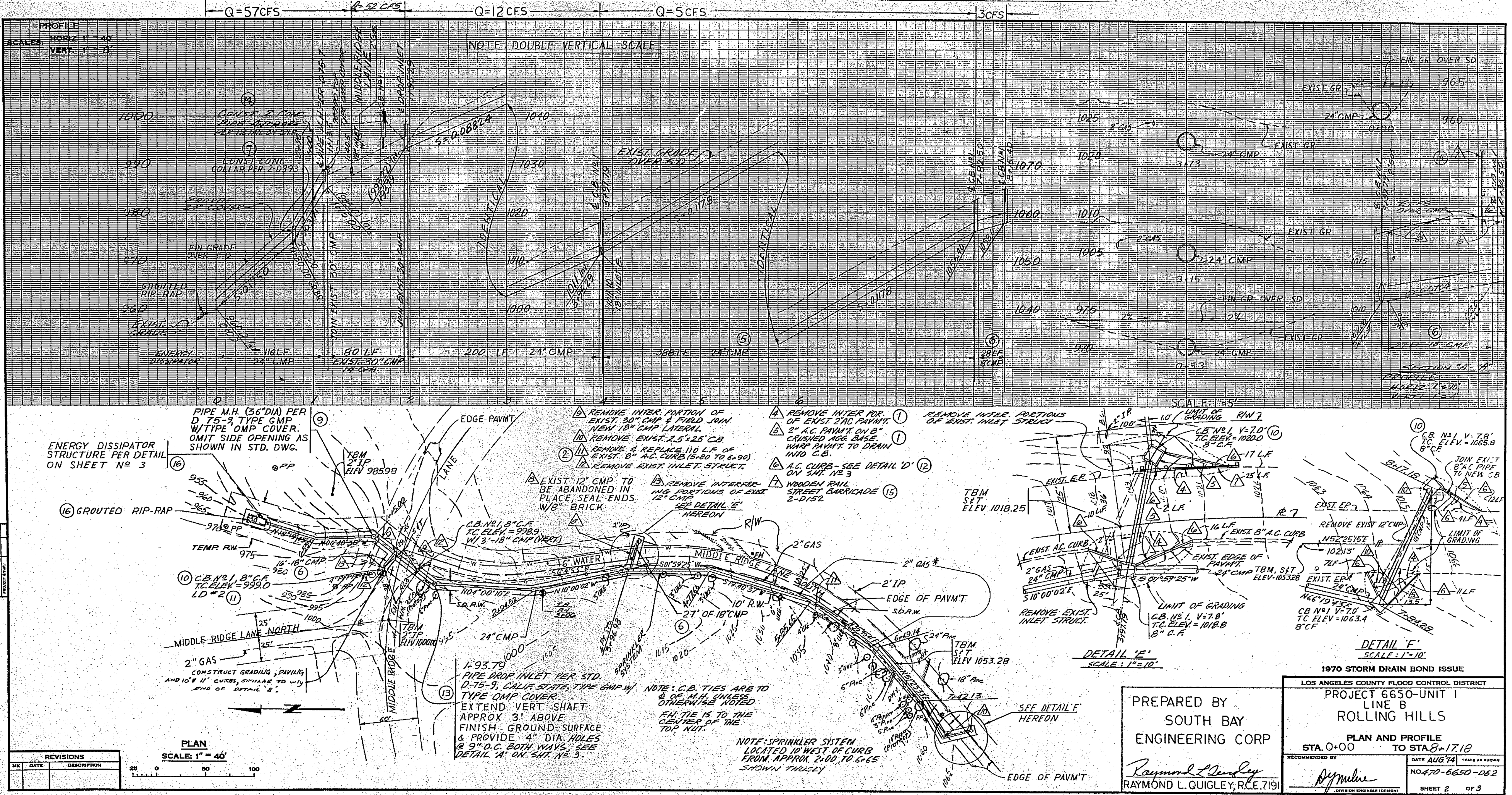
LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

PREPARED BY
SOUTH BAY ENGINEERING CORP
Raymond L. Quigley
RAYMOND L. QUIGLEY, RCE 7191

APPROVED AS TO CITY OF ROLLING HILLS
Jerald Clifton
CITY MANAGER
DATE: April 21, 1972

PROJECT NO. 6650-UNIT
LINE B
ROLLING HILLS
LOCATION MAP, LEGEND, GENERAL NOTES, INDEX TO DRAWINGS, AND STANDARD DRAWINGS

RECOMMENDED BY: Dymitrow — DIVISION ENGR.
DATE: AUG. '74
SCALE: AS SHOWN
CHIEF ENGR.
NO. 470-6650-D6.1
SHEET 1 OF 3



REVISIONS		
MK	DATE	DESCRIPTION

DESIGNED BY	DRAWN BY	CHECKED BY	SUPERVISED BY	PROJECT ENGR.

1970 STORM DRAIN BOND ISSUE

PREPARED BY
SOUTH BAY
ENGINEERING CORP

Raymond L. Quigley
RAYMOND L. QUIGLEY, R.C.E. 7191

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

PROJECT 6650-UNIT 1
LINE B
ROLLING HILLS

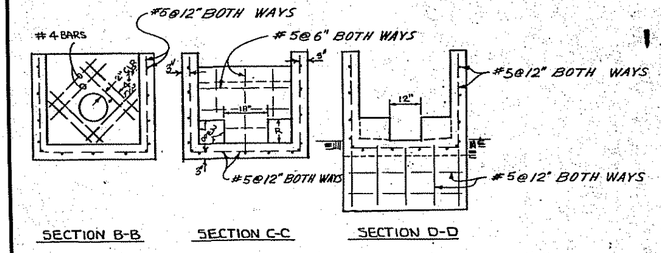
PLAN AND PROFILE
STA. 0+00 TO STA. 8+17.18

RECOMMENDED BY
[signature]
DIVISION ENGINEER (DESIGN)

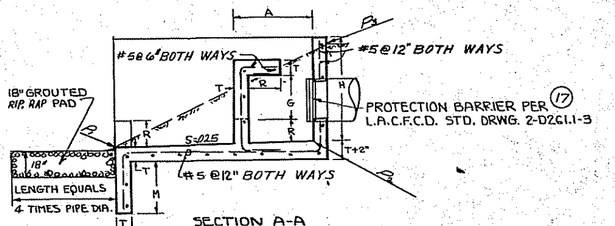
DATE AUG. '74 SCALE AS SHOWN
NO. 470-6650-D6.2
SHEET 2 OF 3

ENERGY DISSIPATOR DATA

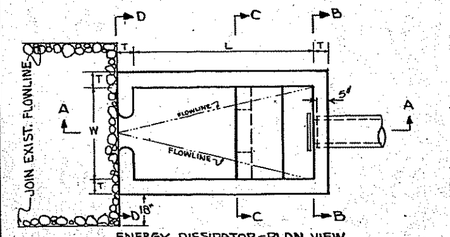
LINE	Q	W	A	H	G	R	M	L	T	PIPE DIA	ELEV. P1	ELEV. P2	ELEV. P3
B	57	8'-0"	4'-7"	6'-3"	3'-0"	1'-4"	3'-0"	10'-8"	6"	24"	958.0	958.67	964.0



SECTION B-B SECTION C-C SECTION D-D



SECTION A-A

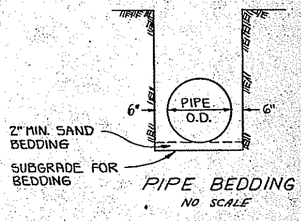


ENERGY DISSIPATOR-PLAN VIEW
NO SCALE.

REVISIONS		
MK	DATE	DESCRIPTION

INITIAL DATE
DESIGNED BY
DRAWN BY
CHECKED BY
TRACED BY
PROJECT ENGR.

Design Data:
fc' = 4000 p.s.i.
fc = 1800 p.s.i.
fs = 24000 p.s.i.
n = 8
Shear and bond stresses per A.C.I. 318 - 63
External Load = 62.5 psf E.F.P.
Internal " = 40 " E.F.P.



PIPE BEDDING
NO SCALE

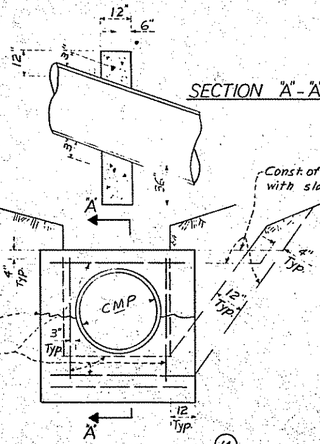
BORING LOG

NOTE: THE SOIL CLASSIFICATIONS HEREON ARE BASED ON THE UNIFIED SOIL CLASSIFICATION SYSTEM, STANDARD DRAWING 2-D413
TEST BORINGS WERE MADE WITH TRACTOR MOUNTED BACKHOE WITH HAND SAMPLING EQUIPMENT. UNDISTURBED SAMPLES OF THE SUB-SURFACE SOILS WERE RECOVERED BY MEANS OF A 2.50" INNER DIAMETER SAMPLER DRIVEN BY A 50 LB. HAMMER.

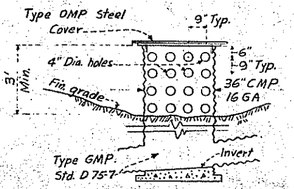
PROJECT: LINE B
FOR: SOUTH BAY ENGINEERING

BORING NUMBER: B-1
DATE DRILLED: 8-31-71

DEPTH: FT.	SAMPLE / CORE / BLOWS/FT.	LITHOLOGY	UNIT DRY WEIGHT LBS/CU.FT.	% MOISTURE	ANALYSIS % SAND	% SILT	% CLAY
		SURFACE ELEV. 1008					
0		CLAY, SILTY WITH SHALE FRAGMENTS, BLACK (CL)	86.5	21.0	21	34	45
5	INVERT	CLAY, SILTY WITH BOULDERS GREY (WEATHERED BEDROCK) (CL)	85.5	24.5	19	40	41
		BEDROCK, CLAYEY SILTSTONE					
		NO GROUND WATER ENCOUNTERED					



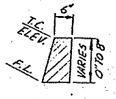
CONCRETE ANCHOR (14)
NO SCALE



(13) DETAIL 'A' - PIPE INLET
NO SCALE

STRUCTURAL NOTES

1. DIMENSIONS FROM FACE OF CONCRETE TO STEEL ARE TO CENTER OF BAR UNLESS OTHERWISE SHOWN.
2. CONCRETE DIMENSIONS SHALL BE MEASURED HORIZONTALLY OR VERTICALLY ON THE PROFILE, AND PARALLEL TO OR AT RIGHT ANGLES (OR RADIALLY) TO CENTERLINE OF CONDUIT ON THE PLAN EXCEPT AS OTHERWISE SHOWN.
3. ALL BAR BENDS AND HOOKS SHALL CONFORM TO THE 1963 AMERICAN CONCRETE INSTITUTE'S "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE" SECTION 801.
4. PLACING OF REINFORCEMENT SHALL CONFORM TO THE 1963 AMERICAN CONCRETE INSTITUTE'S "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE SECTION 803.
5. TRANSVERSE CONSTRUCTION JOINTS IN WALLS AND SLABS SHALL BE IN THE SAME PLANE. NO STAGGERING OF JOINTS WILL BE PERMITTED. TRANSVERSE CONSTRUCTION JOINTS SHALL BE NORMAL OR RADIAL TO THE CENTERLINE OF CONSTRUCTION.
6. THE TRANSVERSE REINFORCING STEEL SHALL TERMINATE 1-1/2 INCHES FROM THE CONCRETE SURFACES UNLESS OTHERWISE SHOWN ON THE STRUCTURAL DETAILS.
7. EXPOSED EDGES OF CONCRETE MEMBERS SHALL BE ROUNDED OR BEVELED.
8. NO SPLICES IN TRANSVERSE STEEL REINFORCEMENT WILL BE PERMITTED OTHER THAN SHOWN ON THE DRAWING WITHOUT APPROVAL OF THE ENGINEER. NO MORE THAN 2 SPLICES WILL BE PERMITTED IN ANY LONGITUDINAL BAR BETWEEN TRANSVERSE JOINTS. SPLICES SHALL BE STAGGERED.
9. LONGITUDINAL STEEL SHALL BE LAPPED 20 BAR DIAMETERS AT SPLICES. TRANSVERSE STEEL SHALL BE LAPPED 30 BAR DIAMETERS AT SPLICES.
10. LONGITUDINAL STEEL SHALL TERMINATE TWO INCHES FROM TRANSVERSE CONSTRUCTION JOINTS.
11. TRANSVERSE JOINTS SHALL BE PLACED AT THE JUNCTION OF RECTANGULAR OPEN CHANNEL SECTION WITH CLOSED CONDUIT SECTIONS. THE JOINT SHALL NOT BE KEYED AND SHALL HAVE A 3/8" LAYER OF EXPANSION JOINT MATERIAL IN WALLS AND INVERT.
12. ALL RECTANGULAR OPEN CHANNEL WALLS SHALL BE FENCED IN ACCORDANCE WITH STANDARD DRAWING 2-D 180.



(12) DETAIL "D"
A.C. CURB
NO SCALE

1970 STORM DRAIN BOND ISSUE

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

PREPARED BY
SOUTH BAY
ENGINEERING CORP

Raymond L. Quigley

RAYMOND L. QUIGLEY, R.C.E. 7191

PROJECT 6650-UNIT 1
LINE B
ROLLING HILLS
DETAILS AND
LOG OF BORINGS

RECOMMENDED BY

DIVISION ENGINEER (DESIGN)

DATE AUG '74 | SCALE AS SHOWN

NO. 470-6650-D6.3

SHEET 3 OF 3

ONWARD ENGINEERING

DAILY INSPECTION REPORT

Sink Hole at Middleridge Ln S

REPORT NO. 01

Accumulated WD's:

WD Status:

Project No:

DATE: 01-18-2023

M	T	W	T	F	S	S

SHIFT HOURS

Start: 0630

Stop: 1030

ITEM # - DESCRIPTION OF WORK

WEATHER

Clear	Y
Cloudy	
Partly Cloudy	
Windy	
Rain	
Snow	
Temp (Lo-Hi) °F	42-58
Other	

EQUIPMENT AND/OR LABOR:

EQ. NO.	NO. MEN	DESCRIPTION OF EQUIPMENT OR LABOR	HOURS								*Disputed / Extra Work*	*Idle / Down*	REMARKS

Insp field investigated sink hole (with photos) and found (2) sink holes adjacent to catch basin and parallel & behind edge of pavement (AC rolled curb).

Insp & City reviewed 3rd party's underground in-pipe video clips at City Hall and found following action items needs to be repaired or replaced as necessary:

1. 8+17 to 7+84 (33'-18" CMP-under Middleridge Ln S w/vehicular traffic)
2. 7+84 to 5+59 (225'-24" CMP on SW/side of Middleridge Ln S, outside of roadway)

Note 1: Confirmation of field observation and review of video footages of findings will also need to be verified by OE's Engineering staff.

Note 2: Middleridge Ln South is the only access for residents at south end of street. The street width is about 24-feet wide; therefore, to close the street is not recommended, but to allow access for vehicular traffic with working construction equipment will be tight.

Insp received flash drive (for OE to review and provide recommendation for course of action) that includes:

1. Underground In-pipe Videos (5 segments, last 2 videos with damaged CMP)
2. Reports of videos (with STA data)
3. Storm drain As-built plans (for Middleridge Lane South)

Michael Nguyen
Sr. Construction Inspector

Photo 1 - Upstream 18”CMP at STA 8+17 (right side of photo) upstream 24”CMP at STA 7+84 (left side of photo).

Photo 2 - (2) Sink holes were within 16 LF n/o catch basin at STA 7+84.

Photo 3 - Sink holes were outside of the roadway and behind AC rolled curb.

Photo 4 - Closest sink hole to catch basin was about 3’ in diameter and about 8’ deep (bottom of SD).

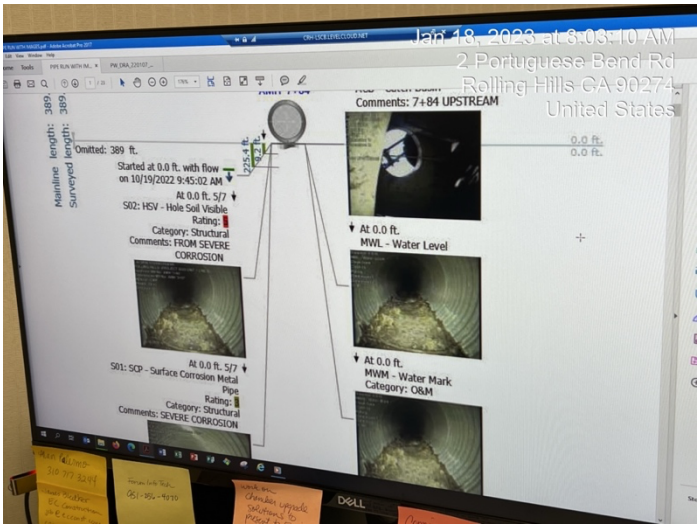


Photo 5 - Third party reports were reviewed in City Hall for condition at bottom of CMP (5-7 pos. at flow line).

Photo 6 - Video clips were reviewed to determine length of corroded CMP from station to station.

ONWARD ENGINEERING
300 South Harbor Boulevard
Suite 814, Anaheim, CA. 92805
www.oe-eng.com

REQUEST FOR PROPOSALS

for CAPITAL IMPROVEMENTS CONSTRUCTION & GENERAL INSPECTION SERVICES

for the CITY OF ROLLING HILLS, CALIFORNIA

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

ONWARD ENGINEERING
design smarter. build better.
300 S. Harbor Blvd.
Suite 814
Anaheim, CA 92805
(714) 533.3050
www.oe-eng.com

Attention: Elaine Jeng, P.E., City Manager
No. 2 Portuguese Bend
Road Rolling Hills, Ca 90274

November 9th, 2022

SUBJECT: REQUEST FOR PROPOSALS FOR CAPITAL IMPROVEMENTS CONSTRUCTION AND GENERAL INSPECTION SERVICES

Onward Engineering (OE) is pleased to submit this proposal to the City of Rolling Hills to provide as-needed construction and general inspection services. OE has been providing professional services since 2004, and over the years, we have fine-tuned our approach to public works projects. We have a lot of experience working in Cities with a vocal and involved community, including the nearby Cities of Rancho Palos Verdes, Torrance, Lomita, Long Beach, Redondo Beach, Hermosa Beach and Manhattan Beach. Our team has also worked closely with other equestrian-centric Cities such as La Habra Heights and Orange Park Acres (City of Orange).

When we provide construction inspection services on projects, maintaining a positive public perception is paramount to project success. We apply multiple mediums for community coordination. OE's real-time project maps, informational web page, enhanced public notices, and a customized telephone hotline allows stakeholders to understand the project, check on its status, and communicate any concerns. This is especially important in communities where the public is heavily involved and wants to stay informed.

Additionally, organization and safety are a chief concern. This starts with preparing detailed reports and photo diaries. OE will utilize Orange Vest, an application that we built ourselves. Our proprietary construction tool Orange Vest© allows us to document work in real-time, and have those quantities, materials, labor, and equipment automatically update Quantity Sheets, Earned Value Charts, Cost Over Time Charts, Quantity Over Time Charts, and Percent Complete Over Time Charts. It also allows us to proactively monitor bid items that are nearing 75% complete and keep track of any overages. The **ORANGE VEST©** Application also allows us to generate Field Notifications, manage Punch-Lists, automatically generate Weekly Statement of Working Day reports, and manage Potential Change Orders, Unit Price Change Orders, and Change Orders. The value of this tool is unprecedented. It took our team over 5 years to develop, and it includes input from former County, City, and Public Works Professionals and Supervising Inspectors.

OE proposes a bench of Construction Inspectors who are highly qualified with many years of experience who are the heart of our business and are ready to handle any project to success. We train our staff in maintaining open and responsive lines of communication with our clients. OE is committed to raising the bar in providing customized consulting services to public agencies. We credit our success working with agencies to our standards of preparedness, initiative, honesty and transparency; our emphasis on maintaining open lines of communication with the City; our embrace of technology based tools which enable speed and accuracy; our refined and proven approaches and methodologies to the project process, and most importantly our highly qualified team members.

I would like to thank the City of Rolling Hills for the opportunity to submit our qualifications. I will be the firm representative and remain as the primary contact for the duration of the contract. If you have any questions, or would like any additional information, please feel free to contact me by phone at: (714) 533-3050, or by email at: mataya@oe-eng.com. We look forward to a successful relationship with the City of Rolling Hills and we thank you for the opportunity to serve.

Thank you,

Majdi Ataya

Majdi Ataya, PE
President, Onward Engineering

PROJECT UNDERSTANDING

The City of Rolling Hills is seeking Construction and General Inspection Services to assist with the following:

EMERGENCY STORM DRAINPIPE REPAIR AT 3 MIDDLERIDGE LANE NORTH

TRAFFIC IMPROVEMENTS APPROVED BY THE CITY COUNCIL

GENERAL INSPECTIONS ON AN AS-NEEDED BASIS

This assignment is unique because it will require close coordination with the Rolling Hills Community Association (RHCA) since they manage the roadways withing the City boundaries and is the operator of the City-owned leased properties. This means that a firm that can be flexible and responsive is essential to avoiding logjams and delays when coordinating with more than one stakeholder. Onward Engineering is run by Majdi Ataya, a former Director of Public Works and City Engineer in the City of La Habra and La Habra Heights. He understands how to keep projects moving and how to hold Contractors accountable during construction.

TASK 1 3 MIDDLERIDGE LANE NORTH

OE will serve as the City's construction inspector for the emergency repair at 3 Middleridge Lane North, slated to start on November 14, 2022 and anticipated to be completed by November 30, 2022. Our Construction Inspector will provide site inspections to check that the Contractor meets construction documents, industry standards and practices, safety measures per CalOSHA, NPDES (stormwater) requirements for a construction site, applicable city codes, and will provide inspection reports to the City on a weekly basis, although they will be available in real-time to the City to check at any point.

TASK 2 TRAFFIC IMPROVEMENT INSPECTIONS

OE will serve as the City's construction inspector for traffic improvements approved by the City Council. The Los Angeles County Public Works via the City's General Services Contract will implement majority of traffic improvements in Rolling Hills. Provide inspections to ensure contractor meets construction documents, industry standards and practices, safety measures per CalOSHA, NPDES (stormwater) requirements for a construction site, applicable city codes, and provide inspection reports to the City on a weekly basis, although they will be available in real-time to the City to check at any point. Michael Nguyen and Timothy Stanley will be the two main inspectors for this task as they have a plethora of experience on traffic improvement projects.

TASK 3 EASEMENT & GENERAL INSPECTIONS

OE will serve as the City's Construction inspector for the construction activities in the easement, on an as-needed basis. Provide inspection reports to the City as appropriate. This task would include responding to residents' inquiries, conducting site visits to private properties in connection with activities in the easement. OE has provided similar services to multiple Cities including the City of Diamond Bar, City of Brea, and City of La Habra Heights.

Note:

OE will meet with City staff as needed, and our fee assumes a maximum of ten meetings over a 12-month period.

CONSTRUCTION MANAGEMENT & INSPECTION SCOPE OF WORK

PHASE 1 — PRE-CONSTRUCTION

TASKS	DELIVERABLES
PRE-CONSTRUCTION MEETING	meeting minutes meeting agenda
CONSTRUCTABILITY REVIEW	
RFI COORDINATION	assist RFI review

JOB CONTROL DOCUMENTS

- Project Schedule
- Bid Schedule
- Weekly/Bi-Weekly Status Reports
- Weekly Statements of Working Days
- Construction Change Orders
- Monthly Construction Payments
- Certified Payroll Records
- Labor Compliance Documents

PROJECT RECORDS

- DCRs & RFIs
- Correspondence/Submittals
- CCOS & Progress Reports
- Lab & Field Test Reports
- Materials Delivery Tickets
- Compliance Certification
- Progress Reports/Photos
- Meeting Minutes
- Guarantees/Certifications
- Affidavits/Leases/Easements

PHASE 2 — CONSTRUCTION

TASKS	DELIVERABLES
WEEKLY MEETINGS	meeting agenda & minutes status reports
COMMUNITY COORDINATION	community coordination records discussion notes date of discussions actions taken
CONSTRUCTION INSPECTION	daily reports working day statements daily photo diary raw image files & video *digital files*
TRAFFIC CONTROL	traffic control notes
JOB SAFETY COMPLIANCE	safety infraction reports
CHANGE ORDERS	change order notes verify accurate records quantities verify records back-up
LABOR COMPLIANCE	employee interview *forms & reports*
MATERIALS TESTING	testing reports
CONSTRUCTION DOCUMENTATION	*(see job control documents and project records)*
WATER QUALITY SWPPP	

PHASE 3 — POST-CONSTRUCTION

TASKS	DELIVERABLES
FINAL WALK THROUGH & INSPECTION	
AS-BUILT PLANS	IOR red - lines
PUNCH LISTS	preliminary punch list final punch list
NON-COMPLIANCE ITEMS	non-compliance notes
COMPLETION RECOMMENDATIONS	completion recommendations final report of completion final punch list
FINAL PAYMENT REQUESTS	payment recommendations *forms & reports*
SUBMIT PROJECT FILES	
LABOR COMPLIANCE	notes

PUBLIC OUTREACH

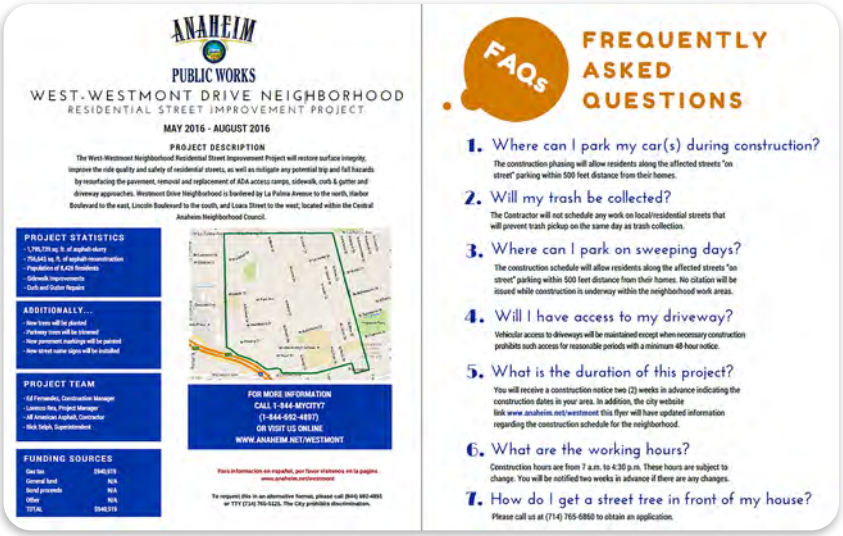
Having a plan for minimizing interruption, garnering public support, and maintaining a positive public perception throughout construction is critical to the overall success of a project. As such, we place an emphasis on public outreach and the dissemination of project information to affected stakeholders. We inform the public because it translates to less complaints, safer construction sites, and a smooth construction schedule.

TELEPHONE HOTLINE

The Community of Rolling Hills will be provided with a telephone hotline operating as the primary project contact number for the duration of the project life cycle. Call logs with caller information, time of call, and voice-mail can easily be tracked, generated and saved. Upon setup, callers are greeted by a brief pre-recorded introduction, after which a vocalized menu will offer helpful project information (ie. street closures, parking restrictions and schedule changes) with the option to be routed to a task specific staff member. This system is customizable, and it works even if phases are handled by different consultants, where the contact person can be changed throughout the course of a project. This means less headaches for the City, and it provides peace of mind to the community, knowing the option to voice their concerns and obtain information is a phone call away.

PUBLIC NOTICES

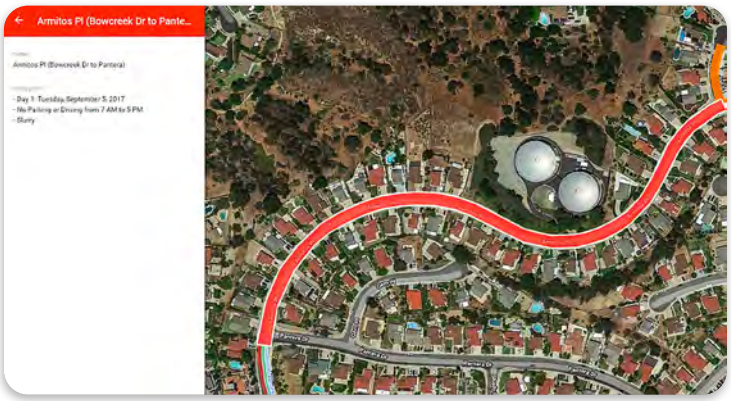
OE produces, supplies, posts, distributes and updates all public notices (PDFs) that provide pertinent project information and updates to neighborhood residents directly effected by project and construction activities, which we will prepare for the Contractor on behalf of the City and distribute to the residents.These notices are a great way for residents to be made aware of the project, to be informed of set dates and events and what is going on in, near and around their neighborhood, to actually read the notices, and to follow any driving or parking restrictions.


ANAHEIM
PUBLIC WORKS
WEST-WESTMONT DRIVE NEIGHBORHOOD
RESIDENTIAL STREET IMPROVEMENT PROJECT
MAY 2016 - AUGUST 2016
PROJECT DESCRIPTION
PROJECT STATISTICS
ADDITIONALLY...
PROJECT TEAM
FUNDING SOURCES
FOR MORE INFORMATION
CALL 1-844-MYCITY7
(1-844-692-4897)
OR VISIT US ONLINE
WWW.ANAHEIM.NET/WESTMONT
FAQs
FREQUENTLY ASKED QUESTIONS
1. Where can I park my car(s) during construction?
2. Will my trash be collected?
3. Where can I park on sweeping days?
4. Will I have access to my driveway?
5. What is the duration of this project?
6. What are the working hours?
7. How do I get a street tree in front of my house?

INFORMATIVE WEB PAGES

OE offers informative web pages hosted on a separate sub-domain linked directly to the City's website. This allows OE to directly produce and update project information and updates, and dynamic maps (shown on the following page) without requiring City time and resources through the process. The website also includes public notices (PDFs, as shown above).

BREA CANYON CUTOFF RD & OAK CREST DR ROAD CONSTRUCTION
OCTOBER 16, 2017 - OCTOBER 20, 2017
SEE MAP FOR DRIVING RESTRICTIONS AND DETOUR ROUTES.
(To see project details about your street click the enlarge icon " [ ] " on the map below, then click on your street!)
OAK CREST DR. DETOUR PLAN for Brea Canyon Cut Off Dr


Arnitos Pl (Bowcreek Dr to Pante...

WEB PAGE SAMPLE

INTERACTIVE WEB MAPS

OE supplies interactive and dynamic maps to keep the public informed. Stakeholders can access our maps online for updates on detours, phasing, temporary parking, street closures, and general project information. OE manages and updates the site and content in real-time in accordance with City requirements. This provides the City with easy-to-access content for oversite and to disseminate valuable information.

ORANGE VEST APPLICATION

ORANGE VEST© is a proprietary tool (web application and iOS application) which streamlines and organizes construction documents, built with the inspection team in mind. Orange Vest allows the CM and Inspector to document work in real-time, and to have field quantities, materials, labor, and equipment automatically update Quantity Sheets, Earned Value Charts, Cost Over Time Charts, Quantity Over Time Charts, and Percent Complete Over Time Charts. It also allows the team to proactively monitor bid items that are nearing 75% complete and keep track of any overages.

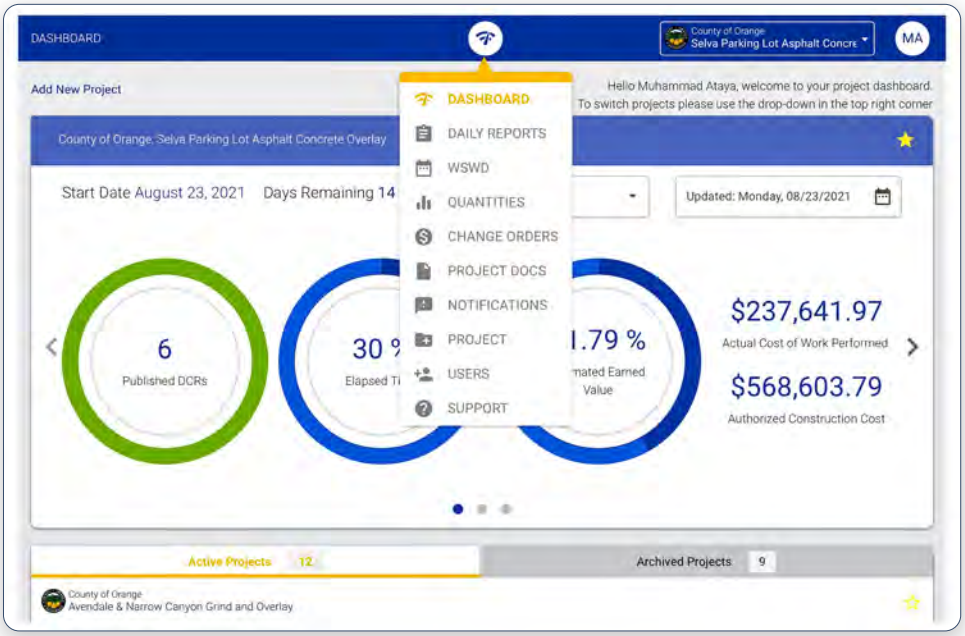
The **ORANGE VEST©** application allows users to generate Field Notifications (Incident Reports), manage Punch-Lists, automatically generate Weekly Statement of Working Day reports, manage Potential Change Orders, Unit Price Change Orders, and Contract Change Orders. On the Construction Management side, it allows users to review and approve/reject submittals and respond to RFIs.

The value of this tool is unprecedented. It took our team over 4 years to develop, and it includes input from former County, City, and Public Works Professionals and Supervising Inspectors.

The following pages showcases further details, features and usages of this tool.

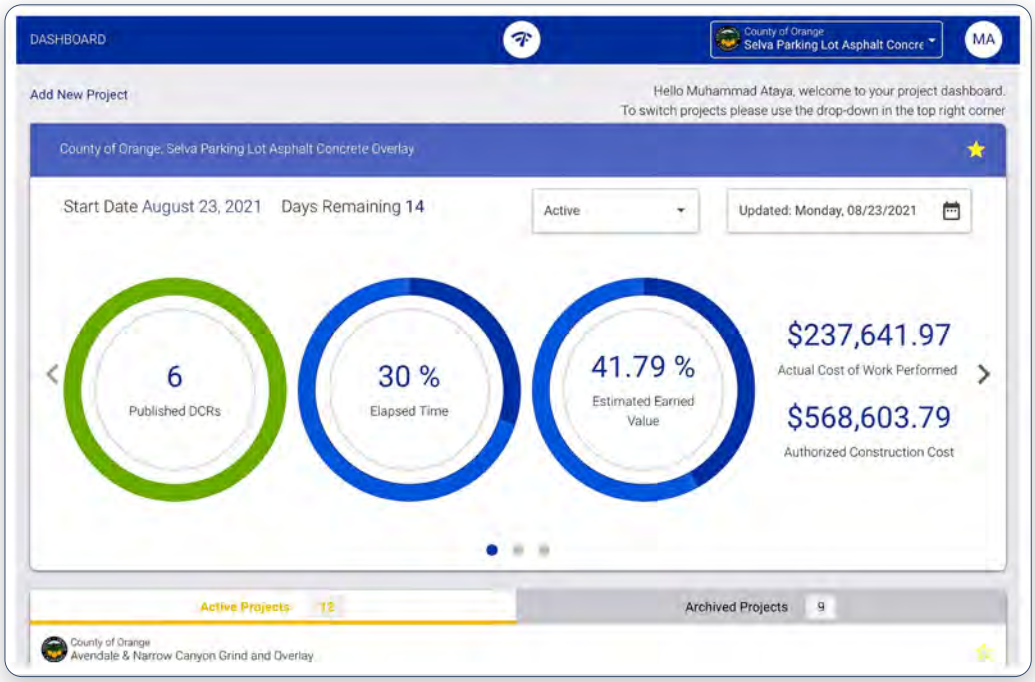
LIST OF FEATURES

View project dashboard, prepare comprehensive daily reports, automatically generate weekly statement of working days, view product quantities to approve progress payments, prepare change order leveraged by real team data, access project files, sign and countersign reports, file field notifications and incident reports, submit and review construction submittals, prepare and respond to requests for information, and more.



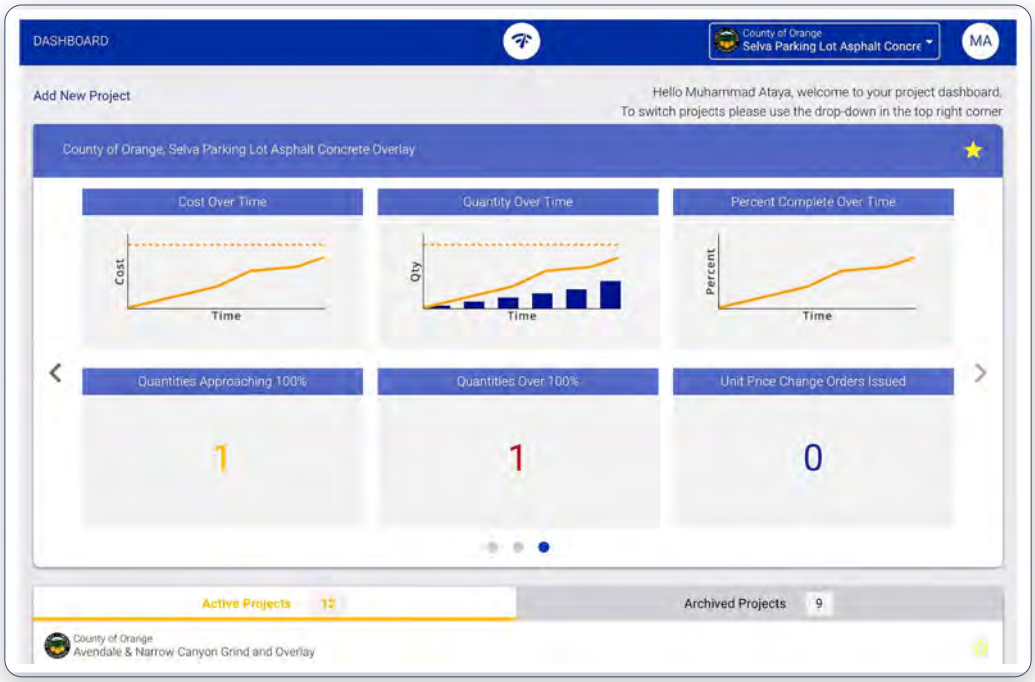
DASHBOARD AT A GLANCE

The project dashboard gives you a quick look at the project's progress, so you know at a glance how many days are remaining, whether or not any daily reports are missing or incomplete, how much time has elapsed, the estimated earned value (automatically updated with each published daily report), the weather forecast that includes an hour-by-hour breakdown, and charting tools to dive deeper on the project's numbers.



DASHBOARD: IN-DEPTH

The project dashboard has three charts currently available: cost over time, which can be viewed for the project as a whole, or specifically for up to 3 bid items at a time; the quantity over time chart, showing both the cumulative & the day/week/month totals for the project as a whole or as individual bid items; the percent complete over time chart, which can be viewed for the project or for individual bid items (up to 3 at a time).

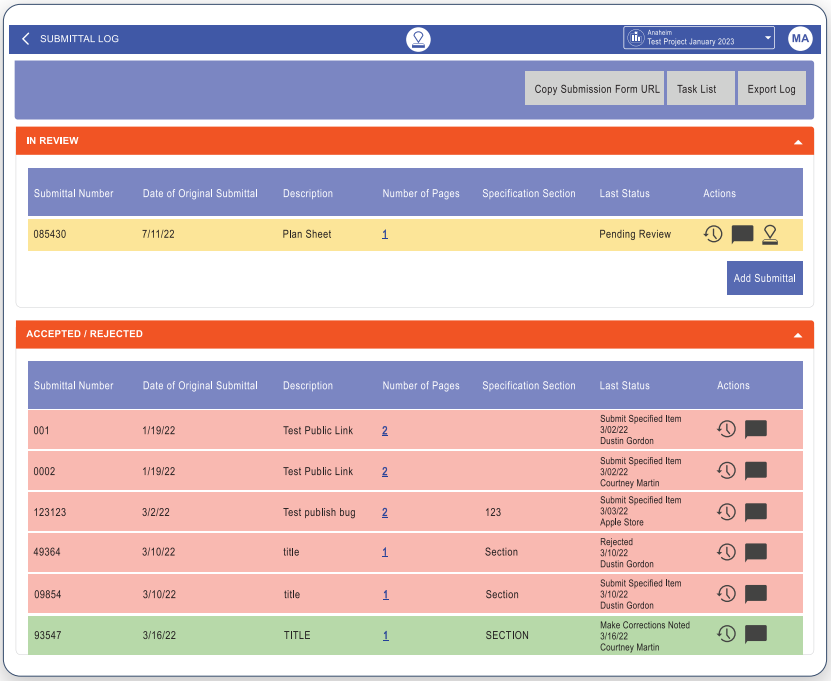


RFI MODULE

Traditionally, with Requests for information (RFI), questions would be fragmented across platforms for each phase of a project-platforms on email, hard copy, scanner, text, and over the phone. The RFI Module in Orange Vest offers centralized request features, and allows for direct response, for either the user, or via a public link, when submitting an RFI. It can be marked as Normal, Expedited, or Critical. PDF's are also attachable to the RFI if needed. The app then sends an email notification to the Construction and Project Manager of the RFI submission. Any responses will go directly back to the RFI sender. The system will also give priority alerts to the PM/CM in order to address expedited and critical RFIs first. Orange Vest is automated to generate a PDF of the RFI information, and to update the PDF anytime an answer is entered. The system also auto-generates a PDF log of the RFIs.

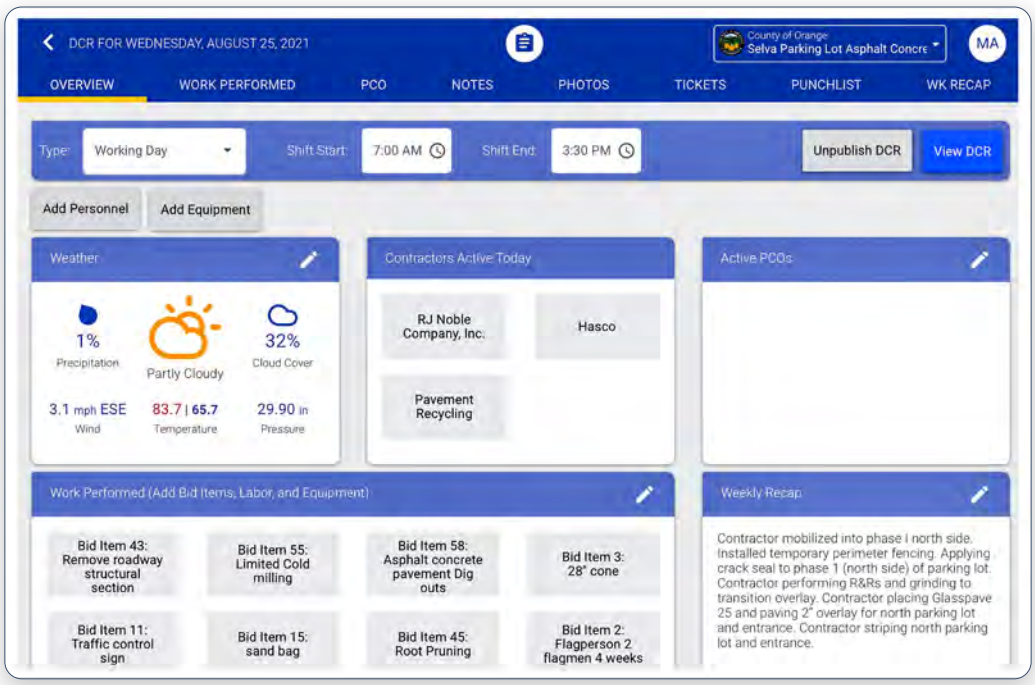
SUBMITTAL MODULE

The Submittal Module is for submitting documentation of materials and processes indended for use during construction. It accepts PDFs either through the app or as a public link, either as a new submittal, or as a follow-up to a previous submittal. A notification is then sent to the PM/CM for review. A visible "stamp" icon enables the user to mark up the PDF within the app utilizing a set of markup tools. A status option can then be selected for the PDF, to either "Approved-No Exceptions Taken", "Approved-Make Corrections Noted", "Rejected", "Rejected-Revise & Resubmit", or "Rejected-Submit Specified Item". Then a cover page is auto-generated for that marked up document, which includes an entire tracking history for that Submittal as well as a digital stamp with signature. The system also auto-generates a PDF log of Submittals (both pending and reviewed).



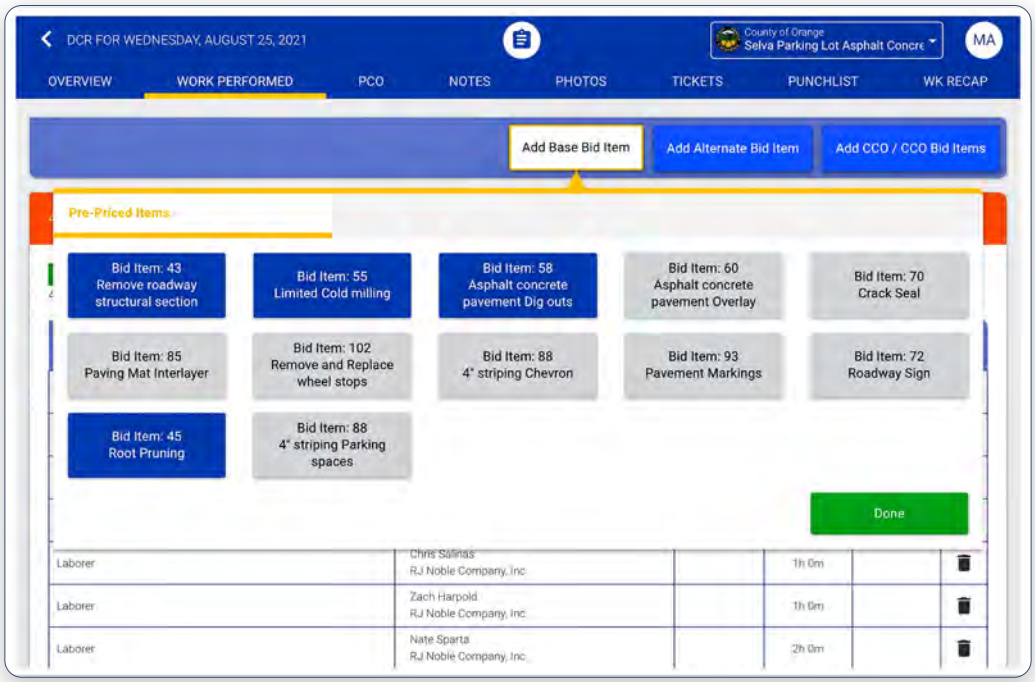
DAILY REPORTING

The daily report is the brains of the application. We built our app with the inspector in mind, as the inspector is the eyes and ears of the project. The daily report dashboard gives the inspector his daily information at a glance. The top bar allows the inspector to jump into work performed (to track labor, equipment, and quantities completed), PCO (potential change orders), notes, tickets, punch list, and weekly recap.



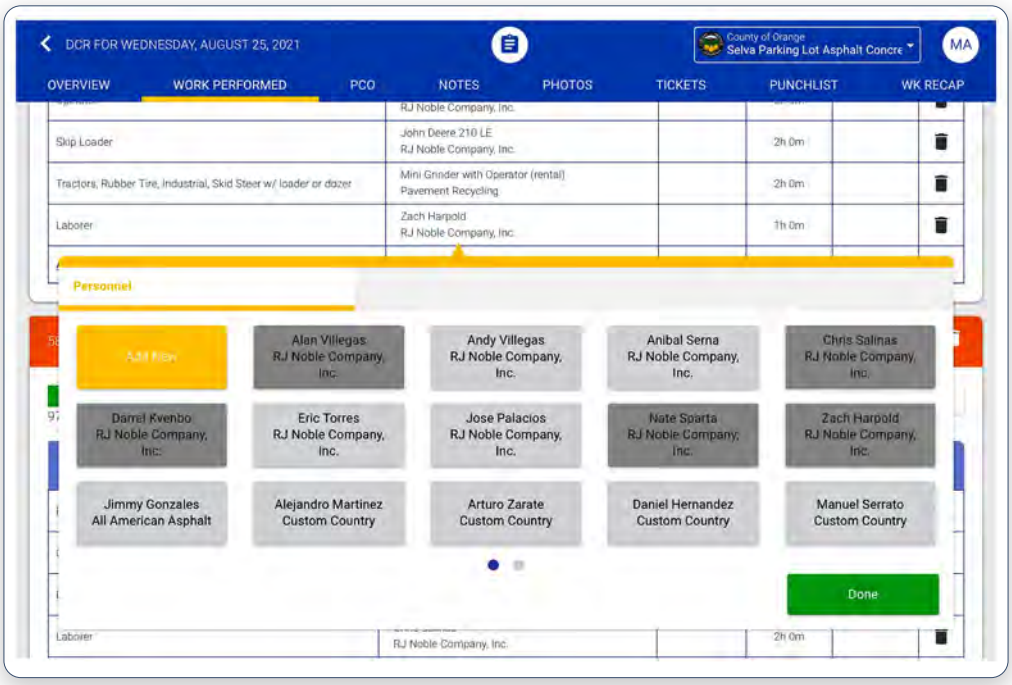
BID ITEMIZATION

Adding a bid item is easy, and it takes all the guess work out of it. No more typos or inaccurate bid items. These are pulled directly from the bid sheet which is uploaded to the system as a CSV file (or manually input). Once a bid item is in, you are ready to add labor and equipment hours to it, or to add quantities performed that day.



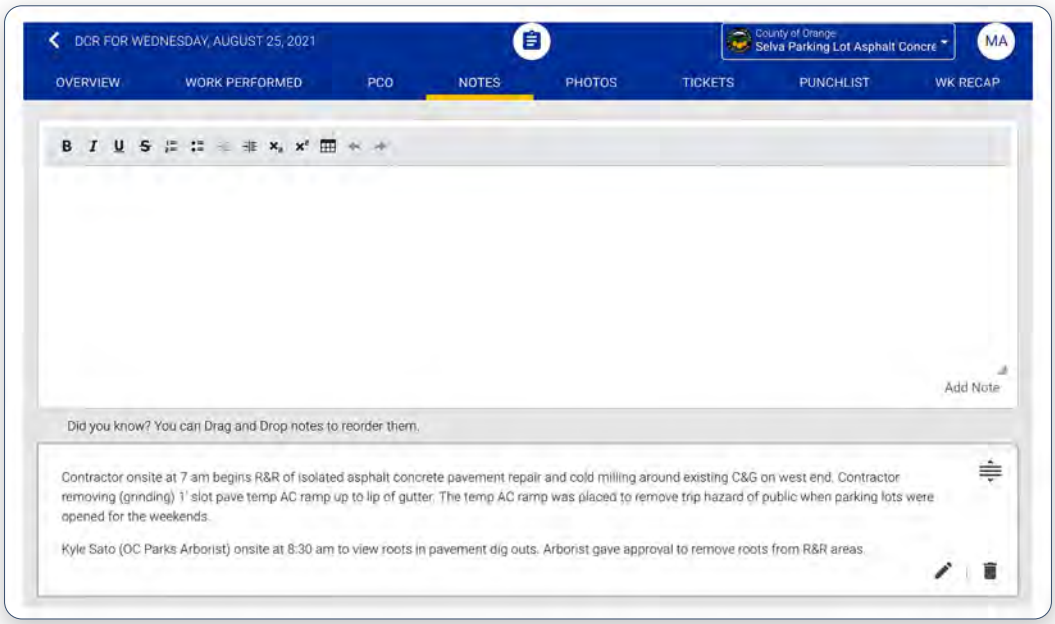
PROJECT CLASSIFICATIONS

Once you add a bid item, assigning labor and equipment is a breeze. Just select the classification, and the system will filter only the personnel and equipment that fit that classification. You only need to type out the name and description once, and it is available throughout the project. If you prefer to put the name and description first, you can do that and the system will show you a list of classifications assigned to that person and equipment.



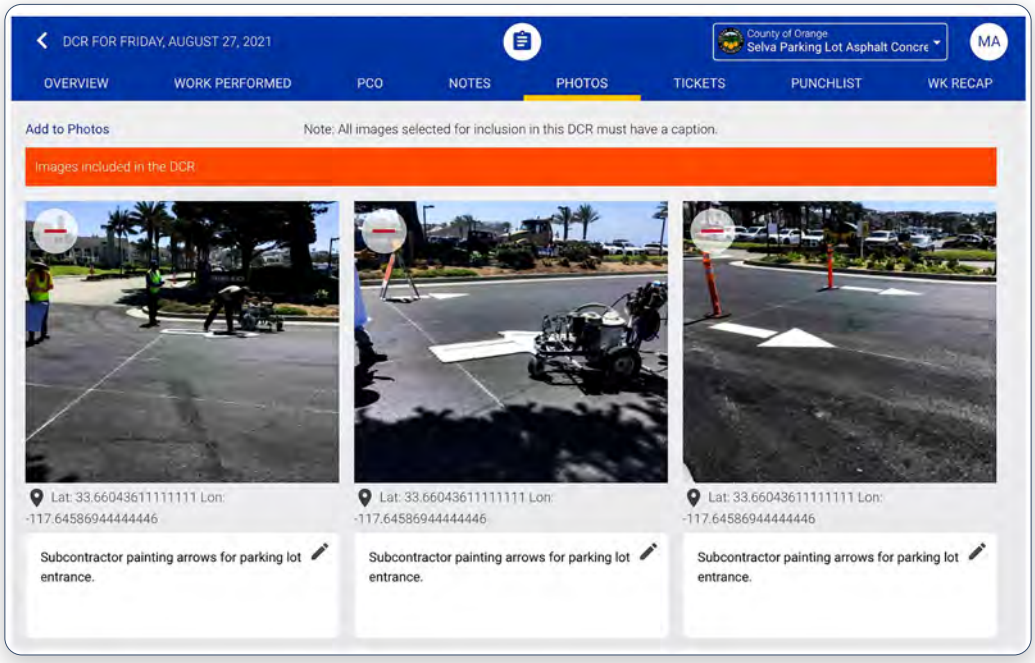
NOTATION

Notes are easy to input. They can be formatted & rearranged. You can use voice text to dictate your notes when you are in a rush. Then you can edit those notes later if needed. You can also assign notes specifically to a bid item, or you can type them out as general notes.



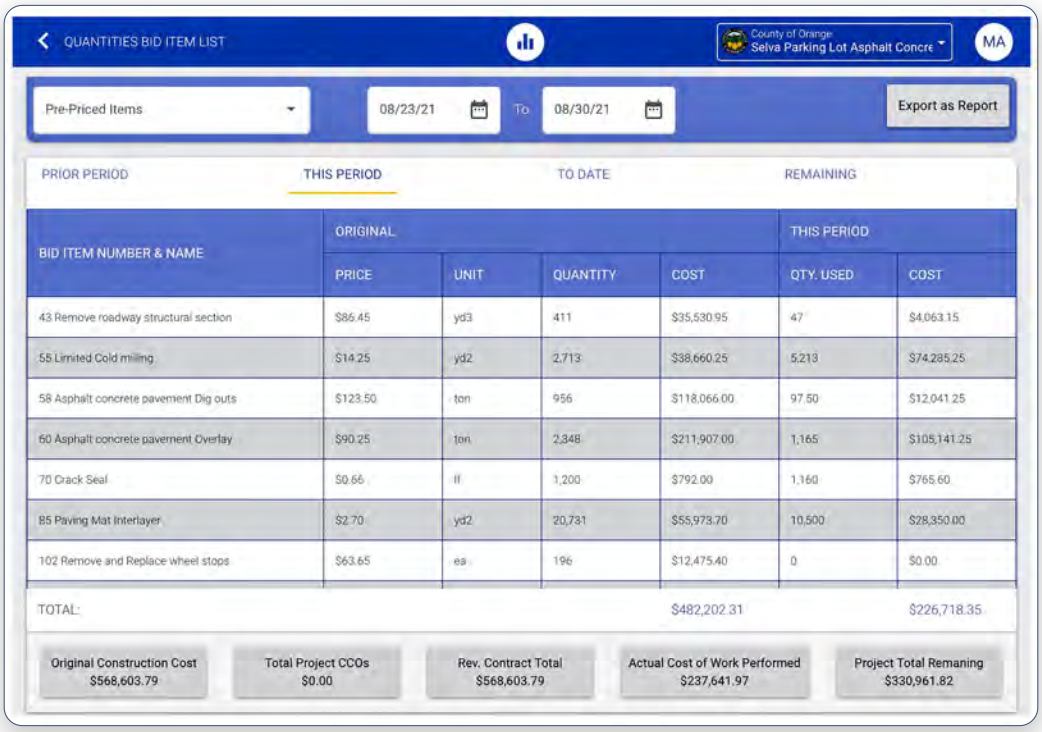
PHOTOS MANAGEMENT

Photos can be easily snapped from within the app, or uploaded from the photo library. Add photos, caption them, and rearrange to tell a visual story. No more fumbling to format or organize photos. Let ORANGE VEST© do it for you. Also, the system captures as many photos as you take. You can take 30 photos and only include 8 in the daily report, and the 22 that are not included will automatically be saved as separate image files.



QUANTITY MODULE

The quantity module shows you the quantities for any period of time. You can view the quantities for the “prior period”, “to date:”, or “remaining”. Tapping the bid item provides a drop-down menu showing the breakdown of that bid item.

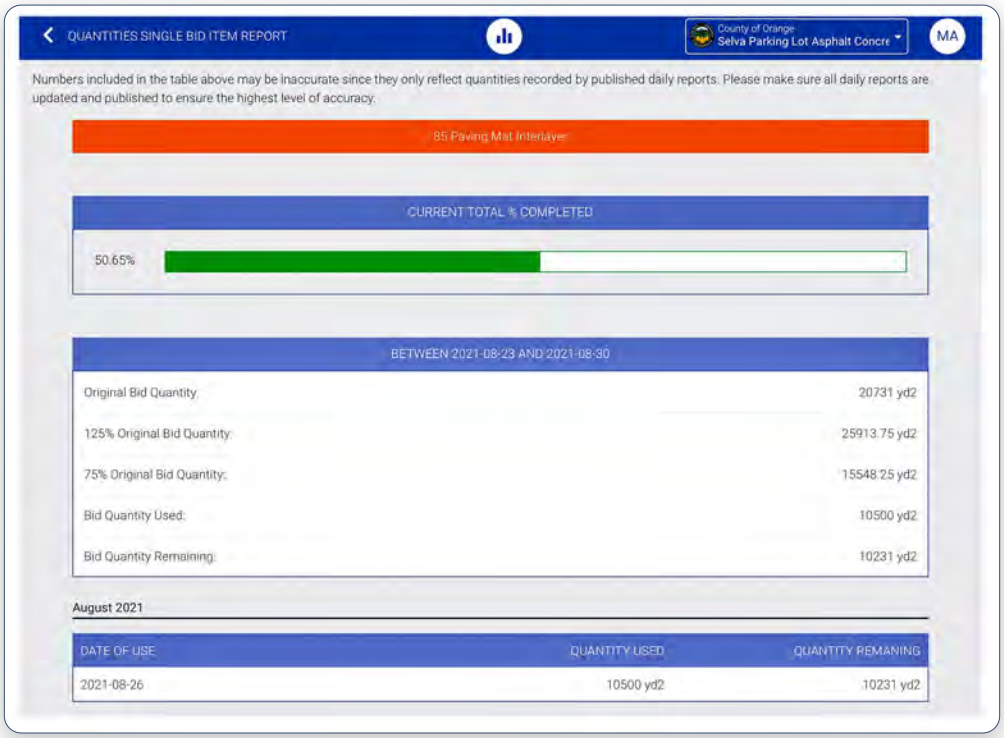


BID ITEM NUMBER & NAME	ORIGINAL				THIS PERIOD	
	PRICE	UNIT	QUANTITY	COST	QTY. USED	COST
43 Remove roadway structural section	$86.45	yd3	411	$35,530.95	47	$4,063.15
55 Limited Cold milling	$14.25	yd2	2,713	$38,660.25	5,213	$74,285.25
58 Asphalt concrete pavement Dig outs	$123.50	ton	956	$118,066.00	97.50	$12,041.25
60 Asphalt concrete pavement Overlay	$90.25	ton	2,348	$211,907.00	1,165	$105,141.25
70 Crack Seal	$0.66	lf	1,200	$792.00	1,160	$765.60
85 Paving Mat Interlayer	$2.70	yd2	20,731	$55,973.70	10,500	$28,350.00
102 Remove and Replace wheel stops	$63.65	ea	196	$12,475.40	0	$0.00
TOTAL:				$482,202.31		$226,718.35

Original Construction Cost	Total Project CCOs	Rev. Contract Total	Actual Cost of Work Performed	Project Total Remaning
$568,603.79	$0.00	$568,603.79	$237,641.97	$330,961.82

QTY MODULE BREAKDOWN

The quantity module breakdown shows you the quantities performed for any period selected, along with a breakdown of every day where a daily report recorded work for that bid item.



ORGANIZATION CHART

PRINCIPAL-IN-CHARGE

MAJDI ATAYA, PE

BS: Civil Engineering, *CSULB, 1981*
MPA: Full Coursework, *CSULB, 1993*
PE: Professional Engineer **#39392**
CITY OF LA HABRA: (former) Deputy Director of Public Works
(former) City Engineer

VP & OPERATIONS MANAGER

MUHAMMAD ATAYA, MPA

BS: Political Science, *CSULB, 2008*
MPA: Public Administration, *CSULB, 2010*
CERTIFICATE: Construction Management, *UCLA*

CONSTRUCTION INSPECTORS

CHRIS BOREN

LEVEL I & II EXPERIENCE: Public Works Inspector -*Calgary Capital Improvement Projects, Federal Funding, Caltrans Coordiination, Nuclear Densometer*

MICHAEL NGUYEN

AA: Industrial Technology, *CalPoly Pomona*
60 UNITS: Mechanical Engineering, *CalPoly Pomona*
16 YEARS: Public Works Inspector, *County of Orange*

JOE ZAMARRIPA

CERT: Public Works Inspection,
-Santiago Canyon College

CARLOS LOPEZ

AA: Civil Engineering Technology, *LA College*
4 YEARS: Supervising Construction Inspector,
-County of Orange
16 YEARS: Senior Construction Inspector,
-County of Orange

MARK LUERA

CLASSES: Public Works Interpretation & Estimation, *Citrus College*

JAMES FREY

17 YRS: Public Works Inspection Experience
- Outside Construction Technician

TIMOTHY STANLEY

COURSES: Public Works Inspection, Business Administration & Computer Technology
CALTRANS: **CERTIFIED** 375: AC Pavement In-Place Density I 201: Sample Preparation I 539: Concrete Sampling I 533: Ball Penetration

RASHID SYED, MPA

BS: Civil Engineering, *-Hyderabad Polytech Institute*
BA: Public Administration,
-California State University, Long Beach
MPA: Public Administration,
-California State University, Long Beach

JEFF EATON, QSP

3 YRS: Studies & Computer Science, *CSUF, 2004*
AS: Construction Management,
-Santiago Canyon College
QSP: Qualified Stormwater Practitioner

CHARLES "CHUCK" STAGNER

EXPERIENCE: Bannaoun Eng., Inc., *Chatsworth, CA.*
Uhler Construction, *Lake Forest, CA.*
Alliance Street Works, *Anaheim, CA.*

ROBERT VALLE, QSP, CISEC

QSP: Qualified Stormwater Pollution Prevention Plan Practitioner **#26670**
CISEC: **CERTIFIED** Inspector: Sediment & Erosion Control **#2075**
30 YRS: Public Works Inspector, *County of Orange*

JORGE ROQUE

DEGREE: Civil Engineering, *Instituto Tecnologico Centro Americano, El Salvador*

ELMOTASIM OSMAN

BS: Civil Construction Engineering, *Indiana State University, 1987*
CERTIFIED: Managing Safety in Construction, *IOSH*
- AutoCAD, *Society of Engineers*
- ADOSH Health/Safety, *AZ Industrial*
- *Commission*
- Environment Safety, *Parsons E.S.*
- Soil Testing & Mechanic, *AL Ain University*

ATSSA, *Phoenix, AZ*

FIRM PROFILE

FIRM DETAILS

MISSION STATEMENT

It is the mission of Onward Engineering (OE) to provide a new standard of consulting services to our clients. In doing so, we wish to improve the quality of life in the communities that we serve.

PROFESIONAL SERVICES

- **PROJECT** MANAGEMENT
- **DESIGN** ENGINEERING
- **CONSTRUCTION** MANAGEMENT
- **CONSTRUCTION** INSPECTION
- **STAFF** AUGMENTATION
- **PLAN** CHECK

FIRM HISTORY

INCORPORATED IN
2004
AS A "C" CORPORATION IN THE STATE OF CALIFORNIA

18
YEARS IN BUSINESS

30
EMPLOYEES

PROJECT EXPERIENCE

STREET IMPROVEMENTS AT VARIOUS LOCATIONS (CIP 186 & 190)

The City of HERMOSA BEACH

Romany Basilyous, Associate Engineer
(310) 318-0263 I rbasilyous@hermosabeach.gov
1315 Valley Drive, Hermosa Beach, CA 90254

OE provided Construction Management and Inspection services for Street Improvements at Various Locations through out the City of Hermosa Beach. The purpose of the project was to restore the surface integrity of the streets, improve the ride quality and safety, as well as mitigate any potential hazards by means of pavement resurfacing. The project included 5,135 feet of full depth street repairs, 3,186 tons of grind and overlay rehabilitation, and 38 ADA Ramp upgrades, along with various sidewalk repairs. OE also provided the City with community coordination by means of establishing public accessable online web maps to inform and update the public on the project, as well a the distribution of public notifications.

CALIFORNIA WATER DOMESTIC PIPELINE IMPROVEMENTS

The City of LA HABRA

Brian Jones, Water & Sewer Manager
(562) 383-4170 I bjones@lahabraca.gov
621 W Lambert Road, La Habra, CA 90631

OE provided the City of La Habra with design engineering services on the California Water Domestic Pipeline Improvements Project. The City of La Habra annexed a portion of the County of Orange Water Mains in the City. The existing water mains were found to be deficient and needed to be upgraded to C900 HDPE pipe. The project spanned over 14,000 linear feet and included water mains varying in size from 6" to 12", new hydrants, new meters and some new services to the house. The project included new water mains in a new alignment in order to keep the existing main functioning during construction.

ALONDRA BLVD. TRAFFIC SIGNAL/ ROADWAY IMPROVEMENT, FROM VALLEY VIEW AVE. TO MOTTLEY DR.

The City of LA MIRADA

Eric Villagracia, Project Manager
(562) 902-2373 I evillagracia@cityoflamirada.org
15515 Phoebe Avenue, La Mirada, CA. 90638

OE provided inspection services to the City of La Mirada on this project which covered nearly 1.75 miles of roadway on Alondra Boulevard between Valley View Drive and Mottley Drive. The work entailed traffic signal installations and upgrades, AC pavement reconstruction, cold milling, asphalt rubber hot mix overlay, Type

2 slurry seal, removal and replacement of damaged curb, gutter, cross gutter, sidewalk and curb ramps. Construction will also include adjustment of manholes and water valves, traffic signing, striping, markings, and raised pavement markers.

VINEYARD AVENUE AT SAN BERNARDINO ROAD TRAFFIC SIGNAL MODIFICATION

Romeo David, PE, Associate Civil Engineer
(909) 477-2740 x4070 I romeo.david@cityofrc.us
10500 Civic Center Dr., Rancho Cucamonga, CA 91729

OE provided Construction Inspection services on this project in the City of Rancho Cucamonga, which entailed traffic signal modifications at the intersection of Vineyard Avenue and San Bernardino Road for removing three pull boxes, abandoning existing footing, removing and salvaging existing signal cabinet and relocating traffic signal equipment into new cabinet, furnishing and installing one Type 1-A pole and 4" PVC conduit, installing three #6 pull boxes, one #6E pull box, and one N40 pull box, furnishing and installing Econolite Cobalt ATC Controller, Type R signal controller cabinet with new foundation, side mounted CBS-127 cabinet shell, and installing Tomar Emergency Vehicle Preemption Detector and cabling. The Contractor was also tasked with replacing existing incandescent lights with new LED signal indicators, pulling new wires, potholing, and traffic control.

UPGRADE LEFT TURN PHASES FLASHING YELLOW ARROW SIGNAL - 7 LOCATIONS

Romeo David, PE, Associate Civil Engineer
(909) 477-2740 x4070 I romeo.david@cityofrc.us
10500 Civic Center Dr., Rancho Cucamonga, CA 91729

OE provided inspection services for the City of Rancho Cucamonga that entailed removing and replacing the existing Left Turn Signal To Flashing Yellow Arrow At 7 Locations (4 on Day Creek Boulevard and 3 on Base Line Road) as well as modifying existing medians at Base Line and Spruce (westbound left), Day Creek and Victoria Park (northbound and southbound left), and Day Creek and Silverberry (northbound and southbound left). The median modifications included 4' shifts to increase and improve sight distance. This project also included replacing the controller, and minor paving and striping.

TURTLE ROCK PARKING LOT IMPROVEMENTS

Allison Tran, Associate Engineer
(949) 724-7547 I atran@cityofirvine.org
6427 Oak Canyon-Bld.1. Irvine, CA 92618

OE is providing design engineering services to the City of Irvine for the Turtle Rock Community Park Parking Lot Improvements Project. The project consists of rehabilitating the pavement on the east and west parking lots. Additional tasks include reconstructing curb ramps to meet ADA requirements where deficient, removing the circular planters in the center of the east parking lot and replacing them with diamond-shaped planters, and modifying parking stall striping to increase capacity.

NEIGHBORHOOD SLURRY SEAL- AREA 1 PROJECT (CIP NO. 2019-03)

Lori Wolfe, Project Manager
(714) 402-9645 I wolfe@cityoflamirada.org
20500 Madrona Avenue, Torrance, CA 90503

OE provided Construction Inspection Services on this Neighborhood Slurry Seal Project for the City of La Mirada. This project covers several residential streets within the City, including the Foster Park neighborhood and Imperial Highway, Neargrove Road, Jalisco Road, Florita Road, Crestoak Drive, Gara Drive, Ashgrove Drive, Excelsior Drive, Neartree Road, Bluefield Avenue, Stanleaf Drive, Figueras Road, and San Bruno Drive. Construction included Slurry Seal (Type) of the streets and some localized repairs.

2017-2019 STREET & SLURRY SEAL REHABILITATION (PHASES I, II, & III)

Mark Trestik, Assistant City Engineer
(949)497-0300 I mtrestik@lagunabeachcity.net
505 Forest Avenue, Laguna Beach, CA 92651

OE provided full Construction Management and Inspection Services for the City of Laguna Beach on Phases I, II, and III of this project. The project limits for Phase I (2017) were split into three areas: Area A (Skyline) included 934,523 sf, Area B (Lower Bluebird Canyon) included 158,057 sf, and Area C (Summit Drive) included 185,961 sf. The project limits for Phase II (2018) covered three different regions: Area A: Canyon Acres Drive/ Arroyo Drive/Woodland Drive/Laguna Canyon Frontage Road, Area B: Residential streets in downtown (Loma Terrace, Y Place), and Area C: streets between Thalia Street and Cress Street. The project limits for Phase III (2019) included two areas, Area A: Coast Royal, and Area B: South Laguna Village. These areas are in South Laguna Beach, from the neighborhoods between West Street and 10th Avenue/Sunset Avenue. The work included variable grind and overlay in some areas, and Type I Slurry Seal in other areas. There was 2,562 square feet of French Drain that was installed in Area A. A 4-inch drain line was connected to a catch basin in Area A as well. The specifications also called for new traffic signal poles at the Skyline Drive, Crestview Drive, and Fern Street Intersections. Lastly, the project encompassed parkway and curb and gutter improvements, signage and striping. Due to the residential element involved, OE provided Web Maps and a Project Hotline for affected residents, keeping them updated and informed through out the life of the project.

BAJA ST. RETAINING WALL & ZONES 2 & 3 STREET CONCRETE REHABILITATION PROJECT

Alpha Santos-Guinto, Public Works Technician
(949) 497-0729 I asantos@lagunabeachcity.net
505 Forest Avenue, Laguna Beach, CA 92651

OE provided construction management and inspection services on this project in the City of Laguna Beach. The Baja Street Retaining Wall Replacement is a project adjacent to 870 Baja Street. The work entailed constructing a shotcrete concrete wall with soil nails in front of a failing CMU retaining wall which is supporting a slope on private property. As for the Zones 2 & 3 Street Concrete Rehabilitation Project, it was a sidewalk repair project which included various locations in Zones 2 and 3. The sidewalk repairs covered 9,000 square feet and the work also covered spandrel repairs, curb and gutter, and cross gutter removal and replacement.

CURB RAMP DESIGN AT 37 LOCATIONS

Prem Kumar, City Engineer
(310) 802-5300 I pkumar@citymb.info
3621 Bell Avenue, Manhattan Beach, CA. 90266

OE provided Design Engineering and Construction Inspection services to the City of Manhattan Beach on this ADA Curb Ramp Project. The project limits covered 19 intersections and 37 curb ramps which required custom design and careful analysis of each location. Where ADA compliance could not be achieved, a justification and photo of that location was provided.

7-YEAR ANNUAL RESIDENTIAL REHABILITATION PROJECT

Kimberly Young, Senior Civil Engineer
(now in Fontana) (909) 350-7632 I kyoung@fontana.org
16489 Orange Way, Fontana, CA 92335

OE provided Construction Management and Design Engineering services to the City of Diamond Bar on their annual arterial and residential roadway maintenance projects for an annual period of 7 years. Years 2010 and 2011 were awarded as separate contracts. The City awarded OE an additional 3-year contract for 2012–2014. In

2015, the City of Diamond Bar awarded OE yet another annual rehabilitation project. The project sizes and costs were: 2010: 11.8 miles of arterial & residential streets ($908 K), 2011: 19 miles of arterial & residential streets ($1.8 M), 2012: 10 miles of arterial & residential streets ($1.1 M), 2013: 13 miles of arterial & residential streets ($1.3 M), 2014: 14.5 miles of residential, arterial & collector streets ($1.8 M), 2015: 14 miles of residential, arterial & collector streets ($1.75 M) and 2016/2017: 16.6 miles of residential and collector streets ($1.58 million). The general scope of work for each year's project included localized R&R patching, grind and overlay, cape and slurry seal, traffic loops, traffic striping, and required heavy traffic phasing and traffic control review. OE assisted the City through the project bidding phase, developing text and stipulations for the bid package to ensure contractor availability during the desired working months. Due to the proximity to freeways, OE also coordinated with Caltrans to obtain encroachment permits for the City for four of the projects, which was essential.

NEIGHBORHOOD RESIDENTIAL STREETS IMPROVEMENT PROJECT (PHASES I & II)

The City of ANAHEIM

Lorenzo Rea, Assistant Engineer
(714)765-6893 I lrea@anaheim.net
400 E. Vermont, Anaheim, CA. 92805

OE provided full Construction Management and Inspection Services for the City of Anaheim on this project which encompassed street improvements on a number of residential neighborhoods. The goal of this project was to restore surface integrity, improve the ride quality and safety of the residential streets, and mitigate any potential trip and fall hazards. These large-scale residential neighborhood rehabilitation projects involved parkway improvements by resurfacing the pavement, removal and replacement of ADA access ramps, sidewalk, curb, cross gutters and concrete aprons, pavement markings, signage and driveway approaches. The project limits for phase I were split into thirteen neighborhood areas: (1) The Athena-Omega Neighborhood, with a population of 1,977 residents, is bordered by Ball Road to the north, Sunkist Street to the east, Winston Road to the south, and State College Boulevard to the west. The scope involved 191,416 sf of asphalt reconstruction and 63,422 sf of slurry seal; (2) The Biscanye Neighborhood, with a population of 578 residents, is bound by Crestwood Lane to the north, Brookhurst Street to the east, Katella Avenue to the south, and Gilbert Street to the west. The scope included 109,760 sf of asphalt reconstruction and 110,483 sf of slurry seal; (3) The Devonshire Neighborhood, with a residential population of 1,551, is bound by by Buckingham Street and the Riverside I-91 Freeway to the north, Gilbert Street to the east, and the Santa Ana I-5 Freeway to the south. The scope included 245,498 sf of asphalt reconstruction; (4) The Jerillee Lane neighborhood, with a population of 1,365 residents, is bordered by the I-91 freeway to the north, Imperial Highway to the east, Santa Ana Canyon Road to the south, and Lakeview Avenue to the west. The scope of work included 312,892 sf of asphalt reconstruction and 63,422 sf of slurry seal; (5) The Key Lane/Westchester Neighborhood, with a population of 7,332 residents, is bound by Orange Avenue to the north, Western Avenue to the east, Ball Road to the south, and Knott Avenue to the west. The scope included 933,402 sf of asphalt reconstruction and 664,515 sf of slurry seal; (6) The La Reina Neighborhood has a population of 3,415 residents and is bordered by Crescent Avenue to the north, Gilbert Street to the east, Lincoln Avenue to the south, and Dale Avenue to the west. The scope included 554,186 sf of asphalt reconstruction; (7) The Rowland Neighborhood is bordered by Broadway to the north, Magnolia to the east, Rowland to the south, and Kenmore to the west. The scope of work involved 48,714 sf of asphalt-reconstruction, and pavement resurfacing; (8) The West-Westmont Drive Neighborhood, with a population of 8,426 residents, is bordered by La Palma Avenue to the north, Harbor Boulevard to the east, Lincoln Boulevard to the south, and Loara Street to the west. The scope involved 1,795,739 sf of slurry seal, and 756,645 sf of asphalt reconstruction; (9) The Tanglewood Neighborhood is bound by Imperial Highway to the north, Yosemite Drive to the west, Kellog to the east, and Orangethorpe Avenue to the south. The scope included 339,901 sf of asphalt reconstruction, 358,598 sf of slurry seal, and 18,255 sf of sidewalk improvements. In addition, 65 new trees and 30 tree removals were made for the interest of this neighborhood; (10) The Rio Bravo neighborhood is bordered by Camino Manzana, Calle Granada, and Calle Tampico to the north, Eucalyptus Drive to the east, Santa Ana Canyon Road to the south, and Via Cortez to the west. The scope included 306,997 sf of asphalt reconstruction, 294,712 sf of slurry seal, 14,029 sf of sidewalk improvements, 51 new trees and

24 removals; (11) The Academy/Bel Air Neighborhood is bound by Lincoln Avenue to the north, Dale Avenue to the east, Orange Avenue to the south, and Beach Boulevard to the west. The scope included 263,302 sf of asphalt reconstruction, 201,012 sf of slurry seal, 4,256 sf of sidewalk, 30 new trees and 6 removed; (12) The Gaymont/Elm Lawn Neighborhood is bound by Orange Avenue, Stonybrook Drive, and Ball Road to the north; Dale Avenue, Magnolia Avenue, and Gilbert Street to the east; the Anaheim City Limit to the south; and Beach Boulevard to the west. The scope included 397,521 sf of asphalt reconstruction, 201,012 sf of slurry seal; 12,842 sf of sidewalk, 3,187 lf of curb and gutter, and 71 new trees along with 15 removals; (13) The Greenleaf-Hampton Neighborhood is bound by La Palma Avenue to the north, Gilbert Street to the east, Crescent Avenue to the south, and the Anaheim City Limit to the west. The scope included 1,073,430 sf. of reconstruction, 494 tree trimmings, 15 removals and 75 new trees.

The project limits for phase II were split into three neighborhood areas: (1) The Kings Court Neighborhood is bound by Ball Road to the north, Euclid Street to the east, Katella Avenue to the south, and Brookhurst Street to the west. The scope included 1.1 million sf of grind and cap and 1.1 million sf of slurry seal; (2) The Velare Neighborhood is bound by Orange Avenue to the north, Gilbert Street to the east, Ball Road to the south, and Magnolia Avenue to the west. The scope included 260,677 sf of grind and cap and 327,499 sf of slurry seal; (3) The Sabina Neighborhood is bound by La Palma Avenue to the north, Harbor Boulevard to the east, Sycamore to the south, and the Anaheim Boulevard to the west. The scope included 152,605 sf of grind and cap, 185,494 sf of slurry seal. Coordinating with the local residents was essential on these projects.

CITY OF BREA CM & INSPECTION FOR VARIOUS PROJECTS & LAND DEVELOPMENT

Raymond Contreras, Project Manager
(714) 990-7763 I raymondc@ci.brea.ca.us
1 Civic and Cultural Center, Brea, CA 92821

OE provided Construction Management and Inspection services to the City of Brea on a number of Land Development projects through the course of a number of years, which included:

LA FLORESTA VILLAGE DEVELOPMENT PROJECT

120 Acres

Multi-Use Development

5.0 & 8.5 To 28.5
Dwelling Units Per Acre.

Valencia Ave. & Imperial Hwy.
150 Residential Units

LA FLORISTA VILLAGE
1,088 Units
156,800 Sf Mixed-Use
Commercial Land
54 Acre Rec Center

Inspection of Roadway, Storm Drain, Sewer, and Water Installation

BLACKSTONE DEVELOPMENT PROJECT

100 Acres

Shea Homes
Master Planned Community

6 Housing Tracts

Single Family Homes

Community Rec Center

Dog Park

97 ARRA Funded Apartments
by Aadvent Companies

Inspected Roadway, Sewer & Water Systems, Intersection Traffic Signal.

CITY VENTURES DEVELOPMENT PROJECT

3 Single
Family Homes

8 Townhomes

6 Business/
Living Spaces

COORDINATION WITH:

County Health Department,
Nearby School
Senior Living Center

Grading, Sewer & Storm Drain Installation, 6-in. Domestic Water Line, 8-in. Fire Water Line, Road Repaving

VARIOUS CONSTRUCTION PERMIT INSPECTIONS

Philip Wang, PE, Associate Engineer
(562) 804-1424 ext. 2254 | pwang@bellflower.org
16600 Civic Center Drive, Bellflower, CA 90706

OE is providing Permit Inspection services to the City of Bellflower on their various construction permits to closeout a backlog of 150 construction permits, which include those pulled by Southern California Edison, local water and gas agencies, home owners, and commercial property owners. OE coordinates with agencies that pulled each permit, scheduled inspections, addressed deficiencies in work, and closed out each permit.

ON-CALL PERMIT INSPECTIONS

Romeo David, PE, Associate Civil Engineer
(909) 477-2740 x4070 | romeo.david@cityofrc.us
10500 Civic Center Dr., Rancho Cucamonga, CA 91729

OE is providing Construction Permit Inspection services to the City of Rancho Cucamonga for projects ranging from various permit and utility inspections to full Public Works and Capital Improvement Projects (CIP). OE inspected each project from start to completion, including arranging pre-construction meetings, walking job-sites with the contractor, inspecting work, and signing off on permits.

PERMIT INSPECTION

For nearly 6 years, OE has provided the City of Norwalk with inspection services for work performed in the public right-of-way. Inspections are scheduled based on permits issued by the City of Norwalk to various transportation, utility, and other companies. The permits include encroachment, excavation, traffic control, and street closures. Every morning, the selected inspector meets with City staff to develop, review, and coordinate inspections for that day. An ability to be flexible, communicative, and to handle a sprawling workload is essential to success.

ONWARD ENGINEERING
design smarter. build better.

FEE PROPOSAL

for Capital Improvements Construction & General Inspection Services

for the City of

Tasks	Project Tasks	CONSTRUCTION INSPECTOR $135 hourly	PUBLIC OUTREACH $95 hourly	Total
	TASK 1 **3 MIDDLERIDGE LANE NORTH**			
1.A	**PRE-CONSTRUCTION** *(Pre-Construction Meeting, Constructibility Review)*	4	2	$730.00
1.B	**PRE-CONSTRUCTION INSPECTION *(INCLUDING PREPARING DAILY REPORT & PHOTO DIARY)*** *(November 14-30, 2022 which equals 13 working days)*	104	2	$14,230.00
1.C	**POST-CONSTRUCTION** *(Final Walkthrough, As-Builts, Completion Recommendation, Final Payment Request, Submit Project Files and Labor Compliance Records)*	6		$810.00
	TASK 1 TOTAL	114	4	$15,770.00
	TASK 2 **TRAFFIC IMPROVEMENT INSPECTIONS**			
2.A	This task will be priced on a project by project basis using the hourly rates in our fee schedule and listed above. On a 30 working day project, we would normally assign about 16 hours for pre-construction depending on the size of the project and plans. For outreach, it takes us about 4 hours to setup the project hotline, website, and maps. For construction, we provide inspection at all times that the Contractor is there, so a full 8-hour day for the duration of the project. For slower days, we will only bill a 4-hour minimum. Any suspensions or weather delays, we will not bill the City for. Using Orange Vest, the preparation of the Daily Construction Report and Photo Diary as well as the tracking of quantities is all done in realtime so there is no added time billed for that. As for outreach, it is normally 1/2 an hour per day for the full duration of the project.	TBD	TBD	TBD
	TOTAL	TBD	TBD	TBD
	TASK 3 **EASEMENT & GENERAL INSPECTIONS**			
3.A	This task will be priced on a project by project basis using the hourly rates in our fee schedule and listed above. On a 30 working day project, we would normally assign about 16 hours for pre-construction depending on the size of the project and plans. For outreach, it takes us about 4 hours to setup the project hotline, website, and maps. For construction, we provide inspection at all times that the Contractor is there, so a full 8-hour day for the duration of the project. For slower days, we will only bill a 4-hour minimum. Any suspensions or weather delays, we will not bill the City for. Using Orange Vest, the preparation of the Daily Construction Report and Photo Diary as well as the tracking of quantities is all done in realtime so there is no added time billed for that. As for outreach, it is normally 1/2 an hour per day for the full duration of the project.	TBD	TBD	TBD
	TOTAL	TBD	TBD	TBD
	TASK 4 **MEETINGS**			
4.A	Meetings (assume 10 per 12-month period) We would assume on the inspector side, meetings run 1-hour with another hour spend preparing for the meeting and compiling and sending in the notes from the meeting.	20		$2,700.00
	TOTAL	20	0	$2,700.00

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Suite 814
Anaheim, CA 92805
P: (714) 533.3050
www.oe-eng.com

PROFESSIONAL ON-CALL SERVICES

07/01/2022 TO 06/30/2023

CONSTRUCTION MANAGEMENT & INSPECTION

role	cost *(hourly)*
Construction Manager	**$175.00**
Construction Inspector*	**$135.00 (*OT $170, DT $195*)**
Public Outreach	**$95.00**

STAFF AUGMENTATION

role	cost *(hourly)*
Permit Technician	**$80.00**

ADMINISTRATION & MISCELLANEOUS

role	cost *(hourly)*
Plan Checker	**$160.00**
Administrative	**$90.00**

The hourly rates above are our fee schedule. Any additional work will be negotiated utilizing those hourly rates.

OE pays all Construction Inspectors prevailing wage rates in compliance with the requirements set forth by the Department of Industrial Relations (DIR) State prevailing wages under Labor Code § 1770 et seq. Labor Code §§ 1775 and 1777.7 along with the Davis-Bacon and Related Acts (DBRA) under the standards of the Community Development Block Grant (CDBG) funding as administered by the U.S. Housing and Urban Development (HUD) Department.

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City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.G
Mtg. Date: 01/23/2023

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 PROGRESS UPDATE ON CREST ROAD EAST UTILITY UNDERGROUNDING PROJECT**

DATE: **January 23, 2023**

BACKGROUND:
The City applied for grant funds through the FEMA Hazard Mitigation Program and on September 14, 2020, the City was awarded $1,145,457 of Federal funds to underground utility infrastructure along Crest Road East from the eastern city limits to the frontage of 67 Crest Road East. The grant requires a local match of 25% or $381,819 for a total project amount of $1,527,276. The local match can be fulfilled using the CPUC Rule 20A work credits.

The entire project was originally characterized as a CPUC Rule 20A project. For Rule 20A projects, Southern California Edison (SCE) handles the design, joint trench bidding and assists in the coordination with the other utility companies. City staff held a kick-off meeting with SCE on January 13, 2021. SCE commenced with their work by performing a site visit and measurements to confirm scope and limits of work and preparation of a Rough Order of Magnitude (ROM) estimate for the project. The ROM was submitted to the City on February 25, 2021 and is based on: 8-poles and approx. 1,340 feet of overhead wires being removed, and 1-overhead service converted to underground feed covering the area from Crest Road from 87 Crest Road to East City Limits. The Rough Order of Magnitude cost estimate for the entire project was $1,000,000, expressed in 2023 dollars. The City sent SCE an email of concurrence for this ROM on March 3, 2021.

At the May 10, 2021 City Council Meeting, City Council adopted Resolution No. 1275 to establish an Underground Utility District and set a public hearing for the June 14, 2021 City Council Meeting.

On June 14, 2021, The City Council approved Resolution No. 1276 to create Underground Utility District No. 1 (Crest Road) to support the Crest Road East Cal-OES Hazard Mitigation Grant Project.

Subsequent to the above-mentioned assumptions, SCE recognized that the growing costs to execute the project limited the linear feet that the ROM would cover under the Rule 20A program. The growing cost escalations also increased the City's match fund obligation from an estimated $381,000 to $1,000,000.

As such, the project was divided into two Rule 20 programs. Rule 20A would cover the majority of Crest Road with SCE handling the design, joint trench bidding and assisting in the coordination with the other utility companies. The remainder of the project was converted to a Rule 20C program where the City of Rolling Hills is required to handle the civil design, joint trench bidding and assist in the coordination with the other utility companies.

DISCUSSION:
To ensure that the City stays closely in sync with SCE's timing and work specific to the Rule 20C portion, a Request for Proposals (RFP) for Civil Engineering Services was released in early December, 2022 with a closing date of January 11, 2023. Staff anticipated bringing recommendations to Council at this meeting based on submissions, but unfortunately, there were no respondents to the RFP.

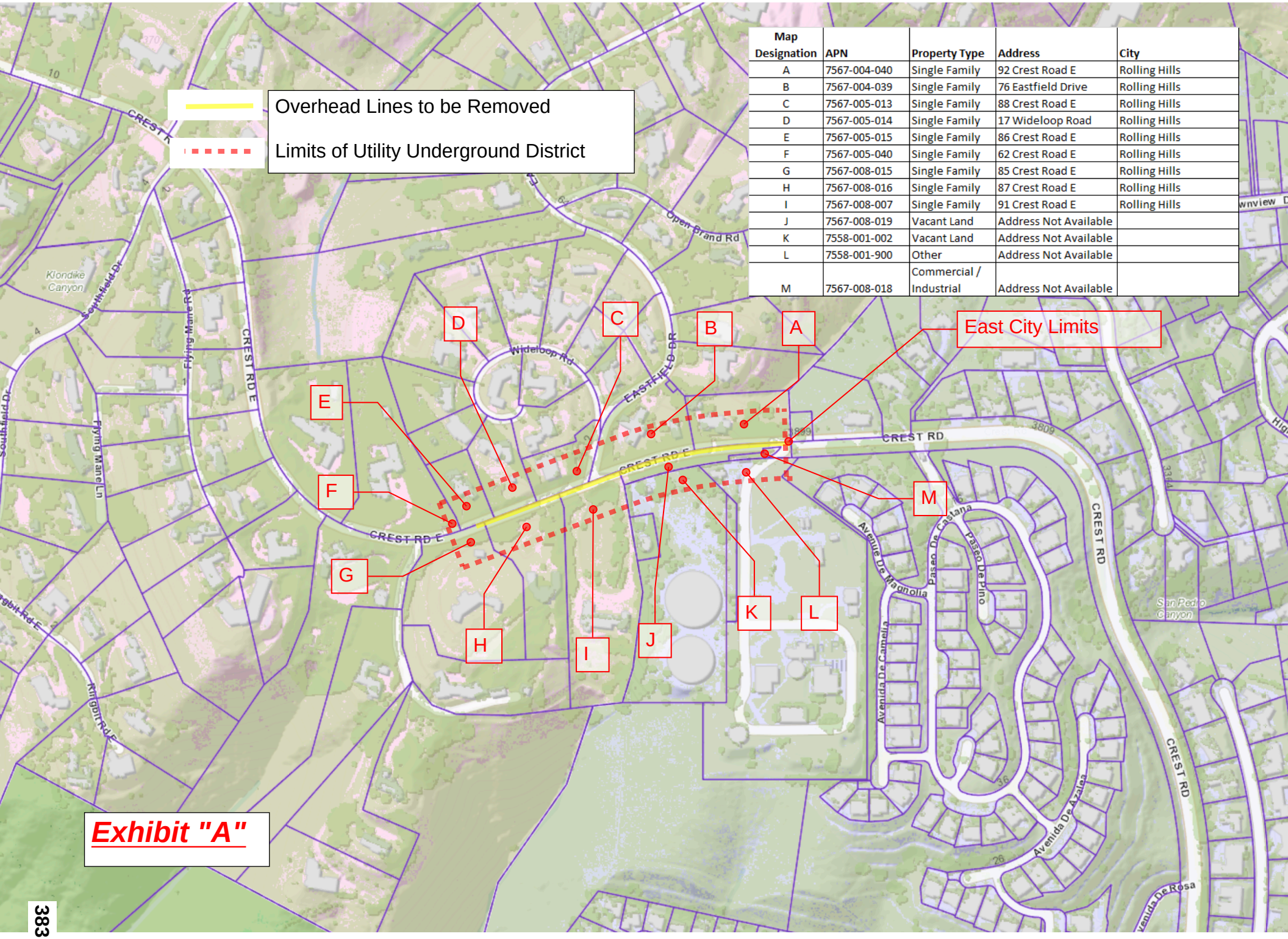
Staff will be extending the RFP for another month to allow more time for responses. In the event that no firms respond again, the City, in coordination with CalOES, may need approval to sole-source the project scope in order to ensure we meet the project timelines.

FISCAL IMPACT:
Under Rule 20A, SCE does not send an invoice until the design is completed. The City will be reimbursed from the grant funds less the City required match. The City's work credit will be used to meet the required local match of $1,000,000 (originally $381K.) Allocation of this work credit was included in the budget adoption for FY22/23.

Under Rule 20C, the City will be required to cover the costs for any contracted work and then be reimbursed from the grant funds.

RECOMMENDATION:
Receive and file.

ATTACHMENTS:
Underground Utility District Limits Exhibit_Parcels_V1- adresses.pdf
GR_OES_230120_CrestRoad_UU_Rule20_SegmentMap.pdf

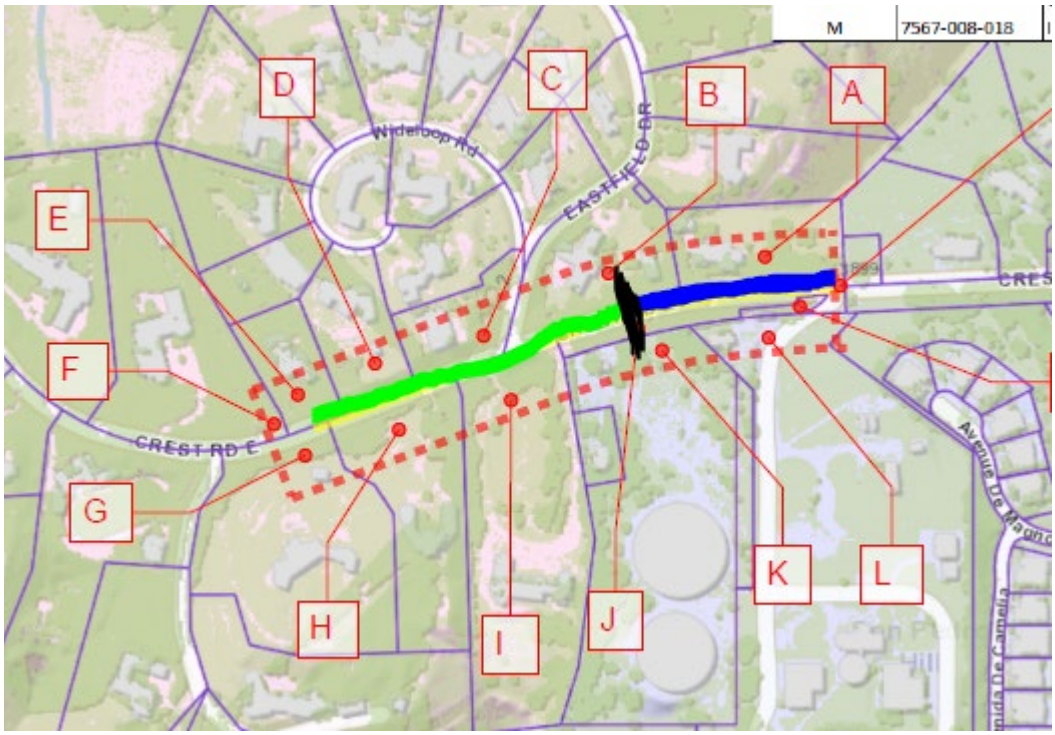


Map Designation	APN	Property Type	Address	City
A	7567-004-040	Single Family	92 Crest Road E	Rolling Hills
B	7567-004-039	Single Family	76 Eastfield Drive	Rolling Hills
C	7567-005-013	Single Family	88 Crest Road E	Rolling Hills
D	7567-005-014	Single Family	17 Wideloop Road	Rolling Hills
E	7567-005-015	Single Family	86 Crest Road E	Rolling Hills
F	7567-005-040	Single Family	62 Crest Road E	Rolling Hills
G	7567-008-015	Single Family	85 Crest Road E	Rolling Hills
H	7567-008-016	Single Family	87 Crest Road E	Rolling Hills
I	7567-008-007	Single Family	91 Crest Road E	Rolling Hills
J	7567-008-019	Vacant Land	Address Not Available	
K	7558-001-002	Vacant Land	Address Not Available	
L	7558-001-900	Other	Address Not Available	
M	7567-008-018	Commercial / Industrial	Address Not Available	

Crest Road Utility Undergrounding
20A / 20C Delineation

The 20A Segment is designated by the Lime Green

The 20 C Segment is designated by the Blue



Agenda Item No.: 14.A
Mtg. Date: 01/23/2023

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **DISCUSS CALL FOR SERVICE EMAILS GENERATED BY THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (COUNCILMEMBER JEFF PIEPER)**

DATE: **January 23, 2023**

BACKGROUND:
The City of Rolling Hills has a joint law enforcement contract with neighboring cities Rancho Palos Verdes and Rolling Hills Estates. To coordinate on public safety issues, two City Councilmembers from each city formed the Peninsula Regional Contract Law Committee. Representatives from Rolling Hills are Mayor Pat Wilson and Councilmember Bea Dieringer. The committee meets quarterly.

At the November 2022 Peninsula Regional Contract Law Committee meeting, Councilmember Dieringer inquired with the Los Angeles County Sheriff's Department Lomita Station Captain James Powers the reason for reducing the amount of information provided as a part of the Call for Service emails generated by the department to report on the department's response to law enforcement calls for Rolling Hills.

Captain Powers cited privacy concerns and noted that the details relating to deputies' response to a family dispute, for example, is not essential to city business. Furthermore, Captain Powers noted that the emails are not a part of the standard service provided by the department to cities contracting the Sheriff's Department for law enforcement. Agencies in the joint contract with Rolling Hills do not receive Call for Services emails from the Lomita Station.

Prior to this exchange between Councilmember Dieringer and Captain Powers at the committee meeting, in August 2022, several Rolling Hills Councilmembers expressed concerns to the City Manager over the amount of details provided in the Sheriff's Department Call for Service emails. The feedback was consistent with Captain Powers' concern over privacy and relevance to city business.

In September 2022, Captain Powers adjusted the Call for Service emails by eliminating the details and only characterizing if the call for service resulted in a crime.

DISCUSSION:
Call for Service emails generated by the Sheriff's Department Lomita Station was a legacy service likely authorized by a previous Captain of the station. Captain Powers took over Lomita Station in late 2019 and at that time Captain Powers expressed the same concerns over the Call for Service emails for Rolling Hills. Working with the City Manager's office, Captain Powers agreed to take a transitional approach to eliminating the Call for Service emails.

In 2019, Councilmembers expressed to the City Manager the need for the Call for Service emails. The Sheriff's Department would send Call for Service emails to the City Manager and the City Manager would forward the Call for Service emails to City Council.

In 2022, the sentiment of Councilmembers with respect to the Call for Service emails evolved, commenting on the appropriate use of the Sheriff's Department and staff's time in generating, accepting and forwarding the Call for Service emails to the City Council.

In November 2022, Councilmember Jeff Pieper requested the City Manager to have an agenda item that would allow the City Council to discuss the Sheriff's Department Call for Service emails.

FISCAL IMPACT:
None.

RECOMMENDATION:
Provide direction to staff.

ATTACHMENTS:

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 16.A
Mtg. Date: 01/23/2023

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 PATRICK WILSON
UNREPRESENTED EMPLOYEE: CITY MANAGER ELAINE JENG

DATE: January 23, 2023

BACKGROUND:
None

DISCUSSION:
None

FISCAL IMPACT:
None

RECOMMENDATION:
None.

ATTACHMENTS: