

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, April 18, 2018
2:00 p.m.

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

Carol Moore
Mayor

Cynthia Conners
Mayor Pro Tem

Noel Hatch
Councilmember



Shari L. Horne
Councilmember

Joe Rainey
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.

AGENDA POSTING AND AVAILABILITY

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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. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.



YOLIE TRIPPY, Deputy City Clerk

4-13-18

Date

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Moment of Silence – Holocaust Remembrance – April 2018

Recommendation: Observe a moment of silence.

4.2 Moment of Silence – Armenian Genocide Remembrance Day – April 24, 2018

Recommendation: Observe a moment of silence.

4.3 Donate Life Month – April 2018

Recommendation: Approve and present the proclamation.

4.4 Environmental Awareness Week – April 22-28, 2018

Recommendation: Approve and present the proclamation.

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 March 21, 2018.

6.2 City Treasurer's Report

Recommendation: Receive and file the City Treasurer's Report for the month of March 2018.

6.3 Warrant Register

Recommendation: Approve the warrant register dated April 18, 2018 in the amount of \$504,349.61.

6.4 Cooperative Purchasing and Procurement

Recommendation:

1. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, MAKING DETERMINATIONS AND AUTHORIZATIONS RELATED TO USE OF THE NATIONAL JOINT POWERS ALLIANCE FOR PURCHASING AND PROCUREMENT BY THE CITY

AND

2. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, MAKING DETERMINATIONS AND AUTHORIZATIONS RELATED TO USE OF THE U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE FOR PURCHASING AND PROCUREMENT BY THE CITY

6.5 Audit Services

Recommendation:

1. Approve an agreement with Brown Armstrong Accountancy Corporation for audit services and authorize the Mayor to execute the agreement, subject to approval as to form by the City Attorney.

AND

2. Dissolve the Ad Hoc Auditor Selection Committee that consists of Mayor Moore and Councilmember Rainey.

6.6 Building Inspection, Permit Counter, and Building Official Services

Recommendation: Approve an amendment and extension of the agreement with CivilSource, Inc. for building inspection, permit counter, and building official services and authorize the City Manager to execute the amendment and extension, subject to approval as to form by the City Attorney.

6.7 Certified Access Specialist (CASp) and Building Plan Review Services

Recommendation: Approve an extension of the agreement with CSG Consultants, Inc. for Certified Access Specialist (CASp) and building plan review services and authorize the City Manager to execute the extension, subject to approval as to form by the City Attorney.

6.8 City Engineering and Traffic Operations Services

Recommendation: Approve an extension of the agreement with CivilSource, Inc. for city engineering and traffic operations services and authorize the City Manager to execute the extension, subject to approval as to form by the City Attorney.

6.9 Street Sweeping Services

Recommendation: Approve an extension of the agreement with Sunset Property Services for street sweeping services and authorize the City Manager to execute the extension, subject to approval as to form by the City Attorney.

6.10 Water Quality Services

Recommendation: Approve an extension of the agreement with Charles Abbott Associates, Inc. for water quality services and authorize the City Manager to execute the extension, subject to approval as to form by the City Attorney.

6.11 Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 1 (Moulton Parkway)

Recommendation: Reject all bids received for the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 1 (Moulton Parkway)”.

VII. PUBLIC HEARINGS

7.1 Building, Planning, and Encroachment Permit Fees

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING NEW AND INCREASED OR MODIFIED BUILDING AND PLANNING SERVICES FEES, AND ENCROACHMENT PERMIT FEES

VIII. CITY COUNCIL BUSINESS

- 8.1 Southern California Association of Governments' 2018 General Assembly Delegate and Alternate Delegate

Recommendation: Appoint members of the City Council to serve as a delegate and alternate at the Southern California Association of Governments' 2018 General Assembly.

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
Mayor Pro Tem Connors; Alternate: Councilmember Horne
- 9.2 Orange County Fire Authority
Councilmember Hatch
- 9.3 Orange County Library Advisory Board
Councilmember Rainey; Alternate: Mayor Moore
- 9.4 Orange County Mosquito and Vector Control District
Councilmember Horne

- 9.5 San Joaquin Hills Transportation Corridor Agency
Mayor Pro Tem Conners; Alternate: Mayor Moore
- 9.6 South Orange County Watershed Management Area
Mayor Moore; Alternate: Councilmember Hatch
- 9.7 Other Comments and Reports

X. CLOSED SESSION

XI. CLOSED SESSION REPORT

XII. ADJOURNMENT

Next Adjourned Regular Meeting: Wednesday, April 25, 2018 at 3 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

Next Regular Meeting: Wednesday, May 16, 2018 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

4.1
MOMENT OF SILENCE –
HOLOCAUST REMEMBRANCE – APRIL 2018
(NO REPORT)

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4.2
MOMENT OF SILENCE –
ARMENIAN GENOCIDE REMEMBRANCE DAY
– APRIL 24, 2018
(NO REPORT)

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**4.3
PROCLAMATION –
DONATE LIFE MONTH –
APRIL 2018**

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**Proclamation
City of Laguna Woods
Donate Life Month
April 2018**

WHEREAS, organ, tissue, blood, and marrow donations are life-giving acts recognized worldwide as expressions of compassion to those in need; and

WHEREAS, more than 116,000 people, nationwide, are currently on the national organ transplant waiting list, and one new person is added every 10 minutes; and

WHEREAS, nearly 8,000 people each year – or nearly one person each hour – lose their lives while waiting for an organ transplant; and

WHEREAS, a single tissue donor can help more than 75 people; and

WHEREAS, kidney, liver, blood, and marrow donations can be made while living, and other donations can be made after death; and

WHEREAS, millions of lives are saved, healed, and enhanced each year by a diverse group of organ, tissue, marrow, and blood donors, including older adults.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim April 2018 as “Donate Life Month” in the City of Laguna Woods and encourages its residents to consider making living donations, as well as signing up as donors with the state-authorized Donate Life California Registry.

Dated this 18th day of April, 2018

Carol A. Moore
Mayor

Attest: Yolie Trippy
Deputy City Clerk

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4.4
**PROCLAMATION –
ENVIRONMENTAL AWARENESS WEEK –
APRIL 22-28, 2018**

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Proclamation
City of Laguna Woods
Environmental Awareness Week
April 22-28, 2018

WHEREAS, the global community continues to face extraordinary challenges, such as health issues, food and water shortages, and economic struggles; and

WHEREAS, all people, regardless of race, gender, age, income, or geography, have a right to a healthy, sustainable environment; and

WHEREAS, two important and nationally recognized environmental days of observance occur in the month of April – Earth Day, which will be observed on April 22, 2018, and Arbor Day, which will be observed on April 27, 2018; and

WHEREAS, individuals, businesses, and local governments can help to improve the environment, reverse environmental degradation, and contribute to a healthy society by conserving scarce resources, undertaking sustainable projects, and supporting safe and proper removal of spent nuclear fuel from San Onofre; and

WHEREAS, in furtherance of its commitment to environmental stewardship, the City of Laguna Woods is pleased to offer numerous green building and recycling services.

NOW, THEREFORE, BE IT RESOLVED that the Laguna Woods City Council does hereby proclaim April 22-28, 2018 as “Environmental Awareness Week” in the City of Laguna Woods and encourages its residents and businesses to support efforts to improve, preserve, and protect the environment, and to encourage others to do the same.

Dated this 18th day of April, 2018

Carol A. Moore
Mayor

Attest: Yolie Trippy
Deputy City Clerk

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6.1-6.11
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: April 18, 2018 Regular Meeting
SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the April 18, 2018 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 April 18, 2018 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the regular meeting on March 21, 2018.
- 6.2 Approval of a motion to receive and file the City Treasurer's Report for the month of March 2018.
- 6.3 Approval of the warrant register dated April 18, 2018 in the amount of \$504,349.61. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at City Hall.

- 6.4 [1] Adoption of a resolution making determinations and authorizations related to use of the National Joint Powers Alliance (“NJPA”) for purchasing and procurement by the City. The proposed resolution would make it possible for the City to engage in a cooperative agreement for the purchase of goods and the procurement of services, as allowed by state law and Laguna Woods Municipal Code Section 3.06.080. NJPA is a national cooperative purchasing program based in the State of Minnesota. Additional information is available at City Hall and www.njpacoop.org.

AND

- [2] Adoption of a resolution making determinations and authorizations related to use of the U.S. Communities Government Purchasing Alliance (“U.S. Communities”) for purchasing and procurement by the City. The proposed resolution would make it possible for the City to engage in a cooperative agreement for the purchase of goods and the procurement of services, as allowed by state law and Laguna Woods Municipal Code Section 3.06.080. U.S. Communities is a national cooperative purchasing program presently co-sponsored by the National Association of Counties, National League of Cities, Association of School Business Officials, United States Conference of Mayors, and National Governors Association. Additional information is available at City Hall and www.uscommunities.org.
- 6.5 [1] Approval of an agreement with Brown Armstrong Accountancy Corporation for audit services and authorization for the Mayor to execute the agreement, subject to approval as to form by the City Attorney. The Request for Proposals (“RFP”) for audit services was released on February 1, 2018 with proposals due by February 23, 2018. A total of five proposals were received (Brown Armstrong Accountancy Corporation; DavisFarr LLP; Moss, Levy & Hartzheim, LLP; Teaman, Ramirez & Smith, Inc.; and, White Nelson Diehl Evans LLP). After reviewing all proposals and interviewing three firms (Brown Armstrong Accountancy Corporation; Moss, Levy & Hartzheim, LLP; and, White Nelson Diehl Evans), the City Council’s Ad Hoc Auditor Selection Committee (Mayor Moore and Councilmember Rainey) and staff recommend that the City Council award the agreement to Brown Armstrong Accountancy Corporation due to factors including cost, qualifications, experience, and methodology. Brown Armstrong Accountancy Corporation provides or has provided similar services for the cities of

Bakersfield, Baldwin Park, Fresno, and Pasadena, as well as the counties of Riverside, Santa Barbara, and Santa Cruz.

AND

[2] Dissolution of the Ad Hoc Auditor Selection Committee that consists of Mayor Moore and Councilmember Rainey. Having completed its charge, staff recommends that the City Council dissolve the ad hoc committee.

- 6.6 Approval of an amendment and extension of the agreement with CivilSource, Inc. for building inspection, permit counter, and building official 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 increase the rate of compensation for the contract Permit Assistant by \$1.50 per hour and specify that the Permit Assistant's duties may include issuing building permits in absence of, or to augment, the Permit Counter Specialist. The proposed extension is for one year through June 30, 2019, as allowed by the existing agreement.
- 6.7 Approval of an extension of the agreement with CSG Consultants, Inc. for Certified Access Specialist (CASp) and building plan review 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 one year through June 30, 2019, as allowed by the existing agreement.
- 6.8 Approval of an extension of the agreement with CivilSource, Inc. for city engineering and traffic operations 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 one year through June 30, 2019, as allowed by the existing agreement.
- 6.9 Approval of an extension of the agreement with Sunset Property Services for street sweeping 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 one-year period through June 30, 2019, as allowed by the existing agreement.
- 6.10 Approval of an extension of the agreement with Charles Abbott Associates, Inc. for water quality 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 one-year period through June 30, 2019, as allowed by the existing agreement.

- 6.11 Rejection of all bids received for the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 1 (Moulton Parkway)”. Bids were invited for the project from March 15 to April 5, 2018. Six bids were received (ACCI, Calpromax Engineering, GSCI, Hardy & Harper, LC Paving, and Nobest); however, staff recommend that all bids be rejected in order to allow for reconsideration of the scope of work and bidding requirements. If rejected, staff would review the plans and specifications and issue a new bid solicitation.

6.1
CITY COUNCIL MINUTES

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
REGULAR MEETING
March 21, 2018
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Moore 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: Hatch, Horne, Conners, Moore
 ABSENT: Rainey

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

III. PLEDGE OF ALLEGIANCE

Councilmember Horne led the flag salute.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 John Frey, Orange County Sheriff's Department – Retirement

Councilmembers made comments.

Captain Jim England made comments.

Lieutenant Fred Thompson made comments.

Tim Moy, Laguna Woods Village Security Director, made comments.

Mr. Frey made comments.

Moved by Councilmember Hatch, seconded by Councilmember Horne, and carried unanimously on a 4-0 vote, to approve and present the commendation for John Frey's retirement.

Mayor Moore called for a brief recess.

The meeting was called back to order at 2:13 p.m.

4.2 Women's History Month – March 2018

Councilmembers made comments.

An unidentified member of the public made comments.

Moved by Mayor Pro Tem Connors, seconded by Councilmember Horne, and carried unanimously on a 4-0 vote, to approve and present the proclamation for Women's History Month.

V. PUBLIC COMMENT

Juanita Skillman, resident, expressed her concern regarding dead trees on Ridge Route Drive.

City Manager Macon stated that he would look into Ms. Skillman's concerns.

Debra Ashby, South Coast Air Quality Management District, invited the City Council and residents to the upcoming Healthy Living & Clean Air Fair for Seniors event taking place on May 17, 2018 at the Los Angeles Convention Center.

Councilmembers inquired about the event.

Kathryn Freshley, resident, inquired about the status of the multi-city study of the Orange County Sheriff's Department.

City Manager Macon stated that the study is underway and is not expected to be complete until summer or fall of 2018. He noted that the study involves 13 different agencies.

VI. CONSENT CALENDAR

Kathryn Freshley, resident, expressed her concern with Laguna Woods Village not having access to federal and state financial assistance in the event of a disaster, and requested the City's help addressing the matter. She noted that her comments related to items 6.7 and 6.8.

Moved by Councilmember Hatch, seconded by Mayor Pro Tem Connors, and carried unanimously on a 4-0 vote, to approve Consent Calendar items 6.1 – 6.9.

6.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on February 21, 2018.

6.2 City Treasurer's Report

Received and filed the City Treasurer's Report for the month of February 2018.

6.3 Warrant Register

Approved the warrant register dated March 21, 2018 in the amount of \$663,584.31.

6.4 Digitization of Microfiche Records

Authorized the City Manager to transfer and expend up to \$20,000 from the Fiscal Year 2017-18 General Fund City Council Contingency budget to offset costs associated with the digitization of microfiche records.

6.5 City Hall Restroom Repair and Improvement Project

Rejected all bids received for the "City Hall Restroom Repair and Refurbishment Project".

6.6 Harassment, Discrimination, and Retaliation Policy

Approved a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AMENDMENTS TO ADMINISTRATIVE POLICY 4.7 PERTAINING TO HARASSMENT, DISCRIMINATION, AND RETALIATION

6.7 Federal and State Disaster Financial Assistance

Approved a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NOS. 01-05 AND 10-03, AND MAKING DESIGNATIONS AND AUTHORIZATIONS RELATED TO APPLICATIONS FOR AND EXECUTION OF FEDERAL AND STATE DISASTER FINANCIAL ASSISTANCE

6.8 Community Development Block Grant (CDBG) and Other Federal Department of Housing and Urban Development Funding Programs

Approved a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, MAKING DESIGNATIONS AND AUTHORIZATIONS RELATED TO APPLICATIONS FOR AND EXECUTION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND OTHER FEDERAL DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FUNDING PROGRAMS

6.9 Laguna Woods Civic Support Fund

Ratified the amended bylaws for the Laguna Woods Civic Support Fund, as adopted and recommended by the Laguna Woods Civic Support Fund Board of Directors.

VII. PUBLIC HEARINGS

7.1 Sign Program Amendment SP-1253 to amend Sign Program SP-1193, which allows for various signage at 24281 Moulton Parkway, Laguna Woods, CA 92637

City Manager Macon made a presentation.

Mayor Moore opened the public hearing.

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

Councilmembers discussed the item and staff answered related questions.

City Manager Macon noted that the City received a letter dated March 8, 2018 from the property owner, Schiffman Enterprises, supporting the sign program amendment.

Moved by Mayor Pro Tem Conners, seconded by Councilmember Hatch, and carried unanimously on a 4-0 vote, to approve a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SIGN PROGRAM AMENDMENT SP-1253 AMENDING SIGN PROGRAM SP-1193, WHICH ALLOWS FOR VARIOUS SIGNAGE AT 24281 MOULTON PARKWAY, LAGUNA WOODS, CA 92637

VIII. CITY COUNCIL BUSINESS

8.1 Aliso Creek Mainstem Ecosystem Restoration (agendized by Mayor Moore)

Mayor Moore introduced the item.

Hallie Jones, Laguna Canyon Foundation Executive Director, made a presentation.

Councilmembers discussed the item and staff answered related questions.

Juanita Skillman, resident, expressed her support for the proposed resolution.

An unidentified member of the public expressed his support for the proposed resolution.

Moved by Councilmember Hatch, seconded by Councilmember Horne, and carried unanimously on a 4-0 vote, to approve a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, SUPPORTING A MORE ENVIRONMENTALLY SENSITIVE APPROACH TO THE UNITED STATES ARMY CORPS OF ENGINEERS' PROPOSED PROJECT SPANNING APPROXIMATELY FIVE MILES OF ALISO CREEK, THE MAJORITY OF WHICH LIES WITHIN THE ALISO AND WOOD CANYONS WILDERNESS PARK

8.2 Emergency Shelters, Transitional Housing, and Supportive Housing Regulations

City Manager Macon made a presentation.

Kathryn Freshley, resident, requested that language be included in the ordinance to state that the City will not exercise eminent domain.

City Attorney Cosgrove stated that he would not support Ms. Freshley's recommendation. He noted there is existing language in the Laguna Woods Municipal Code that speaks to the issue of eminent domain.

Councilmembers discussed the item and staff answered related questions.

Moved by Mayor Pro Tem Conners, seconded by Councilmember Horne, and carried unanimously on a 4-0 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 SECTIONS 13.06.010, 13.08.010, 13.10.020, AND 13.13.020, AND CHAPTER 13.23, OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO EMERGENCY SHELTERS, TRANSITIONAL HOUSING, AND SUPPORTIVE HOUSING CONSISTENT WITH APPLICABLE STATE LAW, INCLUDING CALIFORNIA GOVERNMENT CODE SECTION 65583 ET SEQ.

IX. CITY COUNCIL REPORTS AND COMMENTS

9.1 Coastal Greenbelt Authority

Neither Mayor Pro Tem Conners nor Councilmember Horne were able to attend the most recent meeting.

Councilmember Horne reported on a related event that she attended regarding the wildlife corridor at the Great Park in Irvine.

Mayor Moore commented on the report.

9.2 Orange County Fire Authority

Councilmember Hatch provided a report.

Councilmembers briefly responded to the report.

9.3 Orange County Library Advisory Board

Councilmember Rainey was not present to provide a report.

9.4 Orange County Mosquito and Vector Control District

Councilmember Horne provided a report.

An unidentified member of the public asked if the Asian tiger mosquito is discussed at Orange County Mosquito and Vector Control District meetings.

Councilmember Horne responded affirmatively to the question.

Mayor Pro Tem Connors briefly responded to the report.

9.5 San Joaquin Hills Transportation Corridor Agency

Mayor Pro Tem Connors provided a report.

Kathryn Freshley, resident, expressed her concern over current toll rates.

Mayor Moore briefly responded to the report.

9.6 South Orange County Watershed Management Area

Mayor Moore provided a report.

9.7 Other Comments and Reports

Councilmember Horne provided an update on the Orange County Strategic Plan on Aging.

Councilmember Horne provided an update on the California Senior Legislature.

Mayor Moore provided an update on recent meetings regarding sober living and homelessness.

X. CLOSED SESSION

City Attorney Cosgrove stated that Item 10.2 was no longer needed, but that the City Council would meet in closed session regarding Item 10.1.

10.1 The City Council met in closed session under the authority of California Government Code sections 54956.9(d)(2) and (e)(1) to discuss potential exposure to litigation in one case.

XI. CLOSED SESSION REPORT

The City Council reconvened in open session at 4:16 p.m. City Attorney Cosgrove stated that there was no reportable action under California Government Code Section 54957.1.

XII. ADJOURNMENT

The meeting was adjourned at 4:16 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, April 18, 2018, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Deputy City Clerk

Adopted: April 18, 2018

CAROL MOORE, Mayor

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6.2
CITY TREASURER'S REPORT

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City of Laguna Woods
City Treasurer's Report
For the Month Ended March 31, 2018

ITEM 6.2

CASH AND INVESTMENTS

| | Beginning Balances As of 2/28/18 | Earnings & Receipts | Disbursements | Purchases, Transfers & Other Adjustments | Ending Balances As of 3/31/18 | % of Total Cash & Investment Balances | Maximum % Allowed per Investment Policy |
|---|--|------------------------|---------------------|---|-------------------------------------|---|--|
| Cash and Cash Equivalents | | | | | | | |
| Analyzed Checking Account (Note 4) | \$ 785,442 | \$ 330,565 | \$ (909,008) | \$ - | \$ 206,998 | 2.10% | |
| Cash Balances, Multi-Bank Securities (MBS) Account | \$ 976 | \$ 3,412 | \$ (976) | \$ - | \$ 3,412 | 0.03% | |
| Earned Interest in Transit and Accrued Interest, Securities Account | \$ 5,096 | \$ 2,325 | \$ (3,412) | \$ - | \$ 4,009 | 0.04% | |
| Petty Cash | \$ 1,498 | \$ 416 | \$ (415) | \$ - | \$ 1,498 | 0.02% | |
| Total Cash and Cash Equivalents | \$ 793,012 | \$ 336,718 | \$ (913,813) | \$ - | \$ 215,918 | 2.19% | 100.00% |
| Pooled Money Investment Accounts (PIMA) | | | | | | | |
| Local Agency Investment Fund (LAIF) (Notes 1 and 2) | \$ 3,691,247 | \$ - | \$ - | \$ - | \$ 3,691,247 | 37.48% | |
| Orange County Investment Pool (OCIP) (Note 3) | \$ 4,023,327 | \$ 3,860 | \$ (391) | \$ - | \$ 4,026,796 | 40.89% | |
| Total Pooled Money Investment Accounts | \$ 7,714,574 | \$ 3,860 | \$ (391) | \$ - | \$ 7,718,043 | 78.36% | 90.00% |
| Investments - Interest and Income Bearing | | | | | | | |
| Certificates of Deposit (book value) (Note 5) | \$ 1,915,000 | \$ 590,000 | \$ - | \$ (590,000) | \$ 1,915,000 | 19.44% | |
| Total Investments | \$ 1,915,000 | \$ 590,000 | \$ - | \$ (590,000) | \$ 1,915,000 | 19.44% | 30.00% |
| TOTAL CASH, CASH EQUIVALENTS, AND INVESTMENTS | \$ 10,422,586 | \$ 930,578 | \$ (914,203) | \$ (590,000) | \$ 9,848,961 | 100.00% | |

Summary of Total Cash, Cash Equivalents, and Investments (Note 4):

| | General Fund | Special Revenue Funds | Totals |
|--------------------------|---------------------|--------------------------|---------------------|
| Analyzed Checking | \$ (1,085,956) | \$ 1,292,954 | \$ 206,998 |
| Cash, Securities Account | \$ 3,412 | \$ - | \$ 3,412 |
| Interest in Transit | \$ 4,009 | \$ - | \$ 4,009 |
| Petty Cash | \$ 1,498 | \$ - | \$ 1,498 |
| LAIF | \$ 3,691,247 | \$ - | \$ 3,691,247 |
| OCIP | \$ 4,026,796 | \$ - | \$ 4,026,796 |
| Certificates of Deposit | \$ 1,915,000 | \$ - | \$ 1,915,000 |
| Totals | \$ 8,556,006 | \$ 1,292,954 | \$ 9,848,961 |

(See **NOTES** on Page 3 of 3)



**City of Laguna Woods
City Treasurer's Report
For the Month Ended March 31, 2018**

ITEM 6.2

INVESTMENT PORTFOLIO DETAIL

| CUSIP | Investment # | Issuer | Term | Purchase Date | Settlement Date | Par Value | Market Value | Book Value | Stated Rate (Note 5) | Coupon Type | 1st Coupon Date | Rating or Rank (*) | Yield to Maturity 365 Days | Maturity Date |
|--|--------------|---------------------------------|-----------|---------------|-----------------|------------------|------------------|------------------|----------------------|-------------|-----------------|--------------------|----------------------------|---------------|
| Money Funds and 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 | 244,035 | 245,000 | 1.150 | Semi-Annual | 03/15/17 | 300 | 1.150 | 09/17/18 |
| 57116ANC8 | 2017-1 | MARLIN BUSINESS BK SALT LAKE | 18 months | 01/13/17 | 01/13/17 | 245,000 | 244,711 | 245,000 | 1.250 | Monthly | 02/13/17 | 300 | 1.250 | 07/13/18 |
| 508176CH5 | 2017-2 | LAKE CITY BANK | 24 months | 03/08/17 | 03/22/17 | 245,000 | 243,907 | 245,000 | 1.600 | Monthly | 04/22/17 | 300 | 1.600 | 03/22/19 |
| 02587DR26 | 2017-4 | AMERICAN EXPRESS CENTURIAN | 18 months | 05/04/17 | 05/10/17 | 245,000 | 244,466 | 245,000 | 1.500 | Semi-Annual | 11/10/17 | 300 | 1.500 | 11/13/18 |
| 38148PTD9 | 2017-6 | GOLDMAN SACHS BANK USA | 36 months | 11/16/17 | 11/22/17 | 245,000 | 241,479 | 245,000 | 2.050 | Semi-Annual | 05/22/18 | Green* | 2.050 | 11/23/20 |
| 61747ML58 | 2018-1 | MORGAN STANLEY BK N A SALT LAKE | 36 months | 02/14/18 | 02/22/18 | 100,000 | 99,884 | 100,000 | 2.600 | Semi-Annual | 08/22/18 | Green*** | 2.600 | 02/22/21 |
| 101120DW0 | 2018-2 | BOSTON PRIVATE BANK & TR | 21 months | 03/09/18 | 03/23/18 | 245,000 | 244,510 | 245,000 | 2.300 | Monthly | 04/23/18 | Green*** | 2.300 | 12/23/19 |
| 64944RJO | 2018-3 | NEW YORK COMMUNITY BANK | 24 months | 03/23/18 | 03/28/18 | 100,000 | 99,826 | 100,000 | 2.450 | Semi-Annual | 09/28/18 | Green*** | 2.450 | 03/27/20 |
| 05580AMD3 | 2018-4 | BMW BANK NORTH AMERICA | 36 months | 03/23/18 | 03/29/18 | 245,000 | 245,338 | 245,000 | 2.700 | Semi-Annual | 09/29/18 | Green*** | 2.700 | 03/29/21 |
| Accrued Interest - Month End | | | | | | | | | | | | | 4,009 | |
| Total CDs | | | | | | 1,915,000 | 1,912,166 | 1,915,000 | | | | | | |

597

(*) At the time of purchase and until September 2017, CDs were rated or ranked using an IDC Financial Publishing, Inc. (IDC) 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 per Table 1. Post September 2017, CDs are ranked using the Veribanc Rating System, a two-part color code and star classification system which tests the present standing and future outlook by reviewing an institution's capital strength, asset quality, management ability, earnings sufficiency, liquidity, and sensitivity to market risk. Table 2 below summarizes the Veribanc color rankings. Veribanc star ratings of one to three, with three being best, are used to help review a possible future trend of an institutions health based on metrics from ten prior quarters. A rating of one, two, or three, are not necessarily an indicator of risk or an undesirable investment. The City reviews other rating systems and issuer financials before choosing any investment.

Table 1: CD Rankings (used prior to September 2017)

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

Table 2: Veribanc Color Rankings (used post September 2017)

| Veribanc Rank | Color Meaning |
|---------------|---|
| Green | Highest rating, exceeds qualifications in equity and income tests |
| Yellow | Merits attention, meets minimal qualifications in equity and income tests |
| Red | Merits close attention, does not meet minimal qualifications for equity and has incurred significant losses |

Pooled Money Investment Accounts (PIMA) (Notes 1, 2, and 3)

| | | | | | | | | | | | | | | |
|-------------------|-----|--------------------------------------|-----|---------|---------|------------------|------------------|------------------|-------|-----|-----|-----|-----|-----|
| N/A | N/A | Local Agency Investment Fund (LAIF) | N/A | Various | Various | 3,691,247 | 3,691,247 | 3,691,247 | 1.056 | N/A | N/A | N/A | N/A | N/A |
| N/A | N/A | Orange County Investment Pool (OCIP) | N/A | Various | Various | 4,026,796 | 4,026,796 | 4,026,796 | 1.338 | N/A | N/A | N/A | N/A | N/A |
| Total PIMA | | | | | | 7,718,043 | 7,718,043 | 7,718,043 | | | | | | |

(See NOTES on Page 3 of 3)



City of Laguna Woods
City Treasurer's Report
For the Month Ended March 31, 2018

OTHER FUNDS - HELD IN TRUST

| | Beginning Balances As of 2/28/18 | Contributions / (Withdrawals) | Administrative Fees & Investment Expense | Unrealized Gain / (Loss) | Ending Balances As of 3/31/18 |
|--|---|--|---|-------------------------------------|--|
| Other Post-Employment Benefits (OPEB) Trust | | | | | |
| CalPERS California Employers' Retiree Benefit Trust (CERBT) (CERBT holds all assets and administers the OPEB Trust) | \$ 69,610 | \$ - | \$ (4) | \$ 327 | \$ 69,932 |
| Total Other Funds - Held in Trust | \$ 69,610 | \$ - | \$ (4) | \$ 327 | \$ 69,932 |

Notes:

Note 1 - LAIF / During this period there were no deposits or withdrawals in the LAIF account.

Note 2 - LAIF / 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 the month after the end of each quarter. Quarterly earnings for October through December of \$11,172.23 were credited in January 2018. Interest earned is offset by expense, with the net interest reported by LAIF as a single transaction.

The LAIF investment total pool (the pool) average investment yield rate before expenses for the quarter ended December 31, 2017 was 1.120%. Monthly interest earnings by the pool was 1.350% in January 2018, 1.412% in February 2018, and 1.524% in March 2018. Earnings for the quarter ended March 2018 will be allocated in April 2018 and are forecasted to be allocated at a weighted average of approximately 1.400% before expenses .

LAIF quarterly administrative costs for the quarter ended December 31, 2017 were 0.064%, resulting in net investment earnings of 1.056%. Administrative Costs are calculated quarterly. Costs for the quarter ended March 2018 will be allocated in April 2018.

Note 3 - OCIP / The March 2018 balance includes interest for the month of December 2017 and administrative fees charged for the month of February 2018. Accrued interest for the months of January 2018 through March 2018 will be reported in April 2018.

OCIP average monthly investment yield rate was 1.130% in December 2017. Monthly interest earnings by the pool was 1.231% in January 2018, 1.423% in February 2018, and 1.398% in March 2018.

OCIP monthly administrative costs in 2017 and 2018 are 0.060% per month, resulting in net investment earnings of 1.070% in December 2017, 1.171% in January 2018, 1.363% in February 2018, and 1.338% in March 2018.

Note 4 - Analyzed Checking Account / Monthly activity reported does not reflect March vendor invoicing processed after the date of this report.

Note 5 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City received interest payments of \$976.45 in March 2018. Cash balances to be invested or paid out are classified separately.

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

4/12/18

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6.3 WARRANT REGISTER

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CITY OF LAGUNA WOODS
WARRANT REGISTER
4/18/2018

| | Date | Vendor Name | Description | Amount |
|---------------|-------------|-------------------------------------|---|---------------|
| Debit | | <i>Automatic Bank Debits</i> | | |
| Debit | 03/21/2018 | ADP PAYROLL SERVICES | Payroll / Pay Period Ended 03/16/2018 | 36,433.17 |
| Debit | 03/22/2018 | CALPERS - RETIREMENT | Retirement Contributions / Pay Period Ended 03/16/2018 | 2,481.24 |
| Debit | 03/30/2018 | ADP PAYROLL SERVICES | Payroll Processing Fees / Pay Period Ended 03/16/2018 | 162.97 |
| Debit | 03/30/2018 | COUNTY OF ORANGE | Law Enforcement Services / April 2018 | 216,434.57 |
| Debit | 04/02/2018 | CALPERS - HEALTH | Employee Benefit Program / April 2018 | 2,503.17 |
| Debit | 04/04/2018 | ADP PAYROLL SERVICES | Payroll / Pay Period Ended 03/30/2018 | 33,345.65 |
| Debit | 04/04/2018 | CALPERS - RETIREMENT | Retirement Contributions / Pay Period Ended 03/30/2018 | 2,481.24 |
| Debit | 04/13/2018 | ADP PAYROLL SERVICES | Payroll Processing Fees / Pay Period Ended 03/30/2018 | 178.69 |
| Number | | <i>Warrants:</i> | | |
| 1942 | 03/16/2018 | AT&T | Telephone / 458-3487 / February 2018 | 38.96 |
| 1943 | 03/16/2018 | AT&T | Telephone / 452-0600 / February 2018 | 1,138.38 |
| 1944 | 03/16/2018 | AT&T | Telephone / White Pages / March 2018 | 4.50 |
| 1945 | 03/16/2018 | AT&T | Telephone / 639-0500 / February 2018 | 206.12 |
| 1946 | 03/16/2018 | BILL METZGER PLUMBING INC. | City Hall Maintenance / January 2018 | 650.00 |
| 1947 | 03/16/2018 | CITY OF LAGUNA BEACH | Animal Control & Shelter Services / March 2018 | 8,364.75 |
| 1948 | 03/16/2018 | CIVIL SOURCE | Traffic & Engineering Services / December 2017 | 2,605.00 |
| 1948 | 03/16/2018 | CIVIL SOURCE | Traffic & Engineering Services / November 2017 | 20,665.00 |
| 1949 | 03/16/2018 | COASTAL CURRENT ELECTRIC | Cancelled Permit Refund | 130.00 |
| 1950 | 03/16/2018 | COUNTY OF ORANGE | Automated Fingerprinting ID System / March 2018 | 597.00 |
| 1951 | 03/16/2018 | KONE INC. | City Hall Elevator Maintenance / March 2018 | 257.62 |
| 1952 | 03/16/2018 | LINDA J YANG | Cancelled Permit Refund | 105.50 |
| 1953 | 03/16/2018 | MARC DONOHUE | Administrative Services / February 2018 | 250.00 |
| 1954 | 03/16/2018 | MICHAEL BAKER INTERNATIONAL | Planning Services / February 2018 | 3,120.00 |
| 1955 | 03/16/2018 | MUNICIPAL CODE CORP | Codification of Council Approved Ordinances | 1,570.81 |
| 1956 | 03/16/2018 | NIEVES LANDSCAPE, INC. | Landscape Maintenance / February - March 2018 | 12,731.25 |
| 1957 | 03/16/2018 | NUVIS | Landscape Architecture Services / January - February 2018 | 7,070.00 |
| 1958 | 03/16/2018 | ORANGE COUNTY REGISTER-NOTICES | Public Notices / February 2018 | 1,263.48 |
| 1959 | 03/16/2018 | PV MAINTENANCE INC | Street, City Hall & Park Maintenance / February 2018 | 14,977.52 |
| 1960 | 03/16/2018 | RAINTREE REALTY, LLC | Permit Deposit Balance Refund | 2,150.60 |
| 1961 | 03/16/2018 | RICOH USA, INC. | Copier Usage / February 2018 | 263.17 |
| 1962 | 03/16/2018 | RICOH USA, INC. | Copier Lease / March 2018 | 214.20 |
| 1963 | 03/16/2018 | S.C. SIGNS AND SUPPLIES LLC | Supplies / Recycling | 201.36 |
| 1964 | 03/16/2018 | SOUTHERN CALIFORNIA EDISON | Irrigation Controllers - Public ROW / February 2018 | 27.69 |
| 1965 | 03/16/2018 | SOUTHERN CALIFORNIA EDISON | Street Lighting - Public ROW / February 2018 | 1,972.98 |
| 1966 | 03/16/2018 | SOUTHERN CALIFORNIA EDISON | Traffic Signal Controllers / February 2018 | 264.20 |
| 1967 | 03/16/2018 | SOUTHERN CALIFORNIA EDISON | Traffic Signal Controllers / January - February 2018 | 1,150.10 |
| 1968 | 03/16/2018 | SOUTHERN CALIFORNIA EDISON | Street Lighting - Residential / February 2018 | 1,870.85 |
| 1969 | 03/16/2018 | SUNSET PROPERTY SERVICES | Street Sweeping Services / February 2018 | 2,723.96 |

**CITY OF LAGUNA WOODS
WARRANT REGISTER
4/18/2018**

| Date | Vendor Name | Description | Amount | |
|-------------|--------------------|-----------------------------------|---|----------------------------|
| 1970 | 03/16/2018 | THE GAS COMPANY | Gas Service - City Hall / February 2018 | 78.85 |
| 1971 | 03/16/2018 | WM CURBSIDE, LLC | HHW, Medicine & Sharps Program / February 2018 | 1,998.25 |
| 1972 | 03/16/2018 | MICHAEL BAKER INTERNATIONAL | Replacement Check for Check Number 1826 | 16,149.60 |
| 1973 | 03/30/2018 | AAA AWARDS & MONOGRAMMING | Plaque Engraving | 23.71 |
| 1974 | 03/30/2018 | AT&T | Telephone / 583-1105 / February 2018 | 20.31 |
| 1975 | 03/30/2018 | AT&T | Telephone / 581-3974 / March 2018 | 51.40 |
| 1976 | 03/30/2018 | BALLIET, MICHAEL | Waste Management Consulting Services / February 2018 | 901.25 |
| 1977 | 03/30/2018 | BUSINESS PLANS, INCORPORATED | 125 Cafeteria Plan Administration / March 2018 | 100.00 |
| 1978 | 03/30/2018 | CAA | Water Quality Consulting Services / February 2018 | 2,259.00 |
| 1979 | 03/30/2018 | CALIFORNIA YELLOW CAB | Taxi Voucher Service / February 2018 | 8,070.00 |
| 1979 | 03/30/2018 | CALIFORNIA YELLOW CAB | NEMT Taxi Voucher Service / February 2018 | 8,474.00 |
| 1980 | 03/30/2018 | CAPTIONING UNLIMITED | Closed Captioning Services / March 2018 | 200.00 |
| 1981 | 03/30/2018 | COMPUTER SERVICE COMPANY | Traffic Maintenance / February 2018 | 2,198.40 |
| 1982 | 03/30/2018 | COUNTY OF ORANGE | Newport Bay Watershed Cost-Share / Fiscal Year 2017-18 | 11,406.52 |
| 1983 | 03/30/2018 | DELTA DENTAL OF CALIFORNIA | Employee Benefits Program / April 2018 | 382.82 |
| 1984 | 03/30/2018 | HDL COREN & CONE | Property Tax Revenue Forecast | 2,100.00 |
| 1985 | 03/30/2018 | LYNDA GUTHRIE | Taxi Voucher Refund | 94.00 |
| 1986 | 03/30/2018 | MANAGED HEALTH NETWORK | Employee Benefits Program / April 2018 | 16.72 |
| 1987 | 03/30/2018 | MICHAEL BAKER INTERNATIONAL | Planning Services / February 2018 | 9,490.85 |
| 1987 | 03/30/2018 | MICHAEL BAKER INTERNATIONAL | Planning Services / February 2018 | 1,100.00 |
| 1988 | 03/30/2018 | NIEVES LANDSCAPE, INC. | Landscape Maintenance / March 2018 | 500.00 |
| 1989 | 03/30/2018 | PETTY CASH | Replenish Petty Cash (expenditures reported separately - also see Note 2) | 0.00 |
| 1990 | 03/30/2018 | PROTEL COMMUNICATIONS, INC | Telephone Maintenance / March 2018 | 179.00 |
| 1991 | 03/30/2018 | RED HAWK FIRE & SECURITY, LLC | Fire & Security Monitoring / April - June 2018 | 240.00 |
| 1992 | 03/30/2018 | RICOH USA, INC. | Copier Lease / April 2018 | 214.20 |
| 1993 | 03/30/2018 | SOUTHERN CALIFORNIA EDISON | Irrigation Controllers - Public ROW / March 2018 | 99.86 |
| 1994 | 03/30/2018 | STAPLES | Office & Janitorial Supplies | 71.77 |
| 1995 | 03/30/2018 | U.S. BANK | Credit Card Charges / March 2018 | 71.87 |
| 1996 | 03/30/2018 | VECTUS | City Hall Internet Service / April 2018 | 399.00 |
| 1997 | 03/30/2018 | VISION SERVICE PLAN OF AMERICA | Employee Benefits Program / April 2018 | 120.18 |
| 1998 | 03/30/2018 | WASTE MANAGEMENT OF ORANGE COUNTY | Supplies / Recycling | 1,048.19 |
| 1999 | 03/30/2018 | WILLDAN ENGINEERING | Code Enforcement Services / February 2018 | 2,030.00 |
| 1999 | 03/30/2018 | WILLDAN ENGINEERING | Building Official Services / February 2018 | 9,780.00 |
| 2000 | 03/30/2018 | YOLIE TRIPPY | Reimbursement / City Clerks Association Training | 443.01 |
| 2001 | 03/30/2018 | CIVIL SOURCE | Traffic & Engineering Services / January - February 2018 | 43,287.50 |
| | | | Total Bank Debits and Warrants: | <u>\$504,205.96</u> |

**CITY OF LAGUNA WOODS
WARRANT REGISTER
4/18/2018**

| Date | Vendor Name | Description | Amount |
|--|---------------------------------------|--------------------------|----------------------------|
| Petty Cash Expenditures Paid Out (See Note 2) | | | |
| | US Postal Office | Postage | 21.48 |
| | FedEx Office | Document Services | 29.58 |
| | Orange County Clerk-Recorder's Office | Document Recording | 52.00 |
| | The Home Depot | Supplies | 40.59 |
| | | Total Petty Cash: | <u><u>\$143.65</u></u> |
| | | TOTAL | <u><u>\$504,349.61</u></u> |

NOTES:

Note 1 - City Councilmembers are eligible to receive either a salary or vehicle reimbursement allowance in the amount of \$300 per month (\$3,600 per year). Such compensation is included in the City's regular payroll (see "ADP Payroll Services" under "Automatic Bank Debits"), unless waived by the Councilmember. For the month of April 2018, the following Councilmembers received compensation in the amount of \$300: Conners, Hatch, Horne, and Rainey.

Note 2 - Petty cash is reported as cash is paid out.

Note 3 - The table below summarizes credit card expenditures paid via Check #1995 to U.S. Bank totaling \$71.87.

FedEx Postage

Total Credit Card Reimbursement: 71.87
\$71.87

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6.4
COOPERATIVE PURCHASING AND
PROCUREMENT

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RESOLUTION NO. 18-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, MAKING DETERMINATIONS AND AUTHORIZATIONS RELATED TO USE OF THE NATIONAL JOINT POWERS ALLIANCE FOR PURCHASING AND PROCUREMENT BY THE CITY

WHEREAS, California Government Code Section 6502 allows two or more public agencies, if authorized by their legislative or other governing bodies, by agreement to jointly exercise any power common to the contracting parties, even though one or more of the parties may be located outside the state; and

WHEREAS, Laguna Woods Municipal Code Section 3.06.080 allows the City Council, City Manager, or purchasing officer to approve the purchase of goods or the procurement of services for which the City would normally follow its own bid procedures from a vendor who has been awarded a contract for the purchase of the same goods or the procurement of the same services by another public agency, if said public agency utilized bid procedures substantially similar to those normally utilized by the City. The amount of said purchase or procurement shall be based upon the cost bid for said public agency; and

WHEREAS, the National Joint Powers Alliance (“NJPA”) is a national cooperative purchasing program based in the State of Minnesota; and

WHEREAS, NJPA utilizes bid procedures substantially similar to those normally utilized by the City.

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

SECTION 1. The above recitals are true and correct.

SECTION 2. Use of NJPA as a cooperative agreement for the purchase of goods or the procurement of services is hereby authorized, subject to the provisions of Laguna Woods Municipal Code Chapter 3.06.

SECTION 3. The City Manager is hereby authorized to execute for and on behalf of the City of Laguna Woods, a public entity established under the laws of

the State of California, any actions necessary to make purchases or procurements utilizing NJPA. This authorization includes, but is not limited to, the execution and provision of any assurances and agreements required.

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

PASSED, APPROVED AND ADOPTED on this XX day of XX 2018.

CAROL MOORE, 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. 18-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 2018, by the following vote:

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

YOLIE TRIPPY, Deputy City Clerk

RESOLUTION NO. 18-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, MAKING DETERMINATIONS AND AUTHORIZATIONS RELATED TO USE OF THE U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE FOR PURCHASING AND PROCUREMENT BY THE CITY

WHEREAS, California Government Code Section 6502 allows two or more public agencies, if authorized by their legislative or other governing bodies, by agreement to jointly exercise any power common to the contracting parties, even though one or more of the parties may be located outside the state; and

WHEREAS, Laguna Woods Municipal Code Section 3.06.080 allows the City Council, City Manager, or purchasing officer to approve the purchase of goods or the procurement of services for which the City would normally follow its own bid procedures from a vendor who has been awarded a contract for the purchase of the same goods or the procurement of the same services by another public agency, if said public agency utilized bid procedures substantially similar to those normally utilized by the City. The amount of said purchase or procurement shall be based upon the cost bid for said public agency; and

WHEREAS, the U.S. Communities Government Purchasing Alliance (“U.S. Communities”) is a national cooperative purchasing program presently co-sponsored by the National Association of Counties, National League of Cities, Association of School Business Officials, United States Conference of Mayors, and National Governors Association; and

WHEREAS, U.S. Communities utilizes bid procedures substantially similar to those normally utilized by the City.

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

SECTION 1. The above recitals are true and correct.

SECTION 2. Use of U.S. Communities as a cooperative agreement for the purchase of goods or the procurement of services is hereby authorized, subject to the provisions of Laguna Woods Municipal Code Chapter 3.06.

SECTION 3. The City Manager is hereby authorized to execute for and on behalf of the City of Laguna Woods, a public entity established under the laws of the State of California, any actions necessary to make purchases or procurements utilizing U.S. Communities. This authorization includes, but is not limited to, the execution and provision of any assurances and agreements required.

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

PASSED, APPROVED AND ADOPTED on this XX day of XX 2018.

CAROL MOORE, 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. 18-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 2018, by the following vote:

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

YOLIE TRIPPY, Deputy City Clerk

6.5
AUDIT SERVICES

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**AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
BROWN ARMSTRONG ACCOUNTANCY CORPORATION
FOR AUDIT SERVICES**

This AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT"), is made and entered into this 1st day of May 2018 ("EFFECTIVE DATE"), by and among the City of Laguna Woods, a California municipal corporation ("CITY"), and Brown Armstrong Accountancy Corporation ("CONSULTANT").

In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

SECTION 1. TERM OF AGREEMENT.

Subject to the provisions of SECTION 19 "TERMINATION OF AGREEMENT" of this AGREEMENT, the term of this AGREEMENT shall be for a period beginning on May 1, 2018 and ending at 11:59 p.m. on December 31, 2020. Such term may be extended upon written agreement of both parties to this AGREEMENT.

SECTION 2. SCOPE OF SERVICES.

CONSULTANT shall perform the services set forth in EXHIBIT "A" "SCOPE OF SERVICES" and made a part of this AGREEMENT. All work to be performed by CONSULTANT shall be coordinated with, and approved by City Manager of CITY or his or her designee. CONSULTANT shall not begin work on any individual task or assignment until authorized by the City Manager of CITY or his or her designee to proceed.

SECTION 3. ADDITIONAL SERVICES.

CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to or outside of those set forth in this AGREEMENT or listed in EXHIBIT "A" "SCOPE OF SERVICES", unless such additional services are authorized in advance and in writing by the City Council or the City Manager of CITY or his or her designee. CONSULTANT shall be compensated for any such additional services only in the amounts and in the manner agreed to by the City Council or City Manager of CITY or his or her designee.

SECTION 4. COMPENSATION AND METHOD OF PAYMENT.

(a) Subject to any limitations set forth in this AGREEMENT, CITY agrees to pay CONSULTANT the amounts specified in EXHIBIT "B" "COMPENSATION" and made a part of this AGREEMENT. CONSULTANT shall perform work only as requested by CITY.

ITEM 6.5

This AGREEMENT does not state, convey, imply or infer a specific, minimum or expected amount of work or compensation for as needed services or reimbursables. Compensation for services shall not exceed the amounts specified in EXHIBIT "B" "COMPENSATION".

(b) No later than the 15th of each month CONSULTANT shall furnish to CITY an **original** invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the categories required by CITY, which are subject to change at the discretion of CITY. CITY shall independently review each invoice submitted by the CONSULTANT to determine whether the work performed and expenses incurred are in compliance with the provisions of this AGREEMENT. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection (c). In the event that any charges or expenses are disputed by CITY, the original invoice shall be returned by CITY to CONSULTANT for correction and resubmission.

(c) Except as to any charges for work performed or expenses incurred by CONSULTANT which are disputed by CITY, CITY will use its best efforts to cause CONSULTANT to be paid within thirty (30) days of receipt of CONSULTANT's invoice.

(d) Payment to CONSULTANT for work performed pursuant to this AGREEMENT shall not be deemed to waive any defects in work performed by CONSULTANT, nor to constitute any waiver of any type of relief or remedy, legal or equitable, arising out of any breach or nonperformance of any aspect of the AGREEMENT by CONSULTANT.

SECTION 5. INSPECTION AND FINAL ACCEPTANCE.

CITY may inspect and accept or reject any of CONSULTANT's work under this AGREEMENT, either during performance or when completed. CITY shall reject or finally accept CONSULTANT's work in its discretion within sixty (60) days after submitted to CITY. Any rejection of work by CITY shall be by written explanation. Acceptance of any of CONSULTANT's work by CITY shall not constitute a waiver of any of the provisions of this AGREEMENT including, but not limited to, sections 15 and 16, pertaining to indemnification and insurance, respectively.

SECTION 6. OWNERSHIP OF DOCUMENTS.

All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by CONSULTANT in the course of providing any services pursuant to this AGREEMENT shall become the sole property of CITY and may be used, reused or otherwise disposed of by CITY without the permission of the CONSULTANT. Upon completion, expiration or termination of this AGREEMENT, CONSULTANT shall turn over to CITY all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents, notwithstanding any billing or compensation disputes that may then exist between CITY and CONSULTANT.

SECTION 7. CONSULTANT'S BOOKS AND RECORDS.

(a) CONSULTANT shall maintain any and all documents and records demonstrating or relating to CONSULTANT's and any of CONSULTANT's subcontractors' performance of services pursuant to this AGREEMENT. CONSULTANT shall maintain any and all drafts of studies or planning documents, correspondence, notices, ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to CITY pursuant to this AGREEMENT. Any and all such documents or records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by CONSULTANT pursuant to this AGREEMENT. Any and all such documents or records shall be maintained for five (5) years from the end of the term of this AGREEMENT and to the extent required by laws relating to audits of public agencies and their expenditures.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, at any time during regular business hours, upon written request by CITY, Federal government, State of California, or their designated representatives. Copies of such documents or records shall be provided directly to the requesting party for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at CONSULTANT's address indicated for receipt of notices in this AGREEMENT.

(c) Where CITY has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or discarded due to dissolution or termination of CONSULTANT's business, CITY may, by written request, require that custody of such documents or records be given to the requesting party and that such documents and records be maintained by the requesting party. Access to such documents and records shall be granted to CITY, as well as to its successors-in-interest and authorized representatives.

(d) CONSULTANT shall prepare and submit to CITY reports concerning the performance of the work in this AGREEMENT as CITY shall require.

SECTION 8. STATUS OF CONSULTANT.

(a) CONSULTANT is and shall at all times remain a wholly independent contractor and not an officer, official, employee or agent of CITY. CONSULTANT shall have no authority to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of or against CITY, whether by contract or otherwise, unless such authority is expressly conferred under this AGREEMENT or is otherwise expressly conferred in writing by CITY.

(b) The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of

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CITY, shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, officials, employees or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that CONSULTANT or any of CONSULTANT's officers, officials, employees or agents is in any manner officials, officers, employees or agents of CITY.

(c) Neither CONSULTANT, nor any of CONSULTANT's officers, officials, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to CITY'S employees. CONSULTANT expressly waives any claim CONSULTANT may have to any such rights.

(d) This AGREEMENT shall in no way prohibit the CITY from entering into other agreements or contracts, hiring staff or making other such arrangements with other persons and/or entities relative to the services set forth in EXHIBIT "A" "SCOPE OF SERVICES".

SECTION 9. STANDARD OF PERFORMANCE.

CONSULTANT represents and warrants that it has the qualifications, experience, personnel, and facilities necessary to properly perform the services required under this AGREEMENT in a thorough, competent and professional manner. CONSULTANT shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this AGREEMENT, CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of CONSULTANT under this AGREEMENT.

SECTION 10. COMPLIANCE WITH APPLICABLE LAWS; PERMITS AND LICENSES.

(a) CONSULTANT shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this AGREEMENT, including but not limited to regulations and rules pertaining to any grant awards or third-party funding with which this AGREEMENT is funded in whole or in part. CONSULTANT shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this AGREEMENT. CITY shall not be responsible for monitoring CONSULTANT's compliance with federal, state, and local laws, statutes, codes, ordinances, or regulations. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall be liable, at law or in equity, as a result of any failure of CONSULTANT to comply with this section.

(b) CONSULTANT shall not be debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs, or from receiving Federal contracts, subcontracts, or financial or nonfinancial assistance or benefits, under Executive Order 12549, "Debarment and Suspension" (24 CFR 85.35) or other Federal laws, statutes, codes, ordinances, regulations or rules, at any time during the term of this AGREEMENT.

SECTION 11. NONDISCRIMINATION.

CONSULTANT shall not discriminate, in any way, against any person on the basis of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics in connection with or related to the performance of this AGREEMENT.

SECTION 12. UNAUTHORIZED ALIENS.

CONSULTANT shall comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, et seq., as amended from time to time or replaced by a successor statute, and in connection therewith, shall not employ unauthorized aliens as defined therein. The term "unauthorized aliens" means and includes "undocumented foreign nationals" as defined in the proposed Federal Correcting Hurtful and Alienating Names in Government Expression (CHANGE) Act (H.R. 3785, introduced October 21, 2015). Should CONSULTANT so employ such unauthorized aliens for the performance of work and/or services covered by this AGREEMENT, and should the any liability or sanctions be imposed against CITY for such use of unauthorized aliens, CONSULTANT shall reimburse CITY for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by CITY.

SECTION 13. CONFLICTS OF INTEREST.

(a) CONSULTANT covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of CITY or which would in any way hinder CONSULTANT's performance of services under this AGREEMENT. CONSULTANT further covenants that in the performance of this AGREEMENT, no person having any such interest shall be employed by it as an officer, official, employee, agent or subcontractor without the express written consent of the City Manager of CITY or his or her designee. CONSULTANT agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY in the performance of this AGREEMENT.

(b) CITY understands and acknowledges that CONSULTANT is, as of the date of execution of this AGREEMENT, independently involved in the performance of non-related services for other governmental agencies and private parties. CONSULTANT is unaware of any stated position of CITY relative to such projects. Any future position of CITY on such projects shall not be considered a conflict of interest for purposes of this section.

SECTION 14. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION.

(a) All information gained or work product produced by CONSULTANT in performance of this AGREEMENT shall be considered confidential, unless such information is in the public domain or already known to CONSULTANT. CONSULTANT shall not release or disclose any such information or work product to persons or entities other than CITY without prior written authorization from the City Manager of CITY or his or her designee, except as may be required by law.

(b) CONSULTANT, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager of CITY or his or her designee or unless requested by the City Attorney of CITY, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this AGREEMENT. Response to a subpoena or court order shall not be considered "voluntary" provided CONSULTANT gives CITY notice of such court order or subpoena.

(c) If CONSULTANT, or any officer, employee, agent or subcontractor of CONSULTANT, provides any information or work product in violation of this AGREEMENT, then CITY shall have the right to reimbursement and indemnity from CONSULTANT for any damages, costs and fees, including attorneys fees, caused by or incurred as a result of CONSULTANT's conduct.

(d) CONSULTANT shall promptly notify CITY should CONSULTANT, its officers, officials, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this AGREEMENT or the work performed thereunder. CITY retains the right, but has no obligation, to represent CONSULTANT or be present at any deposition, hearing or similar proceeding. CONSULTANT agrees to cooperate fully with CITY and to provide CITY with the opportunity to review any response to discovery requests provided by CONSULTANT. However, this right to review any such response does not imply or mean the right by CITY to control, direct, or rewrite said response.

SECTION 15. INDEMNIFICATION.

(a) CITY and its respective elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "INDEMNITEES") shall have no liability to CONSULTANT or any other person for, and CONSULTANT shall indemnify, defend and hold harmless INDEMNITEES from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements (collectively "CLAIMS"), which INDEMNITEES may suffer or incur or to which INDEMNITEES may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise occurring as a

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result of the CONSULTANT's performance of or failure to perform any services under this AGREEMENT or by the negligent or willful acts or omissions of CONSULTANT, its agents, officers, directors, subcontractors or employees, committed in performing any of the services under this AGREEMENT, including without limitation the violation of any federal, state, and local law, statute, code, ordinance, regulation, or rule.

(b) If any action or proceeding is brought against INDEMNITEES by reason of any of the matters against which CONSULTANT has agreed to indemnify INDEMNITEES as provided above, CONSULTANT, upon notice from CITY, shall defend INDEMNITEES at CONSULTANT's expense by counsel acceptable to CITY, such acceptance not to be unreasonably withheld. INDEMNITEES need not have first paid for any of the matters to which INDEMNITEES are entitled to indemnification in order to be so indemnified. The insurance required to be maintained by CONSULTANT under Section 16 shall insure CONSULTANT's obligations under this section, but the limits of such insurance shall not limit the liability of CONSULTANT hereunder. The provisions of this section shall survive the expiration or earlier termination of this AGREEMENT.

(c) The provisions of this section do not apply to CLAIMS occurring as a result of the CITY's sole negligence or willful acts or omissions.

SECTION 16. INSURANCE.

CONSULTANT agrees to obtain and maintain in full force and effect during the term of this AGREEMENT the insurance policies set forth in EXHIBIT "C" "INSURANCE" and made a part of this AGREEMENT. All insurance policies shall be subject to approval by CITY as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City Manager of CITY or his or her designee. CONSULTANT agrees to provide CITY with copies of required policies upon request.

SECTION 17. ASSIGNMENT.

The expertise and experience of CONSULTANT are material considerations for this AGREEMENT. CITY has an interest in the qualifications of and capability of the persons and entities who will fulfill the duties and obligations imposed upon CONSULTANT under this AGREEMENT. In recognition of that interest, CONSULTANT shall not assign or transfer this Agreement or any portion of this AGREEMENT or the performance of any of CONSULTANT's duties or obligations under this AGREEMENT without the prior written consent of the City Council. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this AGREEMENT entitling CITY to any and all remedies at law or in equity, including summary termination of this AGREEMENT. CITY acknowledges, however, that CONSULTANT, in the performance of its duties pursuant to this AGREEMENT, may utilize subcontractors. CONSULTANT shall be solely liable and responsible for the actions, conduct, and performance of subcontractors, including but not limited to ensuring their compliance with Section 10 of this AGREEMENT (Compliance with Applicable Laws; Permits and Licenses).

SECTION 18. CONTINUITY OF PERSONNEL.

CONSULTANT shall make every reasonable effort to maintain the stability and continuity of CONSULTANT's staff assigned to perform the services required under this AGREEMENT. CONSULTANT shall obtain approval, in writing, from CITY of any changes in CONSULTANT's staff assigned to perform the services required under this AGREEMENT, prior to any such performance.

SECTION 19. TERMINATION OF AGREEMENT.

(a) CITY may terminate this AGREEMENT, with or without cause, at any time by giving thirty (30) days written notice of termination to CONSULTANT. In the event such notice is given, CITY may require CONSULTANT to cease immediately all work in progress.

(b) CONSULTANT may terminate this AGREEMENT at any time upon sixty (60) days written notice of termination to CITY. In the event such notice is given, CITY may require CONSULTANT to cease immediately all work in progress.

(c) If CONSULTANT fails to perform any material obligation under this AGREEMENT, then, in addition to any other remedies, CITY may terminate this AGREEMENT immediately upon written notice.

(d) Upon termination of this AGREEMENT by either CONSULTANT or CITY, all property belonging exclusively to CITY which is in CONSULTANT's possession shall be returned to CITY immediately upon demand by CITY, notwithstanding any billing disputes that may then exist under this AGREEMENT. CONSULTANT shall furnish to CITY a final invoice for work performed and expenses incurred by CONSULTANT, prepared as set forth in SECTION 4 of this AGREEMENT. This final invoice shall be reviewed and paid in the same manner as set forth in SECTION 4 of this AGREEMENT.

SECTION 20. DEFAULT.

In the event that CONSULTANT is in default under the terms of this AGREEMENT, the CITY shall not have any obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and may terminate this AGREEMENT immediately by written notice to the CONSULTANT.

SECTION 21. EXCUSABLE DELAYS.

CONSULTANT shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of CONSULTANT. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this AGREEMENT shall be equitably adjusted for any delays due to such causes.

SECTION 27. WAIVER.

Waiver by any party to this AGREEMENT of any term, condition, or covenant of this AGREEMENT shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this AGREEMENT shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this AGREEMENT. Acceptance by CITY of any work or services by CONSULTANT shall not constitute a waiver of any of the provisions of this AGREEMENT.

SECTION 28. LAW TO GOVERN; VENUE.

This AGREEMENT shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Orange. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the District of California in which CITY is located.

SECTION 29. ATTORNEYS FEES, COSTS AND EXPENSES.

In the event litigation or other proceeding is required to enforce or interpret any provision of this AGREEMENT, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorney's fees, costs and expenses, in addition to any other relief to which it may be entitled.

SECTION 30. ENTIRE AGREEMENT.

This AGREEMENT, including the attached EXHIBITS "A" through "C", is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between CONSULTANT and CITY prior to the execution of this AGREEMENT. No statements, representations or other agreements, whether oral or written, made by any party which is not embodied herein shall be valid and binding. No amendment to this AGREEMENT shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 31. SEVERABILITY.

If a term, condition or covenant of this AGREEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this AGREEMENT shall not be affected thereby and the AGREEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 32. NO THIRD PARTY BENEFICIARIES.

This AGREEMENT, its provisions, and its covenants, are for the sole and exclusive benefit of CITY and CONSULTANT. No other parties or entities are intended to be,

nor shall be considered, beneficiaries of the performance by either party of any of the obligations under this AGREEMENT.

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

CITY OF LAGUNA WOODS:

By _____
Carol Moore, Mayor

CONSULTANT:

By _____
Lindsey McGuire, Principal

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

EXHIBIT "A"
SCOPE OF SERVICES

CONSULTANT shall perform and complete audit services by providing all labor, tools, equipment, materials, and supplies necessary to complete work in a professional, thorough, and timely manner, in accordance with standards and specifications as contained in this AGREEMENT.

General Requirements

CONSULTANT shall provide services including, but not limited to:

- CONSULTANT shall express an opinion on the fair presentation of CITY's basic financial statements in conformity with Generally Accepted Auditing Standards ("GAAS") and Generally Accepted Accounting Principles ("GAAP").
- CONSULTANT is not required to audit the combining and individual fund financial statements and supporting schedules; however, CONSULTANT shall provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements.
- CITY's prepared complete comprehensive annual financial reports which may be submitted for consideration of award for outstanding financial reporting to the California Society of Municipal Finance Officers ("CSMFO") and/or the Government Finance Officers Association ("GFOA") at CITY's discretion. CONSULTANT shall not be required to audit the statistical section of the report; however, CONSULTANT shall be required to provide an "in-relation-to" report on the supporting statistical schedules based on the auditing procedures applied during the audit of the basic financial statements.
- CONSULTANT shall provide an "in-relation-to" report on the schedule of federal financial assistance based on the auditing procedures applied during the audit of the basic financial statements. The minimum auditing standards set forth in the Single Audit Act Amendments of 1996 and the U.S. Office of Management and Budget's Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations* shall be met in those years in which a single audit is required.
- CONSULTANT shall assist and advise CITY, as requested, in the preparation of reports and schedules for comprehensive annual financial reports including, but not limited to, reports and schedules for the Government-Wide Financial Statements, Fund Financial Statements, Notes to Basic Financial Statements, Required Supplementary Information, and Supplementary Schedules. CONSULTANT shall provide CITY with draft copies of the audited financial statements and suggested adjusting journal entries, if any.
- CONSULTANT shall provide ten (10) printed and spiral bound copies of annual financial reports and one (1) labeled CD containing an electronic copy of annual financial reports.

Reports to be Issued

- A report on the fair presentation of the financial statements of CITY, in conformity with generally accepted accounting principles.
- An “in-relation-to” report on the supporting statistical schedules.
- An “in-relation-to” report on the schedule of federal financial assistance.
- A single audit report, if applicable.
- A report on compliance with general and specific requirements related to major and non-major federal financial assistance programs.
- A report on compliance with the Gann appropriation limit.
- A report on the internal control structure based on CONSULTANT’s understanding of the control structure and assessment of control risk.
- A report on compliance with applicable laws and regulations. The report on compliance shall include information on all instances of noncompliance.
- In the required reports on internal controls, CONSULTANT shall communicate any reportable conditions found during the audit. A “reportable condition” is defined for the purpose of this AGREEMENT as a significant deficiency in the design or operation of the internal control structure, which could adversely affect CITY’s ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also considered material weaknesses shall be identified as such in the reports.
- Non-reportable conditions discovered by CONSULTANT shall be reported in a separate letter to CITY’s management, which shall be referred to in the report on internal controls.
- CONSULTANT shall provide a separate and immediate written report of all irregularities and illegal acts of which they become aware to the five (5) members of the City Council, the City Manager of CITY, and the City Attorney of CITY.
- Any other report required by GAAS or other authoritative guidance.

Other Requirements

- CONSULTANT shall participate in two meetings of the City Council’s Ad Hoc Audit Committee (or, similar meetings at CITY’s discretion) per audit. The first meeting shall occur pre-audit and include, but not be limited to, the auditor providing the Ad Hoc Audit Committee with information on the audit process and changes in audit practices, as well as obtaining specific directions from the Ad Hoc Audit Committee about the forthcoming engagement. The second meeting shall coincide with the submission of the audit reports and include a review of submittals and findings.
- CONSULTANT shall participate in one meeting of the City Council per audit to present the audit’s findings and answer related questions.
- In addition to completing the annual audit, CONSULTANT shall be available during normal business hours throughout the term of the agreement to provide CITY with advice and guidance on financial accounting and reporting issues. CONSULTANT shall also keep CITY abreast of the working requirements of all new accounting and financial

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reporting pronouncements of the U.S. Office of Management and Budget, the State of California, the Governmental Accounting Standards Board, and other applicable agencies.

- CONSULTANT shall designate audit personnel to include a designated senior staff member, manager, director, or partner, who will be responsible for responding to CITY telephone calls and email communications within one (1) business day.

Time Requirements

CONSULTANT shall complete the review of CITY's internal control and compliance by the first week of each November and the audit report by the second week of each November.

Fund Structure

CITY's fund structure is subject to change at CITY's discretion and shall not affect the compensation set forth in EXHIBIT "B" of this AGREEMENT.

Operational Information

CITY staff shall be made available to locate documents (e.g., invoices, warrants, City Council minutes, and budget policies) and type all confirmation requests. CITY staff, at CONSULTANT's request, may also prepare account analysis and posted transaction schedules. The preparation of standard audit working papers shall be the responsibility of CONSULTANT.

CITY shall provide CONSULTANT with workspace, telephone, and access to photocopier and fax equipment at City Hall, as necessary and available. CONSULTANT shall provide its own personal computers and office supplies.

EXHIBIT "B"
COMPENSATION

CONSULTANT shall be compensated using the following rates:

Table 1-1: Compensation Schedule – Audits of Annual Financial Statements

| | Fixed Fee (including Single Audit) | Fixed Fee (excluding Single Audit) |
|------------------------------|---------------------------------------|---------------------------------------|
| Audit of Fiscal Year 2017-18 | \$25,000 | \$22,000 |
| Audit of Fiscal Year 2018-19 | \$25,000 | \$22,000 |
| Audit of Fiscal Year 2019-20 | \$25,000 | \$22,000 |

Table 1-2: Compensation Schedule – Advice and Guidance on Financial Accounting and Reporting Issues

| Description | Rate* |
|--|--|
| May 1, 2018 through June 30, 2019 | \$100 per hour |
| July 1, 2019 through June 30, 2020 | \$100 per hour |
| July 1, 2020 through December 31, 2020 | \$100 per hour |
| Periodic Governmental Continuing Professional Education (CPE) at CONSULTANT's Office | \$0 for up to two CITY representatives; rate established by CONSULTANT for CITY representatives in excess of two |

* All "per hour" services shall be provided on an as-needed basis with no specific, minimum, or expected amount of work or compensation.

The rates set forth in Table 1-1 and Table 1-2 are "all inclusive". CITY shall not provide separate or supplemental compensation to CONSULTANT.

EXHIBIT "C"
INSURANCE

A. Insurance Requirements. CONSULTANT shall provide and maintain insurance, acceptable to the City Manager of CITY or his or her designee or City Attorney, in full force and effect throughout the term of this AGREEMENT, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by CONSULTANT, its agents, representatives or employees. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII. CONSULTANT shall provide the following scope and limits of insurance:

1. Minimum Scope of Insurance. Coverage shall be at least as broad as:

(1) Insurance Services Office form Commercial General Liability coverage (Occurrence Form CG 0001).

(2) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, including code 1 "any auto" and endorsement CA 0025, or equivalent forms subject to the written approval of CITY.

(3) Workers' Compensation insurance as required by the Labor Code of State of California and Employer's Liability insurance and covering all persons providing services on behalf of the CONSULTANT and all risks to such persons under this AGREEMENT.

2. Minimum Limits of Insurance. CONSULTANT shall maintain limits of insurance no less than:

(1) General Liability: \$1,000,000 per occurrence for all covered losses and no less than \$2,000,000 general aggregate for bodily injury, personal injury and property damage.

(2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

(3) Workers' Compensation and Employer's Liability: Workers' Compensation as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.

B. Other Provisions. Insurance policies required by this AGREEMENT shall contain the following provisions:

1. All Policies. Each insurance policy required by this AGREEMENT shall be endorsed and state that the coverage shall not be suspended, voided, cancelled by the insurer

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or either party to this AGREEMENT, reduced in coverage or in limits except after 30 days' prior written notice by Certified mail, return receipt requested, has been given to the City Manager of CITY or his or her designee.

2. General Liability and Automobile Liability Coverages.

(1) CITY, and its respective elected and appointed officers, officials, and employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities CONSULTANT performs; products and completed operations of CONSULTANT; premises owned, occupied or used by CONSULTANT; or automobiles owned, leased, hired or borrowed by CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to CITY, and their respective elected and appointed officers, officials, or employees.

(2) CONSULTANT's insurance coverage shall be primary insurance with respect to CITY, and its respective elected and appointed, its officers, officials, employees and volunteers. Any insurance or self insurance maintained by CITY, and its respective elected and appointed officers, officials, employees or volunteers, shall apply in excess of, and not contribute with, CONSULTANT's insurance.

(3) CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(4) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to CITY, and its respective elected and appointed officers, officials, employees or volunteers.

3. Workers' Compensation and Employer's Liability Coverage. Unless the City Manager of CITY or his or her designee otherwise agrees in writing, the insurer shall agree to waive all rights of subrogation against CITY, and its respective elected and appointed officers, officials, employees and agents for losses arising from work performed by CONSULTANT.

C. Other Requirements. CONSULTANT agrees to deposit with CITY, at or before the effective date of this contract, certificates of insurance necessary to satisfy CITY that the insurance provisions of this contract have been complied with. The City Attorney may require that CONSULTANT furnish CITY with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. CITY reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

1. CONSULTANT shall furnish certificates and endorsements from each subcontractor identical to those CONSULTANT provides.

2. Any deductibles or self-insured retentions must be declared to and

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approved by CITY. At the option of CITY, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY or its respective elected or appointed officers, officials, employees and volunteers or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

3. The procuring of such required policy or policies of insurance shall not be construed to limit CONSULTANT's liability hereunder nor to fulfill the indemnification provisions and requirements of this AGREEMENT.

6.6

**BUILDING INSPECTION, PERMIT COUNTER,
AND BUILDING OFFICIAL SERVICES**

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**AMENDMENT AND EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
CIVILSOURCE, INC.
FOR BUILDING INSPECTION, PERMIT COUNTER,
AND BUILDING OFFICIAL SERVICES**

This AMENDMENT AND EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on September 17, 2014 by and among the City of Laguna Woods, a California municipal corporation ("CITY") and CivilSource, Inc. ("CONSULTANT"), is made and entered into this 18th day of April 2018 by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between October 1, 2014 and 11:59 p.m. on June 30, 2016; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties to the AGREEMENT for any applicable mutually agreeable period through a maximum of 11:59 p.m. on June 30, 2020; and

WHEREAS, the term of the AGREEMENT was previously extended for periods 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 AMENDMENT of EXHIBIT "B" of the AGREEMENT to modify the rate of compensation for the Permit Assistant from "\$30 per hour¹" to "\$31.50 per hour¹". The Permit Assistant's duties may include issuing building permits in absence of, or to augment, the Permit Counter Specialist.

2. CITY and CONSULTANT hereby agree to an EXTENSION of the AGREEMENT for a period beginning on July 1, 2018 and ending at 11:59 p.m. on June 30, 2019 with no changes to the terms and conditions of the AGREEMENT.

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 _____
Amy Amirani, Vice President

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

6.7
CERTIFIED ACCESS SPECIALIST (CASP) AND
BUILDING PLAN REVIEW SERVICES

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**EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
CSG CONSULTANTS, INC.
FOR CERTIFIED ACCESS SPECIALIST (CASp)
AND BUILDING PLAN REVIEW SERVICES**

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on September 17, 2014 by and among the City of Laguna Woods, a California municipal corporation ("CITY") and CSG Consultants, Inc. ("CONSULTANT"), is made and entered into this 18th day of April 2018 by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between September 19, 2014 and 11:59 p.m. on June 30, 2016; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties to the AGREEMENT for any applicable mutually agreeable period through a maximum of 11:59 p.m. on June 30, 2020; and

WHEREAS, the term of the AGREEMENT was previously extended for periods 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, 2018 and ending at 11:59 p.m. on June 30, 2019 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

CONSULTANT:

By _____
Cyrus Kianpour, President

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

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6.8
CITY ENGINEERING AND TRAFFIC
OPERATIONS SERVICES

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**EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
CIVILSOURCE, INC.
FOR CITY ENGINEERING AND TRAFFIC OPERATIONS SERVICES**

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on June 17, 2015 by and among the City of Laguna Woods, a California municipal corporation ("CITY") and CivilSource, Inc. ("CONSULTANT"), is made and entered into this 18th day of April 2018 by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between July 1, 2015 and 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 to the AGREEMENT for any applicable mutually agreeable period through a maximum of 11:59 p.m. on June 30, 2020; and

WHEREAS, the term of the AGREEMENT was previously extended for the period 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, 2018 and ending at 11:59 p.m. on June 30, 2019 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

CONSULTANT:

By _____
Amy Amirani, Vice President

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

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6.9
STREET SWEEPING SERVICES

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**EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
SUNSET PROPERTY SERVICES
FOR STREET SWEEPING SERVICES**

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on February 15, 2017 by and among the City of Laguna Woods, a California municipal corporation ("CITY") and Sunset Property Services ("CONSULTANT"), is made and entered into this 18th day of April 2018 by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between May 1, 2017 and 11:59 p.m. on June 30, 2018; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties to the AGREEMENT for any applicable mutually agreeable period through a maximum of 11:59 p.m. on June 30, 2020.

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, 2018 and ending at 11:59 p.m. on June 30, 2019 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

CONSULTANT:

By _____
John D. Howhannesian, President

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

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6.10
WATER QUALITY SERVICES

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**EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
CHARLES ABBOTT ASSOCIATES, INC.
FOR WATER QUALITY SERVICES**

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on May 28, 2014 by and among the City of Laguna Woods, a California municipal corporation ("CITY") and Charles Abbott Associates, Inc. ("CONSULTANT"), is made and entered into this 18th day of April 2018 by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between June 13, 2014 and 11:59 p.m. on June 30, 2016; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties to the AGREEMENT for any applicable mutually agreeable period through a maximum of 11:59 p.m. on June 30, 2019; and

WHEREAS, the term of the AGREEMENT was previously extended for periods 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, 2018 and ending at 11:59 p.m. on June 30, 2019 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

CONSULTANT:

By _____
Rusty R. Reed, President

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

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6.11

**AMERICANS WITH DISABILITIES ACT (ADA)
PEDESTRIAN ACCESSIBILITY IMPROVEMENT
PROJECT: PHASE 1 (MOULTON PARKWAY)
*(NO REPORT)***

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7.1
BUILDING, PLANNING, AND
ENCROACHMENT PERMIT FEES

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City of Laguna Woods Agenda Report

TO: Honorable Mayor and City Councilmembers
FROM: Christopher Macon, City Manager
FOR: April 18, 2018 Regular Meeting
SUBJECT: Building, Planning, and Encroachment Permit Fees

Recommendation

1. Receive staff report.

AND
2. Open public hearing.

AND
3. Receive public testimony.

AND
4. Close public hearing.

AND
5. Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING NEW AND INCREASED OR MODIFIED BUILDING AND PLANNING SERVICES FEES, AND ENCROACHMENT PERMIT FEES

Background

ClearSource Financial, under contract with the City, recently completed a study of the “nexus” between the City’s fees and the reasonable costs of providing building and planning services, as well as encroachment permitting (Attachment A). That study is a part of the City’s annual evaluation of the adequacy and rationality of its fees, including its reasonable costs of providing services.

The Building, Planning, and Encroachment Permit Fee Study includes calculations of how fees would need to be established in order to recover the City’s reasonable costs of providing services. State law prohibits the City from charging more than its reasonable costs. While the City may charge less than its reasonable costs, the practical implication of doing so is that subsidies would then be borne by taxpayers as the City covers its costs with property tax, sales tax, or other revenues that could otherwise be used to fund and maintain other programs, projects, and services.

To assist with the preparation of the Building, Planning, and Encroachment Permit Fee Study and proposed fee schedule, a Central Service Cost Allocation Plan and Indirect Cost Rate Calculation-Full Cost Plan was prepared with estimates of the citywide overhead costs eligible for recovery from fees. The outcomes of the Central Service Cost Allocation Plan and Indirect Cost Rate Calculation-Full Cost Plan have been incorporated into the Building, Planning, and Encroachment Permit Fee Study, including an indirect cost rate of 28%.

Discussion

At today’s meeting, the City Council will conduct a public hearing regarding the proposed Building, Planning, and Encroachment Permit Fee Schedule (Attachment B), after which adoption will be considered. In accordance with state law, any new and increased or modified fees could take effect no less than 60 days from the date of adoption. Staff recommends an effective date of June 18, 2018.

Fees are proposed to be set at the City’s reasonable cost of providing services, except in instances where state law limits the City’s ability to charge more than a specified amount (e.g., certain types of solar energy systems) and for certain special purpose fees (e.g., appeals of planning decisions). Each proposed fee adjustment is identified in the Building, Planning, and Encroachment Permit Fee Study.

The proposed Building, Planning, and Encroachment Permit Fee Schedule would also newly empower the City Manager to waive or reduce all building permit fees

for improvements to the home of a veteran with a qualifying disability that are made to accommodate that disability, as provided for by California Senate Bill 330, which was approved by Governor Brown on September 25, 2017.

Environmental Review

This action is not subject to the California Environmental Quality Act (Pub. Resources Code, Sec. 21000 et seq.) (“CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3. CEQA Guideline section 15378(b)(4) excludes “government funding mechanisms or other government fiscal activities” from its definition of “project” when they “do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment,” as is the case here. Even if this action were subject to CEQA, it would be categorically exempt under CEQA Guideline section 15273, which applies to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by the City, when such charges are for the purpose of (1) meeting operating expenses, including employee wage rates and fringe benefits, and (2) purchasing or leasing supplies, equipment, or materials – as is the case with the building, planning, and encroachment permit fees. Finally, this action is exempt from CEQA based on CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Fiscal Impact

The proposed Building, Planning, and Encroachment Permit Fee Schedule would modify cost recovery for most fees to 100% and would include both fee increases and fee reductions. In accordance with state law, revenue from fees would offset only the City’s reasonable costs of providing services.

Fee waivers and reductions for veterans pursuant to California Senate Bill 330 are expected to be infrequent and have a negligible impact on the General Fund.

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

Attachments: A – Building, Planning, and Encroachment Permit Fee Study

B – Proposed Resolution

Exhibit A – Proposed Building, Planning, and Encroachment Permit Fee Schedule

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City of Laguna Woods
Building, Planning, and Encroachment Permit Fee Study

- March 2018 -



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Executive Summary

Background

The City of Laguna Woods conducts periodic examinations of the various user and regulatory fees it collects. Routinely examining the costs of providing fee related services and making deliberate decisions about the recovery of costs and fee modifications helps cities maintain fiscal sustainability and respond to the changing needs of citizens, changes in regulations, and changes in local and regional economies.

The current study examines the City's costs of providing building, planning, and encroachment permit fee-related services. The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees (charges) recommended as a result of this study are not a tax as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor's burdens on, or benefits received from, the activities and services provided by the City of Laguna Woods.

The primary goals of this study were to:

- Identify the full cost of providing building, planning, and encroachment fee-related services
- Calculate fully-burdened hourly rates for fee-related service providers
- Determine current cost recovery levels
- Examine existing fee calculation methodologies and modify, if necessary, to more closely align calculation methodology to the cost of services being provided
- Provide a sample fee schedule that illustrates fees assuming full or targeted cost recovery levels
- Estimate anticipated revenue impacts of modifying fees to reflect full or targeted cost recovery
- Deliver an updated schedule of fees after Council review and adoption of any fee modifications

Key Findings

- **Building**
 - 93 individual building fee categories were examined as part of this study.
 - The current cost recovery level for the majority of fees is 95%. The proposed cost recovery level is 100% for the majority of services examined.
 - Recalibrating fees to recover 100% of the cost of service will result in a 5% increase for the majority of the City's construction permit fees. The primary driver of the increase in proposed fees is a substantive increase to the professional services cost for the City's contract Building Official, as well as an increased weekly workload for that position. The prior study assumed Building Official service levels of 16 hours per week at a rate of \$79 per hour. The current study assumes Building Official service levels of 24 hours per week

at \$120 per hour. The impact of this change is more than \$84,000 in additional annual expenses for the City.

- Several fee categories have been added to the fee schedule in an effort to improve fee schedule clarity and allow for more efficient collection of fees for regulated construction.
- Minor changes to average permit processing times have been made for several fee categories. The changes incorporate departmental feedback regarding typical plan review and inspection service times.

- **Planning**

- 29 individual planning fee categories were examined as part of this study.
- The cost of service study calculated a \$146 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$142 fully-burdened hourly rate.
- With an increase to the underlying hourly rate, fee-related services currently recover 97% of the cost of service, necessitating an increase of roughly 3% for most services.
- The sample fee schedule provided in the Appendix of this report illustrates fee changes assuming recovery of 100% of the estimated cost of service in most categories.
- The City's proposed fees are intended to recover 100% of the cost of service with one exception for Appeals. The unchanged \$500 Appeal fee recovers 24% of the cost of service.
- Permit processing times were examined from the previous cost of service analysis and confirmed by City staff. A change to average service time has been made to reflect current activity levels in one fee category: Sign Permit – Part of Sign Program.

- **Encroachment Permit Fees**

- The City's proposed fees are intended to recover 100% of the cost of service.
- The cost of service study calculated a \$163 fully-burdened hourly rate for fee-related encroachment-permit services, which is a minor decrease from the prior study outcome of \$165.
- Permit processing times were examined from the previous cost of service analysis and confirmed by City staff. No changes to average service times were made.
- The change to the underlying hourly rate yields a minor decrease in fees of roughly 1%.
- The prior cost of service analysis remodeled the fee structure for encroachment permits. No additional changes are proposed as part of this update.

Recommendations

The fees included as part of this study are set at the direction of the City Council. Consequently, the City Council may adopt fees and modify them at a future date as costs of service change, city policies or goals change, project volumes change, service recipient feedback is received, and annual revenue impact of fees is confirmed.

If the City decides to adopt modified fees it should:

- **Ensure that City staff begin fee collections using updated fee schedules** once the adopted fees are effective.
- **Actively monitor and bill for deposit-based fees** - Fees for highly variable services are often set to recover the estimated full cost of service, using an hourly billing methodology and collection of an initial deposit. In order to recover the targeted amounts expected from these fees, the City should be diligent about tracking time for deposit-based projects and requesting additional amounts for projects with costs exceeding those collected via the initial deposit.
- **Periodically Review and Adjust Fees and Calculation Methodologies** – As part of this study, several changes were made to fee calculation methodologies. These changes were made in an effort to more closely align fees to the services provided. The city should continue its proactive efforts to refine fee structures to reflect the review and permitting services provided by the city. Additionally, the fee schedule allows for hourly billing of projects that fall outside the scope of those considered when developing the fee schedule. Also, if fees for services are unintentionally omitted from the adopted fee schedule, they should be added to the fee schedule as part of a future update.
- **Monitor feedback and permit statistics** - Monitor permit and application volumes and homeowner/contractor feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.

Additionally, the City may consider the following:

- **Adjust fees on an annual basis using inflationary index** - In order to maintain pace with regional cost inflation, the City should consider adjusting its fees on an annual basis. The all-urban Consumer Price Index for Los Angeles, Riverside, and Orange County is a readily available inflationary index that may be used for adjusting fees (alternative indices are available).
- **Conduct future fee studies on a regular basis** – In order to avoid situations where cost recovery levels fall below full or targeted levels, the City should consider conducting future fee studies whenever operations change significantly or, at a minimum, every two fiscal years.

Legislative Guidance

The objectives of the study, the methodology used to complete the study, and the proposed fees were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are *not* defined as taxes:

- 1) A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- 2) A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- 3) A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- 4) A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- 5) A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- 6) A charge imposed as a condition of property development.
- 7) Assessments and property-related fees imposed in accordance with the provisions of Article XIII D of the California Constitution.

Section 66014(a) of the California Government Code includes the following, "Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue."

Study Methodology

This study calculated the estimated reasonable cost of providing various building, planning, and encroachment permit fee-related services. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the in-house staff or contract service personnel responsible for providing services and the estimated labor time required to process a typical request for service (see illustration below).

$$\text{Hourly rate} * \text{Labor hours} = \text{Cost of service}$$

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and citywide overhead expenditures:

- Estimated annual hours spent providing fee related services were developed based on responses received from multiple interviews and targeted questionnaires.
- Labor expenditures for in-house personnel were based on forecasts of Fiscal Year 2017/18 salary and benefits expenditures.
- Contract service personnel related costs were based on the rates outlined in the consultant agreements established for various building, planning, and engineering services.
- All other services and supplies expenditures were based on Fiscal Year 2017/18 budgeted expenditures.

Estimated labor times were primarily sourced from prior year fee studies, in which labor times were developed based on responses received from multiple interviews and targeted questionnaires of the staff primarily responsible for the provision of services examined in the study, along with an extensive review of actual permits issued during previous years. Additionally, minor changes to average permit processing times have been made for several fee categories. The changes incorporate departmental feedback regarding typical plan review and inspection service times.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost of service target full cost recovery. Fees set at any amount less than the cost of service target less than full cost recovery.

$$\text{Proposed fee} \div \text{Cost of service} = \text{Targeted Cost Recovery}$$

General Findings

Building Fees

The Planning & Environmental Services Department provides permitting, plan check, and inspection services for new construction, alterations, and additions throughout Laguna Woods, enforcing the provisions of the California Building Standards Code. Additionally the Department serves as a primary building code resource to contractors, architects, engineers, developers, business owners, and property owners in Laguna Woods.

- 93 individual building fee categories were examined as part of this study.
- The cost of service study calculated a \$144 fully-burdened hourly rate for fee-related building services. The prior study calculated a \$138 fully-burdened hourly rate. The primary driver of the increase in this hourly rate is a substantive increase to the professional services cost for the City's contract Building Official, as well as an increased weekly workload for that position. The prior study assumed Building Official service levels of 16 hours per week at a rate of \$79 per hour. The current study assumes Building Official service levels of 24 hours per week at \$120 per hour. The impact of this change is more than \$84,000 in additional annual expenses for the City.
- The current cost recovery level for the majority of fees is 95%. The proposed cost recovery is 100% for the majority of services examined.
- Recalibrating fees to recover 100% of the cost of service will result in a 5% increase for the majority of the City's construction permit fees.
- Several fee categories have been added to the fee schedule in an effort to improve fee schedule clarity and allow for more efficient collection of fees for regulated construction. Additional categories include:
 - Garage, Patio, or Atrium Conversions
 - Plan Revisions
 - Electrical Panel Change Out
 - Plumbing Repipe
 - Fire Sprinkler Plans
 - Fire Assessment Review
 - HVAC Change Out
 - Ventilation Modifications
 - Temporary Power Pole
- Minor changes to average permit processing times have been made for several fee categories. The changes incorporate departmental feedback regarding typical plan review and inspection service times.

Planning Fees

The Planning & Environmental Services Department leads the City's current and long-range planning efforts, including processing and review of applications for development within the City of Laguna Woods. Additionally the Department serves as a primary planning and zoning resource to contractors, architects, engineers, developers, business owners, and property owners in Laguna Woods.

- 29 individual planning fee categories were examined as part of this study.
- The cost of service study calculated a \$146 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$142 fully-burdened hourly rate.
- With an increase to the underlying hourly rate, fee-related services currently recover 97% of the cost of service, necessitating an increase of roughly 3% for most services.
- The sample fee schedule provided in the Appendix of this report illustrates fee changes assuming recovery of 100% of the estimated cost of service in most categories.
- The City's proposed fees are intended to recover 100% of the cost of service with one exception for Appeals. The unchanged \$500 Appeal fee recovers 24% of the cost of service.
- Permit processing times were examined from the previous cost of service analysis and confirmed by City staff. A change to average service time has been made to reflect current activity levels in one fee category: Sign Permit – Part of Sign Program.

Encroachment Permit Fees

Each year, the City typically issues between 25 and 35 encroachment permits for activities occurring within the public right-of-way. The primary applicants for encroachment permits in the City of Laguna Woods include utility and telecommunications companies such as Southern California Edison, AT&T, and regional water districts. Additionally, requests for encroachments may be received from landscaping companies, environmental engineering companies, and other businesses and contractors.

- The City's proposed fees are intended to recover 100% of the cost of service.
- The cost of service study calculated a \$163 fully-burdened hourly rate for fee-related encroachment-permit services, which is a minor decrease from the prior study outcome of \$165.
- Permit processing times were examined from the previous cost of service analysis and confirmed by City staff. No changes to service times were made.
- The change to the underlying hourly rate yields a minor decrease in fees of roughly 1%.
- The prior cost of service analysis remodeled the fee structure for encroachment permits. No additional changes are proposed as part of this update.

Appendix

The appendix provides detailed analytical findings from the study, including the amount of cost, or estimated cost, required to provide the services for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including General Fund revenues. For any fees targeted to recover less than 100% of the estimated reasonable cost of service, it is anticipated that General Fund revenues of the City would fund the difference between the targeted recovery level and 100% recovery of the estimated cost of service. These amounts are identified in the Working Version of the Schedules of Building, Planning, and Encroachment Permit Fees. Additionally, the appendix includes a sample, for illustrative purposes, of the Master Schedules of Building, Planning, and Encroachment Permit Fees assuming full or targeted cost recovery levels.

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Calculation of Fully-Burdened Hourly Rates

Calculation of Fully-Burdened Hourly Rate

Building

ITEM 7.1 - Attachment A

City of Laguna Woods

Study of Building, Planning, and Encroachment Permit Fees

Planning & Environmental Services (Building) - Allocation of Annual Labor Effort [a]

| Position | Bldg Official | Bldg Insp'ctr Shift I-1 | Bldg Insp'ctr Shift I-2 | Bldg Insp'ctr Shift I-3 | P'rmt Technician | Permit Assistant | Contract Svcs [b] | Total |
|---|---------------|-------------------------|-------------------------|-------------------------|------------------|------------------|-------------------|------------|
| Allocation to Building | 100% | 100% | 100% | 100% | 100% | 100% | 100% | |
| Calculation of Productive Hours | | | | | | | | |
| Annual Hours - Standard | 1,248 | 2,080 | 1,664 | 416 | 2,080 | 2,080 | 100 | 9,668 |
| Less: Annual Leave | - | - | - | - | - | - | - | - |
| Productive Hours | 1,248 | 2,080 | 1,664 | 416 | 2,080 | 2,080 | 100 | 9,668 |
| Indirect Activities and Services | | | | | | | | |
| General Administration and Mgmt | 237 | 390 | 312 | 78 | 390 | 390 | - | 1,797 |
| Certification and Training | - | - | - | - | - | - | - | - |
| Code, Policies, and Procedures Update | 62 | - | - | - | - | - | - | 62 |
| Code Enforcement and Compliance | 62 | - | - | - | - | - | - | 62 |
| Permit Processing and Support | - | - | - | - | - | 1,125 | - | 1,125 |
| Public Information and Assistance | 125 | - | - | - | 195 | 195 | - | 515 |
| Total Indirect Activities and Services Work Hours | 487 | 390 | 312 | 78 | 585 | 1,710 | - | 3,562 |
| Direct Hours | 761 | 1,690 | 1,352 | 338 | 1,495 | 370 | 100 | 6,106 |
| Salary | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Benefits | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contract Services | \$ 149,760 | \$ 148,512 | \$ 118,810 | \$ 29,702 | \$ 137,904 | \$ 63,648 | \$ 12,500 | \$ 660,836 |
| Total | \$ 149,760 | \$ 148,512 | \$ 118,810 | \$ 29,702 | \$ 137,904 | \$ 63,648 | \$ 12,500 | \$ 660,836 |
| Indirect Activities and Services | | | | | | | | |
| General Administration and Mgmt | 19% | 19% | 19% | 19% | 19% | 19% | 0% | 18% |
| Certification and Training | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Code, Policies, and Procedures Update | 5% | 0% | 0% | 0% | 0% | 0% | 0% | 1% |
| Code Enforcement and Compliance | 5% | 0% | 0% | 0% | 0% | 0% | 0% | 1% |
| Permit Processing and Support | 0% | 0% | 0% | 0% | 0% | 54% | 0% | 5% |
| Public Information and Assistance | 10% | 0% | 0% | 0% | 9% | 9% | 0% | 5% |
| Total Indirect Activities and Services Work Hours | 39% | 19% | 19% | 19% | 28% | 82% | 0% | 31% |
| Direct Hours | 61% | 81% | 81% | 81% | 72% | 18% | 100% | 69% |

Notes

[a] Source: Contract services agreements and annual labor allocation feedback provided by Planning & Environmental Services Department and City Management staff.

[b] E.g. CASp, consulting Building Official, plan check engineering.

City of Laguna Woods

Study of Building, Planning, and Encroachment Permit Fees

Planning & Environmental Services (Building) - Calculation of Fully-Burdened Hourly Rate

Estimated In-House Labor and Contract Services Expenditures [a][b][c]

| Description | Total | Notes |
|-----------------------------------|-------------------|-------|
| Salaries | \$ - | |
| Benefits | \$ - | |
| Contract Services | \$ 660,836 | |
| Total - Labor Expenditures | \$ 660,836 | |

Recurring Non-Labor Expenditures

| Description | FY 2017/18 Budget | Adjustment | Subtotal | Notes |
|--|---------------------|-----------------------|-----------------|-------|
| Dept 2400 - Community Development | | | | |
| <u>General Expenses</u> | | | | |
| Building Services | \$ 636,196 | \$ (636,196) | \$ - | [d] |
| Building Services, Printing | \$ 1,000 | \$ - | \$ 1,000 | [e] |
| Building Services, Publications | \$ 1,800 | \$ - | \$ 1,800 | [f] |
| Code Enforcement Services | \$ 36,428 | \$ (36,428) | \$ - | [g] |
| Community Waste Events and Collections | \$ 38,174 | \$ (38,174) | \$ - | [g] |
| Planning Services | \$ 15,000 | \$ (15,000) | \$ - | [g] |
| Non-Operating | \$ 37,500 | \$ (37,500) | \$ - | [g] |
| Waste Management Services | \$ 35,000 | \$ (35,000) | \$ - | [g] |
| Water Quality Services | \$ 104,093 | \$ (104,093) | \$ - | [g] |
| <u>Compensation & Benefits</u> | | | | |
| Salaries, Full-time | \$ 86,213 | \$ (86,213) | \$ - | [h] |
| Community Events | \$ 2,745 | \$ (2,745) | \$ - | [h] |
| Fringe Benefits | \$ 12,000 | \$ (12,000) | \$ - | [h] |
| Payroll Taxes | \$ 6,770 | \$ (6,770) | \$ - | [h] |
| Community Events | \$ 210 | \$ (210) | \$ - | [h] |
| Retirement | \$ 8,205 | \$ (8,205) | \$ - | [h] |
| Community Events | \$ - | \$ - | \$ - | [h] |
| Long-term Disability | \$ - | \$ - | \$ - | [h] |
| Subtotal | \$ 1,021,334 | \$ (1,018,534) | \$ 2,800 | |
| <u>Manual Adjustment</u> | | | | |
| Est. Annual Bldg Prmt Software Exp | \$ 2,218 | \$ - | \$ 2,218 | [i] |
| Subtotal | \$ 2,218 | \$ - | \$ 2,218 | |
| Total | \$ 1,023,552 | \$ (1,018,534) | \$ 5,018 | |

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Planning & Environmental Services (Building) - Calculation of Fully-Burdened Hourly Rate

Departmental Overhead

| Description | Dept OH Personnel | Bldg Share of Est Dept OH | Total | Notes |
|---------------------------------|-------------------|---------------------------|-----------|-------|
| Estimated Departmental Overhead | \$ 113,188 | 30% | \$ 33,956 | [j] |

Citywide Overhead

| Description | C'wide Indirect Rate | Modified Direct Expenditures | Bldg Share of C'wide Overhead | Notes |
|-----------------------------|----------------------|------------------------------|-------------------------------|--------|
| Estimated Citywide Overhead | 28% | \$ 699,810 | \$ 195,947 | [k][l] |

Calculation of Fully-Burdened Hourly Rate

| Description | Annual Allocation [a] | Labor | Non-Labor | Dept Overhead | Citywide Overhead | Total | Targeted Recovery from Fees | Amount Recoverable from Fees | Targeted Hourly Rate |
|---------------------------------------|-----------------------|-------------------|-----------------|------------------|-------------------|-------------------|-----------------------------|------------------------------|----------------------|
| General Administration and Mgmt | 18% | \$ 121,937 | \$ 517 | \$ 6,266 | \$ 36,156 | \$ 164,876 | 99% | \$ 162,585 | \$ 27 |
| Certification and Training | 0% | \$ - | \$ - | \$ - | \$ - | \$ - | 100% | \$ - | \$ - |
| Code, Policies, and Procedures Update | 1% | \$ 7,488 | \$ 32 | \$ 385 | \$ 2,220 | \$ 10,125 | 100% | \$ 10,125 | \$ 2 |
| Code Enforcement and Compliance | 1% | \$ 7,488 | \$ 32 | \$ 385 | \$ 2,220 | \$ 10,125 | 0% | \$ - | \$ - |
| Permit Processing and Support | 5% | \$ 34,425 | \$ 146 | \$ 1,769 | \$ 10,207 | \$ 46,547 | 100% | \$ 46,547 | \$ 8 |
| Public Information and Assistance | 5% | \$ 33,872 | \$ 144 | \$ 1,740 | \$ 10,043 | \$ 45,799 | 100% | \$ 45,799 | \$ 8 |
| Direct Hours | 69% | \$ 455,626 | \$ 1,931 | \$ 23,412 | \$ 135,099 | \$ 616,068 | 100% | \$ 616,068 | \$ 101 |
| Total | 100% | \$ 660,836 | \$ 2,800 | \$ 33,956 | \$ 195,947 | \$ 893,539 | 99% | \$ 881,124 | \$ 144 |
| | | | | | | | | Direct Hours | 6,106 |

City of Laguna Woods

Study of Building, Planning, and Encroachment Permit Fees

Planning & Environmental Services (Building) - Calculation of Fully-Burdened Hourly Rate

Notes

[a] See worksheet labeled "Planning & Environmental Services (Building) - Allocation of Annual Labor Effort".

[b] Excludes in-house labor expenses budgeted to this department, since the forecasted expenditures for in-house staff are allocated as part of the departmental overhead costs. Adjustment to avoid double counting.

[c] The expenditures shown here are reflective of the current contract services costs anticipated to be incurred for Building Official, structural engineering plan review, over the counter plan review, and permit inspection.

[d] Accounted for in labor and contract services section of the model. Adjustment to avoid double counting.

[e] For printing of development related forms and job cards.

[f] For building code books.

[g] Adjustment to exclude costs not linked to building fee-related services.

[h] These expenses have been adjusted out to avoid double counting. They are accounted for in the departmental overhead section of this model.

[i] Estimated annual expenditures for Energov software. Per September 28, 2017 email.

[j] Amount represents compensation and benefits of the Management Analyst for development programs.

[k] See Citywide Overhead Cost Allocation Plan for FY 18/19 - Full Cost Version.

[l] Building share of estimated citywide overhead calculated as follows: citywide indirect cost rate * modified direct expenditures for building fee-related services.

Calculation of Fully-Burdened Hourly Rate

Planning

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Planning & Environmental Services (Planning) - Allocation of Annual Labor Effort [a]

| Position | Mgmt. Analyst [a] | Contract Services [b] | Total |
|---|----------------------|--------------------------|------------|
| Allocation to Planning | 60% | 100% | |
| Calculation of Productive Hours | | | |
| Annual Hours - Standard | 1,248 | 250 | 1,498 |
| Less: Annual Leave | 72 | - | 72 |
| Productive Hours | 1,176 | 250 | 1,426 |
| Indirect Activities and Services | | | |
| General Administration and Mgmt | 294 | - | 294 |
| Certification and Training | 24 | - | 24 |
| Code, Policies, and Procedures Update | 59 | - | 59 |
| Code Enforcement and Compliance | 12 | - | 12 |
| Public Information and Assistance | 235 | - | 235 |
| Total Indirect Activities and Services Work Hours | 623 | - | 623 |
| Direct Hours | 553 | 250 | 803 |
| Salary | \$ 51,728 | \$ - | \$ 51,728 |
| Benefits | \$ 16,185 | \$ - | \$ 16,185 |
| Contract Services | \$ - | \$ 24,225 | \$ 24,225 |
| Total | \$ 67,913 | \$ 24,225 | \$ 92,138 |
| Indirect Activities and Services | | | |
| General Administration and Mgmt | 25% | 0% | 18% |
| Certification and Training | 2% | 0% | 1% |
| Code, Policies, and Procedures Update | 5% | 0% | 4% |
| Code Enforcement and Compliance | 1% | 0% | 1% |
| Public Information and Assistance | <u>20%</u> | <u>0%</u> | <u>15%</u> |
| Total Indirect Activities and Services Work Hours | 53% | 0% | 39% |
| Direct Hours | 47% | 100% | 61% |

Notes

* Amounts represent estimated labor effort and costs associated with Planning functional division. Services provided to other functional divisions have been excluded from this analysis in order to avoid recovering non-planning related costs from planning fees. Estimated annual support to the Planning functional division is based on feedback received from City staff.

[a] Source: Annual labor allocation estimates provided by Planning & Environmental Services Department and City Management staff.

[b] Assumes 250 hours per year at approximately \$97 per hour.

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Planning & Environmental Services (Planning) - Calculation of Fully-Burdened Hourly Rate

Estimated In-House Labor and Contract Services Expenditures [a]

| Description | Total | Notes |
|-----------------------------------|------------------|-------|
| Salaries | \$ 51,728 | |
| Benefits | \$ 16,185 | |
| Contract Services | \$ 24,225 | |
| Total - Labor Expenditures | \$ 92,138 | |

Recurring Non-Labor Expenditures

| Description | FY 2017/18 Budget | Adjustment | Subtotal | Notes |
|--|---------------------|-----------------------|-------------|-------|
| Dept 2400 - Community Development | | | | |
| <u>General Expenses</u> | | | | |
| Building Services | \$ 636,196 | \$ (636,196) | \$ - | [b] |
| Building Services, Printing | \$ 1,000 | \$ (1,000) | \$ - | [b] |
| Building Services, Publications | \$ 1,800 | \$ (1,800) | \$ - | [b] |
| Code Enforcement Services | \$ 36,428 | \$ (36,428) | \$ - | [b] |
| Community Waste Events and Collections | \$ 38,174 | \$ (38,174) | \$ - | [b] |
| Planning Services | \$ 15,000 | \$ (15,000) | \$ - | [c] |
| Non-Operating | \$ 37,500 | \$ (37,500) | \$ - | [b] |
| Waste Management Services | \$ 35,000 | \$ (35,000) | \$ - | [b] |
| Water Quality Services | \$ 104,093 | \$ (104,093) | \$ - | [b] |
| <u>Compensation & Benefits</u> | | | | |
| Salaries, Full-time | \$ 86,213 | \$ (86,213) | \$ - | [d] |
| Community Events | \$ 2,745 | \$ (2,745) | \$ - | [d] |
| Fringe Benefits | \$ 12,000 | \$ (12,000) | \$ - | [d] |
| Payroll Taxes | \$ 6,770 | \$ (6,770) | \$ - | [d] |
| Community Events | \$ 210 | \$ (210) | \$ - | [d] |
| Retirement | \$ 8,205 | \$ (8,205) | \$ - | [d] |
| Community Events | \$ - | \$ - | \$ - | [d] |
| Long-term Disability | \$ - | \$ - | \$ - | [d] |
| Subtotal | \$ 1,021,334 | \$ (1,021,334) | \$ - | |

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Planning & Environmental Services (Planning) - Calculation of Fully-Burdened Hourly Rate

Departmental Overhead

| Description | Dept OH Personnel | Planning Est. Share of Dept Overhead | Total | Notes |
|---------------------------------|-------------------|--------------------------------------|-------|-------|
| Estimated Departmental Overhead | \$ 113,188 | 0% | \$ - | [e] |

Citywide Overhead

| Description | C'wide Indirect Rate | Modified Direct Expenditures | Plan'g Share of C'wide Overhead | Notes |
|-----------------------------|----------------------|------------------------------|---------------------------------|--------|
| Estimated Citywide Overhead | 28% | \$ 92,138 | \$ 25,799 | [f][g] |

Calculation of Fully-Burdened Hourly Rate

| Description | Annual Allocation [a] | Labor | Non-Labor | Dept Overhead | Citywide Overhead | Total | Targeted Recovery from Fees | Amount Recoverable from Fees | Targeted Hourly Rate | |
|---------------------------------------|-----------------------|------------------|-------------|---------------|-------------------|-------------------|-----------------------------|------------------------------|----------------------|------------|
| General Administration and Mgmt | 18% | \$ 16,978 | \$ - | \$ - | \$ 4,754 | \$ 21,732 | 99% | \$ 21,536 | \$ 27 | |
| Certification and Training | 1% | \$ 1,358 | \$ - | \$ - | \$ 380 | \$ 1,739 | 100% | \$ 1,739 | \$ 2 | |
| Code, Policies, and Procedures Update | 4% | \$ 3,396 | \$ - | \$ - | \$ 951 | \$ 4,346 | 100% | \$ 4,346 | \$ 5 | |
| Code Enforcement and Compliance | 1% | \$ 679 | \$ - | \$ - | \$ 190 | \$ 869 | 0% | \$ - | \$ - | |
| Public Information and Assistance | 15% | \$ 13,583 | \$ - | \$ - | \$ 3,803 | \$ 17,386 | 100% | \$ 17,386 | \$ 22 | |
| Direct Hours | 61% | \$ 56,144 | \$ - | \$ - | \$ 15,720 | \$ 71,864 | 100% | \$ 71,864 | \$ 90 | |
| Total | 100% | \$ 92,138 | \$ - | \$ - | \$ 25,799 | \$ 117,936 | 99% | \$ 116,871 | \$ 146 | |
| | | | | | | | | | Direct Hours | 803 |

Notes

- [a] See worksheet labeled "Planning & Environmental Services (Planning) - Allocation of Annual Labor Effort".
- [b] Adjustment to exclude expenditures not linked to current planning fee-related services.
- [c] Adjustment to exclude Contract Planning expenditures not related to applicant initiated planning activities.
- [d] Accounted for in labor and contract services section of the model. Adjustment to avoid double counting.
- [e] The Management Analyst for development programs is currently the primary contact point for current planning services. If additional personnel are added to this division in the future, the Planning division will receive a share of Departmental Overhead.
- [f] See Citywide Overhead Cost Allocation Plan for FY 18/19 - Full Cost Version.
- [g] Planning share of estimated citywide overhead calculated as follows: citywide indirect cost rate * modified direct expenditures for planning fee-related services.

Calculation of Fully-Burdened Hourly Rate

Encroachment Permits

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Calculation of Fully-Burdened Hourly Rate

Estimated Contract Services Hourly Rate for Encroachment Permitting

| Description | Rate | Unit | Notes |
|--------------------------------------|---------------|-----------------|-------|
| City Engineer/ City Traffic Engineer | \$ 128 | per hour | [a] |
| Total | \$ 128 | per hour | |

Recurring Non-Labor Expenditures

| Description | FY 2017/18 Adopted | Adjustment | Subtotal | Notes |
|--|-----------------------|---------------------|-------------|-------|
| Dept 2100 - Public Works | | | | |
| <u>General Expenses</u> | | | | |
| Landscaping Services | \$ 39,991 | \$ (39,991) | \$ - | [b] |
| Landscaping Services, M2 Maint of Effort | \$ 92,255 | \$ (92,255) | \$ - | [b] |
| Maintenance, Catch Basins | \$ 2,800 | \$ (2,800) | \$ - | [b] |
| Engineering Services | \$ - | \$ - | \$ - | [b] |
| Non-Operating | \$ 12,500 | \$ (12,500) | \$ - | [b] |
| <u>Utilities</u> | | | | |
| Utilities, Street Lights, Residential | \$ 34,084 | \$ (34,084) | \$ - | [b] |
| <u>Compensation & Benefits</u> | | | | |
| Salaries, Full-time | \$ 48,184 | \$ (48,184) | \$ - | [c] |
| Fringe Benefits | \$ 12,000 | \$ (12,000) | \$ - | [c] |
| Payroll Taxes | \$ 6,165 | \$ (6,165) | \$ - | [c] |
| Retirement | \$ 5,190 | \$ (5,190) | \$ - | [c] |
| Long-term Disability | \$ - | \$ - | \$ - | [c] |
| Subtotal | \$ 253,169 | \$ (253,169) | \$ - | |

Citywide Overhead

| Description | C'wide Indirect Rate | Notes |
|-----------------------------|-------------------------|-------|
| Estimated Citywide Overhead | 28% | [d] |

Calculation of Fully-Burdened Hourly Rate

| Description | Services Hourly Rate | Citywide Overhead Rate | Total |
|-------------|-------------------------|---------------------------|--------|
| Services | \$ 128 | \$ 36 | \$ 163 |

Notes:

[a] Source: Consultant Services Agreement for City Engineering and Traffic Operations Services. Assumes annual adjustment tied to CPI. This will minimize variance associated with increases resulting from future contract negotiations.

[b] Adjustment to exclude expenditures not linked to fee-related services and/or adjustment to exclude items already considered in the contract services hourly rate section of this model.

City of Laguna Woods
Study of Building, Planning, and Encroachment Permit Fees
Calculation of Fully-Burdened Hourly Rate

[c] These expenditures are composed of a portion of the budgeted salary and benefits expenditures of the Management Analyst for maintenance programs. The hourly rate calculation assumes any encroachment permit-related services provided by this position will be treated as direct services at the calculated fully-burdened hourly rate. This assumptions avoids duplicate counting of costs for similar work activities. If the department organization changes significantly, the encroachment permit services hourly rate may be recalculated to receive a proportionate share of departmental overhead.

[d] See Citywide Overhead Cost Allocation Plan for FY 18/19 - Full Cost Version.

Calculation of the Costs of Providing Fee Related Services

Calculation of the Costs of Providing Fee Related Services

Building

ITEM 7.1 - Attachment A

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Cost of Service Calculation - Building Fees

| Fee Description | Cost of Service (Summary) | | | | | Cost Recovery Summary | | | | Notes |
|--|---------------------------|---|-------------|---|-----------------|-----------------------|-----------------------|--|------------------------|-------|
| | Est. Labor Time (Hours) | x | Hourly Rate | = | Cost of Service | Current Fee | Current Cost Recovery | Modified Fee Assuming Full or Targeted Cost Recovery [a] | Modified Cost Recovery | |
| 1 Water Heater Change Out | 0.62 | x | \$144 | = | \$89 | \$85 | 95% | \$89 | 100% | |
| 2 Water Heater Relocation | 1.08 | x | \$144 | = | \$156 | \$149 | 95% | \$156 | 100% | |
| 3 Tub to Tub Insert Only | 1.17 | x | \$144 | = | \$168 | \$161 | 95% | \$168 | 100% | |
| 4 Tub to Tub Tile Back Only | 1.58 | x | \$144 | = | \$228 | \$218 | 95% | \$228 | 100% | |
| 5 Shower to Shower Insert Only | 1.17 | x | \$144 | = | \$168 | \$161 | 95% | \$168 | 100% | |
| 6 Shower to Shower Tile Only | 2.00 | x | \$144 | = | \$289 | \$275 | 95% | \$289 | 100% | |
| 7 Tub to Shower Only | 2.00 | x | \$144 | = | \$289 | \$275 | 95% | \$289 | 100% | |
| 8 Water/Drain Line (Install/Alter/Repair) w/out Structural | 0.62 | x | \$144 | = | \$89 | \$85 | 95% | \$89 | 100% | |
| 9 Water/Drain Line (Install/Alter/Repair) with Structural | 1.58 | x | \$144 | = | \$228 | \$218 | 95% | \$228 | 100% | |
| 10 Line Repair (CIPP)/Svc Install - First 30 LF | 0.67 | x | \$144 | = | \$96 | \$92 | 95% | \$96 | 100% | |
| 11 Line Repair (CIPP)/Svc Install - Each Add'l 30 LF | 0.42 | x | \$144 | = | \$60 | \$57 | 95% | \$60 | 100% | |
| 12 Plumbing Repipe | 1.49 | x | \$144 | = | \$216 | varies | varies | \$216 | 100% | |
| 13 New HVAC / HVAC Change Out (Central System) - Residential | 1.17 | x | \$144 | = | \$168 | \$161 | 95% | \$168 | 100% | |
| 14 New HVAC / HVAC Change Out (All Others) - Residential | 0.62 | x | \$144 | = | \$89 | \$85 | 95% | \$89 | 100% | |
| 15 Ventilation Modifications | 1.29 | x | \$144 | = | \$186 | \$161 | 87% | \$186 | 100% | |
| 16 Electrical - Fixtures and Receptacles | 0.67 | x | \$144 | = | \$96 | \$92 | 95% | \$96 | 100% | |
| 17 Electrical Panel Modification | 2.07 | x | \$144 | = | \$299 | varies | varies | \$299 | 100% | |
| 18 Electrical Panel Change Out | 1.11 | x | \$144 | = | \$161 | varies | varies | \$161 | 100% | |
| 19 Washer/Dryer Hook Up | 0.83 | x | \$144 | = | \$119 | \$114 | 95% | \$119 | 100% | |
| 20 Electrical Wheelchair Lift | 3.25 | x | \$144 | = | \$469 | \$447 | 95% | \$469 | 100% | |
| 21 Temporary Power Pole | 0.87 | x | \$144 | = | \$125 | varies | varies | \$125 | 100% | |
| 22 Re-Roof (Tile, Single-Ply) - First 1,000 SF | 1.03 | x | \$144 | = | \$149 | \$142 | 95% | \$149 | 100% | |
| 23 Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF | 0.20 | x | \$144 | = | \$29 | \$28 | 95% | \$29 | 100% | [b] |
| 24 Re-Roof (All Other) - First 1,000 SF | 1.25 | x | \$144 | = | \$180 | \$172 | 95% | \$180 | 100% | |
| 25 Re-Roof (All Other) - Each Add'l 5,000 SF | 0.20 | x | \$144 | = | \$29 | \$28 | 95% | \$29 | 100% | [b] |
| 26 Fenestration - Skylights/Solartubes (1 Hr. Buildings) | 1.17 | x | \$144 | = | \$168 | \$161 | 95% | \$168 | 100% | |
| 27 Fenestration - Skylights/Solartubes (All Others) | 0.88 | x | \$144 | = | \$126 | \$120 | 95% | \$126 | 100% | |
| 28 Fenestration - Window Retrofit | 0.96 | x | \$144 | = | \$138 | \$132 | 95% | \$138 | 100% | |
| 29 Fenestration - Doors/Windows (One New - Framed) | 1.38 | x | \$144 | = | \$198 | \$189 | 95% | \$198 | 100% | [c] |
| 30 Structural, Drywall | 0.92 | x | \$144 | = | \$132 | \$126 | 95% | \$132 | 100% | |
| 31 Structural, Insulation, Drywall | 1.33 | x | \$144 | = | \$192 | \$184 | 95% | \$192 | 100% | |
| 32 Lath | 1.45 | x | \$144 | = | \$209 | \$138 | 66% | \$209 | 100% | |
| 33 Structural, Insulation, Lath | 2.17 | x | \$144 | = | \$313 | \$298 | 95% | \$313 | 100% | |
| 34 Structural, Insulation, Shear, Lath | 3.58 | x | \$144 | = | \$517 | \$493 | 95% | \$517 | 100% | |
| 35 Fire Sprinkler Plans - New | 1.33 | x | \$144 | = | \$192 | varies | varies | \$192 | 100% | |

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Cost of Service Calculation - Building Fees

| Fee Description | Cost of Service (Summary) | | | | | Cost Recovery Summary | | | | Notes |
|--|---------------------------|---|-------------|---|-----------------|-----------------------|-----------------------|--|------------------------|-------|
| | Est. Labor Time (Hours) | x | Hourly Rate | = | Cost of Service | Current Fee | Current Cost Recovery | Modified Fee Assuming Full or Targeted Cost Recovery [a] | Modified Cost Recovery | |
| 36 Fire Sprinkler Plans - Modified | 0.83 | x | \$144 | = | \$120 | varies | varies | \$120 | 100% | |
| 37 Fire Assessment Review | 1.20 | x | \$144 | = | \$173 | varies | varies | \$173 | 100% | |
| 38 Framing/Structural - 1 inspection | 1.92 | x | \$144 | = | \$277 | \$264 | 95% | \$277 | 100% | [d] |
| 39 Framing/Structural - 2 inspections | 2.33 | x | \$144 | = | \$337 | \$321 | 95% | \$337 | 100% | [d] |
| 40 Framing/Structural - 3 inspections | 2.75 | x | \$144 | = | \$397 | \$379 | 95% | \$397 | 100% | [d] |
| 41 Temporary Shade Structure (Commercial) | 1.92 | x | \$144 | = | \$277 | \$264 | 95% | \$277 | 100% | |
| 42 Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered | 1.33 | x | \$144 | = | \$192 | \$184 | 95% | \$192 | 100% | |
| 43 Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered | 2.00 | x | \$144 | = | \$289 | \$275 | 95% | \$289 | 100% | |
| 44 Patio/Balcony Cover/Enclosure - Site Specific Engineering | 3.38 | x | \$144 | = | \$487 | \$465 | 95% | \$487 | 100% | |
| 45 Patio Conversion | 6.67 | x | \$144 | = | \$962 | varies | varies | \$962 | 100% | |
| 46 Atrium Conversion | 6.67 | x | \$144 | = | \$962 | varies | varies | \$962 | 100% | |
| 47 Garage Conversion | 5.83 | x | \$144 | = | \$842 | varies | varies | \$842 | 100% | |
| 48 Alteration - Residential (Res.) Kitchen | 2.58 | x | \$144 | = | \$373 | \$356 | 95% | \$373 | 100% | |
| 49 Alteration - Res. Kitchen, plus HVAC OR Fenestration | 3.00 | x | \$144 | = | \$433 | \$413 | 95% | \$433 | 100% | |
| 50 Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other | 3.42 | x | \$144 | = | \$493 | \$470 | 95% | \$493 | 100% | |
| 51 Alteration - Res. Kitchen, plus 1 Bath | 3.00 | x | \$144 | = | \$433 | \$413 | 95% | \$433 | 100% | |
| 52 Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits) | 3.42 | x | \$144 | = | \$493 | \$470 | 95% | \$493 | 100% | |
| 53 Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other | 3.42 | x | \$144 | = | \$493 | \$470 | 95% | \$493 | 100% | |
| 54 Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other | 3.83 | x | \$144 | = | \$553 | \$528 | 95% | \$553 | 100% | |
| 55 Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other | 3.83 | x | \$144 | = | \$553 | \$528 | 95% | \$553 | 100% | |
| 56 Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other | 4.25 | x | \$144 | = | \$613 | \$585 | 95% | \$613 | 100% | |
| 57 Alteration/Remodel - Res. 1 Bath | 1.75 | x | \$144 | = | \$253 | \$241 | 95% | \$253 | 100% | |
| 58 Alteration/Remodel - Res. 2+ Baths (includes bathroom splits) | 2.58 | x | \$144 | = | \$373 | \$356 | 95% | \$373 | 100% | |
| 59 Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other | 3.00 | x | \$144 | = | \$433 | \$413 | 95% | \$433 | 100% | |
| 60 Room Addition | 6.00 | x | \$144 | = | \$866 | \$826 | 95% | \$866 | 100% | |
| 61 Alteration/Remodel w/ Room Addition | 8.50 | x | \$144 | = | \$1,227 | \$1,170 | 95% | \$1,227 | 100% | |
| 62 Sign (Wall) - First | 1.17 | x | \$144 | = | \$168 | \$161 | 95% | \$168 | 100% | |
| 63 Sign (Wall) - Each Add'l | 0.08 | x | \$144 | = | \$12 | \$11 | 95% | \$12 | 100% | |
| 64 Sign (Monument) - First | 1.92 | x | \$144 | = | \$277 | \$264 | 95% | \$277 | 100% | |
| 65 Sign (Monument) - Each Add'l | 0.17 | x | \$144 | = | \$24 | \$23 | 95% | \$24 | 100% | |
| 66 Antenna - Telecommunications | 3.67 | x | \$144 | = | \$529 | \$505 | 95% | \$529 | 100% | |
| 67 Antenna - Equipment Shelter | 1.75 | x | \$144 | = | \$253 | \$241 | 95% | \$253 | 100% | |
| 68 Solar - Residential Systems (Expedited Process) | 1.67 | x | \$144 | = | \$240 | \$229 | 95% | \$240 | 100% | [e] |
| 69 Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth | 3.00 | x | \$144 | = | \$433 | \$413 | 95% | \$433 | 100% | [e] |
| 70 Solar - Commercial Systems - See note for > 50kW or 30kWth | 8.50 | x | \$144 | = | \$1,227 | \$1,000 | 82% | \$1,000 | 82% | [f] |

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Cost of Service Calculation - Building Fees

| Fee Description | Cost of Service (Summary) | | | | Cost Recovery Summary | | | | Notes |
|---|---------------------------|---|-------------|-------------------|-----------------------|-----------------------|--|------------------------|-------|
| | Est. Labor Time (Hours) | x | Hourly Rate | = Cost of Service | Current Fee | Current Cost Recovery | Modified Fee Assuming Full or Targeted Cost Recovery [a] | Modified Cost Recovery | |
| 71 Demolition - Residential Interior | 1.17 | x | \$144 | = \$168 | \$161 | 95% | \$168 | 100% | [g] |
| 72 Demolition - Residential (All Other) | 0.67 | x | \$144 | = \$96 | \$92 | 95% | \$96 | 100% | |
| 73 Demolition - Non-Residential | 2.50 | x | \$144 | = \$361 | \$344 | 95% | \$361 | 100% | |
| 74 Certificate of Occupancy - Temporary | 0.62 | x | \$144 | = \$89 | \$85 | 95% | \$89 | 100% | |
| 75 Certificate of Occupancy | 1.87 | x | \$144 | = \$269 | \$257 | 95% | \$269 | 100% | |
| 76 Miscellaneous/All Other - First Inspection | 0.62 | x | \$144 | = \$89 | \$85 | 95% | \$89 | 100% | |
| 77 Miscellaneous/All Other - Each Add'l Inspection | 0.42 | x | \$144 | = \$60 | \$57 | 95% | \$60 | 100% | |
| 78 Miscellaneous/All Other - Plan Check (Per Hr) | 1.00 | x | \$144 | = \$144 | \$138 | 95% | \$144 | 100% | |
| 79 Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum) | 1.00 | x | \$144 | = \$144 | varies | varies | \$144 | 100% | |
| 80 Plan Revision - Structural - (Per Hr; 1 hour minimum) | 1.00 | x | \$144 | = \$144 | varies | varies | \$144 | 100% | |
| 81 Work Without Permit | 1.33 | x | \$144 | = \$192 | \$184 | 96% | \$192 | 100% | |
| 82 Re-Inspection - Missed Appointment | 0.42 | x | \$144 | = \$60 | \$57 | 95% | \$60 | 100% | |
| 83 Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum | 1.25 | x | \$144 | = \$180 | varies | varies | \$180 | 100% | |
| 84 Additional Inspections | 0.62 | x | \$144 | = \$89 | \$85 | 95% | \$89 | 100% | |
| 85 Replacement Job Card | 0.20 | x | \$144 | = \$29 | \$28 | 95% | \$29 | 100% | |
| 86 Cancelled Permit Refund Processing Fee | 0.50 | x | \$144 | = \$72 | \$25 | 35% | \$72 | 100% | |
| 87 State Energy Form Assistance (Upon Request) (Per Page) | 0.25 | x | \$144 | = \$36 | \$4 | 11% | \$4 | 11% | |
| 88 Building and Safety Appeal Application | 1.00 | x | \$144 | = \$144 | \$138 | 95% | \$144 | 100% | |
| 89 Alternate Materials Method Review (Per Hr) | 1.00 | x | \$144 | = \$144 | \$138 | 95% | \$144 | 100% | |

Notes

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The modified fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

[b] For purposes of calculating re-roof fees, fractional square footages shall be rounded up to the nearest 1,000 SF. For example 1,600 SF shall be rounded to 2,000 SF.

[c] For Installation of multiple doors or windows see Framing/Structural fees.

[d] Examples of items included in this fee include post, beam, beamtail, raftertail, corbel, shearpanel, and truss repair/replacement.

[e] California Government Code Section 66015(a)(1), establishes maximum fees for residential solar energy systems. For photovoltaic systems, fees shall not exceed \$450 plus \$15 per kW for each kilowatt above 15kW. For thermal systems, fees shall not exceed \$450, plus \$15 per kWth for each kilowatt thermal above 10kWth.

Fees in excess of these amounts require written findings and resolution or ordinance.

[f] California Government Code Section 66015(b)(1), establishes maximum fees for commercial solar energy systems. Fees shall not exceed \$1,000 for systems up to 50kW plus \$7 per kilowatt for each kilowatt between 51kW and 250kW, plus \$5 for each kilowatt above 250kW. For thermal systems, fees shall not exceed \$1,000 up to the 30kWth, plus \$7 per kWth for each kWth between the 30th and 260th kWth, plus \$5 for each kWth above 260kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[g] Fee for ceiling scrapes, lead paint removal, floor removal, etc.

* In accordance with California Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** The City Manager may waive building permit fees for activities associated with City projects or contracts.

City of Laguna Woods

Fee Study

Cost of Service Calculation - Building Fees

(New Construction & Tenant Improvements)

| Hourly Rate | | \$144 | Estimated Labor Hours | | | Cost of Service | | | | | |
|--------------------------|--|----------------|-----------------------|---------------------|--------|-----------------|---------------------------------|---------------------|-------------------------------------|----------|----------------------------|
| Occupancy Classification | | Threshold SqFt | Plan Check | Permit / Inspection | Total | Plan Check | Plan Check Fee per Add'l 100 SF | Permit / Inspection | Permit / Insp. Fee per Add'l 100 SF | Total | Total Fee Per Add'l 100 SF |
| 1 | Shell Building | 500 | 7.50 | 7.50 | 15.00 | \$1,082 | \$25.25 | \$1,082 | \$46.90 | \$2,164 | \$72.15 |
| | New Construction | 2,000 | 10.13 | 12.38 | 22.50 | \$1,461 | \$16.23 | \$1,786 | \$19.84 | \$3,247 | \$36.07 |
| | | 5,000 | 13.50 | 16.50 | 30.00 | \$1,948 | \$9.74 | \$2,381 | \$11.90 | \$4,329 | \$21.64 |
| | | 10,000 | 16.88 | 20.63 | 37.50 | \$2,435 | \$4.51 | \$2,976 | \$13.53 | \$5,411 | \$18.04 |
| | | 20,000 | 20.00 | 30.00 | 50.00 | \$2,886 | varies | \$4,329 | varies | \$7,215 | varies |
| | | > 20,000 | varies | varies | varies | varies | varies | varies | varies | varies | varies |
| 2 | Accessory/Utility (e.g. Private garage, gatehouse) New Construction | 100 | 1.75 | 3.25 | 5.00 | \$253 | \$84.17 | \$469 | \$156.32 | \$721 | \$240.50 |
| | | 250 | 2.63 | 4.88 | 7.50 | \$379 | \$50.50 | \$703 | \$93.79 | \$1,082 | \$144.30 |
| | | 500 | 3.50 | 6.50 | 10.00 | \$505 | \$25.25 | \$938 | \$46.90 | \$1,443 | \$72.15 |
| | | 1,000 | 4.38 | 8.13 | 12.50 | \$631 | \$11.78 | \$1,172 | \$21.89 | \$1,804 | \$33.67 |
| | | 2,500 | 5.60 | 10.40 | 16.00 | \$808 | varies | \$1,501 | varies | \$2,309 | varies |
| | | > 2,500 | varies | varies | varies | varies | varies | varies | varies | varies | varies |
| 3 | All Other New Construction | 500 | 12.00 | 12.00 | 24.00 | \$1,732 | \$40.40 | \$1,732 | \$75.03 | \$3,463 | \$115.44 |
| | | 2,000 | 16.20 | 19.80 | 36.00 | \$2,338 | \$25.97 | \$2,857 | \$31.75 | \$5,195 | \$57.72 |
| | | 5,000 | 21.60 | 26.40 | 48.00 | \$3,117 | \$15.58 | \$3,809 | \$19.05 | \$6,926 | \$34.63 |
| | | 10,000 | 27.00 | 33.00 | 60.00 | \$3,896 | \$7.21 | \$4,762 | \$21.64 | \$8,658 | \$28.86 |
| | | 20,000 | 32.00 | 48.00 | 80.00 | \$4,618 | varies | \$6,926 | varies | \$11,544 | varies |
| | | > 20,000 | varies | varies | varies | varies | varies | varies | varies | varies | varies |
| 4 | Tenant Improvements New Construction | 250 | 1.40 | 2.60 | 4.00 | \$202 | \$40.40 | \$375 | \$75.03 | \$577 | \$115.44 |
| | | 500 | 2.10 | 3.90 | 6.00 | \$303 | \$20.20 | \$563 | \$37.52 | \$866 | \$57.72 |
| | | 1,000 | 2.80 | 5.20 | 8.00 | \$404 | \$6.73 | \$750 | \$12.51 | \$1,154 | \$19.24 |
| | | 2,500 | 3.50 | 6.50 | 10.00 | \$505 | \$6.57 | \$938 | \$12.19 | \$1,443 | \$18.76 |
| | | 5,000 | 4.64 | 8.61 | 13.25 | \$669 | varies | \$1,243 | varies | \$1,912 | varies |
| | | > 5,000 | varies | varies | varies | varies | varies | varies | varies | varies | varies |

Notes

* Current fees vary based on the estimated calculated value of the project for fee setting purposes.

ITEM 7.1 - Attachment A

City of Laguna Woods

Fee Study

Cost of Service Calculation - Building Fees

(New Construction & Tenant Improvements)

| Hourly Rate | | \$144 | Current Fee | | | | | | Current Cost Recovery | | | | |
|--------------------------|--|----------------|-------------|---------------------------------|---------------------|-------------------------------------|----------|----------------------------|-----------------------|---------------------------------|-----------------------|--|------------------------|
| Occupancy Classification | | Threshold SqFt | Plan Check | Plan Check Fee per Add'l 100 SF | Permit / Inspection | Permit / Insp. Fee per Add'l 100 SF | Total | Total Fee Per Add'l 100 SF | Current Fee | Cost of Svc PC & Prmt Base Cost | Current Cost Recovery | Modified Fee Assuming Full or Targeted Cost Recovery | Modified Cost Recovery |
| 1 | Shell Building | 500 | \$1,032 | \$24.09 | \$1,032 | \$44.74 | \$2,065 | \$68.82 | \$2,065 | \$2,164 | 95% | \$2,164 | 100% |
| | New Construction | 2,000 | \$1,394 | \$15.49 | \$1,703 | \$18.93 | \$3,097 | \$34.41 | \$3,097 | \$3,247 | 95% | \$3,247 | 100% |
| | | 5,000 | \$1,858 | \$9.29 | \$2,271 | \$11.36 | \$4,129 | \$20.65 | \$4,129 | \$4,329 | 95% | \$4,329 | 100% |
| | | 10,000 | \$2,323 | \$4.30 | \$2,839 | \$12.90 | \$5,162 | \$17.21 | \$5,162 | \$5,411 | 95% | \$5,411 | 100% |
| | | 20,000 | \$2,753 | varies | \$4,129 | varies | \$6,882 | varies | \$6,882 | \$7,215 | 95% | \$7,215 | 100% |
| | | > 20,000 | varies | | varies | | varies | | varies | varies | | deposit | |
| 2 | Accessory/Utility (e.g. Private garage, gatehouse) New Construction | 100 | \$241 | \$80.30 | \$447 | \$149.12 | \$688 | \$229.42 | \$688 | \$721 | 95% | \$721 | 100% |
| | | 250 | \$361 | \$48.18 | \$671 | \$89.47 | \$1,032 | \$137.65 | \$1,032 | \$1,082 | 95% | \$1,082 | 100% |
| | | 500 | \$482 | \$24.09 | \$895 | \$44.74 | \$1,376 | \$68.82 | \$1,376 | \$1,443 | 95% | \$1,443 | 100% |
| | | 1,000 | \$602 | \$11.24 | \$1,118 | \$20.88 | \$1,721 | \$32.12 | \$1,721 | \$1,804 | 95% | \$1,804 | 100% |
| | | 2,500 | \$771 | varies | \$1,432 | varies | \$2,202 | varies | \$2,202 | \$2,309 | 95% | \$2,309 | 100% |
| | | > 2,500 | varies | | varies | | varies | | varies | varies | | deposit | |
| 3 | All Other New Construction | 500 | \$1,652 | \$38.54 | \$1,652 | \$71.58 | \$3,304 | \$110.12 | \$3,304 | \$3,463 | 95% | \$3,463 | 100% |
| | | 2,000 | \$2,230 | \$24.78 | \$2,725 | \$30.28 | \$4,955 | \$55.06 | \$4,955 | \$5,195 | 95% | \$5,195 | 100% |
| | | 5,000 | \$2,973 | \$14.87 | \$3,634 | \$18.17 | \$6,607 | \$33.04 | \$6,607 | \$6,926 | 95% | \$6,926 | 100% |
| | | 10,000 | \$3,717 | \$6.88 | \$4,542 | \$20.65 | \$8,259 | \$27.53 | \$8,259 | \$8,658 | 95% | \$8,658 | 100% |
| | | 20,000 | \$4,405 | varies | \$6,607 | varies | \$11,012 | varies | \$11,012 | \$11,544 | 95% | \$11,544 | 100% |
| | | > 20,000 | varies | | varies | | varies | | varies | varies | | deposit | |
| 4 | Tenant Improvements New Construction | 250 | \$193 | \$38.54 | \$358 | \$71.58 | \$551 | \$110.12 | \$551 | \$577 | 95% | \$577 | 100% |
| | | 500 | \$289 | \$19.27 | \$537 | \$35.79 | \$826 | \$55.06 | \$826 | \$866 | 95% | \$866 | 100% |
| | | 1,000 | \$385 | \$6.42 | \$716 | \$11.93 | \$1,101 | \$18.35 | \$1,101 | \$1,154 | 95% | \$1,154 | 100% |
| | | 2,500 | \$482 | \$6.26 | \$895 | \$11.63 | \$1,376 | \$17.89 | \$1,376 | \$1,443 | 95% | \$1,443 | 100% |
| | | 5,000 | \$638 | varies | \$1,186 | varies | \$1,824 | varies | \$1,824 | \$1,912 | 95% | \$1,912 | 100% |
| | | > 5,000 | varies | | varies | | varies | | varies | varies | | deposit | |

Notes

* Current fees vary based on the estimated calculated value of the project for fee setting purposes.

City of Laguna Woods
 Fee Study
 Cost of Service Calculation - Building Fees
 (New Construction & Tenant Improvements)

| Hourly Rate | | \$144 | Proposed Fee | | | | | | Proposed Cost Recovery | | | | |
|--------------------------|--|----------------|--------------|---------------------------------|---------------------|-------------------------------------|----------|----------------------------|------------------------|---------------------------------|------------------------|--|------------------------|
| Occupancy Classification | | Threshold SqFt | Plan Check | Plan Check Fee per Add'l 100 SF | Permit / Inspection | Permit / Insp. Fee per Add'l 100 SF | Total | Total Fee Per Add'l 100 SF | Proposed Fee | Cost of Svc PC & Prmt Base Cost | Proposed Cost Recovery | Modified Fee Assuming Full or Targeted Cost Recovery | Modified Cost Recovery |
| 1 | Shell Building New Construction | 500 | \$1,082 | \$25.25 | \$1,082 | \$46.90 | \$2,164 | \$72.15 | \$2,164 | \$2,164 | 100% | \$2,164 | 100% |
| | | 2,000 | \$1,461 | \$16.23 | \$1,786 | \$19.84 | \$3,247 | \$36.07 | \$3,247 | \$3,247 | 100% | \$3,247 | 100% |
| | | 5,000 | \$1,948 | \$9.74 | \$2,381 | \$11.90 | \$4,329 | \$21.64 | \$4,329 | \$4,329 | 100% | \$4,329 | 100% |
| | | 10,000 | \$2,435 | \$4.51 | \$2,976 | \$13.53 | \$5,411 | \$18.04 | \$5,411 | \$5,411 | 100% | \$5,411 | 100% |
| | | 20,000 | \$2,886 | varies | \$4,329 | varies | \$7,215 | varies | \$7,215 | \$7,215 | 100% | \$7,215 | 100% |
| | | > 20,000 | varies | | varies | | varies | | varies | varies | | | deposit |
| 2 | Accessory/Utility (e.g. Private garage, gatehouse) New Construction | 100 | \$253 | \$84.17 | \$469 | \$156.32 | \$721 | \$240.50 | \$721 | \$721 | 100% | \$721 | 100% |
| | | 250 | \$379 | \$50.50 | \$703 | \$93.79 | \$1,082 | \$144.30 | \$1,082 | \$1,082 | 100% | \$1,082 | 100% |
| | | 500 | \$505 | \$25.25 | \$938 | \$46.90 | \$1,443 | \$72.15 | \$1,443 | \$1,443 | 100% | \$1,443 | 100% |
| | | 1,000 | \$631 | \$11.78 | \$1,172 | \$21.89 | \$1,804 | \$33.67 | \$1,804 | \$1,804 | 100% | \$1,804 | 100% |
| | | 2,500 | \$808 | varies | \$1,501 | varies | \$2,309 | varies | \$2,309 | \$2,309 | 100% | \$2,309 | 100% |
| | | > 2,500 | varies | | varies | | varies | | varies | varies | | | deposit |
| 3 | All Other New Construction | 500 | \$1,732 | \$40.40 | \$1,732 | \$75.03 | \$3,463 | \$115.44 | \$3,463 | \$3,463 | 100% | \$3,463 | 100% |
| | | 2,000 | \$2,338 | \$25.97 | \$2,857 | \$31.75 | \$5,195 | \$57.72 | \$5,195 | \$5,195 | 100% | \$5,195 | 100% |
| | | 5,000 | \$3,117 | \$15.58 | \$3,809 | \$19.05 | \$6,926 | \$34.63 | \$6,926 | \$6,926 | 100% | \$6,926 | 100% |
| | | 10,000 | \$3,896 | \$7.21 | \$4,762 | \$21.64 | \$8,658 | \$28.86 | \$8,658 | \$8,658 | 100% | \$8,658 | 100% |
| | | 20,000 | \$4,618 | varies | \$6,926 | varies | \$11,544 | varies | \$11,544 | \$11,544 | 100% | \$11,544 | 100% |
| | | > 20,000 | varies | | varies | | varies | | varies | varies | | | deposit |
| 4 | Tenant Improvements New Construction | 250 | \$202 | \$40.40 | \$375 | \$75.03 | \$577 | \$115.44 | \$577 | \$577 | 100% | \$577 | 100% |
| | | 500 | \$303 | \$20.20 | \$563 | \$37.52 | \$866 | \$57.72 | \$866 | \$866 | 100% | \$866 | 100% |
| | | 1,000 | \$404 | \$6.73 | \$750 | \$12.51 | \$1,154 | \$19.24 | \$1,154 | \$1,154 | 100% | \$1,154 | 100% |
| | | 2,500 | \$505 | \$6.57 | \$938 | \$12.19 | \$1,443 | \$18.76 | \$1,443 | \$1,443 | 100% | \$1,443 | 100% |
| | | 5,000 | \$669 | varies | \$1,243 | varies | \$1,912 | varies | \$1,912 | \$1,912 | 100% | \$1,912 | 100% |
| | | > 5,000 | varies | | varies | | varies | | varies | varies | | | deposit |

Notes
 * Current fees vary based on the estimated calculated value of the project for fee setting purposes.

Calculation of the Costs of Providing Fee Related Services

Planning

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Cost of Service Calculation - Planning Fees

| Fee Description | Cost of Service (Summary) | | | | | Volume and Revenue Statistics | | | | | Notes | | |
|-----------------------------------|--|--------|----------------------|-------|-----------------|-------------------------------|-----------------------|--|------------------------|----------|---------|------|-----|
| | Est. Labor Time (Hours) | x | Targeted Hourly Rate | = | Cost of Service | Current Fee | Current Cost Recovery | Modified Fee Assuming Full or Targeted Cost Recovery [d] | Modified Cost Recovery | | | | |
| Fixed Fee Services | | | | | | | | | | | | | |
| 1 | Film Permit | 4.00 | x | \$146 | = | \$584 | \$568 | Flat | 97% | \$584 | Flat | 100% | [a] |
| 2 | Address Establishment/Change | 2.50 | x | \$146 | = | \$365 | \$355 | Flat | n/a | \$365 | Flat | 100% | |
| 3 | Notice of Exemption | 2.00 | x | \$146 | = | \$292 | \$284 | Flat | 97% | \$292 | Flat | 100% | [b] |
| 4 | Outdoor Seating Permit | 2.50 | x | \$146 | = | \$365 | \$355 | Flat | 97% | \$365 | Flat | 100% | |
| 5 | Sign Permit - Part of Sign Program | 0.75 | x | \$146 | = | \$110 | \$71 | Flat | 65% | \$110 | Flat | 100% | |
| 6 | Sign Permit - Permanent | 2.00 | x | \$146 | = | \$292 | \$284 | Flat | 97% | \$292 | Flat | 100% | |
| 7 | Sign Permit - Temporary | 0.50 | x | \$146 | = | \$73 | \$71 | Flat | 97% | \$73 | Flat | 100% | |
| 8 | Sign Permit - Community Facilities/Open Space Annual | 0.50 | x | \$146 | = | \$73 | \$71 | Flat | 97% | \$73 | Flat | 100% | |
| 9 | Special Event Permit | 2.00 | x | \$146 | = | \$292 | \$284 | Flat | 97% | \$292 | Flat | 100% | |
| 10 | Temporary Use Permit | 4.00 | x | \$146 | = | \$584 | \$568 | Flat | 97% | \$584 | Flat | 100% | |
| 11 | Tree Removal Permit | 1.50 | x | \$146 | = | \$219 | \$213 | Flat | 97% | \$219 | Flat | 100% | |
| 12 | Wireless Use Permit Filing Fee | 11.50 | x | \$146 | = | \$1,679 | \$1,633 | Flat | n/a | \$1,679 | Flat | 100% | [c] |
| 13 | Eligible Facility Request Permit Filing Fee | 8.50 | x | \$146 | = | \$1,241 | \$1,207 | Flat | n/a | \$1,241 | Flat | 100% | |
| 14 | Eligible Facility Request Permit Pre-Submittal Meeting | 2.00 | x | \$146 | = | \$292 | \$284 | Flat | n/a | \$292 | Flat | 100% | |
| 15 | Zoning Confirmation Letter | 1.25 | x | \$146 | = | \$183 | \$178 | Flat | 98% | \$183 | Flat | 100% | |
| 16 | Appeal (City Council) | 14.50 | x | \$146 | = | \$2,117 | \$500 | Flat | 24% | \$500 | Flat | 24% | [d] |
| Deposit-Based Fee Services | | | | | | | | | | | | | |
| 17 | Change Plan | 16.00 | x | \$146 | = | \$2,336 | \$2,000 | Deposit | varies | \$2,000 | Deposit | 100% | |
| 18 | Conditional Use Permit | 28.75 | x | \$146 | = | \$4,198 | \$4,000 | Deposit | 100% | \$4,000 | Deposit | 100% | |
| 19 | Development Agreement | 133.50 | x | \$146 | = | \$19,491 | \$10,000 | Deposit | 100% | \$10,000 | Deposit | 100% | |
| 20 | Environmental Impact Report | varies | x | \$146 | = | varies | \$10,000 | Deposit | 100% | \$10,000 | Deposit | 100% | |
| 21 | General Plan Amendment | 131.50 | x | \$146 | = | \$19,199 | \$10,000 | Deposit | 100% | \$10,000 | Deposit | 100% | |
| 22 | Zoning Code Amendment | 131.50 | x | \$146 | = | \$19,199 | \$10,000 | Deposit | 100% | \$10,000 | Deposit | 100% | |
| 23 | Initial Study/Neg. Dec./Mitigated Neg Dec. | varies | x | \$146 | = | varies | \$5,000 | Deposit | 100% | \$5,000 | Deposit | 100% | |
| 24 | Sign Program | 19.00 | x | \$146 | = | \$2,774 | \$2,500 | Deposit | 100% | \$2,500 | Deposit | 100% | |
| 25 | Site Development Permit | 28.00 | x | \$146 | = | \$4,088 | \$4,000 | Deposit | 100% | \$4,000 | Deposit | 100% | |
| 26 | Specific Plan | 133.50 | x | \$146 | = | \$19,491 | \$10,000 | Deposit | 100% | \$10,000 | Deposit | 100% | |
| 27 | Variance | 25.00 | x | \$146 | = | \$3,650 | \$3,500 | Deposit | 100% | \$3,500 | Deposit | 100% | |
| 28 | Zone Change | 116.50 | x | \$146 | = | \$17,009 | \$10,000 | Deposit | 100% | \$10,000 | Deposit | 100% | |
| 29 | Other Services Not Identified | varies | x | \$146 | = | varies | varies | Deposit | 100% | varies | Deposit | 100% | |

Notes
 [a] Film permit fee applies for major filming (production)
 [b] A pass-through of any filing fees will also be collected from the applicant.
 [c] A pass-through of any noticing fees will also be collected from the applicant (e.g. mailing costs, newspaper publication).
 [d] For deposit-based fees, the City intends to recover 100% of the costs of service including the actual costs of any contract service providers, internal City support, indirect costs, filing fees, and noticing fees.
 * The City Manager may waive planning fees for activities associated with City projects or contracts.

Calculation of the Costs of Providing Fee Related Services

Encroachment Permits

City of Laguna Woods
 Study of Building, Planning, and Encroachment Permit Fees
 Cost of Service Calculation - Encroachment Permit Fees

| Fee Description | | Cost of Service (Summary) | | | | Current and Proposed Cost Recovery | | | | | Notes | |
|-----------------------|---|---------------------------|---|----------------------------|-------------------|------------------------------------|---------|-----------------------|--|---------|-------|------------------------|
| | | Est. Labor Time (Hours) | x | Fully Burdened Hourly Rate | = Cost of Service | Current Fee | | Current Cost Recovery | Proposed Fee Assuming Full Cost Recovery | | | Proposed Cost Recovery |
| Minor Projects | | | | | | | | | | | | |
| 1 | Landscape Maintenance | 1.50 | x | \$163 | = \$245 | \$248 | Flat | 101% | \$245 | flat | 100% | |
| 2 | Temporary Staging | 1.50 | x | \$163 | = \$245 | \$248 | Flat | 101% | \$245 | flat | 100% | |
| 3 | Traffic Control Only | 2.00 | x | \$163 | = \$326 | \$330 | Flat | 101% | \$326 | flat | 100% | |
| 4 | Utilities Structure Inspection | 2.50 | x | \$163 | = \$408 | \$413 | Flat | 101% | \$408 | flat | 100% | |
| 5 | Pole Replacement | 2.50 | x | \$163 | = \$408 | \$413 | Flat | 101% | \$408 | flat | 100% | |
| Major Projects | | | | | | | | | | | | |
| 6 | Major Project | | | | | | | | | | | [a] |
| | a) First Day | 4.00 | x | \$163 | = \$653 | \$660 | Flat | 101% | \$653 | flat | 100% | |
| | b) Each Additional Day | 1.50 | x | \$163 | = \$245 | \$248 | Per Day | 101% | \$245 | per day | 100% | |
| 7 | Projects Greater Than Two Weeks in Duration | varies | x | \$163 | = varies | \$3,000 | Deposit | varies | \$3,000 | deposit | | |

Notes

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

* The City Manager may waive encroachment permit fees for activities associated with City projects or contracts.

Working Version of the Master Fee Schedule

City of Laguna Woods

Working Version of the Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

| | Fee Description | Current Fee | Est. Cost of Service | Current Cost Recovery | Modified Fee Assuming Full or Targeted Cost Recovery [a] | Increase (Decrease) Amount | Modified Cost Recovery | Notes |
|----|--|-------------|----------------------|-----------------------|--|----------------------------|------------------------|-------|
| 1 | Water Heater Change Out | \$85 | \$89 | 95% | \$89 | \$4 | 100% | |
| 2 | Water Heater Relocation | \$149 | \$156 | 95% | \$156 | \$7 | 100% | |
| 3 | Tub to Tub Insert Only | \$161 | \$168 | 95% | \$168 | \$8 | 100% | |
| 4 | Tub to Tub Tile Back Only | \$218 | \$228 | 95% | \$228 | \$11 | 100% | |
| 5 | Shower to Shower Insert Only | \$161 | \$168 | 95% | \$168 | \$8 | 100% | |
| 6 | Shower to Shower Tile Only | \$275 | \$289 | 95% | \$289 | \$13 | 100% | |
| 7 | Tub to Shower Only | \$275 | \$289 | 95% | \$289 | \$13 | 100% | |
| 8 | Water/Drain Line (Install/Alter/Repair) w/out Structural | \$85 | \$89 | 95% | \$89 | \$4 | 100% | |
| 9 | Water/Drain Line (Install/Alter/Repair) with Structural | \$218 | \$228 | 95% | \$228 | \$11 | 100% | |
| 10 | Line Repair (CIPP)/Svc Install - First 30 LF | \$92 | \$96 | 95% | \$96 | \$4 | 100% | |
| 11 | Line Repair (CIPP)/Svc Install - Each Add'l 30 LF | \$57 | \$60 | 95% | \$60 | \$3 | 100% | |
| 12 | Plumbing Repipe | varies | \$216 | varies | \$216 | n/a | 100% | |
| 13 | New HVAC / HVAC Change Out (Central System) - Residential | \$161 | \$168 | 95% | \$168 | \$8 | 100% | |
| 14 | New HVAC / HVAC Change Out (All Others) - Residential | \$85 | \$89 | 95% | \$89 | \$4 | 100% | |
| 15 | Ventilation Modifications | \$161 | \$186 | 87% | \$186 | \$25 | 100% | |
| 16 | Electrical - Fixtures and Receptacles | \$92 | \$96 | 95% | \$96 | \$4 | 100% | |
| 17 | Electrical Panel Modification | varies | \$299 | varies | \$299 | n/a | 100% | |
| 18 | Electrical Panel Change Out | varies | \$161 | varies | \$161 | n/a | 100% | |
| 19 | Washer/Dryer Hook Up | \$114 | \$119 | 95% | \$119 | \$5 | 100% | |
| 20 | Electrical Wheelchair Lift | \$447 | \$469 | 95% | \$469 | \$22 | 100% | |
| 21 | Temporary Power Pole | varies | \$125 | varies | \$125 | n/a | 100% | |
| 22 | Re-Roof (Tile, Single-Ply) - First 1,000 SF | \$142 | \$149 | 95% | \$149 | \$7 | 100% | |
| 23 | Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF | \$28 | \$29 | 95% | \$29 | \$1 | 100% | [b] |
| 24 | Re-Roof (All Other) - First 1,000 SF | \$172 | \$180 | 95% | \$180 | \$8 | 100% | |
| 25 | Re-Roof (All Other) - Each Add'l 5,000 SF | \$28 | \$29 | 95% | \$29 | \$1 | 100% | [b] |
| 26 | Fenestration - Skylights/Solartubes (1 Hr. Buildings) | \$161 | \$168 | 95% | \$168 | \$8 | 100% | |
| 27 | Fenestration - Skylights/Solartubes (All Others) | \$120 | \$126 | 95% | \$126 | \$6 | 100% | |
| 28 | Fenestration - Window Retrofit | \$132 | \$138 | 95% | \$138 | \$6 | 100% | |
| 29 | Fenestration - Doors/Windows (One New - Framed) | \$189 | \$198 | 95% | \$198 | \$9 | 100% | [c] |
| 30 | Structural, Drywall | \$126 | \$132 | 95% | \$132 | \$6 | 100% | |
| 31 | Structural, Insulation, Drywall | \$184 | \$192 | 95% | \$192 | \$9 | 100% | |
| 32 | Lath | \$138 | \$209 | 66% | \$209 | \$72 | 100% | |
| 33 | Structural, Insulation, Lath | \$298 | \$313 | 95% | \$313 | \$14 | 100% | |
| 34 | Structural, Insulation, Shear, Lath | \$493 | \$517 | 95% | \$517 | \$24 | 100% | |
| 35 | Fire Sprinkler Plans - New | varies | \$192 | varies | \$192 | n/a | 100% | |
| 36 | Fire Sprinkler Plans - Modified | varies | \$120 | varies | \$120 | n/a | 100% | |
| 37 | Fire Assessment Review | varies | \$173 | varies | \$173 | n/a | 100% | |
| 38 | Framing/Structural - 1 inspection | \$264 | \$277 | 95% | \$277 | \$13 | 100% | [d] |
| 39 | Framing/Structural - 2 inspections | \$321 | \$337 | 95% | \$337 | \$16 | 100% | [d] |
| 40 | Framing/Structural - 3 inspections | \$379 | \$397 | 95% | \$397 | \$18 | 100% | [d] |
| 41 | Temporary Shade Structure (Commercial) | \$264 | \$277 | 95% | \$277 | \$13 | 100% | |
| 42 | Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered | \$184 | \$192 | 95% | \$192 | \$9 | 100% | |
| 43 | Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered | \$275 | \$289 | 95% | \$289 | \$13 | 100% | |
| 44 | Patio/Balcony Cover/Enclosure - Site Specific Engineering | \$465 | \$487 | 95% | \$487 | \$22 | 100% | |
| 45 | Patio Conversion | varies | \$962 | varies | \$962 | n/a | 100% | |
| 46 | Atrium Conversion | varies | \$962 | varies | \$962 | n/a | 100% | |
| 47 | Garage Conversion | varies | \$842 | varies | \$842 | n/a | 100% | |
| 48 | Alteration - Residential (Res.) Kitchen | \$356 | \$373 | 95% | \$373 | \$17 | 100% | |

City of Laguna Woods

Working Version of the Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

| | Fee Description | Current Fee | Est. Cost of Service | Current Cost Recovery | Modified Fee Assuming Full or Targeted Cost Recovery [a] | Increase (Decrease) Amount | Modified Cost Recovery | Notes |
|----|--|-------------|----------------------|-----------------------|--|----------------------------|------------------------|-------|
| 49 | Alteration - Res. Kitchen, plus HVAC OR Fenestration | \$413 | \$433 | 95% | \$433 | \$20 | 100% | |
| 50 | Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other | \$470 | \$493 | 95% | \$493 | \$23 | 100% | |
| 51 | Alteration - Res. Kitchen, plus 1 Bath | \$413 | \$433 | 95% | \$433 | \$20 | 100% | |
| 52 | Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits) | \$470 | \$493 | 95% | \$493 | \$23 | 100% | |
| 53 | Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other | \$470 | \$493 | 95% | \$493 | \$23 | 100% | |
| 54 | Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other | \$528 | \$553 | 95% | \$553 | \$25 | 100% | |
| 55 | Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND | \$528 | \$553 | 95% | \$553 | \$25 | 100% | |
| 56 | Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND | \$585 | \$613 | 95% | \$613 | \$28 | 100% | |
| 57 | Alteration/Remodel - Res. 1 Bath | \$241 | \$253 | 95% | \$253 | \$12 | 100% | |
| 58 | Alteration/Remodel - Res. 2+ Baths (includes bathroom splits) | \$356 | \$373 | 95% | \$373 | \$17 | 100% | |
| 59 | Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other | \$413 | \$433 | 95% | \$433 | \$20 | 100% | |
| 60 | Room Addition | \$826 | \$866 | 95% | \$866 | \$40 | 100% | |
| 61 | Alteration/Remodel w/ Room Addition | \$1,170 | \$1,227 | 95% | \$1,227 | \$57 | 100% | |
| 62 | Sign (Wall) - First | \$161 | \$168 | 95% | \$168 | \$8 | 100% | |
| 63 | Sign (Wall) - Each Add'l | \$11 | \$12 | 95% | \$12 | \$1 | 100% | |
| 64 | Sign (Monument) - First | \$264 | \$277 | 95% | \$277 | \$13 | 100% | |
| 65 | Sign (Monument) - Each Add'l | \$23 | \$24 | 95% | \$24 | \$1 | 100% | |
| 66 | Antenna - Telecommunications | \$505 | \$529 | 95% | \$529 | \$24 | 100% | |
| 67 | Antenna - Equipment Shelter | \$241 | \$253 | 95% | \$253 | \$12 | 100% | |
| 68 | Solar - Residential Systems (Expedited Process) | \$229 | \$240 | 95% | \$240 | \$11 | 100% | [e] |
| 69 | Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth | \$413 | \$433 | 95% | \$433 | \$20 | 100% | [e] |
| 70 | Solar - Commercial Systems - See note for > 50kW or 30kWth | \$1,000 | \$1,227 | 82% | \$1,000 | \$0 | 82% | [f] |
| 71 | Demolition - Residential Interior | \$161 | \$168 | 95% | \$168 | \$8 | 100% | |
| 72 | Demolition - Residential (All Other) | \$92 | \$96 | 95% | \$96 | \$4 | 100% | [g] |
| 73 | Demolition - Non-Residential | \$344 | \$361 | 95% | \$361 | \$17 | 100% | |
| 74 | Certificate of Occupancy - Temporary | \$85 | \$89 | 95% | \$89 | \$4 | 100% | |
| 75 | Certificate of Occupancy | \$257 | \$269 | 95% | \$269 | \$12 | 100% | |
| 76 | Miscellaneous/All Other - First Inspection | \$85 | \$89 | 95% | \$89 | \$4 | 100% | |
| 77 | Miscellaneous/All Other - Each Add'l Inspection | \$57 | \$60 | 95% | \$60 | \$3 | 100% | |
| 78 | Miscellaneous/All Other - Plan Check (Per Hr) | \$138 | \$144 | 95% | \$144 | \$7 | 100% | |
| 79 | Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum) | varies | \$144 | varies | \$144 | n/a | 100% | |
| 80 | Plan Revision - Structural - (Per Hr; 1 hour minimum) | varies | \$144 | varies | \$144 | n/a | 100% | |
| 81 | Work Without Permit | \$184 | \$192 | 96% | \$192 | \$8 | 100% | |
| 82 | Re-Inspection - Missed Appointment | \$57 | \$60 | 95% | \$60 | \$3 | 100% | |
| 83 | Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum | varies | \$180 | varies | \$180 | n/a | 100% | |
| 84 | Additional Inspections | \$85 | \$89 | 95% | \$89 | \$4 | 100% | |
| 85 | Replacement Job Card | \$28 | \$29 | 95% | \$29 | \$1 | 100% | |
| 86 | Cancelled Permit Refund Processing Fee | \$25 | \$72 | 35% | \$72 | \$47 | 100% | |
| 87 | State Energy Form Assistance (Upon Request) (Per Page) | \$4 | \$36 | 11% | \$4 | \$0 | 11% | |
| 88 | Building and Safety Appeal Application | \$138 | \$144 | 95% | \$144 | \$7 | 100% | |
| 89 | Alternate Materials Method Review (Per Hr) | \$138 | \$144 | 95% | \$144 | \$7 | 100% | |

Notes

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The modified fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

[b] For purposes of calculating re-roof fees, fractional square footages shall be rounded up to the nearest 1,000 SF. For example 1,600 SF shall be rounded to 2,000 SF.

| City of Laguna Woods | | | | | | | |
|--|-------------|----------------------|-----------------------|--|----------------------------|------------------------|-------|
| Working Version of the Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items | | | | | | | |
| Fee Description | Current Fee | Est. Cost of Service | Current Cost Recovery | Modified Fee Assuming Full or Targeted Cost Recovery [a] | Increase (Decrease) Amount | Modified Cost Recovery | Notes |

[c] For Installation of multiple doors or windows see Framing/Structural fees.

[d] Examples of items included in this fee include post, beam, beamtail, raftertail, corbel, shearpanel, and truss repair/replacement.

[e] California Government Code Section 66015(a)(1), establishes maximum fees for residential solar energy systems. For photovoltaic systems, fees shall not exceed \$450 plus \$15 per kW for each kilowatt above 15kW. For thermal systems, fees shall not exceed \$450, plus \$15 per kWth for each kilowatt thermal above 10kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[f] California Government Code Section 66015(b)(1), establishes maximum fees for commercial solar energy systems. Fees shall not exceed \$1,000 for systems up to 50kW plus \$7 per kilowatt for each kilowatt between 51kW and 250kW, plus \$5 for each kilowatt above 250kW. For thermal systems, fees shall not exceed \$1,000 up to the 30kWth, plus \$7 per kWth for each kWth between the 30th and 260th kWth, plus \$5 for each kWth above 260kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[g] Fee for ceiling scrapes, lead paint removal, floor removal, etc.

* In accordance with California Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** The City Manager may waive building permit fees for activities associated with City projects or contracts.

City of Laguna Woods

Working Version of the Schedule of Building Fees
New Construction and Non-Residential Tenant Improvements

| Construction Class | | SqFt | Current Fee | Est. Cost of Svc | Current Cost Recovery | Modified Fee Assuming Full or Targeted Cost Recovery [a] | Increase (Decrease) Amount | Modified Cost Recovery |
|--------------------|---|----------|-------------|------------------|-----------------------|--|----------------------------|------------------------|
| 1 | Shell Building | 500 | \$2,065 | \$2,164 | 95% | \$2,164 | \$100 | 100% |
| | New Construction | 2,000 | \$3,097 | \$3,247 | 95% | \$3,247 | \$150 | 100% |
| | | 5,000 | \$4,129 | \$4,329 | 95% | \$4,329 | \$199 | 100% |
| | | 10,000 | \$5,162 | \$5,411 | 95% | \$5,411 | \$249 | 100% |
| | | 20,000 | \$6,882 | \$7,215 | 95% | \$7,215 | \$332 | 100% |
| | | > 20,000 | varies | varies | | deposit | | |
| 2 | Accessory/Utility (e.g. Private garage, gatehouse) New Construction | 100 | \$688 | \$721 | 95% | \$721 | \$33 | 100% |
| | | 250 | \$1,032 | \$1,082 | 95% | \$1,082 | \$50 | 100% |
| | | 500 | \$1,376 | \$1,443 | 95% | \$1,443 | \$66 | 100% |
| | | 1,000 | \$1,721 | \$1,804 | 95% | \$1,804 | \$83 | 100% |
| | | 2,500 | \$2,202 | \$2,309 | 95% | \$2,309 | \$106 | 100% |
| | | > 2,500 | varies | varies | | deposit | | |
| 3 | All Other New Construction | 500 | \$3,304 | \$3,463 | 95% | \$3,463 | \$160 | 100% |
| | | 2,000 | \$4,955 | \$5,195 | 95% | \$5,195 | \$239 | 100% |
| | | 5,000 | \$6,607 | \$6,926 | 95% | \$6,926 | \$319 | 100% |
| | | 10,000 | \$8,259 | \$8,658 | 95% | \$8,658 | \$399 | 100% |
| | | 20,000 | \$11,012 | \$11,544 | 95% | \$11,544 | \$532 | 100% |
| | | > 20,000 | varies | varies | | deposit | | |
| 4 | Tenant Improvements New Construction | 250 | \$551 | \$577 | 95% | \$577 | \$27 | 100% |
| | | 500 | \$826 | \$866 | 95% | \$866 | \$40 | 100% |
| | | 1,000 | \$1,101 | \$1,154 | 95% | \$1,154 | \$53 | 100% |
| | | 2,500 | \$1,376 | \$1,443 | 95% | \$1,443 | \$66 | 100% |
| | | 5,000 | \$1,824 | \$1,912 | 95% | \$1,912 | \$88 | 100% |
| | | > 5,000 | varies | varies | | deposit | | |

Notes

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The proposed fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

* In accordance with Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** The City Manager may waive building permit fees for activities associated with City projects or contracts.

City of Laguna Woods
Working Version of the Schedule of Planning Fees

| Fee Description | | Current Fee | Est. Cost of Service | Current Cost Recovery | Modified Fee Assuming Full or Targeted Cost Recovery | Increase (Decrease) Amount | Modified Cost Recovery | Notes |
|---------------------------|--|-------------|----------------------|-----------------------|--|----------------------------|------------------------|-------|
| Fixed Fee Services | | | | | | | | |
| 1 | Film Permit | \$568 | \$584 | 97% | \$584 | \$16 | 100% | [a] |
| 2 | Address Establishment/Change | \$355 | \$365 | n/a | \$365 | \$10 | 100% | |
| 3 | Notice of Exemption | \$284 | \$292 | 97% | \$292 | \$8 | 100% | [b] |
| 4 | Outdoor Seating Permit | \$355 | \$365 | 97% | \$365 | \$10 | 100% | |
| 5 | Sign Permit - Part of Sign Program | \$71 | \$110 | 65% | \$110 | \$39 | 100% | |
| 6 | Sign Permit - Permanent | \$284 | \$292 | 97% | \$292 | \$8 | 100% | |
| 7 | Sign Permit - Temporary | \$71 | \$73 | 97% | \$73 | \$2 | 100% | |
| 8 | Sign Permit - Community Facilities/Open Space | \$71 | \$73 | 97% | \$73 | \$2 | 100% | |
| 9 | Special Event Permit | \$284 | \$292 | 97% | \$292 | \$8 | 100% | |
| 10 | Temporary Use Permit | \$568 | \$584 | 97% | \$584 | \$16 | 100% | |
| 11 | Tree Removal Permit | \$213 | \$219 | 97% | \$219 | \$6 | 100% | |
| 12 | Wireless Use Permit Filing Fee | \$1,633 | \$1,679 | n/a | \$1,679 | \$46 | 100% | [c] |
| 13 | Eligible Facility Request Permit Filing Fee | \$1,207 | \$1,241 | n/a | \$1,241 | \$34 | 100% | |
| 14 | Eligible Facility Request Permit Pre-Submittal Meeting | \$284 | \$292 | n/a | \$292 | \$8 | 100% | |
| 15 | Zoning Confirmation Letter | \$178 | \$183 | 98% | \$183 | \$5 | 100% | |
| 16 | Appeal (City Council) | \$500 | \$2,117 | 24% | \$500 | \$0 | 24% | |

| Fee Description | | Current Initial Deposit | Est. Cost of Service | Current Cost Recovery | Modified Deposit [d] | Increase (Decrease) | Modified Cost Recovery | Notes |
|-----------------------------------|--|-------------------------|----------------------|-----------------------|----------------------|---------------------|------------------------|-------|
| Deposit-Based Fee Services | | | | | | | | |
| 17 | Change Plan | \$2,000 | \$2,336 | varies | \$2,000 | \$0 | 100% | [d] |
| 18 | Conditional Use Permit | \$4,000 | \$4,198 | 100% | \$4,000 | \$0 | 100% | |
| 19 | Development Agreement | \$10,000 | \$19,491 | 100% | \$10,000 | \$0 | 100% | |
| 20 | Environmental Impact Report | \$10,000 | varies | 100% | \$10,000 | \$0 | 100% | |
| 21 | General Plan Amendment | \$10,000 | \$19,199 | 100% | \$10,000 | \$0 | 100% | |
| 22 | Zoning Code Amendment | \$10,000 | \$19,199 | 100% | \$10,000 | \$0 | 100% | |
| 23 | Initial Study/Neg. Dec./Mitigated Neg Dec. | \$5,000 | varies | 100% | \$5,000 | \$0 | 100% | |
| 24 | Sign Program | \$2,500 | \$2,774 | 100% | \$2,500 | \$0 | 100% | |
| 25 | Site Development Permit | \$4,000 | \$4,088 | 100% | \$4,000 | \$0 | 100% | |
| 26 | Specific Plan | \$10,000 | \$19,491 | 100% | \$10,000 | \$0 | 100% | |
| 27 | Variance | \$3,500 | \$3,650 | 100% | \$3,500 | \$0 | 100% | |
| 28 | Zone Change | \$10,000 | \$17,009 | 100% | \$10,000 | \$0 | 100% | |
| 29 | Other Services Not Identified | varies | varies | 100% | varies | | | |

Notes

[a] Film permit fee applies for major filming (production).

[b] A pass-through of any filing fees will also be collected from the applicant.

[c] A pass-through of any noticing fees will also be collected from the applicant (e.g. mailing costs, newspaper publication).

[d] For deposit-based fees, the City intends to recover 100% of the costs of service including the actual costs of any contract service providers, internal City support, indirect costs, filing fees, and noticing fees.

* The City Manager may waive planning fees for activities associated with City projects or contracts.

City of Laguna Woods

Working Version of the Schedule of Encroachment Permit Fees

| Fee Description | | Current Fee | Est. Cost of Service | Modified Fee Assuming Full Cost Recovery | Unit | Increase (Decrease) Amount | Modified Cost Recovery | Notes |
|-----------------------|---|-------------|----------------------|--|---------|----------------------------|------------------------|-------|
| Minor Projects | | | | | | | | |
| 1 | Landscape Maintenance | \$248 | \$245 | \$245 | flat | (\$3) | 100% | |
| 2 | Temporary Staging | \$248 | \$245 | \$245 | flat | (\$3) | 100% | |
| 3 | Traffic Control Only | \$330 | \$326 | \$326 | flat | (\$4) | 100% | |
| 4 | Utilities Structure Inspection | \$413 | \$408 | \$408 | flat | (\$5) | 100% | |
| 5 | Pole Replacement | \$413 | \$408 | \$408 | flat | (\$5) | 100% | |
| Major Projects | | | | | | | | |
| 6 | Major Project | | | | | | | [a] |
| | a) First Day | \$660 | \$653 | \$653 | flat | (\$7) | 100% | |
| | b) Each Additional Day | \$248 | \$245 | \$245 | per day | (\$3) | 100% | |
| 7 | Projects Greater Than Two Weeks in Duration | \$3,000 | varies | \$3,000 | deposit | \$0 | | |

Notes

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

* The City Manager may waive encroachment permit fees for activities associated with City projects or contracts.

Master Fee Schedule

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

| | Fee Description | [a] Fee Assuming Full or Targeted Cost Recovery | Notes |
|----|---|---|-------|
| 1 | Water Heater Change Out | \$89 | |
| 2 | Water Heater Relocation | \$156 | |
| 3 | Tub to Tub Insert Only | \$168 | |
| 4 | Tub to Tub Tile Back Only | \$228 | |
| 5 | Shower to Shower Insert Only | \$168 | |
| 6 | Shower to Shower Tile Only | \$289 | |
| 7 | Tub to Shower Only | \$289 | |
| 8 | Water/Drain Line (Install/Alter/Repair) w/out Structural | \$89 | |
| 9 | Water/Drain Line (Install/Alter/Repair) with Structural | \$228 | |
| 10 | Line Repair (CIPP)/Svc Install - First 30 LF | \$96 | |
| 11 | Line Repair (CIPP)/Svc Install - Each Add'l 30 LF | \$60 | |
| 12 | Plumbing Repipe | \$216 | |
| 13 | New HVAC / HVAC Change Out (Central System) - Residential | \$168 | |
| 14 | New HVAC / HVAC Change Out (All Others) - Residential | \$89 | |
| 15 | Ventilation Modifications | \$186 | |
| 16 | Electrical - Fixtures and Receptacles | \$96 | |
| 17 | Electrical Panel Modification | \$299 | |
| 18 | Electrical Panel Change Out | \$161 | |
| 19 | Washer/Dryer Hook Up | \$119 | |
| 20 | Electrical Wheelchair Lift | \$469 | |
| 21 | Temporary Power Pole | \$125 | |
| 22 | Re-Roof (Tile, Single-Ply) - First 1,000 SF | \$149 | |
| 23 | Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF | \$29 | [b] |
| 24 | Re-Roof (All Other) - First 1,000 SF | \$180 | |
| 25 | Re-Roof (All Other) - Each Add'l 5,000 SF | \$29 | [b] |
| 26 | Fenestration - Skylights/Solartubes (1 Hr. Buildings) | \$168 | |
| 27 | Fenestration - Skylights/Solartubes (All Others) | \$126 | |
| 28 | Fenestration - Window Retrofit | \$138 | |
| 29 | Fenestration - Doors/Windows (One New - Framed) | \$198 | [c] |
| 30 | Structural, Drywall | \$132 | |
| 31 | Structural, Insulation, Drywall | \$192 | |
| 32 | Lath | \$209 | |
| 33 | Structural, Insulation, Lath | \$313 | |
| 34 | Structural, Insulation, Shear, Lath | \$517 | |
| 35 | Fire Sprinkler Plans - New | \$192 | |
| 36 | Fire Sprinkler Plans - Modified | \$120 | |
| 37 | Fire Assessment Review | \$173 | |
| 38 | Framing/Structural - 1 inspection | \$277 | [d] |
| 39 | Framing/Structural - 2 inspections | \$337 | [d] |
| 40 | Framing/Structural - 3 inspections | \$397 | [d] |
| 41 | Temporary Shade Structure (Commercial) | \$277 | |

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

| | Fee Description | [a] Fee Assuming Full or Targeted Cost Recovery | Notes |
|----|---|---|-------|
| 42 | Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered | \$192 | |
| 43 | Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered | \$289 | |
| 44 | Patio/Balcony Cover/Enclosure - Site Specific Engineering | \$487 | |
| 45 | Patio Conversion | \$962 | |
| 46 | Atrium Conversion | \$962 | |
| 47 | Garage Conversion | \$842 | |
| 48 | Alteration - Residential (Res.) Kitchen | \$373 | |
| 49 | Alteration - Res. Kitchen, plus HVAC OR Fenestration | \$433 | |
| 50 | Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other | \$493 | |
| 51 | Alteration - Res. Kitchen, plus 1 Bath | \$433 | |
| 52 | Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits) | \$493 | |
| 53 | Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other | \$493 | |
| 54 | Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other | \$553 | |
| 55 | Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other | \$553 | |
| 56 | Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other | \$613 | |
| 57 | Alteration/Remodel - Res. 1 Bath | \$253 | |
| 58 | Alteration/Remodel - Res. 2+ Baths (includes bathroom splits) | \$373 | |
| 59 | Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other | \$433 | |
| 60 | Room Addition | \$866 | |
| 61 | Alteration/Remodel w/ Room Addition | \$1,227 | |
| 62 | Sign (Wall) - First | \$168 | |
| 63 | Sign (Wall) - Each Add'l | \$12 | |
| 64 | Sign (Monument) - First | \$277 | |
| 65 | Sign (Monument) - Each Add'l | \$24 | |
| 66 | Antenna - Telecommunications | \$529 | |
| 67 | Antenna - Equipment Shelter | \$253 | |
| 68 | Solar - Residential Systems (Expedited Process) | \$240 | [e] |
| 69 | Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth | \$433 | [e] |
| 70 | Solar - Commercial Systems - See note for > 50kW or 30kWth | \$1,000 | [f] |
| 71 | Demolition - Residential Interior | \$168 | |
| 72 | Demolition - Residential (All Other) | \$96 | [g] |
| 73 | Demolition - Non-Residential | \$361 | |
| 74 | Certificate of Occupancy - Temporary | \$89 | |
| 75 | Certificate of Occupancy | \$269 | |
| 76 | Miscellaneous/All Other - First Inspection | \$89 | |
| 77 | Miscellaneous/All Other - Each Add'l Inspection | \$60 | |
| 78 | Miscellaneous/All Other - Plan Check (Per Hr) | \$144 | |
| 79 | Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum) | \$144 | |
| 80 | Plan Revision - Structural - (Per Hr; 1 hour minimum) | \$144 | |
| 81 | Work Without Permit | \$192 | |
| 82 | Re-Inspection - Missed Appointment | \$60 | |

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

| | Fee Description | [a] Fee Assuming Full or Targeted Cost Recovery | Notes |
|----|--|---|-------|
| 83 | Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum | \$180 | |
| 84 | Additional Inspections | \$89 | |
| 85 | Replacement Job Card | \$29 | |
| 86 | Cancelled Permit Refund Processing Fee | \$72 | |
| 87 | State Energy Form Assistance (Upon Request) (Per Page) | \$4 | |
| 88 | Building and Safety Appeal Application | \$144 | |
| 89 | Alternate Materials Method Review (Per Hr) | \$144 | |

Notes

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The modified fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

[b] For purposes of calculating re-roof fees, fractional square footages shall be rounded up to the nearest 1,000 SF. For example 1,600 SF shall be rounded to 2,000 SF.

[c] For Installation of multiple doors or windows see Framing/Structural fees.

[d] Examples of items included in this fee include post, beam, beamtail, raftertail, corbel, shearpanel, and truss repair/replacement.

[e] California Government Code Section 66015(a)(1), establishes maximum fees for residential solar energy systems. For photovoltaic systems, fees shall not exceed \$450 plus \$15 per kW for each kilowatt above 15kW. For thermal systems, fees shall not exceed \$450, plus \$15 per kWth for each kilowatt thermal above 10kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[f] California Government Code Section 66015(b)(1), establishes maximum fees for commercial solar energy systems. Fees shall not exceed \$1,000 for systems up to 50kW plus \$7 per kilowatt for each kilowatt between 51kW and 250kW, plus \$5 for each kilowatt above 250kW. For thermal systems, fees shall not exceed \$1,000 up to the 30kWth, plus \$7 per kWth for each kWth between the 30th and 260th kWth, plus \$5 for each kWth above 260kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[g] Fee for ceiling scrapes, lead paint removal, floor removal, etc.

* In accordance with California Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** The City Manager may waive building permit fees for activities associated with City projects or contracts.

City of Laguna Woods

Schedule of Building Fees - New Construction and Non-Residential Tenant Improvements

| Description | Project Size Threshold | Plan Check [a] | | Permit [a] | | Total [a] | |
|--|------------------------|---|----------------------|---|----------------------|---|----------------------|
| | | Assuming Full or Targeted Cost Recovery | Fee Per Add'l 100 SF | Assuming Full or Targeted Cost Recovery | Fee Per Add'l 100 SF | Assuming Full or Targeted Cost Recovery | Fee Per Add'l 100 SF |
| 1 Shell Building New Construction | 500 | \$1,082 | \$25.25 | \$1,082 | \$46.90 | \$2,164 | \$72.15 |
| | 2,000 | \$1,461 | \$16.23 | \$1,786 | \$19.84 | \$3,247 | \$36.07 |
| | 5,000 | \$1,948 | \$9.74 | \$2,381 | \$11.90 | \$4,329 | \$21.64 |
| | 10,000 | \$2,435 | \$4.51 | \$2,976 | \$13.53 | \$5,411 | \$18.04 |
| | 20,000 | \$2,886 | varies | \$4,329 | varies | \$7,215 | varies |
| | > 20,000 | varies | | varies | | varies | |
| 2 Accessory/Utility (e.g. Private garage, gatehouse) New Construction | 100 | \$253 | \$84.17 | \$469 | \$156.32 | \$721 | \$240.50 |
| | 250 | \$379 | \$50.50 | \$703 | \$93.79 | \$1,082 | \$144.30 |
| | 500 | \$505 | \$25.25 | \$938 | \$46.90 | \$1,443 | \$72.15 |
| | 1,000 | \$631 | \$11.78 | \$1,172 | \$21.89 | \$1,804 | \$33.67 |
| | 2,500 | \$808 | varies | \$1,501 | varies | \$2,309 | varies |
| | > 2,500 | varies | | varies | | varies | |
| 3 All Other New Construction | 500 | \$1,732 | \$40.40 | \$1,732 | \$75.03 | \$3,463 | \$115.44 |
| | 2,000 | \$2,338 | \$25.97 | \$2,857 | \$31.75 | \$5,195 | \$57.72 |
| | 5,000 | \$3,117 | \$15.58 | \$3,809 | \$19.05 | \$6,926 | \$34.63 |
| | 10,000 | \$3,896 | \$7.21 | \$4,762 | \$21.64 | \$8,658 | \$28.86 |
| | 20,000 | \$4,618 | varies | \$6,926 | varies | \$11,544 | varies |
| | > 20,000 | varies | | varies | | varies | |
| 4 Tenant Improvements New Construction | 250 | \$202 | \$40.40 | \$375 | \$75.03 | \$577 | \$115.44 |
| | 500 | \$303 | \$20.20 | \$563 | \$37.52 | \$866 | \$57.72 |
| | 1,000 | \$404 | \$6.73 | \$750 | \$12.51 | \$1,154 | \$19.24 |
| | 2,500 | \$505 | \$6.57 | \$938 | \$12.19 | \$1,443 | \$18.76 |
| | 5,000 | \$669 | varies | \$1,243 | varies | \$1,912 | varies |
| | > 5,000 | varies | | varies | | varies | |

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The proposed fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

* In accordance with Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** The City Manager may waive building permit fees for activities associated with City projects or contracts.

| City of Laguna Woods | | |
|---|-------------------------------|-------|
| Schedule of Building Fees | | |
| Fee Description | Fee * | Notes |
| Strong Motion Instrumentation Program (SMIP) Fee Calculation | | [a] |
| 1 Residential (1-3 Story) | \$0.50 or valuation x 0.00013 | |
| 2 Commercial or Residential (4+ Story) | \$0.50 or valuation x 0.00028 | |
| Building Standards Administration Special Revolving Fund (SB 1473) Fee Calculation | | [b] |
| 3 Valuation: | | |
| a) \$1 - \$25,000 | \$1 | |
| b) \$25,001 - \$50,000 | \$2 | |
| c) \$50,001 - \$75,000 | \$3 | |
| d) \$75,001 - \$100,000 | \$4 | |
| e) Every \$25,000 or fraction thereof above \$100,000 | Add \$1 | |

Notes

[a] Source: California Public Resources Code Section 2705

[b] Source: California Health and Safety Code Section 18931.6

* Project valuation shall be determined by project amount submitted by permit applicant, or most current International Code Council (ICC) published Building Valuation Table as published in the Building Safety Journal, or by RS Means Square Foot Costs Manual, where ICC data is not available.

| |
|----------------------------------|
| City of Laguna Woods |
| Schedule of Planning Fees |

| | Fee Description | Fee Assuming Full or Targeted Cost Recovery | Notes |
|----|--|---|-------|
| | Fixed Fee Services | | |
| 1 | Film Permit | \$584 | [a] |
| 2 | Address Establishment/Change | \$365 | |
| 3 | Notice of Exemption | \$292 | [b] |
| 4 | Outdoor Seating Permit | \$365 | |
| 5 | Sign Permit - Part of Sign Program | \$110 | |
| 6 | Sign Permit - Permanent | \$292 | |
| 7 | Sign Permit - Temporary | \$73 | |
| 8 | Sign Permit - Community Facilities/Open Space Annual | \$73 | |
| 9 | Special Event Permit | \$292 | |
| 10 | Temporary Use Permit | \$584 | |
| 11 | Tree Removal Permit | \$219 | |
| 12 | Wireless Use Permit Filing Fee | \$1,679 | [c] |
| 13 | Eligible Facility Request Permit Filing Fee | \$1,241 | |
| 14 | Eligible Facility Request Permit Pre-Submittal Meeting | \$292 | |
| 15 | Zoning Confirmation Letter | \$183 | |
| 16 | Appeal (City Council) | \$500 | |

| | Fee Description | Initial Deposit [d] | Notes |
|----|--|---------------------|-------|
| | Deposit-Based Fee Services | | [d] |
| 17 | Change Plan | \$2,000 | |
| 18 | Conditional Use Permit | \$4,000 | |
| 19 | Development Agreement | \$10,000 | |
| 20 | Environmental Impact Report | \$10,000 | |
| 21 | General Plan Amendment | \$10,000 | |
| 22 | Zoning Code Amendment | \$10,000 | |
| 23 | Initial Study/Neg. Dec./Mitigated Neg Dec. | \$5,000 | |
| 24 | Sign Program | \$2,500 | |
| 25 | Site Development Permit | \$4,000 | |
| 26 | Specific Plan | \$10,000 | |
| 27 | Variance | \$3,500 | |
| 28 | Zone Change | \$10,000 | |
| 29 | Other Services Not Identified | varies | |

Notes

[a] Film permit fee applies for major filming (production).

[b] A pass-through of any filing fees will also be collected from the applicant.

[c] A pass-through of any noticing fees will also be collected from the applicant (e.g. mailing costs, newspaper publication).

[d] For deposit-based fees, the City intends to recover 100% of the costs of service including the actual costs of any contract service providers, internal City support, indirect costs, filing fees, and noticing fees.

* The City Manager may waive planning fees for activities associated with City projects or contracts.

| City of Laguna Woods | | | | |
|---|---|--|--|--------------|
| Schedule of Encroachment Permit Fees | | | | |
| Fee Description | | Fee Assuming Full Cost Recovery | Unit | Notes |
| Minor Projects | | | | |
| 1 | Landscape Maintenance | \$245 | flat | |
| 2 | Temporary Staging | \$245 | flat | |
| 3 | Traffic Control Only | \$326 | flat | |
| 4 | Utilities Structure Inspection | \$408 | flat | |
| 5 | Pole Replacement | \$408 | flat | |
| Major Projects | | | | |
| 6 | Major Project | | | [a] |
| | a) First Day | \$653 | flat | |
| | b) Each Additional Day | \$245 | per day | |
| 7 | Projects Greater Than Two Weeks in Duration | \$3,000 | deposit | |
| For service requests, which have no fees listed in this Master Fee Schedule, the City Manager or his/her designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity. | | | | |
| Fee Description | | Fee | Unit | Notes |
| 8 | City Engineer | \$163 | per hour | |
| 9 | Other Staff/Outside Service Providers | 100% | of actual costs, plus indirect cost rate | |

Notes

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

* The City Manager may waive encroachment permit fees for activities associated with City projects or contracts.

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RESOLUTION NO. 18-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING NEW AND INCREASED OR MODIFIED BUILDING AND PLANNING SERVICES FEES, AND ENCROACHMENT PERMIT FEES

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

WHEREAS, California Senate Bill 330 was approved by Governor Brown on September 25, 2017 to authorize cities to waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability that are made to accommodate that disability; and

WHEREAS, the City retained a qualified consultant to prepare a Building, Planning, and Encroachment Permit Fee Study and Central Service Cost Allocation Plan and Indirect Cost Rate Calculation-Full Cost Plan upon which to base fee calculations. Both documents are now complete, and such documents were presented to the City Council and public at the regular meeting on April 18, 2018; and

WHEREAS, the City Council conducted a duly noticed public hearing at its regular meeting on April 18, 2018 regarding the proposed adoption of new and increased or modified building, planning, and encroachment permit fees; and

WHEREAS, public noticing for the aforementioned public hearing included two publications in the *Laguna Woods Globe*, posting at City Hall and on the City's website beginning on March 28, 2018, and transmittal to those parties requesting such notification pursuant to California Government Code Section 66016; and

WHEREAS, the Building, Planning, and Encroachment Permit Fee Schedule attached hereto as Exhibit A; the Building, Planning, and Encroachment Permit Fee Study; and, the Central Service Cost Allocation Plan and Indirect Cost Rate Calculation-Full Cost Plan were made available to the public at or from City Hall and on the City's website beginning on March 28, 2018; and

WHEREAS, after consideration of the information provided by City staff, the information contained in the Building, Planning, and Encroachment Permit Fee

Study and the Central Service Cost Allocation Plan and Indirect Cost Rate Calculation-Full Cost Plan, 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 building, planning, and encroachment permitting.

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

SECTION 1. The Building, Planning, and Encroachment Permit Fee Schedule attached hereto as Exhibit A is hereby adopted to be effective beginning on June 18, 2018. In adopting such fees, the City Council finds that the amount of the fees do not exceed the reasonable cost of providing the services for which the fees are charged, and relies in part on the Building, Planning, and Encroachment Permit Fee Study and the Central Service Cost Allocation Plan and Indirect Cost Rate Calculation-Full Cost Plan in making such findings.

SECTION 2. Upon the effective date of the Building, Planning, and Encroachment Permit Fee Schedule attached hereto as Exhibit A, all previous building, planning, and encroachment permit fees adopted by resolution of the City Council shall be repealed.

SECTION 3. Upon the effective date of the Building, Planning, and Encroachment Permit Fee Schedule attached hereto as Exhibit A, the City Manager may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability that are made to accommodate that disability, as provided for by California Senate Bill 330.

SECTION 4. The City Manager may waive building, planning, and encroachment permit fees for activities associated with City projects or contracts.

SECTION 5. After reviewing the entire project record, the City Council hereby finds, determines, and certifies that it can be seen with certainty that this action is not subject to the California Environmental Quality Act (Pub. Resources Code, Sec. 21000 et seq.) (“CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3. CEQA Guideline section 15378(b)(4) excludes “government funding mechanisms or other government fiscal activities” from its definition of “project” when they “do

not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment,” as is the case here. Even if this action were subject to CEQA, it would be categorically exempt under CEQA Guideline section 15273, which applies to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by the City, when such charges are for the purpose of (1) meeting operating expenses, including employee wage rates and fringe benefits, and (2) purchasing or leasing supplies, equipment, or materials – as is the case with the building, planning, and encroachment permit fees. Finally, this action is exempt from CEQA based on CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 6. The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2018.

CAROL MOORE, 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. 18-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 2018, by the following vote:

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

YOLIE TRIPPY, Deputy City Clerk

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

| Fee Description | | [a] Fee Assuming Full or Targeted Cost Recovery | Notes |
|-----------------|---|---|-------|
| 1 | Water Heater Change Out | \$89 | |
| 2 | Water Heater Relocation | \$156 | |
| 3 | Tub to Tub Insert Only | \$168 | |
| 4 | Tub to Tub Tile Back Only | \$228 | |
| 5 | Shower to Shower Insert Only | \$168 | |
| 6 | Shower to Shower Tile Only | \$289 | |
| 7 | Tub to Shower Only | \$289 | |
| 8 | Water/Drain Line (Install/Alter/Repair) w/out Structural | \$89 | |
| 9 | Water/Drain Line (Install/Alter/Repair) with Structural | \$228 | |
| 10 | Line Repair (CIPP)/Svc Install - First 30 LF | \$96 | |
| 11 | Line Repair (CIPP)/Svc Install - Each Add'l 30 LF | \$60 | |
| 12 | Plumbing Repipe | \$216 | |
| 13 | New HVAC / HVAC Change Out (Central System) - Residential | \$168 | |
| 14 | New HVAC / HVAC Change Out (All Others) - Residential | \$89 | |
| 15 | Ventilation Modifications | \$186 | |
| 16 | Electrical - Fixtures and Receptacles | \$96 | |
| 17 | Electrical Panel Modification | \$299 | |
| 18 | Electrical Panel Change Out | \$161 | |
| 19 | Washer/Dryer Hook Up | \$119 | |
| 20 | Electrical Wheelchair Lift | \$469 | |
| 21 | Temporary Power Pole | \$125 | |
| 22 | Re-Roof (Tile, Single-Ply) - First 1,000 SF | \$149 | |
| 23 | Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF | \$29 | [b] |
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| 36 | Fire Sprinkler Plans - Modified | \$120 | |
| 37 | Fire Assessment Review | \$173 | |
| 38 | Framing/Structural - 1 inspection | \$277 | [d] |
| 39 | Framing/Structural - 2 inspections | \$337 | [d] |
| 40 | Framing/Structural - 3 inspections | \$397 | [d] |
| 41 | Temporary Shade Structure (Commercial) | \$277 | |

ITEM 7.1 - Exhibit A to Attachment B

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

| | Fee Description | [a] Fee Assuming Full or Targeted Cost Recovery | Notes |
|----|---|---|-------|
| 42 | Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered | \$192 | |
| 43 | Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered | \$289 | |
| 44 | Patio/Balcony Cover/Enclosure - Site Specific Engineering | \$487 | |
| 45 | Patio Conversion | \$962 | |
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| 47 | Garage Conversion | \$842 | |
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| 49 | Alteration - Res. Kitchen, plus HVAC OR Fenestration | \$433 | |
| 50 | Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other | \$493 | |
| 51 | Alteration - Res. Kitchen, plus 1 Bath | \$433 | |
| 52 | Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits) | \$493 | |
| 53 | Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other | \$493 | |
| 54 | Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other | \$553 | |
| 55 | Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other | \$553 | |
| 56 | Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other | \$613 | |
| 57 | Alteration/Remodel - Res. 1 Bath | \$253 | |
| 58 | Alteration/Remodel - Res. 2+ Baths (includes bathroom splits) | \$373 | |
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| 65 | Sign (Monument) - Each Add'l | \$24 | |
| 66 | Antenna - Telecommunications | \$529 | |
| 67 | Antenna - Equipment Shelter | \$253 | |
| 68 | Solar - Residential Systems (Expedited Process) | \$240 | [e] |
| 69 | Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth | \$433 | [e] |
| 70 | Solar - Commercial Systems - See note for > 50kW or 30kWth | \$1,000 | [f] |
| 71 | Demolition - Residential Interior | \$168 | |
| 72 | Demolition - Residential (All Other) | \$96 | [g] |
| 73 | Demolition - Non-Residential | \$361 | |
| 74 | Certificate of Occupancy - Temporary | \$89 | |
| 75 | Certificate of Occupancy | \$269 | |
| 76 | Miscellaneous/All Other - First Inspection | \$89 | |
| 77 | Miscellaneous/All Other - Each Add'l Inspection | \$60 | |
| 78 | Miscellaneous/All Other - Plan Check (Per Hr) | \$144 | |
| 79 | Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum) | \$144 | |
| 80 | Plan Revision - Structural - (Per Hr; 1 hour minimum) | \$144 | |
| 81 | Work Without Permit | \$192 | |
| 82 | Re-Inspection - Missed Appointment | \$60 | |

ITEM 7.1 - Exhibit A to Attachment B

City of Laguna Woods

Schedule of Building Fees - Mechanical, Electrical, Plumbing, and Miscellaneous Items

| | Fee Description | [a] Fee Assuming Full or Targeted Cost Recovery | Notes |
|----|--|--|--------------|
| 83 | Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum | \$180 | |
| 84 | Additional Inspections | \$89 | |
| 85 | Replacement Job Card | \$29 | |
| 86 | Cancelled Permit Refund Processing Fee | \$72 | |
| 87 | State Energy Form Assistance (Upon Request) (Per Page) | \$4 | |
| 88 | Building and Safety Appeal Application | \$144 | |
| 89 | Alternate Materials Method Review (Per Hr) | \$144 | |

Notes

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The modified fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

[b] For purposes of calculating re-roof fees, fractional square footages shall be rounded up to the nearest 1,000 SF. For example 1,600 SF shall be rounded to 2,000 SF.

[c] For Installation of multiple doors or windows see Framing/Structural fees.

[d] Examples of items included in this fee include post, beam, beamtail, raftertail, corbel, shearpanel, and truss repair/replacement.

[e] California Government Code Section 66015(a)(1), establishes maximum fees for residential solar energy systems. For photovoltaic systems, fees shall not exceed \$450 plus \$15 per kW for each kilowatt above 15kW. For thermal systems, fees shall not exceed \$450, plus \$15 per kWth for each kilowatt thermal above 10kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[f] California Government Code Section 66015(b)(1), establishes maximum fees for commercial solar energy systems. Fees shall not exceed \$1,000 for systems up to 50kW plus \$7 per kilowatt for each kilowatt between 51kW and 250kW, plus \$5 for each kilowatt above 250kW. For thermal systems, fees shall not exceed \$1,000 up to the 30kWth, plus \$7 per kWth for each kWth between the 30th and 260th kWth, plus \$5 for each kWth above 260kWth. Fees in excess of these amounts require written findings and resolution or ordinance.

[g] Fee for ceiling scrapes, lead paint removal, floor removal, etc.

* In accordance with California Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** The City Manager may waive building permit fees for activities associated with City projects or contracts.

City of Laguna Woods

Schedule of Building Fees - New Construction and Non-Residential Tenant Improvements

| Description | Project Size Threshold | Plan Check [a] | | Permit [a] | | Total [a] | |
|--|------------------------|---|----------------------|---|----------------------|---|----------------------|
| | | Assuming Full or Targeted Cost Recovery | Fee Per Add'l 100 SF | Assuming Full or Targeted Cost Recovery | Fee Per Add'l 100 SF | Assuming Full or Targeted Cost Recovery | Fee Per Add'l 100 SF |
| 1 Shell Building New Construction | 500 | \$1,082 | \$25.25 | \$1,082 | \$46.90 | \$2,164 | \$72.15 |
| | 2,000 | \$1,461 | \$16.23 | \$1,786 | \$19.84 | \$3,247 | \$36.07 |
| | 5,000 | \$1,948 | \$9.74 | \$2,381 | \$11.90 | \$4,329 | \$21.64 |
| | 10,000 | \$2,435 | \$4.51 | \$2,976 | \$13.53 | \$5,411 | \$18.04 |
| | 20,000 | \$2,886 | varies | \$4,329 | varies | \$7,215 | varies |
| | > 20,000 | varies | | varies | | varies | |
| 2 Accessory/Utility (e.g. Private garage, gatehouse) New Construction | 100 | \$253 | \$84.17 | \$469 | \$156.32 | \$721 | \$240.50 |
| | 250 | \$379 | \$50.50 | \$703 | \$93.79 | \$1,082 | \$144.30 |
| | 500 | \$505 | \$25.25 | \$938 | \$46.90 | \$1,443 | \$72.15 |
| | 1,000 | \$631 | \$11.78 | \$1,172 | \$21.89 | \$1,804 | \$33.67 |
| | 2,500 | \$808 | varies | \$1,501 | varies | \$2,309 | varies |
| | > 2,500 | varies | | varies | | varies | |
| 3 All Other New Construction | 500 | \$1,732 | \$40.40 | \$1,732 | \$75.03 | \$3,463 | \$115.44 |
| | 2,000 | \$2,338 | \$25.97 | \$2,857 | \$31.75 | \$5,195 | \$57.72 |
| | 5,000 | \$3,117 | \$15.58 | \$3,809 | \$19.05 | \$6,926 | \$34.63 |
| | 10,000 | \$3,896 | \$7.21 | \$4,762 | \$21.64 | \$8,658 | \$28.86 |
| | 20,000 | \$4,618 | varies | \$6,926 | varies | \$11,544 | varies |
| | > 20,000 | varies | | varies | | varies | |
| 4 Tenant Improvements New Construction | 250 | \$202 | \$40.40 | \$375 | \$75.03 | \$577 | \$115.44 |
| | 500 | \$303 | \$20.20 | \$563 | \$37.52 | \$866 | \$57.72 |
| | 1,000 | \$404 | \$6.73 | \$750 | \$12.51 | \$1,154 | \$19.24 |
| | 2,500 | \$505 | \$6.57 | \$938 | \$12.19 | \$1,443 | \$18.76 |
| | 5,000 | \$669 | varies | \$1,243 | varies | \$1,912 | varies |
| | > 5,000 | varies | | varies | | varies | |

[a] The City uses specialized service providers to process certain plan review and inspection activities. These specialized services include, but are not limited to, structural engineering review services and specialized inspection services. The proposed fees are intended to reflect the estimated costs of all typical plan review and inspection services. However, for projects requiring the use of outside service providers, or projects that are more complex than typical, the City will collect fees that represent the actual costs incurred by the City.

* In accordance with Health and Safety Code Section 17951.5, the City may waive or reduce all building permit fees for improvements to the home of a veteran with a qualifying disability to accommodate that disability.

** The City Manager may waive building permit fees for activities associated with City projects or contracts.

| |
|----------------------------------|
| City of Laguna Woods |
| Schedule of Building Fees |

| | Fee Description | Fee * | Notes |
|---|---|-------------------------------|-------|
| | Strong Motion Instrumentation Program (SMIP) Fee Calculation | | [a] |
| 1 | Residential (1-3 Story) | \$0.50 or valuation x 0.00013 | |
| 2 | Commercial or Residential (4+ Story) | \$0.50 or valuation x 0.00028 | |
| | Building Standards Administration Special Revolving Fund (SB 1473) Fee Calculation | | [b] |
| 3 | Valuation: | | |
| | a) \$1 - \$25,000 | \$1 | |
| | b) \$25,001 - \$50,000 | \$2 | |
| | c) \$50,001 - \$75,000 | \$3 | |
| | d) \$75,001 - \$100,000 | \$4 | |
| | e) Every \$25,000 or fraction thereof above \$100,000 | Add \$1 | |

Notes

[a] Source: California Public Resources Code Section 2705

[b] Source: California Health and Safety Code Section 18931.6

* Project valuation shall be determined by project amount submitted by permit applicant, or most current International Code Council (ICC) published Building Valuation Table as published in the Building Safety Journal, or by RS Means Square Foot Costs Manual, where ICC data is not available.

ITEM 7.1 - Exhibit A to Attachment B

City of Laguna Woods
Schedule of Planning Fees

| Fee Description | | Fee Assuming Full or Targeted Cost Recovery | Notes |
|---------------------------|--|---|-------|
| Fixed Fee Services | | | |
| 1 | Film Permit | \$584 | [a] |
| 2 | Address Establishment/Change | \$365 | |
| 3 | Notice of Exemption | \$292 | [b] |
| 4 | Outdoor Seating Permit | \$365 | |
| 5 | Sign Permit - Part of Sign Program | \$110 | |
| 6 | Sign Permit - Permanent | \$292 | |
| 7 | Sign Permit - Temporary | \$73 | |
| 8 | Sign Permit - Community Facilities/Open Space Annual | \$73 | |
| 9 | Special Event Permit | \$292 | |
| 10 | Temporary Use Permit | \$584 | |
| 11 | Tree Removal Permit | \$219 | |
| 12 | Wireless Use Permit Filing Fee | \$1,679 | [c] |
| 13 | Eligible Facility Request Permit Filing Fee | \$1,241 | |
| 14 | Eligible Facility Request Permit Pre-Submittal Meeting | \$292 | |
| 15 | Zoning Confirmation Letter | \$183 | |
| 16 | Appeal (City Council) | \$500 | |

| Fee Description | | Initial Deposit [d] | Notes |
|-----------------------------------|--|---------------------|-------|
| Deposit-Based Fee Services | | | |
| | | | [d] |
| 17 | Change Plan | \$2,000 | |
| 18 | Conditional Use Permit | \$4,000 | |
| 19 | Development Agreement | \$10,000 | |
| 20 | Environmental Impact Report | \$10,000 | |
| 21 | General Plan Amendment | \$10,000 | |
| 22 | Zoning Code Amendment | \$10,000 | |
| 23 | Initial Study/Neg. Dec./Mitigated Neg Dec. | \$5,000 | |
| 24 | Sign Program | \$2,500 | |
| 25 | Site Development Permit | \$4,000 | |
| 26 | Specific Plan | \$10,000 | |
| 27 | Variance | \$3,500 | |
| 28 | Zone Change | \$10,000 | |
| 29 | Other Services Not Identified | varies | |

Notes

[a] Film permit fee applies for major filming (production).

[b] A pass-through of any filing fees will also be collected from the applicant.

[c] A pass-through of any noticing fees will also be collected from the applicant (e.g. mailing costs, newspaper publication).

[d] For deposit-based fees, the City intends to recover 100% of the costs of service including the actual costs of any contract service providers, internal City support, indirect costs, filing fees, and noticing fees.

* The City Manager may waive planning fees for activities associated with City projects or contracts.

City of Laguna Woods

Schedule of Encroachment Permit Fees

| Fee Description | | Fee Assuming Full Cost Recovery | Unit | Notes |
|-----------------------|---|---------------------------------|---------|-------|
| Minor Projects | | | | |
| 1 | Landscape Maintenance | \$245 | flat | |
| 2 | Temporary Staging | \$245 | flat | |
| 3 | Traffic Control Only | \$326 | flat | |
| 4 | Utilities Structure Inspection | \$408 | flat | |
| 5 | Pole Replacement | \$408 | flat | |
| Major Projects | | | | |
| 6 | Major Project | | | [a] |
| | a) First Day | \$653 | flat | |
| | b) Each Additional Day | \$245 | per day | |
| 7 | Projects Greater Than Two Weeks in Duration | \$3,000 | deposit | |

For service requests, which have no fees listed in this Master Fee Schedule, the City Manager or his/her designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity.

| Fee Description | | Fee | Unit | Notes |
|-----------------|---------------------------------------|-------|--|-------|
| 8 | City Engineer | \$163 | per hour | |
| 9 | Other Staff/Outside Service Providers | 100% | of actual costs, plus indirect cost rate | |

Notes

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

* The City Manager may waive encroachment permit fees for activities associated with City projects or contracts.

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8.1

**SOUTHERN CALIFORNIA ASSOCIATION OF
GOVERNMENTS' 2018 GENERAL ASSEMBLY
DELEGATE AND ALTERNATE DELEGATE**

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: April 18, 2018 Regular Meeting

SUBJECT: Southern California Association of Governments' 2018 General Assembly Delegate and Alternate Delegate

Recommendation

Appoint members of the City Council to serve as a delegate and alternate at the Southern California Association of Governments' 2018 General Assembly.

Background

The Southern California Association of Governments ("SCAG") will host its annual Regional Conference and General Assembly on May 3 and 4, 2018 in Indian Wells, California. Each year, member cities appoint a delegate and alternate to propose and vote on policy matters on their behalf at the General Assembly.

Discussion

SCAG has requested that the City Council appoint a delegate and alternate for the 2018 General Assembly.

Fiscal Impact

Expenses associated with SCAG's Regional Conference and General Assembly can be accommodated in the City's budget. SCAG offsets a portion of the expenses for each city's delegate, as well as members of SCAG policy committees (Mayor Moore and Councilmember Horne), if they choose to attend.

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