



*City of Rolling Hills*

INCORPORATED JANUARY 24, 1957

**Agenda Item No.: 8.A**  
**Mtg. Date: 03/09/2020**

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

**FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR**

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

**SUBJECT: CONSIDER AND APPROVE A PETITION FOR THE FORMATION OF AN ASSESSMENT DISTRICT FOR CERTAIN PUBLIC WORKS IMPROVEMENT, TOGETHER WITH APPURTENANCES, APPURTENANT WORK AND ACQUISITION, WHERE NECESSARY, IN A SPECIAL ASSESSMENT DISTRICT KNOWN AND DESIGNED AS UNDERGROUNDING UTILITY ASSESSMENT DISTRICT NO. 2020-1 (EASTFIELD DRIVE UTILITY IMPROVEMENTS).**

**DATE: March 09, 2020**

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**BACKGROUND:**

On March 3, 2020, residents within the proposed Eastfield Underground Utility District submitted a Petition to the City of Rolling Hills signed by 11 of the 19 affected property owners. The 11 property owners represent 60.7% (693,924 SQFT) of the assessable area of property within the proposed boundaries of the Assessment District (Attachment 1). Fourteen poles are proposed to come down with the undergrounding of the overhead lines.

SCE engineering plans have been completed, easements from affected parcels and Apportionment Agreement from the Rolling Hills Community Association have been acquired, final boundaries of the proposed assessment district have been finalized, necessary permits from the Association have been pulled, and more importantly, the petition for the formation of the proposed undergrounding utility assessment district no. 2020-1 received the required number of signatures for the City Council's consideration and approval.

The list below shows the total funding amount that has been collected from each group:

|            |                     |   |                    |   |          |
|------------|---------------------|---|--------------------|---|----------|
| Residents: | \$28,170 (03/21/17) | + | \$7,712 (10/15/19) | = | \$35,882 |
| City:      | \$28,170            | + | \$7,712            | = | \$35,882 |
| RHCA:      | \$28,170            | + | \$6,167            | = | \$34,337 |

**FISCAL IMPACT:**

To date the City has contributed \$35,882 from the Utility Fund to cover one-third of the total design engineering and assessment engineering fees for the project. Of the \$35,882, \$7,712 was contributed by the City in Fiscal Year 2019-2020. Per Resolution 1234 of the City Council of the City of Rolling Hills, the City will only contribute design cost for assessment districts up to a limit of \$50,000 per assessment district. Per the City Council's action in 2016, prior to setting to the current contribution policy, the City agreed to contribute to assessment engineering fees. To honor the action from 2016, the City Council approved contribution to the assessment engineering fee for the subject project. If the City Council approves the formation of the assessment district, Southern California Edison will release the design plans for construction bids. Property owners within the assessment district will then vote on moving forward with the construction of the project and determine a financing plan to pay for the work accordingly.

**DISCUSSION:**

On March 3, 2020, the property owners within the Proposed Underground Utility Assessment District No.2020-1 (the District) submitted a Petition to the City requesting District 2020-1 be formed, pending approval of a district wide vote, to finance the undergrounding of overhead utilities within the District. The boundaries of the proposed district are shown on the attached Eastfield Assessors Diagram (Attachment 2).

One of the initial steps in forming the District is the circulation of the Petition for Special Assessment Proceedings. Proponents of the District circulated the Petition to property owners within the proposed district and have now submitted the petition signatures to the City (Attachment 3). The submitted signatures represent 60% of the assessable land within the proposed District. NV5 Engineering, Inc. has reviewed and issued Certificate of Sufficiency of Petition that owners representing 60% of the assessable property within the proposed District had signed the petition in support of undergrounding overhead utilities (Attachment 4).

**RECOMMENDATION:**

Staff recommends the City Council receive a presentation from staff on the Eastfield Drive Utility Improvements project and consider and approve the petition for the formation of the undergrounding utility assessment district no. 2020-1.

**ATTACHMENTS:**

[Petition Results.pdf](#)

[Eastfield Assessors Diagram.pdf](#)

[Eastfield Signed Petition.pdf](#)

[CERTIFICATE OF SUFFICIENCY OF PETITION.pdf](#)