City of Rolling Hills Estates Work Plan – FY 2025-26

Targeted Completion

Completed

Dated: December 16, 2025

	Activity	Responsible Department(s)	Q1	Q2	Q3	Q4	Complete?	Status/Comments
1	**GEORGE F CANYON NATURE CENTER PROJECT:** Secure Funding, Solicit Bids, Award Contract, Break Ground	Community Services + Public Works						At the November 18 City Council meeting, a contract was awarded to SS+K Construction for Phase One of the George F Canyon Nature Center Project in the amount of $3,720,743.00, plus a 10% contingency ($372,074.30) for a grand total of $4,092,817.30. In January, staff will return with a Master Services Agreement and Task Order with Transtech Engineers for on-site construction management services. Construction is expected to take approximately 12 months and will commence in the New Year. At the November 18 meeting, City Council also approved a Reimbursement Resolution to preserve the option for debt financing, if necessary, and directed staff to obtain a credit rating should a short-term loan be needed for cash management purposes given that the project is largely funded with reimbursable grant funds.
2	**PALOS VERDES DRIVE NORTH AND DAPPLEGRAY SCHOOL INTERSECTION IMPROVEMENT PROJECT - PHASE 1:** Conduct Public Outreach, Obtain Community Input, Proceed with Bid Solicitation as Directed	Public Works						On August 13, the City Council approved the Palos Verdes Drive North & Dapplegray School Intersection Improvement Project and its CEQA documentation. The project, estimated at $4.8 million, is funded by $4.4 million in Measure M sub-regional grant funds and $400,000 in Traffic Mitigation Fees. Staff plans to present a Funding Agreement to the Council for approval early next year and solicit bids for the project shortly after. Construction is expected to begin in Summer 2026 for Phase 1 and Summer 2027 for Phase 2 to minimize traffic impacts during the school season

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3	**MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE** Award Contract to Consultant, Complete Work on Plan Update, Present to City Council for Approval	City Manager						The City of RHE, on behalf of the four Peninsula cities, secured a $349,298 CalOES/FEMA grant to update the Multi-Jurisdictional Hazard Mitigation Plan, required every five years to maintain federal disaster funding eligibility. Following consultant selection, Black & Veatch was chosen as the consultant to prepare the Plan, and the City Council approved the cost-sharing MOU and professional services agreement. Work is underway, with completion expected in Spring 2026. The Ad Hoc Committee received a Plan update on December 3, and the Peninsula Public Safety Committee is expected to review it on February 12. Community surveys are public, with workshops and engagement continuing, followed by final review and approval by the Planning Commission and City Council.
4	**INSTALL SECURITY CAMERAS AT ERNIE HOWLETT PARK** Present Plan for Council Consideration, Obtain Cost Estimates, and Allocate Funds in Future Budgets	Administrative Services						Funds to install security cameras and signage at Ernie Howlett Park were allocated in the FY 2025-26 Budget. Staff expects to install the first phase of cameras and signage in 2026.
5	**DEVELOP SCOPE OF WORK FOR UPGRADES TO COUNCIL CHAMBER** Engage with Architects on Design/Options for Improvements, Present to Council for Review/Approval and Budget Allocation	City Manager + Administrative Service + Public Works + Community Development						At the March 11 Policy Development Session, the City Council reviewed the estimated cost to re-engage Interior Architects, the firm that previously prepared plans for City Hall upgrades. However, staff would like to temporarily place this project on hold while funding is prioritized for the George F Canyon Nature Center Project. A Professional Services Agreement outlining the scope of work will return to the City Council for consideration once funding availability is determined.

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6	**PARKS AND RECREATION USER FEE STUDY** Award Contract, Complete Study, and Present Recommendations to City Council	Community Services						At its March 25 meeting, the City Council approved a $17,000 agreement with Matrix Consulting Group to conduct a comprehensive Parks and Recreation User Fee Study for the Community Services Department. The study is currently underway, with findings and recommendations expected to be presented to the City Council in early 2026.
7	**IMPROVEMENTS TO ALARM PERMIT PROCESS** Present Council with Ordinance to Amend Code to Repeal Alarm Permit Process	Community Development						At the March 11 Policy Development Session, the City Council directed staff to propose a municipal code amendment to repeal the City's alarm permitting process. The ordinance was introduced for first reading on September 9 and adopted following a second reading on September 23.
8	**STREET RESURFACING AND PEDESTRIAN ENHANCEMENT PROJECT (DEEP VALLEY DRIVE, DRYBANK DRIVE AND INDIAN PEAK ROAD)** Award Contract, Notice of Completion	Public Works						On July 22, the City Council awarded a $1.32 million construction contract to Sequel Contractors and a $135,480 task order to Willdan for construction management and inspection. The project, funded in the FY 2025-26 Budget, resurfaced Deep Valley Drive, Drybank Drive, Roxcove Drive and Indian Peak Road and included several pedestrian improvements funded with $250,000 in Local Highway Safety Program grant funds. Work is essentially complete, with a formal Notice of Completion expected to be brought to the Council in January.

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9	**PETER WEBER EQUESTRIAN CENTER RESTROOM PROJECT** Meet State and County requirements and Install New Restroom Facility	City Manager + Public Works						HDR Engineering prepared the initial Post Closure Land Use Plan to enable installation of an upgraded restroom at the Peter Weber Equestrian Center. Submitted to the LA County Health Department's Local Enforcement Agency in August 2024, the Plan received a written response on October 30, requesting additional information. Staff, in coordination with County Counsel and HDR, has addressed LEA permit requirements - including updated landfill monitoring wells - and expects to submit an updated response before year-end.
10	**ZONING CODE UPDATES, INCLUDING LANDMARK PROTECTION ORDINANCE TO INCLUDE GUIDELINES FOR DESIGNATING AND PROTECTING HISTORIC PROPERTIES** Retain Historic Preservation Consultant, Draft Proposed Code Changes for Planning Commission and City Council Review and Approval	Community Development						To update and strengthen the City's historic preservation and Landmark Overlay District provisions in the Zoning Code, staff has engaged a consultant to provide assistance. A Master Services Agreement and Task Order with Architectural Resources Group in the amount of $30,000 is being presented to the City Council on December 16. Funds for this work have been allocated in the FY 2025-26 Budget. Once the code updates have been completed, staff plans to engage ARG to conduct a historic resources survey, which involves identifying, documenting, and evaluating sites to determine their historic significance.

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11	**UPDATED PROCUREMENT POLICY** Updated Policy Presented to City Council to Include Adjustments to Purchasing Authority	City Manager + Administrative Services						At the March 11 Policy Development Session, the City Council directed staff to draft an updated Procurement Policy. On September 23, the Council adopted a resolution updating procurement policies, including revisions to the City Manager's purchasing limits and budget authority. On October 14, three stand-alone policies were adopted covering federal fund procurement, staff credit card use, and environmentally preferable purchasing. On October 28, the City Council introduced an ordinance for first reading to amend the municipal code to reflect the updated Procurement Policy. The ordinance was formally adopted on November 18. At the December 16 meeting, the Council will review ordinances codifying the City's adoption of the State's Uniform Public Construction Cost Accounting Act and establishing a comprehensive policy incorporating the City's public contracting authority and procedures under the UPCCAA and the California Public Contract Code so that there is a single document that defines financial thresholds and applicable procedures and approval authority for City public works and other projects.
12	**UPDATED HORSE CENSUS** Conduct a New Horse Census and Provide City Council with a Summary Report	Community Services						In coordination with the Equestrian Committee, staff will conduct an updated horse census for emergency preparedness and evacuation purposes. The Committee will review the updated draft census in the New Year, after which it will be released to the equestrian community.
13	**CITY HALL SECURITY ASSESSSMENT** Conduct Comprehensive Security Site Assessment and Present Recommendations to City Council for Review and Consideration	City Manager + Administrative Services						A comprehensive security site assessment of City facilities has been completed in collaboration with the California Joint Powers Insurance Authority. Staff is reviewing the report and will keep the City Council informed on the implementation of the recommendations.

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14	**FILM ORDINANCE** Present Council with Proposed Ordinance and Accompanying Fee Schedule	Community Development							At its October 14 meeting, the City Council introduced for first reading an ordinance establishing a specific and comprehensive permitting procedure and associated regulations for commercial filming and student filming activities. At its October 28 meeting, the City Council held a second reading and adopted the ordinance, and also approved a resolution setting the fees for these film permits
15	**ERNIE HOWLETT TENNIS CLUB PILOT PROGRAM** Present City Council with Recommendations Resulting from the Pilot Program for All-Day Tennis								A pilot program authorizing all-day staffing at the Ernie Howlett Tennis Club was approved by the City Council and launched in June. The program provides continuous staff presence during all operating hours, along with fee-based afternoon programming and a structured reservation system. To gather community input, a public meeting was held on August 27, followed by a survey to collect additional feedback. City staff presented their evaluation and initial recommendations to the Park and Activities Commission in October. At its meeting on November 18, the City Council approved the Commission's recommendation to continue weekday afternoon staffing to support ongoing facility management and programming. The Council also endorsed the implementation of a hybrid model beginning in January 2026, consisting of weekday afternoon reservations, paid pickleball drop-in open play ($5 per person per day/visit), and free Friday afternoon court access for both tennis and pickleball players. An updated Fee Schedule will be presented to the City Council at the December 16 meeting.