

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, April 17, 2019
2:00 p.m.

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

Cynthia Connors
Mayor

Noel Hatch
Mayor Pro Tem

Shari L. Horne
Councilmember



Carol Moore
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.

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Moment of Silence – Holocaust Remembrance – April 2019

Recommendation: Observe a moment of silence.

4.2 Moment of Silence – Armenian Genocide Remembrance Day – April 24, 2019

Recommendation: Observe a moment of silence.

4.3 Donate Life Month – April 2019

Recommendation: Approve and present the proclamation.

4.4 Environmental Awareness Week – April 22-28, 2019

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 20, 2019 and the special meeting on April 5, 2019.

6.2 City Treasurer's Report

Recommendation: Receive and file the City Treasurer's Report for the month of March 2019.

6.3 Warrant Register

Recommendation: Approve the warrant register dated April 17, 2019 in the amount of \$792,291.81.

6.4 Local Agency Investment Fund

Recommendation: Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 15-08, AUTHORIZING THE INVESTMENT OF MONIES IN THE STATE OF CALIFORNIA'S LOCAL AGENCY INVESTMENT FUND, AND MAKING RELATED TRANSACTIONAL AUTHORIZATIONS

6.5 Building Official and Inspection Services

Recommendation:

1. Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding.

AND

2. Approve an extension of the agreement with Willdan Engineering for building official and inspection services and

authorize the Mayor to execute the extension, subject to approval as to form by the City Attorney.

6.6 Catch Basin Maintenance Services

Recommendation: Approve an extension of the agreement with PV Maintenance, Inc. for catch basin maintenance services and authorize the Mayor to execute the 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 Mayor 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 Mayor to execute the extension, subject to approval as to form by the City Attorney.

6.9 City Hall Janitorial Services

Recommendation: Approve an extension of the agreement with Team One Management for City Hall janitorial services and authorize the Mayor to execute the extension, subject to approval as to form by the City Attorney.

6.10 Senior Mobility Transportation Services

Recommendation: Approve an extension of the agreement with Cabco Yellow, Inc. doing business as California Yellow Cab for senior mobility transportation services and authorize the Mayor to execute the extension, subject to approval as to form by the City Attorney.

6.11 Street Sweeping Services

Recommendation:

1. Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding.

AND

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

6.12 As Needed Waste Management Consulting Services

Recommendation:

1. Waive the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding.

AND

2. Approve an extension of the agreement with Michael Balliet for as needed waste management consulting services and authorize the Mayor to execute the extension, subject to approval as to form by the City Attorney.

6.13 Road Repair and Accountability Act of 2017 Project List

Recommendation: Adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A LIST OF FISCAL YEAR 2019-20 PROJECTS PROPOSED TO RECEIVE FUNDING FROM THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017'S LOCAL STREETS AND ROADS FUNDING PROGRAM (ROAD MAINTENANCE AND REHABILITATION ACCOUNT), AS

REQUIRED BY CALIFORNIA STREETS AND HIGHWAYS
CODE SECTION 2034(A)(1), AND MAKING RELATED
AUTHORIZATIONS

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 I-5/El Toro Road Interchange Project – California Department of
Transportation and Orange County Transportation Authority

Recommendation:

1. Receive and file a presentation from the California Department of Transportation regarding the proposed I-5/El Toro Road Interchange Project.

AND

2. Authorize and direct the Mayor to submit comments to the California Department of Transportation and the Orange County Transportation Authority, on behalf of the City, regarding the proposed I-5/El Toro Road Interchange Project.

- 8.2 Southern California Association of Governments' 2019 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' 2019 General Assembly.

- 8.3 Accessory Dwelling Unit Regulations

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTIONS 13.06.010 AND 13.08.010 OF THE LAGUNA WOODS MUNICIPAL CODE, AND ADDING SECTION 13.26.230 TO THE LAGUNA WOODS MUNICIPAL CODE, RELATED TO ACCESSORY DWELLING UNITS

- 8.4 Golf Cart and Low-Speed Vehicle Regulations

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING

CHAPTER 8.18 OF THE LAGUNA WOODS MUNICIPAL
CODE RELATED TO GOLF CARTS AND LOW-SPEED
VEHICLES

8.5 Water Quality Regulations

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF LAGUNA WOODS, CALIFORNIA, REPEALING
ORDINANCE NO. 19-01 AND AMENDING CHAPTER 4.14
OF THE LAGUNA WOODS MUNICIPAL CODE RELATED
TO WATER QUALITY

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

9.7 Other Comments and Reports

X. CLOSED SESSION

XI. CLOSED SESSION REPORT

XII. ADJOURNMENT

Next Adjourned Regular Meeting: Wednesday, April 24, 2019 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

Next Regular Meeting: Wednesday, May 15, 2019 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

4.1
MOMENT OF SILENCE –
HOLOCAUST REMEMBRANCE –
APRIL 2019
(NO REPORT)

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4.2
MOMENT OF SILENCE –
ARMENIAN GENOCIDE REMEMBRANCE DAY
– APRIL 24, 2019
(NO REPORT)

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4.3
PROCLAMATION –
DONATE LIFE MONTH –
APRIL 2019

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**Proclamation
City of Laguna Woods
Donate Life Month
April 2019**

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 113,000 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 a single blood donation can help three people in need; 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 2019 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 17th day of April, 2019

Cynthia Conners
Mayor

Attest: Yolie Trippy
Deputy City Clerk

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4.4
PROCLAMATION –
ENVIRONMENTAL AWARENESS WEEK –
APRIL 22-28, 2019

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Proclamation
City of Laguna Woods
Environmental Awareness Week
April 22-28, 2019

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, 2019, and Arbor Day, which will be observed on April 26, 2019; 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, 2019 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 17th day of April, 2019

Cynthia Conners
Mayor

Attest: Yolie Trippy
Deputy City Clerk

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6.1-6.13
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 17, 2019 Regular Meeting
SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the April 17, 2019 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 17, 2019 Consent Calendar contains the following items:

- 6.1 Approval of the City Council meeting minutes for the regular meeting on March 20, 2019 (Attachment A) and the special meeting on April 5, 2019 (Attachment B).
- 6.2 Approval of a motion to receive and file the City Treasurer's Report for the month of March 2019.
- 6.3 Approval of the warrant register dated April 17, 2019 in the amount of \$792,291.81. A list of warrants is included in the agenda packet; detailed information about individual warrants is available at or from City Hall.

- 6.4 Adoption of a resolution repealing Resolution No. 15-08, authorizing the investment of monies in the State of California's Local Agency Investment Fund, and making related transactional authorizations. The City has invested monies in the Local Agency Investment Fund since 2000. The proposed resolution would update the list of City officials authorized to order actions with respect to the City's monies and the Local Agency Investment Fund. All investments occur in accordance with an investment policy that is reviewed annually by the City Council.
- 6.5 [1] Waiver of the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding. The City's procurement regulations generally require competitive bidding when the estimated cost of services is \$25,000 or more over the term of the agreement, but allow for the waiver of those provisions at the discretion of the City Council. Willdan Engineering has provided building official services to the City since August 2017 and is currently providing those services under a sole source agreement that was approved by the City Council in September 2017. The firm that provided building official services prior to Willdan Engineering unexpectedly dissolved in August 2017. The agreement was amended by the City Manager in October 2018 to also include the provision of building inspection services on an as-needed basis. Due to the continuing need for the services provided by Willdan Engineering, Willdan Engineering's performance to-date, and the value of maintaining continuity of contract service providers as the City prepares for the 2019 California Building Standards Code and continues to pursue the implementation of permitting software and other building-related process improvements, staff recommends waiving competitive bidding requirements for the proposed extension.

AND

- [2] Approval of an extension of the agreement with Willdan Engineering for building official and inspection services and authorization for the Mayor to execute the extension, subject to approval as to form by the City Attorney. The proposed extension is for one year through June 30, 2020, as allowed by the existing agreement.
- 6.6 Approval of an extension of the agreement with PV Maintenance, Inc. for catch basin maintenance services and authorization for the Mayor 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, 2020, as allowed for in the 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 Mayor 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, 2020, as allowed for in the agreement.
- 6.8 Approval of an extension of the agreement with CivilSource, Inc. for city engineering and traffic operations services and authorization for the Mayor 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, 2020, as allowed for in the agreement.
- 6.9 Approval of an extension of the agreement with Team One Management for City Hall janitorial services and authorization for the Mayor 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, 2020, as allowed for in the agreement.
- 6.10 Approval of an extension of the agreement with Cabco Yellow, Inc. doing business as California Yellow Cab for senior mobility transportation services and authorization for the Mayor 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, 2020, as allowed for in the agreement.
- 6.11 [1] Waiver of the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding. The City's procurement regulations generally require competitive bidding when the estimated cost of services is \$25,000 or more over the term of the agreement, but allow for the waiver of those provisions at the discretion of the City Council. Sunset Property Services has provided street sweeping services to the City since August 2017 and is currently providing those services under an agreement that expires on June 30, 2019 with one potential extension remaining for the period through June 30, 2020. Sunset Property Services has offered to continue existing rates with no increase through June 30, 2021, subject to the City's agreement. Staff recommends approving an extension beyond the term included in the existing agreement due to Sunset Property Services' performance to-date and the proposed stability in pricing.

AND

[2] Approval of an extension of the agreement with Sunset Property Services for street sweeping services and authorization for the Mayor to execute the extension, subject to approval as to form by the City Attorney. The proposed extension is for a two-year period through June 30, 2021.

- 6.12 [1] Waiver of the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding. The City’s procurement regulations generally require competitive bidding when the estimated cost of services is \$25,000 or more over the term of the agreement, but allow for the waiver of those provisions at the discretion of the City Council. Michael Balliet is a highly qualified waste management professional who has provided waste management services to the City for many years. Mr. Balliet provides or has provided similar services to the cities of Irvine, Costa Mesa, Newport Beach, Placentia, and Yorba Linda. Due to the continuing need for the services provided by Mr. Balliet, Mr. Balliet’s performance to-date, and the value of maintaining continuity of contract service providers as the City continues to work to comply with waste-related mandates, staff recommends waiving competitive bidding requirements for the proposed extension.

AND

[2] Approval of an extension of the agreement with Michael Balliet for as needed waste management consulting services and authorization for the Mayor to execute the extension, subject to approval as to form by the City Attorney. The proposed extension is for one year through June 30, 2020, as allowed by the existing agreement.

- 6.13 Adoption of a resolution adopting a list of Fiscal Year 2019-20 projects proposed to receive funding from the Road Repair and Accountability Act of 2017’s Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account), as required by California Streets and Highways Code Section 2034(a)(1), and making related authorizations. Consistent with the Fiscal Years 2017-28 Capital Improvement Program, the proposed resolution identifies the “Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)” as the Fiscal Year 2019-20 project proposed to receive the specified funding.

6.1
CITY COUNCIL MINUTES

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
REGULAR MEETING
March 20, 2019
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

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

STAFF PRESENT: City Manager Macon, City Attorney Cosgrove, Deputy City Clerk
 Trippy

III. PLEDGE OF ALLEGIANCE

Councilmember Horne led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Women’s History Month – March 2019

Councilmembers made comments.

Moved by Councilmember Moore, seconded by Mayor Pro Tem Hatch, and carried unanimously on a 5-0 vote, to approve and present the proclamation.

4.2 All of Us Research Program Presentation

Dr. Hoda Anton-Culver, Ph.D., University of California, Irvine, provided a presentation on the All of Us Research Program and responded to questions from Councilmembers.

V. PUBLIC COMMENT

Jim Thorpe, resident, wished the City a happy birthday, expressed his appreciation for the City Council, and complimented the City’s website.

Councilmembers briefly responded to Mr. Thorpe’s comments.

VI. CONSENT CALENDAR

Mayor Pro Tem Hatch thanked City Attorney Cosgrove and Rutan & Tucker, LLP for their service to the City over the past seven years.

Councilmember Moore thanked outgoing Administrative Services Director/City Treasurer Cady for her service to the City.

Moved by Councilmember Horne, seconded by Councilmember Rainey, and carried unanimously on a 5-0 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 20, 2019.

6.2 City Treasurer’s Report

Received and filed the City Treasurer’s Report for the month of February 2019.

6.3 Warrant Register

Approved the warrant register dated March 20, 2019 in the amount of \$332,160.33.

6.4 Employee Positions, Compensation, and Benefits

1. Approved an amended job classification for the following City employee position: Administrative Services Director/City Treasurer.

AND

2. Adopted a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 19-03 AND ESTABLISHING A COMPENSATION SCHEDULE AND BENEFITS FOR CITY EMPLOYEES

6.5 City Attorney Services

1. Waived the provisions set forth in Laguna Woods Municipal Code Section 3.06.080(c) related to competitive bidding.

AND

2. Approved a legal representation letter extending and amending the agreement with Rutan & Tucker, LLP for legal services as City Attorney and authorized the Mayor to execute the legal representation letter.

6.6 Tree Pruning and Removal Services

Approved an agreement with Great Scott Tree Service, Inc. for tree pruning and removal services and authorized the City Manager to execute the agreement, subject to approval as to form by the City Attorney.

6.7 General Plan Annual Report

Received and filed the General Plan Annual Report for the 2018 calendar year.

6.8 City Hall Restroom Repair and Improvement Project

1. Approved final plans and specifications reflecting completion of the “City Hall Restroom Repair and Improvement Project”, as-built.

AND

2. Accepted project completion of the contract agreement with New Millennium Construction Services, Inc. for the “City Hall Restroom Repair and Improvement Project”.

AND

3. Release the contract retention in the amount of \$16,142.37 withheld per California Government Code 35 days following recordation of the Notice of Completion with the County of Orange, provided no Stop Notices are on file with the City preventing the release of the contract retention.

AND

4. Exonerate the project posted bonds 35 days following recordation of the Notice of Completion with the County of Orange.

6.9 City Hall Refurbishment and Safety Project: Phase 1

Rejected all bids received for the “City Hall Refurbishment and Safety Project: Phase 1”.

VI. PUBLIC HEARINGS

7.1 Accessory Dwelling Unit Regulations

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

Mayor Conners opened the public hearing.

Mark Monin, resident, asked where accessory dwelling units are located.

City Manager Macon stated that there are no accessory dwelling units currently located in Laguna Woods. He noted that the proposed change is for consistency with state law.

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

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTIONS 13.06.010 AND 13.08.010 OF THE LAGUNA WOODS MUNICIPAL CODE, AND ADDING SECTION 13.26.230 TO THE LAGUNA WOODS MUNICIPAL CODE, RELATED TO ACCESSORY DWELLING UNITS

7.2 Golf Cart and Low-Speed Vehicle Regulations

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

Mayor Conners opened the public hearing.

Janice Burstin, resident, asked if golf cart owners would be advised of the proposed changes.

City Manager Macon stated that this ordinance does not change existing laws.

Ms. Burstin expressed her concern for golf carts that ride on streets with other vehicles.

Mayor Conners stated that the City plans to increase signage for golf cart drivers. She noted that golf carts are an alternative mode of transportation for those in the community who can no longer operate a car.

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

Moved by Mayor Pro Tem Hatch, seconded by Councilmember Horne, and carried

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 8.18 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO GOLF CARTS AND LOW-SPEED VEHICLES

7.3 Water Quality Regulations

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

Mayor Connors opened the public hearing.

There being no requests to speak, the public hearing was closed.

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING ORDINANCE NO. 19-01 AND AMENDING CHAPTER 4.14 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO WATER QUALITY

VIII. CITY COUNCIL BUSINESS

8.1 Fiscal Years 2019-21 Budget and Work Plan & Fiscal Years 2019-30 Capital Improvement Program Development

City Manager Macon made a presentation.

Councilmembers discussed the item and staff answered related questions.

By consensus, the City Council directed staff to prepare the draft Fiscal Years 2019-21 Budget and Work Plan with continued use of the six existing priority focus areas.

Mark Monin, resident, suggested working with the Orange County Fire Authority and the Orange County Sheriff's Department on the design of center medians to ensure that emergency vehicles can be accommodated.

Councilmember Moore requested that staff look at the feasibility of hiring an assistant or other staff person to support the City Manager.

Mayor Pro Tem Hatch requested that staff review the condition of slopes on El Toro Road and provide an assessment of current and potential futures use of City Centre Park.

Councilmember Rainey requested that staff look at potential holiday decorations such as street light banners and/or lights during the winter holiday season.

Councilmember Horne requested that staff look into a potential community survey.

Mayor Connors expressed her interest in a community survey, commented on potential holiday decorations, and suggested that holiday decorations be funded by donations to the Laguna Woods Civic Support Fund rather than City General Fund dollars.

City Manager Macon briefly responded to the Councilmember requests and stated that staff would return with additional information at future City Council meetings.

IX. CITY COUNCIL REPORTS AND COMMENTS

9.1 Coastal Greenbelt Authority

Mayor Connors provided a report.

9.2 Orange County Fire Authority

Mayor Pro Tem Hatch provided a report.

9.3 Orange County Library Advisory Board

Councilmember Moore provided a report.

9.4 Orange County Mosquito and Vector Control District

Councilmember Horne provided a report.

9.5 San Joaquin Hills Transportation Corridor Agency

Mayor Connors provided a report.

9.6 South Orange County Watershed Management Area

Councilmember Moore provided a report.

9.7 Other Comments and Reports

Councilmember Moore commented on her “A Taste of Nature” garden tour fundraising efforts to support the Laguna Woods Civic Support Fund.

Councilmember Rainey commented on a recent prayer breakfast that he attended and noted that he attended four other meetings on housing, homelessness, and transportation.

Councilmember Horne commented on recent meetings of the Southern California Association of Governments and the Senior Citizen Advisory Council, as well as the following upcoming events: 5th Annual Leadership Forum on Aging in Garden Grove, Senior Rally Day in Sacramento, and Senior Day in Mission Viejo.

X. CLOSED SESSION

Prior to convening in closed session, an opportunity was provided for public comments on items appearing on the closed session agenda. No such public comments were received.

- 10.1 The City Council met in closed session under the authority of California Government Code sections 54946.9(d)(2) and (e)(1) to discuss significant exposure to litigation in one case.

XI. CLOSED SESSION REPORT

The City Council reconvened in open session at 5:54 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 5:54 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, April 17, 2019, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Deputy City Clerk

Approved: April 17, 2019

CYNTHIA CONNERS, Mayor

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
SPECIAL MEETING
April 5, 2019
9:00 A.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Conners called the Regular Meeting of the City Council of the City of Laguna Woods to order at 9:07 a.m.

II. ROLL CALL

COUNCILMEMBER: PRESENT: Horne, Rainey, Conners
 ABSENT: Moore, Hatch

STAFF PRESENT: City Manager Macon, Deputy City Clerk Trippy

III. PLEDGE OF ALLEGIANCE

Mayor Conners led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS – None

V. PUBLIC COMMENT – None

VI. CONSENT CALENDAR

Moved by Councilmember Horne, seconded by Councilmember Rainey, and carried unanimously on a 3-0 vote with Mayor Pro Tem Hatch and Councilmember Moore absent, to approve Consent Calendar Item 6.1.

6.1 Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)

1. Approved the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)” design plans and specifications as prepared by the City Engineer’s Office.

AND

ITEM 6.1 – Attachment B

2. Awarded a contract agreement to Hardy & Harper, Inc. for the construction of the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)”, in the amount of \$87,000, plus authorized change orders not to exceed 10% of the base amount; and authorized the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

AND

3. Approved and accepted a grant of easement by and between Church, Lutheran of the Cross of Laguna Hills and the City of Laguna Woods related to the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)”; authorized the Mayor to execute the certificate of acceptance, subject to approval as to form by the City Attorney; and, consented to recordation of the grant of easement, including the certificate of acceptance.

AND

4. Approved and accepted a grant of easement by and between Saint Nicholas Church Pastoral Center/Property and the City of Laguna Woods related to the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 2 (El Toro Road and Moulton Parkway)”; authorized the Mayor to execute the certificate of acceptance, subject to approval as to form by the City Attorney; and, consented to recordation of the grant of easement, including the certificate of acceptance.

VII. CITY COUNCIL BUSINESS – None

VIII. CLOSED SESSION

Prior to convening in closed session, an opportunity was provided for public comments on items appearing on the closed session agenda. No such public comments were received.

- 8.1 The City Council met in closed session under the authority of California Government Code sections 54946.9(d)(2) and (e)(1) to discuss significant exposure to litigation in three cases.

IX. CLOSED SESSION REPORT

The City Council reconvened in open session at 9:26 a.m. City Manager Macon stated there was no reportable action under California Government Code Section 54957.1.

X. ADJOURNMENT

The meeting was adjourned at 9:26 a.m. The next regular meeting will be at 2:00 p.m. on Wednesday, April 17, 2019, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods,

CA 92637.

YOLIE TRIPPY, Deputy City Clerk

Approved: April 17, 2019

CYNTHIA CONNERS, 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, 2019

ITEM 6.2

CASH AND INVESTMENTS

	Beginning Balances As of 2/28/19	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 3/31/19	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	\$ 1,370,849	\$ 438,372	\$ (671,200)	\$ -	\$ 1,138,020	10.72%	
Cash Balances, Multi-Bank Securities (MBS) Account (Note 4)	\$ 3,548	\$ 6,516	\$ (3,548)	\$ 245,000	\$ 251,516	2.37%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 12,196	\$ 5,848	\$ (6,516)	\$ -	\$ 11,528	0.11%	
Petty Cash	\$ 1,290	\$ 710	\$ (165)	\$ -	\$ 1,835	0.02%	
Total Cash and Cash Equivalents	\$ 1,387,882	\$ 451,445	\$ (681,429)	\$ 245,000	\$ 1,402,898	13.22%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF) (Notes 2 and 3)	\$ 4,870,806	\$ -	\$ -	\$ -	\$ 4,870,806	45.90%	
Orange County Investment Pool (OCIP) (Notes 2 and 3)	\$ 2,077,234	\$ 8,935	\$ (199)	\$ -	\$ 2,085,970	19.66%	
Total Pooled Money Investment Accounts	\$ 6,948,040	\$ 8,935	\$ (199)	\$ -	\$ 6,956,776	65.56%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit (book value) (Note 2 and 4)	\$ 2,497,003	\$ -	\$ -	\$ (245,000)	\$ 2,252,003	21.22%	
Total Investments - Interest and Income Bearing	\$ 2,497,003	\$ -	\$ -	\$ (245,000)	\$ 2,252,003	21.22%	30.00%
TOTAL	\$ 10,832,926	\$ 460,380	\$ (681,628)	\$ -	\$ 10,611,678	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (121,187)	\$ 1,259,207	\$ 1,138,020
Cash Balances, MBS Account	\$ 251,516	\$ -	\$ 251,516
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 11,528	\$ -	\$ 11,528
Petty Cash	\$ 1,835	\$ -	\$ 1,835
LAIF	\$ 4,870,806	\$ -	\$ 4,870,806
OCIP	\$ 2,085,970	\$ -	\$ 2,085,970
Certificates of Deposit	\$ 2,252,003	\$ -	\$ 2,252,003
Totals	\$ 9,352,471	\$ 1,259,207	\$ 10,611,678

(See NOTES on Page 3 of 3)



City of Laguna Woods
City Treasurer's Report
For the Month Ended March 31, 2019

ITEM 6.2

INVESTMENT PORTFOLIO DETAIL

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate (Note 4)	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)														
38148PTD9	2017-6	GOLDMAN SACHS BANK USA	36 months	11/16/17	11/22/17	245,000	243,373	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	100,270	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	244,743	245,000	2.300	Monthly	04/23/18	Green***	2.300	12/23/19
649447RJO	2018-3	NEW YORK COMMUNITY BANK	24 months	03/23/18	03/28/18	100,000	99,968	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	246,196	245,000	2.700	Semi-Annual	09/29/18	Green***	2.700	03/29/21
254673RS7	2018-5	DISCOVER BANK (#5649)	36 months	07/11/18	07/18/18	245,000	247,497	245,000	3.000	Semi-Annual	01/18/19	Green***	3.000	07/19/21
90348JEA4	2018-6	UBS BANK USA	48 months	10/01/18	10/05/18	245,000	248,545	245,000	3.250	Monthly	11/05/18	Green***	3.250	10/05/22
61760ARV3	2018-7	MORGAN STANLEY PRIVATE BK NATL	60 months	11/06/18	11/15/18	245,000	251,588	245,000	3.550	Semi-Annual	05/15/19	Green***	3.550	11/15/23
87164YQG2	2018-8	SYNCHRONY BANK RETAIL/MORGAN	60 months	05/19/17	05/19/17	100,000	98,898	97,003	2.470	Semi-Annual	11/19/17	Green***	2.400	05/19/22
02589AA28	2018-9	AMERICAN EXPRES NATL	60 months	12/07/18	12/04/18	240,000	246,485	240,000	3.550	Semi-Annual	06/04/19	Green***	3.550	12/04/23
33715LCZ1	2018-10	FIRST TECHNOLOGY FED CU MTN VIEW	60 months	12/07/18	12/12/18	245,000	252,213	245,000	3.600	Monthly	01/12/19	Green***	3.600	12/12/23
Accrued Interest - Month End							11,528							
Total CDs						2,255,000	2,291,303	2,252,003						

(*) 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

Government Pooled Money Investment Accounts (Notes 2 and 3)

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	4,870,806	4,870,806	4,870,806	Pending	N/A	N/A	N/A	N/A	N/A
N/A	N/A	Orange County Investment Pool (OCIP)	N/A	Various	Various	2,085,970	2,085,970	2,085,970	Pending	N/A	N/A	N/A	N/A	N/A
Total PMIA						6,956,776	6,956,776	6,956,776						

(See NOTES on Page 3 of 3)



City of Laguna Woods
City Treasurer's Report
 For the Month Ended March 31, 2019

ITEM 6.2

OTHER FUNDS - HELD IN TRUST

	Beginning Balances As of 2/28/19	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 3/31/19
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (CERBT holds all assets and administers the OPEB Trust)	\$ 95,658	\$ -	\$ (7)	\$ 2,295	\$ 97,945
Total Other Funds - Held in Trust	<u>\$ 95,658</u>	<u>\$ -</u>	<u>\$ (7)</u>	<u>\$ 2,295</u>	<u>\$ 97,945</u>

Notes:

Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect March 2019 vendor invoicing processed after the date of this report.

Note 2 - During March 2019, transaction activity in pooled money investment accounts, investment accounts and fiduciary trusts included:

LAIF / The City made no deposits to or withdrawals from the LAIF account.

OCIP / The City made no deposits to or withdrawals from the OCIP account.

Investments - Interest and Income Bearing / Lake City Bank Certificate of Deposit with par value of \$245,000 matured on March 22, 2019.

OPEB Trust / The City made no contributions to the OPEB Trust in March 2019. The Trust experienced a net gain of \$2,287.55 in March 2019.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported March 2019 net of related fees were:

Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month / Quarter Gross Yield	Current Month Earnings Will Post	Notes
LAIF	Quarterly	\$0	N/A	See Notes	April 2019	Total pool interest for March 2019 was 2.436% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
OCIP	Monthly	\$8,935	November & December 2018	See Notes	See Notes	Interest is posted two to three months in arrears and fees are posted monthly. Accrued interest pending payment at 3/31/19 was \$11,240.59. March interest was 2.170% and fees were 0.059%.

Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of \$6,515.64 and transferred out \$3,547.57 in cash balances to the City's checking account in March 2019. Cash balances to be invested or paid out are classified separately on page 1 of 3. The City's portfolio also has \$11,527.86 in accrued interest, not yet vested.

City Treasurer's Certification

I, Elizabeth Torres, Interim 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.


 Elizabeth Torres, Interim City Treasurer

4/11/19
 Date

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6.3
WARRANT REGISTER

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CITY OF LAGUNA WOODS
WARRANT REGISTER
04/17/2019

ITEM 6.3

This Report Covers the Period 03/07/2019 through 04/08/2019

Date	Vendor Name	Description	Amount
Debit			
<i>Automatic Bank Debits:</i>			
Debit 03/05/2019	ADP TAX	Payroll Taxes / January - February 2019	822.34
Debit 03/07/2019	COUNTY OF ORANGE	Law Enforcement Services / March 2019	229,526.49
Debit 03/07/2019	ADP PAYROLL SERVICES	Payroll Processing Fees / 2018 Year-End & Quarterly Tax Report	91.70
Debit 03/11/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 02/01/2019	885.53
Debit 03/11/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 02/01/2019	3,134.03
Debit 03/11/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 02/15/2019	885.53
Debit 03/11/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 02/15/2019	3,134.03
Debit 03/12/2019	BUSINESS PLANS	Employee Benefit Program / February 2019	416.67
Debit 03/12/2019	BUSINESS PLANS	Employee Benefit Program / March 2019	1,073.98
Debit 03/15/2019	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Period Ended 03/01/2019	179.48
Debit 03/19/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/01/2019	885.53
Debit 03/19/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/01/2019	3,134.03
Debit 03/19/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/15/2019	885.53
Debit 03/19/2019	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 03/15/2019	3,134.03
Debit 03/20/2019	CALPERS - HEALTH	Employee Benefit Program / April 2019	4,472.49
Debit 03/20/2019	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 03/15/2019	15,960.88
Debit 03/20/2019	ADP TAX	Payroll Taxes / Pay Period Ended 03/15/2019	8,411.27
Debit 03/25/2019	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 03/15/2019	1,114.61
Debit 03/26/2019	ADP PAYROLL SERVICES	Payroll Processing Fees / Pay Period Ended 03/15/2019	163.32
Debit 03/28/2019	BUSINESS PLANS	Employee Benefit Program / Calendar Year 2019	260.33
Debit 04/04/2019	ADP TAX	Payroll Taxes / Pay Period Ended 03/29/2019	11,568.44
Debit 04/04/2019	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 03/29/2019	21,273.49
Check			
<i>Warrants:</i>			
2826 03/15/2019	ANGELQUE FLANAGAN	Reimbursement / Notary Expenses	88.73
2827 03/15/2019	AT&T	Telephone / 639-0500 / February 2019	208.83
2828 03/15/2019	AT&T	Telephone / 458-3487 / February 2019	39.80
2829 03/15/2019	AT&T	Telephone / 452-0600 / February 2019	1,362.35
2830 03/15/2019	AT&T	White Pages / March 2019	4.48
2831 03/15/2019	BALLIET, MICHAEL	Waste Management Consulting Services / February 2019	2,511.25
2832 03/15/2019	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / January 2019	374.96
2833 03/15/2019	BRUCE JAMIESON	Waste Diversion Deposit Refund	250.00
2834 03/15/2019	CALIFORNIA INTERNET LP	City Hall Internet Service / April 2019	424.00
2835 03/15/2019	CHADRAVADAN PARAG	Waste Diversion Deposit Refund	250.00
2836 03/15/2019	COMPUTER SERVICE COMPANY	Traffic Maintenance / February 2019	868.00
2837 03/15/2019	COUNTY OF ORANGE	Automated Fingerprint ID System / March 2019	658.00
2838 03/15/2019	DAVID SCOTT	Waste Diversion Deposit Refund	250.00
2839 03/15/2019	DIANE JEAN	Waste Diversion Deposit Refund	250.00
2840 03/15/2019	EL TORO WATER DISTRICT	Water Service / January 2019	2,828.26
2841 03/15/2019	HSW RR, INC	City Hall Maintenance / March 2019	699.99
2842 03/15/2019	JAMES BARTLETT	Waste Diversion Deposit Refund	500.00
2843 03/15/2019	KFORCE INC	Temporary Accountant Services / Week Ending March 1, 2019	1,085.16
2844 03/15/2019	KONE INC.	City Hall Elevator Maintenance / March 2019	267.64
2845 03/15/2019	MARC DONOHUE	Administrative Services / February 2019	200.00
2846 03/15/2019	MICHAEL SAAD	Waste Diversion Deposit Refund	250.00

CITY OF LAGUNA WOODS

ITEM 6.3

WARRANT REGISTER

04/17/2019

This Report Covers the Period 03/07/2019 through 04/08/2019

Date	Vendor Name	Description	Amount	
2847	03/15/2019	MYKATON CONSTRUCTION	Waste Diversion Deposit Refund	250.00
2848	03/15/2019	PV MAINTENANCE INC	Street, City Hall & Park Maintenance / February 2019	24,100.47
2848	03/15/2019	PV MAINTENANCE INC	Catch Basin Cleaning / February 2019	2,244.00
2849	03/15/2019	RICOH USA, INC.	Copier Usage / February 2019	171.63
2850	03/15/2019	RUTAN & TUCKER, LLP	Legal Services / December 2018 - January 2019	11,060.60
2851	03/15/2019	SAFEGUARD BUSINESS SYSTEMS	Printing Services	212.62
2852	03/15/2019	SO CAL SANITATION LLC	Temporary Restroom Rental for City Hall / January 2019	260.00
2853	03/15/2019	SOUTHERN CALIFORNIA EDISON	Electric Services / February 2019	2,717.47
2854	03/15/2019	STAPLES	Office & Janitorial Supplies / February 2019	200.58
2855	03/15/2019	SUNSET PROPERTY SERVICES	Street Sweeping Services / February 2019	2,832.00
2856	03/15/2019	TEAM ONE MANAGEMENT	Janitorial Services / February 2019	990.30
2857	03/15/2019	THE GAS COMPANY	Gas Service - City Hall / February 2019	194.03
2858	03/15/2019	TONY'S LOCKSMITH & SAFE SERV.	City Hall Maintenance / March 2019	285.08
2859	03/15/2019	TYLER TECHNOLOGIES, INC.	Financial Software Maintenance Fee / April 2019 - March 2020	12,172.36
2860	03/15/2019	VAN DYKE LANDSCAPE ARCHITECTS	Landscape Architectural Services / January 2019	880.00
2861	03/15/2019	WM CURBSIDE, LLC	HHW, Medicine & Sharps Program / February 2019	2,271.40
2862	03/22/2019	AT&T	Telephone / 581-9821 / February 2019	42.76
2863	03/22/2019	AT&T	Telephone / 583-1105 / February 2019	20.72
2864	03/22/2019	BUSINESS PLANS, INCORPORATED	125 Cafeteria Plan Administration / March 2019	105.00
2865	03/22/2019	CAA	Water Quality Services / February 2019	2,535.00
2866	03/22/2019	CALIFORNIA YELLOW CAB	Taxi Voucher Services / February 2019	5,020.00
2866	03/22/2019	CALIFORNIA YELLOW CAB	NEMT Taxi Voucher Services / February 2019	8,393.00
2867	03/22/2019	CIVIL SOURCE	Building Inspection & Counter Services / February 2019	29,860.25
2868	03/22/2019	COMPUTER SERVICE COMPANY	Traffic Maintenance / February 2019	8,198.30
2869	03/22/2019	CHECK VOIDED	Void	0.00
2870	03/22/2019	COUNTY OF ORANGE	Aliso Creek Watershed Cost-Share / Fiscal Year 2018-19	1,645.04
2871	03/22/2019	COUNTY OF ORANGE	Newport Watershed Cost-Share / Fiscal Year 2018-19	7,208.75
2872	03/22/2019	COUNTY OF ORANGE	NPDES Cost-Share / Fiscal Year 2018-19	28,055.99
2873	03/22/2019	KFORCE INC	Temporary Accountant Services / Week Ending March 15, 2019	2,520.36
2874	03/22/2019	NATIONAL CONSTRUCTION RENTALS, INC.	Fence Rental for Dog Park / March 2019	38.16
2875	03/22/2019	PETTY CASH	Replenish Petty Cash / Drawer Increase	0.00
2876	03/22/2019	PROTEL COMMUNICATIONS, INC	Telephone System Maintenance / March 2019	179.00
2877	03/22/2019	RED HAWK FIRE & SECURITY, LLC	City Hall Maintenance / February 2019	1,195.00
2878	03/22/2019	SOUTH COAST RESTORATION	City Hall Maintenance / February 2019	12,802.96
2879	03/22/2019	VAN DYKE LANDSCAPE ARCHITECTS	Landscape Architectural Services / January 2019	1,870.00
2880	03/22/2019	YOLIE TRIPPY	Reimbursement / City Clerk Association Membership	130.00
2881	04/04/2019	ACCOMTEMPS	Temporary Accountant Services / Week Ending March 22, 2019	1,155.00
2882	04/04/2019	AT&T	Telephone / 452-0600 / March 2019	1,364.10
2883	04/04/2019	AT&T	Telephone / 458-3487 / March 2019	39.80
2884	04/04/2019	AT&T	Telephone / 639-0500 / March 2019	208.83
2885	04/04/2019	CALIFORNIA INTERNET LP	City Hall Internet Service / May 2019	424.00
2886	04/04/2019	CAPTIONING UNLIMITED	Closed Captioning Services / March 2019	400.00
2887	04/04/2019	CAROLYNA MESSINA AND ASSOCIATES, INC.	Employee Development Services / March 2019	665.00
2888	04/04/2019	COUNTY OF ORANGE	South Orange County Watershed Management Area Cost-Share / Fiscal Year 2018-19	7,267.09
2889	04/04/2019	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / April 2019	229,526.49
2890	04/04/2019	CSG CONSULTANTS INC	Building Plan Review Services / February 2019	935.00

CITY OF LAGUNA WOODS
WARRANT REGISTER
04/17/2019

This Report Covers the Period 03/07/2019 through 04/08/2019

Date	Vendor Name	Description	Amount	
2891	04/04/2019	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / April 2019	293.37
2892	04/04/2019	GLORIA HOLLANDER TRUST	Taxi Voucher Refund	160.00
2893	04/04/2019	HINDERLITER DELLAMAS & ASSOCIATES	Sales & Use Tax Consulting Services	1,139.55
2894	04/04/2019	J THAYER COMPANY, INC	Office Furniture	2,676.51
2895	04/04/2019	KFORCE INC	Temporary Accountant Services / Week Ending March 15, 2019	2,800.40
2896	04/04/2019	MANAGED HEALTH NETWORK	Employee Benefit Program / April 2019	12.54
2897	04/04/2019	MARION LEBOWITZ	Taxi Voucher Refund	265.90
2898	04/04/2019	MICHAEL BAKER INTERNATIONAL	General Plan Comprehensive Update Project / December 2018 - February 2019	22,435.00
2899	04/04/2019	MUNICIPAL CODE CORP	Codification of Ordinances	563.98
2900	04/04/2019	OFFICE DEPOT	Office & Janitorial Supplies	321.42
2901	04/04/2019	PECKHAM & MCKENNEY, INC.	Employee Recruitment Services	8,333.33
2902	04/04/2019	PHILIP COPELAND	Taxi Voucher Refund	53.60
2903	04/04/2019	RED HAWK FIRE & SECURITY, LLC	Fire & Security System Monitoring & Inspection / March - June 2019	360.00
2904	04/04/2019	RICOH USA, INC.	Copier Lease / April 2019	214.20
2905	04/04/2019	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / March 2019	1,354.22
2906	04/04/2019	TALIMAR SYSTEMS, INC	Office Furniture	745.50
2907	04/04/2019	TEAM ONE MANAGEMENT	Janitorial Services / March 2019	755.23
2908	04/04/2019	TONY'S LOCKSMITH & SAFE SERV.	City Hall Maintenance / March 2019	151.94
2909	04/04/2019	TYLER TECHNOLOGIES, INC.	Permitting Software	718.75
2910	04/04/2019	U.S. BANK	Credit Card Charges (expenditures reported separately - see note 3)	255.71
2911	04/04/2019	UNITED SITE SERVICES	Fence Rental for Dog Park	77.28
2912	04/04/2019	VAN DYKE LANDSCAPE ARCHITECTS	Landscape Architectural Services / February 2019	9,850.00
2913	04/04/2019	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / April 2019	122.28
2914	04/08/2019	ICMA / MFRS AND TRADERS TRUST	Employee Benefit Program / Pay Period Ended 03/29/2019	1,114.61
			Total Bank Debits and Warrants:	\$ 792,208.64
Petty Cash Expenditures Paid Out (See Note 2)				
		Home Depot	City Hall Maintenance Supplies	\$ 29.71
		Empire Cleaning Supply	City Hall Maintenance Supplies	\$ 17.09
		FedEx Office	Office Supplies	\$ 2.68
		MySafetySign.com	City Hall Maintenance Supplies	\$ 15.94
		Quick Response Fire Supply	City Hall Maintenance Supplies	\$ 17.75
			Total Petty Cash:	\$ 83.17
			TOTAL	\$ 792,291.81

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 March 2019, 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, not when the fund is replenished.

CITY OF LAGUNA WOODS
WARRANT REGISTER
04/17/2019

This Report Covers the Period 03/07/2019 through 04/08/2019

Date	Vendor Name	Description	Amount
Note 3 - The table below summarizes credit card expenditures paid via Check #2910 to U.S. Bank totaling \$255.71:			
	Dollar Tree	Office Supplies	\$4.31
	Amazon	Office Supplies	\$14.99
	ALDI	Office Supplies	\$20.64
	Jersey Mike's	Interview Panel Lunch	\$28.05
	FedEx	Postage	\$11.64
	GoDaddy.Com	Domain Name Registration & Website Services / Civic Support Fund	\$176.08
		Total Credit Card Reimbursement:	<u>\$255.71</u>

Administrative Services Director/City Treasurer's Certification

I, Elizabeth Torres, Interim Administrative Services Director/City Treasurer, do hereby certify:

- In accordance with California Government Code Section 37202, I hereby certify to the accuracy of the demands on cash summarized within.
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months.
- That the City is in compliance with California Government Code Section 27108.


Elizabeth Torres, Interim Administrative Services Director/City Treasurer

4/11/19
Date

6.4
LOCAL AGENCY INVESTMENT FUND

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RESOLUTION NO. 19-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 15-08, AUTHORIZING THE INVESTMENT OF MONIES IN THE STATE OF CALIFORNIA'S LOCAL AGENCY INVESTMENT FUND, AND MAKING RELATED TRANSACTIONAL AUTHORIZATIONS

WHEREAS, pursuant to Chapter 730 of the statutes of 1976, Section 16429.1 et. seq. was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of monies of cities and other local agencies for purposes of investment by the State Treasurer; and

WHEREAS, the City Council most recently authorized the investment of monies in the Local Agency Investment Fund by Resolution No. 15-18; and

WHEREAS, the City Council finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 et. seq. of the California Government Code for the purpose of investment as stated therein continues to be in the best interest of the City of Laguna Woods; and

WHEREAS, changes to the City of Laguna Woods' organizational structure make it appropriate to update transactional authorizations regarding the deposit and withdrawal of monies in the Local Agency Investment Fund.

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

SECTION 1. Resolution No. 15-08 is hereby repealed.

SECTION 2. Deposit and withdrawal of City of Laguna Woods monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 et. seq. of the California Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard, is hereby authorized.

SECTION 3. The following City of Laguna Woods' officers holding the titles specified below or their successors in office are hereby authorized to order the deposit or withdrawal of the City of Laguna Woods' monies in the Local Agency

Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Christopher Macon, City Manager
Elizabeth Torres, Interim Administrative Services Director/City Treasurer

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

PASSED, APPROVED AND ADOPTED on this XX day of XX 2019.

CYNTHIA CONNERS, 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. 19-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 2019, by the following vote:

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

YOLIE TRIPPY, Deputy City Clerk

6.5
BUILDING OFFICIAL SERVICES

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**EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
WILLDAN ENGINEERING
FOR BUILDING OFFICIAL AND INSPECTION SERVICES**

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on September 20, 2017 by and among the City of Laguna Woods, a California municipal corporation ("CITY") and Willdan Engineering ("CONSULTANT"), is made and entered into this 17th day of April 2019 by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between October 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; and

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

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, 2019 and ending at 11:59 p.m. on June 30, 2020 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 _____
Cynthia Conners, Mayor

CONSULTANT:

By _____
James M. Guerra, CBO
Director of Building and Safety

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

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6.6
CATCH BASIN MAINTENANCE SERVICES

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**EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
PV MAINTENANCE, INC.
FOR CATCH BASIN MAINTENANCE SERVICES**

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on March 16, 2016 by and among the City of Laguna Woods, a California municipal corporation ("CITY") and PV Maintenance, Inc. ("CONSULTANT"), is made and entered into this 17th day of April 2019 by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between April 1, 2016 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; and

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

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, 2019 and ending at 11:59 p.m. on June 30, 2020 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 _____
Cynthia Conners, Mayor

CONSULTANT:

By _____
Frank J. Garza, President

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

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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 17th day of April 2019 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, 2019.

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, 2019 and ending at 11:59 p.m. on June 30, 2020 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 _____
Cynthia Conners, Mayor

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 17th day of April 2019 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 periods through 11:59 p.m. on June 30, 2019.

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, 2019 and ending at 11:59 p.m. on June 30, 2020 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 _____
Cynthia Conners, Mayor

CONSULTANT:

By _____
Name: _____ Title: _____

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

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6.9
CITY HALL JANITORIAL SERVICES

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**EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
TEAM ONE MANAGEMENT
FOR CITY HALL JANITORIAL SERVICES**

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on November 18, 2015 by and among the City of Laguna Woods, a California municipal corporation ("CITY") and Team One Management ("CONSULTANT"), is made and entered into this 17th day of April 2019 by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between November 19, 2015 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; and

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

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, 2019 and ending at 11:59 p.m. on June 30, 2020 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 _____
Cynthia Conners, Mayor

CONSULTANT:

By _____
Mohsen Akhavan, President

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

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6.10
SENIOR MOBILITY TRANSPORTATION
SERVICES

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**EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
CABCO YELLOW, INC. DOING BUSINESS AS CALIFORNIA YELLOW CAB
FOR SENIOR MOBILITY TRANSPORTATION SERVICES**

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was entered into on July 1, 2016 by and among the City of Laguna Woods, a California municipal corporation ("CITY") and Cabco Yellow, Inc. doing business as California Yellow Cab ("CONSULTANT"), is made and entered into this 17th day of April 2019 by and among CITY and CONSULTANT.

WHEREAS, the initial term of the AGREEMENT was for the period between July 1, 2016 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 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, 2019.

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, 2019 and ending at 11:59 p.m. on June 30, 2020 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 _____
Cynthia Conners, Mayor

CONSULTANT:

By _____
Tim Conlon, President and General Manager

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

6.11
STREET SWEEPING SERVICES

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**AMENDMENT AND 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 17th day of April 2019 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; and

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

WHEREAS, CONSULTANT has offered to continue existing rates with no increase through 11:59 p.m. on June 30, 2021, subject to CITY's agreement.

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, 2019 and ending at 11:59 p.m. on June 30, 2021 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 _____
Cynthia Conners, Mayor

CONSULTANT:

By _____
John D. Howhannesian, President

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

6.12
AS NEEDED WASTE MANAGEMENT
CONSULTING SERVICES

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**EXTENSION OF THE
CONSULTANT SERVICES AGREEMENT
BETWEEN THE
CITY OF LAGUNA WOODS
AND
MICHAEL BALLIET
FOR AS NEEDED WASTE MANAGEMENT CONSULTING SERVICES**

This EXTENSION of the CONSULTANT SERVICES AGREEMENT for AS NEEDED WASTE MANAGEMENT SERVICES ("AGREEMENT") that was approved by the City Council on June 24, 2015 by and among the City of Laguna Woods, a general law city of the State of California ("CITY") and Michael Balliet, an individual ("CONSULTANT"), is made and entered into this 17th day of April 2019 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, 2016; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended by mutual written agreement; and

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

NOW THEREFORE, the parties agree as follows:

1. CITY and CONSULTANT hereby agree to an EXTENSION of the AGREEMENT for a period beginning on July 1, 2019 and ending at 11:59 p.m. on June 30, 2020 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 _____
Cynthia Conners, Mayor

CONSULTANT:

By _____
Michael Balliet

APPROVED AS TO FORM:

David B. Cosgrove, City Attorney

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6.13
ROAD REPAIR AND ACCOUNTABILITY ACT OF
2017 PROJECT LIST

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RESOLUTION NO. 19-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING A LIST OF FISCAL YEAR 2019-20 PROJECTS PROPOSED TO RECEIVE FUNDING FROM THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017'S LOCAL STREETS AND ROADS FUNDING PROGRAM (ROAD MAINTENANCE AND REHABILITATION ACCOUNT), AS REQUIRED BY CALIFORNIA STREETS AND HIGHWAYS CODE SECTION 2034(A)(1), AND MAKING RELATED AUTHORIZATIONS

WHEREAS, California Streets and Highways Code Section 2034(a)(1) requires cities to adopt by resolution a list of projects proposed to receive funding from the Road Repair and Accountability Act of 2017's Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account) ("Project List") prior to receiving an apportionment of such funds for each fiscal year; and

WHEREAS, California Streets and Highways Code Section 2034(a)(1) requires each Project List to include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, California Streets and Highways Code Section 2034(a)(1) specifies that Project Lists shall not limit a city's flexibility to fund projects in accordance with local needs and priorities, so long as the projects are consistent with California Streets and Highways Code Section 2030(b); and

WHEREAS, the Fiscal Years 2017-28 Capital Improvement Program identifies the "Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)" as the Fiscal Year 2019-20 project proposed to receive funding from the Road Repair and Accountability Act of 2017's Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account).

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

SECTION 1. The Project List attached hereto as Exhibit A is hereby adopted for Fiscal Year 2019-20.

SECTION 2. The City Manager is hereby authorized to submit the adopted Project List and any additional information necessary to receive funding from the Road Repair and Accountability Act of 2017’s Local Streets and Roads Funding Program (Road Maintenance and Rehabilitation Account) to the State of California, California Transportation Commission, and such other parties as may be necessary.

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

PASSED, APPROVED AND ADOPTED on this XX day of XX 2019.

CYNTHIA CONNERS, 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. 19-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 2019, by the following vote:

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

YOLIE TRIPPY, Deputy City Clerk

EXHIBIT A

Road Repair and Accountability Act of 2017
Local Streets and Roads Funding Program
Project List

General Info for Project List Submittal:

- Agency Name: City of Laguna Woods
- Fiscal Year: 2019-20
- Project Title: Pavement Management Plan Project (Westbound El Toro Road between Avenida Sevilla and Willow Tree Center)

Specific Proposed Project Information Description:

- Project Description: This project involves the rehabilitation of approximately 1,600 linear feet of pavement on westbound El Toro Road between Avenida Sevilla and Willow Tree Center, including asphalt concrete pavement cold milling and repaving.

Location:

- Westbound El Toro Road between Avenida Sevilla and Willow Tree Center

Legislative Districts:

- State Senate District: 37
- State Assembly District: 74

Proposed Schedule for Completion:

- Month and year that pre-construction is anticipated to be complete: 11/2019
- Month and year that construction is anticipated to be complete: 6/2020

Estimated Useful Life:

- Minimum: 15 years
- Maximum: 15 years

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7.1
BUILDING, PLANNING, AND ENROACHMENT
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 17, 2019 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 26%.

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 17, 2019.

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 provide future authority for the City Manager to waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability, as provided for by California Health and Safety Code Section 17951.7 (California Assembly Bill 2132, approved on September 14, 2018). Fee waivers or reductions would not be authorized until the City Council adopts an ordinance to establish a standard application form that may be used to apply for the waivers or reductions, including the requirements for proof of a qualifying disability, as required by California Health and Safety Code Section 17951.7(b). Staff would anticipate presenting such an ordinance for City Council consideration in the coming fiscal year.

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%. In accordance with state law, revenue from fees would offset only the City’s reasonable costs of providing services.

Fee waivers and reductions, as provided for by California Health and Safety Code Section 17951.7, 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



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

- March 2019 -



Table of Contents

Executive Summary..... 1

Recommendations 3

Legislative Guidance 4

Study Methodology..... 5

General Findings 6

 Building Fees 6

 Planning Fees 6

 Encroachment Permit Fees..... 7

Appendix 8

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**
 - 94 individual building fee categories were examined as part of this study.
 - The current cost recovery level for the majority of fees is roughly 100% (99.5%). The proposed cost recovery level is 100% for the majority of services examined.
 - Minor changes to fees (typically \$1 to \$2) are proposed for most fees. The changes are due to rounding adjustments made to recalibrate fees to 100% cost recovery.
 - A new fee category has been added to the schedule to allow for recovery of costs associated with the City's recordation of sleeping room covenants.
 - The fee schedule has been updated to reflect the provisions of Health and Safety Code Section 17951.7, which authorizes the City to waive or reduce all building permit fees for

improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

- **Planning**

- 30 individual planning fee categories were examined as part of this study.
- The cost of service study calculated a \$147 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$146 fully-burdened hourly rate.
- With an increase to the underlying hourly rate, fee-related services currently recover 99% of the cost of service, necessitating an increase of roughly 1% for most services.
- A new deposit category has been added to address initial deposits required for City processing of lot line adjustment requests. Any unused deposit amounts will be refunded to the applicant.
- 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 23% of the cost of service.

- **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 \$167 fully-burdened hourly rate for fee-related encroachment-permit services. The prior study calculated a \$163 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.
- 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.

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).

Hourly rate * Labor hours = 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 2018/19 salary and benefits expenditures.
- Contract service personnel related costs were based on the rates outlined in the consultant agreements established, and forecasted contract service expenditures, for various building, planning, and engineering services
- All other services and supplies expenditures were based on Fiscal Year 2018/19 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.

Proposed fee ÷ Cost of service = 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.

- 94 individual building fee categories were examined as part of this study.
- The cost of service study calculated a \$145 fully-burdened hourly rate for fee-related building services. The prior study calculated a \$144 fully-burdened hourly rate.
- The current cost recovery level for the majority of fees is roughly 100% (99.5%). The proposed cost recovery is 100% for the majority of services examined.
- Minor changes to fees (typically \$1 to \$2) are proposed for most fees. The changes are due to rounding adjustments made to recalibrate fees to 100% cost recovery.
- A new fee category has been added to the schedule to allow for recovery of costs associated with the City's recordation of sleeping room covenants.
- The fee schedule has been updated to reflect the provisions of Health and Safety Code Section 17951.7, which authorizes the City to waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

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.

- 30 individual planning fee categories were examined as part of this study.
- The cost of service study calculated a \$147 fully-burdened hourly rate for fee-related planning services. The prior study calculated a \$146 fully-burdened hourly rate.
- With an increase to the underlying hourly rate, fee-related services currently recover 99% of the cost of service, necessitating an increase of roughly 1% for most services.
- A new deposit category has been added to address initial deposits required for City processing of lot line adjustment requests. Any unused deposit amounts will be refunded to the applicant.
- 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 23% of the cost of service.

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 \$167 fully-burdened hourly rate for fee-related encroachment-permit services. The prior study calculated a \$163 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.
- Permit processing times were examined from the previous cost of service analysis and confirmed by City staff. No changes to service times were made.

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.

**Appendix
Table of Contents**

Contents	Page(s)
Calculation of Fully-Burdened Hourly Rates	2 - 13
Building	3 - 7
Planning	8 - 11
Encroachment Permits	12 - 13
Calculation of the Costs of Providing Fee Related Services	14 - 25
Building	15 - 21
Planning	22 - 23
Encroachment Permits	24 - 25
Working Version of the Master Fee Schedule	26 - 32
Building Fees	27 - 30
Planning Fees	31
Encroachment Permit Fees	32
Master Fee Schedule	33 - 40
Building Fees	34 - 38
Planning Fees	39
Encroachment Permit Fees	40

Calculation of Fully-Burdened Hourly Rates

Calculation of Fully-Burdened Hourly Rate

Building

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	Counter Specialist	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	\$ 152,880	\$ 122,304	\$ 30,576	\$ 141,960	\$ 65,520	\$ 12,000	\$ 675,000
Total	\$ 149,760	\$ 152,880	\$ 122,304	\$ 30,576	\$ 141,960	\$ 65,520	\$ 12,000	\$ 675,000
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	\$ 675,000	
Total - Labor Expenditures	\$ 675,000	

Recurring Non-Labor Expenditures

Description	FY 2018/19 Budget	Adjustment	Subtotal	Notes
<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]
Waste Management Services	\$ 35,000	\$ (35,000)	\$ -	[g]
Water Quality Services	\$ 106,406	\$ (106,406)	\$ -	[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	\$ 8,621	\$ (8,621)	\$ -	[h]
Subtotal	\$ 986,563	\$ (983,763)	\$ 2,800	
<u>Manual Adjustment</u>				
Est. Annual Bldg Prmt Software Exp	\$ 2,218	\$ -	\$ 2,218	[i]
Subtotal	\$ 2,218	\$ -	\$ 2,218	
Total	\$ 988,781	\$ (983,763)	\$ 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	\$ 113,604	30%	\$ 34,081	[j]

Citywide Overhead

Description	C'wide Indirect Rate	Modified Direct Expenditures	Bldg Share of C'wide Overhead	Notes
Estimated Citywide Overhead	26%	\$ 714,099	\$ 185,666	[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%	\$ 124,687	\$ 517	\$ 6,296	\$ 34,296	\$ 165,796	99%	\$ 163,540	\$ 27
Certification and Training	0%	\$ -	\$ -	\$ -	\$ -	\$ -	100%	\$ -	\$ -
Code, Policies, and Procedures Update	1%	\$ 7,488	\$ 31	\$ 378	\$ 2,060	\$ 9,957	100%	\$ 9,957	\$ 2
Code Enforcement and Compliance	1%	\$ 7,488	\$ 31	\$ 378	\$ 2,060	\$ 9,957	0%	\$ -	\$ -
Permit Processing and Support	5%	\$ 35,438	\$ 147	\$ 1,789	\$ 9,747	\$ 47,121	100%	\$ 47,121	\$ 8
Public Information and Assistance	5%	\$ 34,427	\$ 143	\$ 1,738	\$ 9,470	\$ 45,778	100%	\$ 45,778	\$ 7
Direct Hours	69%	\$ 465,472	\$ 1,931	\$ 23,502	\$ 128,033	\$ 618,938	100%	\$ 618,938	\$ 101
Total	100%	\$ 675,000	\$ 2,800	\$ 34,081	\$ 185,666	\$ 897,547	99%	\$ 885,334	\$ 145
								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 19/20 - 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	\$ 16,435	\$ -	\$ 16,435
Contract Services	\$ -	\$ 26,260	\$ 26,260
Total	\$ 68,162	\$ 26,260	\$ 94,422
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>14%</u>
Total Indirect Activities and Services Work Hours	53%	0%	38%
Direct Hours	47%	100%	62%

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 \$105 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	\$ 16,435	
Contract Services	\$ 26,260	
Total - Labor Expenditures	\$ 94,422	

Recurring Non-Labor Expenditures

Description	FY 2018/19 Budget	Adjustment	Subtotal	Notes
<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]
Waste Management Services	\$ 35,000	\$ (35,000)	\$ -	[b]
Water Quality Services	\$ 106,406	\$ (106,406)	\$ -	[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	\$ 8,621	\$ (8,621)	\$ -	[d]
Subtotal	\$ 986,563	\$ (986,563)	\$ -	

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	\$ 113,604	0%	\$ -	[e]

Citywide Overhead

Description	C'wide Indirect Rate	Modified Direct Expenditures	Plan'g Share of C'wide Overhead	Notes
Estimated Citywide Overhead	26%	\$ 94,422	\$ 24,550	[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%	\$ 17,041	\$ -	\$ -	\$ 4,431	\$ 21,471	99%	\$ 21,282	\$ 27
Certification and Training	1%	\$ 1,363	\$ -	\$ -	\$ 354	\$ 1,718	100%	\$ 1,718	\$ 2
Code, Policies, and Procedures Update	4%	\$ 3,408	\$ -	\$ -	\$ 886	\$ 4,294	100%	\$ 4,294	\$ 5
Code Enforcement and Compliance	1%	\$ 682	\$ -	\$ -	\$ 177	\$ 859	0%	\$ -	\$ -
Public Information and Assistance	14%	\$ 13,632	\$ -	\$ -	\$ 3,544	\$ 17,177	100%	\$ 17,177	\$ 21
Direct Hours	62%	\$ 58,296	\$ -	\$ -	\$ 15,157	\$ 73,453	100%	\$ 73,453	\$ 92
Total	100%	\$ 94,422	\$ -	\$ -	\$ 24,550	\$ 118,972	99%	\$ 117,924	\$ 147
								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 19/20 - 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	\$ 133	per hour	[a]
Total	\$ 133	per hour	

Recurring Non-Labor Expenditures

Description	FY 2018/19 Adopted	Adjustment	Subtotal	Notes
General Expenses				
Landscaping Services	\$ 40,656	\$ (40,656)	\$ -	[b]
Landscaping Services, M2 Maint of Effort	\$ 93,008	\$ (93,008)	\$ -	[b]
Maintenance, Catch Basins	\$ 2,819	\$ (2,819)	\$ -	[b]
Utilities				
Utilities, Street Lights, Residential	\$ 34,304	\$ (34,304)	\$ -	[b]
Compensation & Benefits				
Salaries, Full-time	\$ 48,184	\$ (48,184)	\$ -	[c]
Fringe Benefits	\$ 12,000	\$ (12,000)	\$ -	[c]
Payroll Taxes	\$ 6,165	\$ (6,165)	\$ -	[c]
Retirement	\$ 5,560	\$ (5,560)	\$ -	[c]
Subtotal	\$ 242,696	\$ (242,696)	\$ -	

Citywide Overhead

Description	C'wide Indirect Rate	Notes
Estimated Citywide Overhead	26%	[d]

Calculation of Fully-Burdened Hourly Rate

Description	Services Hourly Rate	Citywide Overhead Rate	Total
Hourly Rate for Encroachment Permitting	\$ 133	\$ 35	\$ 167

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.

[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 19/20 - Full Cost Version.

Calculation of the Costs of Providing Fee Related Services

Calculation of the Costs of Providing Fee Related Services

Building

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	New or Existing Water Heater Change Out	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
2	Water Heater Relocation	1.08	x	\$145	= \$157	\$156	100%	\$157	100%	
3	Tub to Tub Insert Only	1.17	x	\$145	= \$169	\$168	100%	\$169	100%	
4	Tub to Tub Tile Back Only	1.58	x	\$145	= \$230	\$228	100%	\$230	100%	
5	Shower to Shower Insert Only	1.17	x	\$145	= \$169	\$168	100%	\$169	100%	
6	Shower to Shower Tile Only	2.00	x	\$145	= \$290	\$289	100%	\$290	100%	
7	Tub to Shower Only	2.00	x	\$145	= \$290	\$289	100%	\$290	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	1.58	x	\$145	= \$230	\$228	100%	\$230	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	0.67	x	\$145	= \$97	\$96	100%	\$97	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	0.42	x	\$145	= \$60	\$60	100%	\$60	100%	
12	Plumbing Repipe	1.49	x	\$145	= \$217	\$216	100%	\$217	100%	
13	New HVAC / HVAC Change in Type (Central System) - Residential	1.17	x	\$145	= \$169	\$168	100%	\$169	100%	
14	New HVAC / HVAC Change in Type (All Others) - Residential	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
15	Ventilation Modifications	1.29	x	\$145	= \$186	\$186	100%	\$186	100%	
16	Electrical - New Fixtures/Receptacles	0.67	x	\$145	= \$97	\$96	100%	\$97	100%	
17	Electrical Panel Modification	2.07	x	\$145	= \$300	\$299	100%	\$300	100%	
18	Electrical Panel Change Out	1.11	x	\$145	= \$161	\$161	100%	\$161	100%	
19	New Washer/Dryer Hook Up	0.83	x	\$145	= \$120	\$119	100%	\$120	100%	
20	Electrical Wheelchair Lift	3.25	x	\$145	= \$471	\$469	100%	\$471	100%	
21	Temporary Power Pole	0.87	x	\$145	= \$126	\$125	100%	\$126	100%	
22	Re-Roof (Tile, Single-Ply) - First 1,000 SF	1.03	x	\$145	= \$150	\$149	100%	\$150	100%	
23	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	0.20	x	\$145	= \$29	\$29	100%	\$29	100%	[b]
24	Re-Roof (All Other) - First 1,000 SF	1.25	x	\$145	= \$181	\$180	100%	\$181	100%	
25	Re-Roof (All Other) - Each Add'l 5,000 SF	0.20	x	\$145	= \$29	\$29	100%	\$29	100%	[b]
26	Fenestration - Skylights/Solartubes (1 Hr. Buildings)	1.17	x	\$145	= \$169	\$168	100%	\$169	100%	
27	Fenestration - Skylights/Solartubes (All Others)	0.88	x	\$145	= \$127	\$126	100%	\$127	100%	
28	Fenestration - Window Retrofit	0.96	x	\$145	= \$139	\$138	100%	\$139	100%	
29	Fenestration - Doors/Windows (One New - Framed)	1.38	x	\$145	= \$199	\$198	100%	\$199	100%	[c]
30	Structural, Drywall	0.92	x	\$145	= \$133	\$132	100%	\$133	100%	
31	Structural, Insulation, Drywall	1.33	x	\$145	= \$193	\$192	100%	\$193	100%	
32	Lath	1.45	x	\$145	= \$210	\$209	100%	\$210	100%	
33	Structural, Insulation, Lath	2.17	x	\$145	= \$314	\$313	100%	\$314	100%	
34	Structural, Insulation, Shear, Lath	3.58	x	\$145	= \$520	\$517	100%	\$520	100%	
35	Fire Sprinkler Plans - New	1.33	x	\$145	= \$193	\$192	100%	\$193	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	\$145	= \$121	\$120	100%	\$121	100%	
37 Fire Assessment Review	1.20	x	\$145	= \$174	\$173	100%	\$174	100%	
38 Framing/Structural - 1 inspection	1.92	x	\$145	= \$278	\$277	100%	\$278	100%	[d]
39 Framing/Structural - 2 inspections	2.33	x	\$145	= \$338	\$337	100%	\$338	100%	[d]
40 Framing/Structural - 3 inspections	2.75	x	\$145	= \$399	\$397	100%	\$399	100%	[d]
41 Temporary Shade Structure (Commercial)	1.92	x	\$145	= \$278	\$277	100%	\$278	100%	
42 Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	1.33	x	\$145	= \$193	\$192	100%	\$193	100%	
43 Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	2.00	x	\$145	= \$290	\$289	100%	\$290	100%	
44 Patio/Balcony Cover/Enclosure - Site Specific Engineering	3.38	x	\$145	= \$489	\$487	100%	\$489	100%	
45 Patio Conversion	6.67	x	\$145	= \$967	\$962	100%	\$967	100%	
46 Atrium Conversion	6.67	x	\$145	= \$967	\$962	100%	\$967	100%	
47 Garage Conversion/Alteration	5.83	x	\$145	= \$846	\$842	100%	\$846	100%	
48 Alteration - Residential (Res.) Kitchen	2.58	x	\$145	= \$375	\$373	100%	\$375	100%	
49 Alteration - Res. Kitchen, plus HVAC OR Fenestration	3.00	x	\$145	= \$435	\$433	100%	\$435	100%	
50 Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	3.42	x	\$145	= \$495	\$493	100%	\$495	100%	
51 Alteration - Res. Kitchen, plus 1 Bath	3.00	x	\$145	= \$435	\$433	100%	\$435	100%	
52 Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	3.42	x	\$145	= \$495	\$493	100%	\$495	100%	
53 Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	3.42	x	\$145	= \$495	\$493	100%	\$495	100%	
54 Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	3.83	x	\$145	= \$556	\$553	100%	\$556	100%	
55 Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	3.83	x	\$145	= \$556	\$553	100%	\$556	100%	
56 Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	4.25	x	\$145	= \$616	\$613	100%	\$616	100%	
57 Alteration/Remodel - Res. 1 Bath	1.75	x	\$145	= \$254	\$253	100%	\$254	100%	
58 Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	2.58	x	\$145	= \$375	\$373	100%	\$375	100%	
59 Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	3.00	x	\$145	= \$435	\$433	100%	\$435	100%	
60 Room Addition	6.00	x	\$145	= \$870	\$866	100%	\$870	100%	
61 Alteration/Remodel w/ Room Addition	8.50	x	\$145	= \$1,232	\$1,227	100%	\$1,232	100%	
62 Sign (Wall) - First	1.17	x	\$145	= \$169	\$168	100%	\$169	100%	
63 Sign (Wall) - Each Add'l	0.08	x	\$145	= \$12	\$12	100%	\$12	100%	
64 Sign (Monument) - First	1.92	x	\$145	= \$278	\$277	100%	\$278	100%	
65 Sign (Monument) - Each Add'l	0.17	x	\$145	= \$24	\$24	100%	\$24	100%	
66 Antenna - Telecommunications	3.67	x	\$145	= \$532	\$529	100%	\$532	100%	
67 Antenna - Equipment Shelter	1.75	x	\$145	= \$254	\$253	100%	\$254	100%	
68 Solar - Residential Systems (Expedited Process)	1.67	x	\$145	= \$242	\$240	100%	\$242	100%	[e]
69 Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	3.00	x	\$145	= \$435	\$433	100%	\$435	100%	[e]
70 Solar - Commercial Systems - See note for > 50kW or 30kWth	8.50	x	\$145	= \$1,232	\$1,000	81%	\$1,000	81%	[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	\$145	= \$169	\$168	100%	\$169	100%	[g]
72 Demolition - Residential (All Other)	0.67	x	\$145	= \$97	\$96	100%	\$97	100%	
73 Demolition - Non-Residential	2.50	x	\$145	= \$362	\$361	100%	\$362	100%	
74 Certificate of Occupancy - Temporary	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
75 Certificate of Occupancy	1.87	x	\$145	= \$271	\$269	100%	\$271	100%	
76 Sleeping Room Covenant - Recording Fee	0.75	x	\$145	= \$109	n/a - new	n/a - new	\$109	100%	
77 Miscellaneous/All Other - First Inspection	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
78 Miscellaneous/All Other - Each Add'l Inspection	0.42	x	\$145	= \$60	\$60	100%	\$60	100%	
79 Miscellaneous/All Other - Plan Check (Per Hr)	1.00	x	\$145	= \$145	\$144	100%	\$145	100%	
80 Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum)	1.00	x	\$145	= \$145	\$144	100%	\$145	100%	
81 Plan Revision - Structural - (Per Hr; 1 hour minimum)	1.00	x	\$145	= \$145	\$144	100%	\$145	100%	
82 Work Without Permit	1.33	x	\$145	= \$193	\$192	100%	\$193	100%	
83 Re-Inspection - Missed Appointment	0.42	x	\$145	= \$60	\$60	100%	\$60	100%	
84 Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum	1.25	x	\$145	= \$181	\$180	100%	\$181	100%	
85 Additional Inspections	0.62	x	\$145	= \$89	\$89	100%	\$89	100%	
86 Replacement Job Card	0.20	x	\$145	= \$29	\$29	100%	\$29	100%	
87 Cancelled Permit Refund Processing Fee	0.50	x	\$145	= \$72	\$72	100%	\$72	100%	
88 State Energy Form Assistance (Upon Request) (Per Page)	0.25	x	\$145	= \$36	\$4	11%	\$4	11%	
89 Building and Safety Appeal Application	1.00	x	\$145	= \$145	\$144	100%	\$145	100%	
90 Alternate Materials Method Review (Per Hr)	1.00	x	\$145	= \$145	\$144	100%	\$145	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.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made 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		\$145	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	\$1,087	\$25.37	\$1,087	\$47.12	\$2,175	\$72.49
	New Construction	2,000	10.13	12.38	22.50	\$1,468	\$16.31	\$1,794	\$19.94	\$3,262	\$36.25
		5,000	13.50	16.50	30.00	\$1,957	\$9.79	\$2,392	\$11.96	\$4,350	\$21.75
		10,000	16.88	20.63	37.50	\$2,447	\$4.53	\$2,990	\$13.59	\$5,437	\$18.12
		20,000	20.00	30.00	50.00	\$2,900	varies	\$4,350	varies	\$7,249	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	\$254	\$84.58	\$471	\$157.07	\$725	\$241.65
		250	2.63	4.88	7.50	\$381	\$50.75	\$707	\$94.24	\$1,087	\$144.99
		500	3.50	6.50	10.00	\$507	\$25.37	\$942	\$47.12	\$1,450	\$72.49
		1,000	4.38	8.13	12.50	\$634	\$11.84	\$1,178	\$21.99	\$1,812	\$33.83
		2,500	5.60	10.40	16.00	\$812	varies	\$1,508	varies	\$2,320	varies
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	varies
3	All Other New Construction	500	12.00	12.00	24.00	\$1,740	\$40.60	\$1,740	\$75.39	\$3,480	\$115.99
		2,000	16.20	19.80	36.00	\$2,349	\$26.10	\$2,871	\$31.90	\$5,220	\$57.99
		5,000	21.60	26.40	48.00	\$3,132	\$15.66	\$3,828	\$19.14	\$6,959	\$34.80
		10,000	27.00	33.00	60.00	\$3,915	\$7.25	\$4,785	\$21.75	\$8,699	\$29.00
		20,000	32.00	48.00	80.00	\$4,640	varies	\$6,959	varies	\$11,599	varies
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies
4	Tenant Improvements New Construction	250	1.40	2.60	4.00	\$203	\$40.60	\$377	\$75.39	\$580	\$115.99
		500	2.10	3.90	6.00	\$304	\$20.30	\$565	\$37.70	\$870	\$57.99
		1,000	2.80	5.20	8.00	\$406	\$6.77	\$754	\$12.57	\$1,160	\$19.33
		2,500	3.50	6.50	10.00	\$507	\$6.60	\$942	\$12.25	\$1,450	\$18.85
		5,000	4.64	8.61	13.25	\$672	varies	\$1,249	varies	\$1,921	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		\$145	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	\$1,082	\$25.25	\$1,082	\$46.90	\$2,164	\$72.15	\$2,164	\$2,175	100%	\$2,175	100%
	New Construction	2,000	\$1,461	\$16.23	\$1,786	\$19.84	\$3,247	\$36.07	\$3,247	\$3,262	100%	\$3,262	100%
		5,000	\$1,948	\$9.74	\$2,381	\$11.90	\$4,329	\$21.64	\$4,329	\$4,350	100%	\$4,350	100%
		10,000	\$2,435	\$4.51	\$2,976	\$13.53	\$5,411	\$18.04	\$5,411	\$5,437	100%	\$5,437	100%
		20,000	\$2,886	varies	\$4,329	varies	\$7,215	varies	\$7,215	\$7,249	100%	\$7,249	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	\$725	100%	\$725	100%
		250	\$379	\$50.50	\$703	\$93.79	\$1,082	\$144.30	\$1,082	\$1,087	100%	\$1,087	100%
		500	\$505	\$25.25	\$938	\$46.90	\$1,443	\$72.15	\$1,443	\$1,450	100%	\$1,450	100%
		1,000	\$631	\$11.78	\$1,172	\$21.89	\$1,804	\$33.67	\$1,804	\$1,812	100%	\$1,812	100%
		2,500	\$808	varies	\$1,501	varies	\$2,309	varies	\$2,309	\$2,320	100%	\$2,320	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	\$3,480	100%	\$3,480	100%
		2,000	\$2,338	\$25.97	\$2,857	\$31.75	\$5,195	\$57.72	\$5,195	\$5,220	100%	\$5,220	100%
		5,000	\$3,117	\$15.58	\$3,809	\$19.05	\$6,926	\$34.63	\$6,926	\$6,959	100%	\$6,959	100%
		10,000	\$3,896	\$7.21	\$4,762	\$21.64	\$8,658	\$28.86	\$8,658	\$8,699	100%	\$8,699	100%
		20,000	\$4,618	varies	\$6,926	varies	\$11,544	varies	\$11,544	\$11,599	100%	\$11,599	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	\$580	100%	\$580	100%
		500	\$303	\$20.20	\$563	\$37.52	\$866	\$57.72	\$866	\$870	100%	\$870	100%
		1,000	\$404	\$6.73	\$750	\$12.51	\$1,154	\$19.24	\$1,154	\$1,160	100%	\$1,160	100%
		2,500	\$505	\$6.57	\$938	\$12.19	\$1,443	\$18.76	\$1,443	\$1,450	100%	\$1,450	100%
		5,000	\$669	varies	\$1,243	varies	\$1,912	varies	\$1,912	\$1,921	100%	\$1,921	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.

ITEM 7.1 - Attachment A

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

Hourly Rate		\$145	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	500	\$1,087	\$25.37	\$1,087	\$47.12	\$2,175	\$72.49	\$2,175	\$2,175	100%	\$2,175	100%
	New Construction	2,000	\$1,468	\$16.31	\$1,794	\$19.94	\$3,262	\$36.25	\$3,262	\$3,262	100%	\$3,262	100%
		5,000	\$1,957	\$9.79	\$2,392	\$11.96	\$4,350	\$21.75	\$4,350	\$4,350	100%	\$4,350	100%
		10,000	\$2,447	\$4.53	\$2,990	\$13.59	\$5,437	\$18.12	\$5,437	\$5,437	100%	\$5,437	100%
		20,000	\$2,900	varies	\$4,350	varies	\$7,249	varies	\$7,249	\$7,249	100%	\$7,249	100%
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies	deposit	
2	Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$254	\$84.58	\$471	\$157.07	\$725	\$241.65	\$725	\$725	100%	\$725	100%
		250	\$381	\$50.75	\$707	\$94.24	\$1,087	\$144.99	\$1,087	\$1,087	100%	\$1,087	100%
		500	\$507	\$25.37	\$942	\$47.12	\$1,450	\$72.49	\$1,450	\$1,450	100%	\$1,450	100%
		1,000	\$634	\$11.84	\$1,178	\$21.99	\$1,812	\$33.83	\$1,812	\$1,812	100%	\$1,812	100%
		2,500	\$812	varies	\$1,508	varies	\$2,320	varies	\$2,320	\$2,320	100%	\$2,320	100%
		> 2,500	varies	varies	varies	varies	varies	varies	varies	varies	varies	deposit	
3	All Other New Construction	500	\$1,740	\$40.60	\$1,740	\$75.39	\$3,480	\$115.99	\$3,480	\$3,480	100%	\$3,480	100%
		2,000	\$2,349	\$26.10	\$2,871	\$31.90	\$5,220	\$57.99	\$5,220	\$5,220	100%	\$5,220	100%
		5,000	\$3,132	\$15.66	\$3,828	\$19.14	\$6,959	\$34.80	\$6,959	\$6,959	100%	\$6,959	100%
		10,000	\$3,915	\$7.25	\$4,785	\$21.75	\$8,699	\$29.00	\$8,699	\$8,699	100%	\$8,699	100%
		20,000	\$4,640	varies	\$6,959	varies	\$11,599	varies	\$11,599	\$11,599	100%	\$11,599	100%
		> 20,000	varies	varies	varies	varies	varies	varies	varies	varies	varies	deposit	
4	Tenant Improvements New Construction	250	\$203	\$40.60	\$377	\$75.39	\$580	\$115.99	\$580	\$580	100%	\$580	100%
		500	\$304	\$20.30	\$565	\$37.70	\$870	\$57.99	\$870	\$870	100%	\$870	100%
		1,000	\$406	\$6.77	\$754	\$12.57	\$1,160	\$19.33	\$1,160	\$1,160	100%	\$1,160	100%
		2,500	\$507	\$6.60	\$942	\$12.25	\$1,450	\$18.85	\$1,450	\$1,450	100%	\$1,450	100%
		5,000	\$672	varies	\$1,249	varies	\$1,921	varies	\$1,921	\$1,921	100%	\$1,921	100%
		> 5,000	varies	varies	varies	varies	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	\$147	= \$588	\$584	Flat	99%	\$588	Flat	100%	[a]
2	Address Establishment/Change	2.50	x	\$147	= \$368	\$365	Flat	99%	\$368	Flat	100%	
3	Notice of Exemption	2.00	x	\$147	= \$294	\$292	Flat	99%	\$294	Flat	100%	[b]
4	Outdoor Seating Permit	2.50	x	\$147	= \$368	\$365	Flat	99%	\$368	Flat	100%	
5	Sign Permit - Part of Sign Program	0.75	x	\$147	= \$110	\$110	Flat	99%	\$110	Flat	100%	
6	Sign Permit - Permanent	2.00	x	\$147	= \$294	\$292	Flat	99%	\$294	Flat	100%	
7	Sign Permit - Temporary	0.50	x	\$147	= \$74	\$73	Flat	99%	\$74	Flat	100%	
8	Sign Permit - Community Facilities/Open Space Annual	0.50	x	\$147	= \$74	\$73	Flat	99%	\$74	Flat	100%	
9	Special Event Permit	2.00	x	\$147	= \$294	\$292	Flat	99%	\$294	Flat	100%	
10	Temporary Use Permit	4.00	x	\$147	= \$588	\$584	Flat	99%	\$588	Flat	100%	
11	Tree Removal Permit	1.50	x	\$147	= \$221	\$219	Flat	99%	\$221	Flat	100%	
12	Wireless Use Permit Filing Fee	11.50	x	\$147	= \$1,691	\$1,679	Flat	99%	\$1,691	Flat	100%	[c]
13	Eligible Facility Request Permit Filing Fee	8.50	x	\$147	= \$1,250	\$1,241	Flat	99%	\$1,250	Flat	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	2.00	x	\$147	= \$294	\$292	Flat	99%	\$294	Flat	100%	
15	Zoning Confirmation Letter	1.25	x	\$147	= \$184	\$183	Flat	99%	\$184	Flat	100%	
16	Appeal (City Council)	14.50	x	\$147	= \$2,132	\$500	Flat	23%	\$500	Flat	23%	
Deposit-Based Fee Services												[d]
17	Change Plan	16.00	x	\$147	= \$2,352	\$2,000	Deposit	99%	\$2,000	Deposit	100%	
18	Conditional Use Permit	28.75	x	\$147	= \$4,226	\$4,000	Deposit	99%	\$4,000	Deposit	100%	
19	Development Agreement	133.50	x	\$147	= \$19,625	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
20	Environmental Impact Report	varies	x	\$147	= varies	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
21	General Plan Amendment	131.50	x	\$147	= \$19,331	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
22	Zoning Code Amendment	131.50	x	\$147	= \$19,331	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
23	Initial Study/Neg. Dec./Mitigated Neg Dec.	varies	x	\$147	= varies	\$5,000	Deposit	99%	\$5,000	Deposit	100%	
24	Sign Program	19.00	x	\$147	= \$2,793	\$2,500	Deposit	99%	\$2,500	Deposit	100%	
25	Site Development Permit	28.00	x	\$147	= \$4,116	\$4,000	Deposit	99%	\$4,000	Deposit	100%	
26	Lot Line Adjustment	16.00	x	\$147	= \$2,352	n/a - new	Deposit	n/a	\$2,000	Deposit	100%	
27	Specific Plan	133.50	x	\$147	= \$19,625	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
28	Variance	25.00	x	\$147	= \$3,675	\$3,500	Deposit	99%	\$3,500	Deposit	100%	
29	Zone Change	116.50	x	\$147	= \$17,126	\$10,000	Deposit	99%	\$10,000	Deposit	100%	
30	Other Services Not Identified	varies	x	\$147	= varies	varies	Deposit	99%	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

ITEM 7.1 - Attachment A

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	\$167	= \$251	\$245	Flat	97%	\$250	flat	100%	
2	Temporary Staging	1.50	x	\$167	= \$251	\$245	Flat	97%	\$250	flat	100%	
3	Traffic Control Only	2.00	x	\$167	= \$335	\$326	Flat	97%	\$335	flat	100%	
4	Utilities Structure Inspection	2.50	x	\$167	= \$419	\$408	Flat	97%	\$419	flat	100%	
5	Pole Replacement	2.50	x	\$167	= \$419	\$408	Flat	97%	\$419	flat	100%	
Major Projects												
6	Major Project											[a]
	a) First Day	4.00	x	\$167	= \$670	\$653	Flat	97%	\$670	flat	100%	
	b) Each Additional Day	1.50	x	\$167	= \$251	\$245	Per Day	97%	\$250	per day	100%	
7	Projects Greater Than Two Weeks in Duration	varies	x	\$167	= 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

ITEM 7.1 - Attachment A

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	New or Existing Water Heater Change Out	\$89	\$89	100%	\$89	\$0	100%	
2	Water Heater Relocation	\$156	\$157	100%	\$157	\$1	100%	
3	Tub to Tub Insert Only	\$168	\$169	100%	\$169	\$1	100%	
4	Tub to Tub Tile Back Only	\$228	\$230	100%	\$230	\$1	100%	
5	Shower to Shower Insert Only	\$168	\$169	100%	\$169	\$1	100%	
6	Shower to Shower Tile Only	\$289	\$290	100%	\$290	\$1	100%	
7	Tub to Shower Only	\$289	\$290	100%	\$290	\$1	100%	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$89	\$89	100%	\$89	\$0	100%	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$228	\$230	100%	\$230	\$1	100%	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$96	\$97	100%	\$97	\$0	100%	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$60	\$60	100%	\$60	\$0	100%	
12	Plumbing Repipe	\$216	\$217	100%	\$217	n/a	100%	
13	New HVAC / HVAC Change in Type (Central System) - Residential	\$168	\$169	100%	\$169	\$1	100%	
14	New HVAC / HVAC Change in Type (All Others) - Residential	\$89	\$89	100%	\$89	\$0	100%	
15	Ventilation Modifications	\$186	\$186	100%	\$186	\$1	100%	
16	Electrical - New Fixtures/Receptacles	\$96	\$97	100%	\$97	\$0	100%	
17	Electrical Panel Modification	\$299	\$300	100%	\$300	n/a	100%	
18	Electrical Panel Change Out	\$161	\$161	100%	\$161	n/a	100%	
19	New Washer/Dryer Hook Up	\$119	\$120	100%	\$120	\$1	100%	
20	Electrical Wheelchair Lift	\$469	\$471	100%	\$471	\$2	100%	
21	Temporary Power Pole	\$125	\$126	100%	\$126	n/a	100%	
22	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$149	\$150	100%	\$150	\$1	100%	
23	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$29	\$29	100%	\$29	\$0	100%	[b]
24	Re-Roof (All Other) - First 1,000 SF	\$180	\$181	100%	\$181	\$1	100%	
25	Re-Roof (All Other) - Each Add'l 5,000 SF	\$29	\$29	100%	\$29	\$0	100%	[b]
26	Fenestration - Skylights/Solartubes (1 Hr. Buildings)	\$168	\$169	100%	\$169	\$1	100%	
27	Fenestration - Skylights/Solartubes (All Others)	\$126	\$127	100%	\$127	\$1	100%	
28	Fenestration - Window Retrofit	\$138	\$139	100%	\$139	\$1	100%	
29	Fenestration - Doors/Windows (One New - Framed)	\$198	\$199	100%	\$199	\$1	100%	[c]
30	Structural, Drywall	\$132	\$133	100%	\$133	\$1	100%	
31	Structural, Insulation, Drywall	\$192	\$193	100%	\$193	\$1	100%	
32	Lath	\$209	\$210	100%	\$210	\$1	100%	
33	Structural, Insulation, Lath	\$313	\$314	100%	\$314	\$1	100%	
34	Structural, Insulation, Shear, Lath	\$517	\$520	100%	\$520	\$2	100%	
35	Fire Sprinkler Plans - New	\$192	\$193	100%	\$193	n/a	100%	
36	Fire Sprinkler Plans - Modified	\$120	\$121	100%	\$121	n/a	100%	
37	Fire Assessment Review	\$173	\$174	100%	\$174	n/a	100%	
38	Framing/Structural - 1 inspection	\$277	\$278	100%	\$278	\$1	100%	[d]
39	Framing/Structural - 2 inspections	\$337	\$338	100%	\$338	\$2	100%	[d]
40	Framing/Structural - 3 inspections	\$397	\$399	100%	\$399	\$2	100%	[d]
41	Temporary Shade Structure (Commercial)	\$277	\$278	100%	\$278	\$1	100%	
42	Patio/Balcony Cover/Enclosure - Standard, Open, Pre-Engineered	\$192	\$193	100%	\$193	\$1	100%	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$289	\$290	100%	\$290	\$1	100%	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$487	\$489	100%	\$489	\$2	100%	
45	Patio Conversion	\$962	\$967	100%	\$967	n/a	100%	
46	Atrium Conversion	\$962	\$967	100%	\$967	n/a	100%	
47	Garage Conversion/Alteration	\$842	\$846	100%	\$846	n/a	100%	
48	Alteration - Residential (Res.) Kitchen	\$373	\$375	100%	\$375	\$2	100%	

ITEM 7.1 - Attachment A

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	\$433	\$435	100%	\$435	\$2	100%	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$493	\$495	100%	\$495	\$2	100%	
51	Alteration - Res. Kitchen, plus 1 Bath	\$433	\$435	100%	\$435	\$2	100%	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$493	\$495	100%	\$495	\$2	100%	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$493	\$495	100%	\$495	\$2	100%	
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$553	\$556	100%	\$556	\$3	100%	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND	\$553	\$556	100%	\$556	\$3	100%	
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND	\$613	\$616	100%	\$616	\$3	100%	
57	Alteration/Remodel - Res. 1 Bath	\$253	\$254	100%	\$254	\$1	100%	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$373	\$375	100%	\$375	\$2	100%	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$433	\$435	100%	\$435	\$2	100%	
60	Room Addition	\$866	\$870	100%	\$870	\$4	100%	
61	Alteration/Remodel w/ Room Addition	\$1,227	\$1,232	100%	\$1,232	\$6	100%	
62	Sign (Wall) - First	\$168	\$169	100%	\$169	\$1	100%	
63	Sign (Wall) - Each Add'l	\$12	\$12	100%	\$12	\$0	100%	
64	Sign (Monument) - First	\$277	\$278	100%	\$278	\$1	100%	
65	Sign (Monument) - Each Add'l	\$24	\$24	100%	\$24	\$0	100%	
66	Antenna - Telecommunications	\$529	\$532	100%	\$532	\$3	100%	
67	Antenna - Equipment Shelter	\$253	\$254	100%	\$254	\$1	100%	
68	Solar - Residential Systems (Expedited Process)	\$240	\$242	100%	\$242	\$1	100%	[e]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$433	\$435	100%	\$435	\$2	100%	[e]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	\$1,232	81%	\$1,000	\$0	81%	[f]
71	Demolition - Residential Interior	\$168	\$169	100%	\$169	\$1	100%	
72	Demolition - Residential (All Other)	\$96	\$97	100%	\$97	\$0	100%	[g]
73	Demolition - Non-Residential	\$361	\$362	100%	\$362	\$2	100%	
74	Certificate of Occupancy - Temporary	\$89	\$89	100%	\$89	\$0	100%	
75	Certificate of Occupancy	\$269	\$271	100%	\$271	\$1	100%	
76	Sleeping Room Covenant - Recording Fee	n/a - new	\$109	n/a - new	\$109		100%	
77	Miscellaneous/All Other - First Inspection	\$89	\$89	100%	\$89	\$0	100%	
78	Miscellaneous/All Other - Each Add'l Inspection	\$60	\$60	100%	\$60	\$0	100%	
79	Miscellaneous/All Other - Plan Check (Per Hr)	\$144	\$145	100%	\$145	\$1	100%	
80	Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum)	\$144	\$145	100%	\$145	n/a	100%	
81	Plan Revision - Structural - (Per Hr; 1 hour minimum)	\$144	\$145	100%	\$145	n/a	100%	
82	Work Without Permit	\$192	\$193	100%	\$193	\$1	100%	
83	Re-Inspection - Missed Appointment	\$60	\$60	100%	\$60	\$0	100%	
84	Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum	\$180	\$181	100%	\$181	n/a	100%	
85	Additional Inspections	\$89	\$89	100%	\$89	\$0	100%	
86	Replacement Job Card	\$29	\$29	100%	\$29	\$0	100%	
87	Cancelled Permit Refund Processing Fee	\$72	\$72	100%	\$72	\$0	100%	
88	State Energy Form Assistance (Upon Request) (Per Page)	\$4	\$36	11%	\$4	\$0	11%	
89	Building and Safety Appeal Application	\$144	\$145	100%	\$145	\$1	100%	
90	Alternate Materials Method Review (Per Hr)	\$144	\$145	100%	\$145	\$1	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.

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

[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.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made 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								
						Modified Fee Assuming Full or Targeted Cost Recovery [a]	Increase (Decrease) Amount	Modified Cost Recovery
	Construction Class	SqFt	Current Fee	Est. Cost of Svc	Current Cost Recovery			
1	Shell Building	500	\$2,164	\$2,175	100%	\$2,175	\$10	100%
	New Construction	2,000	\$3,247	\$3,262	100%	\$3,262	\$16	100%
		5,000	\$4,329	\$4,350	100%	\$4,350	\$21	100%
		10,000	\$5,411	\$5,437	100%	\$5,437	\$26	100%
		20,000	\$7,215	\$7,249	100%	\$7,249	\$34	100%
		> 20,000	varies	varies		deposit		
2	Accessory/Utility (e.g. Private garage, gatehouse)	100	\$721	\$725	100%	\$725	\$3	100%
	New Construction	250	\$1,082	\$1,087	100%	\$1,087	\$5	100%
		500	\$1,443	\$1,450	100%	\$1,450	\$7	100%
		1,000	\$1,804	\$1,812	100%	\$1,812	\$9	100%
		2,500	\$2,309	\$2,320	100%	\$2,320	\$11	100%
		> 2,500	varies	varies		deposit		
3	All Other	500	\$3,463	\$3,480	100%	\$3,480	\$17	100%
	New Construction	2,000	\$5,195	\$5,220	100%	\$5,220	\$25	100%
		5,000	\$6,926	\$6,959	100%	\$6,959	\$33	100%
		10,000	\$8,658	\$8,699	100%	\$8,699	\$41	100%
		20,000	\$11,544	\$11,599	100%	\$11,599	\$55	100%
		> 20,000	varies	varies		deposit		
4	Tenant Improvements	250	\$577	\$580	100%	\$580	\$3	100%
	New Construction	500	\$866	\$870	100%	\$870	\$4	100%
		1,000	\$1,154	\$1,160	100%	\$1,160	\$6	100%
		2,500	\$1,443	\$1,450	100%	\$1,450	\$7	100%
		5,000	\$1,912	\$1,921	100%	\$1,921	\$9	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	\$584	\$588	99%	\$588	\$4	100%	[a]
2	Address Establishment/Change	\$365	\$368	99%	\$368	\$3	100%	
3	Notice of Exemption	\$292	\$294	99%	\$294	\$2	100%	[b]
4	Outdoor Seating Permit	\$365	\$368	99%	\$368	\$3	100%	
5	Sign Permit - Part of Sign Program	\$110	\$110	99%	\$110	\$1	100%	
6	Sign Permit - Permanent	\$292	\$294	99%	\$294	\$2	100%	
7	Sign Permit - Temporary	\$73	\$74	99%	\$74	\$1	100%	
8	Sign Permit - Community Facilities/Open Space	\$73	\$74	99%	\$74	\$1	100%	
9	Special Event Permit	\$292	\$294	99%	\$294	\$2	100%	
10	Temporary Use Permit	\$584	\$588	99%	\$588	\$4	100%	
11	Tree Removal Permit	\$219	\$221	99%	\$221	\$2	100%	
12	Wireless Use Permit Filing Fee	\$1,679	\$1,691	99%	\$1,691	\$12	100%	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,241	\$1,250	99%	\$1,250	\$9	100%	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$292	\$294	99%	\$294	\$2	100%	
15	Zoning Confirmation Letter	\$183	\$184	99%	\$184	\$1	100%	
16	Appeal (City Council)	\$500	\$2,132	23%	\$500	\$0	23%	

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								[d]
17	Change Plan	\$2,000	\$2,352	99%	\$2,000	\$0	100%	
18	Conditional Use Permit	\$4,000	\$4,226	99%	\$4,000	\$0	100%	
19	Development Agreement	\$10,000	\$19,625	99%	\$10,000	\$0	100%	
20	Environmental Impact Report	\$10,000	varies	99%	\$10,000	\$0	100%	
21	General Plan Amendment	\$10,000	\$19,331	99%	\$10,000	\$0	100%	
22	Zoning Code Amendment	\$10,000	\$19,331	99%	\$10,000	\$0	100%	
23	Initial Study/Neg. Dec./Mitigated Neg Dec.	\$5,000	varies	99%	\$5,000	\$0	100%	
24	Sign Program	\$2,500	\$2,793	99%	\$2,500	\$0	100%	
25	Site Development Permit	\$4,000	\$4,116	99%	\$4,000	\$0	100%	
26	Lot Line Adjustment	n/a - new	\$2,352	n/a	\$2,000	\$0	100%	
27	Specific Plan	\$10,000	\$19,625	99%	\$10,000	\$0	100%	
28	Variance	\$3,500	\$3,675	99%	\$3,500	\$0	100%	
29	Zone Change	\$10,000	\$17,126	99%	\$10,000	\$0	100%	
30	Other Services Not Identified	varies	varies	99%	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	\$245	\$251	\$250	flat	\$5	100%	
2	Temporary Staging	\$245	\$251	\$250	flat	\$5	100%	
3	Traffic Control Only	\$326	\$335	\$335	flat	\$8	100%	
4	Utilities Structure Inspection	\$408	\$419	\$419	flat	\$11	100%	
5	Pole Replacement	\$408	\$419	\$419	flat	\$11	100%	
Major Projects								
6	Major Project							[a]
	a) First Day	\$653	\$670	\$670	flat	\$17	100%	
	b) Each Additional Day	\$245	\$251	\$250	per day	\$5	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	New or Existing Water Heater Change Out	\$89	
2	Water Heater Relocation	\$157	
3	Tub to Tub Insert Only	\$169	
4	Tub to Tub Tile Back Only	\$230	
5	Shower to Shower Insert Only	\$169	
6	Shower to Shower Tile Only	\$290	
7	Tub to Shower Only	\$290	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$89	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$230	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$97	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$60	
12	Plumbing Repipe	\$217	
13	New HVAC / HVAC Change in Type (Central System) - Residential	\$169	
14	New HVAC / HVAC Change in Type (All Others) - Residential	\$89	
15	Ventilation Modifications	\$186	
16	Electrical - New Fixtures/Receptacles	\$97	
17	Electrical Panel Modification	\$300	
18	Electrical Panel Change Out	\$161	
19	New Washer/Dryer Hook Up	\$120	
20	Electrical Wheelchair Lift	\$471	
21	Temporary Power Pole	\$126	
22	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$150	
23	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$29	[b]
24	Re-Roof (All Other) - First 1,000 SF	\$181	
25	Re-Roof (All Other) - Each Add'l 5,000 SF	\$29	[b]
26	Fenestration - Skylights/Solartubes (1 Hr. Buildings)	\$169	
27	Fenestration - Skylights/Solartubes (All Others)	\$127	
28	Fenestration - Window Retrofit	\$139	
29	Fenestration - Doors/Windows (One New - Framed)	\$199	[c]
30	Structural, Drywall	\$133	
31	Structural, Insulation, Drywall	\$193	
32	Lath	\$210	
33	Structural, Insulation, Lath	\$314	
34	Structural, Insulation, Shear, Lath	\$520	
35	Fire Sprinkler Plans - New	\$193	
36	Fire Sprinkler Plans - Modified	\$121	
37	Fire Assessment Review	\$174	
38	Framing/Structural - 1 inspection	\$278	[d]
39	Framing/Structural - 2 inspections	\$338	[d]
40	Framing/Structural - 3 inspections	\$399	[d]
41	Temporary Shade Structure (Commercial)	\$278	

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	\$193	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$290	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$489	
45	Patio Conversion	\$967	
46	Atrium Conversion	\$967	
47	Garage Conversion/Alteration	\$846	
48	Alteration - Residential (Res.) Kitchen	\$375	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$435	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$495	
51	Alteration - Res. Kitchen, plus 1 Bath	\$435	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$495	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$495	
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$556	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$556	
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	\$616	
57	Alteration/Remodel - Res. 1 Bath	\$254	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$375	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$435	
60	Room Addition	\$870	
61	Alteration/Remodel w/ Room Addition	\$1,232	
62	Sign (Wall) - First	\$169	
63	Sign (Wall) - Each Add'l	\$12	
64	Sign (Monument) - First	\$278	
65	Sign (Monument) - Each Add'l	\$24	
66	Antenna - Telecommunications	\$532	
67	Antenna - Equipment Shelter	\$254	
68	Solar - Residential Systems (Expedited Process)	\$242	[e]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$435	[e]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	[f]
71	Demolition - Residential Interior	\$169	
72	Demolition - Residential (All Other)	\$97	[g]
73	Demolition - Non-Residential	\$362	
74	Certificate of Occupancy - Temporary	\$89	
75	Certificate of Occupancy	\$271	
76	Sleeping Room Covenant - Recording Fee	\$109	
77	Miscellaneous/All Other - First Inspection	\$89	
78	Miscellaneous/All Other - Each Add'l Inspection	\$60	
79	Miscellaneous/All Other - Plan Check (Per Hr)	\$145	
80	Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum)	\$145	
81	Plan Revision - Structural - (Per Hr; 1 hour minimum)	\$145	
82	Work Without Permit	\$193	
83	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
84	Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum	\$181	
85	Additional Inspections	\$89	
86	Replacement Job Card	\$29	
87	Cancelled Permit Refund Processing Fee	\$72	
88	State Energy Form Assistance (Upon Request) (Per Page)	\$4	
89	Building and Safety Appeal Application	\$145	
90	Alternate Materials Method Review (Per Hr)	\$145	

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.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made 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]	
		Base Fee Assuming Full or Targeted Cost	Fee Per Add'l 100 SF	Base Fee Assuming Full or Targeted Cost	Fee Per Add'l 100 SF	Base Fee Assuming Full or Targeted Cost	Fee Per Add'l 100 SF
1 Shell Building New Construction	500	\$1,087	\$25.37	\$1,087	\$47.12	\$2,175	\$72.49
	2,000	\$1,468	\$16.31	\$1,794	\$19.94	\$3,262	\$36.25
	5,000	\$1,957	\$9.79	\$2,392	\$11.96	\$4,350	\$21.75
	10,000	\$2,447	\$4.53	\$2,990	\$13.59	\$5,437	\$18.12
	20,000	\$2,900	varies	\$4,350	varies	\$7,249	varies
	> 20,000	varies		varies		varies	
2 Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$254	\$84.58	\$471	\$157.07	\$725	\$241.65
	250	\$381	\$50.75	\$707	\$94.24	\$1,087	\$144.99
	500	\$507	\$25.37	\$942	\$47.12	\$1,450	\$72.49
	1,000	\$634	\$11.84	\$1,178	\$21.99	\$1,812	\$33.83
	2,500	\$812	varies	\$1,508	varies	\$2,320	varies
	> 2,500	varies		varies		varies	
3 All Other New Construction	500	\$1,740	\$40.60	\$1,740	\$75.39	\$3,480	\$115.99
	2,000	\$2,349	\$26.10	\$2,871	\$31.90	\$5,220	\$57.99
	5,000	\$3,132	\$15.66	\$3,828	\$19.14	\$6,959	\$34.80
	10,000	\$3,915	\$7.25	\$4,785	\$21.75	\$8,699	\$29.00
	20,000	\$4,640	varies	\$6,959	varies	\$11,599	varies
	> 20,000	varies		varies		varies	
4 Tenant Improvements New Construction	250	\$203	\$40.60	\$377	\$75.39	\$580	\$115.99
	500	\$304	\$20.30	\$565	\$37.70	\$870	\$57.99
	1,000	\$406	\$6.77	\$754	\$12.57	\$1,160	\$19.33
	2,500	\$507	\$6.60	\$942	\$12.25	\$1,450	\$18.85
	5,000	\$672	varies	\$1,249	varies	\$1,921	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.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made 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)		[a]
Fee Calculation		
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	\$588	[a]
2	Address Establishment/Change	\$368	
3	Notice of Exemption	\$294	[b]
4	Outdoor Seating Permit	\$368	
5	Sign Permit - Part of Sign Program	\$110	
6	Sign Permit - Permanent	\$294	
7	Sign Permit - Temporary	\$74	
8	Sign Permit - Community Facilities/Open Space Annual	\$74	
9	Special Event Permit	\$294	
10	Temporary Use Permit	\$588	
11	Tree Removal Permit	\$221	
12	Wireless Use Permit Filing Fee	\$1,691	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,250	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$294	
15	Zoning Confirmation Letter	\$184	
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	Lot Line Adjustment	\$2,000	
27	Specific Plan	\$10,000	
28	Variance	\$3,500	
29	Zone Change	\$10,000	
30	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	\$250	flat	
2	Temporary Staging	\$250	flat	
3	Traffic Control Only	\$335	flat	
4	Utilities Structure Inspection	\$419	flat	
5	Pole Replacement	\$419	flat	
Major Projects				
6	Major Project			[a]
	a) First Day	\$670	flat	
	b) Each Additional Day	\$250	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	\$167	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.

RESOLUTION NO. 19-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 Health and Safety Code Section 17951.5 authorizes 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, California Health and Safety Code Section 17951.7 authorizes cities to waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability, subject to the adoption of an ordinance to establish a standard application form that may be used to apply for the waiver or reduction, including the requirements for proof of a qualifying 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 were reviewed with the City Council and public at the regular meeting on April 17, 2019; and

WHEREAS, the City Council conducted a duly noticed public hearing at its regular meeting on April 17, 2019 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 of the notice at City Hall beginning on March 31, 2019, posting of an announcement on the City's website beginning on March 31, 2019, posting of the notice on the City's website beginning on April 6, 2019, 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 31, 2019; 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 17, 2019. 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 Health and Safety Code Section 17951.5.

SECTION 4. Upon the effective date of the City Council’s adoption of an ordinance as required by California Health and Safety Code Section 17951.7(b), 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 Health and Safety Code Section 17951.7.

SECTION 5. The City Manager may waive building, planning, and encroachment permit fees for activities associated with City projects or contracts.

SECTION 6. 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 7. The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this XX day of XX 2019.

CYNTHIA CONNERS, 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. 19-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 2019, 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	New or Existing Water Heater Change Out	\$89	
2	Water Heater Relocation	\$157	
3	Tub to Tub Insert Only	\$169	
4	Tub to Tub Tile Back Only	\$230	
5	Shower to Shower Insert Only	\$169	
6	Shower to Shower Tile Only	\$290	
7	Tub to Shower Only	\$290	
8	Water/Drain Line (Install/Alter/Repair) w/out Structural	\$89	
9	Water/Drain Line (Install/Alter/Repair) with Structural	\$230	
10	Line Repair (CIPP)/Svc Install - First 30 LF	\$97	
11	Line Repair (CIPP)/Svc Install - Each Add'l 30 LF	\$60	
12	Plumbing Repipe	\$217	
13	New HVAC / HVAC Change in Type (Central System) - Residential	\$169	
14	New HVAC / HVAC Change in Type (All Others) - Residential	\$89	
15	Ventilation Modifications	\$186	
16	Electrical - New Fixtures/Receptacles	\$97	
17	Electrical Panel Modification	\$300	
18	Electrical Panel Change Out	\$161	
19	New Washer/Dryer Hook Up	\$120	
20	Electrical Wheelchair Lift	\$471	
21	Temporary Power Pole	\$126	
22	Re-Roof (Tile, Single-Ply) - First 1,000 SF	\$150	
23	Re-Roof (Tile, Single-Ply) - Each Add'l 1,000 SF	\$29	[b]
24	Re-Roof (All Other) - First 1,000 SF	\$181	
25	Re-Roof (All Other) - Each Add'l 5,000 SF	\$29	[b]
26	Fenestration - Skylights/Solartubes (1 Hr. Buildings)	\$169	
27	Fenestration - Skylights/Solartubes (All Others)	\$127	
28	Fenestration - Window Retrofit	\$139	
29	Fenestration - Doors/Windows (One New - Framed)	\$199	[c]
30	Structural, Drywall	\$133	
31	Structural, Insulation, Drywall	\$193	
32	Lath	\$210	
33	Structural, Insulation, Lath	\$314	
34	Structural, Insulation, Shear, Lath	\$520	
35	Fire Sprinkler Plans - New	\$193	
36	Fire Sprinkler Plans - Modified	\$121	
37	Fire Assessment Review	\$174	
38	Framing/Structural - 1 inspection	\$278	[d]
39	Framing/Structural - 2 inspections	\$338	[d]
40	Framing/Structural - 3 inspections	\$399	[d]
41	Temporary Shade Structure (Commercial)	\$278	

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	\$193	
43	Patio/Balcony Cover/Enclosure - Standard, Enclosed, Pre-Engineered	\$290	
44	Patio/Balcony Cover/Enclosure - Site Specific Engineering	\$489	
45	Patio Conversion	\$967	
46	Atrium Conversion	\$967	
47	Garage Conversion/Alteration	\$846	
48	Alteration - Residential (Res.) Kitchen	\$375	
49	Alteration - Res. Kitchen, plus HVAC OR Fenestration	\$435	
50	Alteration - Res. Kitchen, plus HVAC AND Fenestration/Other	\$495	
51	Alteration - Res. Kitchen, plus 1 Bath	\$435	
52	Alteration - Res. Kitchen, plus 2+ Bath (Includes bathroom splits)	\$495	
53	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC OR Fenestration/Other	\$495	
54	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC OR Fenestration/Other	\$556	
55	Alteration - Res. Kitchen, plus 1 Bath, plus HVAC AND Fenestration/Other	\$556	
56	Alteration - Res. Kitchen, plus 2+ Bath, plus HVAC AND Fenestration/Other	\$616	
57	Alteration/Remodel - Res. 1 Bath	\$254	
58	Alteration/Remodel - Res. 2+ Baths (includes bathroom splits)	\$375	
59	Alteration - Res. 2+ Baths (incl. split), plus HVAC/Other	\$435	
60	Room Addition	\$870	
61	Alteration/Remodel w/ Room Addition	\$1,232	
62	Sign (Wall) - First	\$169	
63	Sign (Wall) - Each Add'l	\$12	
64	Sign (Monument) - First	\$278	
65	Sign (Monument) - Each Add'l	\$24	
66	Antenna - Telecommunications	\$532	
67	Antenna - Equipment Shelter	\$254	
68	Solar - Residential Systems (Expedited Process)	\$242	[e]
69	Solar - Residential Systems (All Others) - See note for > 15kW or 10kWth	\$435	[e]
70	Solar - Commercial Systems - See note for > 50kW or 30kWth	\$1,000	[f]
71	Demolition - Residential Interior	\$169	
72	Demolition - Residential (All Other)	\$97	[g]
73	Demolition - Non-Residential	\$362	
74	Certificate of Occupancy - Temporary	\$89	
75	Certificate of Occupancy	\$271	
76	Sleeping Room Covenant - Recording Fee	\$109	
77	Miscellaneous/All Other - First Inspection	\$89	
78	Miscellaneous/All Other - Each Add'l Inspection	\$60	
79	Miscellaneous/All Other - Plan Check (Per Hr)	\$145	
80	Plan Revision - Non-Structural - (Per Hr; 1/2 hour minimum)	\$145	
81	Plan Revision - Structural - (Per Hr; 1 hour minimum)	\$145	
82	Work Without Permit	\$193	
83	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
84	Inspection Outside of Normal Business Hours (Per Hr); 4-hr minimum	\$181	
85	Additional Inspections	\$89	
86	Replacement Job Card	\$29	
87	Cancelled Permit Refund Processing Fee	\$72	
88	State Energy Form Assistance (Upon Request) (Per Page)	\$4	
89	Building and Safety Appeal Application	\$145	
90	Alternate Materials Method Review (Per Hr)	\$145	

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.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made 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]	
		Base Fee Assuming Full or Targeted Cost	Fee Per Add'l 100 SF	Base Fee Assuming Full or Targeted Cost	Fee Per Add'l 100 SF	Base Fee Assuming Full or Targeted Cost	Fee Per Add'l 100 SF
1 Shell Building New Construction	500	\$1,087	\$25.37	\$1,087	\$47.12	\$2,175	\$72.49
	2,000	\$1,468	\$16.31	\$1,794	\$19.94	\$3,262	\$36.25
	5,000	\$1,957	\$9.79	\$2,392	\$11.96	\$4,350	\$21.75
	10,000	\$2,447	\$4.53	\$2,990	\$13.59	\$5,437	\$18.12
	20,000	\$2,900	varies	\$4,350	varies	\$7,249	varies
	> 20,000	varies		varies		varies	
2 Accessory/Utility (e.g. Private garage, gatehouse) New Construction	100	\$254	\$84.58	\$471	\$157.07	\$725	\$241.65
	250	\$381	\$50.75	\$707	\$94.24	\$1,087	\$144.99
	500	\$507	\$25.37	\$942	\$47.12	\$1,450	\$72.49
	1,000	\$634	\$11.84	\$1,178	\$21.99	\$1,812	\$33.83
	2,500	\$812	varies	\$1,508	varies	\$2,320	varies
	> 2,500	varies		varies		varies	
3 All Other New Construction	500	\$1,740	\$40.60	\$1,740	\$75.39	\$3,480	\$115.99
	2,000	\$2,349	\$26.10	\$2,871	\$31.90	\$5,220	\$57.99
	5,000	\$3,132	\$15.66	\$3,828	\$19.14	\$6,959	\$34.80
	10,000	\$3,915	\$7.25	\$4,785	\$21.75	\$8,699	\$29.00
	20,000	\$4,640	varies	\$6,959	varies	\$11,599	varies
	> 20,000	varies		varies		varies	
4 Tenant Improvements New Construction	250	\$203	\$40.60	\$377	\$75.39	\$580	\$115.99
	500	\$304	\$20.30	\$565	\$37.70	\$870	\$57.99
	1,000	\$406	\$6.77	\$754	\$12.57	\$1,160	\$19.33
	2,500	\$507	\$6.60	\$942	\$12.25	\$1,450	\$18.85
	5,000	\$672	varies	\$1,249	varies	\$1,921	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.

** In accordance with California Health and Safety Code Section 17951.7, the City may waive or reduce all building permit fees for improvements to the home of a person at least 60 years of age with a qualifying disability that are made to accommodate that disability.

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City of Laguna Woods			
Schedule of Building Fees			
	Fee Description	Fee *	Notes
	Strong Motion Instrumentation Program (SMIP)		[a]
	Fee Calculation		
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	\$588	[a]
2	Address Establishment/Change	\$368	
3	Notice of Exemption	\$294	[b]
4	Outdoor Seating Permit	\$368	
5	Sign Permit - Part of Sign Program	\$110	
6	Sign Permit - Permanent	\$294	
7	Sign Permit - Temporary	\$74	
8	Sign Permit - Community Facilities/Open Space Annual	\$74	
9	Special Event Permit	\$294	
10	Temporary Use Permit	\$588	
11	Tree Removal Permit	\$221	
12	Wireless Use Permit Filing Fee	\$1,691	[c]
13	Eligible Facility Request Permit Filing Fee	\$1,250	
14	Eligible Facility Request Permit Pre-Submittal Meeting	\$294	
15	Zoning Confirmation Letter	\$184	
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	Lot Line Adjustment	\$2,000	
27	Specific Plan	\$10,000	
28	Variance	\$3,500	
29	Zone Change	\$10,000	
30	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	\$250	flat	
2	Temporary Staging	\$250	flat	
3	Traffic Control Only	\$335	flat	
4	Utilities Structure Inspection	\$419	flat	
5	Pole Replacement	\$419	flat	
Major Projects				
6	Major Project			[a]
	a) First Day	\$670	flat	
	b) Each Additional Day	\$250	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	\$167	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

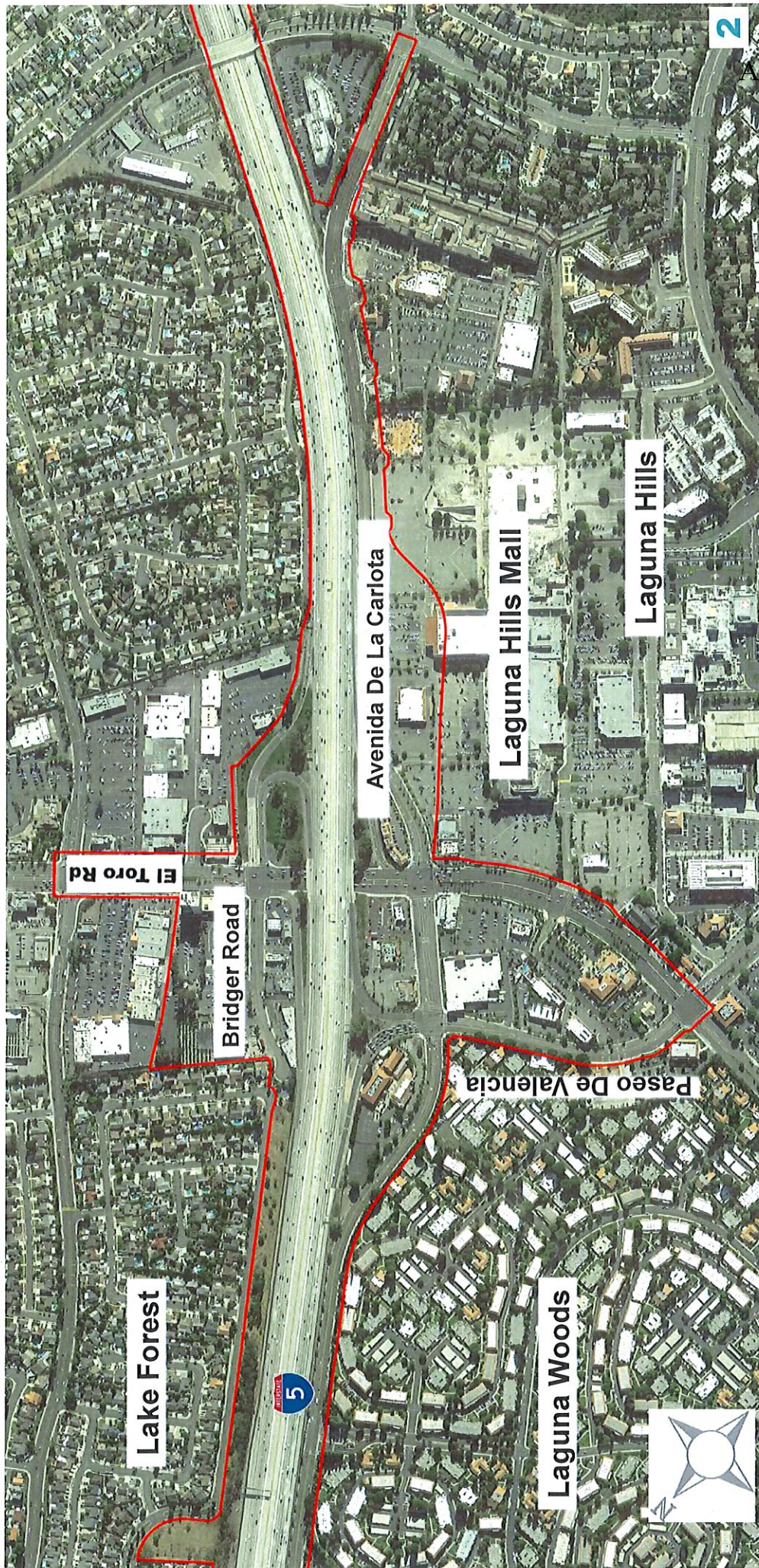
**I-5/EL TORO ROAD INTERCHANGE PROJECT –
CALIFORNIA DEPARTMENT OF
TRANSPORTATION AND ORANGE COUNTY
TRANSPORTATION AUTHORITY**

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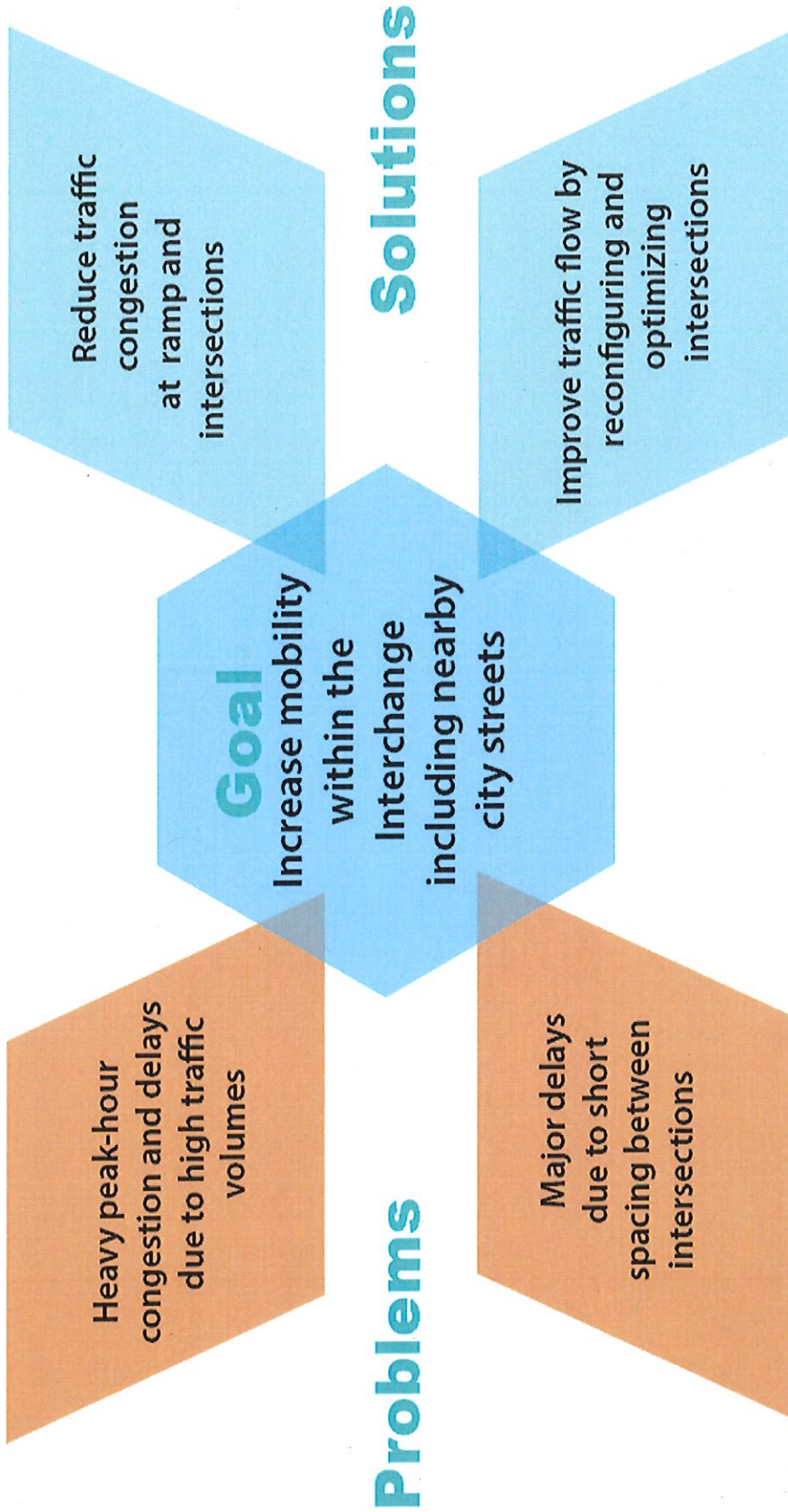
PROJECT UPDATE



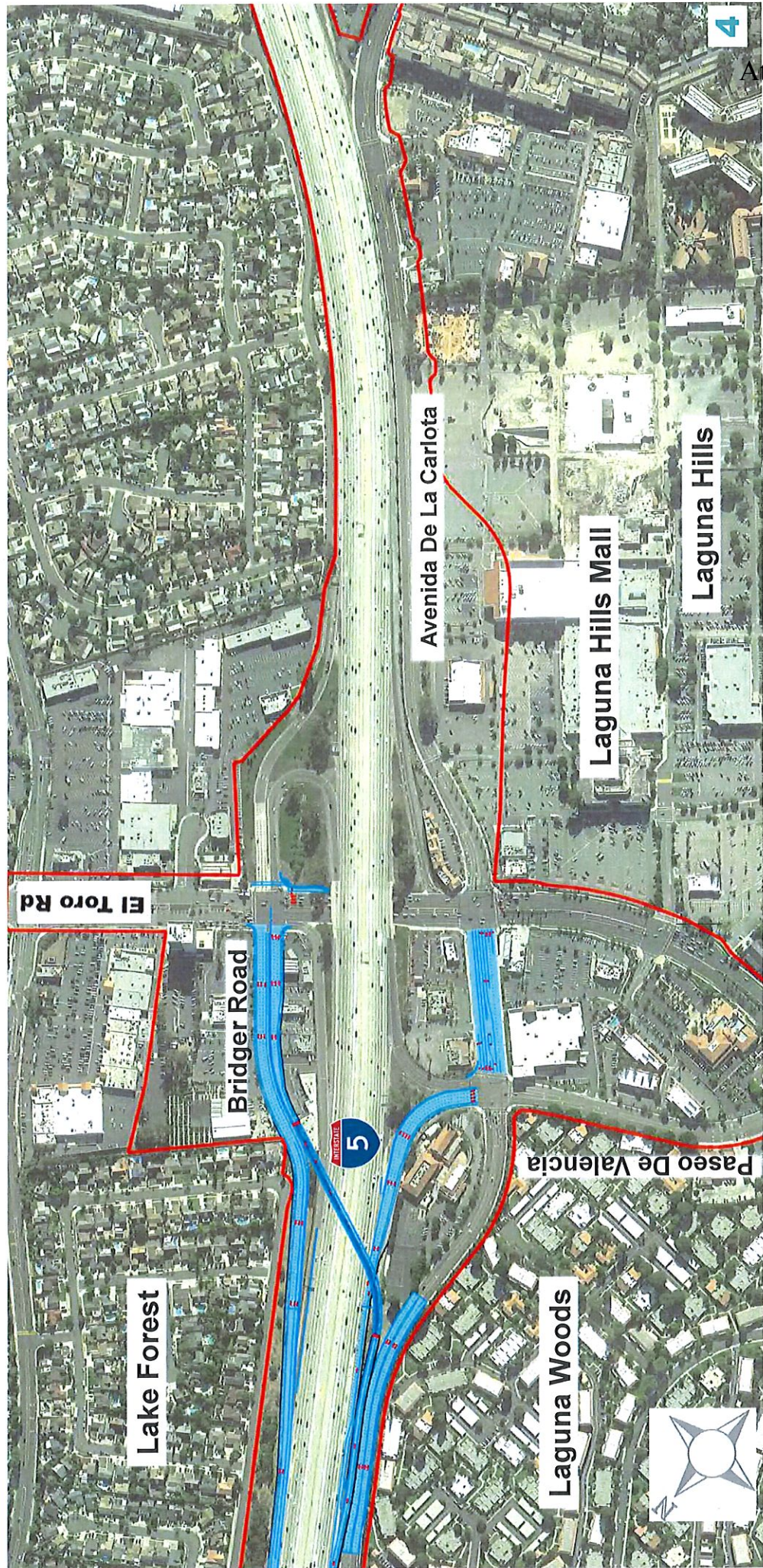
PROJECT LOCATION



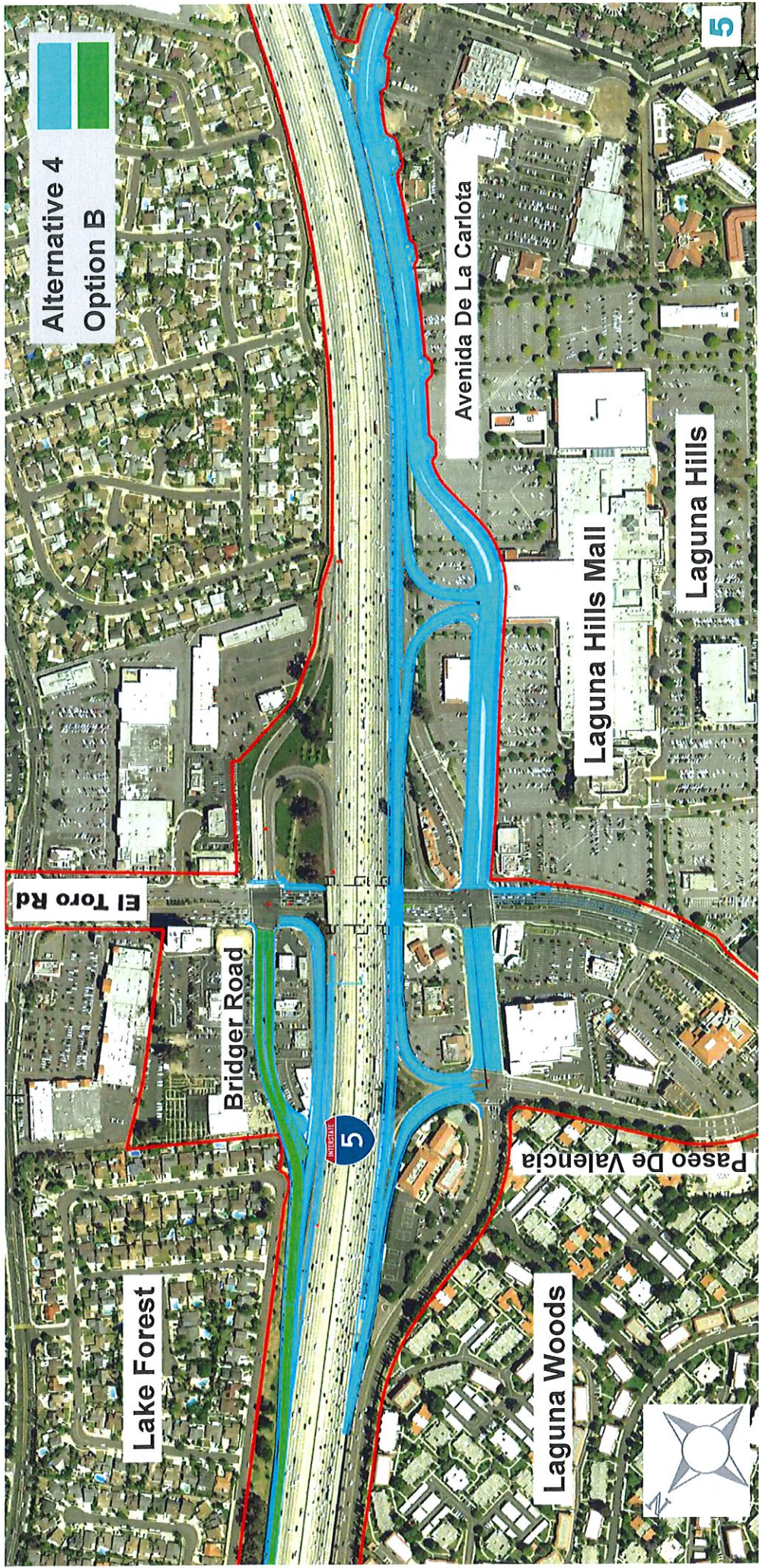
PROBLEMS/SOLUTIONS



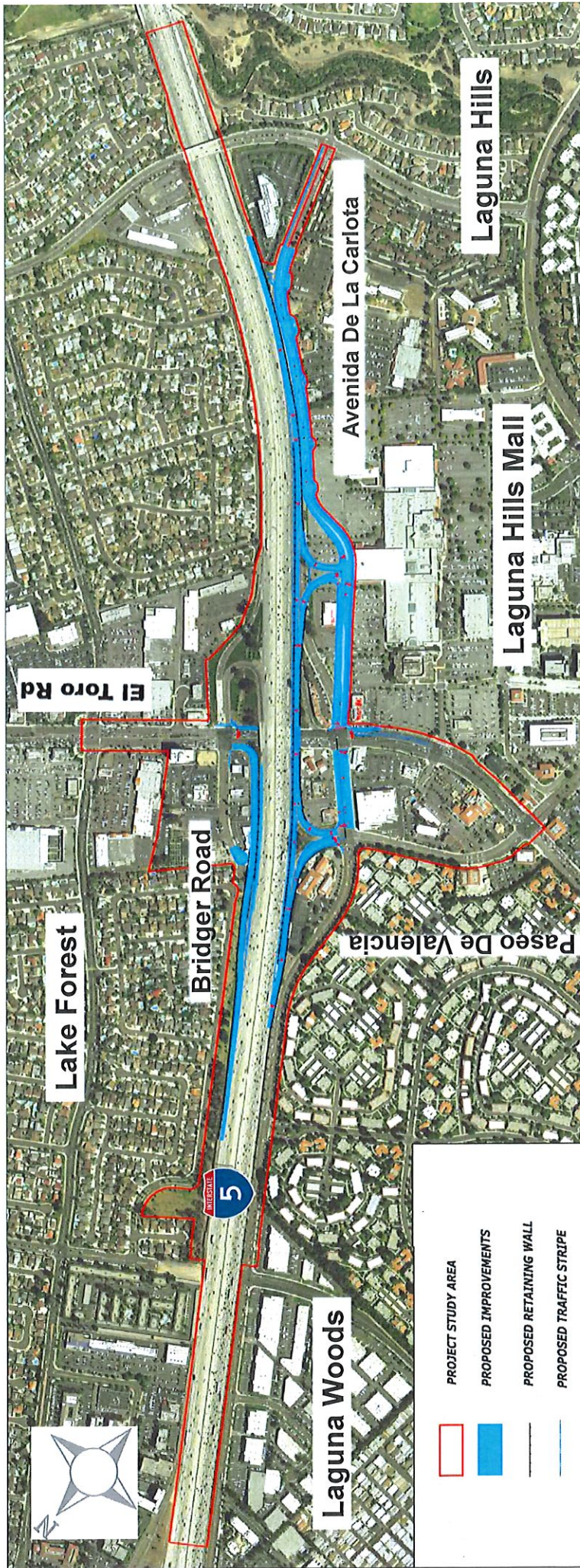
ALTERNATIVE 2: FLYOVER



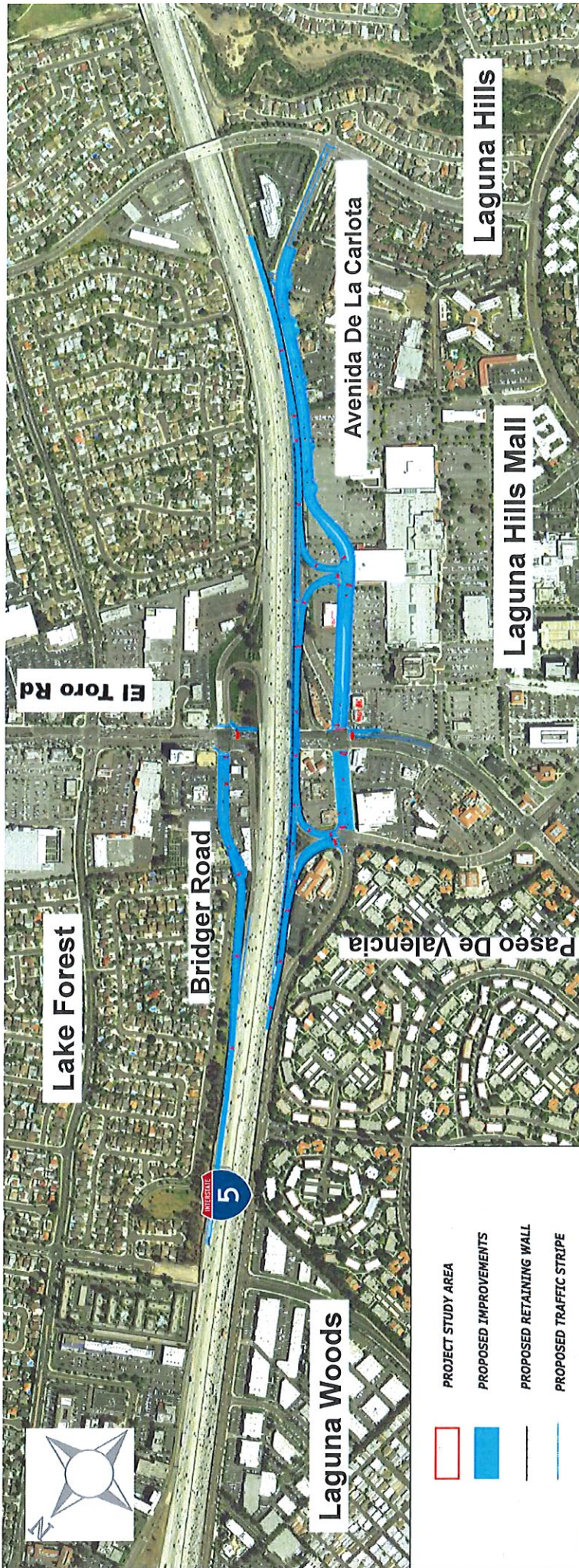
ALTERNATIVE 4 & OPTION B: COLLECTOR DISTRIBUTER ROAD AND HOOK RAMPS



ALTERNATIVE 4: COLLECTOR DISTRIBUTER ROAD AND HOOK RAMPS



ALTERNATIVE 4 OPTION B: COLLECTOR DISTRIBUTER ROAD AND HOOK RAMPS



TRAFFIC BENEFITS

Local Intersection Location	Alt 2	Alt 4
Avenida De La Carlota / Paseo De Valencia SB Off-Ramp	←	←
Avenida De La Carlota / El Toro Rd	←	←
Bridger Rd / NB On & Off Ramps / El Toro Rd	←	←
Rockfield Blvd / El Toro Rd		←
Paseo De Valencia / El Toro Rd		
Freeway Mainline Segment	Alt 2	Alt 4
NB I-5 (El Toro Loop On-Ramp to El Toro Tangent On-Ramp)		
NB I-5 (El Toro Tangent On-Ramp to Lake Forest On-Ramp)	←	←
SB I-5 (Carlota / Valencia Off-Ramp & Carlota / Valencia On-Ramp)	→	←
SB I-5 (Carlota / Valencia On-Ramp to El Toro Tangent On-Ramp)		←
SB I-5 (El Toro Tangent On-Ramp to Alicia Parkway Off-Ramp)		←



COST BENEFIT COMPARISON

	Alt 2	Alt 4	Alt 4 w Option B
Name	Flyover	Collector Distributer Road and Hook Ramps	Collector Distributer Road and Hook Ramps (including Bridger Road)
Cost*	\$175 million	\$241 million	\$231 million
Traffic Benefit	High	High	High

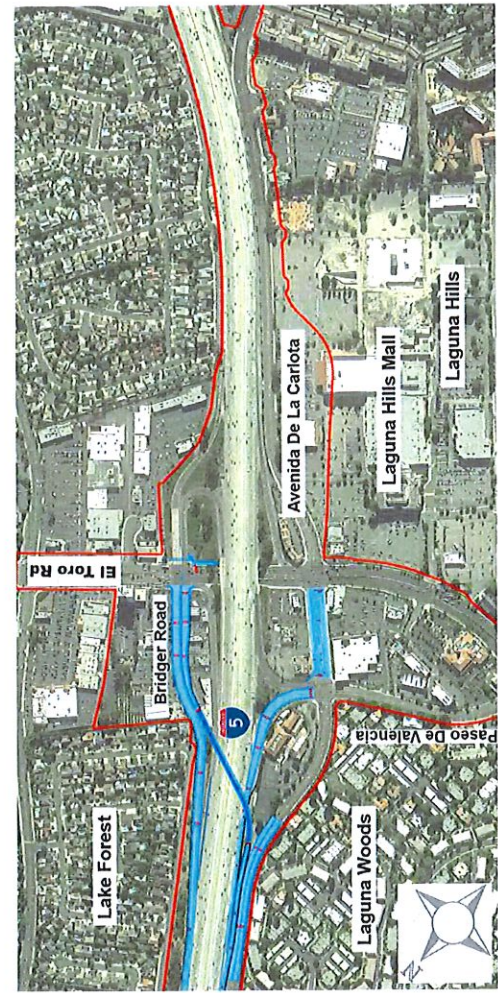
- Right of Way
- Roadway/Structures
- Support

*Total Project Costs are in 2019 dollars and include right of way, roadway/structures construction, support, and contingencies. 9

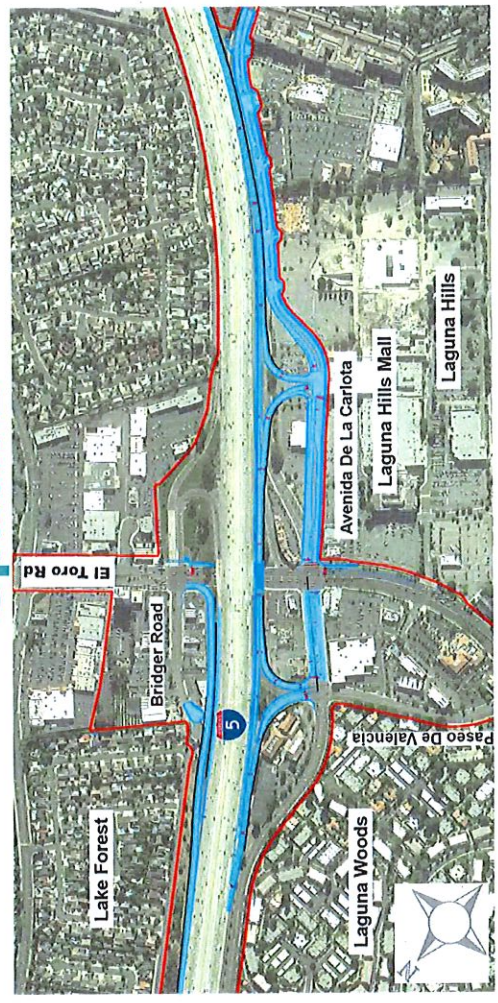


BUILDABLE ALTERNATIVES CONSIDERED FOR FURTHER REVIEW IN THE DPR & DED

ALTERNATIVE 2: FLYOVER



ALTERNATIVE 4: COLLECTOR DISTRIBUTER ROAD AND HOOK RAMP WITH Option B





NEXT STEPS

May 2017	Begin Environmental
June 2017	Purpose & Need
May – December 2017	Alternatives Development
Nov 2017 – Feb 2018	Value Analysis Study
Jan 2018 – March 2019	Alternatives Analysis
July 2018	Public Information Meeting
April 2019 – May 2019	Public Circulation
April 18, 2019	Public Hearing
May 2019 – July 2019	Prepare Response to Public Comments
July 2019 – August 2019	Project Development Team Members Recommend Preferred Alternative
November 2019	Final Project Approval/Environmental Documents

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Attachment B

I-5/El Toro Road Interchange Project
April 18, 2019 Public Hearing-Open House Format Invitation

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Orange County Transportation Authority
 Public Outreach RM 738
 550 S. Main St.
 P.O. Box 14184
 Orange, CA 92863-1584

PRESORTED
 FIRST CLASS
 U.S. POSTAGE
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 PERMIT #985
 ORANGE, CA

FOR MORE INFORMATION | PARA MÁS INFORMACIÓN
 Logan Selleck, OCTA Outreach (Alcance a la Comunidad OCTA)
 LSelleck@octa.net or 714-560-5573

www.octa.net/ElToroInterchange @i5ELTORO i5ELTORO

octa.net/ElToroInterchange i5ELTORO @i5ELTORO

YOU'RE INVITED

PUBLIC HEARING IN AN OPEN HOUSE FORMAT

THURSDAY, APRIL 18, 2019
 Doors Open: From 4:30 - 7:30 p.m.

**HOLIDAY INN,
 LAKE FOREST**
 Public Event, Free Parking



YOU'RE INVITED

PUBLIC HEARING-OPEN HOUSE FORMAT

THURSDAY, APRIL 18, 2019 Doors open from 4:30 - 7:30 P.M. Stop by any time between these hours.
Holiday Inn, 23131 Lake Center Dr, Lake Forest, CA 92630

Join the Orange County Transportation Authority (OCTA) and the California Department of Transportation (Caltrans) at a Public Hearing in an Open House Format to learn more about the El Toro Interchange Project, receive one-on-one updates from project team members, view exhibit boards, and submit your comments on the potential alternatives.

Special accommodations are available by calling (657) 328-6000 at least 14 days in advance of the meeting.

I-5/EL TORO ROAD INTERCHANGE IMPROVEMENT PROJECT

The I-5/El Toro Road Interchange Improvement Project proposes to improve traffic flow, optimize traffic signalization, reduce congestion, and reduce freeway traffic queuing adjacent to the I-5/El Toro Road Interchange. Currently in the environmental document and preliminary engineering process, there are three Build Alternatives that are being considered as well as a No-Build Alternative.

An Initial Study/Environmental Assessment (IS/EA), or Draft Environmental Study, that evaluates the project's potential benefits and effects has been prepared and is available for public review and comment. The study shows the potential project will not significantly affect the quality of the environment. This document is available for review and comment between April 2 and May 3, 2019 at <http://dot.ca.gov/d12/DEA/5/0M980>.

DEADLINE FOR PUBLIC COMMENT IS MAY 3, 2019

Public comments are an important part of the preliminary engineering and environmental review process. Comments received will be included and responded to in the Final Environmental Document.

There are four ways to comment:

- **Submit comment card at public hearing**
- **Verbally share comments to a licensed court reporter**
- **Email:** D12.ELToro@dot.ca.gov
- **Mail a letter to:** Gabriela Duran

Caltrans District 12
Division of Environmental Analysis
1750 4th Street, Suite #100
Santa Ana, CA 92075

USTED ESTÁ INVITADO

AUDIENCIA PÚBLICA - FORMATO DE CASA ABIERTA

JUEVES, 18 DE ABRIL, 2019 Las puertas estarán abiertas de 4:30-7:30 p.m. Venga en cualquier momento entre esas horas.
Holiday Inn, 23131 Lake Center Dr, Lake Forest, CA 92630

Únase a la Autoridad de Transporte del Condado de Orange (OCTA) y al Departamento de Transporte de California (Caltrans) en una Audiencia pública con Formato de casa abierta para aprender más sobre el proyecto propuesto, reciba actualizaciones individuales de los miembros del equipo del proyecto, vea tableros de muestra y entregue sus comentarios sobre las alternativas potenciales.

Adecuaciones especiales y traducciones están disponibles llamando al teléfono (657) 328-6000 por lo menos 14 días antes de la reunión.

I-5/PROYECTO DE MEJORAMIENTO DEL PASO A DESNIVEL EL TORO ROAD

El I-5/Proyecto de Mejoramiento del Paso a Densivel El Toro Road propone mejorar el flujo de tránsito, optimizar la señalización de tránsito, reducir la congestión, y reducir las colas de tráfico de autopista adyacentes al Paso a Densivel El Toro Road en la autopista I-5. Actualmente en el documento ambiental y el proceso de ingeniería preliminar, se están considerando tres Alternativas de Construcción además de una alternativa de No Construcción.

Se ha preparado un Estudio inicial/Evaluación ambiental (IS/EA) o Estudio preliminar ambiental que evalúa los beneficios y efectos potenciales del proyecto y está disponible para revisión pública comentarios. Los estudios muestran que este no afecta significativamente la calidad del medio ambiente. Este documento está disponible para revisión y comentarios entre el 2 de abril y el 3 de mayo, 2019 en <http://dot.ca.gov/d12/DEA/5/0M980>.

LA FECHA LÍMITE PARA COMENTARIOS PÚBLICOS ES EL 3 DE MAYO, 2019

Los comentarios públicos son una parte importante del proceso de ingeniería preliminar y el proceso de revisión ambiental. Los comentarios recibidos se incluirán y responderán en el Documento ambiental final.

Hay cuatro formas de hacer comentarios:

- **Entregue su tarjeta de comentario en la audiencia pública**
- **Haga comentarios verbales para un mecanógrafo certificado en la audiencia pública**
- **Envíe un correo electrónico a** D12.ELToro@dot.ca.gov
- **Envíe una carta a:** Gabriela Duran

Caltrans District 12
Division of Environmental Analysis
1750 4th Street, Suite #100
Santa Ana, CA 92075

8.2
SOUTHERN CALIFORNIA ASSOCIATION OF
GOVERNMENTS' 2019 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 17, 2019 Regular Meeting

SUBJECT: Southern California Association of Governments' 2019 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' 2019 General Assembly.

Background

The Southern California Association of Governments ("SCAG") will host its annual Regional Conference and General Assembly on May 1-3, 2019 in Palm Desert, 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 2019 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 (Councilmembers Horne and Moore), if they choose to attend.

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8.3
ACCESSORY DWELLING UNIT REGULATIONS

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: April 17, 2019 Regular Meeting

SUBJECT: Accessory Dwelling Unit Regulations

Recommendation

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTIONS 13.06.010 AND 13.08.010 OF THE LAGUNA WOODS MUNICIPAL CODE, AND ADDING SECTION 13.26.230 TO THE LAGUNA WOODS MUNICIPAL CODE, RELATED TO ACCESSORY DWELLING UNITS

Background

An “accessory dwelling unit” (sometimes referred to as a granny flat, in-law unit, backyard cottage, or secondary unit), as defined by state law, is an attached or a detached dwelling unit that provides complete independent living facilities for one or more persons including, at a minimum, permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as a separate single-family dwelling is situated. Accessory dwelling units can be located with, attached to, or detached from the single-family dwelling with which it is collocated. Efficiency units and manufactured homes, as those terms are defined by state law, are also included within the definition of an accessory dwelling unit.

State law (Senate Bill 1069 and Assembly Bill 2299, California Statutes of 2016; Senate Bill 229 and Assembly Bill 494, California Statutes of 2017) requires cities

to either adopt ordinances that conform to the provisions of California Government Code Section 65852.2 related to accessory dwelling units, or apply the provisions of state law set forth therein. In adopting local ordinances, cities are able to exercise a limited amount of discretion to include additional provisions that would not apply absent the adoption of such an ordinance.

On March 20, 2019, a public hearing was held and the City Council introduced and approved the first reading of an ordinance (Attachment A) which, if adopted, would modify existing and add new regulations related to accessory dwelling units.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on proposed accessory dwelling unit regulations (Attachment A). Staff recommends that the City Council adopt the proposed ordinance in order to add local regulations consistent with the City's existing Zoning Code, as well as to ensure that regulations are clear and consistent with state law.

Irrespective of whether the City Council adopts the proposed regulations, state law requires the City to permit the development of accessory dwelling units that comply with applicable provisions of state law. The proposed regulations would codify a local version of the State's regulations with the following additional provisions as permitted by California Government Code Section 65852.2(a)(1)(B)(i):

- Accessory dwelling units must comply with applicable height requirements for the zoning districts in which they are located. The State's regulations do not contain building height limitations, which means that absent the addition of this provision, the City would not be able to enforce a maximum building height as it does for most other types of development.
- Accessory dwelling units must comply with applicable setback requirements for the zoning districts in which they are located, except in instances where state law prohibits the City from enforcing such requirements. Setbacks are important land use tools to promote safety, privacy, and aesthetics.

The proposed regulations do NOT:

- Require the development of accessory dwelling units; or

- Interfere with nor prohibit a private property owner's or homeowner's association's ability to regulate or prohibit accessory dwelling units on lots for which they have such control.

If the City Council takes the recommended action at today's meeting, the proposed ordinance would become effective in 30 days.

Environmental Review

The proposed amendments and additions to the Laguna Woods Municipal Code are exempt from the provisions of the California Environmental Quality Act ("CEQA") pursuant to sections 15378(b) and 15061(b)(3) of Title 14 of the California Code of Regulations, in that they are consistent with California law, specifically California Government Code sections 65852.2 *et seq.* It can be seen with certainty that this project has no possibility of having a significant effect on the environment. In the absence of any pending application for any project that might implicate accessory dwelling unit considerations, any specific environmental effects would be speculative. The proposed amendments and additions to the Laguna Woods Municipal Code are further statutorily exempt from the provisions of the CEQA pursuant to Section 15282(h) of Title 14 of the California Code of Regulations, in that they constitute adoption of an ordinance regarding second units in a single-family or multifamily residential zone by a city in order to implement the provisions of California Government Code sections 65852.1 and 65852.2 as set forth in California Public Resources Code Section 21080.17.

Fiscal Impact

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

Attachment: A – Proposed Ordinance
Exhibit A – Proposed Code Amendments

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ORDINANCE NO. 19-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING SECTIONS 13.06.010 AND 13.08.010 OF THE LAGUNA WOODS MUNICIPAL CODE, AND ADDING SECTION 13.26.230 TO THE LAGUNA WOODS MUNICIPAL CODE, RELATED TO ACCESSORY DWELLING UNITS

WHEREAS, state law (Senate Bill 1069 and Assembly Bill 2299, California Statutes of 2016; Senate Bill 229 and Assembly Bill 494, California Statutes of 2017) requires cities to either adopt ordinances that conform to the provisions of California Government Code Section 65852.2 related to accessory dwelling units, or apply the provisions of state law set forth therein; and

WHEREAS, staff has recommended amendments and additions to the Laguna Woods Municipal Code as set forth in the attached Exhibit A to this Ordinance (the “Code Amendments”) which, if adopted, would add local regulations related to accessory dwelling units consistent with the City’s existing Zoning Code, as well as ensure that regulations are clear and consistent with state law; and

WHEREAS, the Community Development Director or his or her designee prepared an exhibit, including proposed language and terminology for the proposed Code Amendments and any additional information and documents deemed necessary for the City Council to take action, and such exhibit was available for public inspection at City Hall and, upon request, was supplied to all persons desiring a copy, at least 10 days prior to the scheduled City Council public hearing date; and

WHEREAS, on March 20, 2019, the City Council held a duly noticed public hearing on the proposed Code Amendments at which it considered all of the information, evidence, and testimony presented, both written and oral.

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby finds and determines that (i) each of the recitals to this Ordinance are true and correct, and are adopted herein as findings; (ii) the Code Amendments comply with all applicable requirements of State law; (iii) the Code Amendments will not adversely affect the health, safety, or welfare of the residents within the community; (iv) the Code Amendments are in the public interest

of the City of Laguna Woods; and, (v) the Code Amendments are consistent with the Laguna Woods General Plan and its various elements.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that the Code Amendments are exempt from the provisions of the California Environmental Quality Act (“CEQA”) pursuant to sections 15378(b) and 15061(b)(3) of Title 14 of the California Code of Regulations, in that they are consistent with California law, specifically California Government Code sections 65852.2 *et seq.* It can be seen with certainty that this project has no possibility of having a significant effect on the environment. In the absence of any pending application for any project that might implicate accessory dwelling unit considerations, any specific environmental effects would be speculative. The Code Amendments are further statutorily exempt from the provisions of the CEQA pursuant to Section 15282(h) of Title 14 of the California Code of Regulations, in that they constitute adoption of an ordinance regarding second units in a single-family or multifamily residential zone by a city in order to implement the provisions of California Government Code sections 65852.1 and 65852.2 as set forth in California Public Resources Code Section 21080.17.

SECTION 3. Sections 13.06.010 and 13.08.010 of the Laguna Woods Municipal Code are hereby amended, and Section 13.26.230 is hereby added to the Laguna Woods Municipal Code, to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

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

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

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

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

PASSED, APPROVED AND ADOPTED this XX day of XX 2019.

CYNTHIA CONNERS, Mayor

ATTEST:

YOLIE TRIPPY, Deputy City Clerk

APPROVED AS TO FORM:

DAVID B. COSGROVE, City Attorney

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

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Ordinance No. 19-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2019, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2019 by the following vote to wit:

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

YOLIE TRIPPY, Deputy City Clerk

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**EXHIBIT A
CODE AMENDMENTS**

Section 13.06.010 (“Definitions”) of Chapter 13.06 (“Definitions”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining):

(18) Accessory dwelling unit: An attached or a detached dwelling unit that provides complete independent living facilities for one or more persons including, at a minimum, permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as a separate single-family dwelling is situated. “Accessory dwelling unit” shall also include efficiency units, as defined in California Health and Safety Code § 17958.1, and manufactured homes, as defined in California Health and Safety Code § 18007.

Section 13.08.010 (“Intent and permitted uses”) of Chapter 13.08 (“Residential Districts”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code is amended to add the following (additions shown with underlining):

	Districts			
Land Use Types	RMF	RC	RT	Code References
<u>Accessory Dwelling Unit</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>13.26.230</u>

Section 13.26.230 (“Accessory dwelling units”) is added to Chapter 13.26 (“Special Regulations”) of Title 13 (“Zoning”) of the Laguna Woods Municipal Code, to read as follows:

Sec. 13.26.230. - Accessory dwelling units.

(a) *Purpose and intent.* The purpose and intent of this section is to provide for the development of accessory dwelling units, consistent with California Government Code §§ 65852.150 and 65852.2, and other applicable law.

(b) *Applicability.* This section applies to all lots located within a residential zoning district that are occupied, or proposed to be occupied, with a single-family dwelling unit. Nothing in this section shall interfere with nor prohibit a private property owner's or homeowner's association's ability to regulate or prohibit accessory dwelling units on lots for which they have such control.

(c) *Definitions.* For the purpose of this section, the following definitions, and the definitions set forth in California Government Code § 65852.2, as may be amended from time to time, shall apply:

(05) *Lot* shall have the same meaning as set forth in Chapter 13.06 of this Code, as may be amended from time to time.

(d) *Regulatory considerations.* Accessory dwelling units that meet the requirements of this section shall not be considered by the City when calculating the allowable density for the lot upon which the accessory dwelling unit is located, and shall be deemed to be a residential use that is consistent with the General Plan and applicable zoning.

(e) *Review times.* Applications for accessory dwelling units shall be approved or disapproved within 120 days after receiving the application.

(f) *Development standards for accessory dwelling units contained within the existing space of a single-family residence or accessory structure.*

(1) Applications for accessory dwelling units shall be ministerially approved with a building permit if all of the following are true:

- a. The accessory dwelling unit complies with applicable City building codes.
- b. The accessory dwelling unit has independent exterior access from the existing residence.
- c. The accessory dwelling unit has side and rear setbacks sufficient for fire safety.

(2) The following provisions apply to accessory dwelling units contained within the existing space of a single-family residence or accessory structure:

- a. Accessory dwelling units shall not be sold or otherwise conveyed separately from the primary residence.
- b. Accessory dwelling units may be rented or leased separately from the primary residence.
- c. No passageway shall be required in conjunction with the construction of an accessory dwelling unit.
- d. A local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge.
- e. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence and may employ alternative methods for fire protection.
- f. The owner of the property on which an accessory dwelling unit is located shall reside in either of the dwelling units on the property as his/her/their principal residence as long as the condition of the accessory dwelling unit remains on the property. This is a perpetual requirement that runs with the land, and a restrictive covenant establishing this requirement shall be recorded, with proof of recordation presented to the Community Development Director, prior to issuance of a final building permit for the accessory dwelling unit.

(g) *Development standards for attached or detached accessory dwelling units.*

(1) Applications for accessory dwelling units shall be ministerially approved with a building permit if all of the following are true:

- a. The accessory dwelling unit complies with applicable City building codes.

ITEM 8.3 – Exhibit A to Attachment A

- b. The gross floor area of the attached accessory dwelling unit does not exceed 50 percent of the existing living area, with a maximum increase in floor area of 1,200 square feet.
- c. The gross floor area of the detached accessory dwelling unit does not exceed 1,200 square feet.
- d. The accessory dwelling unit complies with applicable setback requirements for the respective zoning district, except that no setback shall be required for an existing garage that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no more than five feet from the side and rear lot lines shall be required for an accessory dwelling unit that is constructed above a garage.
- e. The accessory dwelling unit complies with applicable height requirements for the respective zoning district.
- f. The accessory dwelling unit complies with the parking requirements set forth in this section.

(2) The following provisions apply to attached or detached accessory dwelling units:

- a. Accessory dwelling units shall not be sold or otherwise conveyed separately from the primary residence.
- b. Accessory dwelling units may be rented or leased separately from the primary residence.
- c. No passageway shall be required in conjunction with the construction of an accessory dwelling unit.
- d. A local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with California Government Code § 66013, the connection may be subject to a connection fee or capacity charge that shall (1) not exceed the reasonable cost of providing service and (2) be proportionate to the burden of the proposed accessory dwelling

unit, based upon either its size or the number of its plumbing fixtures, upon the water or sewer system.

e. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence and may employ alternative methods for fire protection.

f. The owner of the property on which an accessory dwelling unit is located shall reside in either of the dwelling units on the property as his/her/their principal residence as long as the condition of the accessory dwelling unit remains on the property. This is a perpetual requirement that runs with the land, and a restrictive covenant establishing this requirement shall be recorded, with proof of recordation presented to the Community Development Director, prior to issuance of a final building permit for the accessory dwelling unit.

(h) *Parking requirements and exemptions for attached or detached accessory dwelling units.*

(1) Parking requirements for accessory dwelling units are one parking space per unit or per bedroom, whichever is less.

(2) Required parking spaces for accessory dwelling units shall be permitted in setback areas in locations determined by the City or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

(3) Accessory dwelling units are exempt from the parking requirements set forth in this section when any one or more of the following are true:

a. The accessory dwelling unit is located within one-half mile of public transit.

b. The accessory dwelling unit is located within an architecturally and historically significant historic district.

ITEM 8.3 – Exhibit A to Attachment A

c. When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

d. When there is a car share vehicle located within one block of the accessory dwelling unit.

(4) When a garage, carport, or covered parking structure is demolished or converted in conjunction with the construction of an accessory dwelling unit, replacement parking shall be required and may be allowed in any configuration on the same lot as the accessory dwelling unit, including but not limited to, covered spaces, uncovered spaces, or tandem spaces.

8.4
GOLF CART AND LOW-SPEED VEHICLE
REGULATIONS

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City of Laguna Woods

Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: April 17, 2019 Regular Meeting

SUBJECT: Golf Cart and Low-Speed Vehicle Regulations

Recommendation

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 8.18 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO GOLF CARTS AND LOW-SPEED VEHICLES

Background

The California Vehicle Code allows cities to designate areas and establish crossings for use by golf carts and low-speed vehicles, under specified conditions.

Laguna Woods Municipal Code Chapter 8.18 contains regulations related to golf carts and low-speed vehicles. The City's regulations were adopted in 2006 and apply only to the use of golf carts and low-speed vehicles on public property.

On March 20, 2019, a public hearing was held and the City Council introduced and approved the first reading of an ordinance (Attachment A) which, if adopted, would modify existing regulations related to golf carts and low-speed vehicles.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on proposed golf cart and low-speed vehicle regulations (Attachment A). Staff recommends that the City Council adopt the proposed regulations in order to promote clarity and ensure that golf cart and low-speed vehicle regulations are consistent with state law.

Notable proposed amendments include, but are not limited to, the following:

- The addition of several definitions contained in the California Vehicle Code, as well as the clarification of existing definitions.
- The addition of provisions to explicitly address golf cart crossings on public streets, consistent with the California Vehicle Code.
- Explicit authorization for staff to erect and maintain markers and lighting to (1) comply with the California Vehicle Code or (2) explain the regulations set forth in the California Vehicle Code or Laguna Woods Municipal Code Chapter 8.18.
- The addition of disclaimers reinforcing existing requirements for individuals to use golf carts and low-speed vehicles in a manner that complies with all federal, state, and local laws and regulations.

If the City Council takes the recommended action at today's meeting, the proposed ordinance would become effective in 30 days.

Environmental Review

It can be seen with certainty that this project has no possibility of having a significant effect on the environment. The project relates to the operation, maintenance, and minor alteration of existing highways pertaining to use by golf carts and low-speed vehicles. The use of highways by golf carts and low-speed vehicles is allowed pursuant to the California Vehicle Code and involves negligible or no expansion of use beyond that which is currently existing. Therefore, the proposed amendments are not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 15301 of Title 14 of the California Code of Regulations.

Fiscal Impact

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

Attachment: A – Proposed Ordinance
Exhibit A – Proposed Code Amendments

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ORDINANCE NO. 19-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 8.18 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO GOLF CARTS AND LOW-SPEED VEHICLES

WHEREAS, California Vehicle Code Section 21115 allows cities to designate and regulate highways for combined use by regular vehicular traffic and golf cart and/or low-speed vehicle traffic, under specified conditions; and

WHEREAS, California Vehicle Code Section 21115.1 allows cities to establish crossing zones on streets for use by golf carts and/or low-speed vehicles under specified conditions; and

WHEREAS, golf cart and low-speed vehicle regulations are codified at Chapter 8.18 of the Laguna Woods Municipal Code; and

WHEREAS, staff has recommended amendments to the Laguna Woods Municipal Code as set forth in the attached Exhibit A to this Ordinance (the “Code Amendments”) which, if adopted, would promote clarity and ensure that golf cart and low-speed vehicle regulations are consistent with state law; and

WHEREAS, the Community Development Director or his or her designee prepared an exhibit, including proposed language and terminology for the proposed Code Amendments and any additional information and documents deemed necessary for the City Council to take action, and such exhibit was available for public inspection at City Hall and, upon request, was supplied to all persons desiring a copy, at least 10 days prior to the scheduled City Council public hearing date; and

WHEREAS, on March 20, 2019, the City Council held a duly noticed public hearing on the proposed Code Amendments at which it considered all of the information, evidence, and testimony presented, both written and oral.

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby finds and determines that (i) each of the recitals to this Ordinance are true and correct, and are adopted herein as findings; (ii) the Code Amendments comply with all applicable requirements of State law; (iii)

the Code Amendments will not adversely affect the health, safety, or welfare of the residents within the community; (iv) the Code Amendments are in the public interest of the City of Laguna Woods; and, (v) the Code Amendments are consistent with the Laguna Woods General Plan and its various elements.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that it can be seen with certainty that this project has no possibility of having a significant effect on the environment. The project relates to the operation, maintenance, and minor alteration of existing highways pertaining to use by golf carts and low-speed vehicles. The use of highways by golf carts and low-speed vehicles is allowed pursuant to the California Vehicle Code and involves negligible or no expansion of use beyond that which is currently existing. Therefore, the Code Amendments are not a project subject to the California Environmental Quality Act (“CEQA”) pursuant to Section 15301 of Title 14 of the California Code of Regulations.

SECTION 3. Chapter 8.18 of the Laguna Woods Municipal Code is hereby amended to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

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

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

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

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

PASSED, APPROVED AND ADOPTED this XX day of XX 2019.

CYNTHIA CONNERS, Mayor

ATTEST:

YOLIE TRIPPY, Deputy City Clerk

APPROVED AS TO FORM:

DAVID B. COSGROVE, City Attorney

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

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Ordinance No. 19-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2019, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2019 by the following vote to wit:

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

YOLIE TRIPPY, Deputy City Clerk

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**EXHIBIT A
CODE AMENDMENTS**

Chapter 8.18 (“Golf Carts and Low-Speed Vehicles”) of Title 8 (“Traffic Control”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):

Sec. 8.18.010. - Purpose and intent.

The purpose of this chapter is to provide reasonable regulations for the use of golf carts, ~~golf cars~~, and ~~other~~ low-speed vehicles on specifically designated golf cart paths and ~~on public sidewalks~~ and across specifically established golf cart crossings. This chapter is intended to protect and promote the health, ~~and~~ safety, and welfare of the public. In adopting and implementing the regulatory provisions of this chapter, it is the intent of the ~~Laguna Woods~~ City Council to further the objectives specified above, and to create reasonable regulations in conformance with the California Vehicle Code.

Sec. 8.18.020. - Definitions.

~~The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. The word “shall” is always mandatory and not merely directory. The following definitions shall govern the meaning of words and phrases used in this chapter, except that definitions from the California Vehicle Code shall have the meaning of the then-current effective statute, as may be amended from time to time or replaced by a successor statute:~~

(05) *Golf cart* means, as defined in ~~the~~ California Vehicle Code § 345, a motor vehicle having not less than three wheels in contact with the ground, having an unladen weight less than 1,300 pounds, which is designed to be and is operated at not more than 15 miles per hour and designed to carry golf equipment and not more than two persons, including the driver.

(10) ~~*Low-speed vehicle* means, as defined in the California Vehicle Code § 385.5, a motor vehicle, other than a motor truck, having four wheels on the ground and an unladen weight of 1,800~~

~~pounds or less, that is capable of propelling itself at a minimum speed of 20 miles per hour and a maximum speed of 25 miles per hour, on a paved level surface. A low-speed vehicle is not a golf cart, except when operated pursuant to the California Vehicle Code §§ 21115 or 21115.1.~~ Golf cart crossing means a crossing on a portion of a highway that has been specifically established by a resolution of the City Council for use by golf carts, in accordance with California Vehicle Code § 21115.1.

(15) *Golf cart path* means a path ~~or an area~~ on a portion of a highway, other than the roadway, that has been specifically designated by a resolution of the City Council for use by golf carts. Golf cart paths are identified by posted signs and are set apart from the roadway by curbs, barriers, markings, or other delineation ~~for golf cart use.~~

(20) *Highway* means, as defined in California Vehicle Code § 360, a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel, including streets.

(25) *Low-speed vehicle* means, as defined in California Vehicle Code § 385.5, a motor vehicle, other than a motor truck, having four wheels on the ground and an unladen weight of 1,800 pounds or less, that is capable of propelling itself at a minimum speed of 20 miles per hour and a maximum speed of 25 miles per hour, on a paved level surface. A low-speed vehicle is not a golf cart, except when operated pursuant to the California Vehicle Code §§ 21115 or 21115.1.

(~~20~~30) *Sidewalk* means, as defined in ~~the~~ California Vehicle Code § 555, that portion of a highway, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel.

Sec. 8.18.030. - Regulations ~~for golf carts and low-speed vehicles.~~

~~(a) — It shall be a violation of this chapter for anyone to operate a golf cart or low-speed vehicle on a public sidewalk.~~

~~(ba)~~ Golf carts may be operated on golf cart paths and across golf cart crossings in accordance with the California Vehicle Code. ~~However, it shall be a violation of this chapter for anyone to operate a low-speed vehicle on a golf cart path.~~ It shall be a violation of this chapter to operate a golf cart (1) on any sidewalk unless such sidewalk has been specifically designated a golf cart path in accordance with this chapter or (2) on any portion of a highway unless such portion has been specifically established as a golf cart crossing in accordance with this chapter.

(b) It shall be a violation of this chapter for anyone to operate a low-speed vehicle on a golf cart path or sidewalk.

~~(c) —The City Manager is authorized to erect and maintain signs adjacent to or on golf cart paths and sidewalks, as deemed necessary, to explain the regulations set forth in this chapter or comply with the California Vehicle Code.~~

~~(dc)~~ Any violation of this chapter shall be deemed an infraction, subject to the provisions of ~~Chapters~~ chapters 1.04 and 1.06 of this Code.

~~(ed)~~ Nothing in this chapter shall be deemed to prohibit the use of golf carts and low-speed vehicles that are operated in accordance with the California Vehicle Code or that are operated on private property.

Section 8.18.040. - Signs, markers, and lighting.

The City Manager is authorized to erect and maintain signs, markers, and lighting adjacent to or on golf cart paths, golf cart crossings, and sidewalks, as deemed necessary, to (1) comply with the California Vehicle Code or (2) explain the regulations set forth in the California Vehicle Code or this chapter.

Sec. 8.18.050. - Compliance disclaimer.

(a) The presence, absence, maintenance condition, or visibility of signs, markers, or lighting authorized pursuant to Section 8.18.040 shall not excuse noncompliance with this chapter nor with any other local laws or regulations, or federal or state laws or regulations.

(b) This chapter is not intended to be exclusive and compliance with its provisions shall not excuse noncompliance with any other local laws or regulations, or federal or state laws or regulations.

8.5
WATER QUALITY REGULATIONS

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City of Laguna Woods Agenda Report

TO: Honorable Mayor and City Councilmembers

FROM: Christopher Macon, City Manager

FOR: April 17, 2019 Regular Meeting

SUBJECT: Water Quality Regulations

Recommendation

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING ORDINANCE NO. 19-01 AND AMENDING CHAPTER 4.14 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO WATER QUALITY

Background

Note: The proposed ordinance was adopted by the City Council on January 16, 2019 as Ordinance No. 19-01. Due to an inadvertent procedural error, Ordinance No. 19-01 has not taken effect and the proposed ordinance has been re-agendized.

Laguna Woods Municipal Code Chapter 4.14 contains regulations related to water quality, which in this context relates to the City’s regulatory obligations under applicable National Pollutant Discharge Elimination System (“NPDES”) permits issued by California regional water quality control boards, as well as other state permits and orders. The City’s regulations were last amended in 2010.

Due to geography and local drainage patterns, Laguna Woods is one of only three incorporated cities in Orange County that is subject to the jurisdiction of both the Santa Ana and San Diego regional water quality control boards. As a result, the

City is required to comply with an NPDES permit issued by each regional water quality control board, in addition to general orders issued by, or as a result of directives from, the California State Water Resources Control Board.

Drinking water quality is not the subject of the City's water quality regulations and is within the purview of the El Toro Water District, a separately incorporated special district that provides all water and wastewater service in Laguna Woods.

On March 20, 2019, a public hearing was held and the City Council introduced and approved the first reading of an ordinance (Attachment A) which, if adopted, would modify existing regulations related to water quality.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on proposed amendments to Laguna Woods Municipal Code Chapter 4.14 (Attachment A) which, if adopted, would modify existing regulations related to water quality. Staff recommends that the City Council adopt the proposed ordinance, in order to support the City's regulation of waste and stormwater discharges, including discharges to the stormwater drainage system within the City's jurisdiction, as required by applicable state permits and orders.

While the majority of the proposed amendments would make existing regulations more explicit, or increase alignment of the same with applicable state permits and orders, more significant proposed amendments include, but are not limited to:

- The addition of explicit provisions allowing for more rapid inspections of private property where exigent circumstances dictate.
- The addition of provisions revising notice requirements for inspections of industrial sites/sources and construction sites, which state permits and orders have identified as creating increased threats to water quality.
- The addition of provisions authorizing the City Manager, where necessary or advantageous to ensure compliance with state permits or orders, to negotiate interagency agreements with public and private parties to control stormwater pollution or discharges to the stormwater drainage system.

If the City Council takes the recommended action at today's meeting, the proposed ordinance would become effective in 30 days.

Environmental Review

It can be seen with certainty that this project has no possibility of having a significant effect on the environment as it does not approve any capital improvement project or other action or activity with the potential for a significant effect on the environment, nor do the proposed amendments to Chapter 4.14 of the Laguna Woods Municipal Code necessitate any construction or other modification of the environment with the potential for significant environmental effects. Therefore, the adoption of the proposed ordinance is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15378(b) and 15061(b)(3) of Title 14 of the California Code of Regulations.

Fiscal Impact

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

Attachment: A – Proposed Ordinance
 Exhibit A – Proposed Code Amendments

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ORDINANCE NO. 19-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING ORDINANCE NO. 19-01 AND AMENDING CHAPTER 4.14 OF THE LAGUNA WOODS MUNICIPAL CODE RELATED TO WATER QUALITY

WHEREAS, water quality regulations are codified at Chapter 4.14 of the Laguna Woods Municipal Code; and

WHEREAS, staff has recommended amendments to the existing water quality regulations, as set forth in the attached Exhibit A to this Ordinance (the “Code Amendments”), in order to support the City’s regulation of waste and stormwater discharges, including discharges to the stormwater drainage system within the City’s jurisdiction, as required by applicable state permits and orders; and

WHEREAS, on January 16, 2019, the City Council adopted the proposed Code Amendments as Ordinance No. 19-01; however, due to an inadvertent procedural error, Ordinance No. 19-01 has not taken effect; and

WHEREAS, on March 20, 2019, the City Council held a duly noticed public hearing on the proposed Code Amendments at which it considered all of the information, evidence, and testimony presented, both written and oral.

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby finds and determines that (i) each of the recitals to this Ordinance are true and correct, and are adopted herein as findings; (ii) the Code Amendments comply with all applicable requirements of State law; (iii) the Code Amendments will not adversely affect the health, safety, or welfare of the residents within the community; (iv) the Code Amendments are in the public interest of the City of Laguna Woods; and, (v) the Code Amendments are consistent with the Laguna Woods General Plan and its various elements.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that it can be seen with certainty that this project has no possibility of having a significant effect on the environment as it does not approve any capital improvement project or other action or activity with the potential for a significant effect on the environment, nor do the proposed amendments to Chapter

4.14 of the Laguna Woods Municipal Code necessitate any construction or other modification of the environment with the potential for significant environmental effects. Therefore, the adoption of this Ordinance is not a project subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15378(b) and 15061(b)(3) of Title 14 of the California Code of Regulations.

SECTION 3. Ordinance No. 19-01 is hereby repealed in its entirety.

SECTION 4. Chapter 4.14 of the Laguna Woods Municipal Code is hereby amended to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

SECTION 5. This Ordinance shall take effect and be in full force and operation thirty (30) days after adoption.

SECTION 6. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 7. The Deputy City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

SECTION 8. All of the above-referenced documents and information have been and are on file with the City Clerk of the City.

PASSED, APPROVED AND ADOPTED this XX day of XX 2019.

Cynthia Conners, Mayor

ATTEST:

YOLIE TRIPPY, Deputy City Clerk

APPROVED AS TO FORM:

DAVID B. COSGROVE, City Attorney

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

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Ordinance No. 19-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2019, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2019 by the following vote to wit:

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

YOLIE TRIPPY, Deputy City Clerk

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**EXHIBIT A
CODE AMENDMENTS**

Section 4.14.010 (“Definitions”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.010. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Words and phrases not ascribed a meaning by this chapter shall have the meanings ascribed by the regulations implementing the National Pollutant Discharge Elimination System, Federal Clean Water Act §-Section 402, and State Water Code Division 7 (State Water Code §-Section 13000 et seq.), if defined therein, and if not, to the definitions in an applicable permit issued by the California State Water Resources Control Board or applicable California Regional Water Quality Control Board, as such permits may be amended from time to time.

(05) *Authorized Inspector* shall mean the City Manager of the City of Laguna Woods and persons designated by and under his or her instruction and supervision, who are assigned to investigate compliance with, detect violations of, and/or take actions pursuant to this chapter.

(10) *City* shall mean the City of Laguna Woods, Orange County, California.

(15) *Co-Permittee* shall mean the City, County of Orange, the Orange County Flood Control District, and/or any ~~one~~ of the municipalities in Orange County, California or San Diego, California, ~~including the City of Laguna Woods~~, which are responsible for compliance with the terms of ~~NPDES~~ Permit(s).

(20) ~~DAMP~~ Drainage Area Management Plan shall mean the Orange County Drainage Area Management Plan, including the City’s approved ~~Local Implementation Plans~~s, as the same may be amended from time to time.

(25) *Development Pproject Gguidance* shall mean ~~Chapter 7 of the DAMP and the appendix thereto, entitled “Model Water Quality Management Plan”~~ guidance, instruction, and requirements for new development and significant redevelopment projects included or referred to in the Local Implementation Plan, as the same may be amended from time to time.

(30) *Discharge* shall mean any release, spill, leak, pump, flow, escape, leaching (including subsurface migration or deposition to groundwater), dumping or disposal of any liquid, semi-solid or solid substance.

(35) *Discharge exception* shall mean ~~the group of activities~~ discharges not restricted or prohibited by this chapter, including, but not limited to, any of the following:

(1) Discharges composed entirely of stormwater (e.g., runoff occurring as a result of rain).

(2) Discharges authorized pursuant to federal or state laws or regulations, or by current ~~EPA, State, or Regional Water Quality Control Board issued NPDES Permits~~ Permit(s), State General Permit(s), or other waivers, permits or approvals granted by a government agency with jurisdiction over such discharges.

(3) Discharges to the stormwater drainage system, that meet all requirements of the Permit(s), State General Permit(s), and any other applicable legal requirements, including ~~any of~~ the following:

- a. Diverted stream flows
- b. Rising ground waters
- c. Infiltration of groundwater uncontaminated by sewage
- d. Uncontaminated pumped groundwater⁺
- e. Foundation drains⁺
- f. Springs
- g. Water from crawl space pumps⁺

- h. Footing drains ~~⁴⁶¹~~
- i. Air conditioning condensation
- j. Flows from riparian habitats and wetlands
- k. Potable water sources, ~~except to the extent such discharges are subject to but not in compliance with general permits issued by the State or Regional Water Quality Control Board or other local ordinances~~
- l. Individual residential car washing
- m. Dechlorinated swimming pools
- n. Emergency firefighting activities
- o. Water line flushing, except for fire suppression sprinkler system maintenance and testing discharges. ~~If any discharges that fall within this exception are subject to State or Regional Water Quality Control Board permits or local ordinances, they are exempt only if the discharger is in compliance with said permits or local ordinances.~~

~~4. Stormwater discharges for which the discharger has reduced to the maximum extent practicable the amount of pollutants in such discharge.~~

(4) Runoff not otherwise regulated by Permit(s) or State General Permit(s) for which all applicable best management practices set forth in Section 4.14.030 of this Code are being properly implemented.

In any action taken to enforce this chapter, the burden shall be on the person who is the subject of such action to establish that a discharge was or is within the scope of ~~this a~~ discharge exception and otherwise meets all requirements of the Permit(s), State General Permit(s) and any other applicable legal requirements.

(38) Enforcement Response Plan shall mean the City's Enforcement Response Plan prepared pursuant to the requirements of the Permit(s).

(40) *Enforcing Attorney* shall mean the City Attorney or District Attorney and his or her designee acting as legal counsel to the City, which counsel is authorized to take enforcement action as described in this chapter. For purposes of criminal prosecution, the District Attorney, or his or her designee, shall act as the Enforcing Attorney.

(45) *EPA* shall mean the Environmental Protection Agency of the United States.

(50) *Hearing Officer* shall mean the City Council, which shall preside at the administrative hearings authorized by this chapter and issue final decisions on the matters raised therein.

(53) *Industrial sites/sources* shall mean those categories of industrial sites and sources as defined in 40 CFR 122.26(b)(14), including, but not limited to, those sites and sources that are subject to Permit(s) or State General Permit(s), including certain construction sites; operating and closed landfills; facilities subject to the Federal Superfund Amendments and Reauthorization Act Title III; and, hazardous waste treatment, storage, and disposal facilities.

(55) *Invoice for costs* shall mean the actual costs and expenses of the City, including, but not limited to, administrative overhead, salaries and other expenses recoverable under State law, incurred during any inspection conducted pursuant to this chapter or where a notice of violation, administrative citation, administrative compliance order or other enforcement option under this chapter is utilized to obtain compliance with this chapter.

(60) *Illicit connection* shall mean any man-made conveyance or drainage system, pipeline, conduit, inlet or outlet through which the discharge of any pollutant to the stormwater drainage system occurs or may occur. ~~The term “illicit connection” shall~~ does not include legal nonconforming connections or connections to the stormwater drainage system that are hereinafter authorized by the agency with jurisdiction over the system at the location at which the connection is made.

(65) *Legal nonconforming connection* shall mean connections to the stormwater drainage system existing as of the adoption of this chapter that were in compliance with all federal, state and local rules, regulations,

statutes and administrative requirements in effect at the time that the connection was established.

(70) *Local ~~i~~Implementation ~~p~~Plan ~~or LIP~~* shall mean the City's plan for implementation of the ~~NPDES permits, as approved by the City Manager or his or her designee, as may be amended from time to time.~~ Permit(s), and any plans or policies required to be developed and implemented per the Permit(s), as approved by the City Manager, including, but not limited to, the Enforcement Response Plan. The Local Implementation Plan is the City's Local Implementation Plan for the purposes of complying with the Permit(s) issued by the California Regional Water Quality Control Board, Santa Ana Region, as well as the City's Jurisdictional Runoff Management Plan (JRMP) for the purposes of complying with the Permit(s) issued by the California Regional Water Quality Control Board, San Diego Region. All requirements of the Local Implementation Plan, including the Enforcement Response Plan, may be enforced via this chapter.

(75) *New development* shall mean all public and private residential, industrial, commercial, retail, and other nonresidential construction projects, or grading for future construction, for which either a discretionary land use approval, grading permit, building permit, or nonresidential plumbing permit is required.

(80) *Nonresidential plumbing permit* shall mean a plumbing permit authorizing the construction and/or installation of any facility or facilities for the conveyance of liquids other than stormwater, potable water, reclaimed water, or domestic sewage.

(85) ~~NPDES permit~~ Permit(s) shall mean the currently applicable municipal discharge permits and/or orders issued by the California Regional Water Quality Control Board, Santa Ana Region and/or the California Regional Water Quality Control Board, San Diego Region, as appropriate, which permit and/or establish waste discharge requirements and/or National Pollutant Discharge Elimination System discharge limitations applicable to stormwater runoff and/or discharges to the stormwater drainage system within the City's jurisdiction.

(90) *Person* shall mean any natural person as well as any corporation, partnership, government entity or subdivision, trust, estate, cooperative

association, joint venture, business entity, or other similar entity, or the agent, employee or representative of any of the above.

(95) *Pollutant* shall mean any liquid, solid or semi-solid substances, or combination thereof, including, but not limited to:

- (1) Artificial materials (such as floatable plastics, wood products or metal shavings);
- (2) Household waste (such as trash, paper, and plastics; cleaning chemicals; yard wastes; animal fecal materials; used oil and fluids from vehicles, lawn mowers and other common household equipment);
- (3) Metals and non-metals, including compounds of metals and non-metals, (such as cadmium, lead, zinc, copper, silver, nickel, chromium, cyanide, phosphorus and arsenic), with characteristics which cause an adverse effect on living organisms;
- (4) Petroleum and related hydrocarbons (such as fuels, lubricants, surfactants, waste oils, solvents, coolants and grease);
- (5) Animal wastes (such as discharge from confinement facilities, kennels, pens and recreational facilities, including, stables, show facilities, or polo fields);
- (6) Substances having a pH less than 6.5 or greater than 8.6, or unusual coloration, turbidity or odor;
- (7) Waste materials and wastewater generated on construction sites and by construction activities (such as painting and staining; use of sealants and glues; use of lime; use of wood preservatives and solvents; disturbance of asbestos fibers, paint flakes or stucco fragments; application of oils, lubricants, hydraulic, radiator or battery fluids; construction equipment washing; concrete pouring and cleanup; use of concrete detergents; steam cleaning or sand blasting; use of chemical degreasing or diluting agents; and use of super chlorinated water for potable water line flushing);

(8) Materials causing an increase in biochemical oxygen demand, chemical oxygen demand or total organic carbon;

(9) Materials which contain base/neutral or acid extractible organic compounds;

(10) Those pollutants defined in ~~§ 1362(6) of the~~ Federal Clean Water Act Section 1362(6); ~~and~~

(11) Any other constituent or material, including but not limited to pesticides, herbicides, fertilizers, fecal coliform, fecal streptococcus or enterococcus, or eroded soils, sediment and particulate materials, in quantities that will interfere with or adversely affect the beneficial uses of the receiving waters, flora or fauna of the State.

(100) *Prohibited discharge* shall mean any discharge which contains any pollutant, from public or private property to (i) the stormwater drainage system; (ii) any upstream flow, which is tributary to the stormwater drainage system; (iii) any groundwater, river, stream, creek, wash or dry weather arroyo, wetlands area, marsh, coastal slough, or (iv) any coastal harbor, bay, or the Pacific Ocean. ~~The term p~~ “Prohibited discharge” shall does not include discharges allowable under the discharge exception.

(105) *Significant redevelopment* shall mean the rehabilitation or reconstruction of public or private residential (whether single family, multi-unit or planned unit development), industrial, commercial, retail, or other nonresidential structures, for which either a discretionary land use approval, grading permit, building permit or nonresidential plumbing permit is required.

(110) *State g* General p Permit(s) shall mean ~~either the Waste Discharge Requirements for Discharges of Storm Water Associated With Industrial Activities Excluding Construction Activities Permit (State Industrial General Permit) or the National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges Associated With Construction and Land Disturbance Activities (State Construction General Permit) and the terms and requirements of either or both~~ the “National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges Associated with Industrial Activities” (Industrial General Permit) and/or the “National Pollutant Discharge Elimination System (NPDES) General Permit

for Storm Water Discharges Associated with Construction and Land Disturbance Activities” adopted by the California State Water Resources Control Board, as may be amended from time to time. In the event that the EPA revokes the in-lieu permitting authority of the California State Water Resources Control Board, then the term “State gGeneral pPermit(s)” shall also refer to any EPA-administered stormwater control program for industrial and construction activities.

(115) *Stormwater drainage system* shall mean any street gutter, channel, storm drain, constructed drain, lined diversion structure, wash area, inlet, outlet or other facility, which is a part of or tributary to any municipal separate storm sewer system including, but not limited to, the ~~county-wide stormwater runoff system and~~ the City’s municipal separate storm sewer system and any municipal separate storm sewer system owned, operated, maintained or controlled by County of Orange, the Orange County Flood Control District or any other Co-Permittee, and which is used for the purpose of collecting, storing, transporting, or disposing of stormwater.

Footnote content:

~~—(6)—~~

~~**Note**—These discharges may be covered by a State or Regional Water Quality Control Board permit for groundwater extraction or similar discharges to surface waters. The City authorizes these discharges in compliance with such permit unless the Authorized Inspector determines the discharge potentially causes, or threatens to cause, a condition of pollution, contamination, or nuisance.~~

Section 4.14.020 (“Prohibited discharges and illicit connections”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.020. - Prohibited discharges and illicit connections.

- (a) No person shall:
 - (1) Cause, allow or facilitate any prohibited discharge.
 - (2) Construct, maintain, operate or utilize any illicit connection.

(3) Act, cause, permit or suffer any agent, employee, or independent contractor, to construct, maintain, operate or utilize any illicit connection, or cause, allow or facilitate any prohibited discharge.

(b) The prohibition against illicit connections shall apply irrespective of whether the illicit connection was established prior to the date of enactment of this chapter; however, legal nonconforming connections shall not become illicit connections until the earlier of the following:

(1) For all structural improvements to property installed for the purpose of discharge to the stormwater drainage system, the expiration of five years from the adoption of this chapter.

(2) For all nonstructural improvements to property existing for the purpose of discharge to the stormwater drainage system, the expiration of six months following delivery of a notice to the owner or occupant of the property, which states a legal nonconforming connection has been identified. The notice of a legal nonconforming connection shall state the date of expiration of use under this chapter.

(c) A civil or administrative violation shall occur irrespective of the negligence or intent of the violator to construct, maintain, operate or utilize an illicit connection or to cause, allow or facilitate any prohibited discharge.

(d) If an Authorized Inspector reasonably determines that a discharge, which is otherwise within the discharge exception, may violate any law, regulation, Permit(s), or State General Permit(s), or otherwise adversely affect the beneficial uses of receiving waters, then the Authorized Inspector may give written notice to the owner of the property or facility that the discharge exception shall not apply to the subject discharge. ~~following expiration of the 30-day period commencing upon delivery of the notice. Upon expiration of the 30-day period any such discharge shall constitute a violation of this chapter.~~

(e) The owner or occupant of property on which a legal nonconforming connection exists may request a hearing for an extension of the period allowed for continued use of the connection. A reasonable extension of use may be authorized by the Hearing Officer upon consideration of the following factors:

- (1) The potential adverse effects of the continued use of the connection upon the beneficial uses of receiving waters;
- (2) The economic investment of the discharger in the legal nonconforming connection; and
- (3) The financial effect upon the discharger of a termination of the legal nonconforming connection.

Section 4.14.030 (“Best management practices”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):

Sec. 4.14.030. - Best management practices.

(a) *Properties.* Each owner or occupant of any property in the City shall implement minimum best management practices ~~(BMPs)~~ as may be designated in the ~~City’s~~ Local Implementation Plan ~~or as otherwise required by the Permit(s), State General Permit(s), or as may otherwise be required by the City to prevent discharges to the stormwater drainage system.~~ For any property that is tributary to an impaired water body and/or is within or directly adjacent to or discharging directly to a receiving water within an environmentally sensitive area, such ~~BMPs~~ best management practices shall include such additional controls as the City may require.

(b) *Activities.* Each person conducting any activity or operation on any property in the City shall implement minimum best management practices ~~(BMPs)~~ as may be designated in the ~~City’s~~ Local Implementation Plan ~~or as otherwise required by the Permit(s), State General Permit(s), or as may otherwise be required by the City to prevent discharges to the stormwater drainage system.~~ For any activity or operation that is tributary to an impaired water body and/or is within or directly adjacent to or discharging directly to a receiving water within an environmentally sensitive area, such ~~BMPs~~ best management practices shall include such additional controls as the City may require.

Section 4.14.040 (“New development and significant redevelopment”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.040. - New development and significant redevelopment.

(a) All new development and significant redevelopment within the City shall be undertaken in accordance with:

- (1) The ~~DAMP~~Drainage Area Management Plan, including but not limited to the development project guidance; and
- (2) Any conditions and requirements established by the City, which are reasonably related to the reduction or elimination of pollutants in stormwater runoff from the project site.

(b) Prior to the issuance by the City of a grading permit, building permit or nonresidential plumbing permit for any new development or significant redevelopment, the City shall review the project plans and impose terms, conditions and requirements on the project in accordance with this chapter. If the new development or significant redevelopment will be approved without application for a grading permit, building permit or nonresidential plumbing permit, the City shall review the project plans and impose terms, conditions and requirements on the project in accordance with this chapter prior to the issuance of a discretionary land use approval or, at the City’s discretion, prior to recordation of a subdivision map.

(c) Notwithstanding the foregoing ~~S~~sections 4.14.040(a) and 4.14.040(b) of this Code, compliance with the development project guidance shall not be required for construction of one single family detached residence unless the City determines that the construction may result in the discharge of significant levels of a pollutant into or tributary to the stormwater drainage system.

(d) Compliance with the conditions and requirements of the ~~DAMP~~Drainage Area Management Plan shall not exempt any person from the requirement to independently comply with each provision of this chapter.

(e) If the City determines that the project will have a de minimis impact on the quality of stormwater runoff, then it may issue a written waiver of the requirement for compliance with the provisions of the development project guidance.

(f) The owner of a new development or significant redevelopment project, or upon transfer of the property, its successors and assigns, shall implement and adhere to the terms, conditions and requirements imposed pursuant to this chapter on a new development or significant redevelopment project.

(1) Each failure by the owner of the property or its successors or assigns, to implement and adhere to the terms, conditions and requirements imposed pursuant to this chapter on a new development or significant redevelopment project shall constitute a violation of this chapter.

(g) The City may require that the terms, conditions and requirements imposed pursuant to this chapter be recorded with the County of Orange by the property owner. The signature of the owner of the property or any successive owner shall be sufficient for the recording of these terms, conditions and requirements and a signature on behalf of the City shall not be required for recordation.

(h) The City shall be reimbursed by the project applicant for all costs and expenses incurred by the City in the review of new development or significant redevelopment projects for compliance with the ~~DAMP~~Drainage Area Management Plan. The City may elect to require a deposit of estimated costs and expenses, and the actual costs and expenses shall be deducted from the deposit, and the balance, if any, refunded to the project applicant.

Section 4.14.050 (“Inspections”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.050. - Inspections.

(a) ~~*Entry.* Prior to commencing any inspection of private property (including, but not limited to, facilities and portable equipment) as authorized in this section, the Authorized Inspector shall obtain the consent of the owner or occupant of the property or an administrative inspection warrant or criminal search warrant.~~ *Right to Enter and Inspect.* Except where exigent circumstances dictate otherwise, and except for inspections of industrial sites/sources or construction sites, prior to commencing any inspection of private property, the Authorized Inspector shall obtain either the consent of the owner, operator, or person responsible for the day-to-day activities of such facility, or shall obtain an administrative inspection warrant or criminal search warrant. For industrial sites/sources and construction sites, because such dischargers are identified under the Permit(s) and State General Permit(s) as creating increased threats to water quality, the Authorized Inspector is hereby authorized to inspect each such industrial site/source or construction site during normal business hours upon providing 24-hours' notice to the owner, operator, or person responsible for the day-to-day activities of such facility.

(b) *Discharge investigations.* The Authorized Inspector may inspect public and private property to investigate the source of any discharge to the stormwater drainage system or to otherwise verify or enforce compliance with this chapter.

(c) *Compliance inspections.* The Authorized Inspector may inspect property for the purpose of verifying compliance with this chapter, including but not limited to (i) identifying products produced, processes conducted, chemicals used and materials stored on or contained within the property, (ii) identifying point(s) of discharge of all wastewater, process water systems and pollutants, (iii) investigating the natural slope at the location, including drainage patterns and man-made conveyance systems, (iv) establishing the location of all points of discharge from the property, whether by surface runoff or through a storm drain system, (v) locating any illicit connection or the source of prohibited discharge, (vi) evaluating compliance with any water quality management plan, and (vii) investigating the condition of any legal nonconforming connection.

(d) *Records review.* The Authorized Inspector may inspect all records of the owner or occupant of property relating to processes or chemicals presently or previously occurring on-site, including but not limited to material and/or chemical inventories, facilities maps or schematics and

diagrams, material safety data sheets, hazardous waste manifests, business plans, water quality management plans, maintenance records, pollution prevention plans, State General Permit(s), monitoring program plans and any other records relating to this chapter, prohibited discharges, illicit connections, legal nonconforming connections, or any other source of contribution or potential contribution of pollutants to the stormwater drainage system.

(e) *Documentation of conditions.* The Authorized Inspector may take photographs or video recordings, make measurements or drawings, and create any other record reasonably necessary to document conditions on the property.

(f) *Monitoring and testing.* The Authorized Inspector may inspect, sample, monitor (including, but not limited to, erecting and maintaining monitoring devices) and/or test any area runoff, soils area, groundwater, materials within any waste storage area or container, and/or discharge for the purposes of (i) determining the potential for contribution of pollutants to the stormwater drainage system and/or (ii) measuring any discharge or potential source of discharge to the stormwater drainage system. The Authorized Inspector may investigate the integrity of any storm drain system, sanitary sewer system, legal nonconforming connection or other pipelines on the property using appropriate tests, including but not limited to smoke and dye tests or video surveys. The owner or occupant of property subject to inspection shall, after submission of a written request, receive copies of all monitoring and test results conducted by the Authorized Inspector.

Section 4.14.060 (“Enforcement”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.060. - Enforcement.

(a) *Notice of violation.* The Authorized Inspector may deliver to the owner or occupant of any property, or to any person responsible for a prohibited discharge or an illicit connection a notice of violation. The notice of violation shall be written and delivered in accordance with Chapter 1.06 of this Code.

(b) *Administrative citation.* The Authorized Inspector may deliver to the owner or occupant of any property, or to any person responsible for a prohibited discharge or an illicit connection an administrative citation. The administrative citation shall be written and delivered in accordance with Chapter 1.06 of this Code.

(c) *Administrative compliance orders.* The Authorized Inspector may issue an administrative compliance order.

(1) The administrative compliance order may be issued to:

a. The owner or occupant of any property requiring abatement of conditions on the property that cause or may cause a prohibited discharge or an illicit connection in violation of this chapter.

b. The owner of property subject to terms, conditions or requirements imposed on a project in accordance with this chapter to ensure adherence to those terms, conditions and requirements.

c. Any person responsible for an illicit connection or prohibited discharge.

(2) The administrative compliance order may include but is not limited to the following terms and requirements:

a. Specific steps and time schedules for compliance as reasonably necessary to prevent the imminent threat of a prohibited discharge, including but not limited to a prohibited discharge from any pond, pit, well, surface impoundment, holding or storage area.

b. Specific steps and time schedules for compliance as reasonably necessary to discontinue any illicit connection.

c. Specific requirements for containment, cleanup, removal, storage, installation of overhead covering, or proper disposal of any pollutant having the potential to contact stormwater runoff.

d. Any other terms or requirements reasonably calculated to prevent the imminent threat of or continuing violations of this chapter, including, but not limited to requirements for compliance with best management practices guidance documents promulgated by any federal, state or local agency.

e. Any other terms or requirements reasonably calculated to achieve full compliance with the terms, conditions and requirements of any permit issued pursuant hereto.

(d) *Cease and desist orders.* The Authorized Inspector may issue a cease and desist order. A cease and desist order shall be delivered in accordance with Section 1.06.050 of this Code.

(1) A cease and desist order may direct the owner or occupant of any property and/or other person responsible for a violation of this chapter to:

a. Immediately discontinue any illicit connection or prohibited discharge to the stormwater drainage system.

b. Immediately contain or divert any flow of water off the property, where the flow is occurring in violation of any provision of this chapter.

c. Immediately discontinue any other violation of this chapter.

d. Clean up the area affected by the violation.

(2) The Authorized Inspector may direct by cease and desist order that the owner of any property immediately cease any activity not in compliance with the terms, conditions and requirements of the applicable permit.

(e) *Recovery of costs.* The Authorized Inspector may deliver to the owner or occupant of any property, any permittee or any other person who becomes subject to a notice of violation, administrative citation, administrative compliance order or cease and desist order, an invoice for costs. An invoice for costs shall be delivered in accordance with Section 1.06.050 of this

Code. An invoice for costs shall be immediately due and payable to the City for the actual costs incurred by the City in issuing and enforcing any notice or order. If any owner or occupant, permittee or any other person subject to an invoice for costs fails to either pay the invoice for costs or appeal successfully the invoice for costs, then the Enforcing Attorney may institute collection proceedings.

(f) *Nuisance.* Any condition in violation of the prohibitions of this chapter, including but not limited to the maintenance or use of any illicit connection or the occurrence of any prohibited discharge, shall constitute a threat to the public health, safety and welfare, and is declared and deemed a nuisance pursuant to [California](#) Government Code ~~§~~ [Section](#) 38771. The City may abate the nuisance and recover costs as legally allowed.

(g) *Criminal sanctions.*

(1) *Authority to act.* The Enforcing Attorney may act on the request of the City Manager to pursue enforcement actions in accordance with the provisions of this chapter.

(2) *Infractions.* Any person who may otherwise be charged with a misdemeanor under this chapter may be charged, at the discretion of the Enforcing Attorney, with an infraction punishable by a fine of not more than \$100.00 for a first violation, \$200.00 for a second violation, and a fine not exceeding \$500.00 for each additional violation occurring within one year.

(3) *Misdemeanors.* Any person who negligently or knowingly violates any provision of this chapter, undertakes to conceal any violation of this chapter, continues any violation of this chapter after notice thereof, or violates the terms, conditions and requirements of any permit issued pursuant to this chapter, shall be guilty of a misdemeanor punishable by a fine of not more than \$1,000.00 or by imprisonment for a period of not more than six months, or both.

(h) *Citations.* Pursuant to [California](#) Penal Code ~~§~~ [sections](#) 836.5, the Authorized Inspector shall have the authority to cause the arrest of any person committing a violation of this chapter. The person shall be released and issued a citation to appear before a magistrate in accordance with [California](#) Penal Code ~~§~~ [sections](#) 853.5, ~~§~~ 853.6, and ~~§~~ 853.9, unless the

person demands to be taken before a magistrate. Following issuance of any citation the Authorized Inspector shall refer the matter to the Enforcing Attorney. Each citation to appear shall state the name and address of the violator, the provisions of this chapter violated, and the time and place of appearance before the court, which shall be at least ten business days after the date of violation. The person cited shall sign the citation giving his or her written promise to appear as stated therein. If the person cited fails to appear, the Enforcing Attorney may request issuance of a warrant for the arrest of the person cited.

(i) *Injunctions.* At the request of the City Manager, the Enforcing Attorney may cause the filing in a court of competent jurisdiction, of a civil action seeking an injunction against any threatened or continuing violation with the provisions of this chapter.

(1) *Order for reimbursement.* Any temporary, preliminary or permanent injunction issued pursuant hereto may include an order for reimbursement to the City of all costs incurred in enforcing this chapter, including costs of inspection, investigation and monitoring, the costs of abatement undertaken at the expense of the City, costs relating to restoration of the environment and all other expenses as authorized by law.

(j) *Other civil remedies.* The City Manager may cause the Enforcing Attorney to file an action for civil damages in a court of competent jurisdiction seeking recovery of (i) all costs incurred in enforcement of the chapter, including but not limited to costs relating to investigation, sampling, monitoring, inspection, administrative expenses, all other expenses as authorized by law, and consequential damages, (ii) all costs incurred in mitigating harm to the environment or reducing the threat to human health, and (iii) damages for irreparable harm to the environment.

The Enforcing Attorney is authorized to file actions for civil damages resulting from any trespass or nuisance occurring on public land or to the stormwater drainage system from any violation of this chapter where the same has caused damage, contamination or harm to the environment, public property or the stormwater drainage system.

(k) *Violations of other laws.* Any person acting in violation of this chapter also may be acting in violation of the Federal Clean Water Act or the State

California Porter-Cologne Act and other laws and also may be subject to sanctions including civil liability. Accordingly, the Enforcing Attorney is authorized to file a citizen suit pursuant to Federal Clean Water Act ~~§~~ Section 505(a), seeking penalties, damages, and orders compelling compliance, and other appropriate relief. The Enforcing Attorney or City Manager may notify the EPA, California State Water Resources Control Board, California Regional Water Quality Control Boards, or any appropriate federal, state or local agency, of any alleged violation of this chapter.

(l) *Consecutive violations.* Each day in which a violation occurs and each separate failure to comply with either a separate provision of this chapter, an administrative citation, administrative compliance order, or cease and desist order, shall constitute a separate violation of this chapter punishable by fines or sentences issued in accordance herewith.

(M) *Plan integration.* The Enforcement Response Plan is hereby incorporated by reference into this chapter and made enforceable at the City's discretion thereby. All remedies and legal authority referenced in the Enforcement Response Plan may be exercised by the City, notwithstanding that such remedies and/or legal authority are not specifically listed within this Code.

~~(m)~~ *Non-exclusive remedies.* Each and every remedy available for the enforcement of this chapter shall be non-exclusive and it is within the discretion of the Authorized Inspector or Enforcing Attorney to seek cumulative remedies, except that multiple monetary fines or penalties shall not be available for any single violation of this chapter. The remedies available to the City pursuant to the provisions of this chapter shall not limit the right of the City to seek any other remedy that may be available by law.

Section 4.14.070 (“Miscellaneous”) of Chapter 4.14 (“Water Quality”) of Title 4 (“Health and Sanitation”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining and deletions shown with ~~strike-through~~):

Sec. 4.14.070. - Miscellaneous.

- (a) *Interagency cooperation.* The City intends to cooperate with other agencies with jurisdiction over stormwater discharges to ensure that the regulatory purposes underlying stormwater regulations promulgated pursuant to the Federal Clean Water Act (~~33 USC § 1251 et seq.~~) are met. The City Manager may, where necessary or advantageous to ensure compliance with the Permit(s) or State General Permit(s), negotiate interagency agreements with the California Department of Transportation, governmental entities, tribal entities, and other persons, to control stormwater pollution or discharges to the stormwater drainage system.
- (b) *Delegation.* The City may delegate to, or enter into an agreement with, one or more public agencies and/or private enterprises to implement, administer, and/or enforce any of the provisions of this chapter on behalf of the City.
- (c) *Compliance disclaimer.* Full compliance by any person or entity with the provisions of this chapter shall not preclude the need to comply with any other local, state or federal statutory or regulatory requirements, including but not limited to those which may be required for the control of the discharge of pollutants into stormwater and/or the protection of stormwater quality.
- (d) *Judicial review.* The provisions of § California Code of Civil Procedure sections 1094.5 and ~~§ 1094.6 of the State Code of Civil Procedure~~ set forth the procedure for judicial review of any act taken pursuant to this chapter. Parties seeking judicial review of any action taken pursuant to this chapter shall file such action within 90 days of the occurrence of the event for which review is sought.