

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, January 18, 2017
2:00 p.m.

Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637

Shari L. Horne
Mayor

Carol Moore
Mayor Pro Tem

Cynthia Conners
Councilmember



Bert Hack
Councilmember

Noel Hatch
Councilmember

Welcome to a meeting of the Laguna Woods City Council!

This meeting may be recorded, televised, and made publically available.

Public Comments: Persons wishing to address the City Council are requested to complete and submit a speaker card to City staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the City Council on an item appearing on this agenda will be called upon at the appropriate time during the item's consideration. Persons wishing to address the City Council on an item *not* appearing on the agenda will be called upon during the "Public Comments" item. Persons who do not wish to submit a Speaker Card, or who wish to remain anonymous, may indicate their desire to speak from the floor. Speakers are requested, but not required, to identify themselves.

Americans with Disabilities Act (ADA): It is the intention of the City to comply with the ADA. If you need assistance to participate in this meeting, please contact either the City Clerk's Office at (949) 639-0500/TTY (949) 639-0535 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The City requests at least two business days' notice in order to effectively facilitate the provision of reasonable accommodations.

REGULAR MEETING SCHEDULE

The Laguna Woods City Council regularly meets on the third Wednesday of each month at 2 p.m.

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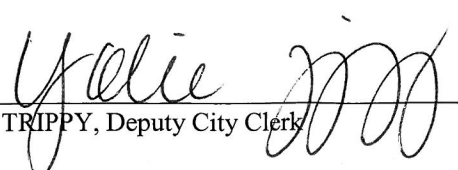
FOR ADDITIONAL INFORMATION

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AFFIDAVIT OF POSTING

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, Yolie Trippy, Deputy City Clerk, City of Laguna Woods, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City's website (www.cityoflagunawoods.org); and, at other locations designated by Resolution No. 02-33, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.



YOLIE TRIPPY, Deputy City Clerk

1-13-17

Date

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Garden Club of Laguna Woods – 50th Anniversary

Recommendation: Approve and present the commendation.

V. PUBLIC COMMENTS

About Public Comments: This is the time and place for members of the public to address the City Council on items *not* appearing on this agenda. Pursuant to State law, the City Council is unable to take action on such items, but may engage in brief discussion, provide direction to City staff, or schedule items for consideration at future meetings.

VI. CONSENT CALENDAR

About the Consent Calendar: All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council, City staff, or the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

6.1 City Council Minutes

Recommendation: Approve the City Council meeting minutes for the regular meeting on December 21, 2016.

6.2 City Treasurer's Report

Recommendation: Receive and file the City Treasurer's Report for the month of December 2016.

6.3 Warrant Register

Recommendation: Approve the warrant register dated January 18, 2017 in the amount of \$473,512.94.

6.4 As Needed Landscape Architecture and Forestry Services

Recommendation: Approve an amendment and extension of the agreement with NUVIS for as needed landscape architecture and forestry services and authorize the City Manager to execute the amendment and extension, subject to approval as to form by the City Attorney.

6.5 Streetlight Maintenance Services

Recommendation: Approve an extension of the agreement with Peak Lighting & Electric, Inc. for streetlight maintenance services and authorize the City Manager to execute the extension, subject to approval as to form by the City Attorney.

VII. PUBLIC HEARINGS

7.1 Residential Energy Efficiency Improvement Program

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Authorize an increase in the average expenditure per qualified resident application for the Community Development Block

Grant (CDBG)-funded Energy Efficiency Improvement Program from “approximately \$2,500” to “approximately \$3,750”, with an acknowledgement that expenditures per application may be higher or lower due to individual needs, homeowner’s association requirements, product and installation costs, and other factors.

7.2 Community Development Block Grant (CDBG) Public Facilities and Improvement Project Applications

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Authorize the City Manager to submit a proposal to the County of Orange for \$145,700 in Community Development Block Grant (CDBG) funds from the Fiscal Year 2017-18 public facilities and improvement grant cycle for phase one of an Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project, generally consisting of pedestrian path of travel, ramp, landing, and curb improvements on Moulton Parkway.

OR

6. Authorize the City Manager to submit an alternate proposal to the County of Orange for CDBG funds from the Fiscal Year 2017-18 public facilities and improvement grant cycle.

7.3 Senior Mobility Program

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Authorize staff to take actions to continue the Senior Mobility Program for Fiscal Year 2017-18, in advance of budget and work plan adoption.

AND

6. Approve a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING NEW AND INCREASED OR MODIFIED SENIOR MOBILITY PROGRAM FEES

VIII. CITY COUNCIL BUSINESS

8.1 California Building Standards Code Administrative Provisions

Recommendation: Approve second reading and adopt an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING CHAPTER 10.05 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO CALIFORNIA BUILDING STANDARDS CODE ADMINISTRATIVE PROVISIONS

8.2 Golden Rain Foundation of Laguna Woods' Request for the City to Support a Solar Energy-related Grant Application

Recommendation: Approve a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, SUPPORTING THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS' APPLICATION FOR FUNDING FROM THE CALIFORNIA ENERGY COMMISSION'S "SOLAR+: TAKING THE NEXT STEPS TO ENABLE SOLAR AS A DISTRIBUTION ASSET" GRANT PROGRAM

IX. CITY COUNCIL REPORTS AND COMMENTS

About City Council Comments and Reports: This is the time and place for members of the City Council to provide reports on meetings attended including, but not limited to, meetings of regional boards and entities to which they have been appointed to represent the City and meetings attended at the expense of the City pursuant to California Government Code Section 53232.3. Members of the City Council may also make other comments and announcements.

9.1 Coastal Greenbelt Authority Councilmember Conners; Alternate: Mayor Horne

9.2 Orange County Fire Authority Councilmember Hatch

- 9.3 Orange County Library Advisory Board
Mayor Pro Tem Moore; Alternate: Mayor Horne
- 9.4 Orange County Mosquito and Vector Control District
Mayor Horne
- 9.5 San Joaquin Hills Transportation Corridor Agency
Councilmember Hack; Alternate: Councilmember Conners
- 9.6 South Orange County Watershed Management Area
Mayor Pro Tem Moore; Alternate: Councilmember Hatch
- 9.7 Other Comments and Reports

X. CLOSED SESSION

XI. CLOSED SESSION REPORT

XII. ADJOURNMENT

Next Regular Meeting: Wednesday, February 15, 2017 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

4.1

**COMMENDATION – GARDEN CLUB OF
LAGUNA WOODS – 50TH ANNIVERSARY**

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Certificate of Commendation
City of Laguna Woods
Garden Club of Laguna Woods
50th Anniversary

WHEREAS, the Garden Club of Laguna Woods was founded in 1967 to foster friendship and provide information about plants and flowers and how they can be used to complement balconies, patios, courtyards, and homes; and

WHEREAS, the Garden Club of Laguna Woods played an important role in the early planting of Leisure World Laguna Hills (now Laguna Woods Village); and

WHEREAS, the Garden Club of Laguna Woods hosts an annual garden show that allows residents to showcase talents in arranging flowers, making miniature gardens, bonsai, painting, photography, and growing and cutting fruits and vegetables; and

WHEREAS, the Garden Club of Laguna Woods has, through the years, enriched the Laguna Woods community by providing speakers, programs, and activities; and

WHEREAS, members of the Garden Club of Laguna Woods are passionate about their mission, including several long-standing members who are over 100 years of age; and

WHEREAS, it is fitting to recognize and commemorate momentous anniversaries of clubs and organizations that provide services to Laguna Woods residents.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby congratulate the Garden Club of Laguna Woods on the occasion of its 50th Anniversary.

Dated this 18th day of January, 2017

Shari L. Horne
Mayor

Attest: Yolie Trippy
Deputy City Clerk

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6.1-6.5
CONSENT CALENDAR SUMMARY

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: January 18, 2017 Regular Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the January 18, 2017 Consent Calendar by single motion and City Council action.

Background

All items listed on the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council, staff, or the public requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

Summary

The January 18, 2017 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the regular meeting on December 21, 2016.
- 6.2 Approval of a motion to receive and file the City Treasurer's Report for the month of December 2016.
- 6.3 Approval of the warrant register dated January 18, 2017 in the amount of \$473,512.94. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at City Hall.

- 6.4 Approval of an amendment and extension of the agreement with NUVIS for as needed landscape architecture and forestry services and authorization for the City Manager to execute the amendment and extension, subject to approval as to form by the City Attorney. The proposed amendment would provide for a 10% markup over cost (as evidenced by receipts) for services that are performed by subcontractors to NUVIS. The proposed extension is for a period beginning on July 1, 2017 through June 30, 2018, as allowed for in the existing agreement.
- 6.5 Approval of an extension of the agreement with Peak Lighting & Electric, Inc. for streetlight maintenance services and authorization for the City Manager to execute the extension, subject to approval as to form by the City Attorney. The proposed extension is for a period beginning on January 1, 2017 through June 30, 2017. The City intends to conduct a competitive process to select future streetlight maintenance service provider(s) prior to the end of the proposed extension period.

6.1
CITY COUNCIL MINUTES

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
REGULAR MEETING
December 21, 2016
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Hatch called the Regular Meeting of the City Council of the City of Laguna Woods to order at 2:00 p.m.

II. ROLL CALL

COUNCILMEMBER: PRESENT: Conners, Hack, Moore, Horne, Hatch
 ABSENT: -

STAFF PRESENT: City Attorney Cosgrove, Administrative Services Director/City
 Treasurer Cady, Deputy City Clerk Trippy, Development
 Programs Analyst Pennington

III. PLEDGE OF ALLEGIANCE

Captain Cindi Coppock, Orange County Sheriff's Department, led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

Mayor Hatch moved Item 4.2 to next on the agenda. There were no objections.

4.2 108th Birthday Commendation – Irv Piken

Councilmembers made comments.

Moved by Councilmember Hack, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to approve and present the commendation.

4.1 Introduction of New Chief of Police Services – Lieutenant Fred Thompson, Orange County Sheriff's Department

Captain Cindi Coppock introduced the City's new Chief of Police Services, Lieutenant Fred Thompson.

Councilmembers made comments and Lieutenant Thompson answered related questions.

V. PUBLIC COMMENT

Denny Welch, resident, presented the City Council with a “Thank You Day Banner” for everything that the City Council does for the community.

Donovan Higbee, representative from Congresswomen Mimi Walters’ Office, presented Irv Piken with a certificate of commendation and congratulated Lieutenant Thompson on his appointment as Chief of Police Services.

VI. CONSENT CALENDAR

Moved by Councilmember Hack, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to approve Consent Calendar Items 6.1 – 6.6.

6.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on November 16, 2016 and the special meeting on December 6, 2016.

6.2 City Treasurer’s Report

Received and filed the City Treasurer’s Report for the month of November 2016.

6.3 Warrant Register

Approved the warrant register dated December 21, 2016 in the amount of \$563,850.75.

6.4 Measure M2 Expenditure Report

Approved a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAGUNA WOODS, CALIFORNIA, ADOPTING AND CONCERNING
THE MEASURE M2 EXPENDITURE REPORT FOR THE FISCAL
YEAR ENDED JUNE 30, 2016

6.5 Landscape Maintenance Services

Approved an extension of the agreement with Nieves Landscape, Inc. for landscape maintenance services and authorized the City Manager to execute the extension, subject to approval as to form by the City Attorney.

6.6 Construction, Installation, and Maintenance of Transit Shelters Franchise Agreement

Approved a franchise agreement with Clear Channel Outdoor, Inc. for the construction, installation, and maintenance of transit shelters, and authorized the Mayor to execute

the franchise agreement, subject to approval as to form by the City Attorney.

City Attorney Cosgrove requested that Item 8.1 be moved to next on the agenda. There were no objections.

VIII. CITY COUNCIL BUSINESS

8.1 Comprehensive Annual Financial Report and Ad Hoc Audit Committee

Administrative Services Director/City Treasurer Cady made a presentation.

Nitin Patel, White Nelson Diehl Evans, LLP, summarized the Fiscal Year 2015-16 Comprehensive Annual Financial Report (CAFR).

Councilmembers discussed the item and staff answered related questions.

Moved by Councilmember Moore, seconded by Councilmember Connors, and carried unanimously on a 5-0 vote, to:

1. Receive and file the Comprehensive Annual Financial Report (CAFR) with Report on Audit by Independent Certified Public Accountants for the Year Ended June 30, 2016 (Fiscal Year 2015-16).

AND

2. Dissolve the Ad Hoc Audit Committee that consists of Councilmembers Connors and Moore.

VII. PUBLIC HEARINGS

7.1 Conditional Use Permit CUP-1148 to allow for the sale of alcoholic beverages for off-site consumption at 24270 El Toro Road, Laguna Woods, CA 92637

City Attorney Cosgrove made a presentation.

Mayor Hatch opened the public hearing.

Matthew Baca, ALDI Food Market, introduced himself and answered questions from the City Council.

Juanita Skillman, resident, inquired as to how ALDI stores are set up and what types of services they offer.

Mr. Baca stated that ALDI's model is based on efficiency and customers are able to bag their own groceries. He noted that it is not a self-service checkout.

Mark Monin, resident, expressed his excitement for ALDI coming to Laguna Woods.

Denny Welch, resident, asked if ALDI would offer home delivery of groceries.

Mr. Baca stated that ALDI does not currently offer a home delivery service.

With no other requests to speak, the public hearing was closed.

Moved by Councilmember Hack, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING A CONDITIONAL USE PERMIT CUP-1148 TO ALLOW FOR THE SALE OF ALCOHOLIC BEVERAGES FOR OFF-SITE CONSUMPTION AT 24270 EL TORO ROAD, LAGUNA WOODS, CA 92637

7.2 2016 California Building Standards Code and Local Amendments

City Attorney Cosgrove made a presentation.

Councilmembers made comments.

Mayor Hatch opened the public hearing.

With no requests to speak, the public hearing was closed.

Councilmember Hack left the dais at 2:45 p.m.

Moved by Councilmember Moore, seconded by Mayor Pro Tem Horne, and carried on a 4-0 vote, with Councilmember Hack absent, to approve the second reading and adopt an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING TITLE 10 OF THE LAGUNA WOODS MUNICIPAL CODE (BUILDINGS AND CONSTRUCTION) AND ADOPTING BY REFERENCE THE 2016 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (CALIFORNIA CODE OF REGULATIONS, TITLE 24), CONSISTING OF THE 2016 CALIFORNIA BUILDING CODE; THE 2016 CALIFORNIA MECHANICAL CODE; THE 2016 CALIFORNIA ELECTRICAL CODE; THE 2016 CALIFORNIA PLUMBING CODE; THE 2016 CALIFORNIA RESIDENTIAL CODE; THE 2016 CALIFORNIA GREEN BUILDING STANDARDS CODE; THE 2016 CALIFORNIA ENERGY CODE; THE 2016 CALIFORNIA EXISTING BUILDING CODE; AND THE 2016 CALIFORNIA REFERENCED

STANDARDS CODE, TOGETHER WITH CERTAIN AMENDMENTS,
ADDITIONS, AND DELETIONS THERETO

Councilmember Hack returned to the dais at 2:49 p.m.

Moved by Councilmember Moore, seconded by Mayor Pro Tem Horne, and carried unanimously on a 5-0 vote, to approve the second reading and adopt an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 10-12 (FIRE CODE) OF TITLE 10 (BUILDINGS AND CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE AND ADOPTING BY REFERENCE THE 2016 EDITION OF THE CALIFORNIA FIRE CODE INCLUDING APPENDICES B, BB, C, CC, AND H, TOGETHER WITH CERTAIN AMENDMENTS, ADDITIONS, AND DELETIONS THERETO

7.3 California Building Standards Code Administrative Provisions

City Attorney Cosgrove made a presentation.

Mayor Hatch opened the public hearing.

Kathryn Freshley, resident, expressed her support for the item.

With no other requests to speak, the public hearing was closed.

Moved by Councilmember Moore, seconded by Councilmember Connors, and carried unanimously on a 5-0 vote, to approve the introduction and first reading of an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING CHAPTER 10.05 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO CALIFORNIA BUILDING STANDARDS CODE ADMINISTRATIVE PROVISIONS

VIII. CITY COUNCIL BUSINESS

8.2 Commercial Zoning Code Amendments and Zone Changes Project

City Attorney Cosgrove made a presentation.

Moved by Councilmember Moore, seconded by Mayor Pro Tem Horne, and carried unanimously on a 5-0 vote, to approve the second reading and adopt an ordinance –

read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTERS 13.06 AND 13.10 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO DEFINITIONS, PURPOSE AND INTENT, AND PERMITTED USES WITHIN COMMERCIAL ZONING DISTRICTS AND ADOPTING ZONE CHANGES RELATED TO THE CITY'S COMMERCIAL ZONING CODE AMENDMENTS AND ZONE CHANGES PROJECT

8.3 Water Efficient Landscape Regulations

City Attorney Cosgrove made a presentation.

Moved by Councilmember Conners, seconded by Mayor Pro Tem Horne, and carried unanimously on a 5-0 vote, to approve the second reading and adopt an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING CHAPTER 4.28 OF THE LAGUNA WOODS MUNICIPAL CODE AND ADOPTING A CODE AMENDMENT TO ADD A NEW CHAPTER 10.03 TO THE LAGUNA WOODS MUNICIPAL CODE RELATED TO WATER EFFICIENT LANDSCAPES

The City Council took a brief recess at 3:00 p.m.

The meeting resumed at 3:12 p.m.

8.4 City Council Organization – Office of the Mayor

Mayor Hatch made comments.

Mayor Hatch nominated Mayor Pro Tem Horne to serve as Mayor effective immediately through December 2017.

Councilmember Moore commended Mayor Hatch's tenure as Mayor.

Moved by Councilmember Hack seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to close the nominations and to appoint Mayor Pro Tem Horne as Mayor effective immediately through December 2017.

Mayor Horne made comments.

Councilmember Conners congratulated Mayor Horne.

8.5 City Council Organization – Office of the Mayor Pro Tem

Councilmember Conners nominated Councilmember Moore to serve as Mayor Pro Tem effective immediately through December 2017.

Moved by Councilmember Hack, seconded by Councilmember Conners, and carried unanimously on a 5-0 vote, to close the nominations and to appoint Councilmember Moore as Mayor Pro Tem effective immediately through December 2017.

8.6 Investment Policy Review Committee Appointments

Mayor Horne introduced the item.

Moved by Councilmember Hack, seconded by Councilmember Conners, and carried unanimously on a 5-0 vote, to appoint Mayor Horne and Mayor Pro Tem Moore to serve on a standing Investment Policy Review Committee from January 1, 2017 through December 31, 2017, in accordance with Administrative Policy 2.2 (Investment of Financial Assets)

8.7 City Council Regional Appointment

City Attorney Cosgrove made a presentation.

Moved by Mayor Pro Tem Moore, seconded by Councilmember Hatch, and carried unanimously on a 5-0 vote, to appoint Mayor Horne as the representative to serve as a trustee on the Orange County Mosquito and Vector Control District Board of Trustees from Noon on January 2, 2017 through 11:59 a.m. on January 7, 2019.

IX. CITY COUNCIL REPORTS AND COMMENTS

9.1 Coastal Greenbelt Authority

Councilmember Conners provided a report.

9.2 Orange County Fire Authority

Councilmember Hatch stated that there had been no meeting since the last meeting and discussed the recent suicide of an Orange County Fire Authority captain.

9.3 Orange County Library Advisory Board

Mayor Pro Tem Moore stated that there had been no meeting since the last meeting and discussed upcoming items on the Orange County Library Advisory Board agenda.

9.4 Orange County Mosquito and Vector Control District

Mayor Horne provided a report.

9.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Hack provided a report.

9.6 South Orange County Watershed Management Area

Mayor Pro Tem Moore provided a report.

Councilmember Hack commented on the report.

9.7 Other Comments and Reports

Mayor Horne reported on upcoming activities of the California Senior Legislature.

Mayor Pro Tem Moore noted that she was recently appointed to the League of California Cities' Revenue and Taxation Policy Committee.

X. CLOSED SESSION – None

XI. CLOSED SESSION REPORT – None

XII. ADJOURNMENT

The meeting was adjourned at 3:46 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, January 18, 2017 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Deputy City Clerk

Adopted: January 18, 2017

SHARI L. HORNE, Mayor

6.2

CITY TREASURER'S REPORT

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City of Laguna Woods
City Treasurer's Report
For the Month Ended December, 2016

ITEM 6.2

CASH AND INVESTMENTS

	Beginning Balances As of 11/30/16	Earnings & Receipts	Disbursements	Other Adjustments	Ending Balances As of 12/31/16	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 3)	\$ 274,549	\$ 482,574	\$ (452,932)	\$ -	\$ 304,191		
Petty Cash	644	(40)	-	-	604		
Total Cash and Cash Equivalents	\$ 275,193	\$ 482,534	\$ (452,932)	\$ -	\$ 304,795	3.02%	100.00%
Investments - Interest and Income Bearing							
Local Agency Investment Fund (LAIF) (Notes 1 and 2)	\$ 8,813,909			\$ -	\$ 8,813,909	87.26%	90.00%
Certificates of Deposit (including accrued interest) (Note 4)	980,208	\$ 2,065	\$ (201)	-	982,072	9.72%	20.00%
Total Investments	\$ 9,794,117	\$ 2,065	\$ (201)	\$ -	\$ 9,795,980		
TOTAL CASH, CASH EQUIVALENTS, AND INVESTMENTS	\$ 10,069,310	\$ 484,599	\$ (453,133)	\$ -	\$ 10,100,775		

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking	\$ (624,091)	\$ 928,282	\$ 304,191
Petty Cash	\$ 604	\$ -	\$ 604
LAIF	\$ 8,267,020	\$ 546,889	\$ 8,813,909
Certificates of Deposit (including accrued interest)	\$ 982,072	\$ -	\$ 982,072
Totals	\$ 8,625,604	\$ 1,475,171	\$ 10,100,775

Notes:

Note 1 - LAIF / During this period there were not transfers between the LAIF account and the City's checking account.

Note 2 - LAIF / LAIF reports interest earnings quarterly. Earnings for the period October 2016 through December 2016 will be reported and deposited in January 2017.

Note 3 - Analyzed Checking Account / Monthly activity reported does not reflect December vendor invoicing received after or not processed as of the date of this report.

Note 4 - Accrued interest on certificates of deposit is included in book value when earned and payable, and, if the investment is sold, unpaid interest would be transferred to the buyer.



City of Laguna Woods

City Treasurer's Report

For the Month Ended December, 2016

ITEM 6.2

INVESTMENT PORTFOLIO DETAIL

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value (Note 3)	Book Value	Stated Rate (Note 1)	Coupon Type	1st Coupon Date	Rating or Rank (Note 2)	Yield to Maturity 365 Days	Maturity Date
Certificate of Deposits (CDs, Federal Deposit Insurance Corporation [FDIC] Insured)														
02006LM59	2016-1	ALLY BK MIDVALE UTAH	24 months	09/12/16	09/15/16	245,000.00	243,628.00	245,000.00	1.150	Semi-Annual	03/15/17	300	1.150	09/17/18
2366+LAM8	2016-2	CITY BANK	12 months	09/12/16	09/20/16	245,000.00	244,752.55	245,000.00	0.800	Annual	09/20/17	247	0.800	09/20/17
949763BJ4	2016-3	WELLS FARGO BANK	18 months	09/13/16	09/28/16	245,000.00	244,162.10	245,000.00	1.000	Monthly	10/28/16	295	1.000	03/28/18
140420F47	2016-4	CAPITAL ONE BANK USA	18 months	09/13/16	09/21/16	245,000.00	244,196.40	245,000.00	1.000	Semi-Annual	03/21/17	300	1.000	03/21/18
		Accrued Interest - Month End				2,071.77	2,071.77	2,071.77						
Total CDs						982,071.77	978,810.82	982,071.77						
Pooled Money Investment Accounts (PIMA)														
N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	8,813,908.58	8,813,908.58	8,813,908.58	0.719	N/A	N/A	N/A	N/A	N/A
Total PIMA						8,813,908.58	8,813,908.58	8,813,908.58						

Notes:

Note 1 - The stated earnings rate for CDs is a fixed rate for the full term.

The stated earnings rate for LAIF balances is an average monthly yield applied to the City's weighted average balance within the total pool. Earnings are paid at the end of each quarter.

LAIF monthly investment yield rates in 2016 to date were:

Jan. 0.445%, Feb. 0.467%, Mar. 0.506%, Apr. 0.525%, May 0.552%, Jun. 0.576%, Jul. 0.588%, Aug. 0.614%, Sept. 0.634%, Oct. 0.654%, Nov. 0.678%, and Dec. 0.719%

Note 2 - CDs rank is an IDC Financial Publishing, Inc. compiled ranking, and includes a one-number summary rank of quality comprised of 35 key financial ratios. Ranks range from 1 (the lowest) to 300 (the highest) and fall into one of the following six groups:

Rank	Group
200-300	Superior
165-199	Excellent
125-164	Average
75-124	Below Average
2-74	Lowest Ratios
1	Highest Probability of Failure

Note 3 - Accrued interest is paid based on the coupon type. Wells Fargo is paid on a monthly basis with a \$201.37 interest payment made on 12/28/16. Other investments will not pay interest until either March 2017 or September 2017 based on their individual coupon type, semi-annual or annual.



City of Laguna Woods
City Treasurer's Report
For the Month Ended December, 2016

ITEM 6.2

OTHER FUNDS - HELD IN TRUST

	Beginning Balances As of 11/30/16	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 12/31/16
Other Post-Employment Benefits (OPEB) Trust					
Held in and administered by the CalPERS California Employers' Retiree Benefit Trust (CERBT)	\$ 63,869	\$ -	\$ (5)	\$ 647	\$ 64,512
Total Other Funds - Held in Trust	<u>\$ 63,869</u>	<u>\$ -</u>	<u>\$ (5)</u>	<u>\$ 647</u>	<u>\$ 64,512</u>

City Treasurer's Certification

I, Margaret A. Cady, City Treasurer, do hereby certify:

- That all investment actions executed since the last report have been made in full compliance with the City's Investment of Financial Assets Policy; and
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months.

Margaret A Cady
Margaret A. Cady, City Treasurer

1/13/17
Dated

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6.3 WARRANT REGISTER

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CITY OF LAGUNA WOODS

WARRANT REGISTER

1/18/2017

ITEM 6.3

Number	Date	Vendor Name	Description	Amount
Automatic Bank Debits				
Debit	12/28/2016	ADP PAYROLL SERVICES	Payroll / Pay Period Ended 12/23/2016	\$30,445.72
Debit	12/28/2016	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 12/23/2016	2,429.17
Debit	1/6/2017	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Period Ended 12/23/2016	158.58
Debit	1/11/2017	ADP PAYROLL SERVICES	Payroll / Pay Period Ended 1/6/2017	34,713.86
Debit	1/11/2017	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 1/6/2017	2,429.48
Debit	1/20/2017	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Period Ended 1/6/2017	166.22
Debit	12/23/2016	ADP PAYROLL SERVICES	3rd Qtr 2016 Payroll Tax Amendment	390.00
Debit	12/31/2016	BANK OF AMERICA	Bank Fees - December 2016	18.00
Debit	1/01/2017	CALPERS - HEALTH	Employee Benefit Program / January 2017	5,235.56
Debit	1/01/2017	COUNTY OF ORANGE	Law Enforcement Services / January 2017	223,770.45
Warrants:				
118805	12/14/2016	AT&T	White Pages / December 2016	4.48
118806	12/14/2016	CENTER FOR PUBLIC SAFETY MANAGEMENT	Law Enforcement Deployment Study	9,750.00
118807	12/14/2016	COUNTY OF ORANGE	Automated Fingerprint ID System / December 2016	455.67
118808	12/14/2016	DEPARTMENT OF JUSTICE	Registration Fee / Laguna Woods Civic Support Fund	25.00
118809	12/14/2016	MARC DONOHUE	Administrative Services / November 2016	200.00
118810	12/14/2016	EL TORO WATER DISTRICT	Landscape Irrigation / November 2016	3,630.43
118811	12/14/2016	KONE, INC.	City Hall Elevator Maintenance / December 2016	246.98
118812	12/14/2016	NUVIS	Landscape Architecture Services / June 2016	2,125.00
118813	12/14/2016	O'CONNELL LANDSCAPE	Encroachment Permit Deposit Balance Refund	1,667.50
118814	12/14/2016	OBR ARCHITECTURE, INC.	Design Services / City Hall Restroom Repair and Improvement Project	3,298.45
118815	12/14/2016	ORANGE COUNTY REGISTER-NOTICES	Public Notices / November 2016	783.00
118816	12/14/2016	SIEMENS INDUSTRY, INC.	Traffic Signal Maintenance / November 2016	5,547.26
118817	12/14/2016	SOUTHERN CALIFORNIA EDISON	Irrigation Controller / November 2016	27.54
118818	12/14/2016	SOUTHERN CALIFORNIA EDISON	Right of Way / November 2016	1,643.86
118819	12/14/2016	SOUTHERN CALIFORNIA EDISON	Traffic Signal Control / November 2016	1,040.29
118820	12/14/2016	SOUTHERN CALIFORNIA EDISON	Traffic Signal Control / November 2016	224.82
118821	12/14/2016	STAPLES	Office Supplies	66.78
118822	12/14/2016	STATE WATER RESOURCES	Annual Permit Fee / FY 2016-17	8,980.00
118823	12/14/2016	THE GAS COMPANY	City Hall Utilities / November 2016	79.10
118824	12/14/2016	WHITE NELSON DIEHL EVANS, LLP	FY 2015-16 Audit Services Interim Billing	4,400.00
118825	12/14/2016	WM CURBSIDE, LLC	HHW, Medicine, and Sharps Collection Program / November 2016	3,215.10
118826	12/21/2016	360 BUSINESS CONSULTING	Website Hosting and Maintenance Services / November 2016	375.00
118827	12/21/2016	ANDERSONPENNA PARTNERS, INC.	Landscape Inspection Services / November 2016	3,283.00
118828	12/21/2016	AT&T	Telephone / 581-3974 / December 2016	91.17
118829	12/21/2016	AT&T	Telephone / 583-1105 / November 2016	19.75
118830	12/21/2016	CALIFORNIA YELLOW CAB	Taxi Voucher Services / November 2016	12,504.00
118831	12/21/2016	CLEARSOURCE FINANCIAL CONSULTING	Encroachment Permit Fee Study	1,950.00
118832	12/21/2016	MICHAEL BAKER INTERNATIONAL	Planning Services / July 2016	682.50
118833	12/21/2016	NIEVES LANDSCAPE, INC.	City Hall Landscape Maintenance / December 2016	406.25

CITY OF LAGUNA WOODS

WARRANT REGISTER

1/18/2017

ITEM 6.3

Number	Date	Vendor Name	Description	Amount
118833	12/21/2016	NIEVES LANDSCAPE, INC.	Right of Way Landscape Maintenance / December 2016	11,800.00
118834	12/21/2016	PEAK LIGHTING & ELECTRIC, INC	Residential Street Light Maintenance / November 2016	682.89
118835	12/21/2016	PV MAINTENANCE INC	Street & City Hall Maintenance Services / November 2016	14,709.25
118836	12/21/2016	RUTAN & TUCKER, LLP	Legal Services / November 2016	10,281.00
118837	12/21/2016	THE BEE DETECTIVES, INC.	Bee Removal Services	450.00
118838	12/21/2016	UNITED STATES POSTAL SERVICE	Postage	1,981.00
118839	12/21/2016	VETERAN ED'S INC	City Hall Second Floor Repair and Reconfiguration	13,522.39
118840	12/21/2016	VITAL VAULT	City Hall High Density Filing Storage System	5,784.71
118841	01/04/2017	360 BUSINESS CONSULTING	Website Hosting Services / December 2016	200.00
118842	01/04/2017	AAA AWARDS & MONOGRAMMING	Plaque Engraving	72.90
118843	01/04/2017	AT&T	Telephone / 639-0500 / November 2016	618.48
118844	01/04/2017	BALLIET, MICHAEL	Waste & Recycling Consulting Services / November 2016	2,571.25
118845	01/04/2017	ROBERT M. BARRY	Financial Consulting Services / December 2016	196.00
118846	01/04/2017	BUSINESS PLANS, INCORPORATED	125 Cafeteria Plan Administration Fee / December 2016	100.00
118847	01/04/2017	CAA	Water Quality Consulting Services / November 2016	3,429.00
118848	01/04/2017	MARGARET CADY	California Society of Municipal Finance Officers Membership Dues / 2017	110.00
118849	01/04/2017	CALIFORNIA YELLOW CAB	NEMT Taxi Voucher Services / November 2016	13,103.00
118850	01/04/2017	CIVIL SOURCE	Traffic & Engineering Services / November 2016	9,090.00
118851	01/04/2017	CYNTHIA CONNERS	Auto Allowance / January 2017	300.00
118852	01/04/2017	CSG CONSULTANTS INC	Plan Check Services / November 2016	892.50
118853	01/04/2017	DELTA DENTAL OF CALIFORNIA	Employee Benefits Program / January 2017	430.06
118854	01/04/2017	EASY TURF	Quarterly Dog Park Cleaning	400.00
118855	01/04/2017	EL TORO WATER DISTRICT	Landscape Irrigation / December 2016	3,133.99
118856	01/04/2017	EL TORO WATER DISTRICT	Fire Code Requirement - Backflow - City Hall / December 2016	30.68
118857	01/04/2017	EL TORO WATER DISTRICT	City Hall Water & Sewer Services / December 2016	122.89
118858	01/04/2017	GOVERNMENT FINANCE OFFICERS ASSOCIATION	Membership Dues / Administrative Services Director/City Treasurer / 2017	190.00
118859	01/04/2017	HACK, BERT	Auto Allowance / January 2017	300.00
118860	01/04/2017	ROBERT NOEL HATCH	Auto Allowance / January 2017	300.00
118861	01/04/2017	SHARI HORNE	Auto Allowance / January 2017	300.00
118862	01/04/2017	MANAGED HEALTH NETWORK	Employee Benefits Program / January 2017	16.72
118863	01/04/2017	MICHAEL BAKER INTERNATIONAL	General Plan Comprehensive Update Project / November 2016	991.25
118863	01/04/2017	MICHAEL BAKER INTERNATIONAL	Planning Services / November 2016	1,302.50
118864	01/04/2017	NUVIS	Landscape Architecture Services / October - December 2016	5,302.50
118865	01/04/2017	ORKIN	Pest Control Services / December 2016	108.16
118866	01/04/2017	PRINCIPAL FINANCIAL GROUP	Long-Term Disability Insurance / January 2017	438.85
118867	01/04/2017	SOUTHERN CALIFORNIA EDISON	Irrigation Controllers / December 2016	97.48
118868	01/04/2017	STAPLES	Office Supplies	77.26
118869	01/04/2017	THE CODE GROUP, INC.	Building Official Services / October - December 2016	1,250.00
118870	01/04/2017	VECTUS	City Hall Internet Service / January 2017	499.00
118871	01/04/2017	VISION SERVICE PLAN OF AMERICA	Employee Benefits Program / January 2017	120.18
118872	01/04/2017	WAGE WORKS	125 Cafeteria Plan Administration Fee / November 2016	100.00
118873	01/04/2017	WL MCFADDEN CONSTRUCTION, INC	Waste Diversion Deposit Refund	900.00
Total Bank Debits and Warrants:				<u>\$472,785.86</u>

CITY OF LAGUNA WOODS
WARRANT REGISTER
1/18/2017

ITEM 6.3

Number	Date	Vendor Name	Description	Amount
Credit Card Statement Detail / December 6 - January 5, 2017				
		FedEx Office	Courier Services	55.78
		Overstock.com	Office Furniture	630.79
Total Credit Cards:				686.57
Petty Cash Expenditure Detail				
		Amazon.com	Office Supplies	20.51
		Edith Latter	Taxi Voucher Refund	20.00
Total Petty Cash:				40.51
TOTAL				\$473,512.94

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6.4
AS NEEDED LANDSCAPE ARCHITECTURE AND
FORESTRY SERVICES

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**AMENDMENT AND EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
NUVIS**

FOR AS NEEDED LANDSCAPE ARCHITECTURE AND FORESTRY SERVICES

This AMENDMENT AND EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was entered into on December 20, 2013, by and among the City of Laguna Woods, a California municipal corporation ("CITY") and NUVIS ("CONSULTANT"), is made and entered into this 18th day of January 2017 by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between December 20, 2013 and 11:59 p.m. on June 30, 2016, and a previously approved extension has extended the term through 11:59 p.m. on June 30, 2017; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties through 11:59 p.m. on June 30, 2018.

NOW THEREFORE, the parties amend the AGREEMENT as follows:

1. CITY and CONSULTANT hereby agree to an extension of the AGREEMENT for a period beginning on July 1, 2017 and ending at 11:59 p.m. on June 30, 2018; and

2. CITY and CONSULTANT hereby agree to an amendment of Exhibit "B" of the AGREEMENT to include a 10% markup over cost (as evidenced by receipts) for services that are performed by subcontractors to CONSULTANT.

IN WITNESS WHEREOF, the parties hereto have caused this AMENDMENT AND EXTENSION to be executed the day and year first above written.

CITY OF LAGUNA WOODS:

By _____
Christopher Macon, City Manager

CONSULTANT:

By _____
Perry A. Cardoza, Executive Vice President

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

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6.5 STREETLIGHT MAINTENANCE SERVICES

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**EXTENSION OF THE
AGREEMENT FOR CONTRACT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
PEAK LIGHTING & ELECTRIC, INC.
FOR STREETLIGHT MAINTENANCE SERVICES**

This EXTENSION of the AGREEMENT FOR CONTRACT SERVICES ("AGREEMENT") that was entered into on July 1, 2011, by and among the City of Laguna Woods, a California municipal corporation ("CITY") and Peak Lighting & Electric, Inc. ("CONTRACTOR"), is made and entered into this 18th day of January 2017 by and among CITY and CONTRACTOR.

WHEREAS, the initial term of the AGREEMENT was for the period between July 1, 2011 and 11:59 p.m. on June 30, 2013; and

WHEREAS, the term of the AGREEMENT was previously extended through 11:59 p.m. on December 31, 2016; and

WHEREAS, while the AGREEMENT envisioned a maximum term through June 30, 2016, it is advantageous for the AGREEMENT to be extended for a longer period in order to allow CITY to conduct a competitive procurement process for future services.

NOW THEREFORE, the parties amend the AGREEMENT as follows and, by doing so, memorializes prior authorized terms of agreement and performance consistent with same from and after January 1, 2017 until the date of signing hereto:

1. CITY and CONTRACTOR hereby agree to an EXTENSION of the AGREEMENT for a period beginning on January 1, 2017 and ending at 11:59 p.m. on June 30, 2017 with no changes to the terms and conditions of the AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this EXTENSION to be executed the day and year first above written.

CITY OF LAGUNA WOODS:

By _____
Christopher Macon, City Manager

CONTRACTOR:

By _____
Steven Peak, President

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

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7.1 RESIDENTIAL ENERGY EFFICIENCY IMPROVEMENT PROGRAM

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City of Laguna Woods Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: January 18, 2017 Regular Meeting
SUBJECT: Residential Energy Efficiency Improvement Program

Recommendation

1. Receive staff report.

AND
2. Open public hearing.

AND
3. Receive public testimony.

AND
4. Close public hearing.

AND
5. Authorize an increase in the average expenditure per qualified resident application for the Community Development Block Grant (CDBG)-funded Energy Efficiency Improvement Program from “approximately \$2,500” to “approximately \$3,750”, with an acknowledgement that expenditures per application may be higher or lower due to individual needs, homeowner’s association requirements, product and installation costs, and other factors.

Background

The City is currently in the second year of a three-year Community Development Block Grant (CDBG) funding cycle for which it was awarded \$135,000 in housing rehabilitation funds per year. The funds support the City's longstanding Residential Energy Efficiency Improvement Program, which provides for the installation of energy efficient windows, doors, and other improvements in homes that are occupied by owners who are at least 60 years of age and meet either federal "very low income" or "extremely low income" requirements. There is no cost to residents.

On November 19, 2014, the City Council authorized the submission of an application for the current CDBG funding cycle with an average limit of approximately \$2,500 in energy efficiency improvements per qualified resident application.

Discussion

At today's meeting, the City Council will conduct a public hearing regarding staff's recommendation to increase the average expenditure per qualified resident application to approximately \$3,750, after which action will be considered. Staff is also seeking an acknowledgement that expenditures per application may be higher or lower due to individual needs, homeowner's association requirements, product and installation costs, and other factors. The recommendation has been reviewed by the County of Orange and deemed permissible under the terms of the CDBG award.

The increase in the average expenditure is recommended in order to effectuate more complete home weatherizations. The current average expenditure of \$2,500 often does not allow the City to replace all windows along a single frontage (as is required by Laguna Woods Village's Third Mutual) or in rooms with a sliding glass door or an abundance of windows, due to the costs of products and installation. As a result, some homes can only be partially weatherized, which hampers the energy efficiency that the Residential Energy Efficiency Program is intended to promote.

Fiscal Impact

The County of Orange reimburses the City with CDBG funds for expenditures per qualified resident application.

Report Prepared With: William Griffin, Program Manager
April Baumgarten, Maintenance Programs Analyst

7.2

**COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) PUBLIC FACILITIES AND
IMPROVEMENT PROJECT APPLICATIONS**

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City of Laguna Woods Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: January 18, 2017 Regular Meeting

SUBJECT: Community Development Block Grant (CDBG) Public Facilities and Improvement Project Applications

Recommendation

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Authorize the City Manager to submit a proposal to the County of Orange for \$145,700 in Community Development Block Grant (CDBG) funds from the Fiscal Year 2017-18 public facilities and improvement grant cycle for phase one of an Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project, generally consisting of pedestrian path of travel, ramp, landing, and curb improvements on Moulton Parkway.

OR

6. Authorize the City Manager to submit an alternate proposal to the County of Orange for CDBG funds from the Fiscal Year 2017-18 public facilities and improvement grant cycle.

Background

As allowed by Federal law, Orange County cities with populations less than 50,000 may choose to compete for CDBG funds through programs administered by the State of California or the County of Orange. Laguna Woods, unincorporated areas, and the cities of Brea, Cypress, Dana Point, Laguna Beach, Laguna Hills, La Palma, Los Alamitos, Seal Beach, Stanton, and Villa Park participate in the Orange County Urban County CDBG Program administered by the County of Orange.

Under the Urban County CDBG Program, the County of Orange accepts proposals for public facilities and improvement grants, annually. Cities are required to conduct a public hearing prior to submitting proposals.

The City is able to submit one public facilities and improvement proposal per year. Projects must address one or more of the County of Orange's high priorities (street improvements, sidewalks, flood drain improvements, water/sewer improvements, senior centers, neighborhood facilities, and homeless/AIDS program operations).

All proposals must be submitted for public facilities. Previously, the City of Seal Beach submitted a proposal for street, sidewalk, and solar improvements located within Leisure World Seal Beach. Federal Housing and Urban Development (HUD) Department staff ultimately determined that the proposal was ineligible as the work would have occurred within a gated community.

Discussion

At today's meeting, the City Council will conduct a public hearing regarding the potential submittal of a proposal for CDBG funds from the Fiscal Year 2017-18 public facilities and improvement grant cycle, after which action will be considered. During the public hearing, residents and members of the public are encouraged to provide input on community needs and project priorities, including on the City's potential proposed project and submittal of proposals.

Staff's recommendation is that the City Council authorize the submittal of a proposal for phase one of an Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project, in the amount of \$145,700. The scope of work would be based on the findings of the recent ADA transition planning process with a focus on:

- Reconstructing pedestrian ramps and landings on Moulton Parkway;
- Eliminating uneven sidewalk and curb surfaces on Moulton Parkway; and
- Installing or replacing truncated domes on Moulton Parkway, as necessary.

The County of Orange anticipates awarding funding in spring 2017 with grant terms beginning in Fiscal Year 2017-18.

Staff is currently developing, and anticipates recommending, that the City Council add additional phases of a multi-year ADA Pedestrian Accessibility Improvement Project to the Capital Improvement Program, as part of the Fiscal Years 2017-19 budget and work plan development process.

Fiscal Impact

If awarded, the \$145,700 grant would fund design, construction, and inspection costs. Costs to the City could be accommodated in the Fiscal Year 2017-18 Budget and would generally consist of in-house staff support and overhead.

Report Prepared With: April Baumgarten, Maintenance Programs Analyst

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7.3 SENIOR MOBILITY PROGRAM

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City of Laguna Woods Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: January 18, 2017 Regular Meeting
SUBJECT: Senior Mobility Program

Recommendation

1. Receive staff report.

AND
2. Open public hearing.

AND
3. Receive public testimony.

AND
4. Close public hearing.

AND
5. Authorize staff to take actions to continue the Senior Mobility Program for Fiscal Year 2017-18, in advance of budget and work plan adoption.

AND
6. Approve a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING NEW AND INCREASED OR MODIFIED SENIOR MOBILITY PROGRAM FEES

Background

The Senior Mobility Program began in 2002 with initial funding from the Orange County Transportation Authority (OCTA). The current program, which continues to receive funding from OCTA, subsidizes the cost of both general travel and non-emergency medical transportation for residents who are at least 60 years of age. All transportation is provided by taxi cabs operated by California Yellow Cab.

General travel vouchers (or, “taxi bucks”) save residents 50% of the cost of taxi trips. Taxi bucks are available in books valued at \$50 (sold for \$25) and \$100 (sold for \$50). Taxi bucks can be used for any trip beginning or ending in Laguna Woods to or from any point in Orange County with the exception of John Wayne Airport.

Non-emergency medical transportation (or, “NEMT”) by taxi can be arranged by staff at City Hall at deeply subsidized rates that save residents between 66% and 90%. NEMT travel vouchers are also available for frequently traveled destinations. Service is available for any NEMT trip beginning or ending in Laguna Woods to or from any facility in Orange County or the Long Beach Veterans Hospital. Depending on the length of the trip, resident costs range from \$4 to \$12 one-way.

Special destination travel vouchers are available for taxi trips beginning or ending in Laguna Woods to the Irvine Station (Transportation Center) at a rate that saves residents 70%. For \$6 one-way, residents are able to travel to the Irvine Station to connect with passenger rail and bus services provided by Amtrak, Metrolink, the Orange County Transportation Authority, and others.

Chart 1: Total Number of Trips Provided – Calendar Years 2015 and 2016

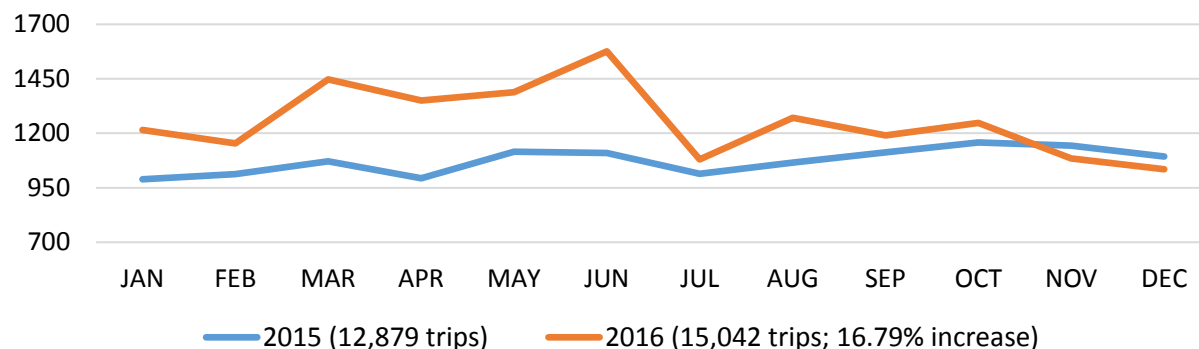
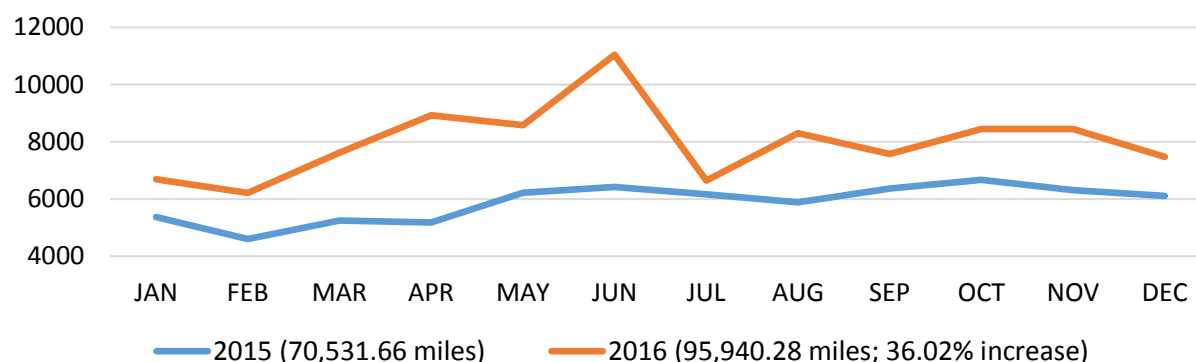


Chart 2: Total Miles of Transportation Provided – Calendar Years 2015 and 2016



Discussion

At today's meeting, the City Council will conduct a public hearing regarding the proposed Senior Mobility Program fee schedule (Exhibit A to Attachment A) and other Senior Mobility Program matters, after which action will be considered. If the recommendation is approved, staff would receive authorization to take actions to continue the Senior Mobility Program for Fiscal Year 2017-18, in advance of budget and work plan adoption, and the proposed fee schedule would be effective beginning with transportation purchased for use after June 30, 2017.

In order to ensure uninterrupted service for an extended term of the Senior Mobility Program, the City Council is being asked to authorize staff to take actions to continue the Senior Mobility Program for Fiscal Year 2017-18, in advance of the adoption of the Fiscal Year 2017-18 Budget and Work Plan. Due to the proposed fee changes, staff is requesting this authorization earlier than in previous years, in order to allow sufficient time for participant notification.

The proposed resolution (Attachment A) includes the following notable changes:

- *Continue all existing rates with modifications to:*
 - *Change the City's subsidy rate for general travel vouchers from 50% to 30%; and*
 - *Change the City's subsidy rate for Irvine Station travel vouchers from 70% to 50%; and*
 - *Implement an annual, non-refundable enrollment fee of \$5 per person due prior to the purchase of any transportation for each fiscal year.*

While fees charged for the Senior Mobility Program's general travel services have not increased since 2010, the City's cost of providing those services has increased

significantly due to heightened demand (charts 1 and 2) and rises in gasoline prices and driver benefit costs. In recent years, demand (and, cost) have been exacerbated when subsidized transportation services offered by Age Well Senior Services, Inc. have been temporarily suspended due to a lack of funds. Historically, in recognition of the public value provided, the City Council has elected to offer the Senior Mobility Program without interruption, even when expenditures outpace revenue.

The proposed action would result in the following fee changes to the cost of general and Irvine Station travel vouchers only (tables 1 and 2). Staff is not proposing an increase in non-emergency medical transportation fees, although all Senior Mobility Program participants would be required to pay an annual, non-refundable enrollment fee of \$5 per person (Table 3). In accordance with previous City Council decisions, non-emergency medical transportation fees have remained unchanged since 2005.

Table 1: Proposed General Travel Voucher Fees

Existing Charge for Books of General Travel Vouchers	Proposed Charge for Books of General Travel Vouchers	Proposed Subsidy
\$25 for a book valued at \$50	\$35 for a book valued at \$50	30%
\$50 for a book valued at \$100	\$70 for a book valued at \$100	30%

Table 2: Proposed Irvine Station Travel Voucher Fee

Existing Charge for Irvine Station Travel Vouchers	Proposed Charge for Irvine Station Travel Vouchers	Proposed Subsidy
\$6 per one-way voucher	\$10 per one-way voucher	50%

Table 3: Proposed Annual Enrollment Fee

Existing Annual Enrollment Fee (non-refundable)	Proposed Annual Enrollment Fee (non-refundable)
N/A	\$5 per person, per fiscal year

Fiscal Impact

In the previous fiscal year, the City was successful in securing a five-year extension of Transportation Development Act monies, which are used along with Measure M2 Senior Mobility monies, and fees paid by residents when purchasing travel vouchers, to fund Senior Mobility Program transportation (charges from California Yellow Cab) and travel voucher printing costs. The City's General Fund is used to offset unanticipated expenditures (e.g., costs associated with higher than projected demand) and to fund the staffing and overhead necessary to administer the program.

In the current fiscal year, revenue and expenditures from all sources except for the General Fund are estimated to be \$247,785 and \$306,005, respectively. The deficit of \$58,220 is anticipated to fully expend the accumulated Senior Mobility Fund balance and require a supplemental transfer from the General Fund.

Staff is concerned that the significantly increasing costs associated with the Senior Mobility Program, coupled with the impending depletion of the Senior Mobility Fund balance, will lead to a situation where the General Fund is increasingly relied upon to compensate for Senior Mobility Program expenses. Continually increasing law enforcement services costs and anticipated increases in the cost of doing “day-to-day” business are likely to compound budgetary pressure and result in insufficient means to support all programs in their current form, which will force more difficult decisions in the future, if action is not taken to moderate growth in expenditures. Staff believe that the proposed fee changes succeed in balancing financial realities with a continued focus on maintaining extremely low cost access to non-emergency medical transportation, as well as transportation to the Irvine Station where residents can connect with passenger rail and bus services to reach further points of travel.

The proposed fee changes are estimated to generate approximately \$62,000 in new revenue, which would be used to offset Senior Mobility Program transportation and travel voucher printing costs. While the additional revenue may not be sufficient to offset all future transportation and printing costs in excess of Transportation Development Act and Measure M2 Senior Mobility monies, it would moderate and reduce potential future impacts on the General Fund, thereby helping to promote the long-term sustainability of the Senior Mobility Program.

Report Prepared With: Margaret Cady, Administrative Services Director/City Treasurer
Yolie Trippy, Deputy City Clerk

Attachment: A – Proposed Resolution
Exhibit A – Proposed Fee Schedule

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RESOLUTION NO. 17-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING NEW AND INCREASED OR MODIFIED SENIOR MOBILITY PROGRAM FEES

WHEREAS, pursuant to applicable California law, cities may charge rates or fees that are equal to or less than the reasonably anticipated costs of providing a service, conferring a benefit, granting a privilege, performing regulatory duties, enforcing laws, or as a condition of property development; and

WHEREAS, the City's costs to offer the Senior Mobility Program to eligible residents include taxi transportation services, travel voucher printing, staff time, and related overhead, which are not fully recovered through fees; and

WHEREAS, the City Council conducted a duly noticed public hearing at its regular meeting on January 18, 2017 regarding the proposed adoption of new and increased or modified Senior Mobility Program fees; and

WHEREAS, public noticing for the aforementioned public hearing included publication in the *Laguna Woods Globe* and posting at the City Hall counter where travel vouchers are available for purchase; and

WHEREAS, the Senior Mobility Program Fee Schedule attached hereto as Exhibit A was made available to the public at and from Laguna Woods City Hall, as well as on the City's website, beginning on January 5, 2017; and

WHEREAS, after consideration of the information provided by City staff, the City's costs to provide the Senior Mobility Program, and all public comments and testimony received, the City Council finds that it is in the best interest of the City to adopt new and increase or modify fees for the Senior Mobility Program.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The Senior Mobility Program Fee Schedule attached hereto as Exhibit A is hereby adopted to be effective beginning with transportation purchased for use after June 30, 2017. In adopting such fees, the City Council finds that the

amounts of the fees do not exceed the reasonable costs of providing the services for which the fees are charged.

SECTION 2. Upon the effective date of the Senior Mobility Program Fee Schedule attached hereto as Exhibit A, all previous Senior Mobility Program fees adopted by the City Council shall be repealed.

SECTION 3. The action set forth in this resolution is not a project under the requirements of the California Environmental Quality Act (CEQA), pursuant to sections 15061(b)(3) and 15273 of the CEQA Guidelines.

SECTION 4. The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2017.

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, Deputy City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do
HEREBY CERTIFY that the foregoing **Resolution No. 17-XX** was duly adopted by
the City Council of the City of Laguna Woods at a regular meeting thereof, held on
the XX day of XX 2017, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, Deputy City Clerk

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**CITY OF LAGUNA WOODS
SENIOR MOBILITY PROGRAM**

Fee Schedule

Effective for transportation purchased for use after June 30, 2017

Offered to Laguna Woods residents who are at least 60 years of age

General Travel Vouchers ("Taxi Bucks")	
DESCRIPTION	FEE
Book Valued at \$50*	\$35
Book Valued at \$100*	\$70
Books of Other Values*	70% of dollar value

Irvine Station (Transportation Center) Travel Vouchers	
DESCRIPTION	FEE
One-way Trip*	\$10

Non-Emergency Medical Transportation ("NEMT")	
DESCRIPTION	FEE
One-way Trip: up to 15 miles*	\$4
One-way Trip: up to 20 miles*	\$6
One-way Trip: up to 25 miles*	\$8
One-way Trip: over 25 miles*	\$12

Other	
DESCRIPTION	FEE
Annual Enrollment Fee (per person, per fiscal year)**	\$5

* Refundable/exchangeable through July 31 of the fiscal year following the fiscal year for which transportation was purchased for use. When July 31 falls on a Saturday or Sunday, the refund/exchange period shall extend through the following Monday.

** Non-refundable/non-exchangeable

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8.1

**CALIFORNIA BUILDING STANDARDS CODE
ADMINISTRATIVE PROVISIONS**

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: January 18, 2017 Regular Meeting

SUBJECT: California Building Standards Code Administrative Provisions

Recommendation

Approve second reading and adopt an ordinance – read by title with further reading waived – entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING CHAPTER 10.05 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO CALIFORNIA BUILDING STANDARDS CODE ADMINISTRATIVE PROVISIONS

Background

On November 20, 2013, the City Council adopted Ordinance No. 13-05, which codified Chapter 10.05 of the Laguna Woods Municipal Code, related to California Building Standards Code administrative provisions. Chapter 10.05 was adopted as a part of the adoption of the 2013 California Building Standards Code.

On December 21, 2016, a public hearing was held and the City Council introduced and approved the first reading of an ordinance (Attachment A) which, if adopted, would repeal the City's existing California Building Standards Code administrative provisions (Attachment B). New administrative provisions are included as a part of the 2016 California Building Standards Code, which took effect on January 1, 2017.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on the proposed ordinance which, if adopted, would repeal the City's existing California Building Standards Code administrative provisions.

The City's Building Official advises that the 2016 California Building Standards Code includes provisions that render Chapter 10.05 no longer necessary and, in portions, at conflict. Repealing Chapter 10.05 would allow the City to enforce the 2016 California Building Standards Code efficiently and effectively.

Environmental Review

This project is not a project under the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines.

Fiscal Impact

Funds to support this project are included in the City's budget.

Report Prepared With: Rebecca M. Pennington, Development Programs Analyst

Attachments: A – Proposed Ordinance
B – Existing Laguna Woods Municipal Code Chapter 10.05 (Building Administrative Provisions)

ORDINANCE NO. 17-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING CHAPTER 10.05 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO CALIFORNIA BUILDING STANDARDS CODE ADMINISTRATIVE PROVISIONS

WHEREAS, on November 20, 2013, the City Council adopted Ordinance No. 13-05, which codified Chapter 10.05 of the Laguna Woods Municipal Code, related to building administrative provisions; and

WHEREAS, Chapter 10.05 was adopted as a part of the adoption of the California Building Standards Code, 2013 Edition; and

WHEREAS, pursuant to California Government Code Section 50022.1 *et seq.*, the City has adopted by reference the California Building Standards Code, 2016 Edition, as provided in Title 24 of the California Code of Regulations, with amendments deemed reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, the Building Official has advised that the California Building Standards Code, 2016 Edition, includes provisions that render Chapter 10.05 no longer necessary and, in portions, at conflict; and

WHEREAS, repealing Chapter 10.05 would allow the City to enforce the California Building Standards Code, 2016 Edition, efficiently and effectively; and

WHEREAS, on December 21, 2016, the City Council held a duly noticed public hearing on this Ordinance at which it considered all of the information, evidence, and testimony presented, both written and oral.

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The foregoing recitals are true and correct and are incorporated herein as though set forth in full.

SECTION 2. Chapter 10.05 (Building Administrative Provisions) of the Laguna Woods Municipal Code is hereby repealed, in its entirety.

SECTION 3. The City Council finds and determines that the adoption of this Ordinance is not a project under the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines.

SECTION 4. This Ordinance shall take effect and be in full force and operation thirty (30) days after adoption.

SECTION 5. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 6. The Deputy City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

SECTION 7. All of the above-referenced documents and information have been and are on file with the City Clerk of the City.

PASSED, APPROVED AND ADOPTED this XX day of XX 2017.

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, Deputy City Clerk

APPROVED AS TO FORM:

DAVID B. COSGROVE, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do
HEREBY CERTIFY that the foregoing **Ordinance No. 17-XX** was duly
introduced and placed upon its first reading at a regular meeting of the City
Council on the XX of XX 2016, and that thereafter, said Ordinance was duly
adopted and passed at a regular meeting of the City Council on the XX day of XX
2017 by the following vote to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, Deputy City Clerk

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CHAPTER 10.05. - BUILDING ADMINISTRATIVE PROVISIONS

ITEM 8.1 - Attachment B

Sec. 10.05.010. - Adoption of building administrative provisions.

- (a) The City Council of the City of Laguna Woods hereby adopts building administrative provisions for the use of the California Building Codes set forth in Title 10 (Buildings and Construction) of the Laguna Woods Municipal Code, and when referenced by other City of Laguna Woods Municipal Codes. Said building administrative provisions are adopted and incorporated as if fully set forth herein. Not less than one copy of the building administrative provisions is filed with the Office of the City Clerk and available for public inspection.
- (b) The purpose of these administrative provisions is to provide authority to the Building Division and guidance for the implementation to regulate construction so as to provide protection for life and property.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.020. - Section 101 general.

101.1 Title. These regulations shall be known as the Building Administrative Provisions of the California Building Codes of the State of California, hereinafter referred to as "the code" or "the codes."

101.2 Scope. The provisions of the codes shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, used and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

The provisions of this chapter are utilized by the Grading Code, except where specific administrative provisions are outlined within the Grading Code.

101.2.1 Appendices. Provisions in the appendices of the codes, shall not apply unless specifically adopted.

101.3 Intent. The purpose of the codes is to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations.

101.4 Referenced codes. Codes listed in Sections 101.4.1 through 101.4.10 and referenced elsewhere in the codes shall be considered part of the requirements of the codes to the prescribed extent of each such reference.

101.4.1 Building Code. The provision of the California Building Code shall apply to all buildings and structures other than those meeting the scoping limitations contained in the California Residential Code.

101.4.2 Residential Code. The provisions of the California Residential Code shall apply to detached one and two family dwellings and multiple single-family dwellings (townhomes) not more than three stories above grade plane in height with a separate means of egress and their accessory structures.

101.4.3 Electrical Code. The provisions of the California Electrical Code shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto.

101.4.4 Mechanical Code. The provisions of the California Mechanical Code shall apply to the installation, alterations, repairs and replacement of residential and commercial mechanical and gas systems, including equipment, appliances, fixtures, fittings and for appurtenances, including ventilating, heating, cooling, air-conditioning and refrigeration systems, incinerators and other energy-related systems. Where there is a conflict between the California Mechanical and Plumbing Codes, as related to chapters for gas or fuel, the provisions provided in the Plumbing Code shall prevail.

101.4.5 Plumbing Code. The provisions of the California Plumbing Code shall apply to the installation, alteration, repair, replacement of plumbing systems and gas delivery systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The provisions of the California Plumbing Code shall apply to private sewage disposal systems.

101.4.6 Energy Code. The provisions of the California Energy Code, Title 24, Part 6 shall apply to all matters governing the design and construction of buildings for energy efficiency.

101.4.7 Green Building Standards Code. The mandatory provisions of the California Green Building Standards Code as adopted in Title 10 Chapter 24 shall apply to all new buildings and structures.

101.4.8 Property Maintenance Code. The provisions of the Uniform Housing Code and the City Municipal Code shall apply to existing structures and premises; equipment and facilities; light, ventilation, space heating, sanitation, life and fire safety hazards; responsibilities of owners, operators and occupants; and occupancy of existing premises and structures.

101.4.9 Grading Code. The provisions of the Municipal Grading Code as indicated in section 101.2 for excavation, grading, earthwork, fills and embankments performed on private property within this jurisdiction.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.030. - Section 102 applicability.

102.1 General. Where, in any specific case, different sections of the codes specify different materials, methods of construction or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

102.2 Other laws. The provisions of the codes shall not be deemed to nullify any provisions of local, state or federal law.

102.3 Application of references. References to chapter or section numbers, or to provisions not specifically identified by number shall be construed to refer to such chapter, section or provision of the codes.

102.4 Referenced codes and standards. The codes and standards referenced in the codes shall be considered part of the requirements of the codes to the prescribed extent of each such reference. Where differences occur between provisions of the codes and referenced codes and standards, the provisions of the codes shall apply.

102.5 Partial invalidity. In the event that any part or provision of the codes is held to be illegal or void, this shall not have the effect of making void or illegal any of the other parts or provisions.

102.6 Existing structures. The legal occupancy of any structure existing on the date of adoption of the codes shall be permitted to continue without change, except as is specifically covered in the codes or as is deemed necessary by the Building Official for the general safety and welfare of the occupants and the public.

102.7 Reconstruction. If the value of the reconstruction or renovations of a building is equal to or exceeds 75 percent of the value of the building, the entire building shall comply with the code provisions for new construction. The value of the reconstruction or renovation for a property shall include the value of all construction stemming from construction-related permits issued within the last two years.

Within individual dwelling units of multi-family dwelling structures, when the value of the reconstruction or renovations within an individual residence equals or exceeds 50 percent of the value of that individual residential system, the entire system shall comply with the code provisions for new construction. Reconstruction or renovations shall include all construction stemming from construction-related permits issued within the last two years for that residence.

Work being performed only for the purposes of seismic upgrade and not in conjunction with other alterations need not be considered as related permits within the last two years.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.040. - Section 103 building division.

103.1 Creation of enforcement agency. The Building Division is hereby created and the official in charge thereof shall be known as the Building Official. The Building Official shall report to the City Manager or his or her designee.

103.2 Appointment. The Building Official shall be appointed by the City Manager.

103.3 Deputies. In accordance with the prescribed procedures of the City and with the concurrence of the City Manager, the Building Official shall have the authority to appoint a Deputy Building Official, the related technical officers, inspectors, plan examiners and other agents. Such appointed agents shall have powers as delegated by the Building Official.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.050. - Section 104 duties and powers of building official.

104.1 General. The Building Official is hereby authorized and directed to enforce the provisions of the codes. The Building Official shall have the authority to render interpretations of the codes and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of the codes. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in the codes.

104.2 Applications and permits. The Building Official shall receive applications, review construction documents and issue permits for the erection, and alteration, demolition and moving of buildings and structures, grading, inspect the premises for which such permits have been issued and enforce compliance with the provisions of the codes.

104.3 Notices and orders. The Building Official shall issue all necessary notices or orders to ensure compliance with the codes.

104.4 Inspections. The Building Official shall make all of the required inspections, or the Building Official shall have the authority to accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The Building Official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

104.5 Identification. The Building Official and appointees shall carry proper identification when inspecting structures or premises in the performance of duties under the codes.

104.6 Right of entry. Where it is necessary to make an inspection to enforce the provisions of the codes or where the Building Official has reasonable cause to believe that there exists in a structure or upon a premises a condition which is contrary to or in violation of the codes which makes the structure or premises unsafe, dangerous or hazardous, the Building Official is authorized to enter the structure or

premises at reasonable times to inspect or to perform the duties imposed by the codes, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested. If such structure or premises is unoccupied, the Building Official shall first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. If entry is refused, the Building Official shall have recourse to the remedies provided by law to secure entry.

104.7 Department records. The Building Official shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such records shall be retained in the official records for the period required for retention of public records.

104.8 Liability. The Building Official, member of the board of appeals, or employee charged with the enforcement of the codes, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by the codes or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of the codes shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The Building Official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of the codes.

104.9 Approved materials and equipment. Materials, equipment and devices approved by the Building Official shall be constructed and installed in accordance with such approval.

104.10 Used materials and equipment. The use of used materials which meet the requirements of the codes for new materials is permitted. Used equipment and devices shall not be reused unless approved by the Building Official.

104.11 Modifications. Wherever there are practical difficulties involved in carrying out the provisions of the codes, the Building Official shall have the authority to grant modifications for individual cases, upon application of the owner or owner's representative, provided the Building Official shall first find that special individual reason makes the strict letter of the codes impractical and the modification is in compliance with the intent and purpose of the codes and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of action granting modifications shall be recorded and entered in the files of the Building Division.

104.12 Alternative materials, design and methods of construction and equipment. The provisions of the codes are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by the codes, provided that any such alternative has been approved. An alternative material, design or method of construction shall be approved where the

Building Official finds that the proposed design is satisfactory and complies with the intent of the provisions of the codes, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in the codes in quality, strength, effectiveness, fire resistance, durability and safety,

104.13 Evaluation reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in the codes, shall consist of valid evaluation reports from approved sources.

104.14 Tests. Whenever there is insufficient evidence of compliance with the provisions of the codes, or evidence that a material or method does not conform to the requirements of the codes, or in order to substantiate claims for alternative materials or methods, the Building Official shall have the authority to require tests as evidence of compliance to be made at no expense to the jurisdiction. Test methods shall be as specified in the codes or by other recognized test standards. In the absence of recognized and accepted test methods, the Building Official shall approve the testing procedures. Tests shall be performed by an approved agency. Reports of such tests shall be retained by the Building Official for the period required for retention of public records.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.060. - Section 105 permits.

105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, grading on private property, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit.

Work performed without permit constitutes a violation and is subject to Section 113 of this chapter. Upon determination by the Building Official, work performed without permit may constitute an unsafe structure of building.

Incidental structures or improvements of a minor nature may be exempt from the city permit process upon the determination of the Building Official. In place of permits and inspections the Building Official may utilize alternate means, such as certifications, imaging or programs to track and verify compliance.

105.2 Time based permit. In lieu of an individual permit for each alteration to an already approved electrical, gas, mechanical or plumbing installation, the Building Official is authorized to issue a permit, valid for a specific time period not exceeding one year, upon application therefore to any person, firm or corporation continually employing one or more professionally licensed or licensed persons in the trade for which the permit is set, stationed in the building, structure or on the premises owned or operated by the applicant for the permit.

The Building Official may detail additional scope, parameters and conditions of this permit. This permit may be revoked when it is determined by the Building Official that the outlined scope, parameters, conditions or intent of the codes is not upheld by the permittee. The Building Official shall have access to such records at all times and such records shall be filed with the Building Official as designated.

105.3 Work exempt from permit. Exemptions from permit requirements of the codes shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the codes, State laws, ordinances, or established policies of this jurisdiction. Except when otherwise subject to City review and approval or when otherwise required by State or local laws, regulations or standards, permits shall not be required for the following.

Building: One-story detached accessory structures used as tool and storage sheds, playhouses and

1. similar uses, provided the floor area does not exceed 120 square feet and conforming to the Zoning Code, Title 13 of the City of Laguna Woods.
2. Masonry walls or fences not over 4 feet high and other walls or fences not over 6 feet high. Walls supporting a surcharge or impounding Class I, II or III A liquids are not exempt from permit.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall
4. Oil derricks.
5. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
6. Sidewalks and driveways that are not more than 30 inches above adjacent grade, not over any basement or story below, not part of an accessible route and not part of a commercial site.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 18 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one-and two-family dwellings.
12. Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support of Group R-3 and U occupancies.
13. Non-fixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height.
14. Wood decks not over 30 inches above surrounding grade or finishes, not attached to a structure, or serving any part of the means of egress.

Electrical:

1. Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
2. Radio and television transmitting stations: The provisions of the codes shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.
3. Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Gas: Portable heating appliance.

1. Replacement of any minor part that does not alter approval of equipment or make such
2. equipment unsafe.

Mechanical: Portable heating appliance.

1. Portable ventilation equipment.
2. Portable cooling unit.
3. Steam, hot or chilled water piping within any heating or cooling equipment regulated by the
4. codes.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

Plumbing: The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if

1. any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with the new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in the codes.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

105.4 Emergency repairs. Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the Building Official.

105.5 Repairs. Application or notice to the Building Official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of,

replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

105.6 Public service agencies. A permit shall not be required for the installation, alteration or repair of generation, transmission, distribution or metering or other related equipment that is under the ownership and control of public service agencies by established right.

105.7 Application for permit. To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the department of building safety for that purpose. Such application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section 106.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the Building Official.

105.8 Action on application. The Building Official shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the Building Official shall reject such application in writing, stating the reasons therefore.

No building permit or other similar applicable permit bearing on property development or use including additions, modifications or revisions shall be issued unless and until the review and approval of all other departments and agencies having legal authority for review of construction projects have found the proposed project to be in compliance with all applicable code provisions or entitlements.

When the Building Official is satisfied that the proposed work conforms to the requirements of the codes and laws and ordinances applicable thereto, the Building Official shall issue a permit therefore as soon as practicable.

105.9 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Permit applications which are submitted as a result of City enforcement action (e.g., notice of violation) and subsequently not issued within 30 days of filing will be deemed to have expired. The Building Official may authorize the extension of time for justifiable good cause.

105.10 Permit issuance. The application, plans, specifications, computations, and other data filed by an applicant for a permit shall be reviewed by the Building Official. Such plans may be reviewed by other City divisions for compliance with any applicable laws and ordinances under their jurisdiction. If the Building Official finds that the work described in an application for a permit and the plans, specifications and other data filed therewith conform to the requirements of the codes and other pertinent laws and ordinances, and that the specified fees have been paid, the permit shall be issued as soon as practicable.

When the Building Official issues the permit where plans are required, they shall endorse in writing or stamp the plans and specifications "APPROVED FOR ISSUANCE." Such approved plans and specifications shall not be changed, modified or altered without authorization from the Building Official, and all work regulated by the codes shall be done in accordance with the approved plans.

The issuance or granting of a permit or approval of plans, specifications, and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions the codes or of any other ordinance of the City. Permits presuming to give authority to violate or cancel the provisions of the codes or other ordinances of the jurisdiction shall not be valid.

The Building Official may issue a permit for the deconstruction of part or all of the building or structure before the entire plans and specifications for the new construction or alteration have been approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements of the codes for the deconstruction. The holder of such permit shall proceed at their own risk without assurance that a permit for the reconstruction of the building or structure will be granted.

105.11 Retention of plans. One set of approved plans, specifications and computations shall be retained by the Building Official for a period as detailed by governing retention laws and one set of approved plans and specifications shall be returned to the applicant, and said set shall be kept on the project site at all times during which the work authorized thereby is in progress. Additional sets of plans may be retained by governing agencies as determined.

105.12 Validity of permit. The issuance or granting of a permit or approval of plans, specifications, and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions the codes or of any other ordinance of the City. Permits presuming to give authority to violate or cancel the provisions of the codes or other ordinances of the jurisdiction shall not be valid.

The issuance of a permit based on construction documents and other data shall not prevent the Building Official from requiring the correction of errors in the construction document and other data. The Building Official is also authorized to prevent occupancy or use of a structure where in violation of

the codes or of any other ordinances of this jurisdiction.

105.13 Expiration. Every permit issued by the Building Official under the provisions of the codes shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of permit issuance, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be commenced or recommenced, a permit shall first be renewed or reissued according to the following subsections 1 through 4.

For the purpose of this section, if an inspection approval is not recorded, the work authorized by the permit is deemed not commenced or recommenced.

1. Requesting extension of an unexpired permit: Any permittee holding an unexpired permit may apply for an extension of time within which a permittee may commence work under that permit when he is unable to commence or recommence work within the time required by this section for good and satisfactory reasons. The Building Official may extend the time for action by the permittee for a period not exceeding 180 days upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. No permit shall be extended more than once. Permits extended in this manner will not require additional permit fees and will not be subject to new regulations adopted after issuance of the permit.
2. Requesting renewal of an unexpired permit: Any permittee holding an unexpired permit may apply for a renewal of a permit. Permit renewal fees shall be in accordance with the fees established by the City Council. Each renewal will extend the expiration date for a period of 180 days. Permits renewed in this manner may only be renewed twice. Permits renewed in this manner will not be subject to new regulations adopted after issuance of the permit.
3. Requesting reinstatement of a permit which has been expired for less than 180 days: Any permittee holding a permit which has been expired for less than 180 days may apply for a renewal of the permit. A permit reinstatement fee shall be in accordance with the fees established by the City Council. Permits reinstated in this manner can only be reinstated once and are not subject to renewal, thereby the expiration for a reinstated permit is 180 days after reinstatement. Permits reinstated in this manner will not be subject to new regulations adopted after the original issuance of the permit.
4. Requesting reissuance of a permit which has been expired for 180 days or more: Any permittee holding a permit which has been expired for 180 days or more may apply for reissuance of the permit subject to compliance with current regulations and payment of full plan check and permit fees. Plans must be resubmitted for plan check. Portions of the structure which have been built under the expired permit will not be subject to current regulations. For the purpose of permit extension, renewal, and reissuance, multiple permits of the same structure such as

building, foundation, retaining wall, plumbing, mechanical, and electrical permits shall be considered as one permit. Each separate permit with work completed entirely prior to suspension or abandonment will not be subject to renewal or reissuance.

105.14 Code enforcement required permit. Permits issued as a result of a Code Enforcement notice of violation and subsequently not commenced and finalized within 30 days of the issuance date will be deemed to have expired. Code Enforcement may commence or recommence on a notice of violation when a permit expires. The Building Official may authorize the extension of time for justifiable good cause.

105.15 Change of contractor or of ownership. A permit issued hereunder shall expire upon a change of ownership or a change of contractor regarding the building, structure or grading for which said permit was issued if the work thereon has not been completed, and a new permit shall be required for the completion of the work. If no changes have been made to the plans and specifications last submitted to the Building Official, no charge, other than the permit issuance fee and applicable State fees, shall be made for the issuance of the new permit under such circumstances. If, however, changes have been made to the plans and specifications last submitted to the Building Official, a permit fee based upon the proposed changes may be levied.

105.16 Suspension or revocation. The Building Official may, in writing, suspend or revoke a permit issued under provisions of the codes whenever the permit is issued in error, or on the basis of incorrect information supplied, or in violation of any ordinance or regulation, or any of the provisions of the codes.

105.17 Incomplete construction. When a permit is revoked pursuant to 105.9, the incomplete construction for which the permit is issued shall constitute an unsafe condition and shall be abated as determined by the Building Official.

105.18 Placement of permit. The building permit or copy thereof shall be kept on the site of the work until the completion of the project.

105.19 Surrender of permit. If no portion of the work or construction covered by the issued permit has commenced, the permittee may deliver such permit and approved documents to the Building Official with written request that such permit is to be canceled. The Building Official shall make note on the permit with or with like wording "Canceled at the request of the Permittee." Thereupon the permit and documents shall become null and void.

105.20 Liens to be discharged. A permit shall not be issued to any person or corporation under the provision of this Chapter in respect to any property where the cost of any building repair or abatement has been performed and a lien therefore has been recorded by the jurisdiction, unless and until the amount of said lien with appropriate interest, has been paid in full.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.070. - Section 106 construction documents.

106.1 Submittal documents. Construction documents, statement of special inspections, geotechnical reports and other data shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the Building Official is authorized to require additional construction documents to be prepared by a registered design professional.

Exception: The Building Official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with the codes.

106.2 Expiration of plan review. Reviews for which a permit is not issued within 180 days following the date of original submittal shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant if not stamped as approved for issuance, or may be destroyed by the Building Official 180 days after expiration.

Except the Building Official may authorize one or more extensions of periods not to exceed 90 days each. These extensions shall not exceed that of the related application(s) as indicated in subsection 105.9.

106.3 Information on construction documents. Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the Building Official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes and relevant laws, ordinances, rules and regulations, as determined by the Building Official.

106.3.1 Fire protection system shop drawings. Shop drawings for the fire protection system(s) shall be submitted to indicate conformance with the codes and the construction documents and shall be approved prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards in Chapter 9 of the California Building Code.

106.3.2 Means of egress. The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the provisions of the codes. In other than occupancies in Groups R-2, R-3, and I-I, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.

106.3.3 Exterior wall envelope. Construction documents for all buildings shall describe the exterior wall envelope in sufficient detail to determine compliance with the codes. The construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings.

The construction documents shall include manufacturer's installation instructions that provide supporting documentation that the proposed penetration and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation shall fully describe the exterior wall system which was tested, where applicable, as well as the test procedure used.

106.4 Site plan. The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The Building Official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

106.5 Examination of documents. The Building Official shall examine or cause to be examined the accompanying construction documents and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the codes and other pertinent laws or ordinances.

106.6 Approval of construction documents. When the Building Official issues a permit, the construction documents shall be approved, in writing or by stamp, as "Reviewed for Code Compliance," One set of construction documents so reviewed shall be retained by the Building Official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the Building Official or a duly authorized representative.

106.7 Previous approvals. The codes shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful permit has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within 180 days after the effective date of the codes, has not been abandoned or the Building Official has not determined the permit was issued under incorrect information.

106.8 Design professional in responsible charge. When it is required that documents be prepared by a registered design professional, the Building Official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional who shall act as the

registered design professional in responsible charge. If the circumstances require, the owner shall designate a substitute registered design professional in responsible charge who shall perform the duties required of the original registered design professional in responsible charge. The Building Official shall be notified in writing by the owner if the registered design professional in responsible charge is changed or is unable to continue to perform the duties.

The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

Where structural observation is required by the California Building Code (currently Section 1709,) the statement of special inspections shall name the individual or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur (see also duties currently specified in Section 1704).

106.9 Deferred submittals. For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Official within a specified period.

Deferral of any submittal items shall have the prior approval of the Building Official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the Building Official.

Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the Building Official with a notation indicating that the deferred submittal documents have been reviewed and been found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the design and submittal documents have been approved by the Building Official.

The issuance or granting of a permit or approval of plans, specifications, and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions the codes or of any other ordinance of the City. Permits presuming to give authority to violate or cancel the provisions of the codes or other ordinances of the jurisdiction shall not be valid.

106.10 Amended construction documents. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

106.11 Number of construction documents. One set of approved construction documents shall be retained by the Building Official for a period of not less than required by state law and retention policy.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.080. - Section 107 temporary structures and uses.

107.1 General. The Building Official is authorized to issue a permit for temporary structures and temporary uses. Such permits shall be limited as to time of service, but shall not be permitted for more than 180 days. The Building Official is authorized to grant extensions for demonstrated cause.

107.2 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of the codes as necessary to ensure public health, safety and general welfare,

107.3 Temporary power. The Building Official is authorized to give permission to temporarily supply and use power in part of an electric installation before such installation has been fully completed and the final certificate of completion has been issued. The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in the California Electrical Code.

107.4 Termination of approval. The Building Official is authorized to terminate such permit for a temporary structure or use and to order the temporary structure or use to be discontinued.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.090. - Section 108 fees.

108.1 General. A fee as established by resolution of the City Council shall be paid for each plan review when submitted and each permit at time of issuance.

108.2 Permit fees. A fee for each required permit shall be assessed in accordance with the fee schedule adopted by City Council.

Failure to pay fees and obtain a permit before commencing work shall be deemed a violation of the codes, except when a program is established by the Building Official and permit conditions are defined, or it can be proven to the satisfaction of the Building Official that an emergency existed which made it impractical to first obtain the permit. A violation shall result in an investigation fee in an amount equal to the permit fee for work undertaken without permit. Payment of an investigation fee shall not relieve any person from fully complying with the requirements of the codes nor from any penalties prescribed herein.

108.3 Plan review fees. When a plan or other data is ready to be submitted per Section 105 a plan-checking fee, in the amount as established by City Council shall be paid to the Building Official at the time of submitting plans and specifications for checking. When submittal documents are incomplete or changes so as to require additional plan review or when the project involves differed submittal items an additional fee shall be assessed in accordance with the fee schedule established by City Council. Said

fee may be waived when in the opinion of the Building Official the additional fee is not warranted. No additional fees shall be charged for checking corrections required by the Building Official; except where excessive plan reviews are performed, additional fees may be levied as established by City Council.

108.4 Investigation fee. An investigation fee as established by the City Council may be charged by the Building Official whenever work for which a permit is required by the codes has been commenced without first obtaining said permit. This fee shall be paid and the investigation shall be made prior to the issuance of any permit for said work. An investigation fee may be charged for any investigation of a building, structure, work reports, certification or any other related work requested by an owner or authorized agent of such owner.

108.5 Fee refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected. Permit inspection and plan check fees will be refunded in their entirety when inadvertently paid for a project outside the jurisdiction or as duplicate fees. Such refund requests shall be in writing from the original permittee. Except that no refund will be made when 180 days has elapsed from the date of payment, for city incurred costs for services which have been rendered, or finance department fees.

108.6 Change of occupancy investigation fee. A fee as established by the City Council shall be paid when an occupancy investigation inspection is required by the Building Official. Note: The occupancy investigation fees are in addition to other investigation fees and do not include the fees for the building permit, or fees for electrical, plumbing or heating and ventilating permits covering the alterations and/or repairs of the occupancy conversion.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.100. - Section 109 inspections.

109.1 General. Construction or work for which a permit is required shall be subject to inspection by the Building Official and such construction or work shall remain accessible and exposed for inspection purposes until approved, Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of the codes or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of the codes or of other ordinances of the jurisdiction shall not be valid, It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes, Neither the Building Official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

109.2 Preliminary inspection. Before issuing a permit, the Building Official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed,

109.3 Required inspections. The Building Official, upon notification, shall make the inspections set forth in Sections 109.3.1 through 109.3.10.

109.3.1 Footing and foundation inspection. Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place, for concrete foundations, any required forms shall be in place prior to inspection, materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.

109.3.2 Concrete slab and under-floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

109.3.3 Lowest floor elevation. In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in Section 1612.5 shall be submitted to the Building Official.

109.3.4 Frame inspection. Framing inspections shall be made after the roof deck or sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved,

109.3.5 Lath and gypsum board inspection. Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

109.3.6 Fire-resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.

109.3.7 Energy efficiency inspections. Inspections shall be made to determine compliance with the California Energy, Green Building Standards Codes and shall include, but not be limited to, inspections for: envelope insulation R and U-values, fenestration U-value, duct system R-value, and HVAC and water-heating equipment efficiency,

109.3.8 Other inspections. In addition to the inspections specified above, the Building Official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of the codes, standards and other laws that are enforced by the jurisdiction having authority.

109.3.9 Special inspections. For special inspections, see Section 1704 of the California Building Code.

109.3.10 Final inspection. The final inspection shall be made after all work required by the building permit is completed.

109.4 Inspection agencies. The Building Official is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

109.5 Inspection requests. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the Building Official when work is ready for inspection, it shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by the codes.

109.6 Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Official. The Building Official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with the codes. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the Building Official.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.110. - Section 110 certificate of occupancy.

110.1 Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a certificate of occupancy therefore as provided herein.

Exception: Certificate of occupancies are not required for remodels and additions to owner-occupied dwellings, such as single-family homes, townhomes, Co-Op or condominiums and U occupancies, when said dwelling has a valid occupancy.

Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of the codes or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of the codes or other ordinances of the jurisdiction shall not be valid.

The jurisdiction need not issue a Certificate of Occupancy to the builder upon the completion of a commercial structure where there is tenant spacing. Instead, a Certificate of Occupancy is issued to a business entity that is going to occupy the building, or a portion thereof.

110.2 Certificate issued. After the Building Official inspects the building or structure and finds no violations of the provisions of the codes or other laws that are enforced by the department of building safety, the Building Official shall issue a certificate of occupancy that contains the following:

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner.

4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of the codes for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. The name of the Building Official.
7. The edition of the code under which the permit was issued.
8. The use and occupancy, in accordance with the provisions of Chapter 3.
9. The type of construction as defined in Chapter 6.
10. The design occupant load.
11. If an automatic sprinkler system is provided, whether the sprinkler system is required.
12. Any special stipulations and conditions of the building permit.

110.3 Temporary occupancy. The Building Official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The Building Official shall set a time period during which the temporary certificate of occupancy is valid.

In the event the building is not completed and ready for final inspection in the time prescribed by the Building Official, the building shall be vacated and the utilities disconnected until such time the building is completed, final inspection is completed and a Certificate of Occupancy is issued.

110.4 Revocation. The Building Official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of the codes wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of the codes.

Sec. 10.05.120. - Section 111 service utilities.

111.1 Connection of service utilities. No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by the codes for which a permit is required, until released by the Building Official.

111.2 Temporary connection. The Building Official shall have the authority to authorize the temporary connection of the building or system to the utility source of energy, fuel or power.

Temporary connections may be terminated by the Building Official in the event the permit for such work expires, temporary occupancy is terminated, or it is determined by the Building Official that conditions associated with the connected utility are not met.

111.3 Authority to disconnect service utilities. The Building Official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by the codes and the codes referenced in case of emergency where necessary to eliminate an immediate hazard to life or property. The Building Official shall notify the serving utility, and wherever possible the owner and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.130. - Section 112 board of appeals.

112.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the applicable governing authority and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business.

112.2 Limitations on authority. The Board of Appeals shall have no authority relative to interpretation of the administrative provisions of the codes nor shall the Board be empowered to waive requirements of the codes. The application for appeal shall be based on a claim that the true intent of the codes or the rules legally adopted thereunder have been incorrectly interpreted, the provision of the codes do not fully apply or an equally good or better form of construction is proposed.

112.3 Qualifications. The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.

112.4 Applications, fees and findings. Any person appealing the decision of the Building Official shall file with the Building Official a written application accompanied by a filing fee in accordance with the fee schedule adopted by City Council Resolution at any time not more than 20 working days after the decision of the Building Official.

The application shall set forth and include any information as the Building Official may require.

Upon the filing of a verified application, the Building Official shall transmit said application forthwith to the Board of Appeals, and such board shall investigate, examine, review, hear testimony, from and on behalf of the applicant, and shall render findings and decisions on the matter in writing to the applicant with a duplicate copy to the Building Official within 10 working days after the conclusion of its proceedings, the Building Official shall make all findings and decisions available to the public without fees.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.140. - Section 113 violations and penalties.

113.1 General. It shall be unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy, or maintain any building or structure, grading on private property in the City of Laguna Woods, or cause or permit the same to be done in violation of the codes.

Any person, firm, corporation violating any of the provisions of the codes shall be deemed guilty of a misdemeanor, and each such person shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of the codes is committed, continued, or permitted.

113.2 Notice of violation. The Building Official is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of the codes, or in violation of a permit or certificate issued under the provisions of the codes, Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

113.3 Prosecution of violation. If the notice of violation is not complied with promptly, the Building Official is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of the codes or of the order or direction made pursuant thereto.

113.4 Violation penalties. Any person who violate a provision of the codes or fails to comply with any of the requirements thereof or who erects, contracts, alters or repairs a building or structure in violation of the approved construction document or directive of the Building Official, or of a permit or certificate issued under the provision of this code, shall be subject to penalties as prescribed by this chapter, and local, state and federal laws.

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.150. - Section 114 stop work order.

114.1 Authority. Whenever the Building Official finds any work regulated by the codes being performed in a manner either contrary to the provisions of the codes or dangerous or unsafe, the Building Official is authorized to issue a stop work order.

114.2 Issuance. The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which the cited work will be permitted to resume.

114.3 Unlawful continuance. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law,

(Ord. No. 13-05, § 2, 11-20-2013)

Sec. 10.05.160. - Section 115 unsafe structures and buildings.

115.1 General. All buildings or structures which are structurally unsafe or not provided with adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life, or which in relation to existing use constitute a hazard to safety or health or public welfare, by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster damage, or abandonment, as specified in this Code or in any other effective ordinance or statute, are, for the purpose of this section, unsafe buildings and constitute an unsafe condition. All such unsafe buildings or conditions are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, improvement, removal, or demolition, in whole or part. A vacant building or structure that is not secure against entry shall be deemed unsafe.

(Ord. No. 13-05, § 2, 11-20-2013)

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8.2

**GOLDEN RAIN FOUNDATION OF LAGUNA
WOODS' REQUEST FOR THE CITY TO SUPPORT
A SOLAR ENERGY-RELATED GRANT
APPLICATION**

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: January 18, 2017 Regular Meeting

SUBJECT: Golden Rain Foundation of Laguna Woods' Request for the City to Support a Solar Energy-related Grant Application

Recommendation

Approve a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, SUPPORTING THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS' APPLICATION FOR FUNDING FROM THE CALIFORNIA ENERGY COMMISSION'S "SOLAR+: TAKING THE NEXT STEPS TO ENABLE SOLAR AS A DISTRIBUTION ASSET" GRANT PROGRAM

Background

The Golden Rain Foundation of Laguna Woods' (GRF) has requested that the City Council approve a resolution supporting its application for funding from the California Energy Commission's "Solar+: Taking the Next Steps to Enable Solar as a Distribution Asset" (Solar+) grant program. GRF is required to provide at least one letter of support with its grant application, which is due on January 31, 2017.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on GRF's request for a resolution supporting its "Solar+" grant application. A draft resolution is included as Attachment A. Approving a resolution would not make

the City a party to either the grant application or to any prospective, potential grant award. The City would also incur no cost and bear no liability, financial or otherwise, for GRF's actions related to the grant program.

According to the California Energy Commission's "Solar+" grant program manual, the grant program's purpose is to "... advance the deployment and grid integration of distributed solar resources through the use of energy storage, smart inverters, and advanced forecasting and modeling techniques." Additional information is available online at www.energy.ca.gov/contracts/GFO-16-309. Assistance accessing those materials is available from City Hall.

GRF has provided the following information regarding the nature of its application and the benefits of its proposed grant activities:

"The Laguna Woods Village Solar+ Project will build clean energy and battery storage to power 14 structures (residential, community centers, amenities). The project will be a demonstrative model of innovative solar technology and on-site power storage capability. The design, build, and retrofit of this project will showcase emerging clean energy with best management practices.

Solar panels will span three large parking structures (200 cars) to provide electricity for the 14 structures, benefitting many of the 18,000 residents of Laguna Woods Village. Power will be stored on site with battery to provide power for four hours (peak usage time) after sundown.

The Project will be an example of build and retrofit for community projects throughout California and across the country. Goal benefits of the project include the following:

- *Lower costs for ratepayers of investor-owned utilities, including SCE*
- *Vision development for clean energy technology projects*
- *Promote greater electric reliability, lower costs, increased safety*
- *Encourage technological advancement and breakthroughs*
- *Standard and stable solar power and storage off the grid*
- *Community scale for best energy reliability and value*
- *Reduce customer evening peak load from grid by more than 15%*
- *Lower consumer costs for energy*
- *Improve environment with clean energy*
- *Employ smart building energy management strategies*

Total Amount Requested: \$3,000,000”

A GRF representative will be available to answer questions and provide additional information at the meeting.

Environmental Review

This project is not a project under the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines. No development action would occur as a direct result of the proposed resolution.

Fiscal Impact

The City is not a party to GRF’s “Solar+” grant application and, accordingly, would not incur any cost or financial liability by approving a supportive resolution.

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RESOLUTION NO. 17-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, SUPPORTING THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS' APPLICATION FOR FUNDING FROM THE CALIFORNIA ENERGY COMMISSION'S "SOLAR+: TAKING THE NEXT STEPS TO ENABLE SOLAR AS A DISTRIBUTION ASSET" GRANT PROGRAM

WHEREAS, the Golden Rain Foundation of Laguna Woods (GRF) intends to apply for funding from the California Energy Commission's "Solar+: Taking the Next Steps to Enable Solar as a Distribution Asset" grant program; and

WHEREAS, if funded, GRF's "Solar+" project would be located within the jurisdictional limits of the City of Laguna Woods (City); and

WHEREAS, GRF states that its "Solar+" project would build clean energy and battery storage to power 14 structures, be a demonstrative model of innovative solar technology and on-site power storage capability, and showcase emerging clean energy with best management practices; and

WHEREAS, GRF states that its "Solar+" project would provide the following benefits to individuals residing within Laguna Woods Village, some of which may also benefit individuals residing elsewhere in Laguna Woods and in areas beyond:

- "Lower costs for ratepayers of investor-owned utilities, including SCE
- Vision development for clean energy technology projects
- Promote greater electric reliability, lower costs, increased safety
- Encourage technological advancement and breakthroughs
- Standard and stable solar power and storage off the grid
- Community scale for best energy reliability and value
- Reduce customer evening peak load from grid by more than 15%
- Lower consumer costs for energy
- Improve environment with clean energy
- Employ smart building energy management strategies"; and

WHEREAS, GRF has requested that the City Council consider supporting its "Solar+" grant application; and

WHEREAS, on January 18, 2017, the City Council held a duly noticed public meeting at which this resolution was considered and members of the public were given an opportunity to provide comments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. In light of GRF’s aforementioned articulation of the benefits of its “Solar+” project to residents of Laguna Woods, the City does hereby support GRF’s application for funding from the California Energy Commission’s “Solar+: Taking the Next Steps to Enable Solar as a Distribution Asset” grant program.

SECTION 2. The action set forth in this resolution is not a project under the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines. No development action will occur as a direct result of the approval of this resolution.

SECTION 3. The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2017.

SHARI L. HORNE, Mayor

ATTEST:

YOLIE TRIPPY, Deputy City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do
HEREBY CERTIFY that the foregoing **Resolution No. 17-XX** was duly adopted by
the City Council of the City of Laguna Woods at a regular meeting thereof, held on
the XX day of XX 2017, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

YOLIE TRIPPY, Deputy City Clerk

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