City of Rolling Hills INCORPORATED JANUARY 24, 1957

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

AGENDA | **CITY COUNCIL** | **CITY OF ROLLING HILLS**
Special City Council Meeting | **Saturday, January 22, 2022** | **8:30 AM**

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

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

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

Next Resolution No. 1286 *Next Ordinance No. 374*

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT ON NON AGENDA ITEMS

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

5. CONSENT CALENDAR

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

5.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL SPECIAL MEETING OF JANUARY 22, 2022
RECOMMENDATION: Approve.
CL_AGN_22.01.22_AffidavitofPosting.pdf

6. DISCUSSION ITEMS

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

RECOMMENDATION: Review with staff.

SP_PPStrategicPlanningWorkshop_2020-01-25.pptx
SP_2020-Jan-25_StrategicPlanningNotes.pdf
SP_2020-Jan-25_StrategicPlanningNotes2.pdf
SP_2020-04-27_StaffReport.pdf
StrategicPlanningWorkshopBudgetItems_2020-04-27.pdf

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

RECOMMENDATION: Review with staff.

CIP_3Years_2020.pdf
CIP_3Years_2021-June-28.pdf

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

RECOMMENDATION: Discuss and provide direction to staff.

7. ADJOURNMENT

Next regular meeting: Monday, January 24, 2022 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

Public Comment is welcome on any item prior to City Council action on the item.
Documents pertaining to an agenda item received after the posting of the agenda are availablefor 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 toparticipate in this meeting due to your disability, please contact the City Clerk at (310) 377-1521 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility and accommodation for your review of this agenda and attendance at this meeting

City of Rolling Hills INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.A
Mtg. Date: 01/22/2022

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

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

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

SUBJECT: **APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL SPECIAL MEETING OF JANUARY 22, 2022**

DATE: **January 22, 2022**

BACKGROUND:
None.

DISCUSSION:
None.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve.

ATTACHMENTS:
CL_AGN_22.01.22_AffidavitofPosting.pdf

Administrative Report

5.A., **File #** 959 **Meeting Date**: 01/22/2022

To: MAYOR & CITY COUNCIL

From: Christian Horvath, City Clerk

TITLE

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

EXECUTIVE SUMMARY

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

AFFIDAVIT OF POSTING

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

Legislative Body	City Council	
Posting Type	Special Meeting Agenda	
Posting Location	2 Portuguese Bend Road, Rolling Hills, CA 90274 City Hall Window	
Meeting Date & Time	JANUARY 22, 2022	8:30am Open Session – Strategic Planning

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

Agenda Item No.: 6.A
Mtg. Date: 01/22/2022

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

FROM: **ELAINE JENG, CITY MANAGER**

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

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

DATE: **January 22, 2022**

BACKGROUND:
In January 2020, the City Council held a strategic planning workshop. Included with this staff report is the presentation provided to the Council at the workshop, and notes from the workshop. At the end of the workshop, the Council established four priorities for the city for fiscal years 2020-2021 and 2021-2022 as follows:

1. Wildfire Mitigation/Emergency Preparedness
2. Utility Undergrounding
3. Drainage
4. Sewer

The staff report from the April 27, 2020 City Council meeting expanded on the priority categories above and listed budget items for FY 2020-2021 to support the priorities. As a part of the FY 2020-2021 budget adoption, and FY 2021-2022, the Council also approved a three year Capital Improvement Plan (CIP) to support the priorities.

DISCUSSION:
WILDFIRE MITIGTATION/EMERGENCY PREPAREDNESS
In 2020, the Council adopted a Community Wildfire Protection Plan (CWPP). The CWPP was in the works eight years prior but never got off the ground. The CWPP is a guiding document for getting the community involved in being emergency prepared. The Council also allocated between $50K to $65K to the emergency preparedness budget, including the Block Captain Program for FY 2020-2021, and FY 2021-2022. Also in 2020, the City received grant funds for three projects all supporting wildfire mitigation: CWPP, Crest Road East Utility Undergrounding, and Vegetation Management in the Canyons. (The CWPP was prepared in-house by staff, resulting in an overall savings to the City. The grant was returned.) The Council also allocated additional funds to eliminate fuel/create a fire break in

the Nature Preserve in the areas closest to the the Rolling Hills border (Phase 1 maintenance, Phase 2 capital and maintenance and Phase 3 capital), an approximate 40 acre area.

In 2021, the Council funded hardening the home education videos. Staff worked with the Los Angeles County Fire Department to commence the roadside vegetation clearance inspections, and complimentary home hardening inspections. The Council also funded vegetation management education videos, the Emergency Information System (EIS - collection of contact information for all residents in Rolling Hills), feasibility of an outdoor alert (siren) system, and the evacuation procedures brochure. Staff worked with the Rolling Hills Community Association (RHCA) to improve cell communication throughout the community by the way of Crown Castle. Staff also worked with adjacent Peninsula Cities via the Public Safety Committee, and the Regional Law Committee to prepare an evacuation map for the Peninsula. The Council also directed the Fire Fuel Committee to find additional approaches to engage the community on wildfire mitigation measures. Staff engaged Republic Services to hold two communal events per year. In support of wildfire mitigation, the RHCA holds two chipping events per year and automated the Crest Road East gate. The Fire Fuel Committee is working on hiring experts to provide education site tours on fuel management for properties abutting canyons. The Fire Fuel Committee is also working on an ordinance aimed to reduce fire fuel in the community.

UTILITY UNDERGROUNDING

In 2020, staff continued hold monthly meetings with utility companies to monitor the progress of the Eastfield Assessment District to underground approximately ten utility poles. Staff also worked with expert consultants to educate the residents in the district on the project process, and project funding options. The City Council established a resolution specifying the amount of contribution from the city to single pole undergrounding, and assessment district projects. The City Council also executed an memorandum of understanding (MOU) with the RHCA on contribution amounts from both organizations for assessment district projects. The City was awarded approximately $1.5M grant to underground approximately ten utility poles along Crest Road East. Staff worked with CalOES and FEMA personnel to supply information to the City's other grant for Eastfield Drive Utility Undergrounding Project that will underground approximately 16-18 utility poles along Eastfield Drive.

In 2021, staff continued the monthly meetings with utility companies and also held educational workshops for residents interested in creating an assessment district to underground utility poles. Staff worked with residents of the Eastfield Utility Assessment District, the experts, and the City Council to bring the project to a vote. The project was voted down by the residents. Design work commenced on the Crest Road East Utility Undergrounding Project with Southern California Edison (SCE) and other communication companies. Frontier is disputing the Crest Road East project qualifies for CPUC Tariff 33 where the ratepayers pay for the undergrounding. The City Attorney is corresponding with Frontier. Staff continued to work with CalOES and FEMA personnel to supply information to the City's other grant for Eastfield Drive Utility Undergrounding Project that will underground approximately 16-18 utility poles along Eastfield Drive. In 2021, the environmental assessment for the Eastfield Drive Utility Undergrounding Project was completed, and the Council executed a MOU with FEMA to comply with specified requirements during construction of the project. FEMA informed the City that the city's grant application has been moved to the fund award phase.

DRAINAGE

In 2020, the City Council received a proposal from an expert on diverting stormwater discharge from the City to Machado Lake (Bent Springs Canyon Project). The strategy discussed was to diver all the discharges to the receiving waters to eliminate the need for the City to comply with water quality standards in the Harbor, Machado Lake, and the Santa Monica Bay. The review of the Bent Springs

Canyon project showed the project was too costly and the Council took a different approach. The Council allocated funds to investigate the amount of stormwater discharge, and the water quality of discharges if any, to the receiving waters. The Council authorized a monitoring station in the Sepulveda Canyon. To minimize stormwater discharge, the City Council also discussed the need to retain additional stormwater discharge beyond Low Impact Development (LID) requirements per parcel. McGowan Consulting prepared a hydromodification technical memo and this led to the planning of a Planning Commission, and City Council workshop.

In 2021, after one year of monitoring data, and with no flow, the Council directed staff to present the data to the Regional Water Quality Board for consideration. Additionally, with a new stormwater (MS4) permit in effect, the compliance provision that the City elected in 2001 was revisited. The Council directed staff to participate in the Peninsula Enhanced Watershed Management Program (EWMP) and appealed to the Regional Water Quality Control Board to use the lack of flow in the Sepulveda Canyon as compliance strategy for Machado Lake. The City Council also directed staff to seek the City of Torrance's concurrence to design the Torrance Airport Infiltration Project in increments to allow Rolling Hills to participate if the Water Quality Control Board rejects the approach that Rolling Hills has zero or minimal stormwater discharges out of the city. In September 2021, the Planning Commission and the City Council held a workshop. At the workshop, the City Council directed the Planning Commission to find opportunities to retain additional stormwater on private property to minimize overall stormwater discharges from the City. McGowan Consulting is working with staff on conditions of approval language or possible code amendment to support this directive.

SEWER

In 2020, the City Council accepted the Phase 2 Sewer Feasibility Study as complete. The study secured two Will-Serve Letters from the Los Angeles County Sanitation District. The first Will Serve Letter allowed the City to discharge effluent from the City Hall campus including the Tennis Courts and Main Guard House. The second Will Serve Letter allowed the City to discharge effluent from 235 homes in the community. The Council authorized the released a Request for Proposal for the design of the 8" sewer main along Rolling Hills Road and NV5 was hired. The engineering design commenced and was coordinated with adjacent cities.

In 2021, the engineering design of the 8" sewer main progressed to 100% completion. The design is being commented by adjacent cities. Staff presented the City Council with a proposal for a firm to seek grants to fund the construction of the 8" sewer main but the proposal was placed on hold. In the meantime, two residents along Williamsburg Lane and Middleridge Lane proposed to construct private sewer mains along these two streets, and requested the City to conduct a feasibility study to discharge the effluent. The residents expressed that they were interested in such project years ago but because the lack of Will Serve Letters from the Los Angeles County prevented the residents' project to progress. The Council authorized a third feasibility study on discharge options for the residents' proposed project and the final study was presented to Council in January 2022. The Council also authorized staff to release a community survey on the City implementing sewer mains. The results of the survey was presented to the City Council in June 2021.

The above is a brief summary of the activities and events in 2020 and 2021 that took place in support of the Council's established priorities. That are other priorities such as communicating with the residents, shorter City Council meetings, revisit the view ordinance, minimize risk and potential liabilities (ADA compliance, Housing Element compliance, and SB 9 compliance), and refund the residents (how to best spend the General Fund surplus). Staff will have data relating to these other sub-priorities at the workshop.

FISCAL IMPACT:
There is no fiscal impact to holding a strategic planning workshop as the workshop will be facilitated by internal staff.

RECOMMENDATION:
Review with staff.

ATTACHMENTS:
SP_PPStrategicPlanningWorkshop_2020-01-25.pptx
SP_2020-Jan-25_StrategicPlanningNotes.pdf
SP_2020-Jan-25_StrategicPlanningNotes2.pdf
SP_2020-04-27_StaffReport.pdf
StrategicPlanningWorkshopBudgetItems_2020-04-27.pdf

STRATEGIC PLANNING WORKSHOP

SATURDAY, JANUARY 25, 2020

CITY OF ROLLING HILLS

WORKSHOP GUIDELINES

1. Efficient use of time
2. Respect other perspectives
3. Allow others to fully convey their ideas
4. Your priority is not an argument nor is the workshop a forum for your arguments
5. Be open minded
6. You represent your constituents
7. Staff is here to support you. Ask questions of staff.

THE GOAL OF THE WORKSHOP

- Goal: general intention or direction
- Honest dialog between the five members on the future of the city
- Discussion topics can be focused on the priorities specified by members OR on any other areas (such as expanding services to the community by providing car services)

OBJECTIVE OF THE WORKSHOP

- Objective: specific/precise
- Establish a minimum of one priority and a maximum of three priorities agreeable among the members to establish the City's work plan for the next two fiscal years 2020-2021 and 2021-2022

STRATEGIC PLANNING BEYOND TODAY

- Report out at the City Council meeting on Monday, January 27, 2020
- Strategic Planning Session #2 at February 10, 2020 City Council meeting; use the establish priorities to define action items
- Strategic Planning Session #3 at February 24, 2020 City Council meeting; continue to use the established priorities to define action items
- April 13, 2020 City Council discuss FY 2020-2021 budget priorities; translate action items to budget items

CITY COUNCIL COMMON PRIORITIES

- Wildfire Mitigation/Emergency Preparedness
- Sewer
- Utility Undergrounding
- Drainage

CITY COUNCIL OTHER SPECIFIED PRIORITIES

- Improve communications with residents
- Shorter City Council meetings
- Ease the permitting and building process for residents
- Minimize legal liability
- Public safety
- Revise view ordinance
- Purchase properties for open space
- Refund the residents

WORKSHOP STAFF

- Elaine – facilitator/staff member
- Meredith and Yohana – scribes
- Terry and Jim – money guys

Sewer – review study and wait for cost to figure out how to move forward

Wait for first results and see if residents are interested

Not citywide because is too expensive

Certain distance- too expensive to be citywide

Cheaper for residents to connect in the long run

Septic tank by the Association could offset some of sewer costs

Middleridge may fund their own sewer connection

Very limited scope for sewer

Mirsch/Pieper – wait for results and costs then figure out next steps

Dr. Black-residents won't buy into it. Two-three times hostile to sewer. Cost prohibitive.

Deringer – questions about priority; how to set it up?

Public safety – funding towards city's own effort

Minimize legal liabilities

Wildfire

Black – mitigations going well and excellent in some areas

Brush clearance and complaints continue

Some areas not great, need to determine boundaries,

Hire Associations to clear some

Jim, school, Fire Dept, Nakamura areas need clearance

Shift funds for more robust firebreak

Whiteball area needs to be addressed; RPV also working on it

Pieper – City continue Conservancy's work the next 2-3 years

Add firebreak between where clearing ends and fences would be best way to send money

Mirsch- visible to residents, concept great

Terry - $55K for striping towards Wildfire

Pieper – code enf.

Jeng – Association easement not their obligation

Mirsch – Association waiting for decision until then, they're hands off

Ordinance not excluding easement so City in charge

Black – agrees with Association

Pieper – residents will get used to taking care of all dead vegetation

Crest Gate – should open easily

Wilson – Committee 50/50

Black – City should provide a solution in regards to safety

Pieper – address one at a time

Get every resident on warning system and get people's information so they can be included in mass text messages

Wilson – Ring subsidize communication system to provide access to information

Gate authority

Jeng – Committee inconsistent with decisions

Primary concern: permanently open

Fire says it's hard to maneuver; need to motorize and clear brush

Is CC amenable to City taking enforcement? CC agrees to taking over authority.

Mirsch – area one lane road. Fire wants it one lane outgoing. Not wide enough for two-way road. Emergency exit only. Gate very difficult to open.

Jeng – question about easement. Residents need path to going out that needs to maintained and cleared. Assoc claims it's City's job and residents' job to clear easements. Re. easements,

Pieper – easements clear of all dead vegetation

Association needs to figure out the Gate.

Needs to happen.

Jeng – responsible party. Gate is clear to City who takes authority. Re. Easements, residents should take responsibility-CC answered yes. Per, Assocl, Crest Eastfield PBend: live vegetation on evac route for purpose of public safety should be cleared.

Wilson- all inclusive.

Mirsch – Assoc. in charge of trees on roadside only

Wilson – clarify authority on easements. All inclusive.

Walker – road, who's on the hook on the liability. Needs a paper trail on who's responsible on the road due to liability.

Jeng – Clarifiation

Black – gate open. Not care about liability.

Deringer – no access presents greater liability. But gate needs to be secured.

Emergency Preparedness – Evac Route

Deringer – needs money devoted. Have training. People need to be informed. Have plans in place and educate residents.

Mirsch – Block Cap and City has plans in regards to evacuation plan. Deringer's concerns addressed in BC Program. Might need to increase funding.

Jeng – plans in CWPP

Wilson – Emergency person was given an offer but didn't accept. Interviewing second candidate. Start mid-February. 2-3 months before anything is implemented-actions not until May

Walker – went over budget on Emer. Preparedness

Wilson – what is cost-sharing formula? City's share is smaller.

Jeng – formula depends on what RH's request

4% share – consistent regional law

Mirsch – is there concurrence to increase next year's budget WM/EP? Answer yes

Terry – there's money available

Pieper – yes including

Sewer

Pieper – how much form here to here? Then decide if $1.1M is okay

Utility underground

Pieper – grants status

Jeng – announced field survey on 1/29

Black – grant requires completion of crest then eastfield

Inform grantor what we want

Pieper – buy SCE's

Terry – we have some money $

Pieper – we have about $4M then add more money and grants

ADU requires undergrounding

Mirsch - $100k/year funding on-going, should we continue?

Should we move money

Pieper – Rule 20 $1.1M move money

Undergrounding $800k

Wilson $250 transfer from GF surplus/year towards undergrounding

Terry – confirms $250/year done past two years

Jeng – not specific to one area

Fund other projects

CC in support of undergrounding – supports other areas, CC yes.

Pieper – now have a road map based on Eastfield

Better understanding after first project, improve odds

Walker - $150 utility fund (withing $250 GF surplus)/undergrounding project

Deringer – Schottle's project included in Eastfield

Jeng – there's no separation of projects under the grant request

Crest to Eastfield to gates

Drainage

Peiper – Spend Measure W. All stormwater stay on campus. Can we make parking lot nicer. Campus first-keep rainwater here; then onto canyon improvements.

Black – easy areas. Catch basin saddleback and behind Pieper. Only thing to Worry about saddleback to PV Dr. Here in City drain or seepage pit. Other side of the hill, more difficult due to slide. Crest north capture all drainage.

Pieper – solve ADA and runoff. Study options and durable and looks good.

Then catch basin to be properly engineered behind Pieper's house

Black – agrees

Wilson – feasible if no stormwater runoff then no need for further study

Jeng – MS4 discharge to waterbodies then required for water quality but very difficult to meet

Eliminate flow, no flow out of City, then no need to participate in MS4

Drain to canyon so there's no discharge.

85th percentile retain in the City-no MS$

Pieper - $150k pay to consultant

4

What does it take to not pay consultant and keep water on site and use that money to mitigate drainage on.site. What's the exit strategy and what it's going to cost? Fix all the drainage instead.

Mirsch – stormwater not leaving the City?

Deringer- make sure it's feasible and no loophole

Black – improve environment instead of wasting $150k

Pieper – can we get rid of taxing residents through an exit strategy

If none, then let's improve water quality

Jeng – minimize MS4

Cover drainage problem

Mirsch – stormwater management needs feasibility study

Inside the city on private property – we don't own drains but they damage other people's property. Don't want the city to own private storm drains. Educate residents about storm drains. When they have a problem they go to Assoc or City so they need to be educated about drainage. Resident come to City to build it for them. Would like some education to occur.

Wilson – variety of storm drains. Concrete, manholes others just opening in the asphalt and on roadway easements

Mirsch – org subdivision required drainage. Cul de sac gets all the water.

Black – agrees on education. Grade to address erosion damage. Install seepage pit. Unfair. Help issue to direct PC to require to maintain drainage on site 100%.

Wilson – large stream draining to his property.

Black – similar to what came down onto his property. Seepage pit solved it

Deringer – if City builds it, City liable. Doesn't mean not to go forward.

Black – it can sheet flow to other property or street.

Deringer – owner responsible

Black – not agree

Pieper – it poured onto canyon

Jeng – CC not build system

Black – wants to build system

Pieper – we will need to build

Black – property responsible

Other parts capture rest

5

Jeng – City has ownership on last catchment system

Pieper – City and Assoc not own drain so owner responsible for it

Mirsch – does not want to own drains

Drainage in the perimeter, city responsible

If legal requires City to catch, then we address

Pieper – we get insurance for system

Mirsch – potential issues with ownership and allowable

Deringer – take land and pay money or agreement on private lands

Black – CC can have PC direct owner retain on site immediately***

Jeng – all in agreement to address drainage: MS4 and resident mitigations

Wilson – resident retain then discharge

Pieper – dispersion field

Keep water on site

Jeng – not capturing 25 or 50-year event

Goal is to prohibit nuisance

Wilson – can size system to address on site drain

Jeng – details to be studied and discussed later

Mirsch – particular property increased requirements

Make it standard requirements

Talk to PC

2nd page

Ease permit process – keep as is

Communications with residents

Mirsch – blue newsletter has a lot of information; not restrict it to one page; add more meaningful information

Pieper – get email, cell, and send out e-info. A lot of publications confusing. Reach out electronically. Paper is antiquated.

6

Deringer – modernize communication. Others might not have access to tech. allow owners to decide how and content. Contact info needed

Mirsch – is there a need to improve communication?

Tailor to need

Black – newsletter make city feel smaller

Expanded to include advertising sales

Form of communication like paper format – not computer

Expand periodically

Pieper – no big deal to make it better

Keep it efficient and corky

Periodic larger publication

Deringer – Association should include sales info

Mirsch – next door

Jeng – keep blue newsletter, expand once in a while, look at other forms of communications

Wilson – likes content not repetitious

Mirsch – more meaningful

Pieper – first goal email address, cell phones, landline

Secondary is more to talk about

Managing who gets it is time consuming

Deringer – get information now

Assoc has info

Jeng – Assoc won't release it

BC has rapport with residents

Prioritize contacts, keep newsletter, expand periodically

Walker – software to tract users that's fairly cheap

Outsourced to third party

Make local feel the more receptive people are

Jeng less frequency

Black – can't be less than now

Pieper – keep also

Wilson – how much time

Coronel – approx. 5 hours, assemble

Jeng – assemble, content info timing, top topics

Pieper – outsource, could be cheaper thru stamp cost

Time use is better

Black – spend time and money on

Mirsch – get staff involved

Black – time could be a factor

Jeng – try to find a more efficient way to produce

Shorter CC meetings

Jeng – feedback on Agenda

Limit number?

Mirsch – behavioral

Pieper – behavioral, we talk a lot,

Jeng – how can staff facilitate

Walker – time talking period

Mirsch – not done well to manage time. Timer would not work.

Pieper – time for speakers not a good idea

Mirsch – CC responsible for time

Pieper – CC responsible to control time

Wilson – have staff bring back CC to topic to focus them on point and move meeting along. Agenda is unpredictable but CM can bring it back

Deringer – may repeat ideas already mentioned because taking notes

Mirsch – ask Deringer to go earlier in the process

Minimize legal liability

Deringer – continue to minimize it. Put money towards items to minimize liability.

8

Jeng – we are going to be a polling place. City is obligated to provide voting polls. City Hall is not ADA compliant. 7-8 pm

Mirsch – 7-8 pm, must accommodate all. Provisional voting

Deringer – polling opens door to liability

Mirsch – why not go to Dapplegray. Code states there must be one polling place in a City.

This coming election we cannot address but November we might be able to address.

Jeng – County will send inspector to survey the building for ADA compliance

Mirsch – County will review City's request re ADA concerns. Directed to have City's legal to review request. One station and ADA parking satisfy Code requirements.

Black – we have budget to address ADA. Portable ADA restrooms to be compliant during election. Now we have to address ADA to accommodate new laws.

Black – legal costs going up due to so many questions. Some relevant others may be due to CC calling too much.

Terry – identify what to talk to attorney for to minimize cost.

Wilson – does CC have the right to call attorney

Jeng – set up under CM. Attorney works for CC.

Curtail what goes to attorney. Some unavoidable. We are narrowing/define what we go to attorney for. We can also list what we work on.

Pieper – what should we be spending City money on? Identify out of scope work.

Wilson – how much has rates gone up?

Jeng – Mike bills at $190/hr similar to staff however, time may vary on same topic.

Pieper – blended rate =

Deringer – incorporate in decision making

Walker – JPA is a great resources and know about liability issues.

Public Safety

Deringer – priority. Improve coordination with Assoc. identify needs. What's happening in other communities? Possible additional community policing – ticket item to supplement the sheriffs. Try to make sure incorporate safety features. Add cameras and what is seen, not limited to license plate.

Pieper – huge deal to put security. Cameras cause privacy issues-residents not comfortable with having more security. Next door not aggressively looking at security and mitigations. Community not ready for heighten security due to privacy but will get eventually get there.

Deringer – if we're in charge of public safety but we no authority and city gets blamed. how can city address public safety with limited tools.

Jeng – if CC needs more authority over the gates, then CC may need to do it. Is that the direction?

Deringer – may need that authority but advocacy for now.

Black – now has armed police officer. CC with certain expectations. Armed officer sits and hasn't visited other schools. Have a presentation on status update and job description requirements.

Wilson – has description in contract

Pieper – agrees with Black and we may pull out if it's not to CC's standard unless they fix it.

Deringer – agendize item. She'll take lead.

Jeng – MOU received. Update coming up.

Reinstate View Ordinance

Black – view important. Measure B ... Measure C... Resident with money wins. View blocked by trees need to be addressed and CC should address it.

Mirsch – not just advisory. Measure C not intended to turn around after two years. Right to enforce the law, even when we have the ability, it takes forever to get things done. Residents concern spending money on litigation. Every resident incur cost of lawsuit. Is it better with enforcement powers.

Black – much better with enforcement. 1 of 5 or 8 would get to CC. People knew they would lose. Cited lawsuit that judge decided that it should be trimmed not removed. People didn't bother suing.

Mirsch – perception of how to enforce Ordinance. Be able to enforce it and not make it advisory. Perception to circumvent and go back to old ways. Is two years enough to reneg Measure C.

Black – look at the property not the person.

Mirsch – concerned about perception so wait a little bit longer till cases go to CC and determine it there

Pieper – let's wait

Purchase property for OS

Black – if Crest happens great

Refund the residents

Black – refund $300-500K,

How do we get money back to people

Pieper – provide more services instead of refund

How do we leverage staff? How do we provide more service? Give it back in services

Mirsch – undergrounding, drainage. If we have the money, as oppose to give it back, and pooled it together to do projects.

Black – this is extra money. We have too much money. Surplus 3 and 4 years.

Wilson – trash subsidized .

Jeng – surplus handled differently in every city.

Terry – reserve $4.5M

Jeng – certain reserves

Fund programs

Terry – we've funded potential liabilities

Mirsch – funded PARS

Jeng – CC discretion on surplus

Wilson – not spend on services not needed

Pieper – pay large sum money so prefer services instead of $500 refund

Mirsch – undergrounding instead 1/3 increase it.

CC put more money on projects to subsidize projects

Black 1/3 for each party for undergrounding

Mirsch pay at the end of the project

Fund other projects

Black tangible way to give people money back

Jeng surplus act – housing then open space

Check on services and potentially cut a check

Deringer – agree with Leah. Other projects not budgeted for that could use the money. Not good to reduce the surplus could be used for emergency and other projects or use for rainy days

Terry we have two years of surplus

Jeng come back in the future

Surplus to help out the community going forward

Drainage and firebreak will cost money

Re-visit after fiscal year.

Black every year the same decision to table

Terry every year has gone up. Some CIP not moved forward

Jeng pricing determines when projects happen

Black sewer depends on the residents

ADA independent of residents; necessary improvements and they will get done

Pieper parking lot came in $200k so cost prohibitive

Black must do projects will get done but still have $500k left

Terry to go two years below surplus is not safe

Jeng surplus what you're getting vs what obligations have been eliminated

ADA plans architectural and engineering cost $40K

Walker committing fund balance to specific projects beyond 2021 so it's in the financial statement

Big CIP budget identified and budgeted

Black sewer $1.1 Larriat to tennis court

Pieper not connecting to sewer might be missed opportunity if city don't connect now due to capacity

Deringer sewer important for the community because tennis court will intensify use for parties and social events

Jeng is Black amenable to committing funds to projects

Mirsch include Black in the committee decision

Black sewer if helpful could be possible

Pieper Prop 13 could cause property value to decline.

Open Space

Black not acquire

Refund Residents

Not now but how do we offer benefits

Terry trash will have significant gap

Black City subsidizes

Resident $1100

City $300x675=

Walker – transition CM & staff

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Sewer	In the past, people were not interested due to high cost Wait for results and costs then figure out next steps Phased. First phase limited scope. **Supports waiting for results, costs and determining next steps from there**
Wildfire	City in charge of safety Great job clearing but need to be expanded City should continue Conservancy's work City should hire Association to clear vegetations (use striping funds) City enforcement should include easements. Residents should clear easements. Crest Gate should open easily. City take on enforcement responsibility. **Supports City enforcement on easements; authority over Crest Gate's accessibility; expanding vegetation clearance done by Conservancy and providing firebreak**
Emergency Preparedness Evacuation	Devote money to education, planning and dissemination of information **Supports increasing budget next year**
Utility Undergrounding	Have grant cover costs Buy SCE rights **Supports undergrounding and expanding to other areas**
Drainage	Improve civic center campus Install catch basins at key locations Try to eliminate flow outside of the City Figure out a way to use money being paid to consultant on infrastructure that will eliminate the need to participate in MS4. Find Exit strategy. Educate residents on drainage and erosion **Make it standard requirement to retain 100% of water on site and enforced by PC. Figure out exit strategy from MS4 reporting and divert money paid to consultant to help build infrastructure. Educate residents about drainage and erosion.**
Ease Permit Process	**no change**
Communication with Residents	Keep Blue Newsletter. Periodically increase content; quarterly. Explore other medium of dissemination Explore costs to outsource production Explore additional information provided **Keep Blue Newsletter. Periodically increase content; quarterly. Come back with costs regarding outsourcing.**
Shorter Council Meetings	Behavioral. Have staff bring CC back to focus to keep meeting moving forward **Have staff bring CC back to focus to keep meeting moving forward**
Minimize Legal Liability	Put money to minimize liability ADA compliance moving forward Legal costs keep going up. Limit inquiries to legal questions. JPA a great resource **Supports ADA project to decrease potential liabilities. Staff to define and narrow breadth of legal inquiries.**
Public Safety	Improve coordinatioon with the Association. Add camera but privacy issues. How can City enforce public safety with limited tools Armed school officer not meeting terms of contract. City will pull out of Agreement if required job not performed. **Use advocacy to promote safety; if needed CC will exercise more authority in the future. Ensure armed officer meeting terms of contract.**
Reinstate View Ordinance	Have City protect and enforce view ordinance Wait to process two complaints in the queue and determine if there's a need for city to change ordinance **Supports waiting for outcome of current complaints before changing current process**
Purchase Property for OS	**not acquire**
Refund the Residents	Refund yearly surplus to residents Use money for programmatic services that will benefit larger community Identify CIP to fund in next two to three years to really see if there's surplus Not connecting to sewer might be missed opportunity. **Staff coming back with recommendations on how to spend surplus: services, drainage, firebreak, etc. Come back after fiscal year. CC committing money TBD.**

Agenda Item No.: 8.C
Mtg. Date: 04/27/2020

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **STRATEGIC PLANNING WORKSHOP DISCUSSION #3.**

DATE: **April 27, 2020**

BACKGROUND:
In May 2019, the City Council approved staff's recommendation to hold a Strategic Planning Workshop discussing the work plan for the next three years. The Strategic Planning Workshop was held on Sunday, January 25, 2020. The City Council also used the regular City Council meetings on February 10 and February 24, 2020 to provide guidance for staff to develop budget items for next fiscal year.

At the Strategic Planning Workshop, the City Council developed four priorities for the City of Rolling Hills:

1. Wildfire Mitigation/Emergency Preparedness
2. Utility Undergrounding
3. Drainage
4. Sewer

Wildfire Mitigation/Emergency Preparedness
Under this priority, the City Council discussed allocating funds to create fire breaks on either side of the border between the City of Rolling Hills and the Preserve. The City Council also discussed continuing with the active enforcement of the Fire Fuel Abatement Ordinance including taking action on the Rolling Hills Community Association, if necessary.

Utility Undergrounding
Under this priority, the City Council discussed the goal of placing all utility lines within the City underground. This could be accomplished via a combination of grant funds and individual assessment district projects. The City currently has two grant applications with CalOES to underground a segment of Crest Road East near Eastfield Drive, as well as a segment along Eastfield Drive. Staff has heard positive news on the City's application for the segment on Crest Road East and anticipates the award of the grant.

Drainage
Under this priority, the City Council discussed two action items: the first action is to implement policy change on parcels to require stormwater detention/retention pits or basins to slow down discharge or infiltrate onsite beyond LID requirements to eliminate runoffs in the canyons within the City; and the second action is to identify capital improvement projects to address stormwater runoff from common areas within the City to achieve the same purposes as the first action.

Sewer
Under this priority, the City Council discussed installing sewer main lines to transition the community from using septic tanks. To achieve this priority, based on lessons learned from past efforts, discussed seeking implementation via small segments of projects similar to the extension of the Johns Canyon line and installing the proposed 8" main along Portuguese Bend Road/Rolling Hills Road.

DISCUSSION:
Staff developed the following budget items to support the City Council's priorities for next fiscal year.

Wildfire Mitigation/Emergency Preparedness
1. Block Captain Program
2. Fire Fuel Reduction in the Preserve
3. Fire Fuel Reduction in Rolling Hills
4. CWPP Development/Adoption
5. Arborist to support enforcement of Fire Fuel Abatement Ordinance

Utility Undergrounding
1. Crest Road Undergrounding Cal OES grant
2. Eastfield Drive Undergrounding Cal OES grant
3. Assessment District support continuous workshops for neighborhood groups
4. Pursue grants for projects

Drainage
1. Parcel based hydromodification policy development to minimize impacts to surrounding canyons and downstream parcels
2. Bend Springs capital improvement project feasibility study to include City Hall campus stormwater discharge
3. Masterplan to eliminate stormwater discharge from the City

Sewer
1. Investigate extension of existing sewer mains into the City of Rolling Hills
2. Design of 8" sewer main along Portuguese Bend Road/Rolling Hills Road to connect with County truck line on Crenshaw Boulevard
3. Pursue grants for capital improvement projects

Included with this report is a spreadsheet with high level cost estimates for the budget items listed above.

FISCAL IMPACT:
The preparation of this report is a part of the City's operating budget for Fiscal Year 2019-2020.

It is unknown at this time the impacts the COVID-19 pandemic will have on the City's finances in future fiscal years. Conservatively, staff anticipates that the revenue level for next fiscal year will be

lower than years past. However, if there is an economic downturn, the City stands to benefit from reduced prices from all sectors including professional services, construction and materials. In this regard, staff recommends the City Council consider programming projects for the next fiscal year.

RECOMMENDATION:
Staff recommends that the City Council receive and file proposed budget items for Fiscal Year 2020-2021 developed as a part of the strategic planning workshop from January 2020.

ATTACHMENTS:
StrategicPlanningWorkshopBudgetItems_2020-04-27.xlsx

CITY COUNCIL
STRATEGIC PRIORITIES
Proposed Budget Items for Fiscal Year 2020-2021

	Wildfire Mitigation/Emergency Preparedness		Utility Undergrounding		Drainage		Sewer	
	Budget Item	Cost	Budget Item	Cost	Budget Item	Cost	Budget Item	Cost
1	Block Captain Program	$50,000	Crest Road Undergrounding - CalOES grant	City match provided by Rule 20A purchased credits	Parcel based hydromodification policy development*	$8,000	Investigate extension of existing sewer mains into the City of Rolling Hills	$30,000
2	Fire Fuel Reduction in the Preserve	$100,000	Eastfield Undergrounding - CalOES grant	City match provided by Rule 20A purchased credits	Bend Springs capital improvement project feasibility study to include City Hall campus*	$80,000	Design of 8" sewer main along Portuguese Bend Road/Rolling Hills Road to connect with County truck line on Cresshaw Blvd.	$90,000
3	Fire Fuel Reduction in Rolling Hills in the areas adjacent to the Preserve	$50,000	Assessment District Project Support - workshops for neighborhood groups and supple technical experts for Q/A	$15,000	Masterplan: eliminate stormwater discharge from the City*	$50,000	Pursue grants for capital improvement projects	$20,000
4	CWPP - Development/Adoption	$5,000	Pursue grants for projects	$10,000				
5	Arborist to support enforcement of Fire Fuel Abatement	$5,000						
		$210,000		$25,000	*Eligible to use Measure W local returns	$138,000		$140,000
							Grand Total	$513,000

Agenda Item No.: 6.B
Mtg. Date: 01/22/2022

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

FROM: **ELAINE JENG, CITY MANAGER**

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

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

DATE: **January 22, 2022**

BACKGROUND:
The City Council adopted a three year Capital Improvement Plan (CIP) for FY 2020-2021 and FY 2021-2022.

DISCUSSION:
Atypical to the adoption of a CIP, the City Council opted not to allocate funds to the projects listed in the three year CIP for FY 2020-2021 and FY 2021-2022. The adopted CIP served as a work plan and as each project progressed, the City Council was requested to allocate line item budget at different phases for each project. For example, the City Hall ADA Improvement Project was discussed with the City Council extensively in 2020 and 2021, including allocation of funds for design work, and alternative spacing planning. The engineering design of the 8" sewer main was also allocated budget in 2020. The acceptance of the grant funds for the Crest Road East Utility Undergrounding project and the Vegetation Management in the Canyons were acted on by the Council individually.

Typically, the adoption of a CIP would allocate a certain dollar amount to the project for a period of one to five years. Expenditures for the projects would be allowed as long as the expenses are within the allocated amount for the specified period.

FISCAL IMPACT:
None

RECOMMENDATION:
Review with staff.

ATTACHMENTS:
CIP_3Years_2020.pdf
CIP_3Years_2021-June-28.pdf

PROPOSED 3-YEAR CAPITAL IMPROVEMENT PLAN
CITY OF ROLLING HILLS
FY2020-2021 TO FY 2022-2023

		Current Year		Year 1		Year 2		Year 3	
	Project Description	FY 2018-2019 Phase	Cost	FY 2019-2020 Phase	Cost	FY 2020-2021 Phase	Cost	FY 2021-2022 Phase	Cost	FY 2022-2023 Phase	Cost
1	8" Sewer Main along Rolling Hills Road*	Feasibility Study Phase I	$11,391	Feasibility Study Phase II	$30,000	Design/Construction	$400,000	Construction	$700,000		
2	Tennis Courts ADA Improvements**	Design	$8,000			Construction	$50,000	Construction	$250,000		
3	City Hall ADA Improvements**			Design	$30,000	Design	$7,000	Construction	$300,000		
4	City Hall campus parking lot improvements***	Design	$21,000					Design	$50,000	Construction	$500,000
	Total		$40,391		$60,000		$457,000		$1,300,000		$500,000

* Possible offset of General Fund with successful grant pursuits.
** Low interest rate financing available through CJPIA for ADA projects with 5 year repay plan.
*** Eligible to be funded using a combination of accumulated local returns from Measures R and M transportation funds, Measure A County Park fund, and Measure W Clean Water fund.

SCHEDULE

	Project Description	FY 2018-2019 Phase	Timeframe	FY 2019-2020 Phase	Timeframe	FY 2020-2021 Phase	Timeframe	FY 2021-2022 Phase	Timeframe	FY 2022-2023 Phase	Timeframe
1	8" Sewer Main along Rolling Hills Road*	Feasibility Study Phase I	Feb 18 - Oct 18	Feasibility Study Phase II	May 19- May 20	Design/Construction	July20- Feb21, May 21 - Sept 21	Construction	May 21 - Sept 21		
2	Tennis Courts ADA Improvements**	Design				Construction	May 21 - Sept 21	Construction	May 21 - Sept 21		
3	City Hall ADA Improvements**			Design	Jan 20 - Sept 20	Design	Jan 20 - Sept 20	Construction	July 21 - Nov 21		
4	City Hall campus parking lot improvements***	Design						Design	Feb 22 - Jun 22	Construction	Aug 22 - Dec 22

PROPOSED 3-YEAR CAPITAL IMPROVEMENT PLAN
CITY OF ROLLING HILLS
FY2020-2021 TO FY 2022-2023

		Year 0		Current Year		Year 2		Year 3	
	Project Description	FY 2018-2019 Phase	Cost	FY 2019-2020 Phase	Cost	FY 2020-2021 Phase	Cost	FY 2021-2022 Phase	Cost	FY 2022-2023 Phase	Cost
1	8" Sewer Main along Rolling Hills Road [1]	Feasibility Study Phase I	$11,391	Feasibility Study Phase II	$30,000	Design	$81,196	Construction	$1,700,000		
2	Tennis Courts ADA Improvements	Design	$8,000					Construction	$300,000		
3	City Hall ADA Improvements [2]					Design	$37,000	Construction	$784,390		
4	Crest Road East Utility Undergrounding Grant Project [3]					Design		Design/Construction	$763,638	Construction	$763,638
5	Vegetation/Fire Fuel Management Grant Project [4]					Design [6]	$0	Environmental/ Construction	$975,144		
6	City Hall campus parking lot improvements [5]									Design	$50,000
	Total		$19,391		$30,000		$118,196		$4,523,172		$813,638

[1] Off-set of general fund ($350,000) using American Rescue Fund
[2] Low interest rate financing secured ($300,000) through CJPIA for ADA projects with 5 year repay plan.
[3] Grant requires 25% local match. City will use Rule 20A credit for local match.
[4] Only phase 1 has been awarded. Phase 2 approval will depend on the completion of phase 1.
[5] Eligible to be funded using a combination of accumulated local returns from Measures R and M transportation funds, Measure A County Park fund, and Measure W Clean Water fund.
[6] No cost to the City; contribution by the Los Angeles County Fire Department

SCHEDULE

	Project Description	FY 2018-2019 Phase	Timeframe	FY 2019-2020 Phase	Timeframe	FY 2020-2021 Phase	Timeframe	FY 2021-2022 Phase	Timeframe	FY 2022-2023 Phase	Timeframe
1	8" Sewer Main along Rolling Hills Road [1]	Feasibility Study Phase I	Feb 18 - Oct 18	Feasibility Study Phase II	May 19- May 20	Design	Sept '20 - Jun '21	Construction	Jul '21 - Nov '21		
2	Tennis Courts ADA Improvements	Design						Construction	Nov '21 - Apr '22		
3	City Hall ADA Improvements [2]					Design	Mar '20 - May '21	Construction	Oct '21 - Feb '22		
4	Crest Road East Utility Undergrounding Grant Project [3]					Design	Jan '21 - Jun '22	Design/Construction	Jul '21 -Jun '22	Construction	Jul'22 - Sept '22
5	Vegetation/Fire Fuel Management Grant Project [4]					Design	Dec '20 - Mar '21	Environmental/ Construction	May '21 - Nov '21; Jan '22 - Apr '22		
6	City Hall campus parking lot improvements [5]									Design	Jun '22 - Dec '22

Agenda Item No.: 6.C
Mtg. Date: 01/22/2022

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

FROM: **ELAINE JENG, CITY MANAGER**

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

SUBJECT: **DISCUSS AND ESTABLISH PRIORITIES INCLUDING CAPTIAL AND NON CAPTIAL PROJECTS FOR THE NEXT TWO FISCAL YEARS (FY 2022-2023 AND FY 2023-2024).**

DATE: **January 22, 2022**

BACKGROUND:
In preparation of the 2020 strategic planning workshop, the City Council was requested to submit priorities for the city. The submitted priorities were compared to identify common priorities. Similar to the preparation for the workshop two years ago, the City Council was asked to provide priorities for the 2022 workshop.

DISCUSSION:
Priorities received from the Council at the time of agenda publishing are as follows:

1. Balancing the need for fire fuel reduction with the concerns and reservations of residents as well as mitigating the financial impact on residents.
2. Compliance with Affordable Housing requirements while maintaining the traditional Rolling Hills community expectations.
3. Developing an understanding of the City's obligations and responsibilities regarding storm drains and the impact on the budget.
4. Completion of City Hall Campus improvements
5. Fire Safety - Implement all programs (videos, work in conservancy, vegetation management, incentives, etc.) to continue to support fire safety.
6. Storm drains - What role can we play to encourage and support RHCA efforts to address?
7. ADA at City Hall - Need to make decision to minimize exposure to complaints and lawsuits.
8. Sewers - Continue with existing City Hall campus project?
9. City staffing - What can we do to attract, retain, and develop top quality employees to support Council's visions/goals?

The City Council can provide and specify additional priorities at the workshop. Staff and Council will review Council's current priorities together, and compare the list to the 2020 priorities to identify

adjustments to the city's workplan for the next two years.

FISCAL IMPACT:
None.

RECOMMENDATION:
Discuss and provide direction to staff.

ATTACHMENTS: